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Introduction

The purpose of this handbook is to provide information that will help answer questions and pave the way for a successful year. Not all district policies and procedures are included.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of non-contract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the District Office. Policy manuals are located on-line and at the District Office and are available for employee review during business hours.

Vision and Values - Every Student Celebrated. Every Student Prepared.

Mingus Union High School is a professional learning community which aspires to:
- Develop creative, innovative thinkers and problem solvers;
- Practice honesty, integrity, social responsibility, accountability and respect for themselves and others;
- Develop an appreciation of diverse cultures and perspectives;
- Meet the academic and personal needs of all students; and
- Be supportive and active members of the community.

Expected Learning Outcomes

Mingus Union High School educates every student to become:

**Self-directed learners who:**
- Produce quality, authentic work
- Organize and manage time efficiently
- Learn and apply goal setting strategies that support educational and career goals
- Assume responsibility and ownership for their learning

**Critical thinkers who:**
- Exhibit in-depth knowledge across disciplines
- Synthesize multiple sources of information
- Solve problems independently and collaboratively
- Reflect on and analyze learning experience

**Effective communicators who:**
- Demonstrate competency in reading, writing, speaking, and active listening.
- Utilize technology to complement their knowledge
- Express ideas and information confidently and creatively
- Develop positive and contributing interpersonal skills
Responsible citizens who:

- Demonstrate personal integrity and responsibility for decisions and actions
- Recognize and understand current local and global issues
- Develop respect for diverse cultures
- Actively contribute within their community

Governing Board Members

Mrs. Lori Drake – Vice-President
Mrs. Carol Anne Teague – President
Mr. Stephen Currie - Member

Mr. Greg Roeller – Member
Mr. Anthony Lozano – Member

Administration

Superintendent: Mike Westcott
Business Manager: Lynn Leonard
Principal: Genie Gee
Assistant Principal/Student Safety & Discipline: Allen Mitchell
Assistant Principal/Curriculum & Instruction: Dr. Justin Hartman
Director of Student Support Services: Gretchen Wesbrock
Athletics and Activities Director: Yancey DeVore
CTE Director: Ralph Fobair
Special Education Director: Chad Scott

Support Staff

Administrative Assistant to the Superintendent: Christina Montiel
Principal’s Secretary: Bridget Hillman
Activities Secretary: Christina Montiel
Attendance Office: Heather Robertson
Special Education Secretary: Connie Calhoon
ELL Programs: Julie Heal
Payroll Specialist: Jennifer Reed
Accounts Payable: Crystal Lopez
Student Accounts Manager: Eunice Bailey
Nutrition Services Director: Mary Lou Lopez
Bookstore Volunteer: Lovey Warner
EMPLOYMENT

Equal Employment Opportunity Statement
Policies AC & GBA
It is and shall continue to be the policy of the Mingus Union High School District that all persons are entitled to equal employment opportunity regardless of race, color, religion, sex, national origin, ancestry, socioeconomic status, marital status, age, real or perceived sexual orientation and handicaps or membership in legally constituted organizations.

In compliance with the provisions of all-applicable State and Federal civil rights laws, every effort will be made to employ the most qualified individuals without regard to the above factors. Any employee or job applicant who has questions concerning this policy should bring it to the attention of the district’s Human Resource Office.

Job Vacancy Announcements
Policy GCA
All job vacancies will be posted on the Mingus Union High School Website and updated on a weekly basis by the District Office.

Certified Employment Status
Policy GCJ
Probationary teacher means a certificated teacher who is not a continuing teacher.

Continuing teacher means:
- A certificated teacher who had been and is currently employed by the 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.

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 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.

Support Staff Employment Status
Support staff members are all employees of the District who are not required by state law or by a District policy, regulation, or job description to possess teaching certificates from the Arizona Department of Education for the purpose of performing their jobs, unless they
Employment Status
Policy GDB
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 for any reason 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 of item within the District’s handbook is intended to – and shall not operate to – create any property or contract rights consistent with the at-will employment status of support staff members.

Personnel Records and Files
Policy GBJ
The District will maintain a complete and current official personnel file for each District employee. Employees will be advised of, and will be permitted to review and comment on, all information of a derogatory nature to be placed in their respective personnel files. The employee may prepare a written reply to such information, and such reply, if any, will be appended to the information in the file.

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

Documents within a personnel file may be reviewed by the public only to the extent that disclosure is compelled as a public record.
Outside Employment
Policy GDR
A regular, full-time employee's position in the District shall be given precedence over any type of outside work or self-employment. Employees are free to carry on individual work or self-employment projects as long as no District facilities, equipment, or school(s) are used, except as provided by policy, and the outside work or self-employment does not interfere with the employees' performance of District-assigned duties.

The outside work or self-employment by a staff member is of concern to the Board insofar as it may:

- Prevent the employee from performing assigned responsibilities in an effective manner.
- Be prejudicial to proper effectiveness in the position or compromise the District.
- 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.

Evaluations of Certified Staff
Policy GCO
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.

A teacher’s classroom performance is inadequate if:

- During any school year, the certified teacher receives a rating of:
  - Ineffective during a formal observation by the primary evaluator on one (1) or more component of the District’s formal observation instrument which are based on classroom performance standards 1-4; and/or
  - Ineffective on one (1) or more component of the District’s evaluation instrument that include standards 1-4; and/or
  - Ineffective on the District’s evaluation system (performance classification) as a whole; and/or
  - Ineffective or developing on the District’s evaluation system (performance classification) as a whole for two (2) consecutive school years
Evaluation of Support Staff Members

Policy GDO

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.

Dress Code

Employees are expected to demonstrate good judgment and professional taste and to dress and maintain a general appearance that reflects their position and does not detract from the educational program of the School (Policy GBEG-R). Courtesy to coworkers, students, parents and your professional image should be the factors that are used to assess that you are dressing in attire that is appropriate. Wednesdays are designated as college attire days (wear jeans if you choose and your favorite college shirt). Fridays are designated as Mingus Pride days (wear jeans if you choose and Mingus colors or a Mingus shirt). All district employees, including certificated and support staff substitutes, will be provided picture identification (ID) badges. Employees and substitutes will wear their badges to assure easy identification while at work and all other school-sponsored activities. In compliance with Gov. Ducey’s Executive Order 2020-51; “All persons, including, but not limited to, staff, students, vendors, visitors, and volunteers, shall wear a cloth face covering while on any District property, in any District facility, at any District event, whether indoors or outdoors, and in any District vehicle, including District busses or vehicles rented or leased by the District”. This requirement for face coverings will be in effect at least until ADHS determine face coverings are no longer necessary.

COMPENSATION AND BENEFITS

Professional Staff Development

Policy GCI

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 designated them for credit. The maximum number of credit earned in such courses that may be counted toward the salary differentials is one-half (1/2) the credit 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.

Regulation GCBA-R Professional staff salary schedules
Salary increases will be effected after October 1 of each school year for which a teacher signs a contract. Between October 1 and April 1 of each school year a stipend will be disbursed to staff upon submission of pre/post-credit approval with documentation. Stipends and salary advancement must occur at a minimum three (3) credit hour increment. Stipends and salary advancement in the amounts specified in the Salary Formula for continuing staff will also be distributed to staff who submit documentation supporting the completion of advanced degrees. A revised contract to include pre/post-approved credit and attainment of advanced degrees will be issued after April 1 of each school year for the upcoming contract year.

A. A teacher anticipating salary advancement for the following school year must notify the Superintendent by April 1 during the school year then in progress so that provisions for salary advancement can be included in the school budget. The Superintendent will circulate an appropriate form to the certificated staff on or before March 15.

B. Stipends and salary increases must be substantiated by transcript or other written proof of work completed before salary changes can be made. Such verification must be filed in the Superintendent’s office by April 1 of the school year for which the teacher is employed in order for a revised contract to be prepared for the upcoming contract year. Application for stipends and salary increases must be completed and filed in the Superintendent’s office before a contract addendum is prepared.

Units taken beyond the master’s degree must consist of accredited college/university graduate units, accredited college/university undergraduate units, District in-service training credits or accredited workshops only if such work contributes directly to the staff member’s proficiency in the classroom or promotes professional growth, or travel units with prior approval by the Superintendent. Generally, courses taken in the teacher’s current teaching discipline, major or minor subject areas, or professional courses will be accepted. No seminars, workshops, or other such classes paid for by the District can be applied to educational advancement credits.
Pay Checks
All employees are paid every two weeks on Fridays. Paychecks will not be released to any other person other than the District employee named on the check without the employee's written authorization. An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. The schedule of pay dates for employees may be found in the District Office or on the self-service portal.

Direct Deposit
The District strongly encourages direct deposit of paychecks into your checking or savings account for all employees. To make arrangements for direct deposit, employees are asked to bring a voided check along with the proper form of payroll located in the District Office.

Payroll Deductions
Policy DKB
The District has procedures in place to ensure employees receive paychecks not later than the stated payroll dates, and ensure all amounts withheld from employee compensation are remitted and reported appropriately, correctly, and timely.

- Involuntary Deductions
  Federal and State income taxes, Social Security (OASI/FICA), and employee contributions to the Arizona State Retirement System (ASRS) will be deducted as mandated by state and federal statutes.

All other deductions must be authorized by the Board and the employee unless ordered by the court of competent jurisdiction.

- Voluntary Deductions and Redirections
  The following deductions and redirections have been authorized by the Board:
  - Insurance premiums for staff members or dependents who are being covered under Board-approved Section 125 cafeteria programs.
  - Direct deposits of net payroll with financial institutions.
  - Tax-sheltered annuities for companies approved by the District.
  - Professional dues.
  - Contributions to a public school for the support of extracurricular activities or charter education programs of the public school.
Overtime Policy GDL
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 (1) week in advance of any modification to the workweek plan.

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

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

An employee may work overtime, provided that advance authorization is obtained from the supervisor in charge and the Superintendent or, in the case of an emergency, immediately upon completion of the work or as soon thereafter as possible.

Benefits
Employee benefits represent a great part of your total compensation. Mingus Union High School offers a benefit package that provides our employees the benefits as outlined below.

Health, Dental, Vision, Life and Short Term Disability insurance are only available to eligible employees. To be eligible for full benefits an employee must work 30 hours or more per week; for partial benefits an employee must work 20 to 30 hours per week. Temporary and substitute employees are not eligible for insurance benefits.

Health Insurance: Medical Insurance is through KAIROS; the provider is Blue Cross Blue Shield. The district offers five plans: Core, Co-Pay, HDHP $1,500, HDHP $2,500 and HDHP $5,000. Employees may elect to purchase dependent coverage. For 2020/2021 the district pays as follows per employee towards the monthly medical premium:
Full time employees working 30 or more hours per week: $596
Part time employees working 20 to 30 hours per week: $238.00

Dental: The district offers dental insurance through Delta Dental at no cost for single coverage for full-time employees and 50% of the single premium for employees working between 20 to 30 hours per week. Employees may elect to purchase dependent coverage.

Life Insurance: MetLife provides basic life at no cost to all employees working over 20 hours per week. The benefit amount is $50,000 for all eligible employees. You automatically receive the basic life coverage. It is your responsibility to keep your
beneficiary designation up to date.

**Short-Term Disability:** Mutual of Omaha provides short-term disability at no cost to all employees working over 20 hours per week. The elimination period is 30 days and benefit percent is 66.6% of average salary up to $1,000 per week.

**Vision:** Voluntary vision is available to all employees working over 20 hours per week. Provided by VSP and includes the basic plan or buy-up for progressive lens.

**TSA Accounts:** TSA Consulting provides administration of the 403(b) and 457(b) plans. Mingus offers a number of tax-deferred accounts as well as Roth accounts. Note that each investment product has specific provisions and advantages associated with its use.

**Arizona State Retirement System:** Regular employees working 20 hours or more per week must participate in the Arizona State Retirement System (ASRS). ASRS also provides Long-Term Disability. The current (2020/2021) combined participation rate is 12.22% of gross pay deducted before taxes. The district matches this deduction and submits to ASRS every payroll. New employees must electronically enroll in ASRS within one week of employment.

**Employee Assistance Program (EAP):** EAP is available to all employees, full and part time. They provide guidance and confidential counseling for you and your family. Free...Confidential...Easy to obtain.

**Additional Optional Benefits:**
- Supplemental Life
- Prepaid Legal/Identity Theft
- AFLAC
- Pet Insurance
- Automatic Payroll Deductions for Arizona State Tax Credit

**Workers’ Compensation**
All employees shall be covered by workers' compensation insurance for any accident while on assignment, including an accident on school property or while on official business off school property. Employees are required to be treated at a District approved facility that specifically handles workman compensation claims.

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

- The physician will be responsible for reporting the circumstances of the injury to the District, the Industrial Commission, and the District's insurance carrier.
- 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. During such period the employee may be directed to:
  - 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
  - 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.
- In no event will an employee receive a combined salary and worker’s compensation in excess of the employee’s regular salary.

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.

LEAVES AND ABSENCES

PTO Leave
Policy GCCA
Paid time off (PTO) for all personnel is limited to a specific contract year. Compensated leave is to be granted to a staff member who, through personal or family illness, injury or quarantine, is unable to perform the duties of the assigned position.

Full time support staff employees who are not on probation shall earn one (1) day of PTO for each month worked on their regular employment agreement with the District. Eligible support staff employees shall be able to utilize five (5) days of allowable PTO days from the beginning of the contract year. Added days shall accrue to the maximum earnable days over the length of the agreement.

Full time certificated teachers shall receive ten (10) days of PTO per school year or an amount equivalent to their regular employment contract.
Part-time support staff and substitute teachers shall accrue one (1) hour of PTO for every thirty (30) hours worked, but shall not be entitled to accrue or use more than forty (40) hours of paid leave per year. A substitute teacher may use PTO as it is accrued, after the ninetieth (90th) calendar day after commencing employment.

For the purposes of this policy, one (1) day shall be equal to the number of hours assigned to be worked per day.

For the purposes of this policy, a substitute teacher’s work day is considered to be seven (7) hours.

Paid leave not taken during any year shall accumulate in the employee’s sick leave benefit account. Leave other than illness requires Superintendent or principal approval and a four (4)-day advance notice. No more than ten percent (10%) of the staff can be absent on the same day with other leave requests. Leave taken for personal reasons may not exceed four (4) consecutive days without Superintendent authorization.

When a staff member exhausts all days of accumulated PTO and days from the Extended Illness Bank (if eligible), an unpaid leave of absence must be requested, pursuant to District policy.

**Sick Leave Benefit**

The Sick Leave benefit is only for the purpose of recuperative activities, e.g., obtaining medical care or treatment, procuring medications or other prescribed materials, convalescing at home or at a medical facility, or other therapy or activity prescribed by the employee’s physician or health practitioner, with verification required if requested by the Superintendent. The District may, at District expense, require the employee to submit to medical or psychiatric examination by a physician or psychiatrist selected by the District to determine 1) whether or not the continued use of the sick leave benefit is appropriate or 2) whether return to duty is appropriate. Use of the Extended Illness Bank, if eligible, may only be used once all accrued PTO has been exhausted.

**Accrued Sick Leave Payout**

Upon retirement or resignation from, or termination by the district, up to ninety (90) days of unused PTO (Sick Leave Benefit Account days) are reimbursed to staff members who have worked at least five (5) years in the district, except the superintendent, according to the formula below:

- Annualized Salary x Multiplier x #of Accrued Sick Days (up to 90)
- Annualized Salary is base salary. It is the primary position only and does not include stipends, Proposition 301, extra duty or overtime.
• Annualized salary is calculated based on contract or work agreement.
• Multiplier is based on years of consecutive employment:

0.05% after 5-9 years  0.1% after 10-14 years
0.125% after 15-19 years  0.15% after 20+ years

For certified teachers and counselors who had worked 10 or more years as of June 30, 2020: Upon reaching 20 years of continuous employment when leaving the District they will have the option to be paid at the current sub rate multiplied by the number of days of accrued PTO as sick leave – not to exceed 90 days.

Extended Illness Bank

The Extended Illness Bank accumulation can be used only for extended illness as defined in this policy. Employees must contribute to the Extended Illness Bank in order to request and use days from the bank. The employee seeking donated days will provide the request for days to the District human resource office. Donated sick days are deducted from the bank and cannot be reclaimed. Applications for use of the EIB will be submitted to The Extended Illness Bank Review Committee which is made up of four (4) staff members and one (1) District office member and an administrator appointed by the Superintendent. The District office member will be the Payroll Specialist and/or Human Resources person. The application shall be received by the District office no later than ten (10) days prior to the anticipated use of all personal leave, accumulated sick leave, and vacation leave in order to avoid the use of unpaid leave. The committee shall review each application and submit a recommendation to the Superintendent. The decision of the Sick Leave Bank Committee is final. No employee shall be eligible for the EIB after qualifying for short-term or long-term disability coverage or workers’ compensation. Extended Illness bank disputes shall be resolved by the Superintendent or the Superintendent’s designee in consultation with the current recognized employee association president.

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

Use of Earned PTO

Earned PTO 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 PTO 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 PTO and shall make a reasonable effort to schedule the use of earned PTO in a manner that does not unduly disrupt the operations of the employer.

Earned PTO 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 PTO of three (3) or more consecutive work days, an employer may require reasonable documentation. Documentation signed by a health care professional indicating that earned paid leave 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.

**Family and Medical Leave (FMLA)**
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 a covered employer for at least one (1) year, and for one thousand two hundred fifty (1,250) hours over the previous twelve (12) months.
Reasons for taking leave:

- To care for the employee's child after birth, or placement for adoption or foster care.
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition.
- For a serious health condition that makes the employee unable to perform the employee's job.
- Because of any qualifying exigency (as the Superintendent 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.

At the employee's or employer's option, certain kinds of paid leave may be substituted for unpaid leave. The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

The employee ordinarily must provide thirty (30) days advance notice when the leave is "foreseeable". 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.

Job benefits and protection:
For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan." Upon return from FMLA leave, most employees must be restored to their original or equivalent positions, with equivalent pay, benefits, and other employment terms. 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.

FMLA makes it unlawful for any employer to:
- Interfere with, restrain, or deny the exercise of any right provided under FMLA.
- 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:
The U.S. Department of Labor is authorized to investigate and resolve complaints of violations. 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 that provides greater family or medical leave rights.
NOTE: The Families First Coronavirus Response Act (FFCRA) requires certain employers to provide their employees with paid sick leave and expanded FMLA for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

PAID LEAVE ENTITLEMENTS

Generally, employers covered under the FFCRA must provide employees:

Up to two weeks (80 hours, or a part-time employee’s two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to $511 daily and $5,110 total;
- 2/3 for qualifying reasons #4 and 6 below, up to $200 daily and $2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason #5 below for up to $200 daily and $12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). Although the FFCRA does not apply to private corporations that employ 500 or more employees, it applies to all “public agencies” that employ one (1) or more employees. The FFCRA states that an employer may not require an employee to use other paid leave provided by the employer to the employee before the employee uses Emergency Paid Sick Leave. In addition to the new types of leave available, District employees may use accrued leave in accordance with applicable District policies.

Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:
1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;

2. has been advised by a health care provider to self-quarantine related to COVID-19;

3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;

4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);

5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons;

6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

Please see the FFCRA employee leave request forms in the COVID-19 resources section of this handbook beginning on page 38.

**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.
- 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.

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].

**Military Leave**

Persons volunteering for military service, except in time of declared war, will not be considered for long-term 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 [A.R.S. 26-168 and 38-610].

**Professional 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).
The following guidelines will be used in granting released time and/or travel expense:

- Value of the meeting or conference.
- Funds available in the appropriate budgets.
- Availability of a substitute, if one is necessary.
- Upon return, a written report of the issues, strategies and use of information obtained must be submitted to the Superintendent within ten (10) working days of attendance.

A per diem subsistence allowance, and/or mileage, for private automobiles may be paid as provided in state law or Board policies. The necessary forms and instructions for filing travel claims are available at the administration office.

**Absent Without Leave**

An employee shall be deemed "absent without leave" when absent from work because of:

- A reason that conforms to a policy currently in effect but the maximum days provided for in that policy will be exceeded; or
- A reason that does not conform to any policy currently in effect; or
- 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.

**Bereavement Leave**

**Policy GCCH**

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 in the employee’s family as defined in GCCA.

Extensions of bereavement leave may be granted upon personal request to the Superintendent. If approved, all such extensions of bereavement leave shall be deducted from the employee’s accrued paid time off (PTO) leave.

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

**Certified Staff Vacations and Holidays**

**Policy GCD**

The Superintendent shall approve when vacations days are to be taken.
Classified Staff Vacations and Holidays
Policy GDD
Paid holidays for full time twelve (12) month support staff personnel shall be established each year by the Board. Support staff personnel shall earn ten (10) days of vacation each year of service during the first four (4) years of service. Beginning with the fifth (5th) year, fifteen (15) days will be allowed annually. Beginning with the tenth (10th) year, twenty (20) days will be allowed annually. The maximum allowable unused vacation days that may carry forward at the close of a calendar year (December 31) is twenty (20) days. Days in excess of the maximum number allowable shall become null and void and of no further value as of January 1 each year. Upon resignation or retirement, the employee will be paid for the number of days that have accrued up to the separation date. Vacation time will accrue each pay period. Requests for vacation must be received at least four (4) working days prior to the first day of vacation, and must be approved by the Superintendent.

Approved Holidays

<table>
<thead>
<tr>
<th>New Year’s Day</th>
<th>Veteran’s Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martin Luther King Day</td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>President’s Day</td>
<td>Friday after Thanksgiving</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Christmas Eve</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>Labor Day</td>
<td>New Year’s Eve</td>
</tr>
</tbody>
</table>

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

ABSENCE REQUESTS

ABSENCE REQUESTS
Mingus Union High School District uses an automated service in conjunction with ESI and YCESA for managing absences and finding substitutes for certified teachers. The software used for this program is SmartFind. All teachers must submit all absence requests via SmartFind. This service is available to employees 24 hours a day, 7 days a week and can be accessed via the internet.

Employees can access SmartFind via the link on the Mingus Union website ([www.mingusunion.com](http://www.mingusunion.com)). First time users must register by calling (928) 478-7781. In SmartFind employees will be able to enter absences, build profiles, request substitutes and other features such as uploading lesson plans for substitutes to view online.
All classified and non-teaching certified staff will use TimeClock Plus for requesting leave. This can also be accessed via the link on the Mingus Union website. All requests for leave must be submitted through TimeClock Plus.

**TIME AND ATTENDANCE PROCEDURES**

The District complies with the Fair Labor Standards Act and requires that employees who are compensated on an hourly basis accurately record all hours worked. Employees who work on a salary basis are expected to report to their duty locations within approximately 30 minutes of the start of the school day and to remain on duty until approximately 30 minutes after the end of the school day. The procedures noted must be followed in order to ensure that all your hours are recorded by the time and attendance system for accurate payment of wages.

1. Anytime you report to work you must report your time by clocking-in and clocking-out.
2. Upon reporting to work, immediately clock-in using the Time Clock Plus link found on the Mingus Union website. The website address is: [www.mingusunion.com](http://www.mingusunion.com).
3. Clock in and out when taking your meal break. Anytime you leave work for personal reasons for the day or a meal break, you must clock-out. In the event that you forgot to clock in or out inform your supervisor and complete the yellow form located in the District Office.
4. In the event that you start your workday away from the District, you must record your hours on a paper timesheet. An example could be when you are attending a conference and/or traveling directly from your home to attend a training.
5. Because the time clock rounds to the nearest quarter hour, clock in no more than seven minutes before start time and no more than seven minutes after the end of your workday.
6. In the event that you are not able to work due to illness, vacation, official leave, etcetera, it is imperative that you record your absence through the Time Clock Plus attendance tracking system link found on the Mingus Union webpage. If possible, complete a Time Clock Plus absence request in advance. If you are sick or have an emergency call your supervisor, then complete a Time Clock Plus absence request using the Time Clock Plus link on the Mingus Union Website from home. If you do not have internet access complete the absences request immediately upon your return to work. The website address is: [www.mingusunion.com](http://www.mingusunion.com).
7. At the end of the day you need to submit your time in Time Clock Plus. Time must be submitted in order for your supervisor to approve your timesheet at the end of the pay period. If you need assistance with this step, please talk to the payroll specialist.
8. It is important to clock in and out as required to ensure all hours worked are accurately recorded for payment purposes. Continued and chronic clocking violations will not be tolerated.

9. The employee is the only one who is authorized to clock in and out for themselves. It is considered fraud and grounds for disciplinary action, up to and including termination, for an employee to ask or have someone else clock them in and/or out of the time clock system. Employees who attempt to come in early, stay late, or work during the duty free lunch period, without clocking in/out, will be subject to disciplinary action.

10. Prior permission to work overtime must be approved in writing by the employee’s supervisor and the Superintendent.

11. Employees who have worked time in excess of 40 hours per week will be paid time and a half for all time exceeding 40 hours.

12. The normal work week begins on Monday and ends on Friday. The work week consists of five 8-hour days for fulltime employees, for a total of 40 hours. If employees work overtime (in excess of 40 hours in the work week), they are to be paid one and one-half (1½) times regular or average hourly rate for hours worked in excess of 40.

EMPLOYEE CONDUCT AND WELFARE

Staff Ethics
Policy GBEA (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.

The school employee:

- Makes the well-being of students the fundamental value of all decision making and actions.
- Maintains just, courteous, and proper relationships with students, parents, staff members, and others.
- Strives for the maintenance of efficiency and knowledge of developments in the
employee's field of work.

- Fulfills job responsibilities with honesty and integrity.
- 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.
- Obey local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
- Implements the Governing Board's policies and administrative rules and regulations.
- Refrains from using school contacts and privileges to promote political or sectarian religious views or personal agenda of any kind.
- Pursues appropriate measures to correct any laws, policies, or regulations that are not consistent with sound educational goals.
- Avoids using position for personal gain through political, social, religious, economic, or other influence.
- Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
- Stresses the proper use and protection of all school properties, equipment, and materials.
- Honors all contracts until fulfillment or release.
- 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.

Staff Conduct
Policy GEB
All employees of the District are expected to conduct themselves in a manner consistent with effective and orderly education and to protect students and District property. No employee shall, by action or inaction, interfere with or disrupt any District activity or encourage any such disruption. No employee, other than one who has obtained authorization from the appropriate school administrator, shall carry or possess a weapon on school grounds. All employees shall at all times attempt to maintain order, abide by the policies, rules, and regulations of the District, and carry out all applicable orders issued by the Superintendent.

Potential consequences to employees of the District who violate these rules may include, but are not limited to:
- Removal from school grounds
- Both civil and criminal sanctions, which may include, but are not limited to,
criminal proceedings under Title 13, Chapter 29, Arizona Revised Statutes

- Warning
- Reprimand
- Suspension
- Dismissal
- Having consideration given to any such violations in the determination of or establishment of any pay or salary in later contracts or employment, if any

Use of School-Owned Materials and Equipment
Policy EDC
School-owned materials, resources and equipment, including electronics and email, may not be used for personal business unless specific permission is granted by the Superintendent.

Use of Digital Communications
Policy GBEF
All employees are required to utilize digital communications, including social media, and electronic devices in a professional manner at all times.

Employees:
- shall adhere to all Governing Board policies related to technologies including but not limited to the use of District technology, copyright laws, student rights, parent rights, the Family Educational Rights and Privacy Act (FERPA), staff ethics, and staff-student relations;
- are responsible for the content of their posting on any form of technology through any form of communication;
- shall only use District controlled and approved technologies when communicating with students or parents;
- shall ensure that technologies used to communicate with students and District staff are maintained separate from personal technologies used to communicate with others;
- shall not use District owned or provided technologies to endorse or promote a product, a cause or a political position or candidate;
- in all instances must be aware of his/her association with the District and ensure the related content of any posting is consistent with how they wish to present themselves to colleagues, community members, parents and students;
- shall not use District logos or District intellectual property without the written approval of the Superintendent; and
- shall use technologies to enhance and add value to communications with all recipients and be respectful of those with whom they communicate.

Employees shall not use District technology for posting materials or engaging in social media communication for personal use. Employees shall not engage in personal social
media communications while on the job. Violations of this policy may result in disciplinary action up to and including termination.

**Smoking by Staff Members**  
**Policy GBED**  
The possession or use of tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products is prohibited on school grounds, at school-sponsored events, or in District vehicles.

**Drug-Free Workplace**  
**Policies GBECA & GBECB**  
The possession or use of any drug, including alcohol, as defined in schedules I through V of Section 202 of the Controlled Substances Act is prohibited on school grounds, at school-sponsored events, or in District vehicles.

**Staff and Political Activities**  
**Policy GBI**  
The Board recognizes the right of its employees, as citizens, to engage in political activity. However, school time, personnel, equipment, supplies, materials, buildings, or other resources may not be used to influence the outcomes of elections. A 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:

- No employee while on duty shall engage in political activities upon property under the jurisdiction of the Board.
- 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.
- 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.
- 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.
• Political circulars or petitions may not be posted or distributed in school.
• The collection of campaign funds and/or the solicitation of campaign workers is prohibited on school property.
• 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.
• 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.

Background Record Check
Policy GCF, GCF-R, GDF and GDF-R
It shall be the policy of the District to employ and retain the best qualified personnel. This will be accomplished by giving careful consideration to qualifications and by providing competitive salary schedules and wages within the financial capability of the District, adequate facilities, and good working conditions.

The Board has the legal responsibility of approving the employment of all employees. While this responsibility cannot be waived, the Board assigns to the Superintendent the process of recruiting 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. The Board adopts the following general criteria, which shall be utilized in the selection process for initial employment:

• There will be no discrimination in the hiring process due to race, color, religion, sex, age, national origin, disability, or real or perceived sexual identify of an otherwise qualified individual.

➢ Professional Candidates:
• Shall be qualified for and the training necessary to perform the instructional duties or functions for which they have applied.

Resignation
Policies GCQC, GCQE, GDQB and GDQD
• Professional Staff – 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 and unprofessional act and shall be subject to the penalty as provided under Arizona statutes and State Board of Education regulations.
• Support Staff – Employees voluntarily terminating their service with the District are expected to give advanced notice of not less than ten (10) working days. This notice should be submitted to the Superintendent 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. Insurance benefits will end on the last day of the month of your termination. If a staff member resigns and does not return after the summer break, they will be required to reimburse the district of insurance premiums paid during June and/or July.

EMPLOYEE RELATIONS AND COMMUNICATIONS

Discipline, Suspension, and Dismissal of Professional Staff
Policy GCQF
Certificated staff members may be disciplined for infractions that include, but are not limited to, those items listed in Board Policy GCQF.

Certificated staff members disciplined under A.R.S. 15-341, A.R.S. 15-539, or other applicable statutes:
- May not be suspended with or without pay for a period exceeding ten (10) school days under A.R.S. 15-341.
- May be suspended without pay for a period of time greater than ten (10) school days or dismissed under A.R.S. 15-539.
- 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.
- 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.
- Shall have the right to a hearing in accordance with the following:
  - 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.
  - 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:

• 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.

• 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.

• 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 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.

• 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.

• Right not to impose discipline. The District reserves the right not to discipline a certificated staff member for conduct that violates this policy.

• 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.

• 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:
Step 2 - Discipline Hearing:
Step 3 - Decision (in writing):
Step 4 - Appeal:

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:

- The certificated staff member evaluation procedure or the resulting evaluations as they pertain to the adequacy of the certificated staff member’s classroom performance.
- Letters or memorandums directed to a certificated staff member containing directives or instructions for future conduct.
- Counseling of a certificated staff member concerning expectations of future conduct.
- 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 (non-continuing certificated staff member).

General Provisions for Suspension
Without Pay or Dismissal Under
A.R.S. 15-539

Step 1 - Notice:

- 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.
  - 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.
  - 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.
  - 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.
- 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.

- 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:**

- 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.
  - The Governing Board may provide, by policy, that all hearings conducted pursuant to this section shall be conducted before a hearing officer.
- If the Governing Board decides not to hold a hearing, the Board shall designate a hearing officer to:
  - hold the hearing,
  - hear the evidence,
  - prepare a record of the hearing, and
  - issue a recommendation to the Board for action.
- 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.
- 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.
- The hearing shall be held:
  - not less than fifteen (15) days, nor
  - not more than thirty (30) days.
  - after the request is filed, unless all parties to the hearing mutually agree to a different hearing date.
- 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.
- The teacher may request that the hearing be conducted in public or private.
- 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.
- 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.
- 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.
- Within ten (10) days after a hearing conducted by the Governing Board the Board shall:
  - determine whether there existed good and just cause for the notice of dismissal or suspension, and
Mingus Union High School District

- affirm or withdraw the notice of dismissal or suspension.
- 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.
- 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.
- 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.

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.

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.

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

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.

**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
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.

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.

**Grievance Procedures**

*Policy GBK*

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

**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) days after the employee knew or should have known, of the act or omission giving rise to the grievance. A second or any subsequent conference must occur within five (5) days after the initial conference, or any subsequent conference.

**Formal Level**

*Level I.* Within fifteen (15) 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) days after receiving the grievance.

Within the above time limits either party may request a personal conference to attempt to resolve the matter.

*Level II.* In the event the grievant is not satisfied with the decision at Level I, the decision may be appealed to the Superintendent within five (5) days after receipt of the decision.

The appeal shall include a copy of the original grievance, the decision rendered, and a clear,
concise statement of the reasons for appeal. The Superintendent shall communicate a
decision within (5) days after the appeal. Either the grievant or the Superintendent may
request a personal conference within the above time limits.

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

**Reporting Child Abuse/Child Protection (Mandatory Reporting)**

**Policy JLF and Regulation JLR-R**

Any school personnel or any other person who has responsibility for the care or treatment
of a minor and who **reasonably believes** that a minor is or has been the victim of
physical injury, abuse, child abuse, a reportable offense or neglect that appears to have
been inflicted upon the minor by other than accidental means or that is not explained by
the available medical history as being accidental in nature or who reasonably believes
there has been a denial or deprivation of necessary medical treatment or surgical care or
nourishment with the intent to cause or allow the death of an infant who is protected
under A.R.S. 36-2281 shall immediately report or cause reports to be made of such
information to a **peace officer or to the Department of Child Safety (DCS)** of the
Department of Economic Security, except if the report concerns a person who does not
have care, custody, or control of the minor, the report shall be made to a **peace officer
only**. Such reports shall be made immediately either electronically or by telephone.

**You form a “Reasonable Belief” when:**

- A child discloses to you information indicating sexual or physical abuse or neglect.
- A child has unexplained injuries or an explanation that is inconsistent with the
  injuries that lead you to suspect abuse.
- A **third party** discloses information that gives you reason to believe abuse or
  neglect has occurred.
- **Reasonable belief does not** require certainty!

**Suspected child abuse can be made known to a mandated reporter by three
different means:**

- A child self discloses abuse to a mandated reporter.
- Observation of injury or unusual behavior.
- Third party report of abuse or a “reportable offense”.

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Abuse means the infliction or allowing of physical injury, impairment of bodily function, or disfigurement, or the infliction of or allowing another person to cause serious emotional damage as evidenced by severe anxiety, depression, withdrawal, or untoward aggressive behavior, and which emotional damage is diagnosed by a medical doctor or psychologist pursuant to A.R.S. 8-821, and which is caused by the acts or omissions of an individual having care, custody, and control of a child. Abuse shall include inflicting or allowing sexual abuse pursuant to A.R.S. 13-1404, sexual conduct with a minor pursuant to A.R.S. 13-1405, sexual assault pursuant to A.R.S. 13-1406, molestation of a child pursuant to A.R.S. 13-1410, commercial sexual exploitation of a minor pursuant to A.R.S. 13-3552, sexual exploitation of a minor pursuant to A.R.S. 13-3553, incest pursuant to A.R.S. 13-3608, or child prostitution pursuant to A.R.S. 13-3212.

Child, youth, or juvenile means an individual who is under the age of eighteen (18) years. Abuses classified by statute as "reportable offenses" are:

A. Indecent exposure [A.R.S. 13-1402]
B. Public sexual indecency to a minor [A.R.S. 13-1403]
C. Sexual abuse [A.R.S. 13-1404]
D. Sexual conduct with a minor [A.R.S. 13-1405]
E. Sexual assault [A.R.S. 13-1406]
F. Molestation of a child [A.R.S. 13-1410]
G. Furnishing items that are harmful to a minor via the Internet [A.R.S. 13-3506.01]
H. Surreptitious photographing, videotaping, filming, or digitally recording or viewing of a minor [A.R.S. 13-3019]
I. Incest [A.R.S. 13-3608]
J. Child prostitution [A.R.S. 13-3212]
K. Commercial sexual exploitation of a minor [A.R.S. 13-3552]
L. Sexual exploitation of a minor (concerning visual depiction of a minor engaged in exploitive exhibition or other sexual conduct) [A.R.S. 13-3553]
M. Luring a minor for sexual exploitation [A.R.S. 13-3554]
N. Admitting a minor to public displays of sexual conduct [A.R.S. 13-3558]

The Arizona Department of Economic Security, Division of Children, Youth and Families, has determined that all mandated reporters may now electronically submit non-emergency reports via a secure online reporting website. Non-emergency reports are those in which a child is not at immediate risk of abuse or neglect that could result in serious harm. Mandated reporters will be able to submit non-emergency reports twenty-four (24) hours a day without wait times.

All reports made via the online website will require the person making the report (reporting source) to provide contact information. A representative from the Child Abuse Hotline may contact the source for additional information, if necessary. This process will
make it more convenient to meet the mandated reporting requirements and help ensure child safety.

All emergency situations where a child faces an immediate risk of abuse or neglect that could result in serious harm must still be reported by calling 911 or 1-888-SOS-CHILD (1-888-767-2445). If a reporting source is unsure as to whether or not the report is an emergency situation, the reporting source should call the Child Abuse Hotline to make a report.

Any concerns for the safety of a child due to abuse, neglect or abandonment, must be reported, by:

- Calling 1-888-SOS-CHILD (1-888-767-2445),

- TDD (telecommunications device for the deaf): 602-530-1831 (1-800-530-1831), or


Pursuant to A.R.S. 13-3620, such reports shall contain, if known:

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

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

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

A report is not required if a minor is of elementary school age, the physical injury occurs accidentally in the course of typical playground activity during a school day, occurs on
the premises of the school that the minor attends and is reported to the legal parent or
guardian of the minor and the school maintains a written record of the incident. The
school will maintain a written record of the physical injury as part of the student’s health
file as required by Arizona State Library, Archives and Public Records (ASLAPR).

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

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

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

Remember:
- You are a Reporter, not an investigator!! Your name is always kept Confidential.
- A mandated reporter who does not report a sexual offense can be charged with a
  Class 6 Felony.
- A mandated reporter who does not report another type of abuse can be charged
  with a Class 1 Misdemeanor.
COVID-19 Resources and considerations

In compliance with Gov. Ducey’s Executive Order 2020-51; “All persons, including, but not limited to, staff, students, vendors, visitors, and volunteers, shall wear a cloth face covering while on any District property, in any District facility, at any District event, whether indoors or outdoors, and in any District vehicle, including District busses or vehicles rented or leased by the District”. This requirement for face coverings will be in effect from the time of Governing Board adoption and at least until ADHS determine face coverings are no longer necessary.

Suspected COVID-19 Infection – Employee

Policy GBGCB grants the Superintendent the authority “to take reasonable and lawful measures to protect students and staff member from the transmission of communicable diseases.” A district may exclude an employee from working onsite if they have a communicable disease “if the staff member presents a direct threat to the health or safety of others in the school workplace.” Therefore, if a district is notified that an employee, volunteer, contractor, subcontractor or other onsite individual has been diagnosed, exposed to, or has symptoms* of COVID-19, the district may:

1. Immediately isolate the individual, if the individual remains in the workplace. Follow protocol for contact with someone who is ill, including removing them from the school environment safely and interacting with them with appropriate physical protective equipment (PPE).

2. Send the individual home immediately to self-quarantine.

3. Begin to determine which other employees or students have had “close contact” with the individual so as to make informed decisions regarding next steps. The Center for Disease Control defines “close contact” as someone who was within six (6) feet of an infected person for at least 15 minutes starting from two (2) days before illness onset (or, for asymptomatic patients, two (2) days prior to specimen collection) until the time the patient is isolated: https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contacttracing-plan/appendix.html#contact.

4. Investigate the matter by telephonically interviewing the individual. Suggested interview questions:

   ▪ Have you been diagnosed with COVID-19?
   ▪ Do you have symptoms of COVID-19 as listed by the CDC? If yes, for
how long? (Limit questions to COVID-19 and not other health conditions.)

- Have you been in close contact with an individual diagnosed, exposed to or who has symptoms of COVID-19?
- Who at the district have you had close contact within the two days prior to symptoms or specimen collection?
- What district sites have you been to within the two days prior to symptoms or specimen collection?
- Have you had any physical contact with products that were distributed to district constituents (e.g., lunches, learning packets, etc.)?

5. Assess possible exposure

- Assess who may have had contact with the individual in the two days prior to symptoms or specimen collection; and
- Assess which district sites may need to be sanitized or temporarily closed. See The Trust’s Industrial Hygiene section for more information.

6. Determine who should receive notice of potential COVID-19 exposure. See The Trust’s Reporting and Notification section for more information.

7. All information collected during the interview should be maintained in a separate employee medical file and not in the employee’s personnel file.

8. The district may assign the individual telework if that is a possibility. If the employee is unable to telework, they may qualify for paid emergency sick leave under the Families First Coronavirus Response Act (“FFCRA”). See The Trust’s FAQ on FFCRA for more information: https://www.svc.thetrust.org/publicfiles/Legal%20Research%20and%20Findings%20Families%20First%20CARES%20ACT.pdf

9. The district is obligated to record cases of COVID-19 as an occupational illness pursuant to 29 CFR Part 1904. OSHA has released revised guidance on May 19, 2020 regarding the limited investigation that employers must conduct in order to make a reasonable determination of whether the illness is work related. The district is not required to undertake extensive medical inquiry but must ask the employee how he or she believes they contracted COVID-19, discuss outside activities, and review work environment. The guidance provides examples of when it may be reasonable to determine that the illness was contracted at work: https://www.osha.gov/memos/2020-05-19/revised-enforcement-guidance-recording-cases-coronavirus-disease-2019-covid-19
COVID-19 Symptoms include: Fever or chills • Cough • Shortness of breath or difficulty breathing • Fatigue • Muscle or body aches • Headache • New loss of taste or smell • Sore throat • Congestion or runny nose • Nausea or vomiting • Diarrhea

Suspected COVID-19 Infection – Student or Parent

1. Follow protocol re: isolation and transport of student, if at school. If a student develops COVID-19 symptoms at school, separate the student from all other students and staff, with the exception of one staff member to supervise the student. This staff member will wear PPE or a cloth face covering and will maintain a distance of at least 6 feet from the students at all times, unless there is an emergency. Staff will immediately notify a parent or emergency contact to pick up the student and will call 911 if the student appears to be in medical distress.

2. Attempt to communicate with the parent. The district may call the parent to discuss possible exposure. If they are not reachable or decline to discuss the matter, cease all investigations and operate under the presumption that there is a possible COVID-19 exposure.

3. Assess possible exposure.
   - Assess who may have had contact with the individual or their family in the two days prior to symptom onset; and
   - Assess which district sites may need to be sanitized or temporarily closed. See Industrial Hygiene section for more information.

10. Determine who should receive notice of potential COVID-19 exposure. See next section on Reporting and Notification for more information.

Reporting and Notification

The Americans with Disabilities Act (“ADA”), Family Educational Rights and Privacy Act (“FERPA”), and the Health Insurance Portability and Accountability Act (“HIPAA”) should be considered in any district disclosure of possible COVID-19 infection. In each instance, a district should maintain all information as a confidential medical record and should only disclose relevant non-identifying information to those individuals that the district is permitted to provide notice. The Arizona Attorney General’s office has issued recent guidance on this issue: https://www.azag.gov/sites/default/files/2020-03/l20-005.pdf.

Mandatory Reporting

According to the Arizona Attorney General, a school district is not required to report a possible COVID-19 infection to health authorities under A.R.S. § 36-621.2 A district may
report a case of COVID-19 to the appropriate board of health or the Arizona Department of Health. In doing so, the district should evaluate whether the disclosure falls under the emergency health and safety exception under FERPA. The Arizona Department of Health Services (ADHS) has recommended that districts report known cases to the county health department. ADHS has also established a COVID-19 hotline at 1-844-542-8201.

Notifying Co-workers and the Public

If an employer receives notification that an employee, contractor, volunteer, or other individual working on a district’s site has a confirmed COVID-19 infection, the CDC recommends that the employer “inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain the confidentiality of the affected individual as required by the Americans with Disabilities Act (ADA). The fellow employees should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath).” See also Policy GBGCB.

Similarly, a district may notify its community that they may have been exposed to COVID-19 through their interactions with the district. The same procedure can apply for a contractor, volunteer, or other individual associated with a district. The district must maintain confidentiality at all times, and is prohibited from providing any information that would identify the affected individual. If the individual involved is a subcontractor or employed by another entity, the district should also inform their employer immediately.

Notification if the Individual is a Student or Parent

A student’s possible exposure to COVID-19 should be treated as a student record subject to FERPA. Specifically, the Arizona Attorney General suggests “given the current health emergency, [educational institutions] should apply the FERPA/HIPAA exceptions and disclose sufficient information related to positive COVID-19 cases so those potentially affected students, staff, visitors, etc. can self-monitor and potentially self-quarantine. At a minimum, [educational institutions] should disclose information identifying the [district sites] frequented by the infected student during the incubation period and/or while exhibiting symptoms . . . Further, warning other students, parents of students, school staff, and others about potential contact with an affected student is appropriate when, as here, those persons’ knowledge is “necessary to protect the health or safety of the student or other individuals.” See also Policy GBGCB.

Therefore, if a student has suspected COVID-19 exposure, it is appropriate to notify “appropriate parties” of possible exposure. The media is not an “appropriate party. The district may also provide notice to appropriate parties if a parent or other member of the student’s household has a suspected COVID-19 exposure so they may self-monitor and self-quarantine. Notifications must not disclose any personally identifiable information about the individual unless a FERPA exception applies.
Notification Basics

- The notice must not contain personally identifying information;
- The notice should only include non-identifying information that is relevant to allow those with potential exposure to self-monitor and self-quarantine;
- Only provide the notice to “appropriate parties;”
- The district may inform appropriate health officials as long as it complies with applicable privacy laws;
- The notification should include information about the district sites frequented by the individual during the incubation period and while exhibiting symptoms;
- The notification should include information on what the district is doing in regards to industrial hygiene, including whether the site will be closed and for how long; and
- The notification should encourage those individuals that may have been exposed to COVID-19 to self-monitor for symptoms and to self-quarantine if appropriate.

Removal from the Workplace or School Site

Districts will need to continue to make individual determinations about whether to require students or employees to quarantine after a workplace exposure. In general, districts should assess who had close contact with the infected individual (exposure for more than 15 minutes two (2) days prior to onset of symptoms or collection of specimen). The CDC has published guidance for what to do if the determination is made to continue to allow critical infrastructure employees to work after a potential exposure: https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementingsafety-practices.html

EMPLOYEE REQUEST TO USE LEAVE DURING COVID-19 SCHOOL CLOSURE

An employee who does not have a COVID-19 qualifying reason to decline to work from home or use Family Medical Leave under the Families First Coronavirus Response Act (FFCRA) may use this form to: (a) request that the Employee be permitted to use the Employee’s earned and unused sick leave, vacation leave or PTO during the current school closures or; (b) request an unpaid leave of absence.
Employee Name____________________________________________________________
EmployeeID___________________Position_____________________________________
Work Site_________________________Supervisor’s Name________________________
☐ Use of Earned Leave. I do not have a COVID-19 related reason to be absent from work, including on-site work or working from home. However, I do not want to be available for work and therefore request that I utilize my earned and available sick leave, vacation and/or personal time as follows.

Date(s) or Time Period of Requested Leave: ____________________________

☐ Request for Unpaid Leave. I do not have a COVID-19 related reason to be absent from work, including on-site work or working from home. However, I do not want to be available for work and therefore request that I be permitted to take an unpaid leave of absence as follows.

Date(s) or Time Period of Requested Leave: ______________________________

Submitted by:
Employee Name (Print)_____________________________________________________________________

Employee Signature_________________________ Date__________________

Received by:
Supervisor Signature_________________________ Date__________________

Approved by:
Superintendent Signature_________________________ Date__________________
FFCRA LEAVE REQUEST FORM

Employee Name_______________________ Employee ID___________

Position____________________________ Work Site________________

Supervisor’s Name___________________________________

The purpose of this form is to advise the site and District administrations of your need for a leave of absence under the Families First Coronavirus Response Act (FFCRA) because you are unable to work, including telework (work from home), for a COVID-19 qualifying reason. Please see the attached U.S. Dept. of Labor document for an explanation of your leave rights under the FFCRA. The District may request that you provide documentation to support your request for FFCRA leave. Please mark the appropriate boxes and return to your Supervisor.

1. ☐ I am subject to a Federal, State or local quarantine or isolation order related to COVID-19.

2. ☐ I have been advised by a health care provider to self-quarantine related to COVID-19.

3. ☐ I am experiencing COVID-19 symptoms and am seeking a medical diagnosis.

4. ☐ I am caring for an individual subject to a Federal, State or local quarantine order related to COVID-19 or someone who has been advised by a health care provider to self-quarantine related to COVID-19.

5. ☐ I am caring for my child whose school or place of care is closed (or my child care provider is unavailable) due to COVID-19 related reasons.

6. ☐ I am experiencing a substantially-similar condition specified by the U.S. Dept. of Health and Human Services.

Submitted by:
Employee Name (Print) ______________________________________

Employee Signature________________________________________Date__________

Received by:
Supervisor Signature______________________________ Date__________

Approved by:
Superintendent Signature____________________________ Date__________
Employee Leave Rights under FFCRA

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor’s (Department) Wage and Hour Division (WHD) administers and enforces the new law’s paid leave requirements. These provisions will apply from the effective date through December 31, 2020.

Generally, the Act provides that employees of covered employers are eligible for:

- **Two weeks (up to 80 hours) of paid sick leave** at the employee’s regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or

- **Two weeks (up to 80 hours) of paid sick leave** at two-thirds the employee’s regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and

- **Up to an additional 10 weeks of paid expanded family and medical leave** at two-thirds the employee’s regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

**Eligible Employees:** All employees of covered employers are eligible for two weeks of paid sick time for specified reasons related to COVID-19. Employees employed for at least 30 days are eligible for up to an additional 10 weeks of paid family leave to care for a child under certain circumstances related to COVID-19.[2]

**Notice:** Where leave is foreseeable, an employee should provide notice of leave to the employer as is practicable. After the first workday of paid sick time, an employer may require employees to follow reasonable notice procedures in order to continue receiving paid sick time.

**Qualifying Reasons for Leave:**

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

Duration of Leave:

For reasons (1)-(4) and (6): A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

For reason (5): A full-time employee is eligible for up to 12 weeks of leave (two weeks of paid sick leave followed by up to 10 weeks of paid expanded family & medical leave) at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

Calculation of Pay:

For leave reasons (1), (2), or (3): employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to $511 per day and $5,110 in the aggregate (over a 2-week period).

For leave reasons (4) or (6): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to $200 per day and $2,000 in the aggregate (over a 2-week period).

For leave reason (5): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to $200 per day and $12,000 in the aggregate (over a 12-week period).
Mingus Union High School District

Employee Handbook Acknowledgment and Receipt 2020-21

I have received an electronic or physical copy of, or as an alternative, I have been provided instruction as to where I can find the Mingus Union High School District Employee Handbook.

The employee handbook describes important information about Mingus Union High School District and I understand that I should consult my immediate supervisor or the District Office regarding any questions not answered in the handbook. I have entered into my employment relationship with Mingus Union High School District voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Mingus Union High School can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with Mingus Union High School District. By distributing this handbook, the company expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein.

I understand that, except for employment-at-will status, any and all policies and practices may be changed at any time by Mingus Union High School District and the company reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create; a promise or representation of continued employment and that employment at Mingus Union High School is employment at will, which may be terminated at the will of either Mingus Union High School District or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by Mingus Union High School District or myself.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

________________________
Employee’s Signature

________________________
Employee’s Name

____________________
Date

**TO BE PLACED IN EMPLOYEE’S PERSONNEL FILE**