



**QUEEN CREEK**  
*Unified School District No. 95*  
**EXCELLENCE THROUGH LEADERSHIP**



**ENGAGE EMPOWER EXCEL**



# 2021-22 QCUSD EMPLOYEE HANDBOOK

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# LETTER FROM THE SUPERINTENDENT

Welcome to QCUSD and the 2021-2022 school year!

The Queen Creek Unified School District empowers each student to achieve excellence in all pursuits and lead with integrity. We are exceeding the challenges that face schools throughout our country, and this would not be possible without the great employees like you who make a difference through teamwork, persistence, and passion. I am proud to serve so many quality educators!

As we move into the 2021-2022 school year, our motto ‘Excellence Through Leadership’ will drive our actions. Regardless of the position you hold, each QCUSD employee plays an important role in helping students maximize their leadership potential and prepare them for life after high school. You have chosen a noble profession and it is awesome to think about the long-standing impact you can have on so many students when it comes to their confidence, future opportunities, and academic direction.

I truly believe that we all can be proud of the positive momentum we have established within Queen Creek Unified School District—in our classrooms, on our stages and playing fields, and in the community. However, our achievements are not due to complacency and satisfaction with mediocrity and the status quo. Student achievement and growth are high priorities within this district and we are proud to be one of the elite districts in the State of Arizona.

It is also important to know a top priority for QCUSD is providing students a comprehensive educational experience. Last school year we opened our first accelerated school of choice, Katherine Mecham Barney Elementary; and this school year we are opening our ninth elementary school, Schnepf Elementary. QCUSD is one of the fastest-growing districts in Arizona and we are proud of the extensive opportunities we provide students/families such as, but not limited to: free, full-day kindergarten, improved Gifted/ELP programs, AVID, Career and Technical Education, award-winning before/after school programs, and outstanding extracurricular/athletic programs.

Queen Creek Unified School District, the largest employer within the Town of Queen Creek, serves as the cornerstone to a strong local economy. Strong schools help build a strong community. Our district serves more than 11,000 preschool through 12th-grade students, and we are one of only ten public school districts to earn a grade of A for the last several years from the Arizona Department of Education!

On behalf of QCUSD, I would like to express my gratitude to the staff, parents, and community members who promote student achievement, encourage individual responsibility and help our students develop a love of learning that will continue to benefit them throughout their lives.

I wish everyone a great 2021-2022 school year and thank you for choosing the QCUSD team.

Sincerely,



Perry Berry, Ed.D.  
Superintendent

## Our Vision

Queen Creek Unified School District supports the development of the whole child by modeling positive academic, social, and emotional learning through an innovative and challenging curriculum. Learning is maximized by empowering the community, and its members, to partner with us to create a safe and secure learning environment for all students. Queen Creek Unified School District expects their students to be successful, compassionate, and productive in their learning so that the next generation of ethical citizens can lead our community both locally and globally.

## Our Mission

Queen Creek Unified School District empowers each student to achieve excellence in all pursuits and lead with integrity.

## Our Priority Areas and Goals

Student Success	Safe and Healthy Environment	Exceptional Personnel	Effective Partnerships	Effective Operations and Systems
<ul style="list-style-type: none"> <li>● Inspire all students to meet or exceed annual, individual, and academic goals.</li> <li>● Prepare all students for post-graduation opportunities, responsible citizenship, and competition in a global economy.</li> <li>● Empower each student with skills and tools that support being a confident, resilient, and healthy individual.</li> </ul>	<ul style="list-style-type: none"> <li>● Ensure a safe and secure environment.</li> <li>● Teach kindness, respect, and integrity.</li> <li>● Provide opportunities that result in meaningful connections, resiliency, and coping skills.</li> <li>● Raise awareness of mental health.</li> <li>● Enhance diversity related educational opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>● Value and support all personnel.</li> <li>● Recruit and retain highly qualified, diverse personnel.</li> <li>● Maximize purposeful professional development to empower personnel.</li> <li>● Encourage new and innovative ideas that foster collaboration, efficiency, and growth within the work environment.</li> </ul>	<ul style="list-style-type: none"> <li>● Increase partnerships as a way to build mentoring opportunities, internships, and community business involvement.</li> <li>● Communicate effectively to promote involvement and maximize opportunities for collaboration with all stakeholders.</li> <li>● Ensure transparency by providing information used in the decision-making process.</li> </ul>	<ul style="list-style-type: none"> <li>● Optimize use of funds through fiscal responsibility.</li> <li>● Strategize use of resources through balanced planning.</li> <li>● Manage district systems efficiently through key performance indicators.</li> <li>● Continuously improve facilities and technology.</li> </ul>



# **Queen Creek Unified School District #95**

20217 E. Chandler Heights  
Queen Creek, Arizona 85142  
www.qcusd.org  
480.987.5935

## **Governing Board**

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

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

Mr. Ken Brague, President

Ms. Jennifer Revolt, Vice President

Ms. Samantha Davis, Member

Ms. Patty Campbell, Member

Mr. Matthew Riffey, Member

## **District Administration**

Dr. Perry Berry, Superintendent

Dr. Matthew Strom, Chief Operations Officer

Ms. Amber Stouard, Chief Financial Officer

Ms. Erika Copeland, Assistant Superintendent Elementary

Dr. Christopher Thuman, Assistant Superintendent Secondary

Mr. Jim Lamb Executive Director of Operations and Construction

Dr. Patty Rogers, Director of Human Resources

## **School Sites**

### **Desert Mountain Elementary School**

(Grades K-6)  
22301 S. Hawes Road  
Queen Creek, Arizona 85142  
Ms. Erin Pillsbury, Principal

### **Frances Brandon-Pickett Elementary School**

(Grades K-6)  
22076 E. Village Loop Road  
Queen Creek, Arizona 85142  
Mr. Brian Butson, Principal

### **Jack Barnes Elementary School**

(Grades PreK-6)  
20750 S. 214<sup>th</sup> Street  
Queen Creek, Arizona 85142  
Ms. Dawn Kennaugh, Principal

### **Queen Creek Elementary School**

(Grades PreK-6)  
23636 S. 204<sup>th</sup> Street  
Queen Creek, Arizona 85142  
Ms. Dawn Michaelson, Principal

### **Silver Valley Elementary School**

(Grades PreK-6)  
9737 E. Toledo Avenue  
Mesa, Arizona 85212  
Ms. Kelli Frazier, Principal

### **Newell Barney Junior High School**

(Grades 7-8)  
20435 S. Ellsworth Road  
Queen Creek, Arizona 85142  
Mr. Lucas Pugh, Principal

### **Eastmark High School**

(Grades 7-12)  
9560 E. Ray Road  
Mesa, Arizona 85212  
Mr. Paul Gagnon, Principal

### **QCUSD High School #3**

Ms. Elyse Torbert, Principal

### **Faith Mather Sossaman Elementary**

(Grades K-6)  
22801 E. Via Del Jardin  
Queen Creek, Arizona 85142  
Ms. Sherry Towns, Principal

### **Gateway Polytechnic Academy**

(Grades PreK-6)  
5149 S. Signal Butte Road  
Mesa, Arizona 85212  
Mr. Thomas Swaninger, Principal

### **Katherine Mecham Barney Elementary**

(Grades PreK-6)  
19684 S. 225th Place  
Queen Creek, Arizona 85142  
Ms. Chasity Cruz, Principal

### **Schnepf Elementary School**

(Grades PreK-6)  
26161 S. 231st Street  
Queen Creek, Arizona 85142  
Ms. Faith Orr, Principal

### **Queen Creek Junior High School**

(Grades 7-8)  
24937 S. Sossaman Road  
Queen Creek, Arizona 85142  
Ms. Beverly Nichols, Principal

### **Queen Creek High School**

(Grades 9-12)  
22149 E. Ocotillo Road  
Queen Creek, Arizona 85142  
Ms. Julie Oster, Principal

## District Profile

Queen Creek Unified School District is located on the southeast edge of Maricopa County. The District's student enrollment is currently over 11,000 students. We currently operate nine K-6 elementary schools, two 7th-8th grade junior high schools, one 7th-12th grade high school and one 9th -12th grade high school in the District.

The goal of Queen Creek is to assist students in acquiring the skills and appropriate behaviors that will promote their optimal physical, social, emotional, and intellectual growth.

All students have access to all programs available. There will be no barriers due to grade, race, national origin, color, disability, or age. All disabled students will be served with an IEP and/or 504 Plan.

Excellence in academics is always one of our highest goals. Our curriculum (Preschool-12) is in alignment with the Arizona State Standards. To evaluate and plan for improvement, we use results from Arizona's Measurement of Educational Readiness to Inform Teaching (AzM2) tests. To accomplish our academic goals we use, in addition to our district budget, funds from state and federal grants. Each site develops a plan of action to reach its goals and follows the state and federal guidelines in using their funds. Site goals encompass the District goals (Board adopted) as well.

### Our Future.....

Growth projections for Queen Creek at build-out is 94,000 people compared to today's approximate 50,000 residents. More students will mean more job opportunities for both certified and classified employees, thus having a positive impact on the local economy. Learn more about the financial history of QCUSD in this [video](#).

## District Social Media

Like, follow, share and subscribe to the following District social media channels to help us spread our positive news:



<https://www.youtube.com/user/QCUSD95>



[@qcusd](#)



[@qcusd](#)



[https://www.linkedin.com/company/queen-creek-unified-school-district/?trk=ppro\\_cprof](https://www.linkedin.com/company/queen-creek-unified-school-district/?trk=ppro_cprof)



[qcusd95](#)

## **Notice To Employee**

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

The information contained in this handbook applies to all employees of Queen Creek Unified School District. The contents of this handbook are for general information and guidance only and may be modified at any time by the district depending on the particular circumstances of any given situation. It is expressly understood that its contents should not be interpreted as a contract or work agreement between the District and any of its employees, nor does it imply continuing employment. Nothing contained within this handbook should be interpreted to supersede the Governing Board Policy. Any verbal or written representations to the contrary of the above statements are invalid and should not be relied upon by any prospective or existing employee.

Employee's electronic signature on the 2021-2022 Employee Handbook form indicates that the employee agrees to abide by the District's policy and regulations as incorporated herein by reference and in Governing Board Policy. [Queen Creek Unified School District Governing Board Policy Manual](#) can be located on the District Website. Employee understands the provisions and conditions indicated and that any violations of the terms indicated herein and in District Policy may result in disciplinary action up to and including recommendation for termination and/or legal action.

## **Notice of Nondiscrimination**

Queen Creek Unified School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, age or sexual orientation in admission and access to its programs, services, activities, or in any aspect of their operations and provides equal access to the Boy Scouts and other designated youth groups. Queen Creek Unified School District also does not discriminate in its hiring or employment practices. The following employees have been designated to handle inquiries regarding the nondiscrimination policies: Title IX Officer 20217 E. Chandler Heights Rd., Queen Creek, AZ 85142, Phone 480-987-7418 and Compliance Officer for Section 504/ADA, Director of Special Education, 20217 E. Chandler Heights Rd., Queen Creek, AZ 85142, Phone 480-987-5990.

El Distrito Escolar Unificado de Queen Creek no discrimina en base a su raza, color, religión, origen nacional, sexo, discapacidad, edad, o la orientación sexual para la admisión y su acceso a sus programas, servicios, actividades, o en cualquier aspecto de sus operaciones y proporciona un acceso igualitario a los Boys Scouts y otro grupos de jóvenes designados. El Distrito Escolar Unificado de Queen Creek tampoco discrimina en sus prácticas de empleo y contratación. Los siguientes empleados han sido designados para manejar las preguntas en cuanto a las pólizas de no discriminación: Funcionario de Cumplimiento de Título IX, Asistente del Superintendente de Servicios Auxiliares, 20217 E. Chandler Heights Rd., Queen Creek, AZ 85142, Phone 480-987-7418 and Funcionario de Cumplimiento para la Sección 504/ADA, Director de Educación Especial, 20217 E. Chandler Heights Rd., Queen Creek, AZ 85142, Phone 480-987-5990.

The Office for Civil Rights  
U.S. Department of Education  
1244 Speer Boulevard  
Denver, Colorado 80024

# Queen Creek Unified School District Policies and Procedures

## Absences, Holidays, Vacations & Leaves

All leave must be used in accordance with the policies for the specific type of leave below. Many employees will have access to more than one leave plan. As a rule, time must be used before vacation or general/personal leave may be taken. In certain circumstances, payroll may substitute one type of leave for another in the event that an employee does not have sufficient leave balance to support a request. For example, if an employee requests general leave personal, but does not have any available, vacation time may be applied instead.

### Bereavement

An employee may be granted, upon request to the Superintendent, up to five (5) days of bereavement leave per year with pay (without deducting from the employee's accrued general/personal leave time) in the event of a death in the employee's family as defined in GCCA and GDCA.

Family, for the purposes of Bereavement, shall include:

Spouse	Sister or sister-in-law
Children or stepchildren	Grandparent
Parents	Grandchildren
Father-in-law	Son or daughter-in-law
Mother-in-law	Brother or brother-in-law

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 general leave time (GCCH).

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

### Doctor/Dental Visits

Employees are requested to arrange for doctor, dental, and other appointments on their own time when possible. Appointments scheduled during the workday will be charged to the employee's general/personal leave time.

### Family Medical Leave Act (FMLA)

Please refer to Policy GCCC.

To be eligible, the employee must have been employed by the District for twelve consecutive months and worked a minimum of 1,250 hours during that period. All vacation and general leave earned by the employee must be used concurrently with days taken at the beginning of the twelve-week FMLA period; i.e., general leave or vacation time may not be used to extend FMLA beyond twelve weeks.

Qualifying events for FMLA include:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;"

Employees who go on FMLA because of a serious health condition will be required to have a Certification of Health Care Provider form completed by their physician to ensure compliance with FMLA guidelines.

### **Requesting FMLA/ Leave of Absence**

Employees requesting FMLA or a leave of absence will log into [Records](#) and submit a Leave of Absence Request form. Once logged into Records follow the steps below:

- Select "Available Forms" in the upper left hand corner
- Select "Leave of Absence Request"
- Select "Add as e-form" in the popup box
- Complete the e-form (once submitted it comes directly to the Human Resources Department)

Anyone who has trouble logging into Records can get assistance by emailing to [hr@qcusd.org](mailto:hr@qcusd.org) or 480-987-5935.

Certified employees, Special Education Assistants and Preschool Instructional Assistants are still responsible for entering the absence in Frontline Absence Management.

**Policies regarding leave can be found online through the [district policies website](#):**

- Bereavement -- GCCH (Professional / Support Staff Bereavement Leave)
- Medical and Military -- GCCC and GCCC - EC, GCCC - ED and GCCC - EE (Professional / Support Staff Leaves of Absence without Pay)
- Workers' Compensation -- GBGD-R
- Professional Staff Voluntary Transfer Of Accrued Sick Leave - GCCG

### **FMLA Medical Form(s):**

- [Rights and Responsibilities Notice, form WH-381](#)
- Employee Medical Form -- [Certification of Health Care Provider for Employee's Serious Health Condition](#)
- Family Member Medical Form -- [Certification of Health Care Provider for Family Member's Serious Health Condition](#)

### **FMLA Employer Response**

The Human Resource Department will provide employee the Designation Notice, form WH-382 which informs the employee whether the FMLA leave request is approved; also informs the employee of the amount of leave that is designated and counted against the employee's FMLA entitlement. This form may also inform the employee that the certification is incomplete or insufficient and additional information is needed. **It is the responsibility of the employee to read this information and to comply with all requirements contained therein.**

### **General Leave – Certified**

Certified employees are expected to be on the job. While the District realizes that there are absence days due to illness, it is our belief that the education offered to our students is of a higher quality when guided by the regular classroom teacher. As current research indicates, a student missing more than ten days of school achieves significantly less academically than those with better attendance. We must embrace a similar concept for certified staff. Therefore, after ten days of absence, whether due to illness, personal leave, professional growth, etc., certified staff may not be involved in any further activities which will remove them from the classroom unless recommended by their principal and approved by the District administration.

Please refer to policy GCCA- Professional Staff

*Certificated staff members:*

- A. Certificated employees that work less than twelve (12) months per year earn ten (10) days per year on a pro-rata basis.
- B. Twelve (12) month employees earn thirteen (13) days per year on a pro-rata basis.
- C. All other certificated employees earn one (1) hour for every thirty (30) hours actually worked, with a maximum amount of forty (40) hours in any one year earned.

The general leave of any staff member who does not serve a full school year shall be prorated.

The unused portion of such allowance shall accumulate from year to year, except that certificated employees who earn general leave based on one (1) hour for each thirty (30) actually worked shall be capped at forty (40) hours.

General leave may be used as authorized under Arizona Revised Statutes Section 23-373. It is not the intent of general leave to be used as vacation leave. No more than three (3) of these days may be used for personal business per fiscal year and must be approved three (3) days prior by supervisor. Any unused personal time will convert to general leave for the following fiscal year

General leave and personal leave may not be used on the day before or the day after a break/holiday for the purpose of extending the break/holiday or during the first two (2) or last two (2) weeks of school. These are considered to be black-out days. If you are absent on one (1) of these days, you will be docked your daily rate of pay. Emergency cases require a phone call to the administrator in charge.

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

A. The availability of substitutes may limit the number of general leave days used. The Superintendent/Principal shall determine when substitute availability shall limit leave and at that time will limit general leave to the following purposes:

1. Personal illness
2. Family illness

B. Family, for the purposes of limited general leave, shall include:

Spouse	Sister or sister-in-law
Children or stepchildren	Grandparent
Parents	Grandchildren
Father-in-law	Son or daughter-in-law
Mother-in-law	Brother or brother-in-law

General leave permits employees to be absent without loss of pay. Potential reimbursement for unused general leave should not encourage employees to report for work when their presence would not be in the best interest of others. Administrators may require that anyone reporting for work in a questionable state of health use general leave rather than be at work.

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 general leave is appropriate or (2) whether a return to duty is appropriate.

After three (3) consecutive absences, the supervisor may require a signed statement from a physician.

General leave may be used for childbirth from the time a physician verifies that the employee is physically unable to perform her normal duties until the time the physician verifies that her condition is satisfactory to resume her normal duties. If the employee does not wish to return to her duties, extended leave of absence may be granted consistent with existing District Policy (also see FMLA policy).

Any employee who can be shown to have willfully violated or misused the District's leave policy or misrepresented any statement or condition will be subject to discipline which may include reprimand, suspension, and/or dismissal. The supervisor reserves the right to ask for a doctor's note for any absence.

Once at work, any deviation from your regular work schedule (e.g., leaving early, working extra hours, changing lunchtime, etc.) requires prior permission from your supervisor.

### **General Leave - Certified: Payment for Unused**

Those certificated employees who terminate by retirement, death, or reduction in force and have at least five (5) continuous years with the district at 20+ hours per week, and those who resign with at



least five (5) continuous years with the district, will be paid 66 2/3% of the substitute teacher's daily rate for each full day of unused sick leave for up to a maximum of one hundred fifty (150) general leave days. The District reserves the right to extend payout for up to five (5) years.

Those certificated administrative employees who terminate by retirement, death, or reduction in force and have competed at least five (5) continuous years with the District, and those who resign with at least five (5) continuous years with the District, will be paid one hundred percent (100%) of the substitute teacher's daily rate for each full day of unused sick leave up to a maximum of one hundred fifty (150) general leave days. The District reserves the right to extend payout for up to five (5) years.

### **General Leave – Classified**

Please refer to Policy GDCA – Support Staff

*Support staff members:*

- A. Twelve (12) month employees who work thirty (30) or more hours per week earn thirteen (13) days per year on a pro-rata basis.
- B. Eleven (11) month employees who work thirty (30) or more hours per week earn (10) days per year on a pro-rata basis.
- C. Ten (10) month employees who work thirty (30) or more hours per week earn eight (8) days per year on a pro-rata basis.
- D. Nine (9) month employees who work thirty (30) or more hours per week earn six (6) days per year on a pro-rata basis.
- E. All other employees earn one (1) hour for every thirty (30) hours actually worked, with a maximum amount of forty (40) hours in any one (1) year earned.

The general leave of any staff member who does not serve a full school year shall be prorated.

When there is a separation from employment and the employee is rehired within nine (9) months of separation by the same employer, previously accrued earned paid time that had not been used shall be reinstated. Further, the employee shall be entitled to use accrued earned paid sick time and accrue additional earned paid sick time at the re-commencement of employment.

The unused portion of such allowance shall accumulate from year to year, except that support staff employees who earn general leave based on one (1) hour for each thirty (30) actually worked shall be capped at forty (40) hours.

General leave may be used as authorized under Arizona Revised Statutes Section 23-373. It is not the intent of general leave to be used as vacation leave. No more than three (3) of these days may be used for personal business per fiscal year and must be approved three (3) business days prior by supervisor. Any unused personal time will convert to general leave for the following fiscal year.

General leave and personal leave may not be used on the day before or the day after a break/holiday for the purpose of extending the break/holiday or during the first two (2) or last two (2) weeks of

school. These are considered to be black-out days. If absent on one (1) of these days, you will be docked your daily rate of pay. Emergency cases require a phone call to the administrator in charge.

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

General leave permits employees to be absent without loss of pay. Potential reimbursement for unused general leave should not encourage employees to report for work when their presence would not be in the best interest of others. Administrators may require that anyone reporting for work in a questionable state of health use general leave rather than be at work.

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 general leave is appropriate or (2) whether a return to duty is appropriate.

After 3 consecutive absences, the supervisor may require a signed statement from a physician.

General leave may be used for childbirth from the time a physician verifies that the employee is physically unable to perform her normal duties until the time the physician verifies that her condition is satisfactory to resume her normal duties. If the employee does not wish to return to her duties, extended leave of absence may be granted consistent with existing District policy (also see FMLA policy).

Any employee who can be shown to have willfully violated or misused the District's leave policy or misrepresented any statement or condition will be subject to discipline, which may include reprimand, suspension, and/or dismissal. The supervisor reserves the right to ask for a doctor's note for any absence.

The availability of substitutes may limit the number of general leave days used. The principal/supervisor shall determine when substitute availability shall limit leave and at that time will limit general leave to the following purposes:

- A. Personal illness
- B. Family illness

Family for the purposes of limited general leave shall include:

Spouse	Sister or sister-in-law
Children or stepchildren	Grandparent
Parents	Grandchildren
Father-in-law	Son or daughter-in-law
Mother-in-law	Brother or brother-in-law

Once at work, any deviation from your regular work schedule (e.g., leaving early, working extra hours, changing lunchtime, etc.) requires prior permission from your supervisor.

### **General Leave - Classified: Payment for Unused**

Those support staff members who terminate by retirement, death, or reduction in force and have at least five (5) continuous years with the District, and those who resign with at least five (5) continuous years with the District, will be paid fifty dollars (\$50) per day each full day of unused

sick leave up to a maximum of one hundred fifty (150) general leave days. The District reserves the right to extend payout for up to five (5) years.

**Holidays – Certified**

When July 4, Veterans Day, December 25, or Thanksgiving Day occurs within the school week, the schools shall be closed and the compensation of the teachers shall not be diminished on that account. The Governing Board may declare a recess during the winter holiday season not to exceed two (2) weeks, and the teachers shall receive compensation during the recess (per Policy GCD).

Twelve (12) month employees shall be paid for the following holidays:

- Independence Day One (1) day
- Labor Day One (1) day
- Veterans Day One (1) day
- Thanksgiving Two (2) days
- Winter Break Six (6) days
- Civil Rights Day One (1) day
- Presidents’ Day One (1) day
- April Break One (1) day
- Memorial Day One (1) day

**Holidays – Classified**

An employee who works thirty (30) hours or more per week shall be entitled to all legal holidays during the school year as announced by the Superintendent and in conformance with Arizona State Revised Statutes. To receive holiday pay employee must be in active pay status (per Policy GDD).

Twelve (12) month employees shall be paid for the following holidays:

- Independence Day One (1) day
- Labor Day One (1) day
- Veterans Day One (1) day
- Thanksgiving Two (2) days
- Winter Break Six (6) days
- Civil Rights Day One (1) day
- Presidents’ Day One (1) day
- April Break One (1) day
- Memorial Day One (1) day

**Jury Duty/Court Appearances**

Employees who are required to serve on a jury may do so without a loss of salary. To maintain a normal salary, employees must turn in the jury duty stipend minus mileage to Payroll. Failure to do so will result in the employee being docked one (1) one day's pay for each day absent without proof of jury service (per Policy GCCD).

### **Professional Leave**

The Superintendent or his or her designee may grant professional leave with pay whenever it is considered to be of value to the District. Professional leave may be granted for classroom observations, special meetings and seminars or any other area of professional development. Written requests for professional days must be submitted **in advance** to site administrator for approval. Certified employees must **enter absences into Frontline Absence Management** once approved.

### **Reporting Absences – Certified**

**ALL certified** employees must create their absence on Frontline Absence Management by 5:00 a.m. prior to the beginning of their workday. They are also required to notify their supervisor per their site's supervisor's procedures. Employees are not to call the District or other individuals to report absences. **All certified employees must create an absence on Frontline Absence Management, even if they do not require a substitute.**

### **Reporting Absences – Classified**

All classified employees must call their department supervisor at least one hour prior to the beginning of their workday each day they will be absent. Employees are not to call the District or other individuals to report absences. In case of a planned absence or request for release time (vacation, military duty, etc.), employees must consult their supervisor in advance. An absence should be entered into TCP upon return. Employees' building or department supervisor may also at his or her discretion, require a doctor's note verifying the reason for employee absence. Once at work, any deviation from your regular work schedule (e.g., leaving early, working extra hours, changing lunchtime, etc.) requires prior knowledge/ permission of your supervisor.

If you are a classified **Special Education Instructional Assistant**, your absence must be submitted through Frontline Absence Management by 5:00 a.m. prior to the beginning of the workday. They are also required to notify their supervisor per their site's supervisor's procedures. Employees are not to call the District or other individuals to report absences

### **Transfer of Accrued Sick Leave**

The District recognizes the existence of circumstances under which non-job-related, seriously incapacitating, and extended illnesses and injury may exhaust accrued leave of employees. To provide some measure of relief in such situations, a limited mechanism, based upon voluntary transfer of accrued leave, is established. The mechanism will be termed banked sick leave, or a sick leave bank. It is considered of benefit to the District to establish this mechanism because it will reduce the annual accrued sick leave and promote efficiency by ensuring constant service. For more information refer to policies GCCG and GDCG.

### **Uniformed Services Duty**

If an employee performs duty, voluntarily and involuntarily, in the uniformed services, he or she will be provided leave and reemployment rights as provided in the Uniformed Services Employment and Reemployment Rights Act (USERRA). An employee requesting leave to perform duties in the uniformed services must provide the District with advance notice of his or her absence for service in the uniformed services, unless such notice was precluded by military necessity or is otherwise unreasonable or impossible. An employee that has complied with the provisions of the USERRA is entitled to be reemployed in the job they would have attained had they not been absent for military service. Employees who are absent for two weeks for National Guard or Reserve training are required to submit a request to their immediate supervisor with a copy of the military orders attached (see Policy GCCC-ED and GCCD).

### **Vacation – Certified**

Please refer to Policy GCD

Twelve (12) month certificated administrators shall earn annual vacation leave in accordance with the provisions of the respective administrator’s contract, which shall be taken as approved by the employee’s supervisor.

Certificated and non-certificated administrators who work twelve (12) months will earn vacation on the following schedule:

- |                                  |                       |
|----------------------------------|-----------------------|
| A. One (1) through six (6) years | Twenty (20) days      |
| B. Seven (7) years and beyond    | Twenty-five (25) days |

Other certificated employees who work twelve (12) months will earn vacation on the following schedule:

- |   |                      |
|---|----------------------|
| A. One(1) through five (5) years          | Fifteen (15) days    |
| B. Six (6) through ten (10) years         | Seventeen (17) days  |
| C. Eleven (11) through fifteen (15) years | Nineteen (19) days   |
| D. Sixteen (16) and beyond                | Twenty-one (21) days |

Twelve (12) month administrators may carry forward earned vacation to a maximum of fifty (50) days. An employee may request to sell back up to six (6) vacation days each year, provided their vacation balance after the transaction is at least twenty-five (25) days. These six (6) days will be compensated at the administrator’s regular daily rate of pay. Payment, if any, will be made during the month of June.

Any days accrued over fifty (50) by June 30 of the current year will be forfeited. The Superintendent may approve carryover of up to five (5) additional vacation days that must be used by June 30 of the next fiscal year.

Upon retirement, resignation, termination or death, the employee or the employee’s estate shall be paid for accumulated vacation days, which are limited to the number of vacation days earned at the regular rate of pay.

## **Vacation – Classified**

Please refer to Policy GDD

Twelve (12) month support staff administrators and non-administrative support staff personnel shall earn annual vacation leave in accordance with the provisions of the respective employee's contract, which shall be taken as approved by the employee's supervisor.

Support staff administrators who work twelve (12) months will earn vacation on the following schedule:

One (1) through six (6) years	Twenty (20) days
Seven (7) years and beyond	Twenty-five (25) days

Non-administrative support staff employees who work twelve (12) months will earn vacation on the following schedule:

One (1) through five (5) years	Ten (10) days
Six (6) through ten (10) years	Fifteen (15) days
Eleven (11) years through fifteen (15) years	Eighteen (18) days
Sixteen (16) or more years	Twenty-one (21) days

Support staff may carry forward earned vacation to a maximum of fifty (50) days. Twelve (12) month exempt employees may request to sell back up to (6) vacation days each year, provided their vacation balance after the transaction is at least twenty-five (25) days. These six (6) days will be compensated at the employee's regular daily rate of pay. Payment, if any, will be made during the month of June.

Any days accrued over fifty (50) by June 30 of the current year will be forfeited. The Superintendent may approve carryover of up to five (5) additional vacation days that must be used by June 30 of the next fiscal year.

Upon retirement, resignation, termination, or death, the employee or the employee's estate shall be paid for accumulated vacation days, which are limited to the number of vacation days earned at the regular rate of pay.

## **Benefits**

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

## **Employee Assistance Program**

ComPsych offers 6 free sessions per person per issue for things like:

- Anxiety, depression, stress
- Grief, loss, and life adjustments
- Relationships and marital conflicts

If you're in a time of need, contact ComPsych at 833.955.3386. The toll-free number gives you direct, 24/7 access to a guidance consultant who will answer your questions and if needed, refer you to a counselor or other resources.

CompPsych has other resources besides counseling, too. On their website, they have resources for things like:

- Finding child and elder care
- Retirement planning
- Hiring movers or home repair contractors

To access your benefits:

1. Go to [guidanceresources.com](http://guidanceresources.com)
2. Register using the web ID: KAIROSEAP
3. Select your employer
4. Create your username and password
5. Start browsing

### **Life Insurance**

Life insurance coverage for eligible employees is \$50,000 per employee. There may be a reduction in amount based on employees age. Optional extra life insurance is available at additional cost for employees and dependents.

### **Medical Insurance**

Employees who work a minimum of 30 hours a week are eligible to participate in the District's benefit plans as of the first of the month after 30 days of active employment. Health insurance plans for employees are through United Health Care. The cost of any coverage above the allocated amount for the employee and his/her dependent is the responsibility of the employee, paid through payroll deduction. For details on how to secure an insurance plan please contact the Benefits Department, [benefits@qcusd](mailto:benefits@qcusd).

### **Supplementary Insurance**

In addition to health insurance, the District provides a number of voluntary insurance programs. These include: additional life insurance, short term disability insurance, dental insurance, vision insurance, pet insurance, hospital indemnity insurance, accident insurance, critical illness insurance, prepaid legal plan and identity theft protection.

## **Contracts/Notice of Appointments and Evaluations**

### **Certified Contract Renewal**

Teaching contracts are offered by the Governing Board. Employees are required to electronically sign the contract within fifteen business days after the date of issue. To accept the contract, sign into iVisions, <https://ivisions.mcesaz.org/QueenCreek>. Failure to return this contract or work agreement within the designated timeline will be considered as a resignation.

Notice of inadequacy for classroom performance will be given to teachers prior to the notice of intent to dismiss or of non-renewal of contract. Timelines for this process are outlined in state

statute and governing board policy. This notice incorporates a statement of charges for not re-employing the teacher. See Policy GCO-RA.

### **Certified Employee Professional Growth Compensation**

Graduate hours earned from an accredited college, university, or advanced degree program may be approved for a salary increase. Certified employees who have completed a minimum of three (3) credit hours and no more than eighteen (18) credit hours may receive \$65.00 per credit hour toward next year's salary. These hours must be university graduate coursework at the 500 level and above in job-related courses. In addition, employees may receive an additional \$1,000.00 per year for qualifying Masters and/or Doctorate degrees. The coursework outside an approved program of study or for the purposes of additional certification or endorsements must be pre-approved by Human Resources.

District in-service hours, Arizona Constitution and U.S. Constitution courses are NOT ELIGIBLE to be applied toward salary increases. Any completed coursework above the maximum of 18 credits must be submitted again next year for consideration.

Human Resource Department will send the annual Request for Professional Growth Compensation Survey, the first full week of January. **To qualify, employees must:**

- Complete the Request for Professional Growth Compensation Survey **by Friday, January 14, 2022.**
- Submit official transcripts to the Human Resource Department no later than **Friday, March 31, 2022.**

Official transcripts received after the last business day in March will not be considered.

### **Certified Evaluations**

A teacher's first three years in the District are considered probationary. Following three consecutive years of employment and positive evaluations, successful teachers are placed on Continuing Teacher status.

### **Certified Extra Duty Pay**

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

### **Certificate Renewal**

It is the **responsibility of the employee to keep a record** of when his or her teaching certificate expires and to complete the renewal process prior to expiration. Renewal forms may be obtained online from the Arizona Department of Education. **IMPORTANT NOTE: Once a certificate is renewed, the original must be submitted to the Human Resources Department so it can be recorded by the Maricopa County School Office. Failure to submit your certificate will result**



**in a delay of your check.** A copy of your certificate will be maintained in the Human Resources Office.

The Arizona Department of Education is continually implementing new certification requirements. You will need to contact the Arizona Department of Education website to obtain this information. PLEASE REVIEW THESE REQUIREMENTS TO ENSURE THAT YOU WILL BE IN COMPLIANCE.

It is the **responsibility of each certified employee to keep track** of the number of in-service hours he or she has accumulated toward certification. In accordance with guidelines established for your type of certificate, you must submit transcripts or a summary of in-service/seminar attendance, to the Human Resources Department before the certificate renewal form will be signed.

### **Certified Salary Schedule Information**

The District teacher salary schedule is based upon a stepless salary schedule. The stepless salary schedule is built upon a base salary, experience, and education. Addenda are also given for additional responsibilities such as coaching, certain endorsements, department chair, teacher mentor, etc.

### **Classified Evaluations**

All support personnel shall be evaluated by the appropriate supervisor or administrator. Both full-time and part-time new employees serve a minimum probationary period of 90 days. The immediate supervisor may recommend that this period be extended as necessary. A written evaluation of effectiveness of each support employee 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 no later than the last day of work that fiscal year. (Policy GDO)

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.

### **Classified Extra Duty Pay**

Classified employees may qualify for extra duty assignments outside of their contracted work agreement. This additional compensation is paid in the form of a fixed hourly rate or gross amount issued for specific responsibilities with determined beginning and ending dates.

### **Classified Notice of Appointment Renewal**

Classified Notice of Appointments are offered by the Governing Board annually to those that qualify. Employees are required to electronically sign the Notice of Appointment within fifteen business days after the date of issue. To accept the Notice of Appointment, each employee will need to login to his/her [iVisions](#) account. Failure to electronically sign the Notice of Appointment within the designated timeline will be considered as a resignation

### **Classified Salary Schedule Information**

The classified salary schedule applies to all classified employees below the administrative level. The employee's entry-level years of experience determine placement on the salary schedule.

### **Grievances**

Employees are expected to attempt to resolve all complaints with their immediate supervisor following the chain of command within the time established by Governing Board Regulation GBK-R. If it becomes necessary to carry the complaint further, the required forms may be obtained from the Human Resources Department. For additional details, please refer to Governing Board Policy GBK-R.

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

### **Conflict of Interest - Policy GBEAA**

#### **Close Relative Defined**

For purposes of this policy, close relative shall be defined as the spouse, child, child's child, parent, grandparent, brother or sister of the whole or half blood and their spouses and the parent, brother, sister or child of a spouse, and relationships in which there is no marriage but living in the same household.

#### **Employment of Close Relatives**

Employees will not be assigned to the same site where any close relative is employed.

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

The District shall reserve the right to transfer the close relative of any employee to a different work site as long as such action does not decrease the pay of the transferred employee. If during the school year two (2) employees at the same site marry, both employees may continue to work at the site, but at the end of the school year, one (1) will be transferred to a new site. This will also affect a staff member who, because of marriage during the school year, has created a family relationship defined as a close relative above, which includes step-child, step-grandchild, or in-law. The decision regarding which employee transfers will be made by the Superintendent in consultation with the

employee's supervisor. Exceptions may be made at the sole discretion of the Superintendent based on extenuating circumstances, including hard to fill positions.

### **Supervision of Close Relatives**

No person employed by the District, in any capacity, may be directly evaluated by a relative. There shall be no exceptions to this provision.

### **Business Relations**

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

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

### **Vendor Relations**

No employee of the District will accept a gift or benefit from any person, group, or entity doing, or desiring to do, business with the District as described in Policy DJ, Purchasing (Purchasing Ethics Policy) or A.R.S. §15-213, as may be amended.

## **Constructive Discharge Notice**

**An Employee is encouraged to communicate to the employer whenever the employee believes working conditions may become intolerable to the employee and may cause the employee to resign.** Under section 23-1502, Arizona Revised Statutes, an employee may be required to notify an appropriate representative of the employer in writing that a working condition exists that the employee believes is intolerable, that will compel the employee to resign or that constitutes a constructive discharge, if the employee wants to preserve the right to bring a claim against the employer alleging that the working conditions forced the employee to resign.

Under the law, an employee may be required to wait for fifteen calendar days after providing written notice before the employee may resign if the employee desires to preserve the right to bring a constructive discharge claim against the employer. An employee may be entitled to pay or unpaid leave of absence of up to fifteen calendar days while waiting for the employer to respond to the employee's written communication about the employee's working conditions.

## **Disciplinary Action**

In conjunction with the District's Employment Policy, the Superintendent or his/her designee has the authority to warn or recommend dismissal, demotion, or suspension of any employee upon recommendation of the employee's immediate supervisor.

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

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

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

### **District Calendars**

- [2021-2022](#)
- [2022-2023](#)
- [2023-2024](#)

### **Dress Code**

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

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

Employees must always consider that their employment places them in the position of role models for students. Employees shall be expected to exhibit a professional image to students, parents, and the community. The Governing Board expects the dress and appearance of certificated and support personnel to be professional and appropriate for their job description. Dress will be considered professionally appropriate if it does not disrupt the classroom or District atmosphere. Professional standards of dress shall observe the following guidelines:

- Clothing should be safe and appropriate for the responsibility of the job.
- Clothing should be free of frays, holes, or tears and should not expose undergarments, chests, or midriffs.
- Clothing shall not display profanity, obscene gestures, or sexual suggestions, nor shall it support alcohol or cigarettes.
- Caps/hats should not be worn inside of buildings.

- Shorts or other exercise clothing are not acceptable except for coaches and physical education teachers, while actively teaching. At the discretion of the site administrator, other employees whose duties justify this clothing option may be granted permission.
- Rubber flip-flops are not acceptable.
- Jeans may only be worn on days designated by the site administrator.
- Clothing shall be free of political messages. Political messages are defined as those that are intended to influence the outcomes of elections or to persuade persons to vote for or against a particular candidate, party, position, or measure.

All employees shall comply with the rules of the school/department where they are employed, provided such rules conform to Board Policy GBEB and this regulation.

The intent of this regulation is not to unduly restrict personal expression. The Governing Board recognizes that the implementation of this regulation calls for sensitive, intelligent action on the part of the school staff so that professionalism and individuality are reasonably balanced.

### **Drug-Free Workplace - Policy GBEC**

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

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

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

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

Any employee who violates this policy in any manner is subject to discipline, which may include, but is not limited to, dismissal.

### **Drug and Alcohol Testing**

The District is committed to the establishment of a drug and alcohol misuse prevention program that meets or exceeds all applicable requirements of the Omnibus Transportation Employee Testing Act of 1991. Each employee of the District who is required to have a Commercial Driver's License

(CDL), is subject to pre-employment/pre-duty drug and alcohol testing conforming to Department of Transportation (DOT) guidelines. All offers of employment for drivers with the District will be made contingent upon pre-employment test results. An applicant testing positive for alcohol or controlled substances will not be considered for employment. Ongoing drug testing on a selected or random basis will occur for transportation employees.

Employees may also be tested following an accident or when the District has reasonable suspicion that they are using drugs or alcohol. Reasonable suspicion means that the District believes the behavior, speech, body odor, or appearance of a driver while on duty are indicative of the use of alcohol and/or controlled substances. Employees who refuse to submit to drug and alcohol testing, or whose test results are positive, may be disciplined in accordance with District policies, up to and including termination of employment. For additional information about the District Drug Testing Policy, refer to Governing Board Policy EEAEAA.

## **Due Process**

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

## **Emergency Response Plan**

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

### **ALICE Response Plan**

In the event of an active shooter emergency, the QCUSD has adopted the ALICE response plan to assist you in determining the best options available to survive an attack. The ALICE response does not follow a set of prescribed actions, and you may not need to utilize all of the five steps when confronting an active shooter. Your survival is the most important outcome.

#### **Alert**

- Any number of things can alert you to a shooter situation:
  - Gunfire
  - Witnesses
  - Unusual commotion on campus
  - Phone/Text alerts

#### **Lockdown**

- A lockdown is a semi-secure starting point from which to make your survival decisions. If you decide not to evacuate, secure the room.
  - Lock the door.
  - Cover any windows in the door if possible.
  - Tie down the door if possible using belts, purse straps, shoe laces, etc.
  - Barricade the door with anything available (desks, chairs, file cabinets.).
  - Look for alternative escape routes (windows, additional doors).
  - Call 911

- Move out of the doorway in case gunfire comes through it.
- Silence or place cell phones on vibrate.
- Once secured, do not open the door for anyone. Unfamiliar voices may be the shooter attempting to lure you out. Police will enter the room when the situation is over.
- Gather weapons (coffee cups, chairs, books, pens, etc.) and mentally prepare to defend yourself or others.
- Put yourself in position to surprise the active shooter should they enter the room

### **Inform**

- Use any means necessary to pass on real time information
  - Use plain language
  - Derived from 911 calls, video surveillance, etc.
  - Who, what, when where and how information
  - Helps people in or around the areas area to make common sense decisions
  - Can be given by Flash Alerts, PA Announcements, police radio speakers

### **Counter**

- Use of simple, proactive techniques should you be confronted by an active shooter
  - Anything can be a weapon
  - Throw things at the shooter's head to disrupt his aim
  - Create as much noise as possible
  - Attack in a group (swarm)
  - Grab the shooter's limbs and head. Take the shooter to the ground and hold him there.
  - Run around the room and create chaos
  - If you have control of the shooter call 911 and tell the police where you are and listen to their commands when officers arrive on the scene

### **Evacuate**

- Remove yourself from the danger zone as quickly as possible
  - Decide if you can safely evacuate.
  - Run in a zigzag pattern as fast as you can.
  - Do not stop running until you are far away from the scene.
  - Bring something to throw at the shooter should you encounter him
  - Consider if a fall from a window will kill you
  - Break out windows and attempt to quickly clear glass from the frame
  - Consider using belts, clothing or other items as an improvised rope to shorten the distance you would fall.
  - Hang by your hands from the window ledge to shorten your drop
  - Attempt to drop into shrubs, mulch or grass to lessen the chance of injury
  - Do not attempt to drive from the area

## **What to Expect from Responding Police Officers**

- Police are trained to proceed immediately to the area in which shots were last heard. Their purpose is to stop the shooting quickly.
- Responding officers will normally be in teams. They may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, helmets, and other tactical equipment. The officers will be armed with guns. Regardless of how they appear, remain calm, do as the officers tell you, and do not be afraid of them.
- Put down anything you may be carrying and keep your hands visible at all times.
- The first officers will not stop to aid injured people. Other officers and emergency medical personnel will follow to remove injured persons.
- Keep in mind that after you have escaped to a safer location, the entire area is still a crime scene.
- Police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned.
- Until you are released, remain where authorities designate.

### **Employee Assignments/Transfers**

There are several situations that may cause employees to be transferred, including but not limited to:

- Decrease in enrollment at a given school or at a given grade level /subject matter
- Return from a leave of absence or temporary assignment
- Specific teacher or District needs
- Grant monies are not available
- Failure to meet District goals

### **Employee Assignments/Transfers-Certified**

Refer to Governing Board Policy GCK

The Superintendent shall have the responsibility for the assignment of all personnel throughout the District. The procedure for assignment and transfer of professional staff members will be based on the needs of the instructional program, the needs of the students, and the overall needs of the District as defined by the Superintendent. In addition, no right to school, grade, or subject assignment shall be inferred from the teacher's contract.

A teacher who has been employed by the District for the major portion of three (3) or more consecutive school years and who is currently designated in the lowest performance classification for two (2) consecutive school years shall not be transferred as a teacher to another school in the District unless the District has issued a preliminary notice of inadequacy of classroom performance and approved a performance improvement plan for the teacher and the Governing Board has approved the new placement as in the best interests of the pupils in the school. Following a transfer under this provision, a teacher who continues to be designated in one (1) of the two (2) lowest performance classifications shall not be permitted to transfer to another school. A teacher shall not be transferred more than once under the provisions of this paragraph.



The transfer of teachers from one school to another school within the District shall take into consideration the needs of the pupils in the District and the current distribution of teachers across all of the four (4) performance classifications as adopted by the State Board of Education.

In order to ensure continuity during the first three (3) years of employment, transfer of probationary teachers is prohibited unless required to meet the overall needs of the District as defined by the Superintendent.

Professional staff members may apply for transfer when a vacancy exists by filling out an internal application through the District applicant tracking system. The voluntary transfer process closes thirty (30) business days after the date contracts are issued but no later than May 1, whichever comes first. Transfers will not be approved during the school year unless the needs of the District dictate such approval.

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

## **Employee Assignments/Transfers-Classified**

Refer to Governing Board Policy GDJ

### Assignments

The Superintendent will determine all support staff assignments.

Support staff shall be assigned based on the needs of the District, on their qualifications, and on their expressed desires. When it is not possible to meet all three (3) conditions, an employee shall be assigned first in accordance with the needs of the District, second where the Superintendent determines the employee is most qualified to serve, and third as to the expressed preference of the employee.

Assignments may be changed to serve the best interests of the District.

### Transfers/Reassignments

Staff members may apply for transfer when a vacancy exists by filling out an internal application through the District applicant tracking system. Transfers will not be approved during the school year unless the needs of the District dictate such approval.

The transfer/reassignment of support staff members will be based on the needs of the District, employee qualifications, and the employee's expressed desires. When it is not possible to meet all three (3) conditions, an employee shall be transferred/reassigned first in accordance with the needs of the District, second where the Superintendent determines the employee is most qualified to serve, and third as to the expressed preference of the employee.

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

The above applies to transfers/reassignments within the same job classification and pay grade. Transfer/reassignment of an employee to a position of greater or lesser pay requires Board approval.

## **Employee Discounts**

### **Community Education Discovery Kids**

QCUSD Employee - 50% for Before and After Care and Camps. Only the QCUSD employee who is the parent/guardian of the child enrolled is eligible to receive the discount. To confirm eligibility, the employee must provide a current badge number. Eligibility remains in effect through the last day of contracted employment, and tuition due for remaining program days beyond contracted employment days is prorated and due according to the payment plan due dates. The employee must notify the Community Education Office Facilitator if employment ends.

### **Employee Portal - [iVisions Link](#)**

iVisions is the District's employee portal to obtain your pay stubs, W-2s, leave balances, important forms such as travel pre-approval and reimbursement, health benefits enrollment, news and upcoming events from the District, contract acceptance, webinars and trainings, W-2s, payroll tax credit withholding forms, direct deposit information, change tax withholdings, etc. If you already have an account, please do not recreate another one, as it causes multiple errors in the system and makes it difficult to resolve. If you forget your password and are unable to successfully utilize the "Forgot My Login?" feature, please contact [benefits@qcusd.org](mailto:benefits@qcusd.org).

## **Employment Classification**

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, Queen Creek Unified School District classifies its employees as shown below. Queen Creek Unified School District may review or change employee classifications at any time.

**Exempt.** Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay.

**Nonexempt.** Nonexempt employees are paid on an hourly basis and are eligible to receive compensation time for hours worked in excess of a 40-hour workweek.

**Regular, Full-Time.** Employees who are not in a temporary status and work a minimum of 30 hours weekly and maintain continuous employment status. These employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

**Regular, Part-Time.** Employees who are not in a temporary status and who are regularly scheduled to work fewer than 30 hours weekly and who maintain continuous employment status.

**Substitute or Seasonal** - Employees who are in a temporary status and who are not regularly scheduled to work

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. As an employee, you are responsible for understanding and adhering to the policies set forth by the Family Educational Rights and Privacy Act. Please review the policy [HERE](#). No employee in the district will share student information in violation of FERPA.

## **Fingerprint Clearance Card**

All QCUSD employees must possess/maintain a valid IVP Fingerprint Clearance Card. It is the employee's responsibility to maintain the required IVP Fingerprint Clearance Card. If the IVP Fingerprint Clearance Card is within 6 months of its expiration date, the employee should begin the renewal process. See [DPS website](#) for renewal information/process. When you receive your new DPS IVP Fingerprint Clearance Card, please upload to employee personnel record.

## **Hazardous Material/Chemical**

All chemicals brought onto campus must be checked in at the office and accompanied by a Material Safety Data Sheet (MSDS), available in every school and department. No hazardous chemicals are to be brought onto District property unless directed by District administration. In case of a chemical spill or other hazardous materials emergency, please follow cleanup procedures indicated on the MSDS and notify the Maintenance Supervisor immediately. Refer to the Emergency Plan Handbook.

## **Health-Related Issues**

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

## **Immunizations**

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

## **Internet/Electronic Information Services Use**

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

Details of the user agreement shall be discussed with each potential user of the electronic information services (EIS). When the signed agreement is returned to the school, the user may be permitted use of EIS resources.

## **Terms and Conditions**

*Acceptable use.* Each user must:

- Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the School District.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
- Not use the network in any way that would disrupt the use of the network by others.
- Not use the EIS for commercial purposes.
- Follow the District's code of conduct.
- Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.
- In addition, acceptable use for District employees is extended to include requirements to:
  - Maintain supervision of students using the EIS.

- Agree to directly log on and supervise the account activity when allowing others to use District accounts.
- Take responsibility for assigned personal and District accounts, including password protection.
- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

***Personal responsibility.*** I will report any misuse of the EIS to the administration or system administrator, as is appropriate.

I understand that many services and products are available for a fee and *acknowledge my personal responsibility for any expenses incurred without District authorization.*

***Network etiquette.*** I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:

- *Be polite and use appropriate language.* I will not send, or encourage others to send, abusive messages.
- *Respect privacy.* I will not reveal any home addresses or personal phone numbers or personally identifiable information.
- *Avoid disruptions.* I will not use the network in any way that would disrupt use of the systems by others.
- *Observe the following considerations:*
  - Be brief.
  - Strive to use correct spelling and make messages easy to understand.
  - Use short and descriptive titles for articles.
  - Post only to known groups or persons.

***Work email signatures.***

*All QCUSD work emails signatures should only include the following:*

- Name and Title
- School/Site/Department
- Queen Creek Unified School District
- Your work phone number

***Services***

The School District specifically denies any responsibility for the accuracy of information. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information services (EIS) is used and bears the risk of reliance on the information obtained.

Each user will be required to sign they agree to abide by the School District policy and regulations on appropriate use of the electronic information system, as stated above. A user who violates the

provisions of the agreement will be denied access to the information services and may be subject to disciplinary action. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences. For additional information regarding use of the Internet/EIS, please refer to Governing Board Policy IJNDB-R and IJNDB-E.

## **Job Sharing**

Job sharing is permitted by the District on a temporary basis only and through the approval of the Human Resource Department. The only restriction is that employees do not go over a forty-hour workweek. No benefits will be offered to part-time employees who are currently sharing a position, regardless of prior status.

## **Keys**

District keys, card keys, and badges issued to employees/coaches are the employee's responsibility and are not to be given or loaned to any student or individual not employed by the District. Keys, card keys, and badges shall not be transferred between employees without prior approval of the site or district administration. Employees who give or loan their keys to others will be subject to disciplinary action. District keys, card keys, and badges shall be under physical control (on lanyard, carabiner, in pocket, etc.) of the employee/coach at all times. Keys, card keys, and badges shall not be left on a desk, in an unsecured cabinet, or in a lock, etc. at any time. All keys must be turned into the approved site administrator or building operations department unless prior arrangements have been made between the administration and the employee's immediate supervisor.

All badges, card keys, and keys are the property of the Queen Creek Unified School District. The unauthorized duplication or possession of an unauthorized District key is a criminal offense under ARS 13-3715. Employees must exercise due care and safety with security badges and keys. If the badge, card key, or keys are lost, stolen, or misplaced, the person assigned these items will be charged for their replacement and be subject to disciplinary action up to and including termination. If the key, card key, or badge is lost or stolen, the employee shall immediately notify their supervisor, site administration, and Building Operations department

If a badge or key is accidentally broken, the employee shall present all the parts of the broken item when applying for the replacement.

**Security Badges and keys should not be left in vehicles. If they are stolen from a vehicle, the employee is responsible for the costs to replace the badge, the keys, and/or rekey doors.**

### **Lost or Stolen Badge and Key Charges**

Photo ID Badge	\$5.00
Security Badge	\$25.00
Individual Door Key	\$250.00
Outside Door Key	\$250.00
Sub-Master Key	\$500.00
Vehicle Key	\$500.00
Building Master Key	\$1,000.00
Grand Master Key	\$1,500.00

Employees shall make arrangements for paying the charges with the business office. No employee will be required to pay more than \$1,500.00 per occurrence.

### **Name/Address/Information Changes**

Changes in employee names, addresses, and telephone numbers must be updated by the employee in iVisions. To update contact information, log into iVisions, click on “Employee Resources” and then click on “Profile”. Certified employees must also notify the Arizona Department of Education so their teaching certificates may be updated.

Before the employee’s name can be changed on payroll records, a copy of his or her updated social security card, teacher’s certificate (if applicable), must be on file in the Maricopa County School Office. Changes of name and/or beneficiary must be reported to the Arizona State Retirement Office and the insurance company. Contact the Payroll Department to report changes.

### **Notification of Criminal Charges**

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

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

### **Parent Complaint Procedure**

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

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

### **Paychecks**

Paystubs can be viewed through the iVisions Pay Information tab. Employees are encouraged to set up direct deposit through iVisions. If an employee receives a paper check, it will be mailed to the employees address on file on payday. Certified employees may choose one of two ways to receive their salaries:

- **23 Equal payments while school is in session (this selection confirms non-annualization selection)**
- **26 Pays with checks being issued through the summer**

***Certified employees selection cannot be requested or changed after the beginning of the school year. If an employee fails to make a selection, the District will not annualize his/her compensation.***

## **Pay Dates**

[2021-2022 Pay Calendar and Insurance Deduction Schedule](#)

## **Payroll Deductions**

Standard deductions include: Federal and state income tax.

Mandatory deductions include: Social Security/Medicare. Employees become members of the Arizona State Retirement System on the earlier of:

The effective date (start date) of employment for which they are hired or engaged to work for at least 20 weeks in a fiscal year and for 20 or more hours each week

or

The first day of the 20th week in a fiscal year in which they work 20 or more hours. In this case, membership is not retroactive to the effective date of employment.

Payroll check stubs include the amounts deducted for these areas. Changes in the retirement fund rates become effective the first pay period after July 1. In addition, you may authorize the Payroll Department to make various other deductions such as a tax-sheltered annuity, etc.

**It is the employee's responsibility to update any additions, deletions, voluntary deductions or changes to his or her tax deduction status in [iVisions](#) employee portal.**

## **Income Tax**

Withholding Exemption Certificates (Federal Form W-4 and Arizona Form A-4) must be completed by each employee upon employment. This determines how much federal and state tax will be deducted from the employee's gross pay. Employees wishing to make changes to the W-4 (Federal Tax Withholding) or the A-4 (State Tax Withholding) on file must do so by signing onto the iVisions website and under the Pay/Tax Tab choose employee tax forms and complete. If an employee fails to provide a properly completed Form W-4, QCUSD is required to withhold federal income taxes from wages as if the employee were single and claiming no withholding allowances. If an employee fails to provide a properly completed Arizona Form A-4, the Arizona Department of Revenue requires the QCUSD to withhold 2.7% of an employee's taxable wages.

Before January 31, a Federal W-2 form is sent to each employee indicating the amount of salary received and the amount of taxes withheld during the calendar year.



## **Personnel Files**

The Human Resources Department maintains a master file for all District employees. Employees may review materials placed in their personnel file. Employees may access their personnel folder through [Talent Ed Records](#).

## **Posting New Position**

All job openings will be posted on the [District website job board](#). The vacant position will be filled at the discretion of the administrator in charge of the building or department.

## **Protection of District or Personal Property**

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

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

## **Purchasing**

Employees may need to purchase supplies or services in relation to their position with the District. Employees will need to work with site, or department, administration when purchasing supplies or services with any district funds. Administration will ensure that proper procurement procedures including using district approved vendors, putting in a requisition and receiving a PO prior to placing an order and meeting quote requirements for certain dollar thresholds are accomplished in accordance with district guidance. Employees who fail to follow this procedure must assume the financial responsibility for the item.

## **Reduction in Force (RIF)**

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

## **Removal of District Property**

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

## **Resignation/Release from Contract**

All certified employees agree through his/her contract not to resign from employment effective prior to the conclusion of the final day required by his/her contract until/unless an appropriately certified replacement is found and the resignation has been approved in advance by the Governing Board.

The District shall assess liquidated damages against certified employee, in accordance with Governing Board Policy GCQC, in the amount of three percent (3%) of the base salary for resigning after entering into a contract. The amount will be taken from final paycheck unless other arrangements are made.

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

## **Retirement**

Queen Creek Unified School District is governed by the laws of Arizona relating to employee retirement. Please check the Arizona State Retirement System for more information on [eligibility](#). Employees must notify HR of their intent to retire by **January 31st**. For additional information on retirement please go to the [Arizona State Retirement System](#) website.

## **Retire/Rehire District Practice**

It has been the practice of the district to look for and retain highly effective staff. Therefore, the Queen Creek School District has followed the practice of hiring retired employees under the following provisions.

- Employees must work through *ESI* for at least 1 year before being hired back.
- Employees who have retired from the District and are receiving retirement benefits from the Arizona State Retirement System (or some other state retirement system) may be rehired by the District based upon a recommendation to hire from the immediate supervisor. Approval must also be granted from Superintendent and the Governing Board.
- The employee shall be considered as a new hire for all benefit purposes. This applies to the accumulation of leave/vacation. Administrators will continue to earn leave/vacation at the rate at which they left the district when they worked for *ESI*.
- Returning QCUSD employees shall be granted a salary equal to 100% of the retiree's most recent full year ending base salary. If the employee was not on *ESI* or any other third party entity, his/her salary will be determined based upon the most recent full year ending base salary as a certified or classified employee. Changes will be made to the proposed salary if employees are rehired for a different position from the one held when he/she left the district.
- Retirees coming from another District other than QCUSD will be treated as a new hire for salary placement.
- Employees who retire and leave public education for at least one year may return at their full ending salary (must satisfy the above requirements).
- If the prospective employee has been retired for more than 2 years, his/her salary will be determined based upon the current salary schedule that is in effect for either certified or classified.
- All retirees will have no expectation of seniority and will be granted employment on a year-to-year basis. Retirees are advised that continued employment is at the sole discretion of the District based on individual site and District staffing needs.

If an employee retires at a normal retirement age, you may return to work for an ASRS employer (without taking a year off) and continue to receive pension benefits if you work less than 20 hours per week for any length of time or work 20 hours or more a week for 19 weeks or less in the fiscal

year. After the 19th week, you must work less than 20 hours per week for the remaining weeks of that fiscal year (A.R.S. § 38-766).

## **Rights During an Investigation**

Employees covered under this agreement are expected to cooperate fully during District investigations.

Queen Creek USD shall follow statutory provisions regarding mandatory reporting of suspected child abuse and other areas that require mandatory reporting. In some instances, law enforcement or Child Protective Services may conduct investigations independent of the District. In these instances, the District shall follow legal guidelines as delineated in State statute.

## **Sexual Harassment -Policy ACA**

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

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964.

The Equal Employment Opportunity Commission defines "sexual harassment" as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

Sexual harassment may include, but is not limited to:

- A. Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons.
- B. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
- C. Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; suggesting that probation will be failed.
- D. Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee.

- E. Offering or granting favors or employment benefits, such as promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, et cetera, in exchange for sexual favors.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform the compliance officer, as provided in ACA-R.

A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action.

All matters involving sexual harassment complaints will remain confidential to the extent possible.

Refer to Policy ACA, ACA-R and ACA-E for further information.

### **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 in the following locations:

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

### **Staff Conduct - Policy GBEB and GBEB-R**

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

- A. Physical or verbal abuse of, or threat of harm to, anyone.
- B. Causing damage, or threat of damage, to property of the District or property of a member of the community or a visitor to the school when the property is located on premises controlled by the District.
- C. Forceful or unauthorized entry to or occupation of District facilities, including buildings and grounds.
- D. Use, possession, distribution, or sale of alcohol or of drugs or other illegal substances.
- E. Use of profane or abusive language, symbols, or conduct.
- F. Failure to comply with lawful direction of District officials, security officers, or any other law enforcement officer, or failure to identify oneself to such officials or officers when lawfully requested to do so.

- G. The carrying or possession of a weapon on school grounds without authorization from the appropriate school administrator.
- H. A violation of District policies and regulations.
- I. Any conduct violating federal, state, or applicable municipal law or regulation.
- J. Any other conduct that may obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions of the District, or any other activity sponsored or approved by the Board.
- K. The use of District resources, as defined in A.R.S. § 15-511 and District Policy GBI, Staff Participation in Political Activities, to influence the outcome of an election

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

- A. Thoroughly acquaint themselves with the rules, regulations, and other information applicable to them contained within the policies of the Board.
- B. Conduct themselves in a manner consistent with effective and orderly education and to protect the students and the District property.
- C. Maintain order in a manner consistent with District policies and regulations.
- D. Comply promptly with all orders of the Superintendent and the administrator who is their immediate supervisor.
- E. Dress and maintain a general appearance that reflects their position and does not detract from the educational program of the school.
- F. Comply with the requirement of A.R.S. 15-515 by immediately reporting to the Superintendent or the administrator who is their immediate supervisor:
  1. A violation of A.R.S. 13-3102 [possession of a deadly weapon on school grounds].
  2. A violation of A.R.S. 13-3111 [possession of a firearm by a minor without authorization (in Maricopa and Pima Counties and where otherwise adopted by local ordinance)].
  3. A violation of A.R.S. 13-3411 [possession, use, or intent to sell marijuana, peyote, or dangerous or narcotic drugs, or intent to sell prescription-only drugs in a drug-free school zone (i.e., school grounds and the area within three hundred [300] feet and public property within one thousand [1,000] feet of school grounds, the area at a school bus stop, and a school bus)].

### **Staff Ethics - Policy GBEA**

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. Staff members are responsible for following the expectations outlined in board policies GBEB, GBEA, and GBEB-R.

## Suggestions

The Human Resources Department is eager to obtain input from all employees. Suggestions should be submitted in writing to your building or department supervisor. Suggestions may also be sent directly to the Human Resources Department.

## Tax-Sheltered Annuities

As an employee of a public, nonprofit institution, you are eligible to participate in a tax-sheltered annuity plan (403B/457 TSA). It allows you to defer receiving a portion of your current year's earnings and delay paying income tax on that portion. Questions regarding tax-sheltered annuities should be directed to your insurance agent, [TSA website](#), financial advisor, or the Benefits Department.

**NOTE: The District does not endorse any specific tax-sheltered annuity and/or additional insurance coverage. Employees seeking tax-sheltered annuities or additional insurance coverage should make appointments with sales representatives on their own time.**

## Telephone/Long Distance

If personal long-distance calls need to be made, they must be charged to the employee's home telephone number, phone card, or credit card.

To request telephone repairs, please enter the request into FMX.

## TimeClockPlus (TCP) Timekeeping System

1. When swiping your badge, check the time clock readout to make sure your name and the time appear. If they do not appear, the clock did not read your badge. If the time clock is not reading your badge after several attempts, please notify your supervisor or administrative assistant.
2. If you miss a swipe, you will need to complete a TCP Punch Change Authorization Form, which is located on our website under Employees Tools. Please give to your principal/supervisor for approval.
3. If you are not using leave or vacation, time off must be made up within the same week.
4. Employees must take at least 30 minutes for lunch.
5. TCP **Seven Minute** rule:
  - a. Punch times round to the nearest quarter-hour.

### Punch Time Examples:

7:16 am – 7:22 am Rounds to **7:15** am

7:23 am – 7:30 am Rounds to **7:30** am

7:31 am – 7:37 am Rounds to **7:30** am

7:38 am – 7:44 am Rounds to **7:45** am

7:46 am – 7:52 am Rounds to **7:45** am

7:53 am – 7:59 am Rounds to **8:00** am

b. TCP lunch rounding: **(Rounds to block of time rather than clock)**

30 - 37 min = rounds to 30 minutes

38 - 44 min = rounds to 45 minutes

46 - 52 min = rounds to 45 minutes

53 - 59 min = rounds to 60 minutes

## **Transportation Requests**

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

- As soon as possible, a minimum of 10 days prior to the date of the trip, fill out the Transfinder Field Trip Request Form.
- At the bottom of the form is a SAVE button. Push this SAVE button, which will forward the request to your site administrator.
- Upon approval of your site administrator, the request will be forwarded to the Transportation Department for scheduling.
- Please note that overnight trips or trips in excess of 100 miles (one way from school) MUST be approved by the District Governing Board prior to scheduling.

## **Voting**

Employees will be granted time off for the purpose of voting if there are less than three consecutive hours between the opening of the polls and the beginning of the regular workday or between the end of the school day and the closing of the polls. No deductions will be made from salary or general leave for this absence. Employees must request this time to their immediate supervisor prior to leaving their workplace or worksite.

## **Waiver of Privacy**

The District reserves the right to investigate the credit rating, background, references, driving record, and police record of all applicants and employees. The District also maintains the right to inspect any personal belongings brought into the workplace by employees.

## **Workday**

Employees are expected to work in accordance with their work calendar. Overtime occasionally may be needed for emergency purposes; however, any overtime must have prior approval by the immediate supervisor according to District Policy GDL. Please refer to the Compensatory Time-Classified section of this manual for further details.

Classified employees who work 20 hours or more per week are required to use a one-half hour lunch break. Lunch break may not be accumulated to start the day late or end the day early. The supervisor may also adjust a particular work schedule to allow for emergencies.

### **Statement of Understanding for Hours Worked and Time Recording**

Under the law, the U.S. Fair Labor Standards Act, every employer is required to keep certain records on their employee compensation practices. These include the accurate recording of time on a daily and weekly basis, not working overtime without permission or authorization, and not working without recording the hours worked.

In order to make sure that (1) accurate records are kept, (2) employees are not working without recording their time, and (3) the District will not be in violation of the law, we need to make sure that all employees are aware of the time and record requirements. To do this, and to have proof for the U.S. Department of Labor, this Statement of Understanding must be read and signed by the employees. By electronically signing the employee handbook, the employee agrees he/she read this Statement of Understanding. If an employee is unwilling to sign the Statement and comply with the time recording requirements, then the employee will have to be disciplined, which could include termination. Therefore, your understanding and cooperation is appreciated.

1. The normal week begins on Monday and ends on Saturday. The workweek consists of five 8-hour days for full-time employees, for a total of 40 hours. If employees work overtime (in excess of 40 hours in the workweek), they are to be paid for one and one-half (1-1/2) times regular or average hourly rate for hours worked in excess of 40.
2. Preferably, overtime will not be needed. However, if it is, it is to be authorized by the proper supervisory personnel, except in an emergency where prior approval cannot be obtained.
3. Employees may not voluntarily work overtime without prior written permission of the supervisor. Employees should not be intimidated into working overtime without recording it. If an employee attempts to voluntarily work overtime without prior written permission (come in early, stay late, work during duty-free lunch period), disciplinary action may have to be taken. Likewise, if supervisory personnel try to force employees to work overtime without recording it, notice must be given to the Superintendent so that disciplinary action can be taken.
4. Hours worked must be acknowledged by each employee and confirmed by the supervisor through TCP at the end of the day every Friday. If a timesheet is used, it must be submitted to the supervisor at the end of the day every Friday. Timesheets not submitted as stated will be processed the following pay period. Periodically, the District attempts to follow up on the requirements and reminds the employees of them.

Employees are not permitted to start work early, but they are to be at their work location to begin work at the starting time. Employees will be expected to abide by the designated lunch periods.

### **Worker's Compensation**

All District employees qualify for insurance coverage by the Arizona Industrial Commission if injured on the job. To ensure proper coverage, the employee **must immediately** report the non-life



threatening injury to the school office or supervisor and call The Alliance Triage Line at 1-888-252-4689. Exact time and location of the injury, persons involved and details of the accident **must** be provided. If the injury requires first aid treatment, see the school nurse or supervisor in charge of your department and complete a Supervisor's Industrial Accident Form from The Alliance. If not reported, you may not be eligible for compensation.

Please contact the Human Resources Department immediately. Life-threatening or injuries that require immediate medical attention should be addressed with The Alliance and the Human Resource Department after 911 is contacted and the emergency has been resolved.

When an injury occurs, the employee may use available general leave until compensation, if approved, begins (Policy GCCC). No general leave or vacation days are accumulated while on Worker's Compensation leave.

The Human Resource Department will investigate all accidents involving on-the-job injury. The immediate supervisor of the injured employee must contact the Human Resource Department as soon as he or she becomes aware of the accident.

Employees injured on the job are required to make an initial call to The Alliance and potentially make a visit to one of the Banner Occupational Health Service locations if instructed by The Alliance triage nurse. Work injuries must be treated at a Banner Health location regardless of whether their personal physician is part of the Banner Health network. Failure to comply with this requirement may result in denial of the Worker's Compensation claim.

