The Employee Handbook is a resource for all employees of the Isaac School District. It allows all staff to understand expectations and how they can be supported in delivering outstanding instruction and service to the students of the Isaac School District.

All Employees are asked to review the employee handbook and familiarize themselves with the contents. Where applicable, board policies are noted in each section of the employee handbook. Employees may access board policies by following the process below:

- Employees may view policies from the ISD Home Page at [www.isaacschools.org/policies](http://www.isaacschools.org/policies) and click on the link named "ASBA Arizona School District Publicly Available Policy Manuals"
- Click on the check box next to Isaac School District in the list of districts on the left hand side of the page.
- You may browse through the sections looking for a specific policy or you can use the search engines provided on the website to search for the topics that interest you.
<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td>6</td>
</tr>
<tr>
<td>School Hours</td>
<td>10</td>
</tr>
<tr>
<td>Calendar</td>
<td>11</td>
</tr>
<tr>
<td>Isaac School District Policies for All Staff</td>
<td>12</td>
</tr>
<tr>
<td>Conduct</td>
<td>12</td>
</tr>
<tr>
<td>Ethics</td>
<td>14</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>15</td>
</tr>
<tr>
<td>Absence Procedures and Leaves</td>
<td>17</td>
</tr>
<tr>
<td>Other Policies and Procedures</td>
<td>23</td>
</tr>
<tr>
<td>Blackout Days</td>
<td>23</td>
</tr>
<tr>
<td>Social Media</td>
<td>24</td>
</tr>
<tr>
<td>Staff Conduct with Students</td>
<td>25</td>
</tr>
<tr>
<td>Staff Professional Dress Guidelines</td>
<td>26</td>
</tr>
<tr>
<td>Technology User Agreement</td>
<td>27</td>
</tr>
<tr>
<td>Isaac School District Policies for Certificated Staff</td>
<td>29</td>
</tr>
<tr>
<td>Hours of Certified Staff</td>
<td>29</td>
</tr>
<tr>
<td>Extra Duty/Stipends</td>
<td>31</td>
</tr>
<tr>
<td>Professional Development</td>
<td>32</td>
</tr>
<tr>
<td>Salaries and Contracts</td>
<td>34</td>
</tr>
<tr>
<td>Staff Assignments and Transfers</td>
<td>34</td>
</tr>
<tr>
<td>Teacher Responsibilities: Certification</td>
<td>37</td>
</tr>
<tr>
<td>Isaac School District Policies for Classified Staff</td>
<td>39</td>
</tr>
<tr>
<td>Assignments and Transfers</td>
<td>39</td>
</tr>
<tr>
<td>Salary Placement</td>
<td>39</td>
</tr>
<tr>
<td>Work Schedules</td>
<td>40</td>
</tr>
<tr>
<td>Overtime/Fair Labor Standards Act</td>
<td>41</td>
</tr>
<tr>
<td>Assignments and Transfers</td>
<td>42</td>
</tr>
<tr>
<td>Professional Growth</td>
<td>43</td>
</tr>
<tr>
<td>Appendices</td>
<td>45</td>
</tr>
<tr>
<td>Appendix 1: Policies of Interest</td>
<td></td>
</tr>
<tr>
<td>Professional Staff Assignments and Transfers</td>
<td></td>
</tr>
<tr>
<td>Staff Professional Dress Guidelines</td>
<td></td>
</tr>
<tr>
<td>Staff Grievance Regulation</td>
<td></td>
</tr>
<tr>
<td>Reporting Child Abuse/Child Protection</td>
<td></td>
</tr>
<tr>
<td>Staff Participation in Political Activities</td>
<td></td>
</tr>
<tr>
<td>Appendix 2: Forms</td>
<td></td>
</tr>
<tr>
<td>Substitute Documentation</td>
<td></td>
</tr>
<tr>
<td>Bereavement</td>
<td></td>
</tr>
<tr>
<td>Voluntary Transfer Request</td>
<td></td>
</tr>
<tr>
<td>Grievances</td>
<td></td>
</tr>
<tr>
<td>Proposition 301</td>
<td></td>
</tr>
<tr>
<td>Memo of Agreement</td>
<td></td>
</tr>
</tbody>
</table>
GOVERNING BOARD
Mrs. Patricia Jimenez, President
Mrs. Maria Guzman, Board Clerk
Mr. Rudy Santa Cruz, Member
Mrs. Cathy Rivera, Member
Mr. Harry Garewal, Member

INTEREST BASED NEGOTIATIONS TEAM (IBN)
Heather Ayres, Armando Chavez, David Coughenour, Vianey Mada,
Vanessa Flores, Dr. Erica Avila, Lynn Lang, Howard Paley,
Dr. Kristen Robertson, Terri Spangler, Maricela Valencia, Dr. Mario Ventura

EXECUTIVE LEADERSHIP TEAM

Dr. Mario Ventura         Superintendent
Dr. Erica Avila           Assistant Superintendent of Teaching & Learning
Lynn Lang                 Chief Financial Officer
Howard Paley              Chief Human Resources Officer
David Morales             Director of Support Services
Berto Perez               Director of Technology
Angel Larreal             Family & Community Engagement Specialist
Yardley Zamorano          Communications Specialist
James Milam               Executive Assistant
Vanessa Guzman            Safety & Emergency Preparedness Manager
ISAAC EMPLOYEE HANDBOOK DISCLAIMER

The Isaac Employee Handbook is a guide to personnel policies and practices that are most often used by the Isaac Elementary School District staff. Employees who have questions or need more detail should refer to the District's policy manual, their supervisor, and then the Human Resources Department.

In conformity with the understandings stated on the employment application and the policies of the District regarding employment status of personnel, this handbook and the items contained, referred to or mentioned herein, are not intended, nor are they to be construed to constitute a contract or part of a contract of employment between the District and any one or all of its personnel. No statement in this handbook is intended nor does it provide a legitimate expectancy for any benefit greater than that provided for in the employee's contract or employment agreement. No statement in this handbook is intended nor does it provide a legitimate basis for an expectation of a term of employment greater than provided by the contract or employment agreement between the District and the individual employee.

Nothing in this handbook provides for any process or procedure involving discipline including dismissal of employee different or greater than that provided by contract, employment agreement, or District policy. This handbook and its contents are presented as a matter of information and direction only and the contents may be changed within the discretion of the Administration.

Governing Board policies may be changed with or without notice by the Isaac School District Governing Board at any time. Adoption of new policies or the revision or repeal of existing policies is the responsibility of the Board. See policy BFC for an outline of procedures for policy adoption.

The provisions of this handbook can be unilaterally changed by the Administration without additional consideration or compensation

This handbook supersedes any previous handbooks.

A complete copy of the ISD Board Policies from the ISD Home Page at Employees may view policies from the ISD Home Page at [www.isaacschools.org/policies](http://www.isaacschools.org/policies) and click on the link named “ASBA Arizona School District Publicly Available Policy Manuals.”
GENERAL INFORMATION

The vision of the Isaac School District: The Isaac School District will prepare all students to excel in their education and in life.

The mission of the Isaac School District: To educate and develop responsible students while honoring the diversity of our learning community

Our Core Values:

- Exceptional learning for every child, everyday.
- Quality instruction across the curriculum.
- Accountable to each other and the community through exceptional customer service
- Continuous improvement through collaboration, accountability, professional growth and innovation.
- Outstanding family and community partnerships that promote learner-centered engagement.
- Effective use of resources through fiscal responsibility.

The Isaac School District operates under the statutes of the State of Arizona, federal laws and regulations, and the policies of the Isaac Elementary Governing Board.

Governing Board

Current members of the Board are:

- Patricia Jimenez, Board President;
- Maria Guzman, Board Clerk;
- Harry Garewal, Member;
- Rudy Santa Cruz, Member
- Cathy Rivera, Member

Governing Board meetings are held at 5:00 p.m. on every other Thursday (with some exceptions). Special meetings may be called as needed for study sessions on the budget and for in-depth review of other areas relating to the business of the school District. The agenda is posted in advance at each school site and the district office. Staff, parents, and community members are encouraged to attend. Call (602) 455-6700 to obtain a copy of the agenda.
District Administration

Dr. Mario Ventura is the Superintendent. He is dedicated to effective communication with all members of our organization. He can be contacted at (602) 455-6717 or by district e-mail.

Dr. Erica Avila-Hlvaty is the Assistant Superintendent for Teaching and Learning. She is responsible for coordinating all aspects of the Teaching and Learning Services in the District. She can be reached at (602) 455-6711.

Ms. Lynn Lang is the Chief Financial Officer. She supervises the Business Office and leads all financial discussions. As a former teacher, she understands the importance of utilizing our resources effectively. She can be reached at (602) 455-6990.

Mr. Howard Paley is the Chief Human Resources Officer. He oversees the recruitment and retention of all district staff, as well as staff salaries and benefits. If you have any questions related to your status as an employee, please contact Human Resources at (602) 455-6765.

Mrs. Melissa VanZanten is the Director of Leadership. She supervises principals and supports leadership throughout the district. She can be reached at (602) 455-6744.

Dr. Melissa Castillo is the Director of Curriculum. She leads all instructional practices in the district. She can be reached at (602) 455-6795.

Mrs. Natasha Martinez is the Director of Student Services. She leads all support programs for students with special needs along with additional prevention programs. She can be reached at (602) 455-6726.

Mr. David Morales is the Director of Support Services. He provides the operational support across all departments and schools. He can be reached at (602) 455-6782.

Mr. Berto Perez is the Director of Technology. He is responsible for ensuring our students and staff have daily access to the technology resources in our district. He can be reached at (602) 442-3001.

Mr. Angel Larreal is the Family & Community Engagement Specialist. He is a liaison between the community and the school district. He can be reached at (602) 455-6776.
<table>
<thead>
<tr>
<th>For information on</th>
<th>Call</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change of Address, Contact Information, retirement, etc</td>
<td>Human Resources (602) 455-6716</td>
</tr>
<tr>
<td>Leave of Absence / Absence Management System</td>
<td>Pat Padilla (602) 455-6733</td>
</tr>
<tr>
<td>Grievances</td>
<td>Mr. Howard Paley (602) 455-6765</td>
</tr>
<tr>
<td>Benefits</td>
<td>Ms. Marie Mariscal (602) 455-6716</td>
</tr>
</tbody>
</table>
| Payroll                                                     | Mr. Ryan French - Supervisor (602) 545-6715  
|                                                            | Eirka Alonzo - Payroll Specialist (602) 545-6706  
|                                                            | Olivia Castillon - Payroll Specialist (602) 545-6705  |

See the District Website at [isaacschools.org/joinourteam](isaacschools.org/joinourteam) for information about job postings, district updates and employment applications.
Professional Relations

A professional relationship exists between the Governing Board and the District’s employees. The Governing Board recognizes educators are professionals. They have specialized qualifications, and their recommendations for policy development are important to the academic success of students.

In order to promote a process that takes into account the experience and judgement of all parties sharing responsibility for learning within the Isaac School District, the Superintendent is authorized to establish a professional relations committee of recognized certified personnel, educational support personnel representatives and selected administrators to participate in the negotiation process for the purpose of improving matters of mutual interest, employee salaries, conditions of employment, fringe benefits and instructional conditions.
2019-2020 School And Office Hours

**Esperanza, Mitchell, and Zito**
Monday, Tuesday, Wednesday, and Friday 7:40 a.m. – 2:40 p.m.
Early Release Thursdays and Parent Conferences 7:40 a.m. – 12:50 p.m.
School Office Hours 7:00 a.m. – 3:30 p.m.

**Butler, Coe, Moya, and Sutton**
Monday, Tuesday, Wednesday, and Friday 8:00 a.m. – 3:00 p.m.
Early Release Thursdays and Parent Conferences 7:40 a.m. – 1:10 p.m.
School Office Hours 7:00 a.m. – 4:00 p.m.

**Isaac Middle School, Pueblo del Sol, and Morris K. Udall**
Monday, Tuesday, Wednesday, and Friday 8:35 a.m. – 3:35 p.m.
Early Release Thursdays and Parent Conferences 7:40 a.m. – 2:05 p.m.
School Office Hours 8:15 a.m. – 4:30 p.m.

**Brett Tarver Preschool**
Morning Sessions 8:35 a.m. – 11:35 a.m.
Afternoon Sessions 12:20 p.m. – 3:20 p.m.
School Office Hours 8:00 a.m. – 4:30 p.m.
# Isaac School District #5
## 2019-2020 School Calendar

<table>
<thead>
<tr>
<th>July 2019</th>
<th>August 2019</th>
<th>September 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **July 2019**
  - 22 - 28: New Teacher Induction
  - 29 - 31: All Teachers

- **August 2019**
  - 1: All Teachers
  - 5: 1st Day of School
  - 8, 15, 20, 29: Early Release

- **September 2019**
  - 1: Holiday - Labor Day
  - 13: Teacher Data Day - no school
  - 5, 12, 19, 26: Early Release

<table>
<thead>
<tr>
<th>October 2019</th>
<th>November 2019</th>
<th>December 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **October 2019**
  - 2 - 4: PIT Conferences - Early Release
  - Fall Break
  - 7: 11: Early Release
  - 17, 24, 31: 40th Day of School

- **November 2019**
  - 11: Holiday - Veteran's Day
  - 27 - 29: Holiday - Thanksgiving Recess
  - 7, 14, 21: Early Release

- **December 2019**
  - 23 - 31: Winter Break
  - 5, 12, 19: Early Release

<table>
<thead>
<tr>
<th>January 2020</th>
<th>February 2020</th>
<th>March 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **January 2020**
  - 1 - 3: Winter Break
  - 17: Teacher Data Day - half day
  - 20: Holiday - MLK Jr Day
  - 9, 16, 23, 30: Early Release
  - 21: 180th Day of School

- **February 2020**
  - 12 - 14: PIT Conferences - Early Release
  - 17: Holiday - President's Day
  - 6, 20, 27: Early Release

- **March 2020**
  - 9 - 13: Spring Break
  - 30: Holiday - Cesar Chavez Day
  - 5, 19, 26: Early Release

<table>
<thead>
<tr>
<th>April 2020</th>
<th>May 2020</th>
<th>June 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **April 2020**
  - 19: Holiday - Spring Recess Day
  - 2, 9, 10, 23, 30: Early Release

- **May 2020**
  - 20: Last Day for Students - half day
  - 7, 14, 21: Early Release

- **June 2020**
  - 20: Last Day for Teachers - full day

Approved 3/7/19
ISAAC SCHOOL DISTRICT POLICIES FOR ALL STAFF

Conduct and ethics are not only titles of Board policy, but are the standards we have set to ensure our students and staff reach their highest potential. The section on Conduct and Ethics is a reminder of who we expect to be each day for the students, staff, and community of the Isaac School District

Conduct
*(See policies GBEB, GBEB-R, and GBEB-E)*

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 conduct that violates the District’s expectations for staff conduct, examples of which include but are not necessarily limited to the following:

- Physical or verbal abuse of, or threat of harm to, anyone.
- Unprofessional conduct.
- Committing fraud in securing appointment.
- Exhibiting incompetency in their work.
- Exhibiting inefficiency in their work.
- Exhibiting improper attitudes.
- Neglecting their duties.
- Acts of insubordination.
- Willful disobedience.
- Acts of child abuse or child molestation.
- Acts of dishonesty.
- 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.
- Forceful or unauthorized entry to or occupation of District facilities, including buildings and grounds.
- Use, possession, distribution, or sale of alcohol, drugs or illegal substances.
- Being absent without leave.
- Being involved in excessive absenteeism.
- Use of profane or abusive language, symbols or conduct.
- Failure to teach the standards.
- Discourteous treatment of the public.
- Improper political activity.
- 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.
- A violation of District policies and regulations.
- Any conduct violating federal, state, or applicable municipal law or regulation.
- 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.
In addition to the foregoing, all staff members are expected to:

- Thoroughly acquaint themselves with the rules, regulations, and other information applicable to them contained within the policies of the Board.
- Conduct themselves in a manner consistent with effective and orderly education and to protect the students and the District property.
- Maintain order in a manner consistent with District policies and regulations.
- Comply promptly with all orders of the Superintendent and the administrator who is their immediate supervisor.
- Dress and maintain a general appearance that reflects their position and does not detract from the educational program of the school.
- Comply with the requirement of A.R.S. 15-515 [Duty to report violations occurring on school premises] by immediately reporting to the Superintendent or the administrator who is their immediate supervisor:
  - A violation of A.R.S. 13-3102 [possession of a deadly weapon on school grounds].
  - A violation of A.R.S. 12-3111 [possession of a firearm by a minor without authorization (in Maricopa and Pima Counties and where otherwise adopted by local ordinances)].
  - A violation of A.R.S. 13-3411 [possession, use, or intent to sell marijuana, peyote, or dangerous narcotic drugs, or intent to sell prescription-only drugs in a drug-free zone (i.e., school grounds, and area within three hundred [300] feet and public property within one thousand [1,000] feet of school grounds, the area at school bus stop, and school bus)].

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

Employees of the District who violate these rules are subject to disciplinary action.
Ethics
(See 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. To these ends, the Board adopts the following statements of standards.

The school employee:

- Makes the well-being of students the fundamental value of all decision making and actions.
- Maintains just, courteous, and proper relationships with students, parents, staff members, and others.
- Strives for the maintenance of efficiency and knowledge of developments in the employee’s field of work.
- Fulfills job responsibilities with honesty and integrity.
- Directs any criticism of other staff members or of any department of the school system toward improving the District. Such constructive criticism is to be made directly to the school administrator who has the responsibility for improving the situation.
- Supports the principle of due process and protects the civil and human rights of all individuals.
- Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
- Implements the Governing Board’s policies and administrative rules and regulations.
- Refrains from using school contacts and privileges to promote partisan politics, sectarian religious views, or selfish propaganda of any kind.
- Avoids using position for personal gain through political, social, religious, economic, or other influence.
- Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
- Stresses the proper use and protection of all school properties, equipment, and materials.
- **Honors all contracts until fulfillment or release.**

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

**Insurance Benefits**

Insurance benefits are provided to all employees who work thirty (30) hours or more per week. The effective date of insurance is the first of the month following hire date. Termination of insurance is the first of the month following the termination of employment date. Questions concerning this program should be forwarded to the Benefits Specialist in the Human Resources Department.

**Please Note:** Employee’s expense for insurance coverage will be paid through payroll deduction for the number of pay periods.

**Health Insurance**
- Health insurance is offered to all Isaac School District eligible employees.
- Dependent health coverage is available at the employee’s expense.

**Dental Insurance**
- The District offers dental insurance to eligible employees.
- Dependent dental coverage is available at the employee’s expense.

**Life Insurance**
- The District provides $20,000 life insurance to eligible employees. The employee may purchase optional coverage in $10,000 increments up to $250,000 without medical certification.
- A $5,000 or $10,000 policy for each dependent is available at employee’s expense.

**Voluntary Benefits**

Voluntary benefits are offered to all employees that are eligible to receive insurance benefits. All voluntary benefits are at the employee’s expense and paid through payroll deduction over established pay periods.

**Short Term Disability**
- Benefit amount of up to sixty-six and two-thirds percent (66 2/3%) of salary beginning on the eighth (8th) day of disability and continuing up to six (6) months. Premium is based on benefit amount.

**Medical Flex Savings Plan with Debit Card**
- Pre-tax medical savings account for out-of-pocket medical, dental, vision, hearing, or childcare expenses. You determine the total annual amount needed and the account will be funded through payroll deduction.

**Dependent Care**
- Up to $5,000.00 can be deducted from gross salary to be used towards dependent care costs.

**Health Savings Account (HSA)**
- Pre-tax health savings account to save for medical expenses.

**Voluntary Life Insurance**
- Employees may elect up to five times (5X) base salary or up to $150,000 guaranteed issue amount without proof of good health.

**Vision Insurance**
- The district offers comprehensive vision program.

**Colonial**
- Insurance in addition to the district-provided health insurance.

**403B/457**
- Employees may enroll in a 403B or 457 plan to be funded through payroll deduction.
Employee Assistance Program (Eap)
Employee Assistance Program (EAP) is available to all employees and eligible dependents.

The EAP is a confidential assessment, counseling and referral service for all employees and their dependents that need help in any of the following areas: marital and family issues, alcohol and other drug dependency assessment, stress related issues, financial/legal referrals, and emotional problems. The EAP counselor can help identify problems and assist in working through them. The counselors can also determine the best alternatives and, if necessary make appropriate referrals to other professionals who specialize in particular areas.

Counseling Services:
- Up to five (5) face-to-face counseling sessions per member per year.
- Confidential — all information is kept strictly between the individual and the counselor. No one has to know.
- Free — All counseling offered within the EAP is provided as a benefit by Valley Schools Employees Benefit Trust

Work/Life Services:
- Eldercare Support Services — referrals for elder care; resources and materials on retirement, housing concerns, grief and loss, disaster support, Medicare/Medicaid and respite.
- Legal Counseling Services — a free sixty (60) minute comprehensive legal consultation with access to discounted rates for future service.
- Financial counseling — a free sixty (60) minute session with financial professional and/or local community referrals to other financial advisement resources.
- Community Support Resources — access to referrals to thousands of community resources including twelve- (12) step groups, community mental health agencies, support groups and more.
- Telephonic Counseling — scheduled telephonic counseling sessions are available in addition to face-to-face visits.
- Online Services — The American behavioral website allows you to navigate services offered, locate a provider in your area, take surveys, and much more.

Please visit www.americanbehavioral.com. For information, or to schedule an appointment, please call 800-324-4327.

Benefits Concerns
An employee who is dissatisfied with the disposition of his/her claim or has any benefit concern shall contact the Benefits Specialist in the Human Resources Department in writing or by email. A full description of the nature of the complaint or concern is necessary. The Benefits Specialist will follow up with the insurance carrier as well as VSEBT (Valley Schools Employee Benefit Trust) regarding the complaint or concern. The employee will be informed of the outcome in writing.
Absence Procedures And Leaves
(See policies GCC, GCCA, GCCB, GCCC)

Absence Procedures
Every Isaac School District employee plays a vital role in the development and academic growth of all the students we serve. Excessive absenteeism is defined as absences above the earned time, a pattern of absences, and/or absences that negatively affect your job responsibilities.

1. **ALL absences** must be entered on Absence Management (formerly AESOP).
2. If you will be absent less than a half day or less than a full day, create the absence on Absence Management and place a note in the administrator section with the actual hours taken.
3. Vacation hours and personal necessity must be pre-approved by communicating with your supervisor. Once approval is obtained, a vacation absence(s) must be created in Absence Management for a supervisor’s approval on the Absence Management system.
4. Employees are required to submit documentation for the following absences: bereavement, jury duty, school convenience, personal illness, or family illness absences of three (3) or more days.
5. It is the employees’ responsibility to enter absence(s) regardless of the reason for the absence(s) by either calling the system or entering in the online system.

Leave Policy

**Illness and Injury Leave**

Full-time Certified Staff employees shall be entitled to twelve (12) days leave with full pay for each school year for purposes of personal illness or injury, personal necessity, or family illness. Certified Staff employees who work less than full-time shall be entitled to that portion of the twelve (12) days leave as the number of hours per week of schedule duty relates to the number of hours for full-time Certified Staff employees in a comparable position.

If a Certified Staff employee does not utilize the full amount of leave as authorized in any school year, the amount not utilized shall be accumulated from year to year. Upon request by District administration, the Certified Staff employee shall be required to present a medical doctor’s certificate verifying the personal illness or injury and a medical authorization to return to work. If the report concludes that the absence is not due to personal illness or injury, or that the illness is not sufficiently severe to warrant continued absence, then the Superintendent or designee, after notice to the Certified Staff employee has been given, may refuse to grant such leave. *(Per Governing Board Policy GCCA)*

**Personal Necessity Leave**

Leave, which is credited under this policy, may be used at the Certified Staff employee’s election, for purposes of personal necessity, provided that use of such personal necessity leave does not exceed three (3) days in any school year. Requests for personal leave must be received at least two (2) working days prior to the first day of leave and must be approved by the appropriate supervisor, except for cases of death or accident.

Should the circumstances of a death in the family or accident arise, the employee shall make every effort to comply with District procedures to enable the District to secure a substitute. The District discourages the use of personal necessity days on Mondays and Fridays. *(Per Governing Board Policy GCCB)*

Under normal circumstances personal necessity cannot be used to extend a holiday, a vacation period, or matters which can be taken care of outside of the workday hours. They also cannot be used for recreational activities or for involvement in another business or profession.
**Bereavement Leave**

An employee may be granted, upon request to the Superintendent, up to five (5) days of leave per year with pay, to be used in the event of death in the employee’s family as defined in **Governing Board Policy GCCA**. The employee must complete the Bereavement Leave Request form (appendix) within five (5) working days upon return from bereavement leave or leave time will be deducted from employee’s accumulated sick leave, or docked if employee does not have sufficient sick leave. In the absence of any accumulated sick leave, and upon request, the Superintendent may approve an unpaid leave of absence for each day of extended bereavement leave used.

Please Note: Extensions for Bereavement Leave may be granted upon personal request to the Superintendent. If approved, all such extensions of bereavement leave will be deducted from the employee’s earned sick leave.

For purposes of this provision, an immediate family member shall be limited to father, mother, grandmother, grandfather, or grandchild, spouse, mother-in-law, father-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, or legal guardian.

**Family Medical Leave (FMLA)**
*(See policy exhibit GCCC-EE)*

The District shall fully comply with the Family and Medical Leave Act (FMLA) and all interim and final regulations interpreting the FMLA issued by the U.S. Department of Labor. Accordingly, all portions of this policy that pertain to the FMLA shall be interpreted in a manner consistent with the FMLA and its regulations. Subject to the conditions set forth herein, any eligible employee of the District may take up to twelve (12) weeks of FMLA leave during any one (1) fiscal year (July 1 to June 30) without pay, for any one (1) or more of the following reasons:

- Because of the birth of a child of the employee and in order to care for such child.
- Because of the placement of a child with the employee for adoption or foster care.
- In order to care for the spouse or a son, daughter, or parent of the employee, if such person has a serious health condition.
- Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.

Serious medical condition means an illness, injury, impairment, or physical condition that involves inpatient care in a hospital, hospice, residential medical facility, or outpatient care with continuing medical treatment by a licensed physician. Any employee who has been employed by the District at least twelve (12) months and who has completed at least 1,250 hours of service immediately prior to the time the leave is to commence shall be eligible for FMLA leave. Approved FMLA leave days will not count in the calculation of “number of days absent” *(Per Governing Board Policy GCCC)*.

Isaac School District requires that employees must use all available sick leave/personal necessity, and/or vacation leave accruals while on FMLA leave. Once you’ve exhausted the sick leave/personal necessity, and/or vacation then you will no longer accrue time while on FMLA. Employees may not work in the district while on FMLA. The information above does not apply to employees on Intermittent FMLA Leave. Financial Services will meet with staff members prior to FMLA to review possible salary schedule changes. Upon return to work the employee’s contract will be adjusted by the number of unpaid days due to exhausting all available sick leave, personal necessity, and/or vacation leave. The Adjustments will be based on the actual number of paid contract days.
Jury Duty
Classified employees will be provided leave when called for jury duty and to appear as a witness in court, other than as a litigant, for reasons not brought about through the convenience or misconduct of the classified employee. The classified employee shall submit a written request for an approved absence no less than ten (10) working days prior to the beginning date of the leave or as a witness. The classified employee, while serving jury duty, will receive pay in the amount of the difference between the classified employee’s earnings and any amount received for jury services (Per School Board Policy GCCD).

Military Leave
An employee who is a member of the Military Reserve or National Guard shall be entitled to a leave of absence without loss of time, pay, or efficiency rating when engaged in field training. It is the responsibility of the employee to notify the Superintendent at least ten (10) days prior to the beginning of such leave except when such notification is not possible. State statute will determine the maximum amount of leave time. (Per A.R.S. 26-168, A.R.S. 38-610, and Governing Board Policy GCCD)

Other Leaves Without Pay
Upon recommendation of the Superintendent and approval by the Governing Board, leave without compensation, increment, seniority or tenure credit, may be granted for a period of up to one (1) year. The applications for and granting of such leaves of absence shall be in writing. In addition, a classified staff on such leave shall notify the district human resources department office by March 15 of the school year as to intent to return to employment in the district. Failure to notify the district will be considered an abandonment of position (Per Governing Board Policy GCCC).

Workman’s Compensation
Workman’s compensation insurance pays an off-duty employee sixty-six and two-thirds percent (66 2/3 %) of his wages. While off-duty, employee is inactive in the District payroll and will not accrue sick or vacation hours from the district.

Vacation
(See policies GCD and GDD)

Twelve-month employees will accrue vacation as per their years of service and/or according to contract and employment agreement. Vacation days may accrue up to two (2) times the employee’s annual allotment. The employee will forfeit any vacation hours earned after this limit is reached.

Twelve (12) month employees:
1 to 4 years employed – 10 vacation days
5 to 9 years employed – 15 vacation days
10 years or more – 20 vacation days

Twelve month Classified Administrators – 22 vacation days

The initial year of employment will be counted as a full year if the hire date is December 31 or before. If the hire date is January 1 – June 30, the first complete year of employment will end the following June 30.
Absence Management
Absence Management, formerly AESOP, is an automated service that simplifies the process of recording and managing absences and finding substitutes. Absence Management is available twenty-four (24) hours a day, seven (7) days a week, and can be accessed via internet and phone. Absences must be entered before 6:00 AM by either calling the system or through the online system.

Entering UNSCHEDULED Absences on Absence Management (formerly AESOP)
- You can interact with Absence Management, formerly AESOP, on the Internet at [http://www.AESOPonline.com](http://www.AESOPonline.com) or call toll free at 1-800-942-3767 to report the absence and request a substitute.
- All absences must be entered before 6:00 am the morning of the absence by either calling the system or entering absences in the online system.
- You can also call Absence Management System toll free at 1-800-942-3767 and follow the voice menu to enter and manage absences and access other features. We recommend that you call in to check the computer recording of your name and title. To do this, press Option 4 and follow the prompts.
- Call the Human Resources Department Substitute Coordinator if you have questions at (602) 455-6733.

Prorated Sick Hours For Newly Hired Staff
Newly hired staff members may request pro-rated sick hours in situations of hardship. They may only do so if they have exhausted all accrued sick leave hours or have not yet accrued sick leave as an employee. The sick leave used will be pro-rated from their last month of employment with the District.
- Pro-rated sick hours will only be considered if you are an eight (8) hour employee.
- If all sick hours have been exhausted, the process of docking pay begins.
- A letter must be sent to Human Resources explaining the hardship. The request must have final approval from the Superintendent. All documentation supporting the hardship must be attached to the letter.
- The Superintendent will make a decision on a case-by-case basis in granting the request of advancing pro-rated sick hours.

Example: A Certified Staff employee on a 185-day contract would begin their reduction of sick leave hours in the month of May. A Classified Support Staff employee on a twelve- (12) month letter of employment would begin their pro-rated deduction in June.
Medical Leave Assistance Program

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 or accrued leave, is established. The mechanism will be termed Medical Leave Assistance Program. It is considered a benefit to the District to establish this mechanism as it will reduce the annual accrued sick leave and promote efficiency by ensuring constant service.

Limits:
- No employee shall be entitled to receive banked sick leave by reason of contribution or employment.
- Each approved applicant is limited to the one-time use of no more than 100 consecutive days of the available limited sick leave from the sick leave bank in any school year.
- Additional leave will not be earned/accrued during use of banked sick leave.
- All unused banked sick leave hours will roll-over to the following school year.

Voluntary Contributions:
- Staff members may voluntarily contribute a maximum of five (5) days of earned/accrued sick leave to the Medical Leave Assistance Program annually. Such contribution must be from the current year’s sick leave earned/accrued.
- Each eligible employee contributing leave to the Medical Leave Assistance Program must acknowledge an un-coerced, voluntary release of the leave, the value it represents, and that it will not be returned but will expire at the end of the fiscal year in which it is contributed.
- In case contributions exceeding the value of the Medical Leave Assistance Program limit, each contribution will be accepted on a first-come, first served basis by date of signature.

Eligibility:
The approved applicant shall:
- Be an employee who works at least thirty (30) hours weekly.
- Have a non-job related, seriously incapacitating, and extended illness or injury.
- Have exhausted all earned/accrued leave, vacation days, and compensatory time.
- Be presently on unpaid leave status with the District.
- Not be eligible for disability benefits, including but not limited to Social Security, provided at the District’s expense.
- Be one whose return to duty is projected to occur within a period no longer than six (6) months.

Determining eligibility:
- The Chief Human Resources Officer shall receive the applications and shall screen and determine eligibility.

In compliance with the established procedure, the Governing Board reserves the right to modify, change, or eliminate this program in accord with its own guidelines.
Medical Leave Assistance Program Application:
- The application must be in writing.
- A physician’s letter confirming the conditions required for receipt of sick leave bank assistance must support the application.
- The application must include the nature of the illness, diagnosis, and prognosis for return to duty.
- The District must receive the application within ten (10) days following the applicant’s beginning unpaid leave status.
- Solicitation of and use of leave contributions.
- Employees who qualify will be informed they can contribute up to five (5) days of accumulated leave annually.
- Such contributions will not be credited to the Medical Leave Assistance Program until a request is approved for use of leave from the Medical Leave Assistance Program.
- Unused accumulations of leave credited to the Medical Leave Assistance Program will rollover to the following school year.

Accrued Sick And Vacation Leave Conversion Plan
The District has implemented an Accrued Sick and Vacation Leave Conversion Plan for all resigning and retiring employees fifty-five (55) years of age and older who have an accrual greater than $5000. The district will make a contribution in either a tax-free health/medical benefit account or a tax-deferred benefit account. (District-approved 403B plan) The staff member will meet with a representative of the district to make this determination of which account the contribution will be distributed. The only exception will be those employees that retire/resign and entered the Arizona State Retirement System prior to January 1, 1984. They are eligible to receive their sick and vacation payout spread over their last three (3) years if they elect to do so.
- The employee must notify the District in writing by April 15, three (3) years prior to the retirement year. The Superintendent or his/her designee must approve exceptions to the three- (3) year notice and/or April 15 deadline.
- This program is irrevocable and cannot be changed once agreed upon.
- The rules for pre and post July 1, 1998 employment apply.
- In the case of a verifiable medical emergency, the payout may be suspended.

For members who began contributing to the ASRS on or after July 1, 2011, a normal retirement date occurs on meeting the earliest of the following criteria:
- Age 65 with any amount of credited service
- Age 62 with 10 or more years of credited service
- Age 60 with 25 or more years of credited service
- Age 55 with 30 or more years of credited service

Please Note: There is no point-based normal retirement criterion for members who begin contributing to the ASRS on or after July 2, 2011.
OTHER POLICIES AND PROCEDURES

Black Out Days
Except in cases of illness, emergency, or prior approval by unit supervisor, general sick leave may not be used for the following Black Out Days. Failure to attend work beyond the above mentioned reasons would result in a loss of pay for the day(s) missed.

Black Out Days:
- New Teacher Orientation week for newly hired teachers (July 22 - 27)
- First week of school (August 5 - 9)
- Week(s) of State Testing in March/April (AZMERIT & AIMS: March 30 - April 24)
- First duty day before a vacation or Board declared holiday or recess
- First duty day after a vacation or Board declared holiday or recess.
- Last week of school (May 18 - 21)

First Duty Days Before / After a Vacation, Board declared Holiday or Recess:
- August 30 & September 3: Labor Day
- October 4 & 14: Fall Break
- November 8 & 12: Veteran’s Day
- November 26 & December 2: Thanksgiving
- December 20 & January 6: Winter Break
- January 17 & 21: Martin Luther King Day
- February 14 & 18: President’s Day
- March 6 & 16: Spring Break
- March 27 & March 31: Cesar Chavez Day
- April 9 & April 13: Spring Holiday

Staff will need to obtain a physician’s note and provide a copy to Human Resources in the event of an absence before or after the dates mentioned to avoid a loss of days’ pay. The administration may make a recommendation to the Superintendent for an excused absence without loss of pay. The administrator may recommend approval by the Superintendent, which causes the use of leave for any one (1) of the above reasons. The principal, administrator, or supervisor may require documentation.

Cash In School Buildings
(See policy DM)
Monies collected by school employees and/or by student treasurers shall be handled in accordance with prudent business procedures. In no case shall money be left overnight in school buildings, except in safes provided for safekeeping of valuables.

Professional And Classified Staff Records And Files
(See policy GBJ)

Professional employees are required to supply Human Resources 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 their own files by making written requests to the Human Resources Department. Materials obtained prior to an employee’s employment, such as confidential recommendations or interview notes, will not be available for review by the employee. Additionally, they may be advised of and append in writing, any derogatory information. All documents in the personnel file are confidential. Access to personnel files is limited to authorized District officials and employees, unless legally subpoenaed. Confidential information obtained prior to employment is not available for review.

Professional And Classified Staff Hiring
(See policies GCF and GDF)

It shall be the policy of the District to employ and retain the best qualified personnel. This will be accomplished by giving careful consideration to qualifications and by providing competitive salaries within the financial capabilities of the District, adequate facilities, and good working conditions.

Reporting Suspected Crimes Or Incidents

Staff members are to report any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument of that could pose a threat of death or serious injury to employees, students or others on school property. All such reports shall be communicated to the Superintendent who shall be responsible for reporting to local law enforcement.

Social Media

Employees should be aware that they represent the Isaac School District even when they are not on campus. Staff should show good judgment with the content they post. Below is a list of responsible use where it pertains to social media.

1. Teachers/employees should treat social media as an extension of the classroom and should weigh every posting for how it affects other people’s perception of them as employees.
2. Remember that all online communications are stored and can be monitored.
3. Teachers/employees have the obligation to keep all student information private; this is in accordance with the Family Educational Rights and Privacy Act (FERPA).
4. Teachers/employees are reminded that images viewed on social networking sites may trigger their mandatory child abuse reporting duties.
5. Only district approved social media sites such as Google Classroom or Google+ shall be used. Unacceptable social media include but are not limited to: Facebook, Instagram, and Snapchat.
6. Pictures of students cannot be posted without a signed media release form and verbal permission from the parent or guardian. (FERPA)
7. Teachers/employees shall not use district logos or district intellectual property without the written approval of the Superintendent.
8. Employees shall refrain from sending inappropriate or harassing messages to other employees, parents, or students. Any written form of communication is considered public record.
9. Parents or guardians will be notified via permission slip, when social networking is being used to communicate with students outside of classroom hours.
Violations of Governing Board Policy & Regulation GBEF / GBER-R – Staff Use of Digital Communications and Electronic Devices may result in disciplinary action up to and including termination, and may constitute a violation of federal or state law in which case appropriate law enforcement shall be notified. The Superintendent shall report violations of this policy to the Board and shall make reports to the appropriate law enforcement agency when determined necessary.

Staff Conduct With Students
*(see policy GBEBB)*

Employees are expected to exercise general supervision over the conduct of students, not only while in the classroom but also before and after school and during recess. At all times, teachers and other staff members will accord students the dignity and respect that they deserve and avoid embarrassing any student unnecessarily.

All personnel employed by the District are expected to relate to students of the District in a manner that maintains social and moral patterns of behavior consistent with community standards and acceptable professional conduct.

Relationships between staff members and students that include “dating,” “courtship,” or “romantic involvement” are prohibited. These behaviors deviate from ethical or professional standards, are illegal, shall be deemed unacceptable, and contrary to the expectations of District governance. Staff/student relationships shall reflect mutual respect between staff members and students and shall support the dignity of the entire profession and educational process.

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.

Violations of the policy shall be considered insubordination and may result in severe disciplinary action.

Staff Participation In Political Activities
*(see policy GBI)*

The Board recognizes the right of its employees, as citizens, to engage in political activity. However, school time, District equipment, supplies, materials, buildings, or other resources may not be used to influence the outcome of elections.

Staff Personal Security And Safety
*(see policies GBGB and GBGB-R)*

Employees who are threatened with harm by an individual or group while carrying out assigned duties shall immediately notify the building principal or supervisor, who should then notify the Superintendent. Immediate steps will be taken in cooperation with the employee to provide every reasonable precaution for the employee’s safety.
**Staff Professional Dress Guidelines**

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

As professionals in our schools, we realize and value our roles as mentors and role models for our students. Therefore, the following professional dress guidelines will apply to all Administrators, Certified Staff, and Classified Staff that may interact with the families of the Isaac School District. The following guidelines are for staff members while on campus or at any school sponsored activity on or off campus.

**Acceptable attire:**
- Clothes that maintain a professional and appropriate appearance.
- Clothes that are neat, clean, and in good repair.
- Clothing must be sized and fit properly.
- Shoes should be comfortable, clean, and appropriate (e.g. no beach footwear)

**Unacceptable attire:**
- No halter or backless tops or dresses
- No spaghetti straps
- No low-cut tops and transparent clothing
- No short skirts or dresses (mid-thigh)
- No low rise pants
- No sweats, athletic-wear, spandex/lycra (exceptions per job description e.g. PE teachers)
- No graphic t-shirts that promote inappropriate activities
- No hats – (exception per job description)
- Undergarments must not be visible and midriffs remain covered

At the site leadership team’s discretion, casual work attire can be determined (e.g. causal Fridays, spirit days, and other appropriate events)

**Student Transportation In Private Vehicles**

*(see policy EEAG)*

The Board specifically forbids any employee to transport students for school purposes without prior authorization by the Superintendent. Students may be transported only in school approved vehicles operated by District authorized personnel during school or school sponsored functions. Any exception must be specifically approved by the Superintendent.
Technology User Agreement
Please read this document carefully. When signed it becomes a binding agreement.

Terms and Conditions

Acceptable use. I will use the service to support personal educational objectives within the educational goals and objectives of the Isaac School District. Inappropriate use may result in cancellation of use of information services and/or appropriate disciplinary action. I will not submit, publish, display, or retrieve materials forbidden by statutes, laws, or District policies and regulations.

Personal responsibility. I will report any misuse of the information service to a parent, teacher, or the system administrator, as appropriate.

I understand that many services and products are available for a fee and acknowledge the 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.
- Avoid disruptions. I will not use the network in any way that would disrupt use of the systems by others.
- Observe these other considerations:
  - Be brief.
  - Try to use correct spelling and make messages easy to understand.
  - Use short and descriptive titles for my articles.
  - Post only to known groups.

Services. The Isaac School District specifically denies any responsibility for the accuracy of information. While the Isaac District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information service (EIS) is used and bears the risk of reliance on the information obtained. I have read and agree to abide by the Isaac School District policy and regulations on appropriate use of the electronic information system, as incorporated herein by reference. I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

Name ________________________________________________________________________
Signature _____________________________________ Date ___________________
School ________________________________________ Grade_________________


Transportation Services
(see policy EEB)
District vehicles shall not be used for personal business. All accidents in a school vehicle or in a private vehicle while on school business is to be reported to the District Transportation Office, or to an administrator if the accident occurs after school hours.
Any employee driving a district vehicle shall not use audio headsets, earphones, earplugs, Bluetooth devices, cellular phones, personal digital assistants, or other interactive wireless devices. Whether or not hands free when in operation.

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.

Voting
(see policy GBI)
The Governing Board believes that an employee who is qualified to vote in a primary or general election in the State of Arizona shall be entitled to voting leave with pay for the purpose of voting.
Isaac School District employees shall be given an opportunity to exercise their voting rights. In accordance with Arizona Revised Statutes (A.R.S.), the following guidelines shall be used:
1. By law (A.R.S. §16-402), "A person entitled to vote at a primary or general election held within this state may the day of election absent himself, for the purpose of voting, from the service or employment at which he is employed if there are less than three consecutive hours between the opening of the polls and the beginning of his regular work shift or between the end of his regular work shift and the closing of the polls. In such event, he may absent himself for such length of time at the beginning or end of his work shift that, when added to the time difference between work shift hours and opening or closing of the polls, will provide a total of three consecutive hours. He shall not, because of such absence, be liable for any penalty, nor shall any deduction be made therefore from his usual salary or wages. Application shall be made for such absence prior to the day of election, and the employer may specify the hours during which the employee may absent himself."
2. An employee wishing to take advantage of this type of leave must make a written request at least one day prior to the election. The supervisor shall specify the hours during which the employee may be absent (a.m. or p.m.).
3. An employee who has been granted leave for the purpose of voting shall be subject to disciplinary action if it should subsequently be determined that he/she had no intention of voting and, in fact, did not vote in the election.
**Isaac School District Policies for Certified Staff**

**Hours For Certified Staff**

1. Certified employees are responsible for fulfilling their assigned a teaching schedule and fulfilling the requirements of a professional teacher.
2. School leadership teams shall determine start and end times for certificated employees.
3. Two (2) days of each month, unless otherwise notified, shall be extended by one hour, if needed.
4. In addition to the above minimum time, certificated employees shall be responsible for other instructional day duties which include but are not limited to: program development, professional growth activities, parent conferences, committee assignments, district meetings, IEP meetings, back-to-school nights, open house, and emergency student supervision.
5. All Certified Staff employees shall be entitled to a duty-free lunch of thirty (30) minutes. Certified Staff employees may leave campus during their lunch break. However, they may be denied this privilege if not enough supervision is available, during inclement weather, or where extreme circumstances occur. Certified Staff employees must sign-out and are responsible to return on time. All teachers are entitled to duty-free lunch of thirty (30) minutes during inclement weather if schedules permit. All lunch duties shall be assumed by supervision aides, which may include playground and/or cafeteria duty. Teachers will assume duty only in cases where not enough supervision aides are available.
6. On those specified days when paychecks are available, Certified Staff employees may be permitted to leave school ten (10) minutes after dismissal and completion of teacher’s assigned responsibilities.
7. In the event that inclement conditions require that students remain indoors and are without normal exercise periods (i.e. before school, recess, and lunch), teachers may be permitted to leave school ten (10) minutes after dismissal and the completion of teacher’s assigned responsibilities.
8. Supervision aides shall assume crosswalk duty. Teachers will assume duty only in cases where not enough supervision aides are available.
9. Each school site shall assign two (2) Classified Staff employees to serve as emergency substitute teachers. These emergency substitutes shall have received emergency substitute certificate from the Arizona State Board of Education.
10. If a teacher is required to cover a class because the District is unable to secure a substitute for the entire day, the impacted teacher may leave school ten (10) minutes after dismissal and the completion of each teacher’s assigned responsibilities.
11. Every school in the District will have a sign-out book for Certified Staff to use in case of an emergency to leave school. Prior to signing-out, a Certified Staff employee must inform an Administrator.
12. Principals will strive to provide each teacher with thirty (30) minutes of uninterrupted planning/preparation time daily, unless impacted by staff absences or another emergency. If a site cannot provide thirty (30) minutes of uninterrupted planning time daily, a scheduling team composed of an administrator(s) and teacher(s) from the Professional Relations Committee will provide assistance. If the planning time is still not possible, written rationale will be provided.

Professional development may be offered to certificated staff on Saturdays for additional pay. Staff are encouraged but not required to attend. Staff unable to attend may not be penalized in any way for their inability to attend.
Appropriately Certified Staff

Under the NCLB Act of January 2002, educators of “core” subjects must be properly certified and endorsed for the subjects and instructional levels they teach, and have the required content knowledge for the endorsement they are using in the assignment.

Highly Qualified is not a value judgment about the person as a teacher.

- Highly Qualified is a statement about competency in a content area.
- HIGHLY QUALIFIED REQUIREMENTS:
  - Hold a bachelor’s degree;
  - Hold a valid Arizona state certificate-intern, provisional, or standard (charter school teachers are exempt from this requirement) – Special Education teachers must be appropriately certified for the Special Education area in which they teach.
  - Appropriately Certified

The subject knowledge portion, as determined by the Arizona Department of Education (ADE), shall assess proficiency as a requirement for certification of elementary, secondary teachers, and special education teachers.

Contracts And Compensation
(see policy GCB)

The Governing Board will annually establish the salaries and benefits for all professional staff employees within the budgetary constraints of the District. Employees must work at least one day more than half the year of their work calendar to receive a longevity increase as designated by the Governing Board.

Evaluations
(see policies GCO)

All Certified staff will be evaluated annually in accordance with Arizona Revised Statutes and Governing Board Policy GCO. Certified staff are expected to be familiar with the steps in the Teacher Evaluation System. The Teacher Observation and Evaluation Handbook outlines procedures for the evaluation process (School Board Policy GCO).

All support personnel shall be evaluated by the appropriate supervisor or administrator. A written evaluation of effectiveness of each support staff member shall be completed during the first year of employment and no later than ninety - (90) days after the first day of work. A second first-year evaluation will be not later than the anniversary date of employment. At least once each year thereafter, an evaluation will be conducted. The evaluation will be used to increase job proficiency and for recommending continued employment (School Board Policy GDO).
Extra Duty / Stipend Pay Agreement
Every effort will be made to ensure certified classroom teachers have the opportunity to receive these stipends. The Human Resources Department will follow its normal procedures should more than one (1) individual applies for the position. Extra duty hours and stipends are paid for duties or work completed outside the normal contract hours.
Coaching stipends will be paid over five (5) pays during the sport season. All other extra duty pay will be distributed and split evenly and added to the regular paychecks.

<table>
<thead>
<tr>
<th>2019-2020 STIPEND / EXTRA DUTY PAY SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESCRIPTION</td>
</tr>
<tr>
<td>STIPENDS (PAID ANNUALLY)</td>
</tr>
<tr>
<td>ELL CLASSROOM TEACHER</td>
</tr>
<tr>
<td>LEAD FACILITATOR (ELECTIVES, FTF, COUNSELOR, PSYCHOLOGIST, SIT)</td>
</tr>
<tr>
<td>MULTI- SITE</td>
</tr>
<tr>
<td>COMMUNICATION AMBASSADOR</td>
</tr>
<tr>
<td>21ST CCLC COORDINATOR</td>
</tr>
<tr>
<td>EXTRA-CURRICULAR ACTIVITIES STIPENDS</td>
</tr>
<tr>
<td>STUDENT COUNCIL SPONSOR</td>
</tr>
<tr>
<td>YEARBOOK SPONSOR (MIDDLE SCHOOL ONLY)</td>
</tr>
<tr>
<td>SITE SPORTS COORDINATOR</td>
</tr>
<tr>
<td>MIDDLE SCHOOL COACHING STIPEND</td>
</tr>
<tr>
<td>ELEMENTARY COACHING STIPEND</td>
</tr>
<tr>
<td>EXTRA DUTY-CERTIFIED (MUST BE PRE-APPROVED)</td>
</tr>
<tr>
<td>PROFESSIONAL DEVELOPMENT</td>
</tr>
<tr>
<td>ADDITIONAL ASSIGNMENT/DISTRICT COMMITTEE</td>
</tr>
<tr>
<td>TEACHING STUDENTS OR ADULT ED (INCLUDES 15 MIN. PREP)</td>
</tr>
<tr>
<td>TEACHING TEACHERS (1 HOUR PAID PREP TIME PER PRESENTATION)</td>
</tr>
</tbody>
</table>
Parents Right To Know

- LEA’s must notify parents of students attending Title I schools that parents may request information on the professional qualifications of the student’s teacher.
- LEA’s must provide parents with a timely notice that their child has been taught for four or more consecutive weeks by a teacher of core academic subjects who is not highly qualified by the first week of school.
- Parents’ Right to Know includes whether: o The teacher meets State qualifications/licensure requirements; o The teacher has a baccalaureate degree major;
- The child receives services from a paraprofessional and the paraprofessional’s qualifications

Professional Development

Administration will make every reasonable effort to avoid the training of teachers while students are in session. The Teaching & Learning (T & L) department will work with site leadership teams to facilitate district professional development initiatives to be implemented and reinforced. New professional development initiatives, compliance/corrective action requirements, and legislative and state mandates may need to be reviewed via a committee for appropriate implementation. Staff development is a critical element for the successful learning of students in the classroom.

Professional Growth

Professional growth will be paid at the rate of $50 per credit hour. All professional growth hours must be turned in by January 31. The maximum number of credits paid per year will be eighteen (18). To be paid on the following year’s contract, the following steps must be completed:

1. All certified teachers must submit a completed Professional Growth Prior Approval form for any college courses or District-sponsored classes (for which no compensation was received) taken for professional growth. Classes/courses must be in the School of Education or directly correlated to your job description. The forms may be obtained from your school secretary.
2. Return the completed form to your respective Principal to be signed.
3. Send a copy of the completed form with the Principal's signature to the Human Resources Department.
4. When you have finished the course work, send original signed Prior Approval form AND a grade card or transcript to the Human Resources Department.
5. In order to receive the $50 per credit hour for the beginning of the next school year, all information, including grade card and/or transcripts, must be received in the Human Resources Department no later than January 31.

For any questions, please contact the Human Resources Department at (602) 455-6765.
Professional Learning Communities

The Isaac School District Community believes in the importance of implementing effective Professional Learning Communities (PLC) at all sites. A Professional Learning Community is defined as “a collegial group of administrators and/or school staff who are united in their commitment to student learning.”

Each site administrator will strive to provide PLC time to teachers in addition to the established individual preparation and planning time within the school day. The content of these PLCs will be determined by the site administrator. When these PLCs are directed by the site administrator and are held beyond contract hours, the teachers will be compensated with either “Hours Beyond Contract” or Proposition 301 Pay for Performance clock hours.

Proposition 202 – Instructional Improvement Fund (Gaming Funds)

The Prop 202 Gaming monies will be divided as indicated below:

1. Up to 50% will be paid to current teachers and paid out once a year (in December).
2. Up to 50% will be spent for instructional improvements (staff development, curriculum development, etc.).

Certified Resignations And Retirement

ALL employees that retire or resign are eligible to receive their sick leave and vacation hours payout. This incentive program will be reviewed yearly to determine district fiscal feasibility, continuation, and implementation.

➢ The initial year of employment will be counted as a full year if the hire date is December 31st or before.
➢ If the hire date is January 1 – June 30, the first complete year of employment will end the following June 30.

Upon retirement or resignation, an employee with accumulated sick leave may after four years of employment with the District, be paid for all unused sick leave according to the payment formula below. The payment formula will be based on the employee’s current hourly rate as follows:

<table>
<thead>
<tr>
<th>Years of Employment</th>
<th>Rate of Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 – 9 years</td>
<td>50%</td>
</tr>
<tr>
<td>10 – 14 years</td>
<td>60%</td>
</tr>
<tr>
<td>15 – 19 years</td>
<td>75%</td>
</tr>
<tr>
<td>20 – 24 years</td>
<td>85%</td>
</tr>
<tr>
<td>25 or more years</td>
<td>100%</td>
</tr>
</tbody>
</table>

Upon retirement or resignation, an employee with accumulated vacation leave will be paid for all unused vacation leave at the employee’s current hourly rate of pay. An employee will be paid in one lump sum or through the Accrued Sick and Vacation Leave Conversion Plan at the completion of their final year. Lump sum payments will not be used by the Arizona State Retirement System (ASRS) to calculate retirement benefits.
**Salaries And Contracts**

Certificated classroom contracts will be coming out at the end of February. Classroom teachers who have been moved more than two (2) grade levels after the contract has been signed can request out of their contract up to the last day of school. The parties acknowledge that at the date of execution of this contract and Interest Based Negotiations process, the Governing Board has not adopted its annual budget nor has the Arizona legislature concluded its review of school finance laws.

If additional revenues become available to the District through legislative appropriation, state sales tax revenues, the courts, or other legal enactment and if those revenues are appropriated, authorized, and/or permitted to be used for staff salaries during the school year, Staff may be given a raise in salary, if so approved by the Governing Board in its sole discretion. The IBN Team will reconvene to discuss the additional revenues. Any such salary increase shall be apportioned to staff in a manner that will be determined by the Governing Board, unless the authorizing enactment specifies the method by which the increase is distributed.

**Certified Longevity Pay**

- $500/1.0 FTE for every five (5) years of completed and consecutive service to Isaac School District. $1,000/1.0 FTE after ten (10) years of completed and consecutive service to the Isaac School District. An additional $1,000 will be added after 15 years and each additional five (5) years of completed and consecutive service to the Isaac School District. The increase will be added to the base salary at the beginning of the school year following the completion of every five (5) years.
- The initial year of employment will be counted as a full year if the hire date is December 31st or before.
- If the hire date is January 1 – June 30, the first complete year of employment will end the following June 30.
- Longevity will be included in the base when calculating pay increases.

**Staff Assignments And Transfers**

*See policy GCK, GCK-R*

The Human Resources Department will post in the District Office, electronically, and school offices a list of all known vacancies. For the purpose of this policy, a vacancy is defined as a position declared vacant by the administration for any of the following reasons:

- Certified Staff employees previously holding the position left the employment of the District through resignation, dismissal, retirement, or death.
- Certified Staff employees holding the position assumed a new position within the District.
- Enrollment growth or program development causes the establishment of an additional position.

The Human Resources Department shall post all vacancies as soon as they occur, or within two (2) weeks after contract deadline. Postings shall include:

- Required certification
- Education requirements or required experience (for assignments with neither specified certification nor education requirements)
- Affirmative action requirements
- Job requirements
- Work location
- Date to be filled
Transfer Policy

1. For purposes of this provision, transfer shall be defined as a permanent change in work site from one (1) school site to another or from one job classification to another. This policy shall not apply to reassignments within the same school site and job classification.

2. Transfer of a teacher may be initiated by the District administration at any time whenever such transfer is in the best interest of the District as defined by District administration.

3. Any teacher on an improvement plan will not be eligible for a voluntary transfer.

4. A teacher affected by a transfer shall be given notice as soon as administratively feasible and a conference will be held between the appropriate administrator and the Certified Staff employee in order to discuss the reasons for the transfer. The employee will have the right to representation.

5. Human Resources will post in the District Office, electronically and in school offices, a list of all known vacancies. For the purposes of this policy, a vacancy is defined as a position declared vacant by the administration for any of the following reasons:
   - Personnel previously holding the position who left the employment of the District through resignation, dismissal, retirement, or death.
   - Personnel previously holding the position who assumed a new position within the District.
   - Enrollment growth or program development, which causes the establishment of an additional position.

6. Upon transfer initiated by the District, the teacher will be given three (3) days for preparation.

7. Upon reassignment within the same school, the teacher will be given two (2) days for preparation.

8. Any certified employee being transferred during the upcoming school year must be notified of the transfer prior to the last day of school unless unusual circumstances arise.

9. Upon transfer initiated by the District, the District shall provide moving assistance if requested by the teacher.

Transfer (Voluntary)

1. For the purpose of this provision, transfer shall be defined as a permanent change in work site from one (1) school site or from one (1) job classification to another. This policy will not apply to reassignment within the same school site and job classification.

2. Transfers may be initiated upon written request to employee's immediate supervisor.

3. Upon request, a conference may be set up by the Certified Staff employee or the Assistant Superintendent for Instruction office to discuss the reasons for the request.

4. Transfers will be considered when the move is in the best interest of the:
   - School District
   - School site
   - Teacher initiating the transfer

5. It is not the intent of this procedure that teachers within the District are guaranteed a transfer merely upon request. Teachers presently in the District will, however, be guaranteed first consideration for any positions within the District for which they request a voluntary transfer.

6. Employees who request voluntary transfers, but do not receive consideration, shall be notified in writing that their request was not granted.

7. Any teacher on an improvement plan will not be eligible for a voluntary transfer.

8. Any Certified Staff employee being voluntarily transferred for the coming school year must be notified in writing of the transfer prior to June 15 unless unusual circumstances arise.

9. A teacher requesting a voluntary transfer will be required to interview with the receiving school principal prior to the voluntary transfer being approved.
Transfer requests will not be carried over for another year. Employees desiring a transfer must submit a new request each year.

Student Safety  
*(see policy JLI)*

Teachers are responsible for their classes at all times. At no time are students to be left unsupervised.

Substitute Teachers’ Guidelines

The District shall maintain a list of qualified persons sufficient to serve as substitutes for teachers who may be absent. The District shall provide substitutes from the list whenever possible for all regular education, special education self-contained, and middle school special area classes. Substitutes may be provided in other areas with approval by the Director of Human Resources according to need and availability. Only in the case of an emergency shall a teacher be requested to cover for an absent teacher.

Compensation For Substituting

**Elementary Schools:** If a substitute is not provided for a teacher and students are equally divided among grade level(s) or team(s), the teachers will:

1. Not receive more than four (4) additional students and will not be financially compensated;
2. Be required to receive five (5) or more students for four (4) or more hours for a full regular day, or three (3) or more hours for a half-day, and will equally divide the daily substitute rate of pay among them.

**Middle Schools:** If a substitute is not provided for a teacher and another teacher/other teachers is/are given the full class and/or loses his/her/their planning period, those teachers shall equally divide the daily substitute rate of pay among them.

**This applies only to staff who have teacher certification (regular, substitute, or emergency).**

1. Teachers will be required to record and track their compensation on the approved form. Principals will be required to verify days with their signature. The approval forms must be attached to a payroll request form and submitted to the payroll office. Compensation for substituting will be included on a regular paycheck. If a teacher fails to submit the form by the due date, compensation will not be received for that quarter.

2. Teachers with less than 200 hours of accumulated sick leave may opt to accumulate one (1) hour of sick leave per day. Once total accrual reaches 200 hours, then the pay option must be initiated.

3. Teachers may opt to accumulate Proposition 301 clock hours, as approved by the principal.
**Teacher Responsibilities: Certification**

*IT IS THE DUTY AND RESPONSIBILITY OF EACH TEACHER TO BE CERTIFICATED AND TO KEEP SUCH CERTIFICATION CURRENT. If a teacher's certification expires during the contract year, the teacher will be required to obtain a substitute certificate and be reduced to substitute pay until a renewal certificate is recorded with the Human Resources Department.*

All certified employees will possess a fingerprint clearance card and keep it current.

A teacher agrees, through the signing of their contract, to fulfill certain responsibilities and to perform certain duties that are specified by law (see A.R.S. 15-521). Among the duties are these provisions:

- Make student learning the primary focus of the teacher’s professional time.
- Holds pupils to strict account for disorderly conduct.
- Take and maintain daily classroom attendance.
- Keep a school register, which the Governing Board shall carefully preserve as one of the records of school.
- Make the decision to promote or retain a pupil in grade in a common school or to pass or fail a pupil in a course in high school. Such decisions may be overturned only as provided in A.R.S. 15-342.
- Comply with all rules and policies of the Governing Board that relate to the duties described in this section.
- The school principal may assign other duties or responsibilities related to the educational program which are to be considered part of teaching duties. Some of these activities may include service on a school or District committee, attendance at parent conferences, certain after-school activities, etc.
- It is recognized that instructional staff members have the flexibility to utilize different teaching methodologies and strategies which are considered effective practices and consistent with the District's teacher evaluation process, enabling them to achieve District-determined education outcomes and objectives.
- When a student placement changes are in the best interest of the student, the principal shall implement the change. Extenuating circumstances, the homeroom/core teacher(s) involved will be consulted.
- To ensure the equitable balance of each classroom, when student placement or transfer is deemed necessary, the following criteria will be taken into consideration: class size, academic performance, ethnicity, gender, special needs, parent request and behavior.
Teachers' Rights

Any reprimand of a Certified Staff employee shall be conducted in private unless the situation warrants immediate action. No Certified Staff employee shall be reprimanded or disciplined in the presence of pupils, parents, other employees, or the public.

Upon request, any Certified Staff employee under this agreement shall be entitled to representation, by Isaac District Educators Association (IDEA) and/or personal attorney, at all levels of the grievance procedure and where any reprimand is given or disciplinary documented action is taken.

Pupil Teacher Ratio (PTR)

Administration looks at class size throughout the year. PTR is the total aggregate per grade level divided by the number of teachers at the grade level. The averages or aggregate per grade level are the following:

**General Education:**
Kindergarten is 22:1  
Grades 1-3 is 25:1  
Grades 4-5 is 30:1  
Grades 6-8 is 32:1

**Special Education:**
Teachers, SPED Resource 25:1  
Teachers SPED Self-Contained 12:1  
Teachers, Speech 60:1

In the event a grade level exceeds the average stated above, the next step is to multiply the PTR by ten percent (10%) and add one (1) to be considered for an additional contract at the site.

**Example:** Third Grade has four (4) assigned teachers and has a total aggregate of 110 students. The average is 27.5 based on four (4) teachers. However, we use the following formula to consider an additional staff member: 25x10% plus one= 28.5, which does not exceed the consideration of a new staff member. The Administration has the opportunity to transfer staff around at the site or other sites to make the best accommodations for students.
Isaac School District Policies for Classified Staff

Assignments And Transfers
(see policy GDJ)

Support staff assignments or transfers shall be based on the needs of the District. Assignments may be changed to serve the best interests of the District. Staff members may apply for a transfer for any position posted via the district application system. Personnel will be placed based on their qualifications, District needs, and employees’ expressed desires. This applies to transfers within the same job classification and pay grade. Reassignments to a position of greater or lesser pay require Board approval.

To be eligible for consideration of a position transfer, support staff must complete a term of 90 days in their current position, have a successful 90 Day Evaluation, must not have any formal disciplinary documentation in their file, and must not be on an Improvement Plan.

Contracts And Work Agreements
(see policies GDB and GDBA)
Classified staff members are employees of the District who are not required by state law or District policy to possess teaching certificates.

Term Employee:
A term employee is a support staff member who is employed by the District pursuant to a written contract that specifies the duration of the employment contract, which shall not exceed one (1) year. All support staff members who are not term employees are at-will employees.

At-Will Employee:
An at-will employee is a support staff member who is employed by the District for no specific term and who has no right of continued employment.

Posting of Positions

To keep all classified personnel fully informed of changes and vacancies within the school system, vacancies are posted online on the district’s website. Positions will be open for a minimum of five (5) days. Interested employees should submit an electronic “Transfer Request” via the district’s application system.

Salary Placement
(see policy GDBA)

Special consideration for experience may be given to new hires when determining salary placement, up to six (6) years of experience may be considered. No new employees will be initially placed higher than range seven.
Work Schedules
(see policy GDL)

The normal workweek for support staff personnel will not exceed forty (40) hours per week. Typically the week will be based on the normal workweek for certain categories of support staff (non-exempt) employees may be less than 40 hours per week as determined by administration and employee’s work agreement, five (5) days per week; however, the Superintendent may designate other workweek structures to meet varying conditions and needs of the District. Employees will be notified at least one (1) week in advance of any modification to the workweek plan.

Non-exempt employees shall not work more than the assigned number of hours or forty (40) hours per week unless approval has been granted by the Superintendent. Failure to obtain prior approval for overtime worked may be considered a violation of District Policy.

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

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

Time and Attendance

Kiosks are provided for employees at every district worksite who are required to clock in and clock out. They are set up to be used in tandem with your District issued Identification (ID) badge. The ID badges are equipped with RFID numbers which correlate to individual employees in the district. District ID badges are issued from the print shop. ID badges are required to be worn by employees during regular job functions. If you have lost your badge, you will need to obtain a replacement.

All Classified Staff will clock in and out at their scheduled time. If the employee qualifies for a lunch break during the day, they will clock out when leaving their work area and back in when the lunch break has concluded. If the employee is leaving District grounds for lunch, they must clock out before leaving. If an employee fails to complete a clock in or out during the day, they must contact their supervisor to manually enter their time. Continuous clock in/out errors can result in corrective action.

Full-time employees are entitled to two (2) fifteen (15) minute breaks during the workday. One (1) break is to be used in the morning and one (1) in the afternoon. The breaks cannot be combined, used in conjunction with lunch, or used to arrive late or leave early for your scheduled time. It is strictly prohibited to allow anyone access to an employee ID badge for the purpose of manipulating the clock in/out time.

Procedures for recording work hours and paid time off will be established by the District. All classified nonexempt employees are expected to clock in/out during their work day for recording accurate time worked. According to FLSA guidelines all hourly employees working six (6) hours/per day or more must also clock in/out for a 30 minute unpaid meal period. Proper protocol must be followed for paid time off (if eligible) for personal business, professional leave, bereavement, FMLA, vacation or any other time away from work. Employees are expected to comply with these procedures. Failure to accurately record work or leave time may be considered time clock fraud and subject to disciplinary action up to and including termination.
Staff Workload

The normal workweek for Classified Support Staff personnel will not exceed forty (40) hours per week. Typically the week will be based on eight (8) hours per day, five (5) days per week; however, the Superintendent may designate other workweek structures to meet varying conditions and needs of the District. Employees will be notified at least one (1) week in advance of any modification to the workweek plan.

Individual employee work schedules will be based on: the position held by the respective employees, District needs as identified during the respective employees tenure time, and on District needs as identified during the employment process.

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

An employee may work overtime, provided authorization that is acquired in advance is obtained from the supervisor in charge or, in the case of an emergency, authorization is obtained immediately upon completion of the work or as soon thereafter as practicable (Per Policy GDL).

**Overtime - Fair Labor Standards Act (FLSA)**

Non-exempt employees who work more than forty (40) hours per week shall be awarded “compensatory time” at the rate of one and one-half (1 1/2) hours for each hour of overtime worked. In cases of emergency, when the employee cannot be immediately released for this time and one-half (1 1/2) compensation, the Superintendent will make the decision as to paying the employee at the rate of time and one-half (1 1/2) or having the employee take the time off at a future date. The immediate supervisor must approve the hours before employee works overtime or, in the case of an emergency, immediately upon completion of the work or as soon thereafter as possible (Per Regulation GDL-R).
Assignments and Transfers
The Superintendent determines all Support Staff assignments and transfers of Classified Staff employees for the effective operation of the district. Such transfers and assignments may be probationary, temporary, or permanent. The preferences of employees may be taken into consideration in making assignments and transfers; however, the best interest of students and the District will be given highest priority. Within each individual school, the principal, with approval of the Assistant Superintendent of Human Resources and respective supervisor, may reassign Classified Staff employees. (Per School Board Policy GDJ)

Resignation Procedures:
Employees voluntarily terminating their service with the District are expected to give advance notice of not less than ten (10) working days. This notice should be submitted to the supervisor in writing and should specify both the last day of work and the reason for terminating. Authorized unused vacation credit will be paid to employees with the last paycheck. (Per School Board GDQB)

Resignation/Retirement (Classified)
ALL employees that retire/resign are eligible to receive their Sick Leave and Vacation payout. This incentive program will be reviewed yearly to determine district fiscal feasibility, continuation, and implementation.
- The initial year of employment will be counted as a full year if the hire date is December 31 or before.
- If the hire date is January 1 – June 30, the first complete year of employment will end the following June 30.

Upon retirement or resignation, an employee with accumulated sick leave may, after four years of employment with the District, be paid for all unused sick leave according to the payment formula below. The payment formula will be based on the employee’s current hourly rate as follows:

<table>
<thead>
<tr>
<th>Years of Employment</th>
<th>Rate of Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 – 9 years</td>
<td>50%</td>
</tr>
<tr>
<td>10 – 14 years</td>
<td>60%</td>
</tr>
<tr>
<td>15 – 19 years</td>
<td>75%</td>
</tr>
<tr>
<td>20 – 24 years</td>
<td>85%</td>
</tr>
<tr>
<td>25 or more years</td>
<td>100%</td>
</tr>
</tbody>
</table>

Upon retirement or resignation, an employee with accumulated vacation leave will be paid for all unused vacation leave at the employee’s current hourly rate of pay. An employee will be paid in one lump sum or through the Accrued Sick and Vacation Leave Conversion Plan at the completion of their final year.
The District has implemented an Accrued Sick and Vacation Leave Conversion Plan for all resigning and retiring employees fifty-five (55) years of age and older who have an accrual greater than $5000. The district will make a contribution in either a tax-free health/medical benefit account or a tax-deferred benefit account (District-approved 403B plan). The staff member will meet with a representative of the district to make this determination of which account the contribution will be distributed. The only exception will be those employees that retire/resign and entered the Arizona State Retirement System prior to January 1, 1984. They are eligible to receive their sick and vacation payout spread over their last three (3) years if they elect to do so.

- The employee must notify the District in writing by April 15, three (3) years prior to the retirement year. The Superintendent or his/her designee must approve exceptions to the three- (3) year notice and/or April 15 deadline.
- This program is irrevocable and cannot be changed once agreed upon.
- The rules for pre and post July 1, 1998 employment apply.
- In the case of a verifiable medical emergency, the payout may be suspended.

For members who began contributing to the ASRS on or after July 1, 2011, a normal retirement date occurs on meeting the earliest of the following criteria:

- Age 65 with any amount of credited service
- Age 62 with 10 or more years of credited service
- Age 60 with 25 or more years of credited service
- Age 55 with 30 or more years of credited service

Please Note: There is no point-based normal retirement criterion for members who begin contributing to the ASRS on or after July 2, 2011.

Professional Growth (Classified)

Purpose
This plan has been developed for Classified Staff employees in order to provide the motivation and incentive to further their professional growth; benefiting both the employees and the District in the process.

This plan is designed to:
1. Enable employees to offer more effective services to the District;
2. Motivate employees to continue to strive for high standards of performance;
3. Prepare employees for more responsible positions;
4. Provide additional financial rewards; and
5. Retain valuable employees.

Eligibility
All Classified Staff employees are eligible to participate in the program. New employees may participate in the program upon completion of the probationary period according to District policy.
Rules and Procedures for Salary Increase

1. The employee submits to the Human Resource Office a prior approval form signed by his or her immediate supervisor for each course of the workshop.
2. All prior approval forms must be submitted to the Human Resource Office prior to participation in the class.
3. Credit may only be earned during an employee's own time and at the employee's own expense. The Human Resource Office may be petitioned for approval of classes, which have been funded by the District.
4. All academic courses and/or equivalent services taken for credit hours under this program must be directly related to the working area of the employee or education related, or enhance the effectiveness of the employee.
5. Successful completion of post-secondary courses with a grade of "C" or above at an accredited junior college, university, trade, or professional school is necessary for salary increase.
6. Institutes, in-services, conferences, or workshops scheduled by organizations, institutions, or workshops scheduled by organizations, institutions, or professional societies to present and discuss information related to the employee's occupation will earn credit based on one-half (1/2) credit hour for each eight (8) hours of attendance. Verification of attendance and acceptance of credit shall be by registration receipt, program of activities, and a certificate of completion (or written report).
7. Verification of successful completion (transcript, certificate, grade report, etc.) along with the copy of the written approval must be sent to the Human Resource Office. The Human Resource Office will then initiate the salary increase.
8. All credit hours must be submitted no later than January 31 in order to receive credit on the District salary schedule for the beginning of each fiscal year.
9. Salary increase will occur at the beginning of each fiscal year.
10. Upon an accumulation of nine (9) approved credit hours, a base pay increase on the following schedule will be earned:
11. There is no time limit on the accumulation of incentive credits.
12. Reclassified employees will receive a salary increase only for the course hours approved and taken after the reclassification of their position.

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>.30</td>
</tr>
<tr>
<td>18</td>
<td>.45</td>
</tr>
<tr>
<td>27</td>
<td>.60</td>
</tr>
<tr>
<td>36</td>
<td>.75</td>
</tr>
<tr>
<td>45</td>
<td>.90</td>
</tr>
<tr>
<td>54</td>
<td>1.05</td>
</tr>
<tr>
<td>60</td>
<td>1.20</td>
</tr>
</tbody>
</table>

Workman’s Compensation
Workman’s compensation insurance pays an off-duty employee sixty-six and two-thirds percent (66 2/3 %) of his wages. While off-duty, employee is inactive in the District payroll and will not accrue sick or vacation hours from the district.
APPENDICES
POLICIES OF INTEREST

GBEB
STAFF CONDUCT

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

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

- Removal from school grounds.
- Both civil and criminal sanctions, which may include, but are not limited to, criminal proceedings under Title 13, Chapter 29, Arizona Revised Statutes.
- Warning.
- Reprimand.
- Suspension.
- Dismissal.
- Having consideration given to any such violations in the determination of or establishment of any pay or salary in later contracts or employment, if any.
GBEB-R
STAFF CONDUCT
Regulation

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)].

Any administrator receiving a report of a violation of A.R.S. 13-3102, 13-3111, or 13-3411 shall immediately report such violation to a peace officer in compliance with A.R.S. 15-515.
Employees of the District who violate these rules are subject to disciplinary action.
REPORTING CHILD ABUSE/
CHILD PROTECTION

Any school personnel or any other person who has responsibility for the care or treatment of a minor and who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect that appears to have been inflicted upon the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature or who reasonably believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant who is protected under A.R.S. 36-2281 shall immediately report or cause reports to be made of such information to a peace officer or to the Child Protective Services (CPS) of the Department of Economic Security, except if the report concerns a person who does not have care, custody, or control of the minor, the report shall be made to a peace officer only. Such reports shall be made immediately by telephone or in person and shall be followed by a written report within seventy-two (72) hours. Pursuant to A.R.S. 13-3620, such reports shall contain:

The names and addresses of the minor, the parents, or the person or persons having custody of such minor, if known.

The minor's age and the nature and extent of the minor's abuse, child abuse, or physical injuries or neglect, including any evidence of previous abuse, child abuse, physical injury or neglect.

Any other information that such person believes might be helpful in establishing the cause of the abuse, physical injury or neglect.

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

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

A report is not required if a minor is of elementary school age, the physical injury occurs accidentally in the course of typical playground activity during a school day, occurs on the premises of the school that the minor attends and is reported to the legal parent or guardian of the minor and the school maintains a written record of the incident. The school will maintain a written record of the physical injury as part of the student's health file as required by Arizona State Library, Archives and Public Records (ASLAPR).
A person who fails to report abuse as provided in A.R.S. 13-3620 is guilty of a class 1 misdemeanor, except if the failure to report involves a reportable offense, the person is guilty of a class 6 felony.

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

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

Adopted:
October 24, 2013

LEGAL REF.:     A.R.S. 8-201
13-3553
13-1404 et seq. 13-3608
13-1410  13-3619
13-3019  13-3620
13-3212  13-3623
13-3506  15-514
13-3506.01  46-451
13-3552  46-454

CROSS REF.:     GBE - Staff Conduct
GBEBB - Staff Conduct With Students
JKA - Corporal Punishment
SEXUAL HARASSMENT

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

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

Sexual harassment may include, but is not limited to:

- 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.
- Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
- 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; implying or actually withholding grades earned or deserved; or suggesting that a scholarship recommendation or college application will be denied.
- Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee; or engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
- Offering or granting favors or educational or employment benefits, such as grades or promotions, favorable performance evaluation, 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.

A substantiated charge against a student in the District shall subject that student to disciplinary action, which may include suspension or expulsion.

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

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 41-1461 et seq.
20 U.S.C. 1681, Education Amendments of 1972, Title IX

CROSS REF.: AC – Nondiscrimination/Equal Opportunity
GBA – Equal Employment Opportunity
GCQF – Discipline, Suspension, and Dismissal of Professional Staff Members
GDQD – Discipline, Suspension, and Dismissal of Support Staff Members
IHBA – Special Instructional Programs and Accommodations for Disabled Students
JB – Equal Educational Opportunities
JII – Student Concerns, Complaints and Grievances
JK – Student Discipline
JKD – Student Suspension
KED – Public Concerns/Complaints about Facilities or Services
KFA – Public Conduct on School Property
DRUG – FREE WORKPLACE

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

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

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.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 13-2911
13-3401 et seq.
15-341
41 U.S.C. 702, Drug-free workplace requirements for Federal grant recipients.
21 C.F.R. 1308.11 et seq.
34 C.F.R. Part 85
CROSS REF.: EEAEAA - Drug and Alcohol Testing of Transportation Employees
DRUG - FREE WORKPLACE

NOTICE TO EMPLOYEES

YOU ARE HEREBY NOTIFIED that it is a violation of Policy GBEC for any employee to violate the law or District policy in the manufacture, distribution, 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.

Workplace includes any place where work is performed, including a school building or other school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; and off school property during any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students 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 purpose.

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

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

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

_______________________________________________       _______________________
Signature                                         Date

ISAAC ELEMENTARY SCHOOL DISTRICT NO. 5
10/16/09

ALCOHOL USE BY STAFF MEMBERS
The use or possession of intoxicants or illegal drugs on school property or at school events is prohibited.

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

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

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

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

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

Adopted: date of manual adoption
LEGAL REF.: A.R.S. 15-321
15-341
GBED
SMOKING BY STAFF MEMBERS

The possession or use of tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products is prohibited in the following locations:

- School grounds.
- School buildings.
- School parking lots.
- School playing fields.
- School buses and other District vehicles.
- Off-campus school-sponsored events.

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.


LEGAL REF.:  A.R.S. 13-3622
15-341
15-712
36-798.03
20 U.S.C. 6083
CROSS REF.: JICG - Tobacco Use by Students
KFAA - Smoking on School Premises at Public Functions
PROFESSIONAL STAFF ASSIGNMENTS
AND TRANSFERS

Transfers

For purposes of this provision, transfer shall be defined as a permanent change in work site from one school site to another or from one job classification to another. This policy shall not apply to reassignments within the same school site and job classification.

A transfer of a teacher may be initiated by the District administration at any time whenever such transfer is in the best interests of the District as defined by District administration.

A teacher affected by a transfer shall be given notice as soon as administratively practicable, and a conference will be held between the appropriate management person and the teacher in order to discuss the reasons for the transfer.

District management will post in the District office and school offices a list of all known vacancies. For the purposes of this policy a vacancy is defined as a position declared vacant by the administration for any of the following reasons:

- Personnel previously holding the position left the employ of the District through resignation, dismissal, retirement, or death.
- Personnel previously holding the position assumed a new position within the District.
- Enrollment growth or program development causes the establishment of an additional position.

Upon transfer initiated by the District, the teacher will be given three (3) days for preparation.

Upon reassignment within the same school, the teacher will be given two (2) days for preparation.

Any certificated employee being transferred for the coming school year must be notified of transfer prior to June 15 unless unusual circumstances occur.

The District will make every attempt to avoid a consecutive involuntary transfer for three years after the first involuntary transfer is initiated.
STAFF PROFESSIONAL DRESS GUIDELINES

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

As professionals in our schools, we realize and value our roles as mentors and role models for our students. We, as staff members, are all representatives of the Isaac Elementary School District. Therefore, the following professional dress guidelines will apply to all Administrators, Certified Staff, and Classified Staff that may interact with the families of the Isaac School District. The following guidelines are for staff members while on the campus or at any school sponsored activity on or off campus.

Acceptable attire:
- Clothes that maintain a professional and appropriate appearance.
- Clothes that are neat, clean, and in good repair.
- Clothing must be sized and fit properly.
- Shoes should be comfortable, clean, and appropriate (e.g., no beach footwear)

Unacceptable attire:
- No halter or backless tops or dresses
- No spaghetti straps
- No low cut tops and transparent clothing
- No short skirts or dresses (mid-thigh)
- No low rise pants
- No sweats, athletic wear, spandex/lycra (exceptions per job descriptions e.g., PE teachers)
- No graphic t-shirts that promote inappropriate activities
- No hats – (Exception per job description)
- Undergarments must not be visible and midriffs must remain covered

At the site leadership team’s discretion, casual work attire can be determined (e.g., casual Fridays, spirit days, other appropriate events).
Effective communication between District employees, the administrative staff, and the Board is essential for proper operation of the schools. The Governing Board, therefore, authorizes the Superintendent to establish a grievance procedure for employees as the prescribed means of resolving grievances at the earliest date and the lowest possible administrative level.

Such procedure shall provide for Board review of any grievance that cannot be resolved at the administrative level. In such instances, the affected individual may request that the Governing Board review the situation. Such request shall be in writing and shall contain the basis for the appeal, including the act or acts out of which the grievance arose, identification of the Board policies and/or administrative regulations involved, and the remedy sought.

Within five (5) working days following notification of the Superintendent's decision, any written request for appeal shall be submitted to the Superintendent for transmittal to the Board. The Governing Board, at a time of its choosing, shall review the grievance and issue a response within fifteen (15) working days following such review. The decision of the Governing Board is final.

*Adopted: date of manual adoption*

LEGAL REF.: A.R.S. 38-532
Definitions

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

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

Terms and conditions of employment mean 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 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, or any subsequent conference and the employee is entitled to representation.

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 ten (10) days after receiving the grievance.

Within the above time limits either party may request a personal conference to attempt to resolve the matter and the employee is entitled to representation.

**Level II.** In the event the grievant is not satisfied with the decision at Level I, he may appeal the decision to the Asst. Supt. of Human Resources within ten (10) days after receiving the Level I decision. The written appeal shall contain the following:

- A copy of the original grievance.
- The decision rendered at Level I.
- A clear, concise statement of the reasons for the appeal.

The Asst. Supt. of Human Resources’ instruction shall communicate a decision in writing to the grievant, with a copy to the Superintendent, within ten (10) days after receiving the grievance. The grievant may request a hearing at this level and is entitled to representation.

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

The appeal shall include a copy of the original grievance, the decision rendered, and a clear, concise statement of the reasons for the appeal. The Superintendent shall communicate a decision within ten (10) days after receiving the appeal. Either the grievant or the Superintendent may request a personal conference within the above time limits. The grievant may request a hearing at this level and is entitled to representation.

**Level IV.** If the grievant is not satisfied with the decision at Level III, the grievant may, within five (5) days, submit an appeal in writing to the Superintendent 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 Superintendent.
Staff Participation in Political Activities
The Board recognizes the right of its employees, as citizens, to engage in political activity. However, school time, personnel, equipment, supplies, materials, buildings, or other resources may not be used to influence the outcomes of elections.

A staff member, a person acting on behalf of the District or a person who aids another person acting on behalf of the District shall be guided by the following:

- No employee shall engage in political activities upon property under the jurisdiction of the Board. Employees in their individual capacities may exercise their political liberties on property leased from the school for that purpose.
- Campaigning and other election activities must be done in off-duty hours, when not working in an official capacity or representing the District, and without the participation of District employees or students acting in the capacity of District or school representatives.
- Invitations to Participate in election activities on a given campus, except when extended by groups leasing or using school facilities, shall be permitted only when such invitations are to all candidates for the office.
- Political circulars or petitions may not be posted or distributed in school.
- The collection of campaign funds and/or the solicitation of campaign workers is prohibited on school property.
- Students may not be given written materials to influence the outcome of an election or to advocate support for or opposition to pending or proposed legislation.
- Students may not be involved in writing, addressing or distribution of material intended to influence the outcome of an election or to advocate support for or opposition to pending or proposed legislation.
Adopted: date of manual adoption
LEGAL REF.: A.R.S. 1-305
15-481
15-511
15-903
16-402

APPENDIX 2

FORMS
SUBSTITUTE DOCUMENTATION FORM

Name: ____________________________________________

School: __________________________________________

<table>
<thead>
<tr>
<th>DATE</th>
<th># Impacted Teachers</th>
<th>Sick Leave</th>
<th>Hourly Rate (# divided into $130.00)</th>
<th>Administrator Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This documentation form must be submitted to the Payroll Office along with a Payroll Request Form.
BEREAVEMENT LEAVE

PROFESSIONAL/SUPPORT STAFF
Bereavement Request Form

Limited to the death of a spouse, grandparents, children, grandchildren, parents, siblings, or like relations created by marriage (e.g., stepchild, father-in-law, etc.).

I, ________________________________, certify that _________________________, my
NAME OF EMPLOYEE                    NAME OF DECEASED

________________________________, passed away on ______/______/______. I hereby request
RELATIONSHIP OF DECEASED       DATE

_______________________________ of bereavement in order to attend the funeral services to be held on
NO. OF DAYS

______________________________ in ________________________________, ______________________.
DATE       CITY       STATE

______________________________
EMPLOYEE’S SIGNATURE             DATE

______________________________
SUPERVISOR                        DATE

______________________________
ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES   DATE

**This form must be completed within five (5) working days upon return from bereavement leave or leave time will be deducted from employee’s accumulated sick leave or docked if employee does not have sufficient sick leave.**
REQUEST FOR VOLUNTARY TRANSFER

Directions: Please submit to the Human Resources Department. Complete a separate form for each school. Attach a resume or summary of professional qualifications/experiences.

Current assignment: ____________________________________________________________

Name: _______________________________________________________________________

School: _____________________________ Grade: ______________

_____________________________________________________________________________

Principal/Supervisor Signature Date

I request a voluntary transfer to:

Position: _____________________________ Grade: ______________

Subject: _____________________________ Assignment: _____________________________

School: _____________________________ School Year: 20______ - 20______

_____________________________________________________________________________

Employee Signature Date

Please provide your reason for requesting a transfer to the above named school:

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

School Home

Address: _____________________________ Apt. #: ___________ City: __________

State: _____________________________ Zip: ______________________ Phone: (_____ ) _____ -

_____________________________________________________________________________

Accepting Principal Date

_____________________________________________________________________________
STAFF GRIEVANCES

LEVEL I

FORMAL GRIEVANCE PRESENTATION

To be completed by grievant within **five (5) days** after the last informal conference but no later than fifteen (15) days after the employee knew or should have known of the act or omission giving rise to the grievance.

Grievant ___________________________  Date of last informal presentation _______________________

Immediate supervisor _______________________

School ____________________________  Immediate supervisor _______________________

Assignment ______________________________________________________

Policy or regulation alleged to have been violated ________________________

Statement of grievance:

Action requested:

________________________________________  Signature of Grievant

ISAAC SCHOOL DISTRICT NO. 5
STAFF GRIEVANCES

LEVEL I

GRIEVANCE FORM B

DECISION OF IMMEDIATE SUPERVISOR

To be completed by immediate supervisor within ten (10) days after formal filing.

Grievant _________________________________________________________

Date of formal grievance presentation ________________________________

School __________________________________________________________

Immediate supervisor ______________________________________________

Decision of immediate supervisor and reasons therefor:

Date of decision _________________ ________________________________

(Signature of immediate supervisor)

Grievant’s response [to be completed by the grievant within five (5) days after the decision]:

□ I accept the above decision of the immediate supervisor.

□ I hereby refer the above decision to the Superintendent, with reasons detailing non-acceptance at Level I and any relief sought (Level II).

Date of response _________________ ________________________________

(Signature of Grievant)
STAFF GRIEVANCES

LEVEL II

GRIEVANCE FORM C

REFERRAL TO ASST. SUPT. OF HUMAN RESOURCES

To be completed by grievant within ten (10) days of immediate supervisor’s response.

Grievant _________________________________________________________

Date of formal presentation ________________________________

Detail reasons for non-acceptance of grievance decisions and any relief sought:

☐ The attached grievance is hereby referred to the Superintendent.

Date of referral ____________________ ________________________

(Signature of grievant)
STAFF GRIEVANCES

LEVEL III  GRIEVANCE FORM D

REFERRAL TO SUPERINTENDENT

To be completed by grievant within ten (10) days of immediate supervisor’s response.

Grievant _________________________________________________________

Date of formal presentation ________________________________________

Detail reasons for non-acceptance of grievance decisions and any relief sought:

☐ The attached grievance is hereby referred to the Superintendent.

Date of response ____________________________

(Signature of grievant)
STAFF GRIEVANCES

LEVEL III

GRIEVANCE FORM E

DECISION OF SUPERINTENDENT

To be completed by the Superintendent within (10) days.

Grievant _________________________________________________________

Date of formal grievance presentation _____________________________

Date appeal received by Superintendent _____________________________

Date hearing held by Superintendent (optional) ______________________

Decision of Superintendent and reasons therefor:

______________________

Date of decision (Signature of Superintendent)

Grievant's response [to be completed by grievant within five (5) days after the decision]:

□ I accept the above decision of the Superintendent.

□ I hereby appeal to the Governing Board for a review of this grievance (Level III).

Date of response _____________ (Signature of grievant)
STAFF GRIEVANCES

LEVEL IV (Final Action)  GRIEVANCE FORM F

REVIEW BY GOVERNING BOARD

Grievant _________________________________________________________

Date of formal grievance receipt ______________________________________

☐ The attached grievance is hereby appealed to the Governing Board for a review.

Detail reasons for non-acceptance of grievance decision at Level II and any relief sought:

Date appeal received by Governing Board ______________________________

BOARD RESPONSE:

☒ The Board affirms the Superintendent’s response.

☒ The Board rejects the Superintendent’s response.

☒ The Board modifies the Superintendent’s response as follows:

[TO BE COMPLETED WITHIN FIFTEEN (15) DAYS OF REVIEW]
Proposition 301 Professional Development  
For 15 Clock Hours  

DEADLINE: June 30, 2020  

Employee Full Name (*please print*): _______________________________________________________  

School Name: ________________________________________________________________________  

<table>
<thead>
<tr>
<th>Date</th>
<th>Program Title</th>
<th>Subject Type</th>
<th>Clock Hours</th>
<th>Instructor Signature</th>
<th>Principal’s Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Subject Type:**  
A – Reading  
B – Math  
C – Writing  
D – Language Arts  
E – Science  
F – Social Studies  
G – Special Areas  
H – Special Education  
I – ELD  
J – Technology  
K – Other (Counselor, etc.)
Only training directly related to the School Integration Action Plan and/or the District’s Strategic Plan are eligible for 301 Clock Hours. All classes/courses must be approved by the Principal. Classes/courses must be taken within the same school year. 
Deadline for all training is June 30, 2020.

MEMO OF AGREEMENT

PROFESSIONAL DEVELOPMENT

After spring testing a committee of staff members will review how professional development is conducted in our district. The committee will consist of teachers, district office staff, classified staff, and administrators. The intent is for the committee to collaborate and make recommendations of meeting the learning needs of professional staff based on students learning needs.

Topics will include but are not limited to the following:

● Site-Based professional development during the instructional day pulled teachers away from teaching students.
● Job-embedded professional development that is meaningful and purposeful.
● Discuss organization and models of professional development.
● Review of calendar days for professional development.
● Evaluate allocation of time to allow for more quality professional development.
● How can we help leadership focus on professional growth in authentic student outcomes?
● Professional Development for our Certified Staff.

RECOGNITION

District Administration recognizes Isaac District Educator’s Association (IDEA) in participation of committee work that affects the welfare of the district, staff, and students.

If you have further questions about any of the information in this handbook, please contact your supervisor or the Human Resources Department.