



**Salome Consolidated Elementary School  
District #30**

**Employee Handbook  
2015-2016**



## Notice to Employee

It is every employee's responsibility to become familiar with the materials contained in the Salome Consolidated Elementary School District 2015-2016 Employee Handbook.

The information contained in this handbook applies to all employees of Salome Consolidated Elementary School District. It is presented as a matter of information only and its contents should not be interpreted as a contract between the District and any of its employees, nor does it imply continuing employment. Nothing contained within this handbook should be interpreted to supersede 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.

As soon as you have received your handbook, complete the information below, cut off the signature sheet portion, and return to the District Administrator.

As stated above, the policies referenced herein have been summarized to provide you with basic information. The selected policies are those that most affect District employees. In each referenced policy of this handbook, the *locator* for the official complete policy has been provided. A complete policy can be found in the District's Policy Manual using the locator found in parenthesis next to the name of the policy. Policy books are available at your school or available through the internet at [www.azsba.org](http://www.azsba.org).

### PLEASE READ CAREFULLY!

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My signature below verifies that I have received and have read my **2015-2016** Employee Handbook. I understand that it is my responsibility to become familiar with the Salome Consolidated Elementary School District policies and procedures it contains. I agree to abide by District policy and regulations on appropriate use of the electronic information system, as incorporated herein by reference.

My signature on this page indicates I will abide by the provisions and conditions indicated. I understand that any violations of these terms and conditions may result in disciplinary action and the revocation of my use of the information system. I also understand that if I have any questions regarding the contents, I should bring them to the attention of the District Administrator or to the Administration Office.

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Employee's Printed Name

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Department

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Employee's Signature

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Date



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## **DISTRICT EMPLOYMENT POLICIES & PROCEDURES**

### **Employee Handbook Information**

Information contained in this handbook applies to all employees of Salome Consolidated Elementary School District. It is presented as a matter of information only. The practices/procedures in this Handbook are to be considered as guidelines. Salome Consolidated Elementary School, at its option, may change, delete, suspend, or discontinue any part or parts of the policies in this Handbook at any time without prior notice. Any such action shall apply to existing as well as future employees with continued employment being the consideration between the employer and employee. Contents should not be interpreted as a contract between the District and any employee, certified or classified, nor does it imply continuing employment. No statement or promise by the Administrator or a supervisor may be interpreted as a change in policy nor will it constitute an agreement with an employee. Any verbal or written statements to the contrary are invalid and should not be relied upon by any prospective or existing employee. Nothing contained within this handbook should be interpreted to supersede Governing Board Policy. Any policy in this handbook will be superseded by applicable law as laws are updated or changed.

### **Notification of Nondiscrimination**

Salome Consolidated Elementary School District does not discriminate on the basis of race, color, national origin, gender, age or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The Salome Consolidated Elementary School District also does not discriminate in its hiring practices or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints or request for additional information regarding these laws may be forwarded to the designated compliance coordinator:

Mr. George Dean – Superintendent  
Salome Consolidated Elementary School District #30  
38128 Saguaro & Main  
Salome, AZ 85348  
928.859.3339

### **Equal Employment Opportunity**

Discrimination against an otherwise qualified individual with a disability or any individual by reason of race, color, religion, sex, age, or national origin is prohibited. Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons.



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

## **Professional Policies and Practices**

The District takes great pride in its employees and believes that each is dedicated to being a part of the success and growth of our students. To ensure success for all, it is necessary to establish rules to provide a safe and efficient work place.

Employees are expected to conform to these standards while on District property or engaged in District business. These rules are not inclusive, but rather to serve as a professional guide for employees. Violations of any of these standards may result in disciplinary action, up to and including termination of employment.

### **Child Abuse – Mandatory Reporting Guidelines:**

In accordance with Arizona Revised Statutes and Governing Board Policy, all school personnel (certified employees, classified employees, nurses, administrators, counselors and psychologists) including volunteer staff and Governing Board members, have a legal obligation to report child abuse if they form a reasonable belief that a child is or was a victim of child abuse; non-accidental injury, abuse reportable (sexual) offense or neglect. Arizona's reporting statute is intended to protect children as the first priority. Child abuse may take on many forms, including physical injury (injury that was not accidental in nature), neglect (basic needs such as food, clothing, medical attention or shelter are not provided) or sexual (physical contact, exploitation, prostitution, etc.) Non-accidental injury can be caused by an adult or by the child's peer. The fact of the non-accidental injury is what triggers the duty to report, not the age or mental ability of the aggressor.

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

Individuals making a report are protected from liability if the report ultimately turns out to be unfounded. A person who fails to report abuse (as provided in ARS 13-3620) is guilty of a Class 1 misdemeanor unless the person failed to report a "reportable offense." Failure to report a sexual offense is a Class 6 felony. The law does not require the individual or the district to conduct an investigation before making a report. It is the responsibility of Child Protective Services (CPS) and the police to investigate the allegations. A verbal report must be made immediately when abuse is suspected; a written report must be made no more than 72 hours later. The report may be made to Law Enforcement in all cases, or if the suspected abuser is a



family member, the employee may choose to make the report to CPS. District employees who have witnessed, or suspect child abuse shall:

- Contact the appropriate authorities (Child Protective Services 1-888-767-2445) or Law Enforcement
- Contact their Administrator/Superintendent to notify him/her that a report has been made.

### **Personnel Records and Files**

The District will maintain a complete and current official Personnel file for each District employee. Personnel files are the property of the District.

Professional (Certificated) employees are required to supply the District office with current and complete official transcripts of all college credits.

It is the duty and responsibility of each certificated employee to keep such certification current.

Employees may review materials placed in the file with advanced written notice. For access to your personnel file, please contact the Administration Office. This must be done in the presence of a representative from the Administration Office. Employees will be advised of, and will be permitted to review and comment on, all information of a derogatory nature to be placed in their respective personnel files. The employee may prepare a written reply to such information, and such reply, if any, will be appended to the information in the file.

The District may create such sub-files within a personnel file as are appropriate to ensure confidentiality of those files made confidential by law and efficient use of the file. Access to personnel files will be limited to authorized District officials and employees authorized to handle personnel files. Individual Board members may only inspect confidential staff files when specifically authorized by the Board, as evidenced by action of a quorum of the Board in a legal meeting properly noticed. Employees may review their own files by making written requests to the District Administrator. Materials obtained prior to an employee's employment, such as confidential recommendations or interview notes, will not be available for review by the employee.

Documents within a personnel file may be reviewed by the public only to the extent that disclosure is compelled as a public record. Individuals requesting copies shall use the official Request for Public Records form and submit to the District Administration office. Requested copies will be made at a cost of .35 per copy.

### **Employment Classifications**

Each individual is employed in one of the following categories:

- REGULAR FULL-TIME - An employee who works at least thirty (30) hours per week in a regular on-going assignment.
- REGULAR PART-TIME - An employee who works in a regular assignment, but fewer than thirty (30) hours per week.



- TEMPORARY - A person hired as an extra employee and not into a regular full or part time assignment.
- SUBSTITUTE - A person hired to substitute in a specific job for a regular full or part time employee.

## **Waiver of Privacy**

The District reserves the right to investigate the background, references, driving record and police record of all applicants and employees.

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

Changes in employee names, addresses and telephone numbers are to be reported in writing immediately to the Administration Office so employee records and insurance information can be updated. Certified employees must also notify the Department of Education so their teaching certificates can be updated.

Before the employee's name can be changed on payroll records a copy of his or her updated social security card must be on file in the La Paz County School Office. Changes of name and/or beneficiary must be reported to the Arizona State Retirement Office. Please contact the Payroll/Administration Office for the correct forms to report name changes.

## **Conflict of Interest Statement**

Employees and Governing Board members will be asked to sign a Conflict of Interest Statement for their protection as outlined in the Governing Board Policy Manual, policy GBEAA and BCB.

## **General Expectations Regarding Employee Conduct**

Employees shall conduct themselves in a professional manner and a manner that promotes a safe, effective and orderly work and educational environment. Employees are expected to be aware that Governing Board Policies and Administrative Regulations exist and that they are bound by the same.

## **Employee Ethics and Conduct**

Employees are expected to maintain high ethical and behavioral standards in the performance of their job duties and in their relationships with other employees, students and community members.

## **Employee Conduct and Ethics**

All employees of the District are expected to maintain high standards in their professional relationships. These standards must be idealistic and at the same time practical, so they can apply reasonably to all staff members. Employees acknowledge that the school belongs to the public they serve; however, every employee assumes responsibility for providing leadership in the school and community. This responsibility requires the employee to maintain standards of exemplary conduct. Examples of expected employee behavior include but are not limited





to the following:

- Making the well-being of students the fundamental value of all decision making and actions.
- Maintaining just, courteous, and proper relationships with students, parents, staff members, and others.
- Fulfilling all job responsibilities with honesty and integrity
- Directing any criticism of other staff members or of any department of the school system toward improving the District. Such constructive criticism is to be made directly to the school administrator who has the responsibility for improving the situation.
- Acquainting themselves with the provisions, rules, regulations, and applicable information contained within the policies of the Board.
- Implementing Governing Board's policies and administrative rules and regulations.
- Maintains order and carries out all orders given by the District Administrator concerning maintenance of order.
- Conducting themselves in a manner consistent with effective and orderly education.
- Salome Consolidated Elementary School District is in the process of drafting policy language that addresses issues having to do with appropriate educator-student boundaries. In the meantime, the District offers the following guidance (which is in accordance with its current policies) for its educators regarding their relationships with students:

- Educators should refrain from becoming inappropriately involved with students via social networking websites or via electronic information sharing (such as via e-mail, instant messaging, texting, etc.)
- Educators are cautioned that the District believes that it is generally inappropriate for educators to contact students privately outside of school regarding personal issues (as opposed to specifically school-related issues).
- Educators are cautioned that even when contacting students outside of school regarding school-related issues, the use of social networking sites or other technology (such as texting or instant-messaging) may make it easier for educators to inappropriately relate to students in an overly informal fashion, and in violation of Governing Board Policy GBEBB.
- Educators are reminded that they are held to the high standards of our community, and that they are examples within our community for all students.

## **Employee Conduct with Students**

In addition to adhering to the standards set forth in Policy GBEA Staff Ethics and GBEB-R Staff Conduct, employees are expected to adhere to the following ethical and behavioral standards relating to students:

An employee's relationship with students shall reflect mutual respect and shall support the dignity of the entire profession and educational process. Employees shall relate to students in a manner that maintains social and moral patterns of behavior consistent with community standards and acceptable professional conduct. Conduct in violation of A.R.S. 13-3620 or relationships or conduct between employees and students that include courtship, dating, romantic involvement or any type of sexual contact is prohibited. Employees shall only communicate with students regarding school matters only through the District's authorized



communication devices and electronic systems. Behaviors that clearly deviate from ethical and professional standards or which violate State law are prohibited. An employee who violates the District's expectations regarding relationships or behavior with students may be subject to disciplinary action, including dismissal. The District may also take other appropriate legal action as warranted.

### **Disciplinary Action: Policy**

In conjunction with the District's Employment Policies and Arizona State Law, the District Administrator or his/her designee has the authority to warn, recommend dismissal, demotion of 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 recommendation of the District Administrator or his/her designee. Causes for release include, but are not limited to the following:

- Dishonesty
- Failure to obey State Law, Federal Law or District Policies and Procedures
- Harassment
- Immorality
- Incompetence
- Inefficiency
- Insubordination
- Lack of Cooperation
- Neglect of Duty
- Unprofessional Conduct

### **Employee Transfers**

The procedure for assignment and transfer of staff members will be based on the needs of the instructional program and serve the best interest of the District and students. The District Administrator will determine all staff assignments. In addition, no right to school, grade, or subject assignment shall be inferred from the standard teacher's contract.

### **Employment of Close Relatives**

No District policy prohibits the employment of both husband and wife or close relatives from the same family. They are not to be supervised by a member of the family. The Conflict of Interest statement shall be submitted to the Board prior to employment and the Supervisor of said employee must be designated in Board minutes. Notwithstanding District Policy and State Law is clear that Administration can neither recommend for employment nor supervise his/her spouse.

### **Fingerprinting**

Arizona Revised Statute 15-512 requires all district employees (permanent and temporary) and volunteers to be fingerprinted. All classified staff, including coaches who are not otherwise employed by the district will be fingerprinted by the District at cost to the employee. Certified employees are fingerprinted as part of state certification procedures. Parent and student



volunteers will be fingerprinted at no cost to the individual. All others will be charged the actual cost. Fingerprint checks that contain questionable items may result in termination of employment and/or volunteer status.

It is the duty and responsibility of each employee to keep such fingerprint clearance current.

District employees, coaches, or volunteers who are arrested for any offense other than a minor traffic violation must notify the District Administrators Office within 24 hours of the arrest.

## **Drug-Free Workplace**

Salome Consolidated Elementary School District is a drug-free workplace. The District recognizes that substance abuse in the workplace has become a major concern. By reducing drug and alcohol use, we will improve the safety, health, and productivity of our employees as well as the students we serve. The object of our alcohol and drug policy is:

- To provide a safe and healthy working environment for all employees.
- To provide a safe and healthy educational environment for our students.
- To comply with federal and state health regulations.
- To prevent accidents.

The use, possession, sale, transfer, purchase or being under the influence of alcoholic beverages, illegal drugs or other intoxicants by employees at any time on District premises or while on District business is prohibited. Employees must not report for duty or be on District property while under the influence of, or have in their possession while on district property, any alcoholic beverage, marijuana or illegally obtained drug, narcotic or other illegal substance. Employees in violation of the terms of this policy will be subject to discipline, which may include, but is not limited to, dismissal and/or referral for prosecution.

## **Non-Medical Use of Abuse of Drugs or Alcohol**

The District will approach employees who are engaged in the non-medical use of drugs and/or the abuse of alcohol in a constructive, supportive manner. Employees seeking assistance for substance abuse problems will be referred to the appropriate agencies upon request.

## **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.

Additionally, the District will test drivers randomly from a selection pool. Procedures are:

- Employees are placed and remain in the pool for random selection.
- Employees are tested using a valid random selection procedure.



- Employees are tested at least once per quarter.
- Employees are tested without prior notice (dates will not be announced).

Drivers 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.

### **Due Process:**

Employees of the Salome Consolidated Elementary School District have rights guaranteed by the First, Fifth and Fourteenth Amendments to the United States Constitution. These rights are acknowledged and protected by policies and regulations adopted by the Governing Board.

### **Employee Grievances**

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 matter of grievance. Assignment, reassignment, or transfer of an employee to another position or duties is not matter of grievance beyond the District Administrator unless there is a reduction in compensation or the District Administrator requests that it go to the Board.

A *grievant* shall be any employee of the District filing a grievance.

*Terms and conditions of employment*, means, the hours of employment, the compensation therefore, including fringe benefits, and the employer's personnel policies directly affecting the employee. In the case of professional (certificated) employees, the term does not include educational policies of the District. A *day* is any day during which the District conducts business. The *immediate supervisor* is the lowest-level administrator having line supervisory authority over the grievant.

### **Informal Level**

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

### **Formal Level**



**Level I.** Within fifteen (15) days after the employee knew, or should have known, of the act or omission giving rise to the grievance, the grievant must present the grievance in writing to the immediate supervisor.

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

The immediate supervisor shall communicate a decision to the employee in writing within five (5) days after receiving the grievance.

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

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

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

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

## **General Provisions**

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

**Section 2.** The filing or pendency of any grievance under the provisions of this policy shall in no way operate to impede, delay, or interfere with the jurisdiction of the Governing Board or the District Administrator.

## **Harassment: Policy**

The District strives to provide an environment for employees and students that is free from harassment based on or motivated by: Religion or religious beliefs, race, color, physical limitations, ethnicity or gender.

All individuals associated with the District, including, but not necessarily limited to, the Governing Board, administration, staff, students and members of the public while on campus,



are expected to conduct themselves at all times so as to provide an atmosphere free from any type of harassment. Harassment may, depending on all the circumstances, be defined as:

- Verbal or physical threats
- Words that by their very utterance inflict injury or tend to incite an immediate breach of the peace
- Use of language that is plainly offensive (examples of such language may include racial or ethnic slurs or epithets; lewd, vulgar or obscene language)
- Physical acts of aggression or intimidation
- Verbal or physical conduct relating to an individual's race ethnicity, religion, gender, disability or national origin that is sufficiently severe, persistent or pervasive to limit a student's ability to participate or benefit from the educational program or the employee's ability to perform his/her duties as required; or create an intimidating, hostile or offensive educational environment.

Students or employees involved in harassment activities shall be subject to disciplinary consequences, which may range for students from informal conferences to suspension from school or expulsion from the district, and may include involvement with their parents in school or district counseling sessions regarding harassment. For employees involved in such activities, disciplinary consequences can include, verbal warning, a letter of instruction, short or long term suspension and/or termination with or without prejudice.

Any employee who personally observes harassment-type activities toward students or other employees and reasonably suspects that such behavior is harassment, or who receives a complaint of student or employee harassment that the employee reasonably suspects warrants or requires further action, shall promptly report the activities or the complaint to the District Administrator/Superintendent, department supervisor or district designee.

Employees, who feel they have been discriminated against or in any manner harassed, should immediately report such incidents following District procedure, without fear of reprisal. Confidentiality will be maintained to the extent permitted by the circumstances. Complaints should be addressed utilizing one or more of the following options:

- Contacting the immediate supervisor (or teacher).
- Contacting the next higher level of management above the immediate supervisor.
- Contacting the District Administrators Office.

## **Sexual Harassment Awareness**

All individuals associated with the District, including, but not necessarily limited to, the Governing Board, administration, staff, students and members of the public while on campus, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment is contrary to basic standards of conduct between individuals and is prohibited by the Equal Employment Opportunity Commission (EEOC), state regulations, and District policy. It will constitute a violation of these policies for any employee or participant of a school-related activity to engage in any of the acts or behaviors defined below. Employees who engage in this misconduct will be subject to corrective action, up to and including immediate discharge. Sexual harassment consists of one or more of the following:



- Unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature.
- Making threats of reprisal explicitly or implicitly, a term or condition of employment.
- Using coercive sexual behavior to control or affect the career, salary, or performance review of another employee.
- Unreasonably interfering with work performance or creating an otherwise offensive working environment.

These criteria apply when made by a member of the school staff to a student or to another staff member or when made by one student to another student or to a staff member.

Employees who feel they have been discriminated against on the basis of sex, sexually or in any manner harassed, should immediately report such incidents following District procedure, without fear of reprisal. Confidentiality will be maintained to the extent permitted by the circumstances. 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.

### **Compliance Officer**

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

### **Retaliation Statement**

Salome Consolidated Elementary School District strictly forbids retaliation against any employee who has reported harassment activity. The School District will keep complaints and the terms of their resolutions confidential to the fullest extent possible. Retaliation against an individual who has complained about harassment, and retaliation against individuals for cooperating with an investigation of harassment complaint, is unlawful and will not be tolerated.

Each Supervisor has an affirmative duty to maintain a workplace free from such harassing or discriminatory behavior. This duty includes discussing this policy with all employees, explaining the reporting procedure, and assuring them that they are not expected to endure intimidating, insulting, degrading, or exploitative sexual or discriminatory treatment.

### **Health-Related Issues: Policy**

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 District Administrator 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 District Administrator'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.

### **Acquired Immune Deficiency Syndrome (AIDS/Human Immunodeficiency Virus HIV)**

Current medical research indicates that Human Immunodeficiency Virus (HIV), the infection associated with AIDS, can be transmitted by sexual intercourse with an infected partner, by injection of infected blood and blood products and by transmission from an infected mother to her child in utero or during the birth process. No identified cases of HIV infection in the United States are known to have been transmitted in a school setting or through any other casual person-to-person contact.

### **Immunizations**

Employees born after December 31, 1956 must show proof of immunization from measles/mumps/rubella. Employees of the Special Education Preschool, including Preschool Bus Aides and Preschool Bus Drivers, must also show proof of immunization against diphtheria and tetanus and show 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 lieu of proof of vaccination.

### **Reduction in Forces (RIF)**

The Governing Board may reduce the number of personnel in the District due to reductions in funding; decline in enrollment; restructuring or consolidation; or deletion of programs/activities.

### **Internet – Electronic Information Services Use**

Use of the District's Electronic Information Services (i.e. the Internet) is subject to the following guidelines. The user:

- Must obtain information for educational purposes only;
- Must not submit, publish, display, or retrieve defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, or illegal materials;
- Must abide by all copyright regulations;
- Must not reveal home addresses or phone numbers;
- Must understand that use of computer and network resources, including electronic mail is not private;
- Must understand that he/she is responsible for any expenses incurred while using services or products not authorized by the district;
- Must not attempt to harm, modify, or destroy software, or interfere with system security;
- Must take responsibility for personal accounts, including agreeing to directly log on and supervise the account activity when allowing others to access a personal account.





## **Technology Agreement - Acceptable Use Policy**

### **System Security:**

- I am responsible for my usage of the District computer system. I will not provide my password to anyone unless authorized by a responsible party.
- I will not allow another person to use my account. If I discover my account being used by another person, I will notify the appropriate individual(s).
- I will not download any software or information that is not educational in nature onto any part of the computer system.
- I will not attempt to damage/destroy any part of the computer system. I will not attempt to introduce a virus into the computer system.
- The computer system is a district entity. All information, e-mails, and the local hard drives are not private and are open to periodic searches and are considered "public record."

### **Inappropriate Material:**

- I will not attempt to transmit or access material that is profane, that advocates illegal activities, or that advocates violence or discrimination.
- If I mistakenly access inappropriate information, I will immediately contact my supervisor.
- I will not harass anyone using the district e-mail system. If someone requests that I stop sending e-mail that he/she finds inappropriate, I will do so immediately.
- I understand that falsification of any portion of an e-mail is prohibited and that to do so could cause me to be subjected to disciplinary action in accordance with District and Governing Board policy.

**Hardware:** Staff are responsible for the computers in their work area and must follow these guidelines:

- I will not remove any machine or component of a machine from the room unless authorized by the building/department supervisor.
- I will maintain and monitor the systems in my classroom or work area.
- I will inspect and clean my machine(s) twice a year.

## **Zero Tolerance Workplace Violence Policy**

The District has zero tolerance for violent acts or threats of violence against employees, applicants, clients or vendors. No employee should commit or threaten to commit any violent act against a co-worker, applicant, client or vendor. Violence includes physical altercations, coercion, pushing or shoving, horseplay, intimidation, stalking and threats of violence. Any comments about violence will be taken seriously—and may result in an employee's termination. Do not joke or make offhand remarks about violence.

### **What to Do in Case of Violence**

If an act or threat of violence (actual or perceived) is observed and is immediate and serious, IMMEDIATELY DIAL 9-1-1 and report to police. If the incident/threat does not appear to require immediate police intervention, contact your Supervisor and report as soon as possible. Do not assume a threat is not serious. All threats will be thoroughly investigated. All complaints reported to management will be treated with as much confidentiality as possible.



The following list of behaviors exemplifies, but does not limit, the types of actions prohibited:

- Causing physical injury to another person
- Making threatening remarks
- Aggressive or hostile behavior creating reasonable fear of injury to another person or subjects another individual to emotional distress
- Intentionally damaging employer or coworker property
- Committing acts motivated by, or related to, sexual harassment or domestic violence

No weapons are allowed in the workplace. Weapons include firearms, knives, brass knuckles, martial arts equipment, clubs or bats, and explosives. If an employee's work requires use of an item that might qualify as a weapon, Supervisor authorization must be obtained. Possession of an unauthorized weapon in the workplace will be subject to discipline, up to and including termination. Non-employees engaged in violent acts on the employer's premises will be reported to the proper authorities and fully prosecuted.

## **Social Media Policy**

The District recognizes the importance of social media to its employees. However, use of social media by employees may become a problem if it interferes with the employee's work, is used to harass co-workers or customers, creates a hostile work environment, or harms the goodwill and reputation of the District among its customers or the community at large. The District encourages employees to use social media within the parameters of the following guidelines and in a way that does not produce the adverse consequences mentioned above.

Where no policy or guideline exists, employees are expected to use their professional judgment and take the most prudent action possible. Employees who are uncertain about the appropriateness of a social media posting should check with his or her supervisor.

**Note:** As used in this policy, "social media" refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, and MySpace, among others.

- Posts made by employees on social media that mention the District, its products or services, employees, customers, and/or competitors, must make clear that it is from an employee of the District and that the views posted are those of the employee alone and do not represent the views of the District.
- Do not mention company employees, clients, customers, or partners without their express consent.
- Unless given written consent, employees may not use the District's logo or trademarks on their posts.
- Do not pick fights. If there is a misrepresentation about the District, respond respectfully with factual information, not inflammatory comments.
- Remember, individuals are responsible for what they write or present on social media. An employee can be sued by other employees, competitors, customers, and any individual that views his or her social media posts as defamatory, pornographic, proprietary, harassing, libelous, or creating a hostile work environment.



- Employees may not use company equipment or facilities for non-work-related activities without permission. Social media activities should not interfere with duties at work. The District monitors its facilities to ensure compliance with this restriction.
- All postings on social media must comply with the District's confidentiality and disclosure of proprietary information policies. Employees who are unsure about the confidential nature of information they are considering posting should consult with their supervisor.
- Comply with copyright laws, and cite or reference sources accurately.
- Do not link to the District's website or post company material on a social media site without written permission obtained from upper management.

All company policies that regulate off-duty conduct apply to social media activity including, but not limited to, policies related to illegal harassment, code of conduct, noncompetition, protecting confidential and/or proprietary information. Violation of this policy may lead to discipline up to and including immediate termination of employment.

### **Enforcement**

Violations of this policy may result in disciplinary action, up to and including employment termination. Employees who damage the company's computer system through its unauthorized use may additionally be liable for the costs resulting from such damage. Employees who misappropriate copyrighted or confidential and proprietary information, or who distribute harassing messages or information, may additionally be subject to criminal prosecution and/or substantial civil money damages.

## **EMPLOYMENT CONTRACTS & EVALUATIONS**

### **Certified Employees**

#### **Certificate Renewal**

It is the responsibility of the employee to keep record of when his or her teaching certificate expires, to maintain a record of professional development clock hours, and to complete the renewal process prior to expiration. The Arizona Department of Education requires teachers who do not possess a State of Arizona DPS IVP fingerprint clearance card to obtain one prior to certificate renewal. DPS Fingerprint cards must be renewed prior to certificate renewal.

District Administrator's Office has DPS fingerprint kits available. The cost of the fingerprinting will be the employee's responsibility.

Certification renewal forms may be obtained from the Arizona Department of Education web page at [www.ade.az.gov](http://www.ade.az.gov). **IMPORTANT NOTE:** Once a certificate is renewed, the original must be submitted to the Administration Office so it can be recorded by the La Paz County School Office. Failure to submit your certificate may result in delay of your paycheck. The county will not release a paycheck to the employee until the employees' certificate is recorded. At the employees' request the original will be returned and a copy will be placed in the personnel file. The original certificate will remain in the personnel file unless the employee picks it up at the Human Resource office.



In order to renew your certificate, the ADE requires documentation of professional development activity. The Certificate Renewal Form issued by the ADE contains a list of what professional development activities are eligible for re-certification requirements. It is the responsibility of each certified staff member to keep track of the number of in-service hours he or she has accumulated toward re-certification. In accordance with guidelines established for your type of certificate, you must submit official college/university transcripts or a summary of in-service/seminar attendance equaling 180 hours (or twelve college credit hours) to the Administration Office.

### **Contract Renewal:**

In accordance with Arizona State law, employees are required to sign and return the contract within fifteen business days from the date of receipt of the written contract. Contracts not returned within this period shall be considered invalid.

For all areas other than inadequacy of classroom performance, notice of the Governing Board's intention not to renew the contract is given prior to or on May 15. This notice incorporates a statement of reasons for not re-employing the teacher. Notice of inadequacy of classroom performance will be given to teachers at least ninety days prior to the notice of intent to dismiss or non-renewal of contract. Such notice will be given on or before January 15. A notice of inadequacy of classroom performance and intent to dismiss is not a viable grievance as defined by policy.

### **Evaluations: Policy**

A teacher's first three years in the District are considered non-continuing. Formal evaluations are conducted twice per year during this period. Following three consecutive years of employment, successful teachers are placed on Continuing Teacher status and receive annual evaluations.

The evaluation system is based upon the philosophy that the main purpose for assessment and evaluation of teacher competency is to improve instruction. This is designed to enable teachers, working in cooperation with their administrators, to identify areas for professional growth. It also provides a means of improving instructional support services. Although the focus of evaluation is upon professional growth, data obtained during the evaluation process may be used in dismissal proceedings. In such an instance, formal notification will be given.

An evaluation is not a viable grievance as defined by policy.

### **Professional Growth – Salary Schedule Movement**

Salome Consolidated Elementary School District encourages ongoing education for our staff. The Administration Office serves as a liaison between District administration and certified staff in order to identify, recommend and/or implement procedures appropriate for professional development, which will contribute to the improvement of instruction.

Teachers must complete District procedures in order to receive salary schedule movement. Prior approval must be obtained before taking any course eligible for movement on the salary



schedule. Teachers must notify the District Administrator of their intentions, in writing, prior to enrolling and completing courses. SALARY SCHEDULE MOVEMENT WILL BE GRANTED FOR PRIOR APPROVED COMPLETED COURSES ONLY. It shall be the responsibility of the teacher to apply in writing and file an official transcript for such credit in the office of the District Administrator, no later than May 15 of the current school year if credit is to be allowed for salary advancement.

### **Approved Salary Schedule Placement**

The District teacher salary schedule is built upon preparation and professional growth. Addenda (also known as extra-curricular riders) are given for additional responsibilities, (such as coaching or sponsorships).

Returning teachers may be placed on the salary schedule according to years of experience gained after receiving their bachelor's degree. Movement on the salary schedule is based upon years of service and availability of funding.

For new staff, a maximum initial placement shall not exceed 5 years of teaching experience. A new teacher must have six consecutive months or more of contracted experience to be credited with one year of teaching experience.

### **Support Staff Employees**

#### **Employment Status:**

All support personnel are either term employees or at-will employees of the District.

#### **Term Employees:**

A term employee is a support staff member who is employed by the District pursuant to a written contract that specifies the duration of the employment contract.

#### **At-Will Employees:**

An At-Will employee is a support staff member who is employed by the District for no specific term and who has no right of continued employment. All support staff are considered At-Will employees, regardless of full or part-time status or length of work year. These employees are categorized as non-exempt in accordance with the Fair Labor Standards Act.

#### **Support Staff Work Load:**

The normal workweek for support staff employees shall be determined by the District and is based on a four (4) day work week. The custodians and maintenance employees will be no more than thirty-six (36) hours per week. This shall be based on nine (9) hours per day, four (4) days per week. Instructional Aides will be no more than thirty-two (32) hours per week. This shall be based on eight (8) hours per day, four (4) days per week. The District Administrator will determine work hours of individual departments.

No employee shall work more that eight (8) hours per day without authorization from the supervisor in charge.

#### **Compensatory Time**



**Prior to attaining supervisory approval for compensatory time the support staff employee is required to first flex their time. Only in cases that flexing time is not possible shall the employee attain approval from their supervisor and District Administrator for compensatory time.**

No support staff non-exempt employee is to work, volunteer, supervise or donate any hours over the normal assigned work week **without the approval** of his or her immediate supervisor. Exceptions are that he or she can sponsor, volunteer, or donate time to tasks outside the normal work responsibilities. Employees violating regulations of the Fair Labor Standards Act (FLSA) may be subject to disciplinary action.

1. Generally the District does not pay non-exempt employees for overtime. In lieu of overtime pay, they may accrue up to 240 hours of compensatory time at the rate of one and one-half hours for each hour of employment over forty hours per week for which overtime is required. No compensatory time will be accrued during weeks containing a paid holiday, or when vacation or other paid leave is used unless the employee actually works more than forty hours. Paid leave is not included in the workweek. If an employee exceeds the 240 hour limit, he or she will be entitled to overtime pay at the rate of time and one-half for each overtime hour worked above the forty-hour work week. The District Administrator and supervisor may require the employee to use banked compensatory time prior to requesting the use of paid vacation or leave. All classified employees that accrue comp time **must have a COMP LOG**. Also **when using comp time a leave request is required** even if it's for 15 minutes and a copy of the comp log should be approved and attached to the time sheet.

**All compensatory time must be approved in advance by the District Administrator Records must be kept**, which can be obtained from the school or department secretary. Records must show date, time worked, reason for overtime, total hours of compensatory time earned and be signed by the building/department administrator. These must be submitted to the ADMINISTRATION Office.

### **Support Staff Evaluations**

New support staff employees, at the end of three months of employment, will be evaluated by their supervisor.

Support staff will receive at least one evaluation annually. The evaluation will include the supervisor's recommendations for retention, performance improvement. Additional evaluations may be scheduled by the immediate supervisor as he or she deems necessary.

An evaluation is not a viable grievance as defined by policy.

### **Salary Schedule Information**

The hourly support salary range applies to all hourly support employees. Each classification represents increasing job responsibility as outlined in the employee's job description. Initial placement is determined by an employee's job description when hired, as well as entry-level experience, training and qualifications. Generally, credit is granted for up to five years of applicable, job-related experience with placement as follows; a candidate with 0-2 years



experience will be placed at the minimum of the salary range; 3-4 years will be placed at 2.5% above the minimum; 5 or more years will be placed at 5% above the minimum. Hourly and annual support salary ranges are available at the District Office.

Annual support staff salaries are based upon assigned hours per day, four (4) days per week.

## **Employee Resignation/Release From Contract**

The employee is required to offer a letter of resignation for Governing Board approval prior to release. This letter must be submitted to the District Administrator/Superintendent. The employee will not be released from his or her contract without Governing Board approval. Time-slip employees must also submit a letter of resignation two weeks prior to being released.

## **BENEFITS, PAYROLL, VOLUNTARY DEDUCTIONS, RETIREMENT WORKERS COMPENSATION**

### **Insurance - Health, Dental, Vision and Supplemental**

The enrollment year for all insurance is July - June. Once the employee has enrolled he/she may not make changes in your coverage until the next open enrollment unless a life-changing event occurs. Life changing events are: marriage, divorce, birth, or adoption, spouse's employment changes. You may make changes by completing a change form and attaching proof of this change (adoption papers, birth certificate, and custody papers). For information or forms, please contact the benefits specialist at the District Office.

#### **Health Insurance:**

The Salome Consolidated Elementary School District provides health insurance for eligible, full-time employees.

#### **Life Insurance/Supplemental Insurance:**

Coverage for eligible, full-time employees is based upon matching the employee's contract amount. Extra life insurance is available at an additional cost for employees and dependents.

#### **Dental and Vision Coverage:**

The District provides dental insurance coverage for eligible full time employees. Dependent dental coverage is offered at a cost to the employee. Vision coverage is offered to the employee at no cost to the employee.

### **Payroll**

The Payroll Office handles time-slips, paychecks, optional payroll deduction items and tax-related issues for all employees. Any questions concerning these items should be directed to Payroll.

### **Deductions**



Standard deductions include: Federal and state income tax; Social Security/Medicare; Arizona State Retirement Fund payments; Long Term Disability, each check stub shows the amount deducted for these areas. Changes in the retirement fund rates become effective the first pay period after July 1<sup>st</sup> of each year. In addition, you may authorize the Payroll Office to make various other deductions such as credit union, tax-sheltered annuity, etc. It is the employee's responsibility to notify the Payroll Office, in writing, of any additions, deletions, voluntary deductions, or changes to his or her tax deduction status by completing a W-4 form.

## **Income Tax**

Each employee upon employment must complete a Withholding Exemption Certificate (W-4 form). This determines how much Federal tax will be deducted from the employee's gross pay. Employees should contact the Payroll Office for a new W-4 when corrections must be made (i.e. new address, change of name, change in number of exemptions, etc.).

The Payroll Department will notify employees of changes to income tax laws. To ensure compliance with Federal and State tax regulations, each employee is encouraged to read all Payroll Department memos.

Each January, 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.

## **Social Security**

Every employee of the Salome Consolidated Elementary School District is required to have a Social Security Number. Gross wages earned are subject to Social Security Tax, which is matched by the District. This deduction is divided into two parts for reporting purposes and shows on your check stub as Social Security and Medicare deductions. Unless otherwise provided by law, after January 1, 2005 documents or records will not be intentionally communicated or make an individual's social security number available to the general public.

## **Time-slips/Time clock**

All on-call, temporary, part-time and support non-exempt employees must utilize the time-clock(s) reflecting actual time worked, up to and including the last day reported on each card. Depending upon starting date and the payroll schedule, the first paycheck will be received no later than two weeks after the end of a pay period.

Any employee found to be falsifying or swiping time for any employee other than their own time will be subject to discipline up to termination of employment.

## **Retirement**

Salome Consolidated Elementary School District is governed by the laws of Arizona relating to employee retirement and is part of the Arizona State Retirement System. Retirement is calculated on a point system, with one point being given for each year of the employee's age and one point for years of service. Employees may retire once they have reached a combined total of eighty points for full retirement benefits. The certified employee must submit a letter to the district notifying of the intent to retire not later than March 1, preceding the last contract year of employment. For additional information regarding the state retirement





system, please contact the Arizona State Retirement System (ASRS) at 1-800-240-2000 or by visiting their website at [www.asrs.state.az.us](http://www.asrs.state.az.us)

## **COBRA: NOT APPLICABLE IF EMPLOYER HAS LESS THAN 50 EMPLOYEES**

When a dependent reaches twenty six years of age, he or she no longer qualifies for insurance under the District plan. The dependent has the option of continuing coverage through the COBRA provision. Please contact the benefits specialist at the district office for assistance.

If medical coverage is lost due to termination, reduction of hours or other qualifying events, the employee has the right to continue group health coverage without interruption for up to eighteen months. Dependents could be eligible to continue coverage for thirty-six months for other qualifying events. The employee must pay the full cost of that coverage. For information or forms, please contact the benefits specialist at the District Office.

## **Worker's Compensation - Procedures for Employee Incident/Work Injury Reporting**

### **Seeking Emergency Treatment**

In the event of an emergency, dial 911 for medical assistance! Proceed to the closest emergency room or facility. If you are injured on the job and need immediate medical attention, you will need to go to the closest medical emergency facility. Once emergency medical treatment has been received, you will need to notify your supervisor or administrator and Administration at (928) 859-3339

### **Steps for Reporting a Work-Related Incident or Injury**

- 1) You will immediately report the incident or injury to your supervisor/administrator (or person in charge).
- 2) Your supervisor or administrator will have you complete and sign Section 1 of the "Salome Consolidated Elementary School District Employee Incident/Injury Report" form.
- 3) Your supervisor or administrator will complete Section 2 of the "Employee Incident/Injury Report" form and you will proceed to the medical facility for medical treatment.
- 4) If medical treatment is not needed, your supervisor or administrator will send the "Employee Incident/Injury Report" to Human Resources.
- 5) *If medical treatment is needed or obtained at a later date, you will notify your supervisor and contact Administration at (928) 859-3339*
- 6) If your supervisor or administrator is unavailable at the time of your injury, you will go directly to the medical facility for medical treatment. Immediately after treatment, you will notify your supervisor or administrator of the injury/incident and contact Administration at (928) 859-3339. Your supervisor or administrator will complete the "Employee Incident/Injury Report" form and forward it to Human Resources.
- 7) If you are released to regular duty with no restrictions, you must show your medical release to your supervisor or administrator prior to performing any of your job duties. Within 24 hours after your appointment with your treating physician, you are required to provide the medical release to Administration (in person) at the Business/Administration Office. If your appointment is on a Saturday or Sunday, you will need to turn in the medical release the



following Monday or the next workday.

- 8) If you are placed on no-work status by the physician, you must provide the work status report/documentation in person, (if medically able) to Administration within 24 hours after your appointment. If your appointment is on a Saturday or Sunday, you will need to submit the work status report/documentation the following Monday or the next workday.
- 9) You must also notify your supervisor or administrator of your no-work status. Weekly, you will report your progress by telephone to your supervisor and in person (if medically able) to Human Resources.
- 10) If you are released by the treating physician to restricted, modified or light-duty work, you must immediately present the work status report/documentation to Administration prior to performing any job duties. Restricted, modified or light-duty work must be approved and offered by Administration prior to your returning to work. You must not place yourself or coworkers at risk by performing duties that you have not yet been released to perform. Administration will notify your supervisor/administrator of your work status.
- 11) When your physician gives you a full medical release to your regular duties from a no-work, restricted, modified or light-duty status, you must immediately contact Administration at the Administrative Office. *A change in your status will affect your benefits.* You will need to provide the medical release to Administration before you will be allowed to return to your regular, assigned job duties.
- 12) Administration will contact your supervisor/administrator and notify them that you are released to your regularly assigned duties and can return to work.

## **EMPLOYEE ABSENCES**

*For comprehensive policy information regarding employee absences, please refer to the Arizona School Boards Association Governing Board Policy Manual*

### **Bereavement or Critical Family Illness**

Upon request to the District Administrator leave may be granted for emergencies involving a death or critical illness in your immediate family. Family, for purposes of such leave, shall include: spouse; children; parents; aunts or uncles; brothers or sisters; grandparents; grandchildren; parents of spouse; brothers or sisters of spouse; sons-in-law or daughters-in-law.

A critical illness is defined as illness involving a crisis. Such leave is subtracted from accumulated leave. Employees using leave for immediate critical illness may be asked to sign an affidavit certifying that their absence is in compliance with this policy. The affidavit will be considered part of the absence report form.

Per Governing Board Policy GCCH, an employee may be granted up to five days bereavement leave per year, with pay, to be used in the event of a death in the employee's family. Extensions of bereavement leave may also be granted. If approved, an extension will be deducted from the employee's earned leave. If the employee has no accumulated leave, the District Administrator may approve an unpaid leave of absence for each day of extended bereavement leave.



## **Leaves of Absence – Medical and Personal**

### **General Information**

The Governing Board may grant a leave of absence to District employees for a period of up to one year. A leave of absence, medical or non-medical, may not be requested to begin prior to or immediately following paid holidays, winter break, or spring break. Employees must make a written request and submit it to the Governing Board for approval prior to taking leave. Leave or vacation days may not be accrued while on a leave of absence. School holidays or breaks occurring during a leave of absence will be deducted from the employee's accrued leave.

Each employee who is granted a leave of absence is also required to give written notice of intent to return at the beginning of the next school year on or before January 31, of the leave year. Such notice of intent should be directed to the Administration Office. Employees who choose to take an extended leave of absence are not guaranteed return to their original position, but may be reassigned, if necessary, with no loss of pay or benefits.

### **Medical**

The Governing Board may grant a medical leave of absence for a period of up to one year. Employees requesting such leave must submit a written request to the District Administrator. This request must include the dates the medical leave will start and when the employee will return to work. A doctor's recommendation or Certification of Health Care Provider Form shall be required to be submitted with the request. The Certification of Healthcare Provider forms are available in the Administration and Payroll Offices.

Employees on medical leave may continue coverage with the District's health insurance program at their own expense. If the employee chooses to continue coverage, the premium will be prorated on a daily basis for each calendar day or month for which no sick leave is available to cover the absence. It is the responsibility of the employee to make these payments in a timely manner. Insurance coverage will terminate 30 days after non-payment of premium. If an employee chooses not to pay for medical coverage and more than 30 days lapse without coverage, coverage cannot resume until the next open enrollment date. The employee and his or her dependents, if eligible, must follow procedures for determining insurability.

### **Non-Medical/Personal**

Under certain conditions, the Governing Board may grant a non-medical leave of absence for up to one year. Employees requesting such leave must submit a written request to the Governing Board. The request must include the date the leave will start and the date the employee will return to work. Employees who choose to take an extended leave of absence are not guaranteed return to their original position, but may be reassigned, if necessary, with no loss of pay or benefits.

## **Jury Duty/Court Appearances**



Employees who are required to serve on a jury may do so without a loss of salary. The remuneration received for each day of jury service is deducted from the base salary to avoid duplication of pay. Upon returning from jury duty, please provide the Payroll Department with the documentation received from the court showing you will be paid or you refused payment. Employees are expected to receive mileage reimbursement from the courts. An employee who is subpoenaed as a witness in court and will be absent ten days may be required to utilize vacation or leave. The employee may also choose to go on unpaid leave.

## **Military Duty**

Per Governing Board Policy GCCD, if an employee is called to active duty in the armed forces, he or she will be given military leave from their job. Personnel returning from military leave granted by the District during a national emergency will be placed on the salary schedule appropriate to the combined years of service with the District and military service. Employees who are absent on active duty for National Guard or Reserve training are required to submit a leave request to their immediate supervisor with a copy of the military orders attached.

## **Professional and Support Staff Leave**

### **Leave for Any Purpose**

Leave, in this context, includes leave for illness or injury, religious leave, personal leave, bereavement leave, parental leave, and civic leave other than jury duty.

Notification of leaves to be taken must be in accordance with the following:

- *Illness or injury.* Notify the immediate supervisor as soon as possible, but not later than one (1) hour prior to the employee's start time on the date leave is taken.
- *All other leave situations.* Submit the request five (5) days in advance through the immediate supervisor. Leave may be scheduled by the District Administrator to accommodate District operations. Requests shall be acted upon in order of receipt and the availability of substitutes, if necessary, may limit the number of requests granted at any one time.

Except under extenuating circumstances, when approved otherwise by the District Administrator:

- Absences during orientation, during the first week of classes, during the last week of classes and the day before and day after a holiday will be deducted from salary.
- Employees are requested to arrange for doctor, dental and similar appointments on their own time whenever possible. To be eligible for leave, an employee must have earned those days. Individuals who abuse the privilege of leave are subject to disciplinary action, pursuant to Governing Board policy. The employee is responsible for completing a written request and submitting it to his or her immediate supervisor. After three consecutive sick leave days, the District Administrator must approve the sick leave request if leave is to be extended. Leave is not accrued while the employee is on any type of leave of absence or worker's compensation-related leave.



Certified employees may accumulate sick leave to a maximum of one hundred eighty (180) days, at which time no more sick leave can be accumulated. As accumulated sick leave days are used and drop below one hundred eighty (180) days, an eligible employee may again accumulate sick up to the maximum limit.

**Note: All staff leave is accrued in hours every pay period. Accumulated leave is rolled over from the previous year. However, if the employee does not have leave the employee will be docked pay.**

### **Professional Leave**

The District Administrator 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 at least five working days in advance.

### **Reporting Absences**

**All staff** must fill out a leave request and it is to be signed by their administrator and sent to the District Office in a timely manner. An employee that does not have any available leave time is in dock status. Dock status is not allowed and discipline can be imposed for any employee in dock status.

**Important: Employees requesting leave the day before a holiday, the day after a holiday, the first week of orientation, the first week back with students, and the last week of school, may only receive approval from the District Administrator.**

### **Vacation and Holidays – Support Staff**

All regular twelve (12) month support staff employees shall accumulate vacation with pay at the rate of one (1) working day per month. The unused portion of such allowance may accumulate to a maximum of eighteen (18) days, at which time no more vacation can be earned. As accumulated vacation days are used and drop below eighteen (18) days, an eligible employee may again accumulate vacation up to the maximum limit. Vacations shall be taken as approved by the Superintendent.

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

Support staff vacation leave requests must receive the approval of the immediate supervisor prior to vacation days being taken. Requests which would create an undue hardship for the school or department (for example: multiple employees absent from a school or department at the same time; vacations covering more than two consecutive work weeks, etc.) may be modified or denied at the discretion of the supervisor.



## **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 work day or between the end of the school day and the closing of the polls. No deductions will be made from salary or leave for this absence. Employees must request this time to their immediate supervisor prior to voting.

## **GENERAL DISTRICT INFORMATION**

### **Workday**

The Professional (Certificated) teaching staff work day is based on a nine (9) hour day. . The District administrator may make revisions as he/she deems appropriate for the purposes of professional collaboration, learning communities, school improvement initiatives, and/or professional development. The Support staff workday is determined by the District Administrator and the supervisor for the position. Support staff employees are expected to work the number of hours as determined. However, overtime may occasionally be required. If overtime is required, it must **be requested in writing** by the immediate supervisor for all classified staff and must be approved by the District Administrator or designee. In the case of an emergency, authorization shall be obtained immediately upon completion of the work or as soon thereafter as practicable.

The accumulation of time off in lieu of a lunch break from one day to the next is **not permitted**. The break **may not** be accumulated to start the day or at the end the day. The supervisor and District Administrator may also adjust a particular work schedule to allow for site and District needs and/or emergencies. The District Administrator has the right to define the work schedule for the employees.

### **Smoking**

All Salome Consolidated Elementary School District property is tobacco free. There are no designated smoking areas.

Under the provisions of A.R.S. 36-798.03, a person who violates the prohibition is guilty of committing a petty offense.

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

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

### **Staff Cell Phone Use**

Employees will refrain from personal cell phone use during working hours. The use of a cell phone during lunch or breaks is permitted, providing cell phone use does not continue once the employee has returned to work. Personal calls may be made or received during



lunch and breaks.

### **Appropriate Dress Guidelines**

The employees of the Salome Consolidated Elementary School District should make certain that their grooming and dress reflect the high standards expected of the school, community, and District. All employees must be professionally dressed and wear proper clothing appropriate with the task they are performing. Professional, yet casual attire is acceptable.

1. Examples of professional attire include but are not limited to collared shirts, dress slacks, dress coordinates, suits, dresses, ties, and sports coats.
2. Clothing should be neither, too loose, too tight nor too short is permitted. Clothing displaying abusive, vulgar, or offensive language, advertising cigarettes or alcohol, and/or making reference to drugs is prohibited. Also prohibited is clothing that is too revealing, suggestive, or ill fitting.

Spaghetti straps, halter tops, sheer see through tops, spandex, knit, and jean shorts, midriff-baring shirts, and rubber flip flops are not professional attire. Permission to dress more casual may be granted to employees who demonstrate a need because of their particular position with the District.

3. Staff members who are custodians, members of the maintenance and/or transportation departments or other auxiliary service departments should dress accordingly to the standards established by their supervisor or District Administrator. Dress should be clean, neat and appropriate to the work environment as well as duty.

If you have any questions on what is considered acceptable, check with your school or department supervisor.

### **Emergency Response Plan**

The District has an Emergency Response Plan in place. Copies are available in each classroom, along with a quick reference guide. Each staff member is responsible for reading the material and returning the signature portion of the booklet to the Administration Office. Mandatory training sessions are conducted district-wide. For further information please contact your building or department Emergency Response Team member.

### **Hazardous Materials/Chemicals**

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 either the Maintenance Transportation Supervisor, or by calling the district office at 928.859.9333.

### **Posting New Positions**

Job openings will be posted in the District Office and on the Salome Consolidated Elementary



School's website. Any vacant position will be filled at the discretion of District Administrator as approved by the Governing Board. To inquire about available positions, contact the Administration Office. All current job posting can be found on the Salome Consolidated Elementary School District website at [www.salomeK8s.org](http://www.salomeK8s.org). All certified applications must be submitted through the online link.

### **Protection of District or Personal Property: Policy GBEA**

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.

### **Employee's Responsibility to Report Drug Free School Zone Violations**

Pursuant to A.R.S. 13-3411, it is unlawful for a person to: (1) intentionally be present in a drug free school zone to sell marijuana, peyote, prescription-only drugs, dangerous drugs or narcotic drugs; (2) Possess or uses marijuana, peyote, dangerous drugs or narcotic drugs in a drug free school zone; or (3) Manufacture dangerous drugs in a drug free school zone.

Any employee who observes a violation of the law shall immediately report the violation to the school principal or the District Administrator, who shall then immediately report the violation to a peace officer. It is a violation of the law for any school personnel or school administrator to fail to report such a violation.

### **Employee's Responsibility to Report Suspected Crimes**

Pursuant to A.R.S. 15-341 (33), the Governing Board expects employees to immediately report to the District Administrator any suspected crime against a person or property that: (a) Is a serious offense as defined in A.R.S. 13-604; (b) Involves a deadly weapon or dangerous instrument or serious physical injury; or (c) Any conduct that poses a threat of death or serious physical injury to employees, students, or anyone on the property of the school.

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

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

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

### **Children in the Workplace**

District Policy strictly prohibits employees from bringing children, family member(s) or social visitors into their work location during any and all working hours. The District Administrator may authorize employees to participate in "Bring Your Child to Work Day" with prior approval.





## **District Keys**

District keys issued to employees are the employee's responsibility and are not to be given or loaned to any student or individual not employed by the District. Employees who give or loan their keys will be subject to disciplinary action. Employees who resign must turn in their keys to their immediate supervisor or District Administrator. An employee who loses their keys will be financially responsible for any necessary cost incurred by the district to secure the building.

## **Personal Property**

If you have personal property in your work area, you are responsible for maintaining an inventory of such property in your immediate supervisor's office. 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 Supplies and Materials**

Employees may need to purchase supplies or services in relation to their positions with the District. Any job-related purchase must be requisitioned **PRIOR** to the time the purchase is made. Employees who fail to follow this procedure will be required to assume the financial responsibility for the item and may be subject to disciplinary action.

## **Travel Request Guidelines**

Certified staff members will be granted permission to attend out-of-district workshops and conferences when it is deemed in the best interests of the district. Teachers who attend workshops/conferences will be required to present the information to other staff members when they return. Workshops/conferences must correspond to the instructional needs of the school. Travel requests must be submitted at least 10 days in advance. The employee must complete all necessary paperwork for approval by the District Administrator.

Travel packets must be completed and all forms submitted together when requesting travel and/or lodging:

- Absence Form – Must be signed by the District Administrator with conference information in Comments section. Must include funding code.
- Travel Request Form – Circle and initial all pertinent information. Must be coded and signed by the District Administrator.
- Travel Attachment for Fees – Must be completed for registration fees and hotel.
- Conference Agenda/Registration Form – Submit a copy of the conference/workshop agenda and a completed registration form if applicable.

Travelers will receive a Travel Verification Form containing pertinent information if the request is approved. If not approved, notification will be provided.



## Travel Reimbursement

Travelers may be reimbursed for certain out-of-pocket expenses while traveling on District business if expenses were not paid in advance through a District Purchase Order. To obtain reimbursement:

- Submit request for reimbursement within 30 days – this will be the bottom portion of the Travel Authorization Form and receipts must be attached.
- Submit a copy of conference agenda or schedule with the Request for Reimbursement Form.
- Receipts will not be required for over night travel. The employee will be paid the state set per diem up to the maximum. Any amount over the set per diem will be the employee's responsibility.
- Receipts will be required for day travel. The Internal Revenue Service (IRS) requires employees to be traveling "away from home" in order to exclude reimbursements for meals from their income. As a result all meal reimbursements for travel with no overnight stay must be reported as a taxable employee benefit.

## Reimbursable Items Include

- Lodging - a hotel bill must be presented. Travelers will be reimbursed up to the District-approved lodging limit unless it is the conference hotel. Miscellaneous charges on the bill, such as movie rentals or phone calls, will not be reimbursed.
- Parking fees will be reimbursed only when a receipt is presented.
- Registration fee reimbursement requires receipts.
- The District will reimburse for mileage for a personal vehicle only by the District Administrator and/or if no school vehicle is available and **only if pre-approved** on the Travel Request. Beginning and ending odometer readings are required.
- Gasoline receipts must have the District vehicle number.
- Meal receipts are required for reimbursement, for day travel only, if food is circled on The Travel Request.

## Cash Handling and Deposit Preparation

### **Cash Handling Policies**

- No cash, checks, or money orders shall be collected by any staff member without prior approval from the site administrator.
- **All cash, checks, and money orders must be brought to the school secretary on a daily basis. The administrative designated secretary will be responsible for securing it in a locked safe. Monies should never be left unattended in a desk drawer, classroom, purse, pocket, home, or vehicle!**
- Checks shall be properly completed and, made out to SALOME ELEMENTARY SCHOOL DISTRICT #30. Do not accept any two party checks.
- Checks and Money Orders shall be endorsed "For Deposit Only" immediately upon receipt.
- Pre-numbered receipts shall be issued for each payment received.
- Monies must be deposited daily, when significant, or at least once a week.

## Losses

All losses must be reported immediately to the District Administrator, the Business Manager,



and the police.

### **Deposit Preparation – Auxiliary Funds**

Tax credit donations shall be receipted at the Business Office with the Salome Consolidated Elementary School District Tax Credit Donation Receipt.

### **PTSO – reminder to district employees**

Employees are reminded that they are prohibited from holding the office of President or Treasurer of any district PTSO.

### **Procedures for Employee Resignation**

- 1) Employee must submit a letter of resignation to their District Administrator or supervisor.
- 2) Employee will be sent an exit interview survey.
- 3) Administration will inform payroll and the benefits departments of termination.
- 4) Employee must complete an inventory sheet of all items that are district property in their possession (laptop, phone, radio and keys, grade book) and submit to their supervisor.
- 5) Employee must meet with the District Administrator and the District Administrator must sign off on items received and submit the inventory check off form to the Business Manager.
- 6) Once the items are turned into the District Administrator, the District Administrator must contact the appropriate department(s) for submission of property or direct the employee to the correct department.
- 7) Final wages will be disbursed in check form only. Employee will need to pick up paycheck at the Administration Office.