

GA ©
PERSONNEL GOALS / PRIORITY OBJECTIVES

The Board recognizes that dynamic and efficient staff members dedicated to education are necessary to maintain a constantly improving educational program. The Board is interested in its personnel as individuals, and it recognizes its responsibility for promoting the general welfare of the staff members.

Duties of these staff members shall be outlined and assigned by the Superintendent.

Additionally, the Board establishes, as personnel service goals, the following:

- Recruiting, selecting, and employing the best-qualified personnel to staff the school system.
- An employee appraisal program that will contribute to the continuous improvement of staff performance.
- Professional development and in-service training programs for employees that will improve their rates of performance and retention.
- Deployment of the available personnel to ensure that they are utilized as effectively as possible within budgetary constraints.
- Human relationships necessary to obtain maximum staff performance and satisfaction.
- A staff compensation program sufficient to attract and retain qualified employees within the fiscal limitations of the School.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-341](#)

[15-502](#)

[15-503](#)

**GBA ©
EQUAL EMPLOYMENT OPPORTUNITY**

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

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[13-904](#)

[41-1461](#)

[41-1463](#)

[41-1465](#)

CROSS REF.:

[AC](#) - Nondiscrimination

[ACA](#) - Sexual Harassment

[GBAC](#) - Indian Preference in Employment

[IHBA](#) - Special Instructional Programs and Accommodations for Disabled Students

[JB](#) - Equal Educational Opportunities

[KED](#) - Public Concerns/Complaints about Facilities or Services

GBA-R ©

REGULATION

EQUAL EMPLOYMENT OPPORTUNITY**Compliance Officer**

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

Complaint Procedure

The School is committed to investigating each complaint and to taking appropriate action on all confirmed violations of policy. The Superintendent shall investigate and document complaints filed pursuant to this regulation as soon as reasonable. In investigating the complaint, the Superintendent will maintain confidentiality to the extent reasonably possible. The Superintendent shall also investigate incidents of policy violation that are raised by the Governing Board, even though no complaint has been made.

If after the initial investigation the Superintendent has reason to believe that a violation of policy has occurred, the Superintendent shall determine whether or not to hold an administrative hearing and/or to recommend bringing the matter before the Board.

If the person alleged to have violated policy is a teacher or an administrator, the due-process provisions of the School's Policy GCQF shall apply, except that the supervising administrator may be assigned to conduct the hearing. In cases of serious misconduct, dismissal or suspension proceedings in accordance with A.R.S. [15-539](#) *et seq.* may be initiated.

If the person alleged to have violated policy is a support staff employee, the Superintendent may follow due process and impose discipline under Policy GDQD if the evidence so warrants. The Superintendent also may recommend a suspension without pay, recommend dismissal, or impose other appropriate discipline.

If the person alleged to have violated policy is a student, the Superintendent may impose discipline in accordance with policies JK and JKD.

If the Superintendent's investigation reveals no reasonable cause to believe policy has been violated, the Superintendent shall so inform the complaining party in writing.

GBA-E ©

EXHIBIT

EQUAL EMPLOYMENT OPPORTUNITY

COMPLAINT FORM

(To be filed with the compliance officer as provided in GBA-R)

Please print:

Name _____ Date _____

Address _____

Telephone _____ Another phone where you can be reached _____

During the hours of _____

E-mail address _____

I wish to complain against:

Name of person, school (department), program, or activity _____

Address _____

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to note relevant dates, times, and places.

If there is anyone who could provide more information regarding this, please list name(s), address(es), and telephone number(s).

Name _____ Address _____ Telephone Number _____

GBAC INDIAN PREFERENCE IN EMPLOYMENT

A provision of the 1964 Civil Rights Act allows private and government employers on or near a federal trust Indian reservation to publicly announce and practice a policy giving preferential treatment in hiring to Indian candidates. Indian preference may supersede the equal employment opportunity laws contained in Subchapter VI, Chapter 21 (Civil Rights) of Title 42, U.S. Code.

Therefore, the following exceptions may apply, notwithstanding any other rule, regulation, or policy (e.g., GBA) of the Governing Board. Further, since the School is a grant school of the Hopi Tribe and Hopi preference in employment is required by ordinance on the Hopi lands, Hopi preference will be practiced.

Indian means, for purposes of the School's Indian Preference in Employment policy, "any person who is presently an enrolled member of the Hopi Tribe."

As used in this policy, the term *Indian preference in employment* shall mean that in the selection process Indian candidates who meet or surpass qualifications for a position shall be given preference for positions established by the Governing Board. The standards for each position shall be outlined by the Governing Board prior to opening the position for interested applicants.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-502](#)

[41-1463](#)

25 U.S.C. 450e

42 U.S.C. 2000e-2(1)

CROSS REF.:

[GBA](#) - Equal Employment Opportunity

**GBEA ©
STAFF ETHICS****(Statement of Ethics for School Employees)**

All employees of the School 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 School. Such constructive criticism is to be made directly to the school administrator who has the responsibility for improving the situation.
- Supports the principle of due process and protects the civil and human rights of all individuals.
- Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
- Implements the Governing Board's policies and administrative rules and regulations.
- Refrains from using school contacts and privileges to promote partisan politics, sectarian religious views, or selfish propaganda of any kind.
- Pursues appropriate measures to correct any laws, policies, or regulations that are not consistent with sound educational goals.
- Avoids using position for personal gain through political, social, religious, economic, or other influence.
- Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
- Stresses the proper use and protection of all school properties, equipment, and materials.
- 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 School purposes or is required by law.

Adopted: date of manual adoption

LEGAL REF.:
A.A.C.
R7-2-205

GBEAA © STAFF CONFLICT OF INTEREST

Employment of Close Relatives

No person employed by the School may be directly supervised by a close relative (father, mother, son, daughter, sister, brother, or spouse). This policy will apply for summer or part-time work as well as for full-time employment.

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

Business Relations

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

Vendor Relations

No employee of the School will accept gifts from any person, group, or entity doing, or desiring to do, business with the School. The acceptance of any business-related gratuity is specifically prohibited, except for widely distributed, advertising items of nominal value.

This policy should not be construed to deem unacceptable inexpensive novelty advertising items of general distribution. Acceptance of business lunches and holiday gifts for general consumption are acceptable under this policy.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-323](#)

[15-421](#)

[15-502](#)

[38-481](#)

[38-501](#) *et seq.*

38-503

CROSS REF.:

[BCB](#) - Board Member Conflict of Interest

GBEAA-E ©

EXHIBIT

STAFF CONFLICT OF INTEREST

I, _____, do hereby indicate:

- 1. That I am presently an officer/employee of the Hopi Junior/Senior High School, Incorporated;
- 2. That I (or my relative[s]: _____

_____) have a substantial interest in the contract, sale, purchase, or service to or decision by the Hopi Junior/Senior High School, Incorporated Governing Board as described below.

3. That I shall refrain from participating in any manner in my capacity as an employee or officer of Hopi Junior/Senior High School, Incorporated in such contract, sale, purchase, service to, or decision by the Governing Board unless specifically permitted to do so by law.

Date

Signature

Description of Conflict:

GBEB © STAFF CONDUCT

All employees of the School are expected to conduct themselves in a manner consistent with effective and orderly education and to protect students and School property. No employee shall, by action or inaction, interfere with or disrupt any School 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 School, and carry out all applicable orders issued by the Superintendent.

Potential consequences to employees of the School 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.

Reporting Suspected Crimes or Incidents

Staff members are to report any suspected crimes against persons or property and any incidents that could potentially threaten the safety and security of pupils, teachers, or administrators to their immediate supervisors. All such reports shall be communicated to the Superintendent who shall be responsible for reporting the suspected crimes or incidents to local law enforcement.

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 School or the property of persons lawfully on the premises of the School.

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.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[13-2911](#)

[13-3102](#)

[13-3111](#)

[13-3411](#)

[15-341](#)

[15-342](#)

[15-507](#)

[15-509](#)

[15-514](#)

[15-521](#)

[38-531](#)

[38-532](#)

[41-770](#)

A.A.C.

R7-2-205

CROSS REF.:

[GCF](#) - Professional Staff Hiring

[JIC](#) - Student Conduct

JK - Student Discipline

KFA -Public Conduct on School Property

GBEB-R ©

REGULATION

STAFF CONDUCT

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

- Physical or verbal abuse of, or threat of harm to, anyone.
- Causing damage, or threat of damage, to property of the School or property of a member of the community or a visitor to the school when the property is located on premises controlled by the School.
- Forceful or unauthorized entry to or occupation of School facilities, including buildings and grounds.
- Use, possession, distribution, or sale of alcohol or of drugs or other illegal substances.
- Use of profane or abusive language, symbols, or conduct.
- Failure to comply with lawful direction of School 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.
- The carrying or possession of a weapon on school grounds without authorization from the appropriate school administrator.
- A violation of School 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 School, 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 School property.
- Maintain order in a manner consistent with School 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](#) 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. [13-3111](#) [possession of a firearm by a minor without authorization (in Maricopa and Pima Counties and where otherwise adopted by local ordinance)].
- 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 School who violate these rules are subject to disciplinary action.

**GBEBB ©
STAFF CONDUCT WITH STUDENTS**

Employees are expected to exercise general supervision over the conduct of students, not only while in the schoolroom, 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.

Students are expected to regard all school employees as individuals who are employed to provide direct or indirect contributions to learning. While students are to have considerable latitude in making choices for themselves, they shall be required to respect the rights of all school employees and other students, and interference with those rights will not be tolerated.

Students shall not have the right to interfere with the efforts of instructional staff members to coordinate or assist in learning, to disseminate information for purposes of learning, or to otherwise implement a learning program. Nor shall a student have the right to interfere with the motivation to learn or the learning activities and efforts of other students. No student shall have the right to interfere with or disrupt any employee's work activities.

All personnel employed by the School are expected to relate to students of the School 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 and shall be deemed unacceptable and contrary to the expectations of School 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.

Violations of the above shall be considered serious and may result in severe disciplinary action.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-321](#)

[15-341](#)

[15-514](#)

CROSS REF.:

[JIC](#) - Student Conduct

GBEBC ©
GIFTS TO AND SOLICITATIONS BY STAFF MEMBERS

Gifts

Students, parents, and other patrons of the School shall be discouraged from the routine presentation of gifts to employees. This shall not be interpreted as intended to discourage acts of generosity in unusual situations, and simple remembrances expressive of affection or gratitude shall not be regarded as violations of this policy.

Gifts to students by staff members shall be discouraged. Simple remembrances on certain occasions to all students in a class or section shall not be regarded as a violation of this policy.

Solicitations

A school employee's position in the School shall not be used to influence parents or students to purchase books or other merchandise, except for materials approved by the Superintendent for use in the classroom.

Staff-member solicitation(s) of other employees and/or students for any profit, nonprofit, or charitable groups, institutions, or organizations must have the approval of the Superintendent in advance.

No other solicitations shall be made by or of employees during official duty time.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-321](#)

GBEC ©
DRUG - FREE WORKPLACE

No employee shall violate the law or School 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. 1300.11 through 1300.15.

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 School. In addition, the workplace shall include all property owned, leased, or used by the School for any educational or School 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 School 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.:

[EEAEA](#) - Drug and Alcohol Testing of Transportation Employees

GBEC-EA ©

EXHIBIT

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 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.

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

GBEC-EB ©

EXHIBIT

DRUG - FREE WORKPLACE

In order to comply with federal funding requirements, the District shall:

- Gather information relative to availability of local community drug and alcohol counseling, rehabilitation, and reentry programs that are available to employees and make such information available to employees.
- Provide each employee a copy of standards of conduct and the statement of disciplinary sanctions that apply to alcohol and drug violations. Use Exhibit GBEC-EA to notify employees that compliance with such standards is mandatory.

The District should perform a biennial review of the programs to:

- Ensure that disciplinary sanctions for employees are consistently enforced.
- Determine program effectiveness and implement change to the program if needed.

GBECA © NONMEDICAL USE OR ABUSE OF DRUGS OR ALCOHOL

The School's posture in dealing with employees who engage in the nonmedical use of drugs and/or the abuse of alcohol is to be one of constructive confrontation in a supportive environment and supportive relationship. This approach is based on the following premises:

- Each employee is responsible for the employee's own actions.
- Each employee is a role model for students.
- Each employee who seeks help is to be given the opportunity to do so in a supportive environment.
- The School shall not ignore employee problems.
- Constructive confrontation will be utilized to make employees aware of opportunities and choices for help.
- Efforts to maintain confidentiality will be made by the School.
- Outside referrals to nonschool personnel will be provided, at employee expense, to employees who indicate an interest.
- Employees will be required to provide information on progress in dealing with problems.
- Supervisory staff members will receive orientation on methods of constructive confrontation.
- Opportunities for self-referral will be provided.
- As recommended by outside professional sources, the School will consider support to an employee during reentry into the workplace.
- The School's right to intervene is based on (1) a basic concern for the health and welfare of the persons whom it employs and (2) the right to expect quality job performance.
- School employees are human and should not be considered any less vulnerable or immune to human stress than any other person.
- In spite of the above, school employees whose nonmedical use of drugs or use of alcohol endangers the health and safety of students or other employees may of necessity be dealt with summarily.

Employee Drug Use or Abuse

The nonmedical possession or use or abuse of drugs and/or use of alcohol is forbidden on school property or at school-sponsored activities away from school property. Employees determined to be in possession of, using, or abusing drugs or using alcohol shall be reported immediately to the principal or other person in charge. The Superintendent shall be notified immediately.

The Superintendent will conduct an investigation in consultation with legal counsel as necessary. If the investigation shows sufficient evidence to suggest that the employee was involved with distribution or otherwise in violation of the law, law enforcement authorities shall be notified. If the results of the investigation show that the employee's actions endangered the health and/or safety of students or other employees, the Superintendent shall take disciplinary action or recommend disciplinary action to the Board in accordance with existing policies and statutes. If the results of the investigation suggest that the employee be provided options under the provisions of this policy, the Superintendent shall so direct the immediate supervisor of the employee.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[13-2911](#)

[13-3401](#) *et seq.*

15-341

[23-493](#)

[23-493.03](#)

36-2801 *et seq.*

41 U.S.C. 702, Drug-free workplace requirements for Federal grant recipients.

34 C.F.R. Part 85

CROSS REF.:

[EEAEAA](#) - Drug and Alcohol Testing of Transportation Employees

**GBECB ©
ALCOHOL USE BY STAFF MEMBERS**

(Illegal Drugs)

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 School 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.

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 is prohibited in the following locations:

- School grounds.
- School buildings.
- School parking lots.
- School playing fields.
- School buses and other School 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.
- Established in accord with Arizona Revised Statute [15-712](#).

Adopted: date of manual adoption

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

GBGB ©
STAFF PERSONAL SECURITY AND SAFETY

Threats

The Superintendent shall establish procedures that provide for the protection of any employee who is threatened with harm by an individual or a group while carrying out assigned duties.

Eye Protective Devices

The Superintendent shall establish procedures for every student, teacher, and visitor in the school that shall require the wearing of appropriate eye protective ware while participating in or when observing vocational, technical, industrial arts, art, or laboratory science activities.

The Board shall equip the schools with eye protective ware.

The School may receive and expend federal, state, and local monies to provide eye protective devices.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[13-1203](#)

[13-1204](#)

[13-2911](#)

[15-151](#)

[15-507](#)

GBGB-R ©

REGULATION

**STAFF PERSONAL SECURITY
AND SAFETY****Threats**

Any employee who is threatened with harm by an individual or a group while carrying out assigned duties shall immediately notify the building principal or supervisor. The principal or supervisor shall then immediately notify the Superintendent's office of the threat and together they shall take immediate steps in cooperation with the employee to provide every reasonable precaution for the employee's safety. Precautionary steps, including any advisable legal action, shall be reported to the Superintendent's office at the earliest possible time.

Eye Protective Devices

Every student, teacher, and visitor in the school shall wear appropriate eye protective ware while participating in or when observing vocational, technical, industrial arts, art, or laboratory science activities involving exposure to:

- Molten metals or other molten materials.
- Cutting, shaping, and grinding of materials.
- Heat treatment, tempering, or kiln firing of any metal or other materials.
- Welding fabrication processes.
- Explosive materials.
- Caustic solutions.
- Radiation materials.

The Board shall equip the schools with eye protective ware.

Schools may receive and expend federal, state, and local monies to provide eye protective devices.

For purposes of this procedure, *eye protective ware* means devices meeting the standards of the U.S.A. Standard Safety Code for head, eye, and respiratory protection, Z21-1959, and subsequent revisions thereof, approved by the United States of America Standards Institute, Inc.

GBGC © EMPLOYEE ASSISTANCE

All employees shall be covered by workers' compensation insurance for any accident while on assignment, including an accident on school property or while on official business off school property. An employee must report any such accident to the supervisor's office immediately, since a report on the time of the accident, persons involved, and how it happened is required.

Employees may be required by the Superintendent, for purposes of employment or retention, to submit to such tests or examinations as a licensed physician deems appropriate.

When, in the opinion of the immediate supervisor and/or the Superintendent, the employee's physical or emotional condition warrants, the School may require a complete examination, at School expense, by a licensed physician selected by the School.

The Superintendent shall have procedures for complying with the requirements of the Occupational Safety and Health Administration (OSHA), including an exposure-control plan, methods of compliance, work-practice controls, postexposure evaluation and follow-up, and administering vaccine to employees exposed to Hepatitis B virus.

All employees who as a result of their employment have had significant exposure to bloodborne pathogens (Hepatitis B/Human Immunodeficiency Virus) are required to report the details of the exposure in writing to the School and are required to follow postexposure evaluation and follow-up activities in accordance with Arizona and federal laws. An employee who chooses not to complete these reporting requirements will be at risk of losing any claim to rights.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-505](#)

[23-901](#)

[23-902](#)

[23-906](#)

[23-908](#)

[23-961](#)

[23-962](#)

CROSS REF.:

[EBBB](#) - Accident Reports

GBGC-R ©

REGULATION

EMPLOYEE ASSISTANCE

Any employee who has an accident, no matter how slight, while on duty shall notify the supervisor immediately. Failure to follow this procedure could result in the loss of workers' compensation benefits.

After being notified by an employee, the supervisor shall complete and submit the Report of Industrial Injury to the School office.

The Superintendent, upon receiving the supervisor's report, shall, within ten (10) days after notification, submit the Report of Industrial Injury to the insurance carrier.

LEGAL REF.:

A.R.S.

[23-908](#)

CROSS REF.:

[EBBB](#) - Accident Reports

GBGC-E ©

EXHIBIT

EMPLOYEE ASSISTANCE**BLOODBORNE PATHOGEN REQUIREMENTS****Exposure Control Plan**

Employee(s) with occupational exposure to human blood, human blood components, products made from human blood, or pathogenic microorganisms, including but not limited to Hepatitis B virus or HIV, shall comply with this Exposure Control Plan designed to eliminate or minimize employee exposure.

This Exposure Control Plan contains the following elements:

- The exposure determination outlined below.
- The schedule and method of implementation.
- The procedure for the evaluation of circumstances surrounding exposure.

A copy of this Exposure Control Plan shall be accessible to employees.

This Exposure Control Plan shall be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures that affect occupational exposure, and to reflect new or revised employee positions with occupational exposure.

This Exposure Control Plan shall be made available to the Assistant Secretary of Labor and the Director of the Occupational Safety and Health Administration upon request for examination and copying.

Exposure Determination

The District has determined that employee positions may involve the following levels of exposure to bloodborne pathogens as a collateral function to the primary job description:

- High risk - Coaches, physical education instructors, custodians, certain special education program personnel, playground duty personnel, health services personnel, and security personnel.
- Moderate risk - Regular instructional program personnel, other special education program personnel, school level office personnel, maintenance personnel, food services personnel, and special assignment personnel (e.g., counselors, librarians).
- Low risk - District level office personnel.

Methods of Compliance

General. Universal precautions shall be observed by all District employees to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

Engineering and work practice controls:

- Engineering and work practice controls shall be used to eliminate or minimize employee exposure. If occupational exposure remains after institution of these controls, personal protective equipment shall also be used.
- Engineering controls shall be examined and maintained or replaced on a regular schedule to ensure their effectiveness.
- The District shall provide hand-washing facilities that are readily accessible to employees.
- When provision of hand-washing facilities is not feasible, the District shall provide either an appropriate antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. When antiseptic hand cleansers or towelettes are used, hands shall be washed with soap and running water as soon as feasible.
- The District requires that employees wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment. Supervisory personnel shall ensure compliance.
- The District requires that employees wash hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials. Supervisory personnel shall ensure compliance.
- Contaminated needles and other contaminated sharps shall not be bent, recapped, or removed except as noted below. Shearing or breaking of contaminated needles is prohibited.
 - Contaminated needles and other contaminated sharps shall not be recapped or removed unless no other alternative is feasible or such action is required by a specific medical procedure as determined by a competent medical professional qualified to make such determination.
 - Such recapping or needle removal must be accomplished through the use of a mechanical device or a one-handed technique.
- Immediately or as soon as possible after use, contaminated reusable sharps shall be placed in appropriate containers until properly reprocessed.
- Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.
- Food and drink shall not be kept in refrigerators, freezers, shelves, or cabinets, or on countertops or benchtops where blood or other potentially infectious materials are present.
- All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.
- Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.
- Specimens of blood or other potentially infectious materials shall be placed in a container that prevents leakage during collection, handling, processing, storage, transport, or shipping.
 - The container for storage, transport, or shipping shall be labeled or color coded according to law and closed prior to being stored, transported, or shipped. When a facility utilizes "universal precautions" in the handling of all specimens, the labeling/color coding of specimens is not necessary, provided containers are recognizable as containing specimens. This exemption applies only while such specimens/containers

remain with the facility. Labeling or color coding is required when such specimens/containers leave the facility.

- If outside contamination of the primary container occurs, the primary container shall be placed within a second container that prevents leakage during handling, processing, storage, transport, or shipping and is labeled or color coded according to the requirements of this standard.
- If the specimen could puncture the primary container, the primary container shall be placed within a secondary container that is puncture resistant in addition to the above characteristics.
- Equipment that may become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or shipping and shall be decontaminated as necessary, unless the decontamination of such equipment or portions of such equipment is not feasible as determined by a supervisory employee assigned to make such determination.
 - A readily observable label in accordance with law shall be attached to the equipment stating which portions remain contaminated.
 - This information shall be conveyed to all affected employees, the servicing representative, and/or the manufacturer, as appropriate, prior to handling, servicing, or shipping so that appropriate precautions will be taken.

Personal protective equipment:

- *Provision.* When occupational exposure occurs, the District shall provide, at no cost to the employee, appropriate personal protective equipment such as, but not limited to, gloves, gowns, laboratory coats, face shields or masks and eye protection, and mouthpieces, resuscitation bags, pocket masks, or other ventilation devices. Personal protective equipment will be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time that the protective equipment will be used.
- *Use.* The District requires that all exposed employees use appropriate personal protective equipment unless the District documents that a specific employee temporarily and briefly declined to use personal protective equipment when, under rare and extraordinary circumstances, it was such employee's professional judgment that in the specific instance its use would have prevented the delivery of health care or public safety services or would have posed an increased hazard to the safety of the worker or co-worker. When the employee makes this judgment, the circumstances shall be reported by the employee and investigated and documented by the District in order to determine whether changes can be instituted to prevent such occurrences in the future.
- *Accessibility.* Appropriate personal protective equipment in the appropriate sizes must be readily accessible at the work site or issued to employees. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to employees who are allergic to the gloves normally provided.
- *Cleaning, laundering, and disposal.* The District shall clean, launder, and dispose of personal protective equipment required in this standard, at no cost to the employee.
- *Repair and replacement.* The District shall repair or replace personal protective equipment as needed to maintain its effectiveness, at no cost to the employee.
- Any garment(s) penetrated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible.

- All personal protective equipment shall be removed prior to leaving the work area.
- When personal protective equipment is removed it shall be placed in an appropriately designated area or container for storage, washing, decontamination, or disposal.
- *Gloves.* Gloves shall be worn when it can be reasonably anticipated that the employee may have hand contact with blood, other potentially infectious materials, mucous membranes, and nonintact skin; when performing vascular access procedures; and when handling or touching contaminated items or surfaces.
 - Disposable (single-use) gloves, such as surgical or examination gloves, shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or their ability to function as a barrier is compromised.
 - Disposable (single-use) gloves shall not be washed or decontaminated for reuse.
 - Utility gloves may be decontaminated for reuse if the integrity of the gloves is not compromised. However, they must be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

Housekeeping:

- *General.* The work site must be maintained in a clean and sanitary condition. The District shall establish, attach hereto, and implement an appropriate written schedule for cleaning and the method of decontamination based upon the location within the facility, type of surface to be cleaned, type of soil present, and tasks or procedures being performed in the area.
- All school activity areas are cleaned daily.
- In cleaning operations involving human blood, a cleaning solution consisting of ten to one (10:1) ratio of water and bleach will be used.
- All equipment and environmental and working surfaces shall be cleaned and decontaminated after contact with blood or other potentially infectious materials.
 - Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures, immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials, and at the end of the work shift if the surface may have become contaminated since the last cleaning.
 - Protective coverings - such as plastic wrap, aluminum foil, or imperviously backed absorbent paper used to cover equipment and environmental surfaces - shall be removed and replaced as soon as feasible when they become overtly contaminated or at the end of the work shift if they may have become contaminated during the shift.
 - All bins, pails, cans, and similar receptacles intended for reuse that have a reasonable likelihood of becoming contaminated with blood or other potentially infectious materials shall be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as feasible upon visible contamination.
 - Broken glassware that may be contaminated shall not be picked up directly with the hands. It shall be cleaned up using mechanical means such as a brush and dust pan, tongs, or forceps.
 - Reusable sharps that are contaminated with blood or other potentially infectious materials shall not be stored or processed in a manner that requires employees to reach

by hand into the containers where these sharps have been placed.

- *Regulated waste:*

- Contaminated sharps discarding and containment:

⇒ Contaminated sharps shall be discarded immediately or as soon as feasible in containers that are:

- ◆ Closable.
- ◆ Puncture resistant.
- ◆ Leakproof on sides and bottom.
- ◆ Labeled or color coded.

⇒ During use, containers for contaminated sharps shall be:

- ◆ Easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used or can be reasonably anticipated to be found (e.g., laundries).
- ◆ Maintained upright throughout use.
- ◆ Replaced routinely and not be allowed to overfill.

⇒ When moving containers of contaminated sharps from the area of use, the containers shall be:

- ◆ Closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.
- ◆ Placed in a secondary container if leakage is possible. The second container shall be:

ù Closable.

ù Constructed to contain all contents and prevent leakage during handling, storage, transport, or shipping.

ù Labeled or color coded.

⇒ Reusable containers shall not be opened, emptied, or cleaned manually or in any other manner that would expose employees to the risk of percutaneous injury.

- Other regulated waste containment:

⇒ Regulated waste shall be placed in containers that are:

- ◆ Closable.
- ◆ Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport, or shipping.
- ◆ Labeled or color coded.
- ◆ Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

⇒ If outside contamination of the regulated waste container occurs, it shall be placed in a second container. The second container shall be:

- ◆ Closable.
- ◆ Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport, or shipping.
- ◆ Labeled or color coded.
- ◆ Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

■ Disposal of all regulated waste shall be in accordance with applicable regulations of the United States, states, territories, and political subdivisions of states and territories.

● Laundry:

■ Contaminated laundry shall be handled as little as possible, with a minimum of agitation.

⇒ Contaminated laundry shall be bagged or containerized at the location where it was used and shall not be sorted or rinsed in the location of use.

⇒ Contaminated laundry shall be placed and transported in bags or containers labeled or color coded. When a facility utilizes universal precautions in the handling of all soiled laundry, alternative labeling or color coding is sufficient if it permits all employees to recognize the containers as requiring compliance with universal precautions.

⇒ Whenever contaminated laundry is wet and presents a reasonable likelihood of soak-through of or leakage from the bag or container, the laundry shall be placed and transported in bags or containers that prevent soaking-through and/or leakage of fluids to the exterior.

■ Employees who have contact with contaminated laundry must wear protective gloves and other appropriate personal protective equipment.

■ When a facility ships contaminated laundry off-site to a second facility, which does not utilize universal precautions in the handling of all laundry, the facility generating the contaminated laundry must place such laundry in bags or containers that are labeled or color-coded.

Hepatitis B Vaccination and Postexposure Evaluation and Follow-up

General:

● **The District shall make available the hepatitis B vaccine and vaccination series to all employees who have occupational exposure, and postexposure evaluation and follow-up to all employees who have had an exposure incident.**

● The District requires that all medical evaluations and procedures, including the hepatitis B vaccine, and vaccination series and postexposure evaluation and follow-up, including prophylaxis, are:

■ Made available at no cost to the employee.

- Made available to the employee at a reasonable time and place.
 - Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed health care professional.
 - Provided according to recommendations of the U.S. Public Health Service current at the time these evaluations and procedures take place, except as specified in this section on hepatitis B vaccination and postexposure evaluation and follow-up.
- The District requires that all laboratory tests be conducted by an accredited laboratory at no cost to the employee.

Hepatitis B vaccination:

- Hepatitis B vaccination shall be made available after the employee has received the training required and within ten (10) working days of initial assignment to all employees who have occupational exposure unless the employee has previously received the complete hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.
- The District shall not make participation in a prescreening program a prerequisite for receiving hepatitis B vaccination.
- If the employee initially declines hepatitis B vaccination but at a later date while still covered under the standard decides to accept the vaccination, the District shall make available hepatitis B vaccination at that time.
- The District requires all employees who decline to accept hepatitis B vaccination that is offered to sign the following statement:

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

- If a routine booster dose(s) of hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster dose(s) shall be made available.

Postexposure evaluation and follow-up. Following a report of an exposure incident, the District shall make immediately available to the exposed employee a confidential medical evaluation and follow-up, including at least the following elements:

- Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred.
- Identification and documentation of the source individual, unless the District can establish that identification is infeasible or prohibited by state or local law.
 - The source individual's blood shall be tested as soon as feasible, and after consent is obtained, in order to determine HBV and HIV infectivity. If consent is not obtained, the District shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the result documented.

- When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
- Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
- Collection and testing of blood for HBV and HIV serological status:
 - The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.
 - If the employee consents to base-line blood collection, but does not give consent at that time for HIV serologic testing, the sample shall be preserved for at least ninety (90) days. If within ninety (90) days of the exposure incident the employee elects to have the base-line sample tested, such testing shall be done as soon as feasible.
- Postexposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service.
- Counseling.
- Evaluation of reported illnesses.

Information provided to the health care professional:

- The health care professional responsible for the employee's hepatitis B vaccination shall be provided a copy of this document.
- The health care professional evaluating an employee after an exposure incident shall be provided the following information:
 - A copy of this document.
 - A description of the exposed employee's duties as they relate to the exposure incident.
 - Documentation of the route(s) of exposure and circumstances under which exposure occurred.
 - Results of the source individual's blood testing, if available.
 - All medical records relevant to the appropriate treatment of the employee, including vaccination status, that are the District's responsibility to maintain.

Health care professional's written opinion. The District shall obtain and provide the employee with a copy of the evaluating health care professional's written opinion within fifteen (15) days of the completion of the evaluation.

- The health care professional's written opinion for hepatitis B vaccination shall be limited to whether hepatitis B vaccination is indicated for an employee and whether the employee has received such vaccination.
- The health care professional's written opinion for postexposure evaluation and follow-up shall be limited to the following information:
 - That the employee has been informed of the results of the evaluation.

- That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials that require further evaluation or treatment.
- All other findings or diagnoses shall remain confidential and shall not be included in the written report.

Medical record keeping. Medical records required by this standard shall be maintained.

Communication of Hazards to Employees

Labels:

- Warning labels shall be affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious material, and other containers used to store, transport, or ship blood or other potentially infectious materials, except as provided in law.
- These labels shall contain the "biohazard" label.
- These labels shall be fluorescent orange or orange-red or predominantly so, with lettering or symbols in a contrasting color.
- Labels are required to be affixed as close as feasible to the container by string, wire, adhesive, or other method that prevents their loss or unintentional removal.
- Red bags or red containers may be substituted for labels.
- Containers of blood, blood components, or blood products that are labeled as to their contents and have been released for transfusion or other clinical use are exempted from the labeling requirements of this section on communication of hazards to employees.
- Individual containers of blood or other potentially infectious materials that are placed in a labeled container during storage, transport, shipment, or disposal are exempted from the labeling requirements.
- Labels required for contaminated equipment shall be in accordance with this section and shall also state which portions of the equipment remain contaminated.
- Regulated waste that has been decontaminated need not be labeled or color coded.

Information and training:

- All employees with occupational exposure shall participate in a training program, which must be provided at no cost to the employees and during working hours.
- Training shall be provided as follows:
 - At the time of initial assignment to tasks where occupational exposure may take place.
 - Within ninety (90) days after the effective date of the standard.
 - At least annually thereafter.
- For employees who have received training on bloodborne pathogens in the year preceding the effective date of the standard, only training with respect to the provisions of the standard that were not included need be provided.

- Annual training for all employees shall be provided within one (1) year of their previous training.
- The District shall provide additional training when changes such as modification of tasks or procedures or institution of new tasks or procedures affects the employee's occupational exposure. The additional training may be limited to addressing the new exposures created.
- Material appropriate in content and vocabulary to educational level, literacy, and language of employees shall be used.
- The training program shall contain at a minimum the following elements:
 - An accessible copy of the regulatory text of this standard and an explanation of its contents.
 - A general explanation of the epidemiology and symptoms of bloodborne diseases.
 - An explanation of the modes of transmission of bloodborne pathogens.
 - An explanation of the District's Exposure Control Plan and the means by which the employee can obtain a copy of the written plan.
 - An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
 - An explanation of the use and limitations of methods that will prevent or reduce exposure, including appropriate engineering controls, work practices, and personal protective equipment.
 - Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment.
 - An explanation of the basis for selection of personal protective equipment.
 - Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge.
 - Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
 - An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
 - Information on the postexposure evaluation and follow-up that the District is required to provide for the employee following an exposure incident.
 - An explanation of the labels and/or color coding required.
 - An opportunity for interactive questions and answers with the person conducting the training session.
- The person conducting the training shall be knowledgeable in the subject matter covered by the elements contained in the training program as it relates to the workplace that the training will address.

Record Keeping

Medical records:

- The District shall establish and maintain an accurate record for each employee with occupational exposure as defined herein.
- This record shall include:
 - The name and Social Security number of the employee.
 - A copy of the employee's hepatitis B vaccination status, including the dates of all hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination.
 - A copy of all results of examinations, medical testing, and follow-up procedures.
 - The District's copy of the health care professional's written opinion.
 - A copy of the information provided to the health care professional.
- *Confidentiality*. The District shall ensure that employee medical records required by law are:
 - Kept confidential.
 - Not disclosed or reported, without the employee's express written consent, to any person within or outside the workplace, except as required by law.
- The District shall maintain the records required by law for at least the duration of employment plus thirty (30) years.

Training records:

- Training records shall include the following information:
 - The dates of the training sessions.
 - The contents or a summary of the training sessions.
 - The names and qualifications of persons conducting the training.
 - The names and job titles of all persons attending the training sessions.
- Training records shall be maintained for three (3) years from the date on which the training occurred.

Availability:

- The District shall ensure that all records required to be maintained shall be made available, upon request, to the Assistant Secretary of Labor and the Director of the Occupational Safety and Health Administration for examination and copying.
- Employee training records required by law shall be provided upon request for examination and copying to employees, to employee representatives, to the Director of the Occupational Safety and Health Administration, and to the Assistant Secretary of Labor.
- Employee medical records required by law shall be provided upon request, for examination and copying, to the subject employee, to anyone having written consent of the subject employee, to the Director of the Occupational Safety and Health Administration, and to the Assistant Secretary of Labor.

Transfer of records:

- The District shall comply with the legal requirements involving transfer of records.
- If the District ceases to do business and there is no successor district to receive and retain the records for the prescribed period, the District shall notify the Director of the Occupational Safety and Health Administration, at least three (3) months prior to their disposal, and transmit them to the Director of the Occupational Safety and Health Administration, if required by the Director of the Occupational Safety and Health Administration to do so, within that three (3) month period.

**GBGCA ©
WELLNESS PROGRAMS****Measles (Rubeola)**

It shall be a condition of employment that, unless exempted, all employees, including substitutes, shall present proof of immunity to rubeola (measles) prior to reporting for work.

Evidence of immunity to measles shall consist of:

- A record of immunization against measles with a live virus vaccine given on or after the first birthday; or
- A statement, signed by a licensed physician or a state or local health officer, that affirms serologic evidence of having had measles.

German Measles (Rubella)

Similarly, unless exempted, all employees, including substitutes, shall present proof of immunity to rubella (German measles) prior to reporting for work.

Evidence of immunity to rubella shall consist of:

- A record of immunization against rubella given on or after the first birthday; or
- A statement, signed by a licensed physician or a state or local health officer, that affirms serologic evidence of having had rubella.

General Information

Exempted employees include those with medical contraindications for receiving vaccines and those who refuse immunization for religious reasons.

Nonimmune employees, including those who utilize the exemption, shall, in the event of an outbreak of either disease, be put on leave without pay, or they may use accumulated sick leave during the period they are excluded from work due to the outbreak. If a staff member does not have any earned sick leave, a salary deduction of one (1) contract day will be made for each day of authorized leave used.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[36-624](#)

A.A.C.

R9-6-339

R9-6-352

R9-6-703

A.G.O.

I88-037

GBGCA-R ©

REGULATION

WELLNESS PROGRAMS

Unless legally exempted, all staff members must show proof of immunity to measles and rubella [see GBGCA].

Measles (Rubeola)

Acceptable proof of immunity to measles shall consist of:

- A record of immunization against measles with a live virus vaccine given on or after the first birthday; or
- A statement, signed by a licensed physician or a state or local health officer, that affirms serologic evidence of having had measles.

German Measles (Rubella)

Evidence of immunity to rubella shall consist of:

- A record of immunization against rubella given on or after the first birthday; or
- A statement, signed by a licensed physician or a state or local health officer, that affirms serologic evidence of having had rubella.

General Information

In the event of an outbreak of either disease, memory of immunization date is not acceptable; medical documentation of immunity is required.

Staff members who are not in compliance shall be put on leave without pay until they are in compliance.

In the event of an outbreak of measles or rubella, nonimmune staff members, including those who utilize the exemption, must be excluded from school.

Implementing Policy

The School shall generate a list of all employees to identify those who need proof of immunity to measles.

The Superintendent shall distribute information about the School's policy on measles and rubella.

The Superintendent shall collect proof of immunity from staff members and compile a list denoting immunity or nonimmunity of staff members.

Nonimmune staff members shall be referred for vaccine to a physician or the County Health Department. Their records will be updated as they receive vaccine.

Maintaining Policy

Throughout each school year, new staff members shall be required to show proof of immunity before employment.

A list of nonimmune employees shall be maintained and updated throughout the year.

GBGCB ©
STAFF HEALTH AND SAFETY

(Communicable Diseases)

It is the policy of the School to take reasonable and lawful measures to protect students and staff members from the transmission of communicable diseases. The Superintendent is authorized to adopt such procedures as are necessary to implement this policy in a manner consistent with state and federal laws.

Exclusion from School

A staff member who has a communicable disease shall be excluded from school only if the staff member presents a direct threat to the health or safety of others in the school workplace. The outbreak control measures and other directives of the Department of Health Services (DHS) and local health agencies shall be acted upon as the best medical knowledge and judgments with regard to the exclusion of a staff member who has a communicable disease that is addressed by DHS regulations. The communicable diseases specifically addressed by DHS regulations are listed at A.A.C. R9-6-301 *et seq.*

A staff member who has a chronic communicable disease, such as tuberculosis or HIV/AIDS, shall not be excluded unless a significant risk is presented, to the health and safety of others, which cannot be eliminated by reasonable accommodation. The Superintendent shall consult with legal counsel and health professionals, as necessary, to ensure that exclusion of a staff member with a chronic communicable disease will not violate the staff member's rights under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act.

The school nurse or other person designated by the Superintendent must reassess a staff member who is excluded from school because of a communicable disease before the staff member returns to work. The School may require a physician's written medical release as a condition for the staff member's return to work.

Reporting and Notification

The School shall report to its local health agency each diagnosed and suspected case of a communicable disease that must be reported under state or local law. Disease outbreaks that the School must report by telephone within twenty-four (24) hours, pursuant to A.A.C. R9-6-202(C), are:

- Foodborne/waterborne illness.
- Giardiasis.
- *Haemophilus influenzae, type b, invasive disease.*
- Hepatitis A.
- Measles (rubeola).
- Meningococcal invasive disease.
- Mumps.
- Pertussis (whooping cough).
- Rubella (German measles).
- Scabies.

- Shigellosis.

Outbreaks of pediculosis (lice infestation) also must be reported, pursuant to A.A.C. R9-6-342.

If an outbreak of a communicable disease occurs in a school setting, the Superintendent or the school nurse shall promptly inform staff members who are known to have special vulnerability to infection. The School does not assume any duty to notify an employee of health risks caused by the presence of a communicable disease in the school setting unless the at-risk employee has notified the School of the conditions when notification is needed.

Confidentiality

The School shall make reasonable efforts to maintain the confidentiality of staff members' medical conditions. All medical information relating to employees is confidential. The identity of a staff member who has a communicable disease and/or the nature of the communicable disease may be disclosed only to:

- Staff members who must have such information to carry out their duties under this policy; *or*
- Staff members or students (or their parents/guardians) who must have such information to protect themselves from direct threat to their health or safety.

Inquiries or concerns by staff members or others regarding communicable diseases or a staff member who is known or believed to have a communicable disease shall be directed to the Superintendent or the school nurse.

Universal Precautions

The School shall follow the "Universal Precautions Standard" set forth in the attached Exhibit GBGCB-E to protect employees who are at risk of being exposed to blood and body fluids in the course of their work.

Food Service Workers

The School shall follow the guidance of the U.S. Department of Health and Human Services concerning infectious and communicable diseases transmitted through the handling of food, and special precautions required for food services workers.

HIV/AIDS

Current medical information indicates that HIV can be transmitted by sexual intercourse with an infected partner, by injection of infected blood products, and by transmission from an infected mother to her child in utero or during the birth process. None of the identified cases of HIV infection in the United States are known to have been transmitted in a school setting or through any other casual person-to-person contact. There is no evidence that HIV is spread by sneezing, coughing, shaking hands, hugging, or sharing toilets, food, water, or utensils. According to best medical knowledge and judgments, the use of the "universal precautions" and other procedures that implement this policy are sufficient to protect staff members and students from transmission of HIV at school.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[36-621](#)

[36-624](#)

A.A.C.

R9-6-101 *et seq.* (Reporting and Control Measures for Communicable Diseases)

29 U.S.C. 794 *et seq.* Rehabilitation Act, (Section 504)

42 U.S.C. 12101 *et seq.* (Americans with Disabilities Act)

29 C.F.R. 1630.1 *et seq.* (ADA guidelines)

29 C.F.R. 1910.10 *et seq.* (OSHA Universal Precautions Standard)

CROSS REF.:

[GBGC](#) - Employee Assistance

[GBGCA](#) - Wellness Programs

[JLCB](#) - Immunizations of Students

GBGCB-E ©

EXHIBIT

STAFF HEALTH AND SAFETY**COMMUNICABLE DISEASES****Handling Body Fluids in School**

The following guidelines are meant to provide simple and effective precautions against transmission of disease for all people potentially exposed to the blood or body fluids of any person (student and/or school employee). No distinction is made between body fluids from persons with a known disease or those from persons without symptoms or with an undiagnosed disease.

The body fluids of all people should be considered to contain potentially infectious agents. The term *body fluids* includes blood, semen, drainage from scrapes and cuts, feces, urine, vomit, respiratory secretions (such as nasal discharge), and saliva.

- Whenever possible, avoid direct skin contact with body fluids. Disposable gloves are recommended when direct hand contact with body fluids is anticipated. If extensive contact is made with body fluids, hands must be washed afterwards. Gloves used for this purpose should be put in a plastic bag, secured, and disposed of daily.
- If direct skin contact does occur, hands and other affected skin areas of all exposed people shall be routinely washed with soap and water.
- Proper handwashing requires the use of soap and water and vigorous washing under a stream of running water for approximately ten (10) seconds.
- Clothing and other nondisposable items that are soaked through with body fluids should be rinsed and placed in plastic bags. If presoaking is required to remove stains, rinse or soak the item in cold water prior to bagging. Clothing should be sent home with the student for washing, with appropriate directions to parents and teachers (*see laundry instructions below*). Always wear gloves when handling items that have come in contact with body fluids.
- Contaminated disposable items shall be handled with disposable gloves, put in a plastic bag, secured, and disposed of daily.
- Body fluid spills on hard surfaces (i.e., floors, countertops, books, etc.) shall be disinfected with bleach (diluted to ten [10] parts water and one [1] part bleach). Gloves shall always be worn during cleanup.
- Cleaning equipment:
 - Nondisposable cleaning equipment (such as dust pans, brooms, and buckets) shall be disinfected by thoroughly rinsing in diluted bleach (ten [10] parts water and one [1] part bleach). Mops shall be soaked in the disinfectant after use and then rinsed with hot water. The disinfectant solution shall be promptly disposed of down a drain pipe.
 - Disposable cleaning equipment (such as paper towels, the vacuum bag, or sweepings) shall be placed in plastic bags, secured, and disposed of daily. No special handling is required for vacuuming equipment. Gloves shall always be used during cleanup.
- Laundry instructions:

- Clothing soaked with body fluids shall be washed separately from other items. Presoaking may be required for heavily soiled clothing. Otherwise, wash and dry as usual. If the material can be bleached, add one-half (1/2) cup of household bleach to the wash cycle. If the material is not colorfast, add one-half (1/2) cup of all-fabric bleach to the wash cycle.

LEGAL REF.:

A.R.S.

[36-621](#) *et seq.*

A.A.C.

R9-6-101 *et seq.*

GBI ©
STAFF PARTICIPATION IN POLITICAL ACTIVITIES

The Board recognizes the right of its employees, as citizens, to engage in political activity. However, school time may not be used for political purposes. Staff members who intend to engage in political activities shall be guided by the following:

- No employee shall engage in political activities upon property under the jurisdiction of the Board, unless permission has been granted for that purpose through the "Community Use of School Facilities" policy of the Board.
- Campaigning and other election activities must be done in off-duty hours, when not working in an official capacity for the School, and without the participation of School employees or students acting in the capacity of the School or as School representatives.
- Invitations to participate in election activities on a given campus, except when extended by groups leasing or using school facilities, shall be extended only when such invitations are extended to all candidates for the office.
- The use of School equipment, supplies, materials, buildings, or other resources to influence the outcome of any election is not permitted.
- 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.
- The use of students for writing or addressing material intended to influence the outcome of any election, or the distribution of such materials to or by students, is forbidden.
- Employees of the School may not use the authority of their position to influence the vote or political activities of any subordinate employee.

School employees who hold elective or appointive office are not entitled to time off from their school duties for reasons incident to such offices, except as such time may qualify under the leave policies of the Board.

The discussion and study of politics and political issues, when such discussion and study are appropriate to classroom studies, are not precluded under the provisions of this policy.

Nothing in this policy shall preclude the School from producing and distributing impartial information on elections or reporting on official actions of the Governing Board.

This policy shall apply only when an employee is serving as an agent of or working in an official capacity for the School.

School employees shall be permitted time as provided in statute, if required, to vote in the primary or general election.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[1-305](#)

[15-481](#)

[15-511](#)

[16-402](#)

GBJ © PERSONNEL RECORDS AND FILES

Professional employees are required to supply the School office with current and complete official transcripts of all college credits.

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

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

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

Documents within a personnel file may be reviewed by the public only to the extent that disclosure is compelled as a public record.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-302](#)

[15-502](#)

[15-537](#)

[23-926](#)

[23-1361](#)

[23-1362](#)

[38-233](#)

[39-121](#) *et seq.*

41-1482

CROSS REF.:

[DKA](#) - Payroll Procedures/Schedules

[KDB](#) - Public's Right to Know/Freedom of Information

GBK ©
STAFF GRIEVANCES

Effective communication between School 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 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](#)

GBK-R ©

REGULATION

STAFF GRIEVANCES**Definitions**

A *grievance* is a complaint by a School employee alleging a violation or misinterpretation, as to the employee, of any School 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 School filing a grievance.

Terms and conditions of employment means the hours of employment, the compensation therefor, 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 School. A *day* is any day during which the School conducts business. The *immediate supervisor* is the lowest-level administrator having line supervisory authority over the grievant.

Informal Level

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

Formal Level

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

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

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

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

Level II. In the event the grievant is not satisfied with the decision at Level I, the decision may be appealed to the 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 five (5) days after receiving the appeal. Either the grievant or the Superintendent may request a personal conference within the above time limits.

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

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.

GBK-EA ©

EXHIBIT

STAFF GRIEVANCES

LEVEL I

GRIEVANCE FORM A

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.

Date of last Grievant _____ infor-
mal presentation _____

School _____ Immediate
supervisor _____

Assignment _____

Policy or regulation alleged to have been violated _____

Statement of grievance:

Action requested:

Signature of grievant

GBK-EB ©

EXHIBIT

STAFF GRIEVANCES

LEVEL I

GRIEVANCE FORM B

DECISION OF IMMEDIATE SUPERVISOR

To be completed by immediate supervisor within five (5) 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 Director of Human Resources, with reasons detailing nonacceptance at Level I and any relief sought (Level II).

Date of response _____
_____ (Signature of grievant)

GBK-EC ©

EXHIBIT

STAFF GRIEVANCES

LEVEL II

GRIEVANCE FORM C

REFERRAL TO SUPERINTENDENT

To be completed by grievant within five (5) days of immediate supervisor's response.

Grievant _____

Date of formal presentation _____

Detail reasons for nonacceptance of grievance decisions and any relief sought:

The attached grievance is hereby referred to the Superintendent.

Date of referral _____
_____ (Signature of grievant)

GBK-ED ©

EXHIBIT

STAFF GRIEVANCES

LEVEL II

GRIEVANCE FORM D

DECISION OF SUPERINTENDENT

To be completed by the Superintendent within five (5) days.

Grievant _____

Date of formal grievance presentation _____

Date appeal received by Superintendent _____

Date hearing held by Superintendent (optional) _____

**Decision of Superintendent
and reasons therefore:**

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)

GBK-EE ©

EXHIBIT

STAFF GRIEVANCES

LEVEL III (Final Action)

GRIEVANCE FORM E

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 nonacceptance 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.
- Board rejects the Superintendent's response.
- Board modifies the Superintendent's response as follows:

[TO BE COMPLETED WITHIN FIFTEEN (15) DAYS OF REVIEW]

GBP © PROHIBITED PERSONNEL PRACTICES

Disclosure Protected

It is a prohibited personnel practice for any School employee, who has control over personnel actions, to take reprisals against another employee for a disclosure of a matter of public concern, by that other employee, to a public body when the employee believes there has been:

- A violation of law.
- Mismanagement, a gross waste of monies, or an abuse of authority.

An employee, or former employee, who believes that an adverse personnel action taken is the result of such person's disclosure of information under A.R.S. [38-532](#) shall make a complaint to the Board. The Board shall make a determination pursuant to the rules under A.R.S. [41-785](#).

Reporting Protected

A governing board or School employee who has control over personnel decisions shall not take unlawful reprisal against an employee for good-faith reports about certificated personnel engaged in conduct involving minors that is reportable under A.R.S. [13-3620](#) (Reporting Child Abuse). *Unlawful reprisal* means an action taken by a governing board that results in:

- Disciplinary action.
- Transfer or reassignment.
- Suspension, demotion, or dismissal.
- An unfavorable performance evaluation.
- Other significant changes in duties or responsibility that are inconsistent with the employee's salary or employment classification.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-514](#)

[23-425](#)

[38-532](#)

[41-785](#)

GCA ©
PROFESSIONAL STAFF POSITIONS

Professional staff positions are created only with the approval of the Board. The School will attempt to activate a sufficient number of positions to accomplish the School's goals and objectives.

Before recommending the establishment of any new position, the Superintendent will present a job description for the position that specifies the qualifications, the performance responsibilities, and the method by which the performance of such responsibilities will be evaluated. The establishment of any new position will require Governing Board approval.

The Superintendent will maintain a comprehensive and up-to-date set of job descriptions of all positions in the school system.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-501](#)

[15-502](#)

[15-503](#)

CROSS REF.:

[CCB](#) - Line and Staff Relations

GCB PROFESSIONAL STAFF CONTRACTS AND COMPENSATION

Professional staff members are employees of the School who are required by state law or by a School policy, regulation, or job description to possess teaching certificates from the Arizona Department of Education for the purpose of performing their jobs or are expressly designated as professional staff members in notices of employment or contracts executed by the Governing Board.

All other employees are support staff members.

Employment Status

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

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

At-will employee. An at-will employee is a staff member who is employed by the School for no specific term and who has no right of continued employment. The employment of an at-will employee may be terminated by action of the Governing Board for any reason or for no reason, with or without advance notice, as the Governing Board desires. No employee or Governing Board member shall have the authority to make any agreement or contract to the contrary or any agreement with an at-will employee for any specified period of time. No School policy or regulation or item within the School's handbook is intended to - and shall not operate to - create any property or contract rights inconsistent with the at-will employment status of support staff members.

Compensation

The Superintendent will provide to the Board recommendations on the salaries and benefits of employees in conjunction with the development of the School's annual budget. The Board will determine salaries and benefits of support employees annually, differentiated on the basis of duties and responsibilities.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-502](#)

[15-503](#)

[15-952](#)

GCBA © PROFESSIONAL STAFF SALARY SCHEDULES

Administrators

The Board will enter into an individual contract with each member of the administrative staff commensurate with the requirements of the position. This contract shall describe the general services to be rendered by the employee in return for financial and other considerations. Additionally, the employee's job description, detailing the more specific performance responsibilities of the contracted position and the mode of evaluating performance, shall be incorporated into the contract by reference. All terms and conditions of contracts with administrative staff members are to conform with the requirements of the Arizona Revised Statutes.

Other Certificated Personnel

The salary schedule pertains to personnel holding provisional, basic, or standard certificates at the elementary or secondary levels.

Initial Placement on Salary Schedule. New teachers entering the system with prior teaching service, who have met academic and professional qualifications for Arizona State Department of Education certification while teaching, will be given a maximum credit of four (4) years for substantiated experience, i.e., placed on the fifth (5th) step of the salary schedule.

Previous verified experience recognized for the purpose of placement on the salary schedule is defined as any previous full-time certificated teaching in any public school. For a teacher to receive credit for previous teaching experience, the teacher must furnish the office of the Superintendent full information concerning the previous teaching records. When the experience has been verified, credit will be given by the School.

Substitutes

Pay for substitute teaching will be established by the Board.

Advancement on Salary Schedule

Vertical and horizontal advancement on the salary schedule will be in accordance with the salary schedule currently in effect. Vertical advancement is limited to one (1) step per year.

Reasons for denial of vertical advancement on the salary schedule include but are not limited to:

- Lack of adequate disciplinary control.
- Insufficient effort and time given to assigned duties or failure to engage in a reasonable amount of extracurricular activity.
- Lack of cooperation with the administration in carrying out adopted policies of the school.
- Unprofessional conduct.

Other Contract Provisions

Any person who does not work the full term as set up by salary schedule shall be paid on a prorated basis for the number of days to be worked for the remainder of the school year; this shall include school days taught plus the number of days required for orientation.

For newly hired certificated personnel placed on the teachers' salary schedule, differentials above the stated schedule may be paid.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-502](#)

**GCBC ©
PROFESSIONAL STAFF SUPPLEMENTARY PAY PLANS**

(Extra-Duty Pay)

The Superintendent will recommend to the Board an extra-duty pay schedule each year for its review and action.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-502](#)

GCBD ©
PROFESSIONAL STAFF FRINGE BENEFITS

The Governing Board will review professional staff fringe benefits each year during the budget process and may modify the benefits to meet the best interest of the School.

Minimum standards of eligibility for fringe benefits will be determined by the Board annually.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-502](#)

CROSS REF.:

[DKB](#) - Salary Deductions

**GCBDA
GDBDA**

**HOUSING FOR PROFESSIONAL /
SUPPORT STAFF MEMBERS**

Staff Housing

Housing shall be defined as dwellings and grounds.

Housing Privilege

Employment by the Governing Board and the signing of a teacher's, supervisor's, or administrator's contract shall not guarantee the employee school housing. Housing, as such, is provided as a privilege and can be denied or withdrawn for misuse of such housing. Housing is only for School employees and their spouses, children, and legal guardianships. A housing agreement must be signed prior to occupancy (see GCBDA/GDBDA-E). Requests for housing or changes in housing are to be in writing. All factors being equal, consideration of requests will be given on a first-received basis. A copy of each approved request shall be on file with the business office.

Misuse of housing shall be defined as:

- Destruction of the School housing in which the tenant resides.
- Subletting, leasing, or loaning one's apartment or premises to any other individual without the Superintendent's approval.
- Using housing for private gain or establishment of a business without Governing Board approval.
- Failure to follow the School rules on housing.
- Alterations to, additions to, or deletions from one's housing unit without the approval of the Superintendent.

Housing Assignments

Housing assignments shall be granted to school personnel in the following priority:

- Administrators
- Directors
- Supervisors
- Certificated teachers
- Classified staff members

No two assignments are alike, and all factors, including common sense and practicality, will be considered. Some factors to be considered are:

- A three-bedroom unit will not be assigned to a couple, nor will two (2) single people be given preference for a three-bedroom unit over a family with children or blood dependents.
- A two-bedroom unit will not be assigned to a single person unless there is a surplus of housing.

- A single person in a two-bedroom unit will be expected to share with a roommate, if necessary.
- Teachers who request a residence at the end of the school year for the following school year will be assigned housing on a "now" or "when available" basis.
- If the longer-employed teacher has not paid the summer rent, then the housing will be available to be assigned to another teacher.
- A new teacher will not be assigned housing at the beginning of the school year over the preference of a returning teacher.
- A new teacher will be eligible for any vacancy after June 15 upon the signing of a contract.

Rates

Monthly Premises rent

Three bedrooms

Two bedrooms

One bedroom

Returning teachers, or returning ten-month certificated personnel, shall request a deduction of summer rent from their paycheck if they plan to reserve or occupy their housing during that period or reserve it for the coming year. Summer rent is due in advance by the last paycheck of the contract year.

Utilities

Utilities are paid for by the renter. It is the tenant's responsibility to have utilities turned on and off. Deposits and payments are the tenant's responsibility.

Method of Payment

Payment will be made by payroll deduction:

- The payroll deduction form will be distributed at the time of housing assignment. The housing assignment is separate from the employment contract.
- Payroll deduction pertains to private housing on School property.
- Rent deductions will come proportionately from each paycheck.
- Individuals leaving the School at the end of the school year will be reimbursed for overpayment within thirty (30) calendar days of the last day of school.

Vacating the Premises

The tenant agrees to vacate the premises within ten (10) working days following expiration of his contract or termination of employment or shall give the School ten (10) days' advance notice of intent to vacate.

The housing units of all incoming new or relocating current personnel will be inspected prior to rental. A copy of the checklist will be given to the potential tenant to be examined and discussed prior to assuming responsibility for the unit.

Upon notification of vacating the premises, a designee of the Superintendent shall inspect the premises and shall complete such checkout during the 10-day vacating period. If damage is found, the tenant agrees to pay for all repairs to premises caused by the tenant. Failure to inspect and/or notify the tenant of damages removes liability from the tenant.

The Superintendent shall establish rules for the implementation of this policy.

Adopted: date of manual adoption

**GCBDA-R
GDBDA-R**

REGULATION

**HOUSING FOR PROFESSIONAL /
SUPPORT STAFF MEMBERS**

Liability

It is understood and agreed that the School will not be liable for any damages or injury to the tenant, the tenant's family, or their property from causes occurring from accidents on said premises by the tenant or the tenant's family, unless it is the fault of the School.

Inspections

It is understood that the designated agent has the right to enter and inspect said premises. The tenant shall be notified at least twenty-four (24) hours in advance, whenever possible, of the inspection of the premises, which will take place while the tenant or the tenant's designee is present, whenever possible.

Parking

Occupants shall park in areas adjacent to their premises. Vehicles cannot be parked where they eliminate or block other tenants' parking. Vehicles are not to be parked in a designated yard area. Parking for large vehicles may be arranged with the Superintendent.

Pets

Tenants are allowed two (2) small house animals. All dogs and cats must be kept fenced or on a leash. Further, dogs and cats shall be collared and must display current rabies tags or they will be subject to removal. Any animal roaming free in the compound may be destroyed, regardless of ownership. Complaints about loose animals should be in writing and addressed to the Superintendent, who will warn the owner after the first complaint. After the second complaint, the business office will instruct its agent to remove the animal and have it destroyed in a humane manner. No privately owned livestock may be kept on school grounds. Owners of pets shall be financially responsible for acts by pets.

General Regulations

The tenant shall use consideration in the operation of radios, phonographs, television sets, etc., so as not to interfere with the privacy of neighbors.

The tenant shall not remove bath, light, gas, or other fixtures without written consent from the School.

A dumpster is available trash disposal. Weekly pickup of trash will be provided.

The tenant must not use the premises in any manner harmful to the health, safety, and welfare of the neighborhood.

The speed limit in the school area is ten (10) miles per hour; in the housing area, five (5) miles per hour.

Tenants are responsible for the watering, mowing, and general upkeep of their own lands and yards. Employees who do not give proper maintenance and care to their presently assigned housing and grounds will be considered last for reassignment of housing.

Maintenance, Repair, and Work Requests

Employees living in School housing are expected to replace light bulbs and to maintain the premises in the condition received (excepting normal wear).

Employees living in School housing will file written work requests with the Superintendent, stating what repairs are requested.

A system of preventive maintenance is practiced for School-owned facilities and equipment. As a part of this system, the School may furnish materials and equipment for tenants to repair and/or paint the interior of their dwellings.

An annual or semiannual inspection of all potentially hazardous equipment, such as heaters, air conditioners, coolers, water heaters, stoves, and electrical systems, shall take place. Hazardous conditions will take priority in repairs.

In cases where attributable misuse of facilities or equipment is found, necessary repairs or corrections may be made at expense of the tenant or the responsible party.

**GCBDA-E
GDBDA-E**

EXHIBIT

**HOUSING FOR PROFESSIONAL /
SUPPORT STAFF MEMBERS**

RENTER'S AGREEMENT

Housing Location

You are assigned to apartment/house # _____ at
_____. This is a _____
bedroom unit at \$ _____ per month.

Method of Payment

Payment for rent will be twice monthly by payroll deduction proportionately from each check for ten (10) months, with summer rent due in advance by the last check on the contract year. A deduction of one hundred dollars (\$100.00) as a refundable damage deposit will be deducted from the second check of the contract year.

I have received and agree to abide by the Governing Board housing policy governing the School housing and premises and, in consideration of the housing assigned, by the signature below do agree to payroll deductions as specified herein.

Signed _____ Date _____

GCC ©
PROFESSIONAL / SUPPORT STAFF LEAVES AND ABSENCES

(Absent Without Leave)

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

- A reason that conforms to a policy currently in effect but the maximum days provided for in that policy will be exceeded; *or*
- A reason that does not conform to any policy currently in effect; *or*
- Failure to report to work without prior notification to the Superintendent.

In no case shall an employee be compensated for time lost due to being absent without leave.

An employee who is absent from work without prior approval is subject to disciplinary action, as is one who was unable to obtain prior approval due to unusual circumstances and such approval is denied upon the employee's return.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-341](#)

GCCA © PROFESSIONAL / SUPPORT STAFF SICK LEAVE

Sick leave for certificated and support staff personnel is a designated amount of compensated leave that is to be granted to a staff member who, through personal or family illness, injury, or quarantine, is unable to perform the duties assigned. Family, for purposes of sick leave, shall include:

Spouse Grandchildren
Children Parents of spouse
Parents Brothers or sisters of spouse
Brothers or sisters Sons-in-law or daughters-in-law
Grandparents

Family illness, for purposes of sick leave, shall not exceed a period of three (3) days, unless an approval is granted by the Superintendent. At the discretion of the Superintendent when absence is medically related, the employee may be required to have a physician's verification of that absence. Sick leave may include other excused absences, such as medical, dental, or optical examination or treatment impossible to schedule on nonduty days.

Each staff member shall be credited with a sick leave allowance of up to ten (10) or twelve (12) days, determined by contract length:

Twelve-month employment 14 days
Ten-month employment 12 days

The unused portion of such allowance shall accumulate to a maximum of sixty (60) days, at which time no more sick leave can be earned. As accumulated sick leave days are used and drop below sixty (60) days, an eligible employee may again accumulate sick leave up to the maximum limit.

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

Sick leave of any staff member who does not serve a full school year shall be prorated at the rate of one (1) day per month.

Sick leave may be used for childbirth from the time the physician verifies that the employee is physically unable to perform her normal duties until the time the physician verifies that her condition is satisfactory to resume her normal duties. Sick leave for childbirth will not extend beyond six (6) weeks without the physician's verification. If the employee does not wish to return to her duties, an extended leave of absence must be requested, consistent with existing District policy.

A staff member who is or will be the father or the grandparent of a newborn child will be allowed two (2) days of sick leave for the birth. In the event of medical complications, more than two (2) days of sick leave may be allowed.

Upon request, the staff member shall inform the Superintendent of the following:

- Purpose for which sick leave is being taken.
- Expected date of return from sick leave.
- Where the staff member may be contacted during the leave.

Sick leave is only for the purpose of recuperative activities, e.g., obtaining medical care or treatment, procuring medications or other prescribed materials, convalescing at home or at a medical facility, or other therapy or activity prescribed by the employee's physician or health practitioner (with verification required if requested by the Superintendent). The District may, at District expense, require the employee to submit to medical or psychiatric examination by a physician or psychiatrist

selected by the District to determine (1) whether or not the continued use of sick leave is appropriate or (2) whether return to duty is appropriate.

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

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-502](#)

**GCCB ©
PROFESSIONAL / SUPPORT STAFF PERSONAL /
EMERGENCY / RELIGIOUS LEAVE**

Each staff member may be granted personal leave not to exceed two (2) days [sixteen (16) hours] per year, deducted from sick leave. No more than ten percent (10%) of the staff or other groupings of employees may take personal leave at any one time. Requests for personal leave must be received at least four (4) working days prior to the first day of leave, and must be approved by the principal.

Support staff personnel may also take leave of up to two (2) days [sixteen (16) hours] per year for approved cultural/religious purposes as follows:

Twelve month employment chargeable to sick leave
Ten month employment not chargeable to sick leave

Requests shall be acted upon in order of receipt, and the availability of substitutes, if necessary, may limit the number of requests granted at any one time.

When a staff member exhausts available sick leave, an unpaid leave of absence must be requested, pursuant to School policy.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-510](#)

GCCC © PROFESSIONAL / SUPPORT STAFF LEAVES OF ABSENCE WITHOUT PAY

The School recognizes that on occasion extenuating circumstances arise that may necessitate absence from duty that is not covered by other specific leave provisions of the School. To address such situations, a leave of absence, without pay, may be granted a member of the certificated or support staff for not longer than one (1) year.

Leave of absence may be requested for, but not limited to, the following purposes:

- For additional education that relates to the employee's primary assignment. A plan of contemplated course work must be presented.
- To provide for an unpaid leave in a situation where the employee will be absent from work because of (1) a reason that conforms to a policy currently in effect but the maximum number of days provided for in that policy will be exceeded, or (2) failure to report to work without prior notification to the Superintendent.
- For a leave of absence that benefits or is in the best interest of the School, as determined by the Board upon review of the application.
- For leave under the Family and Medical Leave Act.

A leave of absence requested pursuant to this policy may be:

- Approved by the Superintendent if the leave period does not exceed twelve (12) weeks; or
- Recommended by the Superintendent and approved by the Governing Board if the leave period exceeds twelve (12) weeks.

A request for leave of absence shall not be denied by the School if the employee is entitled to the leave under the Family and Medical Leave Act. All other applications for leave of absence may be granted or denied by the School, in its sole discretion.

Each request for such a leave of absence shall be in a written application stating the purpose, starting date, and duration of the leave of absence, the reasons for its necessity or desirability, and any other information the applicant deems relevant to the request.

The leave of absence shall be only for the purpose and duration approved and may not be extended without written approval by the School.

All rights of continuing status (certificated teachers only), retirement, salary increments, and other benefits shall be restored at the level earned when the leave was granted. All accrued sick, vacation, personal, and other paid leave shall be applied to the leave period unless otherwise agreed to by the School or prohibited by the Family and Medical Leave Act.

Family and Medical Leave Act (FMLA)

The School shall fully comply with the Family and Medical Leave Act 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 School may take up to twelve (12) weeks of leave (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, or residential medical facility, or outpatient care with continuing medical treatment by a licensed physician. Any employee who has been employed by the School at twelve (12) months and who has completed at least one thousand two hundred fifty (1,250) hours of service immediately prior to the time the leave is to commence shall be eligible for FMLA leave.

Special conditions applicable to FMLA. Entitlement to leave for the birth of a child or the placement of a child for adoption or foster care ends at the expiration of a twelve-month period, beginning on the date of the event.

A husband and wife working for the School may be limited to a total of twelve (12) weeks of leave during each fiscal year for leave for the birth of a child or the placement of a child for adoption or foster care and to care for an employee's parent with a serious health condition.

The School shall not require an employee to substitute accrued sick leave for FMLA leave used by reason of a birth, adoption, or foster placement. An employee shall substitute accrued vacation or personal leave for FMLA leave used by reason of a birth, adoption, or foster placement, to the extent available by policy, unless otherwise agreed to by the School. In any other circumstance, an employee's accrued sick, vacation, personal, or other applicable leave shall be substituted for FMLA leave, to the extent available by policy, unless otherwise agreed to by the School.

Notice. An employee must provide at least thirty (30) days' notice before the FMLA leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption, or foster care, or planned medical treatment for a serious health condition of the employee or family member. If thirty (30) days' notice is not practicable, notice must be given as soon as practicable. The notice shall be in the form of a request for leave of absence as specified in this policy. The School may deny FMLA leave to any eligible employee until such time as the employee has provided the required notice.

Medical certification. All FMLA leave shall be supported by medical certificate provided by the employee's health provider in the form of the exhibit accompanying this policy. In any instance where the FMLA leave must be preceded by thirty (30) days' notice, the medical certificate should accompany the request for leave of absence. In any other instance, the medical certificate should be provided within fifteen (15) days after the FMLA leave commences.

The employee may be requested to provide recertification of medical conditions in support of leave if the School feels that the circumstances so warrant and notice is given. Recertification shall not be required for intervals shorter than thirty (30) days.

Whenever a medical certification or recertification is required of an employee, notice describing such requirement and providing the form of such certification shall be provided to the employee. An employee shall not be denied FMLA leave or other rights under the FMLA unless a notice required by FMLA in such situation has first been provided to the employee.

Intermittent or reduced time (IRT) leave. FMLA leave may be taken intermittently or on a reduced leave schedule only (1) if medically necessary to care for a family member or for the employee's own serious health condition or (2) if approved by the School. The School may, for the term of the leave, transfer the employee to an alternative position with equivalent pay and benefits.

If the IRT leave is for an *instructional employee* (one whose principle function is to instruct students in a class, small group, or as individuals), the School can require the employee either to take leave for a period or periods of a particular duration not greater than the duration of the planned treatment

or to transfer temporarily to an available alternative position with equivalent pay and benefits that provides better accommodation of recurring periods of leave, provided the leave is:

- Requested to care for a qualifying family member or as a result of the employee's serious health condition preventing job performance;
- Foreseeable, based upon planned medical treatment; and
- For more than twenty percent (20%) of the working days in the leave period.

The employee may be granted leave under these circumstances, subject to reasonable efforts to schedule treatment so as not to unduly disrupt the educational program.

Special end-of-semester circumstances for instructional employees. Under each of the following conditions, leave for an instructional employee may be required to continue to the end of the academic semester:

- Leave begins more than five (5) weeks before the end of the semester, leave is for at least three (3) weeks, and return to employment would occur during the last three (3) weeks of the semester.
- Leave other than for the employee's serious health condition begins within the last five (5) weeks of the semester, leave is for greater than two (2) weeks' duration, and return to employment would occur during the last two (2) weeks of the semester.
- Leave other than for the employee's serious health condition begins within the last three (3) weeks of the semester and leave exceeds five (5) working days.

Employee notification. With each request for FMLA leave, the employee shall be notified:

- About FMLA by provision of the FMLA fact sheet (exhibit 2).
- As appropriate concerning the expectations, obligations, and consequences of taking FMLA leave per 29 C.F.R. Section 825.301 of FMLA.
- That FMLA leave may be withheld until a requested notice is provided or the time frame is met.
- That if leave is granted to an employee who is unable to perform the work required, restoration may be denied until the employee has complied with the request to provide medical certification of ability to return to work.

The School will post notices in conspicuous places on the School premises that provide a summary of FMLA and information on how to file a charge for an FMLA violation.

Health care continuation. An employee taking FMLA leave shall be entitled to have the health care plan in which the employee is participating continue under the same terms and conditions applicable to actively working employees. The School shall require the repayment of any health care premiums paid by the School for continuing coverage during the period of the FMLA leave if the employee fails to return to work after the FMLA leave expires and the failure to return is not due to circumstances beyond the employee's control.

Position restoration. Upon return from FMLA leave, an employee shall be restored to the same position held before the FMLA leave commenced or to an equivalent position with equivalent pay, benefits, and working conditions. The School requires an employee to provide a medical certificate from a health care provider that the employee is able to resume work before returning from FMLA leave for a serious personal health condition. The School may delay the return of an instructional employee from FMLA leave at the end of a semester, in accordance with Section 108(d) of FMLA.

The School may deny restoration of position to any key employee (i.e., one who is among the highest-paid ten percent [10%] of all employees of the School), in accordance with Section 104(b) of FMLA.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-510](#) Family and Medical Leave Act of 1993

29 C.F.R. Part 825

GCCC-EA ©

EXHIBIT

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

**CERTIFICATION OF HEALTH CARE PROVIDER
(Family and Medical Leave Act of 1993)
*When completed, this form goes to the employee.***

1. Employee's Name _____

2. Patient's Name (If different from employee) _____

3. A definition of "**serious health condition**" under the Family and Medical Leave Act is provided near the end of this form. Does the patient's condition¹ qualify under any of the categories described? If so, please check the applicable category.

(1) ___ (2) ___ (3) ___ (4) ___ (5) ___ (6) ___, or None of the above ___

4. Describe the **medical facts** which support the patient's certification, including a brief statement as to how the medical facts meet the criteria of the category checked above:

5. a. State the approximate **date** the condition commenced, and the probable duration of the condition (and also the probable duration of the patient's present **incapacity**² if different):

b. Will it be necessary for the employee to take work only **intermittently or to work on a less than full schedule** as a result of the condition (including for treatment described in Item 6 below)?

If yes, give the probable duration:

c. If the condition is a **chronic condition** (condition 4) or **pregnancy**, state whether the patient is presently incapacitated² and the likely duration and frequency of **episodes of incapacity**²:

¹ Here and elsewhere on this form, the information sought relates **only** to the condition for which the employee is taking FMLA leave.

² "Incapacity," for purposes of FMLA, is defined to mean inability to work, attend school or perform other regular daily activities due to the serious

health condition, treatment therefore, or recovery therefrom.

6. a. If additional **treatments** will be required for the condition, provide an estimate of the probable number of such treatments.

If the patient will be absent from work or other daily activities because of **treatment** on an **intermittent** or **part-time** basis, also provide an estimate of the probable number of and interval between such treatments, actual or estimated dates of treatment if known, and period required for recovery if any:

- b. If any of these treatments will be provided by **another provider of health services** (e.g., physical therapist), please state the nature of the treatments:
- c. **If a regimen of continuing treatment** by the patient is required under your supervision, provide a general description of such regimen (e.g., prescription drugs, physical therapy requiring special equipment):

-
7. a. If medical leave is required for the employee's **absence from work** because of the **employee's own condition** (including absences due to pregnancy or a chronic condition), is the employee **unable to perform work** of any kind?

- b. If able to perform some work, is the employee **unable to perform any one (1) or one (1) or more of the essential functions of the employee's job** (the employee or the employer should supply you with information about the essential job functions)? If yes, please list the essential functions the employee is unable to perform:
- c. If neither a. nor b. above applies, is it necessary for the employee to be **absent from work for treatment**?

-
8. a. If leave is required to **care for a family member** of the employee with a serious health condition, **does the patient require assistance** for basic medical or personal needs or safety, or for transportation?
- b. If no, would the employee's presence to provide **psychological comfort** be beneficial to the patient or assist in the patient's recovery?
- c. If the patient will need care only **intermittently** or on a part-time basis, please indicate the probable **duration** of this need:
-

Signature of Health Care Provider	Type of Practice
Address	Telephone Number
	Date

To be completed by the employee needing family leave to care for a family member:

State the care you will provide and an estimate of the period during which care will be provided, including a schedule if leave is to be taken intermittently or if it will be necessary for you to work less than a full schedule:

Employee Signature	Date
--------------------	------

Definitions

A "**Serious Health Condition**" means an illness, injury impairment, or physical or mental condition that involves one (1) of the following:

1. Hospital Care

Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity² or subsequent treatment in connection with or consequent to such inpatient care.

2. Absence Plus Treatment

(a) A period of incapacity² of **more than three (3) consecutive calendar days** (including any subsequent treatment or period of incapacity² relating to the same condition), that also involves:

(1) **Treatment³ two (2) or more times** by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or

(2) **Treatment** by a health care provider on **at least one (1) occasion** which results in a **regimen of continuing treatment⁴** under the supervision of the health care provider.

3. Pregnancy

Any period of incapacity due to **pregnancy**, or for **prenatal care**.

4. Chronic Conditions Requiring Treatments

A chronic condition which:

(1) Requires **periodic visits** for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;

(2) Continues over an **extended period of time** (including recurring episodes of a single underlying condition); and

(3) May cause **episodic** rather than a continuing period of incapacity² (e.g., asthma, diabetes, epilepsy, etc.).

5. Permanent/Long-term Conditions Requiring Supervision

A period of **Incapacity**² which is **permanent or long-term** due to a condition for which treatment may not be effective. The employee or family member must be **under the continuing supervision of, but need not be receiving active treatment by, a health care provider**. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

6. Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive **multiple treatments** (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that **would likely result in a period of Incapacity² of more than three (3) consecutive calendar days in the absence of medical intervention or treatment**, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), and kidney disease (dialysis).

This optional form may be used by employees to satisfy a mandatory requirement to furnish a medical certification (when requested) from a health care provider, including second or third opinions and recertification (29 C.F.R. 825.306).

³ Treatment includes examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations.

⁴ A regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A regimen of treatment does not include the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider.

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EXHIBIT

**PROFESSIONAL / SUPPORT STAFF
LEAVES OF ABSENCE WITHOUT PAY****FAMILY AND MEDICAL LEAVE ACT OF 1993**

The Family and Medical Leave Act of 1993 (FMLA) requires employers of fifty (50) or more employees within a seventy-five (75) mile area to provide up to twelve (12) weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are "eligible" if they have worked for a covered employer for at least one (1) year, and for one thousand two hundred fifty (1,250) hours over the previous twelve (12) months.

Reasons for taking leave. An employer must grant unpaid leave to an eligible employee for one (1) or more of the following reasons:

- For the care of the employee's child (birth, or placement for adoption or foster care);
- For the care of the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

At the employee's or employer's option, certain kinds of paid leave may be substituted for unpaid leave.

Advance notice and medical certification. The employee may be required to provide advance leave notice and medical certification.

- In certain cases, the employee ordinarily must provide thirty (30) days' advance notice when the leave is "foreseeable."
- An employer may require medical certification to support a request for leave because of a serious health condition.
- An employer may also require medical certification if the employee is unable to return from leave because of a serious health condition.

Intermittent or reduced leave:

- An employee may take intermittent or reduced leave to reduce the usual number of hours per day or work week.
- Intermittent or reduced leave schedules are subject to employer approval unless medically necessary.

Job and benefits protection:

- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Employers may deny restoration to certain highly compensated employees, but only if necessary to avoid substantial and grievous economic injury to the employer's operation.

- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.
- The use of unpaid FMLA leave cannot affect the exempt status of bona fide executive, administrative, and professional employees under the Fair Labor Standards Act.

Medical insurance coverage:

- For the duration of FMLA leave, the employer must maintain the employee's medical insurance coverage under any "group health plan," under the conditions coverage would have been provided if the employee had continued working.
- In some cases, the employer may recover premiums paid for maintaining an employee's health coverage if the employee fails to return to work from FMLA leave.

Unlawful acts by employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA.
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA.
- Discharge or discriminate against any person because of involvement in any proceeding under or related to FMLA.

Miscellaneous provisions:

- Similar provisions of the law apply to federal and congressional employees.
- Special rules apply to employees of local education agencies.
- Employers must post a notice approved by the Secretary of Labor explaining rights and responsibilities under FMLA. Any employer who willfully violates this requirement may be subject to a fine of up to one hundred dollars (\$100) for each separate offense.
- A "Commission on Leave" will conduct a comprehensive study of existing and proposed policies relating to leave, and submit a report to Congress within two (2) years.

FMLA does not:

- Affect any federal or state law prohibiting discrimination.
- Supersede any state or local law that provides greater family or medical leave rights.
- Diminish an employer's obligation to provide greater leave rights under a collective bargaining agreement or employment benefit plan, nor may the rights provided under FMLA be diminished by such agreement or plan.
- Discourage employers from adopting policies more generous than are required by FMLA.

Enforcement:

- The Secretary of Labor is authorized to investigate and attempt to resolve complaints of violations, and may bring an action against an employer in any federal or state court of law.
- FMLA's enforcement procedures parallel those of the federal Fair Labor Standards Act. The FMLA will be enforced by the department's Wage and Hour Division.
- An eligible employee may bring a civil action against an employer for violations.

- Employers who act in good faith and have reasonable grounds to believe their actions did not violate FMLA may have any damages reduced to actual damages, at the discretion of a judge.

For more information, please contact the nearest office of the Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor, Employment Standards Administration.

GCCC-EC ©

EXHIBIT

**PROFESSIONAL / SUPPORT STAFF
LEAVES OF ABSENCE WITHOUT PAY****YOUR RIGHTS UNDER THE FAMILY AND
MEDICAL LEAVE ACT OF 1993**

The Family and Medical Leave Act of 1993 (FMLA) requires covered employers to provide up to twelve (12) weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for their employer for at least one (1) year, and for one thousand two hundred fifty (1,250) hours over the previous twelve (12) months, and if there are at least fifty (50) employees within seventy-five (75) miles. The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances.

Reasons for Taking Leave

Unpaid leave must be granted for any of the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

At the employee's or employer's option, certain kinds of paid leave may be substituted for unpaid leave.

Advance Notice and Medical Certification

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide thirty (30) days advance notice when the leave is "foreseeable."
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

Job Benefits and Protection:

- For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan."
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA.
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement:

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

For Additional Information

If you have access to the Internet visit the FMLA website: <http://www.dol.gov/esa/whd/fmla>. To locate your nearest Wage-Hour Office, telephone the Wage-Hour toll-free information and help line at 1-866-4USWAGE (1-866-487-9243): a customer service representative is available to assist you with referral information from 8am to 5pm in your time zone; or log onto the following at <http://www.wagehour.dol.gov>.

***A Spanish translation of this form may be downloaded
at <http://www.dol.gov/whd/fmla/index.htm>***

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PROFESSIONAL / SUPPORT STAFF MILITARY / LEGAL LEAVE

It is recognized by the Board that no employee is exempt from jury duty and that leaves of absence for such duty must be granted. In addition, the Board recognizes the fact that its employees have citizenship responsibilities, and, in order to make it possible for said employees to carry out their responsibilities to the city, county, state, or nation, the Board will grant leaves, in addition to jury duty, when called to attend field training services for the Military Reserve or National Guard.

Such leave will not count as experience to advance on the salary schedule.

Persons volunteering for military service, except in time of declared war, will not be considered for long-term military leave.

When an employee receives notice that requires leave as delineated above, it is the responsibility of the employee to notify the Superintendent or principal.

Salary payments for the various types of leaves are as noted below:

- Only the regular salary may be received by an employee on jury duty.
 - It is the responsibility of the employee to reimburse the School for jury duty pay when such payment is made directly to the employee. Failure to reimburse the School at the completion of the jury duty service will result in a full deduction equal to the number of contract days missed.
 - An employee excused from jury duty after being summoned shall report for regular duty as soon as possible. Failure to report for duty will result in a deduction equal to that portion of a contract day missed [A.R.S. [21-236](#)].
- An employee who is a member of the Military Reserve or National Guard shall be entitled to leave of absence without loss of pay, time, or efficiency rating when engaged in field training [A.R.S. [26-168](#) and [38-610](#)].

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[1-305](#)

[15-502](#)

[16-402](#)

[21-236](#)

[26-168](#)

[38-610](#)

A.G.O.

I80-177

**GCCE ©
PROFESSIONAL / SUPPORT STAFF CONFERENCES / VISITATIONS /
WORKSHOPS**

To attend meetings or conferences, School employees must obtain approval from the administration at least twenty (20) days prior to the meeting or conference dates (whenever such prior request is possible).

The following guides will be used in granting released time and/or travel expense:

- Value of the meeting or conference.
- Funds available in the appropriate budgets.
- Availability of a substitute, if one is necessary.

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

Adopted: date of manual adoption

LEGAL REF.:
A.R.S.
[15-510](#)

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PROFESSIONAL / SUPPORT STAFF 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 GCCA.

Extensions of bereavement leave may be granted upon personal request to the Superintendent. If approved, all such extensions of bereavement leave shall be deducted from the employee's earned sick leave.

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

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-502](#)

GCD PROFESSIONAL STAFF VACATIONS AND HOLIDAYS

Vacations

Twelve-month certificated administrators may take up to four (4) weeks of vacation, which should be taken when school is not in session. If workloads disallow vacations as established, the Superintendent may approve vacation days during the school year.

Holidays

When July 4, Veterans Day, December 25, or Thanksgiving Day occurs within the school week, the school may be closed.

Other holidays will be established by the school calendar.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-502](#)

[15-801](#)

[38-608](#)

GCF © PROFESSIONAL STAFF HIRING

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

The Board has the legal responsibility of approving the employment of all employees. While this responsibility cannot be waived, the Board assigns to the Superintendent the process of recruiting staff members. In carrying out this responsibility, the Superintendent may involve other staff members as needed. All personnel selected for employment must be recommended by the Superintendent and approved by the Board. The Board adopts the following general criteria, which shall be utilized in the selection process for initial employment:

- There will be no discrimination in the hiring process due to race, color, religion, sex, age, national origin, or disability of an otherwise qualified individual.
- A candidate for secondary school teaching should have a major, minor, or equivalent in the candidate's teaching field.
- Candidates for all teaching positions shall be able to deliver quality instruction.
- Each candidate shall provide evidence of meeting state requirements for certification.
- Each candidate shall be requested to complete a consent-and-release form regarding conduct of a background investigation.
- A "background investigation" - consisting of communication with the applicant's (or employee's) former employer that concerns education, training, experience, qualifications, and job performance for the purpose of evaluation for employment - shall be conducted on each individual to be considered for a recommendation of employment. Forms developed for this purpose are to be used.

Any employee's misstatement of fact that is material to qualifications for employment or the determination of salary shall be considered by the Board to constitute grounds for dismissal.

Should the need arise to employ a teacher who meets the requirements for a conditional certificate before an applicant has obtained the appropriate valid fingerprint clearance card, the School may assist in obtaining the conditional certificate, and employ the teacher, by meeting all of the following conditions:

- The School verifies in writing on a form provided by ADE the necessity for hiring and placing the applicant into service before a fingerprinting check is completed.
- The School obtains from the Department of Public Safety a statewide criminal history information check on the applicant. Subsequent criminal history checks must be completed every one hundred twenty (120) days until a permanent certificate is received.
- The School searches the criminal records of all local jurisdictions outside Arizona where the applicant has lived in the previous five (5) years.
- The School obtains references from the applicant's current employer and two (2) most recent previous employers, except that for applicants who have been employed for at least five (5) years by the most recent employer, only references from that employer are required.
- The School provides general supervision of the applicant until permanent certification is issued by ADE.

The Superintendent of Public Instruction may also impose any additional conditions or restrictions deemed necessary.

Any person who permits unauthorized access to criminal history record information, releases criminal history record information, or procures the release or uses criminal history record information other than in accord with A.R.S. [41-1750](#) is guilty of a class 6 felony.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[13-3716](#)

[15-502](#)

[15-503](#)

[38-201](#)

[38-231](#)

[38-232](#)

[41-1756](#)

GCF-R ©**REGULATION****PROFESSIONAL STAFF HIRING****Definition**

A *background investigation* is defined as any communication with an applicant's (or employee's) former employer that concerns the education, training, experience, qualifications, and job performance of the individual and that is used for the purpose of evaluation for employment. Background investigation does not include the results of any state or federal criminal history records check.

Background Investigation Requirements

Only persons designated by the Superintendent shall perform background investigations. Prior to contacting former employers or other persons, the background investigator shall:

- Ascertain that the standard employment application for the type of position has been completed in full.
- Obtain from the individual a consent to background investigation and release as determined by the School.
- Make certain that the individual has identified at least two persons from each past employer who can verify basic job information and discuss the individual's work performance and reason for leaving.
- Examine the application for a complete work history, accounting for any gaps in employment.

Two persons should be contacted at each past employer if possible (any exceptions should be documented). Upon making contact, the contacts or the former employer or employer's agent should be provided the following information:

- The name and identifying information of the School.
- The name of the School representative making the inquiry and how the representative can be contacted.
- The name of the former employee and period of employment as indicated by the individual whose background is being investigated.
- The position for which the individual has applied, with descriptive information as to the duties, if requested or necessary to understanding of the inquiry.

The background investigator shall:

- Ask the questions, and complete the background check form(s) as provided by the School.
- Make impression notes as necessary based upon the questions and responses, and determine if there may be cause to contact others or make further inquiries based upon the responses.
- Provide the information to the Superintendent.

GCF-EA ©

EXHIBIT

PROFESSIONAL STAFF HIRING

CONSENT TO CONDUCT BACKGROUND INVESTIGATION AND RELEASE

I, _____ [applicant's name], have applied for employment with the Hopi Junior/Senior High School to work as a _____ [job title]. I understand that in order for the School to determine my eligibility, qualifications, and suitability for employment, the School will conduct a background investigation to determine if I am to be considered for an offer of employment. This investigation may include asking my current employer, any former employer, and any educational institution I have attended about my education, training, experience, qualifications, job performance, professional conduct, and evaluations, as well as confirming my dates of employment or enrollment, position(s) held, reason(s) for leaving employment, whether I could be rehired, reasons for not rehiring (if applicable), and similar information.

I hereby give my consent for any employer or educational institution to release any information requested in connection with this background investigation.

According to the Family Educational Rights and Privacy Act, I understand that I have a right to see most education records that are maintained by any educational institution.

In light of the preceding paragraph, I waive _____/do not waive _____ (initial only one) my right to see any written reference or other information provided to the School by any educational institution.

According to Arizona Revised Statutes Section [23-1361](#), any employer that provides a written communication to the School regarding my current or past employment must send me a copy at my last known address. I acknowledge that some employers are unwilling to provide factual written references concerning a current or past employee unless they may do so confidentially, without revealing the references to the employee, and that the School will not further consider my application if it cannot complete its background investigation.

In light of the preceding paragraph, I waive _____/do not waive _____ (initial only one) my right to receive a copy of any written communication furnished to the School by any employer.

Whether or not I have waived my right to see or to receive copies of written references furnished to the School by employers or educational institutions, I release, hold harmless, and agree not to sue or file any claim of any kind against any current or former employer or educational institution, and any officer or employee of either, that in good faith furnishes written or oral references requested by this School to complete its background investigation.

A photocopy or facsimile ("fax") copy of this form that shows my signature shall be as valid as an original.

DATED this _____ day of _____, 20____.

Witness

Applicant

GCF-EB

EXHIBIT

PROFESSIONAL STAFF HIRING

BACKGROUND CHECK FORM

Applicant _____ Date _____

Person contacted _____ Telephone _____

Address _____

E-mail address _____

Relationship to applicant:

Former employer - position _____

District, business, or other entity _____

Personal reference

Method of contact: Telephone Letter Other _____

QUESTIONS FOR EMPLOYERS

Dates of employment _____

Position held _____

Final rate of pay _____

Was the person reliable? _____ If no, explain _____

Was the person satisfactory? _____ If no, explain _____

Any concern about the person being late to work without authorization? _____

If yes, explain _____

Any concern with abuse of leave policies (such as sick leave or personal leave)? _____

If yes, explain _____

Any difficulty establishing communication and rapport with children? _____

If yes, explain _____

Any difficulties in establishing communication and rapport with supervisors, parents, or community members? _____

If yes, explain _____

Did the person ever receive a written counseling statement, letter of direction, or reprimand? _____

If yes, describe _____

Did the District ever consider taking action or take action to suspend, decline to renew, or dismiss the employee? _____

If yes, describe _____

Was there ever an allegation or complaint about:

Abusive language? _____

Insulting or derogatory comments? _____

Inappropriate contact with a child? _____

Verbal or physical contact of a sexual nature? _____

Dishonesty? _____

Substance abuse? _____

Failure to provide adequate supervision? _____

Failure to follow reasonable directions or instructions? _____

If yes on any of the above, get explanation _____

Was the person ever involved in an incident that resulted in injury to an adult or child? _____

If yes, explain _____

Would you rehire this person? _____

Can you identify anyone else who could provide relevant information regarding the applicant's fitness for employment? _____

Is there any other information I have not asked about that would help us determine this person's eligibility, qualifications, and suitability for employment with our District? _____

QUESTIONS FOR PERSONAL REFERENCE

How long have you known the applicant? _____

What is the nature of your relationship? _____

Why do you think the applicant would be a good choice for this position?

Do you know of any reasons that could prevent the applicant from fulfilling the functions of the position? _____

Background check form completed by _____

Date completed _____

GCF-EC ©

EXHIBIT

PROFESSIONAL STAFF HIRING**AFFIRMATION OF A RETIRED EMPLOYEE
UPON RETURN TO EMPLOYMENT**

To satisfy the requirements of A.R.S. [38-766.01](#), and to retain my eligibility to receive retirement benefits from the Arizona State Retirement System (ASRS) following my return to employment following a qualified retirement, by my signature below I affirm my awareness and acceptance of the following provisions:

- I have attained a normal retirement age as defined by the ASRS.
- I am returning to greater than half (1/2) time employment not sooner than twelve (12) months following my termination of full time employment for the purpose of retirement.
- If I return to work as a certificated teacher, my employment is not subject to the requirements prescribed in A.R.S. [15-538](#), [15-538.01](#), and [15-539](#) through [15-543](#).
- I understand that:
 - ~ pursuant to A.R.S. [38-766.01](#) my election to return to work is irrevocable for the remainder of the employment for which I have made this election, and
 - ~ I must make this acknowledgement in writing and file it with my employer within thirty (30) days of returning to work.

Signature

Date

GCFC ©
PROFESSIONAL STAFF CERTIFICATION AND CREDENTIALING REQUIREMENTS
(Fingerprinting Requirements)

New Hires

All certificated personnel to be hired by the School shall be fingerprinted as a condition of employment, except for personnel who, as a condition of certification are required to have a valid Class One fingerprint clearance card.

The candidate's fingerprints shall be submitted, along with the form prescribed in statute, immediately upon being notified of pending employment.

Candidates shall certify on the prescribed notarized forms whether they are awaiting trial on or have ever been convicted of or admitted in open court or pursuant to a plea agreement committing any of the following criminal offenses in Arizona or similar offenses in any other jurisdiction:

- Sexual abuse of a minor.
- Incest.
- First- or second-degree murder.
- Kidnapping.
- Arson.
- Sexual assault.
- Sexual exploitation of a minor.
- Felony offenses involving contributing to the delinquency of a minor.
- Commercial sexual exploitation of a minor.
- Felony offenses involving sale, distribution, or transportation of, offer to sell, transport, or distribute, or conspiracy to sell, transport, or distribute marijuana or dangerous or narcotic drugs.
- Felony offenses involving the possession or use of marijuana, dangerous drugs, or narcotic drugs.
- Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs.
- Burglary in the first degree.
- Burglary in the second or third degree.
- Aggravated or armed robbery.
- Robbery.
- A dangerous crime against children as defined in A.R.S. [13-604.01](#).
- Child abuse.
- Sexual conduct with a minor.

- Molestation of a child.
- Manslaughter.
- Aggravated assault.
- Assault.
- Exploitation of minors involving drug offenses.

The School may refuse to hire or may review or terminate personnel who have been convicted of or admitted committing any of the criminal offenses above or a similar offense in another jurisdiction. In conducting a review, the Governing Board shall utilize the guidelines, including the list of offenses that are not subject to review, as prescribed by the State Board of Education pursuant to A.R.S. [15-534](#). In considering whether to hire or terminate the employment of a person, the Governing Board shall take into account the factors listed in A.R.S. [15-512](#).

When considering termination of an employee pursuant to A.R.S. [15-512](#), a hearing shall be held to determine whether a person already employed shall be terminated.

The Superintendent shall develop and implement procedures that include the following in the employment process:

- Provide for fingerprinting of employees covered under this policy and A.R.S. [15-512](#).
- Provide for fingerprint checks pursuant to A.R.S. [41-1750](#).

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-512](#)

[15-534](#)

[41-1750](#)

CROSS REF.:

[GCF](#) - Professional Staff Hiring

[GCG](#) - Part-Time and Substitute Professional Staff Employment

[IJO](#) - School Volunteers

GCFC-E ©

EXHIBIT

**PROFESSIONAL STAFF CERTIFICATION
AND CREDENTIALING REQUIREMENTS**

Name (typed or printed)

Position

I, _____, being duly sworn, do hereby certify that I have never been convicted of or admitted in open court or pursuant to a plea agreement committing, and am not now awaiting trial for committing, any of the following criminal offenses in the state of Arizona or similar offenses in any other jurisdiction:

Sexual abuse of a minor	Felony offenses involving the possession or use of marijuana, dangerous drugs or narcotic drugs
Incest	
First- or second-degree murder	Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs
Kidnapping	
Arson	Burglary in the first degree
Sexual assault	Burglary in the second or third degree
Sexual exploitation of a minor	Aggravated or armed robbery
Felony offenses involving contributing to the delinquency of a minor	Robbery
Commercial sexual exploitation of a minor	A dangerous crime against children as defined in A.R.S. 13-705
Felony offenses involving sale, distribution, or transportation of, offer to sell, transport, or distribute, or conspiracy to sell, transport, or distribute marijuana or dangerous or narcotic drugs	Child abuse
	Sexual conduct with a minor
	Molestation of a child
	Manslaughter
	Assault or Aggravated assault
	Exploitation of minors involving drug offenses

Employee signature

Date signed

Subscribed, sworn to, and acknowledged before me by _____

_____, this _____ day of _____, 20____,

in _____ County, Arizona.

My Commission Expires

Notary Public

GCFE ©**PROFESSIONAL / SUPPORT STAFF
HIRING - OATH OF OFFICE**

Every school employee shall take and subscribe to the oath prescribed for public officers pursuant to A.R.S. [38-231](#). The person taking the oath shall file a copy of the acknowledged oath in the School office. The School office shall keep such copy on file as long as the employee remains employed by the School and for a period of five (5) years after termination of employment with the School.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[38-231](#)

GCFE-E

EXHIBIT

**PROFESSIONAL / SUPPORT STAFF
HIRING - OATH OF OFFICE**

In addition to any other form of oath or affirmation specifically provided by law for an officer or employee, before entering upon the duties of office or employment, any officer or employee shall take and subscribe to the following oath or affirmation:

State of Arizona, County of _____, I, **[type or print name]**, do solemnly swear (or affirm) that I will support the Constitution of the United States the Constitution and laws of the State of Arizona, and the Constitution and laws of the Hopi Tribe; that I will bear true faith and allegiance to the same, and defend them against all enemies, foreign and domestic, and that I will faithfully and impartially discharge the duties of the office of **[name of office]** according to the best of my ability, so help me God (or so I do affirm).

(Signature of officer or employee)

LEGAL REF.:
A.R.S.
[38-231](#)

GCG ©**PART - TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT****Substitute Teachers**

The Board will establish the daily pay rate for substitute teachers.

The Superintendent will screen all applicants for substitute positions and recommend substitute teachers to the Board for approval. The Superintendent will establish regulations to ensure that all substitutes used in the schools are on the Board-approved substitute list.

Substitute Professional Staff Members

The Superintendent may employ, when conditions warrant, temporary or part-time personnel on a per diem or time card basis. This authority is subject to the following conditions:

- Continued employment of any such person shall be subject to confirmation and approval by the Board at its next official meeting.
- The employee shall be hired on a per diem basis and shall be compensated in accordance with the requirements and limitations of existing contracts that cover similar positions or employees.
- In addition to the conditions set forth above, the temporary assignment of a person to a supervisory or administrative position shall be preceded by notification to the Board. The Superintendent will detail the circumstances that created the need for the part-time employment.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-502](#)

[15-503](#)

A.A.C.

R7-2-603

GCH PROFESSIONAL STAFF ORIENTATION AND TRAINING

The Superintendent will establish a program to provide orientation for all new School employees. At a minimum, this program will cover the following items:

- Public Law 101-630 Child Abuse Reporting Requirements
- Personnel policies.
- Terms of employment.
- General disciplinary rules and procedures.
- Salary and fringe-benefit plans.
- The evaluation program and name(s) of evaluator(s).
- Handling of body fluids.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-341](#)

GCK ©
PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

Assignments

The Superintendent will determine all professional staff assignments. Such assignments shall be based on the needs of the School. In addition, no right to school, grade, or subject assignment shall be inferred from the standard teacher's contract.

Transfers

The procedure for assignment and transfer of professional staff members will be based on the needs of the instructional program. Assignments may be changed to serve the best interests of the School and students.

Professional staff members may apply for transfer or reassignment, whether or not a vacancy exists. Generally, transfers will not be approved during the school year unless the needs of the School dictate such approval.

It shall be the policy of the Board that professional personnel be assigned on the basis of their qualifications, the needs of the School, and their expressed desires. When it is not possible to meet all three (3) conditions, personnel shall be assigned first in accordance with the needs of the School, second where the Superintendent determines the employee is most qualified to serve, and third as to expressed preference of the employees.

In the case of vacancies in new or existing positions, first consideration will be given to qualified applicants among current employees.

The Superintendent shall have the responsibility for the assignment of all School personnel.

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

Adopted: date of manual adoption

GCL ©
PROFESSIONAL STAFF SCHEDULES AND CALENDARS

All professional staff members shall report to their duty stations on time each workday and shall, as scheduled, be available there until the designated time(s) they are scheduled to leave. The Superintendent may alter or extend the school day for meetings, special events, and activities.

Professional staff members are expected to be in their respective rooms or work areas as the schedule prescribes so that they may see students, parents, and/or attend to other duties as assigned. Family members are not allowed in teacher work areas during scheduled duty hours.

In order to ensure the safety of students and the security of school campuses, teachers may be assigned supervisory duty during the teaching day. These duty assignments shall be considered a regular part of a teacher's duties and shall be fulfilled accordingly.

Teachers will perform duties other than classroom teaching. Extra duty assignments will be made by the Superintendent.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-521](#)

GCMC ©
PROFESSIONAL STAFF MEETINGS

The Superintendent will arrange for and hold staff meetings as the need may arise. This authority may be delegated to the building principals, who may hold such building meetings on a regularly scheduled basis or as they may arise.

All teachers are required to attend any such meetings unless officially excused by the principal or the Superintendent prior to the meeting.

The Board and the administration recognize the value of and encourage grade-level staff meetings or departmental staff meetings. A minimum number of such meetings will be allowed during the regular school day, as long as the minimum number of classroom minutes for the grade level has been met. Arrangements for such meetings shall be made with the Superintendent through the building principals.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-341](#)

CROSS REF.:

[IKACA](#) - Parent Conferences

GCO EVALUATION OF PROFESSIONAL STAFF MEMBERS

The process of evaluation for professional staff members shall lead to improvement of the quality of instruction and the strengthening of the abilities of the professional staff.

Certain elements in an effective evaluation process shall be emphasized:

- Evaluation shall be a cooperative endeavor between evaluator and evaluatee.
- Open communication shall be considered essential.
- The agreed-upon purpose of evaluation shall be to work toward common goals for the improvement of education. This shall include attention to student and staff success, which shall include all certificated staff members.
- Evaluation shall be continuous, flexible, and sensitive to need for revision.
- The result of evaluation(s) shall be courses of action for the improvement of instruction. These courses of action shall be set in motion by specific recommendations mutually reviewed by the evaluator and the evaluatee.
- Evaluation shall be considered one aspect of effective management, rather than a discrete entity.
- Effective evaluation depends on accurate information; therefore, input from all appropriate sources shall be used.
- Evaluation(s) shall be based on, but not limited to:
 - Job expectations within the School.
 - Instruments for assessment.
 - Personal observation.

Evaluation of Classroom Teachers and Other Certificated Nonadministrative Staff Members

The School shall establish an evaluation program for teachers and other certificated nonadministrative staff members.

Evaluation of Administrators

The School shall establish a system for the evaluation of the performance of principals and other school administrators.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-503](#)

[15-537](#)

[15-538](#)

[15-539](#) *et seq.*

A.A.C.

R7-2-605

GCO-RA

REGULATION

EVALUATION OF PROFESSIONAL STAFF MEMBERS

Purpose

A formal process of evaluating all certificated personnel will be implemented. The purpose of evaluation shall be the improvement of the quality of instruction. Such a process, to achieve the greater measure of success, shall be predicated on the assumption that the evaluation will be a cooperative procedure, with the evaluator and the evaluatee having full knowledge of the criteria, process, and results.

The following statements give more specific purposes for evaluation:

- Evaluations determine how well the objectives held by the school are being carried out. The success of the educational program is dependent upon the quality of classroom instruction, supervision, and administration.
- Evaluations provide the basis for motivation and for self-improvement, permitting personnel to be aware of their strengths and weaknesses in order to improve.
- Evaluations provide a basis for planning in-service training and supervisory activities. Such activities can be most effective when they are based upon clear evidence of need as shown by evaluation studies.
- Evaluations provide the basis for administrative decisions. Such decisions may include the employment of personnel, their assignment, the granting of continuing status, promotion, demotion, or termination.
- Evaluations aid in determining the adequacy or inadequacy of classroom performance.

Definitions

When used in this regulation:

- *Instructional day* will mean a day in which pupils are scheduled to attend school for instructional time.

Teacher Evaluation

Teacher evaluation shall include all classroom teachers and other certificated nonadministrative staff members. Such evaluation shall be based on Policy GCO and the procedures outlined in the following.

Evaluators. School-level administrators, principals, and assistant principals shall be evaluators. The evaluator shall be responsible for the final written and official statement of evaluation, which shall be in writing, and a copy shall be transmitted to the certificated teacher within five (5) days after completion of the evaluation. [A.R.S. [15-537](#)]

The administration is responsible for an in-service training program for evaluators. This program shall incorporate a philosophy, procedure, and techniques that ensure effective implementation of the evaluation plan.

Classroom visitations by evaluator. Formal observations shall be spaced and of sufficient duration (minimum of thirty [30] uninterrupted minutes) so as to ensure that the evaluators have an opportunity to grasp an overall concept of a person's performance over a full schedule.

Formal observations may sometimes be prearranged through initiation by either the observer or the teacher. Formal observations shall be defined as those that are written and provide an opportunity for a follow-up conference.

Informal observations may be made at the discretion of the administrator.

Procedural steps in the process of evaluation:

- At the beginning of the school year, the principal shall meet with the school's faculty for the purpose of orienting the teachers to the total evaluation plan.
- Self-evaluation for the teacher shall be urged.
- An observation(s) in the classroom shall be completed.
- An opportunity for a conference shall follow each formal observation-visitiation.
- A written record shall be made of each formal observation, with a copy to the observed.
- The official evaluation shall be reduced to writing and signed by both the teacher and the evaluator. The teacher's signature shall not mean concurrence. The teacher shall be allowed ten (10) days to write and submit any comments, which shall be attached to the evaluation.
- A copy of the written evaluation shall be transmitted to the teacher within five (5) days after completion of the evaluation, and a copy shall be retained for the principal's file. A third copy shall be placed in the teacher's personnel file and made available to authorized School officers and employees.
- All evaluations shall remain confidential as is provided in A.R.S. [15-537](#).

Frequency of written evaluations. Evaluations shall be made at least two (2) times per year for noncontinuing teachers, and at least once per year for continuing teachers.

Evaluation program. The specific format for the teacher evaluation system will be developed in compliance with Policy GCO and this regulation under the leadership of the Superintendent.

Administrators

Continuous evaluation of all aspects of the total educational program, including student progress, personnel, curriculum, and facilities, will include a formal process of evaluating all certificated administrators. The purpose of this evaluation shall be the improvement of the quality of the educational program in the School. The evaluation will be a cooperative procedure, with the evaluator and the evaluatee having full knowledge of the criteria, process, and results.

The following statements give more specific purposes for evaluation:

- Evaluations determine how well the objectives held by the School are being carried out. The success of the educational program is dependent upon many factors, which include the quality of classroom instruction, student evaluation, supervision, and administration.
- Evaluations provide the basis for motivation and for self-improvement, permitting administrative personnel to be aware of strengths and weaknesses in order to improve the operation of the School's programs.

The specific format for the evaluation system for certificated administrators and psychologists will be developed under the leadership of the Superintendent.

LEGAL REF.:

A.R.S.

[15-503](#)

[15-536](#)

[15-537](#)

[15-538](#)

[15-539](#)

[15-540](#)

[15-541](#)

[15-544](#)

[15-549](#)

GCP ©
PROFESSIONAL STAFF PROMOTIONS

The Superintendent will fill positions of increased responsibility with the best available candidates. Candidates will be considered both from within and from outside the School staff.

Adopted: date of manual adoption

GCQ ©

PROFESSIONAL STAFF TERMINATION OF EMPLOYMENT

Refer to Policy DKA.

GCQC ©**RESIGNATION OF PROFESSIONAL STAFF MEMBERS**

All resignations or requests to be released from contract shall be presented in writing to the Board for approval. A release from an uncompleted contract may be granted contingent upon the availability of a well-qualified, certificated teacher as a replacement.

A teacher who resigns contrary to this policy shall be deemed to have committed an unprofessional act and shall be subject to the penalty as provided under Arizona statutes and State Board of Education regulations.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-545](#)

[23-353](#)

A.A.C.

R7-2-205

GCQF
GDQF

DISCIPLINE, SUSPENSION, AND DISMISSAL OF PROFESSIONAL / SUPPORT STAFF MEMBERS

(Discipline)

Minor Disciplinary Action

A staff member may be disciplined for any conduct that, in the judgment of the School, is inappropriate. Minor disciplinary action includes, without limitation thereto, verbal or written reprimands, suspension with pay, or suspension without pay for a period of five (5) days or less. Minor disciplinary action shall be imposed by the staff member's supervisor. A staff member who wishes to object to a minor disciplinary action shall submit a written complaint to the supervisor's superior within five (5) work days of receiving notice of the disciplinary action. The supervisor's superior will review the complaint and may confer with the staff member, the supervisor, and such other persons as the supervisor's superior deems necessary. The decision of the supervisor's superior will be final.

Suspension without Pay for More than Five Days

At-will employees. The employment of an at-will employee may be suspended without pay for a period of more than five (5) days by action of the Superintendent for any conduct by the employee that, in the judgment of the Superintendent, is inappropriate. Before suspending an at-will employee, the Superintendent will inform the employee of intent to suspend the employee and will give the employee an informal opportunity to explain why, in the employee's opinion, the suspension should not be imposed. The Superintendent's decision will be final.

Term employees. The employment of a term employee may be suspended without pay for a period of more than five (5) days by action of the Superintendent for any conduct that, in the judgment of the Superintendent, is inappropriate. If the Superintendent intends to suspend a term employee without pay for more than five (5) days, the notice and hearing procedures prescribed for the dismissal of term employees shall be followed, except that the hearing officer shall be designated by the Superintendent and the findings of the hearing officer shall be a final decision. At the Superintendent's option, the Superintendent may request that the Governing Board act as the hearing officer. If the hearing officer or the Governing Board finds that there is not cause to suspend the employee without pay for more than five (5) days, the Superintendent may, after reviewing the findings, impose minor disciplinary action.

Dismissal

At-will employees. The employment of an at-will employee may be terminated by action of the Governing Board for any reason, or for no reason, with or without advance notice, as the Governing Board desires. If the Superintendent recommends that the Governing Board terminate an at-will employee, the recommendation shall be submitted to the Governing Board in writing and a copy of the recommendation shall be delivered to the employee. The at-will employee may submit to the Governing Board prior to the Board meeting a written response to the recommendation. If the at-will employee chooses to attend the Board meeting when the recommendation is considered, the Governing Board may, in its discretion, permit the employee to address the Governing Board concerning only the recommendation.

Term employees. The employment of a term employee may be terminated for cause by action of the Governing Board at any time prior to the expiration of the term of employment. For the

purposes of this provision, cause means any conduct that, in the judgment of the School, is detrimental to the interests of the School or its personnel or students and shall include, without limitation thereto, the following:

- ~ Absence without leave ~ Insubordination
- ~ Abuse of leave ~ Neglect of duty
- ~ Alcohol or drug impairment ~ Unauthorized possession

- ~ Child abuse or molestation of a weapon on school grounds

- ~ Discourteous treatment of the ~ Unauthorized use of school
public property

- ~ Dishonesty ~ Unlawful conduct

- ~ Excessive absenteeism ~ Use of illegal drugs

- ~ Fraud in securing employment ~ Violation of a directive of

- ~ Improper attitude a supervisor

- ~ Incompetence or inefficiency ~ Violation of a District policy
or regulation

If the Superintendent recommends termination of a term employee, a copy of the recommendation shall be delivered to the employee. The employee may request a hearing within five (5) work days after receipt of the recommendation. If a hearing is requested, the Superintendent shall deliver a written notice of the time and place of the hearing and a written statement that gives the reasons for the recommendation, a list of persons whom the Superintendent expects to testify in support of the recommendation (together with a brief summary of what each person is expected to say), and a general description of any other evidence that the Superintendent at the time believes may be presented at the hearing in support of the recommendation.

The hearing shall be conducted by the Governing Board or by a person designated by the Governing Board within not less than five (5) work days and not more than thirty (30) calendar days after a request for hearing is submitted by the employee. The date of the hearing may be postponed by stipulation of the employee and the School, or by and in the sole discretion of the Governing Board or the hearing officer, or at the request of the aggrieved employee or the School for such reason or reasons as the Governing Board or hearing officer may deem appropriate.

The employee may be represented at the hearing by counsel, at the employee's expense. The employee shall have the opportunity to present witnesses and to cross-examine any witnesses presented by the School. Formal rules of evidence shall not apply. A record of the hearing shall be made by use of a mechanical device.

If a hearing officer is used, the hearing officer shall prepare a written statement of findings as to whether there is cause for termination of the employee and submit it to the Governing Board within ten (10) work days after the conclusion of the hearing. The Governing Board shall review the written statement and, if desired, the record, and the Governing Board's decision whether to accept the findings and whether to terminate employment or to impose other discipline shall be a final decision.

If the Governing Board conducts the hearing, it shall render a decision within ten (10) days after the conclusion of the hearing.

General Matters

Failure to object to a disciplinary action or take other action within the time limitations set forth in this policy shall mean that the employee does not wish to pursue the matter further. Complaints filed after the expiration of the applicable time limitation will not be considered.

The filing or pendency of a complaint or other form of grievance pursuant to this policy shall in no way limit or delay action taken by the supervisor or the Superintendent authorized by this policy to take such action.

A complaint relating to minor disciplinary action, suspension without pay for more than five (5) days, or dismissal shall not be processed as a grievance.

None of the procedures of this policy shall alter the status of an at-will employee.

This policy does not apply to:

- Any administrative recommendation or Governing Board action, discussion, or consideration involving the nonrenewal of a term employee.
- Ratings, comments, and recommendations made in the course of an evaluation of a staff member.
- The decision of the Superintendent to place a staff member on administrative leave.
- Counseling of or directives to a staff member regarding future conduct.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[13-2911](#)

[15-341](#)

[15-504](#)

[15-505](#)

[41-770](#)

CROSS REF.:

[DKA](#) - Payroll Procedures/Schedules

GCR ©**NONSCHOOL EMPLOYMENT BY PROFESSIONAL STAFF MEMBERS**

A regular, full-time employee's position in the School shall be given precedence over any type of outside work or self-employment. Employees are free to carry on individual work or self-employment projects as long as no School facilities, equipment, or school(s) are used, except as provided by policy, and the outside work or self-employment does not interfere with the employees' performance of School-assigned duties.

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

- Prevent the employee from performing assigned responsibilities in an effective manner.
- Be prejudicial to proper effectiveness in the position or compromise the School.
- Raise a question of conflict of interest - for example, where the employee's position in the School permits access to information or other advantage useful to the outside employer.

Therefore, an employee may not perform any duties related to outside work or self-employment during regular School working hours or during the additional time that is needed to fulfill the responsibilities of the School position. Employees who violate this policy are subject to reprimand, suspension, or termination.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-321](#)

[15-341](#)

CROSS REF.:

[EDB](#) - Maintenance and Control of Materials and Equipment

KF - Community Use of School Facilities

GCS ©
PROFESSIONAL RESEARCH AND PUBLISHING

The Board has proprietary rights to publications, instructional materials, and devices prepared by employees unless prepared by such employees on their own time and without use of school facilities and/or equipment.

- The Board authorizes the Superintendent to review material prepared by staff members prior to copyright or patent for subsequent publication or distribution, and to recommend waiving all or part of the Board's proprietary rights in favor of the employees preparing such materials.
- Any staff member who submits professional materials for publication in which the School is mentioned will submit all such material to the Superintendent prior to release for publication, including materials developed on the employee's own time.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-341](#)

GDA ©
SUPPORT STAFF POSITIONS

Support staff positions are created only with the approval of the Board. The School will attempt to activate a sufficient number of positions to accomplish the School's goals and objectives.

Before recommending the establishment of any new position, the Superintendent will present a job description for the position that specifies the qualifications, the performance responsibilities, and the method by which the performance of such responsibilities will be evaluated. The establishment of any new position will require Governing Board approval.

The Superintendent will maintain a comprehensive and up-to-date set of job descriptions of all positions in the school system.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-341](#)

[15-502](#)

GDB ©
SUPPORT STAFF CONTRACTS AND COMPENSATION

Refer to Policy GCB/GDB.

GDBA ©
SUPPORT STAFF SALARY SCHEDULES

Initial Placement on Salary Schedule

The initial placement on the salary schedule for all new support staff personnel and for all currently employed personnel selected for another position in the School will be recommended by the Superintendent and approved by the Board at the time of employment. The Superintendent's recommendation will be based on consideration of the candidate's qualifications, relevant job experience, and years of School employment, if applicable.

Salary Advancement

Salary advancements for regular twelve (12) month employees are granted only at the beginning of each fiscal year. Annual step increases may be withheld if it is determined the employee does not perform at the expected level or does not meet standards for the job.

An employee must work one (1) day more than one-half (1/2) of the year to receive a step advancement in salary.

Adopted: date of manual adoption

GDBC ©
SUPPORT STAFF SUPPLEMENTARY PAY / OVERTIME

The Superintendent will recommend to the Board an extra-duty pay schedule each year for its review and action.

Whenever applicable, pay for extra duty must be coordinated with regular pay in accord with the requirements of the Fair Labor Standards Act.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-502](#)

29 U.S.C. 207, Fair Labor Standards Act

CROSS REF.:

[GDL](#) - Support Staff Workload

**GDBD ©
SUPPORT STAFF FRINGE BENEFITS**

Refer to Policy GCBD.

GDC ©
SUPPORT STAFF LEAVES AND ABSENCES

Refer to GCC through GCCD; the terms and conditions of these policies apply to support staff personnel unless a written policy stating a contrary intent is included.

GDD SUPPORT STAFF VACATIONS AND HOLIDAYS

All regular twelve (12) month support staff employees shall be provided with non-accumulable paid vacations as follows:

During *first* year of employment one (1) week [five (5) workdays] will be awarded.

During *second* year of employment seven (7) workdays will be awarded.

During *third* and following years of employment two (2) weeks [ten (10) workdays] will be awarded.

Employees shall be entitled to all legal holidays approved by the Board during the school year as announced by the Superintendent.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[1-301](#)

[15-502](#)

[15-801](#)

[38-608](#)

GDF © SUPPORT STAFF HIRING

It shall be the policy of the School 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 School, adequate facilities, and good working conditions.

Recruitment of support staff personnel is the responsibility of the Superintendent. Other members of the administration and supervisory staff will assist as responsibilities are delegated by the Superintendent.

The Board adopts the following general criteria and procedures, which shall be utilized in the selection process for initial employment:

- There will be no discrimination in the hiring process due to race, color, religion, sex, age, national origin, or disability of an otherwise qualified individual.
- Candidates for all positions shall be able to perform the duties of their position job descriptions.
- Each candidate shall be requested to complete a consent-and-release form regarding conduct of a background investigation.
- A "background investigation" - consisting of communication with the applicant's (or employee's) former employer that concerns education, training, experience, qualifications, and job performance for the purpose of evaluation for employment - shall be conducted on each individual to be considered for a recommendation of employment. Forms developed for this purpose are to be used.

Any employee's misstatement of fact that is material to qualifications for employment or the determination of salary shall be considered by the Board to constitute grounds for dismissal.

A school may hire and place a noncertificated employee into service before receiving the results of the mandatory fingerprint check. However, until fingerprint clearance has been received, an applicant who is required or allowed to have unsupervised contact with pupils cannot be hired and placed into service until:

- The School documents in the applicant's file the necessity for hiring and placing the applicant into service before a fingerprint check can be completed.
- The School obtains from the Department of Public Safety a statewide criminal history information check on the applicant. Subsequent criminal history checks are also required every one hundred twenty (120) days until the date that the fingerprint check is completed.
- The School obtains references from the applicant's current employer and two (2) most recent previous employers, except that for applicants who have been employed for at least five (5) years by the most recent employer, only references from that employer are required.
- The School provides general supervision of the applicant until the date the fingerprint check is completed.

The School reports to the Superintendent of Public Instruction on June 30 and December 31 the number of applicants hired prior to the completion of a fingerprint check and the number of applicants for whom fingerprint checks have not been received after one hundred twenty (120) days and after one hundred seventy-five (175) days of hire.

Any person who permits unauthorized access to criminal history record information, releases criminal history record information, or procures the release or uses criminal history record information other than in accord with A.R.S. [41-1750](#) is guilty of a class 6 felony.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[13-3716](#)

[15-502](#)

[15-512](#)

[23-211](#)

[23-212](#)

[23-1361](#)

[38-201](#)

[38-481](#)

[41-1756](#)

CROSS REF.:

[GDFA](#) - Support Staff Qualifications and Requirements
(fingerprinting requirements)

GDF-R ©**REGULATION****SUPPORT STAFF HIRING****Definition**

A *background investigation* is defined as any communication with an applicant's (or employee's) former employer that concerns the education, training, experience, qualifications, and job performance of the individual and that is used for the purpose of evaluation for employment. Background investigation does not include the results of any state or federal criminal history records check.

Background Investigation Requirements

Only persons designated by the Superintendent shall perform background investigations. Prior to contacting former employers or other persons, the background investigator shall:

- Ascertain that the standard employment application for the type of position has been completed in full.
- Obtain from the individual a consent to background investigation and release as determined by the School.
- Make certain that the individual has identified at least two (2) persons from each past employer who can verify basic job information and discuss the individual's work performance and reason for leaving.
- Examine the application for a complete work history, accounting for any gaps in employment.

Two (2) persons should be contacted at each past employer if possible (any exceptions should be documented). Upon making contact, the contacts or the former employer or employer's agent should be provided the following information:

- The name and identifying information of the School.
- The name of the School representative making the inquiry and how the representative can be contacted.
- The name of the former employee and period of employment as indicated by the individual whose background is being investigated.
- The position for which the individual has applied, with descriptive information as to the duties, if requested or necessary to understanding of the inquiry.

The background investigator shall:

- Ask the questions, and complete the background check form(s) as provided by the School.
- Make impression notes as necessary based upon the questions and responses, and determine if there may be cause to contact others or make further inquiries based upon the responses.
- Provide the information to the Superintendent.

GDF-EC ©

EXHIBIT

SUPPORT STAFF HIRING

CONSENT TO CONDUCT BACKGROUND INVESTIGATION AND RELEASE

I, _____ [applicant's name], have applied for employment with the Hopi Junior/Senior High School to work as a _____ [job title]. I understand that in order for the School to determine my eligibility, qualifications, and suitability for employment, the School will conduct a background investigation to determine if I am to be considered for an offer of employment. This investigation may include asking my current employer, any former employer, and any educational institution I have attended about my education, training, experience, qualifications, job performance, professional conduct, and evaluations, as well as confirming my dates of employment or enrollment, position(s) held, reason(s) for leaving employment, whether I could be rehired, reasons for not rehiring (if applicable), and similar information.

I hereby give my consent for any employer or educational institution to release any information requested in connection with this background investigation.

According to the Family Educational Rights and Privacy Act, I understand that I have a right to see most education records that are maintained by any educational institution.

In light of the preceding paragraph, I waive _____/do not waive _____ (initial only one) my right to see any written reference or other information provided to the School by any educational institution.

According to Arizona Revised Statutes Section [23-1361](#), any employer that provides a written communication to the School regarding my current or past employment must send me a copy at my last known address. I acknowledge that some employers are unwilling to provide factual written references concerning a current or past employee unless they may do so confidentially, without revealing the references to the employee, and that the School will not further consider my application if it cannot complete its background investigation.

In light of the preceding paragraph, I waive _____/do not waive _____ (initial only one) my right to receive a copy of any written communication furnished to the School by any employer.

Whether or not I have waived my right to see or to receive copies of written references furnished to the School by employers or educational institutions, I release, hold harmless, and agree not to sue or file any claim of any kind against any current or former employer or educational institution, and any officer or employee of either, that in good faith furnishes written or oral references requested by this School to complete its background investigation.

A photocopy or facsimile ("fax") copy of this form that shows my signature shall be as valid as an original.

DATED this _____ day of _____, 20____.

Witness

Applicant

GDF-ED ©

EXHIBIT

SUPPORT STAFF HIRING

BACKGROUND CHECK FORM

Applicant _____ Date _____

Person contacted _____ Telephone _____

Address _____

E-mail address _____

Relationship to applicant:

Former employer - position _____

District, business, or other entity _____

Personal reference

Method of contact: Telephone Letter Other _____

QUESTIONS FOR EMPLOYERS

Dates of employment _____

Position held _____

Final rate of pay _____

Was the person reliable? _____ If no, explain _____

Was the person satisfactory? _____ If no, explain _____

Any concern about the person being late to work without authorization? _____

If yes, explain _____

Any concern with abuse of leave policies (such as sick leave or personal leave)? _____

If yes, explain _____

Any difficulty establishing communication and rapport with children? _____

If yes, explain _____

Any difficulties in establishing communication and rapport with supervisors, parents, or community members? _____

If yes, explain _____

Did the person ever receive a written counseling statement, letter of direction, or reprimand? _____

If yes, describe _____

Did the District ever consider taking action or take action to suspend, decline to renew, or dismiss the employee? _____

If yes, describe _____

Was there ever an allegation or complaint about:

Abusive language? _____

Insulting or derogatory comments? _____

Inappropriate contact with a child? _____

Verbal or physical contact of a sexual nature? _____

Dishonesty? _____

Substance abuse? _____

Failure to provide adequate supervision? _____

Failure to follow reasonable directions or instructions? _____

If yes on any of the above, get explanation _____

Was the person ever involved in an incident that resulted in injury to an adult or child? _____

If yes, explain _____

Would you rehire this person? _____

Can you identify anyone else who could provide relevant information regarding the applicant's fitness for employment? _____

Is there any other information I have not asked about that would help us determine this person's eligibility, qualifications, and suitability for employment with our District? _____

QUESTIONS FOR PERSONAL REFERENCE

How long have you known the applicant? _____

What is the nature of your relationship? _____

Why do you think the applicant would be a good choice for this position?

Do you know of any reasons that could prevent the applicant from fulfilling the functions of the position? _____

Background check form completed by _____

Date completed _____

GDFA ©
SUPPORT STAFF QUALIFICATIONS AND REQUIREMENTS

(Fingerprinting Requirements)

All newly hired noncertificated School personnel - and personnel who are not paid employees of the School and who are not either the parents or the guardians of students who attend the School but who are required or allowed to provide services directly to students without the supervision of a certificated employee - shall be fingerprinted as a condition of employment, except for the following:

- Personnel who are required as a condition of licensing to be fingerprinted if the license is required for employment.
- Personnel who were previously employed by the School and who reestablished employment with the School within one (1) year after the date that the employee terminated employment with the School.

For the purposes of this policy, *supervision* means under the direction of and, except for brief periods of time during a school day or a school activity, within sight of a certificated employee when providing direct services to students.

The candidate's fingerprints shall be submitted, along with the form prescribed in GDFA-E, within twenty (20) days after being selected. The School may elect to employ a candidate on a day-to-day or time-card basis until the fingerprint check is complete. The School may terminate an employee if the information on the affidavit required by A.R.S. [15-512](#) is inconsistent with the fingerprint test results.

The School will assume the cost of fingerprint checks but will assess the employee for charges incurred. Personnel who are not paid employees will not be charged for fingerprint costs.

Individuals shall certify on the prescribed notarized forms whether they are awaiting trial on or have ever been convicted of or admitted in open court or pursuant to a plea agreement committing any of the following criminal offenses in Arizona or similar offenses in any other jurisdiction:

- Sexual abuse of a minor.
- Incest.
- First- or second-degree murder.
- Kidnapping.
- Arson.
- Sexual assault.
- Sexual exploitation of a minor.
- Felony offenses involving contributing to the delinquency of a minor.
- Commercial sexual exploitation of a minor.
- Felony offenses involving sale, distribution, or transportation of, offer to sell, transport, or distribute, or conspiracy to sell, transport, or distribute marijuana or dangerous or narcotic drugs.
- Felony offenses involving the possession or use of marijuana, dangerous drugs, or narcotic drugs.

- Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs.
- Burglary in the first degree.
- Burglary in the second or third degree.
- Aggravated or armed robbery.
- Robbery.
- A dangerous crime against children as defined in A.R.S. [13-604.01](#).
- Child abuse.
- Sexual conduct with a minor.
- Molestation of a child.
- Manslaughter.
- Aggravated assault.
- Assault.
- Exploitation of minors involving drug offenses.

The School may refuse to hire or may review or terminate personnel who have been convicted of or admitted committing any of the criminal offenses above or a similar offense in another jurisdiction. In conducting a review, the Governing Board shall utilize the guidelines, including the list of offenses that are not subject to review, as prescribed by the State Board of Education pursuant to A.R.S. [15-534](#). In considering whether to hire or terminate the employment of a person, the Governing Board shall take into account the factors listed in A.R.S. [15-512](#).

When considering termination of an employee pursuant to A.R.S. [15-512](#), a hearing shall be held to determine whether a person already employed shall be terminated.

The Superintendent shall develop and implement procedures that include the following in the employment process:

- Provide for fingerprinting of employees covered under this policy and A.R.S. [15-512](#).
- Provide for fingerprint checks pursuant to A.R.S. [41-1750](#).
- Provide for properly assessing employees for fingerprint checks and depositing said funds with the county treasurer.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-512](#)

[41-1750](#)

CROSS REF.:

[GDG](#) - Part-Time and Substitute Support Staff Employment

GDFA-E ©

EXHIBIT

**SUPPORT STAFF QUALIFICATIONS
AND REQUIREMENTS**

Name (typed or printed)

Position

I, _____, being duly sworn, do hereby certify that I have never been convicted of or admitted in open court or pursuant to a plea agreement committing, and am not now awaiting trial for committing, any of the following criminal offenses in the state of Arizona or similar offenses in any other jurisdiction:

Sexual abuse of a minor	Felony offenses involving the possession or use of marijuana, dangerous drugs or narcotic drugs
Incest	
First- or second-degree murder	Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs
Kidnapping	
Arson	Burglary in the first degree
Sexual assault	Burglary in the second or third degree
Sexual exploitation of a minor	Aggravated or armed robbery
Felony offenses involving contributing to the delinquency of a minor	Robbery
Commercial sexual exploitation of a minor	A dangerous crime against children as defined in A.R.S. 13-705
Felony offenses involving sale, distribution, or transportation of, offer to sell, transport, or distribute, or conspiracy to sell, transport, or distribute marijuana or dangerous or narcotic drugs	Child abuse
	Sexual conduct with a minor
	Molestation of a child
	Manslaughter
	Assault or Aggravated assault
	Exploitation of minors involving drug offenses

Employee signature

Date signed

Subscribed, sworn to, and acknowledged before me by _____

_____, this _____ day of _____, 20____,

in _____ County, Arizona.

My Commission Expires

Notary Public

GDFE ©

**SUPPORT STAFF HIRING -
OATH OF OFFICE**

Refer to GCFE.

GDG ©**PART - TIME AND SUBSTITUTE SUPPORT STAFF EMPLOYMENT**

The Superintendent may employ, when conditions warrant, temporary or part-time personnel on a per diem or time card basis. This authority is subject to the following conditions:

- Continued employment of any such person shall be subject to confirmation and approval by the Board at its next official meeting; however, employment shall not be recommended to the Board prior to satisfactory completion of any pending fingerprint check.
- The employee shall be hired on a per diem basis and shall be compensated in accordance with the requirements and limitations of existing contracts that cover similar positions or employees.
- In addition to the conditions set forth above, the temporary assignment of a person to a supervisory or administrative position shall be preceded by notification to the Board. The Superintendent will detail the circumstances that created the need for the part-time employment.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-502](#)

GDJ ©
SUPPORT STAFF ASSIGNMENTS AND TRANSFERS

Assignments

The Superintendent will determine all support staff assignments. Such assignments shall be based on the needs of the School.

Transfers

The transfer of support staff members will be based on the needs of the School. Assignments may be changed to serve the best interests of the School.

The Superintendent shall have the responsibility for the assignment of all personnel throughout the School.

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

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

Adopted: date of manual adoption

GDK ©
SUPPORT STAFF SCHEDULES AND CALENDARS

All support staff employees shall report to their duty stations on time each workday and shall, as scheduled, be available there until the designated time(s) they are scheduled to leave.

Adopted: date of manual adoption

GDL © SUPPORT STAFF WORKLOAD

The normal workweek for support staff personnel will not exceed forty (40) hours per week. Typically the week will be based on eight (8) hours per day, five (5) days per week; however, the Superintendent may designate other workweek structures to meet varying conditions and needs of the School. 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 and on School needs as identified during the employment process.

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

An employee may work overtime, provided that advance authorization 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.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[23-391](#)

29 U.S.C. 207, Fair Labor Standards Act

29 C.F.R. 516 *et seq.*, Fair Labor Standards Act

Arizona Constitution, Article 18, Section 1

CROSS REF.:

[GDBC](#) - Support Staff Supplementary Pay/Overtime

GDL-R ©

REGULATION

SUPPORT STAFF WORKLOAD**(Fair Labor Standards Act:
Overtime Compensation)**

Nonexempt 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 work. In cases of emergency, when the employee cannot be immediately released for this time and one-half compensation, the Superintendent will make the decision as to paying the employee at the rate of time and one-half or having the employee take the time off at a future date. The hours must be approved by the immediate supervisor before an employee works overtime or, in the case of an emergency, immediately upon completion of the work or as soon thereafter as possible.

GDO ©
EVALUATION OF SUPPORT STAFF MEMBERS

All support personnel shall be evaluated by the appropriate supervisor or administrator. A written evaluation of effectiveness of each support staff member shall be completed during the first year of employment and not later than ninety (90) days after the first day of work. A second first-year evaluation will be not later than the anniversary date of employment. At least once each year thereafter, an evaluation will be conducted. The evaluation will be used to increase job proficiency and for recommending continued employment.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-341](#)

[15-1326](#)

GDO-EA ©

EXHIBIT

**EVALUATION OF SUPPORT
STAFF MEMBERS****Definition of Rating Scale Terms****1 = Outstanding**

- Performance exceeds the requirements of the position.
- Displays high degree of self-motivation.
- Consistently generates output of superior quality.

2 = Satisfactory

- Performance is adequate for the requirement of the position; meets expectations of the job.
- Self-motivation confined to accomplishing assigned tasks.
- Generates output of acceptable quality.

3 = Improvement needed

- Performance is not of the quality expected of the position; frequently falls short of job expectations.
- Frequently lacks motivation to complete assigned tasks.
- Frequently generates output of poor quality.

4 = Unsatisfactory

- Performance is definitely inadequate for the position; consistently falls short of job expectations.
- Lacks self-motivation.
- Consistently generates output of inferior quality.

GDO-EB ©

EXHIBIT

EVALUATION OF SUPPORT STAFF MEMBERS

PERFORMANCE RATING REPORT

Employee _____ Department _____

Supervisor _____ Date of rating _____

*Rating scale:**1 = outstanding 2 = satisfactory 3 = improvement needed 4 = unsatisfactory*

1	2	3	4	RATING FACTORS:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Quality of work: The ability to produce work that satisfies or surpasses job requirements. Consider accuracy, completeness, thoroughness, neatness of work.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Quantity of work: Volume or amount of work done.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Knowledge: Knowledge of methods, materials, objectives, and other fundamental information skills.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Adaptability: Ability to learn, perform under changes and in emergencies, grasp detail, comprehend differences between important and trivial.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Work habits: Organization of work, care of equipment, safety, industry.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Working relationship with students and other employees: Ability to get along with the students and other employees.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Dependability: Degree to which employee can be relied upon to do the job without close supervision. Punctuality, attendance on the job.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Attitude: Interest in work, willingness to meet job

requirements and accept suggestions, loyalty to the organization, ethical conduct.

9. **Personal fitness:** Physical capacity, appearance, personal habits.

10. **Judgment:** Soundness of decisions, common sense.

OVERALL RATING (average): Should reflect the above ratings.

Number of days absent for any reason _____ total points_____ .

Comments:

1. What are the employee's strengths? ("Outstanding" ratings must be explained in this space.)

2. What are the employee's weaknesses? ("Unsatisfactory" and "Improvement Needed" must be explained in this space.)

3. General comments:

I have discussed this performance rating report with the evaluator.

Employee's signature _____ Date _____

Evaluator's signature _____ Date _____

GDQD

**DISCIPLINE, SUSPENSION, AND DISMISSAL
OF SUPPORT STAFF MEMBERS**

Refer to GCQD

GDR ©
NONSCHOOL EMPLOYMENT BY SUPPORT STAFF MEMBERS

A regular, full-time employee's position in the School shall be given precedence over any type of outside work or self-employment. Employees are free to carry on outside work or self-employment projects as long as no School facilities, equipment, or school(s) are used, except as provided by policy, and the outside work or self-employment does not interfere with the employees' performance of School-assigned duties.

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

- Prevent the employee from performing assigned responsibilities in an effective manner.
- Be prejudicial to proper effectiveness in the position or compromise the School.
- Raise a question of conflict of interest - for example, where the employee's position in the School permits access to information or other advantage useful to the outside employer.

Therefore, an employee may not perform any duties related to outside work or self-employment during regular School working hours or during the additional time that is needed to fulfill the responsibilities of the School position. Employees who violate this policy are subject to reprimand, suspension, or termination.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-321](#)

[15-341](#)

CROSS REF.:

[EDB](#) - Maintenance and Control of Materials and Equipment

KF - Community Use of School Facilities