

# MAMMOTH-SAN MANUEL UNIFIED SCHOOL DISTRICT

## HUMAN RESOURCES

## EMPLOYEE HANDBOOK



A Proud Past.....Epic Future

The Mammoth-San Manuel Unified School District is an equal opportunity institution for education and employment

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## **DIRECTORY**

### **2017-2018 Governing Board Members**

Terry Newman, President  
Malinda LeGrand, Member  
David Aronson, Member  
Michael Carnes, Member  
Jane Newman, Member

### **DISTRICT OFFICE**

Julie Dale-Scott, Superintendent  
(520) 385-2337 ext. 1100  
Mandy Renteria, Governing Board/Supt. Secretary  
(520) 385-2337 ext. 1100

Mary Adams, Administrative Assistant for Finance  
Martha Bustamante, SAIS Technical Coordinator/ Payroll  
(520) 385-2337 ext. 1109  
Frances Franco, District Secretary for Student Achievement  
(520) 385-2337 ext. 1105  
Rosemary Carbajal, Accounts Payable  
(520) 385-2337 ext. 1106  
Mark Wiseley, Psychologist/Director of Special Ed  
Terri Simon, Director of Grants

### **Other Sites**

Joanna Diaz, Food Service Director  
(520) 385-2337 ext. 2214 or 2215  
Lisa Armenta, Community School Director  
(520) 385-2337 ext. 1110 or 1111  
Sylvia Borboa, Computer Technician  
(520) 385-2337 ext. 1224  
David Hogan, Maintenance/Transportation  
(520) 385-2339 ext. 5403  
Cindy Renteria, Custodial  
(520) 385-2339 ext. 5401  
Judy Dykes, Warehouse  
(520) 385-2337 ext. 1112

### **SCHOOL SITES**

**San Manuel Junior/Senior High**  
PO Box 406  
San Manuel, AZ 85631  
(520) 385-2337 ext. 2200  
Principal: Julie Dale-Scott  
Assistant Principal: Melissa Joliat  
(520) 385-2337 ext. 11  
**First Avenue Elementary**  
PO Box 406  
San Manuel, AZ 85631  
Principal: Katy Wilkins  
San Manuel, AZ 85631  
Lead Teacher: Amy Triphan  
**Mammoth STEM School**  
PO Box 406  
Principal: Katy Wilkins  
Lead Teacher: Annette Reidhead

## **BENEFITS**

A complete description of Employee Health/Dental and Life Benefits can be found on our website [www.msmusd.org](http://www.msmusd.org).

## **CHILD ABUSE REPORTING**

Any school personnel or any other person having responsibility for the care or treatment of children, whose observation or examination of any minor discloses reasonable ground to believe that a minor is or has been the victim of injury, 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, death, abuse pursuant to A.R.S. 8-201, or physical neglect that appears to have been inflicted upon such minor by other than accidental means or which is not explained by the available medical history as being accidental in nature or who has reasonable grounds to believe 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 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 Child Protective Services of the Department of Economic Security. Such reports shall be made forthwith by telephone or in person and shall be followed by a written report within seventy-two (72) hours. Pursuant to A.R.S. 13-3620, such reports shall contain:

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

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

Professional privilege, provided for by professions such as the practice of nursing or psychology covered by law or a code of ethics regarding practitioner-client confidences, both as they relate to the competency of the witness and to the exclusion of confidential communications, shall not pertain in any civil or criminal litigation in which a child's neglect, dependency, abuse, or abandonment is an issue, nor in any judicial or administrative proceeding resulting from a report, information or records submitted pursuant to the Arizona Revised Statutes nor in any investigation of a child's neglect or abuse conducted by a peace officer or the Child Protective Services of the Department of Economic Security.

A person who fails to report abuse as provided in A.R.S. 13-3620 is guilty of a class 1 misdemeanor.

Any staff member 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 section 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.

## **CONDUCT**

All employees are expected to conduct themselves in the manner consistent with effective orderly education and to protect students and District property. All employees will thoroughly acquaint themselves with the policies, regulations and rules of the Governing Board. All staff members using or on school property for any purpose shall refrain from engaging in:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board;
- Physical or verbal abuse of, or threat of harm to, anyone on property owned or controlled by the District or at functions sponsored or supervised by the District;
- Damage, threat of damage, to property of the District, regardless of location, or property of a member of the community or a visitor to the school, when the property is located on premises controlled by the District;
- Forceful or unauthorized entry to or occupation of District facilities, including buildings and grounds;
- Use, possession, distribution, or sale of drugs, alcohol, or other illegal contraband on District property or at school-sponsored functions, except as provided in District policy;
- Conduct or speech that violates commonly accepted standards of the District and that, under present circumstances, has no redeeming social value;
- Failure to comply with lawful direction of District officials, security officers, or any other law-enforcement officers acting in performance of their duties, or failure to identify oneself to such officials or officers when lawfully requested to do so;
- The carrying or possession of a weapon on school grounds unless they are peace officers or have obtained specific authorization from the appropriate school administrator;
- A knowing violation of District policies and regulations; or
- Any conduct violating any federal, state, or city law or regulation.

In general, all staff members will:

- Maintain order and carry out all orders given by the Superintendent concerning maintenance of order;
- Dress and maintain a general appearance to reflect their position and so as not to be detrimental to the educational program of the school; and
- Immediately report to the Superintendent, or to a principal who is their immediate supervisor, a violation of A.R.S. 13-3411 when they observe a person present in a drug-free school zone who:
  - Possesses or uses marijuana, peyote, dangerous drugs, or narcotic drugs; or
  - Is intentionally present in a drug-free zone for the purpose of selling marijuana, peyote, prescription-only drugs, dangerous drugs, or narcotic drugs.

Employees who violate these rules may be subject to warning, reprimand, suspension, or dismissal. See Policy GBEB or GBEB-R.

## **CONDUCT WITH STUDENTS**

Employees are expected to exercise general supervision over the conduct of students, not only while in the classroom, but also while on school property before and after school and during recess. This is to include personal contact or electronic means. Relationships between staff members and students that include “dating,” “courtship,” or “romantic involvement” are prohibited. Staff/student relationships shall reflect mutual respect between staff members and students and shall support the dignity of the profession

and educational process. Violations of policy may result in disciplinary action, including dismissal. See Policy GBEBB.

### **DRESS CODE**

Staff must dress in a neat, professional, and appropriate manner. Clothing should enhance the educational process and present a positive image to the community. No employee should wear any article of clothing that distracts from the learning environment. See Policy G-0800

### **DRUG FREE WORKPLACE**

No employee shall violate the law or District policy in the manufacture, distribution, dispensing, possession, or use, on or in the workplace, of alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance as defined in the Controlled Substances Act. Any employee who violates Policy GBEC is subject to discipline, which may include, but is not limited to, dismissal.

### **EQUAL EMPLOYMENT OPPORTUNITY**

The Mammoth-San Manuel Unified School District affords equal opportunities for employment without regard to race, color, religion, national origin, age, sex, and disability. The District complies with all federal and state laws prohibiting discrimination in employment. No employee or applicant shall be excluded from participation in, be denied the benefits of or be subjected to discrimination under any employment conditions or practices. Questions or requests for additional information regarding the ADA and Section 504 may be forwarded to the ADA/Section 504 Person. Employees who need further guidance and/or assistance with reasonable accommodations should contact their supervisor or the ADA/Section 504 Person. Any employee who feels unlawfully discriminated against or to have been the victim of unlawful discrimination by an agent or employee of the District or who knows of such discrimination against another person should file a complaint with the Superintendent. See Policy GBA and Exhibit GBA-E for a complaint form.

### **ETHICS**

All employees 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;
- Obeys 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 partisan politics, sectarian religious views, or selfish propaganda 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; and
- Honors all contracts until fulfillment or release.

Employees shall keep in confidence such information as they may secure unless disclosure is required by law. See Policy GBEA.

**GIFTS TO & SOLICITATIONS BY STAFF**

Students, parents, and other patrons of the District shall be discouraged from the routine presentation of gifts to employees. Gifts to students by staff shall be discouraged. A school employee’s position in the District shall not be used to influence parents or students to purchase books or other merchandise. Staff member solicitation of other employees and/or students for any profit, nonprofit, or charitable group or organization must have the approval of the Superintendent in advance. See Policy GBEB.

**GRIEVANCES**

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.

Such procedure shall provide for Board review of any grievance that cannot be resolved at the administrative level. In such instances, the affected individual may request that the Governing Board review the situation. Such request shall be in writing and shall contain the basis for the appeal, including the act or acts out of which the grievance arose, identification of the policies and/or administrative regulations involved, and the remedy sought. Within five (5) working days following notification of the Superintendent’s decision, any written request for appeal shall be submitted to the Superintendent for transmittal to the Board. The Governing Board shall review the grievance and issue a response within fifteen (15) working days following such review.

The decision of the Governing Board is final.

Steps for grievances see policy GBIC.

**HEALTH AND SAFETY**

It is policy of the District to take reasonable measures to protect students and staff members from the transmission of communicable diseases. A staff member who has a communicable disease shall be excluded from school only if the staff member presents a direct threat to the health and safety of others in the work place. The District may require a physician’s written medical release as a condition for the staff member’s return to work. The District shall make reasonable efforts to maintain the confidentiality of staff member’s medical conditions. All medical information related to employees is confidential. See Policy GBGCB.

**HOMELESS**

The changing character of homelessness means that children and youth in homeless situations often do not fit society stereotypical images. In fact only 33% of students experiencing homelessness live in shelters. Most students share housing with friends or relatives or stay in motels or other temporary facilities. Yet, these children and youth may not immediately be considered homeless and are sometimes denied the protections and services of the McKinney-Vento Act. In determining whether or not a child or youth is homeless, consider the relative permanence of the living arrangements. Determination of homelessness should be made on a case-by-case basis.

### **PARTICIPATION IN POLITICAL ACTIVITIES**

The Board recognizes the right of its employees, as citizens, to engage in political activity; however, the work day may not be used for political purposes. Campaigning and other electoral activities must be done during off duty hours, when not working in an official capacity for the District, and without the participation of District employees and students acting in the capacity of District or school representatives. The use of District equipment, supplies, materials, buildings, or other resources to influence the outcome of any election is prohibited. See Policy GBI.

### **PERSONAL VEHICLES**

All employees who use personal vehicles for school district business are noticed that their insurance is the primary insurance for the vehicle.

### **PERSONNEL RECORDS**

It is the duty and the responsibility of each certificated employee to keep their certification current. All documents within a personnel file are confidential, and access to personnel files will be limited to authorized District officials and employees.

Employees may review their own files by making written requests to the Superintendent. Documents within a personnel file may be reviewed by the public only to the extent that disclosure is compelled as a public record. See Policy GBI.

### **PROFESSIONAL STAFF PERSONAL/EMERGENCY/RELIGIOUS LEAVE**

Certificated personnel will be allowed **two (2)** days away from assigned duties so they may conduct business of a personal necessity. Specific reasons need not be given in the request. The application for leave shall be submitted to the principal for approval. In emergency cases, requests may be verbal. Unused personal leave will be added to the sick leave balance at the end of the fiscal year or upon termination. See Policy GCCB.

### **PROFESSIONAL STAFF RESIGNATION**

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. See Policy GCQC.

### **PROFESSIONAL STAFF SICK LEAVE**

Each Arizona Department of Education certificated employee working under contract will be granted the full amount of sick leave on the first day of employment for the length of the contract. See Policy GCCA. There are no provisions for converting sick leave to any other type of leave. Suspected abuse of sick leave will result in a required medical excuse. Abuse of sick leave will result in disciplinary action.

### **PROFESSIONAL/SUPPORT STAFF BEREAVEMENT LEAVE**

For a death in the immediate family, five (5) days' leave will be allowed, with additional travel time allowed at the discretion of the Superintendent, all of which will be deducted from accrued sick leave.



See Policy GCCH.

**PROFESSIONAL/SUPPORT STAFF LEAVE OF ABSENCE WITHOUT PAY**

The Family and Medical Leave Act of 1993 (FMLA) requires employers of fifty (50) or more employees within a seventy-five (75) mile area 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. See Policy GCCC-EA, GCCC, EB, EC.

**PROFESSIONAL/SUPPORT STAFF MILITARY/LEGAL LEAVE**

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

**SECURITY AND SAFETY**

Any employee who is threatened with harm by an individual or group while carrying out assigned duties shall immediately notify the building principal or supervisor. Immediate steps in cooperation with the employee will be taken to provide reasonable precaution for the employee's safety. See Policy GBGB.

**SEXUAL HARASSMENT**

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

- Submission to such conduct is either explicitly or implicitly made a term or condition of employment; or
- Submission or rejection of such conduct is used as a basis for employment decisions affecting the person; or
- Such conduct has such purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.

Anyone who is subject to sexual harassment or knows of such conduct should inform their immediate supervisor, who will then inform the Superintendent. A substantiated charge against a staff member shall subject such staff member to disciplinary action. Any person who feels sexually harassed or to have been the victim of sexual harassment or who knows of sexual harassment against another person should file a complaint with the Superintendent. See Policy ACA-E for a complaint form.

**SMOKING**

In order to protect student and staff members from a harmful environment, the Board prohibits smoking by employees in school buildings, on school grounds, and in school buses and other school vehicles. Smoking is prohibited at all District activities and also in the presence of students or staff on District-sponsored activities. See Policy GBED.

**SUPPORT STAFF PERSONAL/EMERGENCY/RELIGIOUS LEAVE**

Permanent support staff personnel will be allowed two (2) days away from assigned duties so that they may conduct business of a personal necessity. Specific reasons need not to given in the request. See Policy GDCB.

### **SUPPORT STAFF SICK LEAVE**

Employees will be granted to one (1) day of leave on the first day of work each fiscal year. Thereafter, one (1) day per month will be earned at the end of each month. There are no provisions for converting sick leave to any other type of leave. See Policy GDCA.

### **WORKERS' COMPENSATION**

All employees are covered by Workers Compensation Insurance for any accident while on assignment, including an accident on school property or while on official business off school property. An employee must report any such accident to the supervisor immediately. See Policy GBGC.