

ACTION ITEMS
Item 10A.

Section G – Personnel

**Five Year
Draft Review**

Second Reading

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 10A
FROM: Phil Young, Director of Human Resources Reading X
DATE: December 13, 2011 Discuss
SUBJECT: Second Reading and Approval of Section G Policies Action X
as part of Five Year Review

OBJECTIVE: Goal #2 Focus on Planning for Future Student Needs

SUPPORTING DATA:

As part of the District's efforts to review all policies, ASBA provided a number of recommendations to change some current policies in Section G: Personnel. Some recommended changes are minor, other substantive. All policies with substantive changes are included in the current Board packet. Also, as part of the review of G: Personnel policies, a limited number of HUSD-specific policy changes are also being recommended. They are also included in the current Board packet.

Please refer to the attached document entitled *HUSD "G" POLICIES* for a complete list of all policies in Section G and note the brief descriptions of recommended changes for policies with a NEW, SUBSTANTIVE, or DELETE notation. Underlined text is new language. ~~Strikethrough~~ language is recommended for removal.

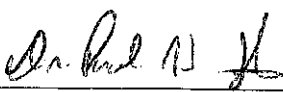
Based on Board input at the November 8th first reading, changes were made to Policies GCA, GDA, GDB, and GDBA. Those changes are printed in "green" text for easy identification. All other policies in Section G with minor or no recommended changes which are not included in the Board packet are available for review at the District Office.

SUMMARY & RECOMMENDATION:

It is recommended that the Governing Board:

Move to approve all Section G Policies with current language, with minor changes, or as revised and included with this recommendation.

Approved for transmittal to the Governing Board:


Dr. Paul H. Stanton Superintendent

Questions should be directed to: Phil Young @ 759-4006

HUSD "G" POLICIES

Regarding notes, "No Change" means that the policy is being recommended for approval either with no changes or minor word changes. "HUSD" means that some or all of the policy language is Humboldt-specific. "SUBSTANTIVE" means that ASBA is recommending significant policy changes. "NEW" means that the policy has not been in the HUSD policy manual previously.

Notes	Policy	Title
(No Change)	GA	PERSONNEL GOALS / PRIORITY OBJECTIVES
(No Change)	GBA	EQUAL EMPLOYMENT OPPORTUNITY
SUBSTANTIVE...timelines added for complaint processing	GBA-R	EQUAL EMPLOYMENT OPPORTUNITY
(No Change)	GBA-E	EQUAL EMPLOYMENT OPPORTUNITY, COMPLAINT FORM
NEW...ASBA Policy Advisory provided	GBAB	MEDICAL-MARIJUANA STANDARDS AND CONDITIONS FOR EMPLOYEES
(No Change)	GBB	STAFF INVOLVEMENT IN DECISION MAKING
(No Change)	GBEA	STAFF ETHICS
Board Approved 3/8/11 (No Change)	GBEAA	STAFF CONFLICT OF INTEREST
(No Change)	GBEAA-E	STAFF CONFLICT OF INTEREST
Board Approved 1/5/10 (No Change)	GBEB	STAFF CONDUCT
(No Change)	GBEB-R	STAFF CONDUCT
Board Approved 1/5/10 (No Change)	GBEB-E	STAFF CONDUCT WITH STUDENTS
(HUSD) (No Change)	GBEBA	STAFF CONDUCT; NOTIFICATION CONCERNING NONAPPEALABLE OFFENSES
Board Approved 8/3/10 (HUSD) (No Change)	GBEBA-R	STAFF DRESS CODE
(No Change)	GBEBB	STAFF CONDUCT WITH STUDENTS
(HUSD) (No Change)	GBEBB-E	STAFF CONDUCT WITH STUDENTS
(No Change)	GBEBC	GIFTS TO AND SOLICITATIONS BY STAFF MEMBERS
(No Change)	GBEC	DRUG - FREE WORKPLACE
Board Approved 1/19/10 (No Change)	GBEC-EA	DRUG - FREE WORKPLACE; NOTICE TO EMPLOYEES
(No Change)	GBEC-EB	DRUG - FREE WORKPLACE
SUBSTANTIVE...Policy Advisory (HUSD)...insert medical marijuana language	GBECA	NONMEDICAL USE OR ABUSE OF DRUGS OR ALCOHOL
(No Change)	GBECB	ALCOHOL USE BY STAFF MEMBERS
(No Change)	GBED	SMOKING BY STAFF MEMBERS
(No Change)	GBGB	STAFF PERSONAL SECURITY AND SAFETY
(No Change)	GBGB-R	STAFF PERSONAL SECURITY AND SAFETY
SUBSTANTIVE...worker's compensation language moved, see GBGD	GBGC	EMPLOYEE ASSISTANCE
DELETE...moved to GBGD-R	GBGC-R	EMPLOYEE ASSISTANCE
SUBSTANTIVE...removed language found later in exhibit	GBGC-E	EMPLOYEE ASSISTANCE; BLOODBORNE PATHOGEN REQUIREMENTS
(No Change)	GBGCA	WELLNESS PROGRAMS
SUBSTANTIVE...added implementation process	GBGCA-R	WELLNESS PROGRAMS
(No Change)	GBGCB	STAFF HEALTH AND SAFETY
(No Change)	GBGCB-E	STAFF HEALTH AND SAFETY
NEW...worker's compensation policy	GBGD	WORKERS' COMPENSATION
NEW...worker's compensation procedures	GBGD-R	WORKERS' COMPENSATION
NEW...worker's compensation early return to work	GBGD-E	WORKERS' COMPENSATION; EARLY RETURN TO WORK
SUBSTANTIVE...added specificity	GBI	STAFF PARTICIPATION IN POLITICAL ACTIVITIES

(No Change)	GBJ	PERSONNEL RECORDS AND FILES
(No Change)	GBJ-E	PERSONNEL RECORDS AND FILES
(No Change)	GBK	STAFF GRIEVANCES
(No Change)	GBK-R	STAFF GRIEVANCES
(No Change)	GBK-EA	STAFF GRIEVANCES: FORMAL GRIEVANCE PRESENTATION
(No Change)	GBK-EB	STAFF GRIEVANCES: DECISION OF IMMEDIATE SUPERVISOR
(No Change)	GBK-EC	STAFF GRIEVANCES: REFERRAL TO SUPERINTENDENT
(No Change)	GBK-ED	STAFF GRIEVANCES: DECISION OF SUPERINTENDENT
(No Change)	GBK-EE	STAFF GRIEVANCES: REVIEW BY GOVERNING BOARD
(No Change)	GBP	PROHIBITED PERSONNEL PRACTICES
SUBSTANTIVE...added process for recommending new positions		
	GCA	PROFESSIONAL STAFF POSITIONS
Board Approved 1/5/10 (No Change)	GCB	PROFESSIONAL STAFF CONTRACTS AND COMPENSATION
Board Approved 6/28/11 (HUSD) (No Change)	GCBA	PROFESSIONAL STAFF SALARY SCHEDULES
(No Change)	GCBC	PROFESSIONAL STAFF SUPPLEMENTARY PAY PLANS
(No Change)	GCBD	PROFESSIONAL STAFF FRINGE BENEFITS
(No Change)	GCC	PROFESSIONAL / SUPPORT STAFF LEAVES AND ABSENCES
Board Approved 1/19/10 (HUSD) (No Change)	GCCA	PROFESSIONAL / SUPPORT STAFF SICK LEAVE (HUSD) (No Change)
(No Change)	GCCB	PROFESSIONAL STAFF PERSONAL / EMERGENCY / RELIGIOUS LEAVE
(No Change)	GCCC	PROFESSIONAL / SUPPORT STAFF LEAVES OF ABSENCE WITHOUT PAY
(No Change)	GCCC-EA	PROFESSIONAL / SUPPORT STAFF LEAVES OF ABSENCE WITHOUT PAY: CERTIFICATION OF HEALTH CARE PROVIDER
(No Change)	GCCC-EB	PROFESSIONAL / SUPPORT STAFF LEAVES OF ABSENCE WITHOUT PAY: EMPLOYER RESPONSE TO EMPLOYEE REQUEST FOR FAMILY OR MEDICAL LEAVE
(No Change)	GCCC-EC	PROFESSIONAL / SUPPORT STAFF LEAVES OF ABSENCE WITHOUT PAY: YOUR RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT OF 1993
(No Change)	GCCC-ED	PROFESSIONAL / SUPPORT STAFF LEAVES OF ABSENCE WITHOUT PAY: MILITARY FAMILY LEAVE
(No Change)	GCCC-EE	PROFESSIONAL / SUPPORT STAFF LEAVES OF ABSENCE WITHOUT PAY: THE FAMILY AND MEDICAL LEAVE ACT OF 1993
(No Change)	GCCD	PROFESSIONAL / SUPPORT STAFF MILITARY / LEGAL LEAVE
SUBSTANTIVE...new details regarding military leave		
	GCCD-E	PROFESSIONAL / SUPPORT STAFF MILITARY / LEGAL LEAVE
Board Approved 1/5/10 (No Change)	GCEE	PROFESSIONAL / SUPPORT STAFF CONFERENCES / VISITATIONS / WORKSHOPS
(No Change)	GCCF	SABBATICAL LEAVE
(HUSD) (No Change)	GCCF-R	SABBATICAL LEAVE
SUBSTANTIVE (HUSD)...added clarity re: process and quantifies days before short-term disability benefits begin		
(No Change)	GCCG	PROFESSIONAL / SUPPORT STAFF VOLUNTARY TRANSFER OF ACCRUED SICK LEAVE
(No Change)	GCCH	PROFESSIONAL / SUPPORT STAFF BEREAVEMENT LEAVE
SUBSTANTIVE...change contract signing timeframe		
(No Change)	GCD	PROFESSIONAL STAFF VACATIONS AND HOLIDAYS
(No Change)	GCF	PROFESSIONAL STAFF HIRING
(No Change)	GCF-R	PROFESSIONAL STAFF HIRING
(No Change)	GCF-EA	PROFESSIONAL STAFF HIRING: CONSENT TO CONDUCT BACKGROUND INVESTIGATION AND RELEASE
(No Change)	GCF-EB	PROFESSIONAL STAFF HIRING: BACKGROUND CHECK FORM
Board Approved 1/5/10 (No Change)	GCF-EC	PROFESSIONAL STAFF HIRING: AFFIRMATION OF A RETIRED EMPLOYEE UPON RETURN TO EMPLOYMENT
(No Change)	GCF-ED	PROFESSIONAL STAFF HIRING: PROCEDURES AND PRACTICES FOR EMPLOYMENT AUTHORIZATION AND ELIGIBILITY VERIFICATION
SUBSTANTIVE...adds detail re: fingerprinting		
(No Change)	GCF-C	PROFESSIONAL STAFF CERTIFICATION AND CREDENTIALING REQUIREMENTS
(No Change)	GCF-C-E	PROFESSIONAL STAFF CERTIFICATION AND CREDENTIALING REQUIREMENTS
(No Change)	GCF-E	PROFESSIONAL / SUPPORT STAFF HIRING - OATH OF OFFICE

(No Change)	GCFE-E	PROFESSIONAL / SUPPORT STAFF HIRING - OFFICE
(No Change)	GCG	PART - TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT
(No Change)	GCCB	ARRANGEMENTS FOR SUBSTITUTE STAFF MEMBERS
(No Change)	GCCB-R	ARRANGEMENTS FOR SUBSTITUTE STAFF MEMBERS
SUBSTANTIVE...adds two orientation areas (already being done)		
(No Change)	GCH	PROFESSIONAL / SUPPORT STAFF ORIENTATION AND TRAINING
(No Change)	GCI	PROFESSIONAL STAFF DEVELOPMENT
(No Change)	GCI	PROFESSIONAL STAFF NONCONTINUING AND CONTINUING STATUS
(No Change)	GCK	PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS
(HUSD) (No Change)	GCL	PROFESSIONAL STAFF SCHEDULES AND CALENDARS
(No Change)	GCMC	PROFESSIONAL STAFF MEETINGS
Board Approved 1/5/10 (No Change)	GCMF	PROFESSIONAL STAFF DUTIES AND RESPONSIBILITIES
Board Approved 1/5/10 (No Change)	GCO	EVALUATION OF PROFESSIONAL STAFF MEMBERS
Board Approved 3/8/11 (No Change)	GCO-R	EVALUATION OF PROFESSIONAL STAFF MEMBERS
(No Change)	GCP	PROFESSIONAL STAFF PROMOTIONS
(No Change)	GCQ	PROFESSIONAL STAFF TERMINATION OF EMPLOYMENT
Board Approved 1/5/10 (No Change)	GCQA	PROFESSIONAL STAFF REDUCTION IN FORCE
(No Change)	GCQC	RESIGNATION OF PROFESSIONAL STAFF MEMBERS
Board Approved 1/5/10 (No Change)	GCQE	DISCIPLINE, SUSPENSION, AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS
(No Change)	GCQF-E	DISCIPLINE, SUSPENSION, AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS
(No Change)	GCR	NON-SCHOOL EMPLOYMENT BY PROFESSIONAL STAFF MEMBERS
(No Change)	GCRD	TUTORING FOR PAY
(No Change)	GCS	PROFESSIONAL RESEARCH AND PUBLISHING
SUBSTANTIVE...added process for recommending new positions		
SUBSTANTIVE...expands District termination flexibility		
SUBSTANTIVE...adjusted language		
(No Change)	GDB	SUPPORT STAFF CONTRACTS AND COMPENSATION
(No Change)	GDBA	SUPPORT STAFF SALARY
(No Change)	GDBC	SUPPORT STAFF SUPPLEMENTARY PAY / OVERTIME
(No Change)	GDBD	SUPPORT STAFF FRINGE BENEFITS
(No Change)	GDC	SUPPORT STAFF LEAVES AND ABSENCES
(HUSD) (No Change)	GDCB	SUPPORT STAFF PERSONAL / EMERGENCY / RELIGIOUS LEAVE
(HUSD) (No Change)	GDD	SUPPORT STAFF VACATIONS AND HOLIDAYS
NEW (HUSD)...documents past practice, prevents "per diem" payouts for excess vacation accruals		
(No Change)	GDD-R	SUPPORT STAFF VACATIONS AND HOLIDAYS
(No Change)	GDF	SUPPORT STAFF HIRING
(No Change)	GDF-R	SUPPORT STAFF HIRING
NEW...incorporate into work notices which are reviewed by legal counsel		
NEW...incorporate into work notices which are reviewed by legal counsel		
(No Change)	GDF-EA	SUPPORT STAFF HIRING; NOTICE OF EMPLOYMENT
(No Change)	GDF-EB	SUPPORT STAFF HIRING; WAGE NOTICE
-EA to -EC (No Change)	GDF-EC	SUPPORT STAFF HIRING; CONSENT TO CONDUCT BACKGROUND INVESTIGATION AND RELEASE
-EB to -ED (No Change)	GDF-ED	SUPPORT STAFF HIRING; BACKGROUND CHECK FORM
-EC to -EE (No Change)	GDF-EE	SUPPORT STAFF HIRING; PROCEDURES AND PRACTICES FOR EMPLOYMENT AUTHORIZATION AND ELIGIBILITY VERIFICATION
(No Change)	GDF-A	SUPPORT STAFF QUALIFICATIONS AND REQUIREMENTS
(No Change)	GDF-A-E	SUPPORT STAFF QUALIFICATIONS AND REQUIREMENTS

(No Change)	GDFE	SUPPORT STAFF HIRING - OATH OF OFFICE
(No Change)	GDG	PART - TIME AND SUBSTITUTE SUPPORT STAFF EMPLOYMENT
SUBSTANTIVE...remove language, link to		
(No Change)	GDH	SUPPORT STAFF ORIENTATION AND TRAINING
(No Change)	GDI	SUPPORT STAFF ASSIGNMENTS AND TRANSFERS
(HUSD) (No Change)	GDI-R	SUPPORT STAFF ASSIGNMENTS AND TRANSFERS
(No Change)	GDK	SUPPORT STAFF SCHEDULES AND CALENDARS
(No Change)	GDL	SUPPORT STAFF WORKLOAD
(No Change)	GDL-R	SUPPORT STAFF WORKLOAD
(No Change)	GDLB	SUPPORT STAFF MEETINGS
(HUSD) (No Change)	GDMA	SUPPORT STAFF CAREER DEVELOPMENT
(No Change)	GDN	SUPERVISION OF SUPPORT STAFF MEMBERS
(No Change)	GDO	EVALUATION OF SUPPORT STAFF MEMBERS
(No Change)	GDO-E	EVALUATION OF SUPPORT STAFF MEMBERS
(No Change)	GDO-EB	EVALUATION OF SUPPORT STAFF MEMBERS; PERFORMANCE RATING REPORT
(No Change)	GDOB	DRUG AND ALCOHOL TESTING OF TRANSPORTATION EMPLOYEES
(No Change)	GDP	SUPPORT STAFF PROMOTIONS AND RECLASSIFICATION
(No Change)	GDQ	SUPPORT STAFF TERMINATION OF EMPLOYMENT
Board Approved 1/19/10 (HUSD) (No Change)	GDQA	SUPPORT STAFF REDUCTION IN FORCE
Board Approved 1/19/10 (No Change)	GDOB	RESIGNATION OF SUPPORT STAFF MEMBERS
Board Approved 1/19/10 (HUSD) (No Change)	GDQC	RETIREMENT OF SUPPORT STAFF MEMBERS
(No Change)	GDQD	DISCIPLINE, SUSPENSION, AND DISMISSAL OF SUPPORT STAFF MEMBERS
(No Change)	GDR	NONSCHOOL EMPLOYMENT BY SUPPORT STAFF MEMBERS

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 District 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 District 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 District'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, JKD and JKD-JKE.

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.

Timelines

The complaint must be filed within thirty (30) calendar days after the complaining party knew or should have known that there were grounds for a complaint/grievance.

Once the written complaint has been filed using the forms provided by the District, the Superintendent shall ~~so inform~~ require the immediate supervisor or site administrator to investigate and respond in writing to the complaining party within five (5) working days.

If the immediate supervisor or site administrator does not respond, the Superintendent will have ten (10) additional working days to respond in writing to the complaining party.

If the Superintendent does not respond within the established time, then the complaining party may request in writing that the issue be brought before the Board. The Board will then review the record of the investigation and have thirty (30) days to respond to the complaining party in writing.

Policy Advisory No. 412. DN — School Properties Disposition

SB1263 altered A.R.S. 15-342 relating to the Board's discretionary powers pertaining to the sale or lease of District property. The language has been inserted into policy document model DN, School Properties Disposition, along with new provisions concerning the donation of surplus or outdated materials, equipment and furnishings as well as a provision for the sale of certain items to students enrolled in the District.

Policy Advisory No. 413. EHB and EHB-R — Data/Records Retention

A.R.S. 341, as modified by Senate Bill 1263, now has language that enables the storage of public records either on paper or in an electronic format, or a combination of paper or electronic format. Policy document model EHB, Data/Records Retention, and regulation document model EHB-R have been adjusted accordingly.

Policy Advisory No. 414. FCB — Retirement of Facilities

A.R.S. 15-341 has language added by Senate Bill 1263 prescribing that the Governing Board may consult with the School Facilities Board for technical assistance and for information on the impact of closing a school. New policy document model FCB, Retirement of Facilities, reflects the addition to the statute.

Policy Advisory No. 415. GBAB — Medical Marijuana Standards and Conditions for Employees

* Proposition 203, The Arizona Medical Marijuana Act, was passed by the voters in the 2010 General Election. The Act, recorded as Chapter 28.1 in Arizona Revised Statutes Title 36, prescribes the mandatory, permissive, and restrictive laws pertinent to qualified cardholder patients, caregivers, and nonprofit medical marijuana dispensary agents, as well as the employment of qualified cardholders, the policies and rules applicable to district employee and student personnel, public conduct on school property, and the use of school facilities by the community.

Policy Advisory No. 416. GBECA — Nonmedical Use or Abuse of Drugs or Alcohol

Refer to above discussion under Policy Advisory No. 415.

Policy Advisory No. 417. IHAMA — Teaching About Drugs, Alcohol, and Tobacco

Although having been enacted in a legislative session prior to 2011, a modification to A.R.S. 15-712 adds date rape drugs to the list of dangerous drugs schools may include in their instructional program. The term has been added to policy document model IHAMA, Teaching About Drugs, Alcohol, and Tobacco.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

MEDICAL MARIJUANA STANDARDS AND CONDITIONS FOR EMPLOYEES

For the purpose of this policy, pursuant to Arizona Revised Statutes (A.R.S.) 36-2801, a qualified medical marijuana cardholder means:

- A qualifying patient,
- A designated caregiver, or
- A nonprofit medical marijuana dispensary agent

who has an identification card issued by the Arizona Department of Health Services related to the medical use of marijuana to treat or alleviate an individual's debilitating medical condition or symptoms associated with the debilitating medical condition.

Unless the District would lose a monetary or licensing related benefit under federal law or regulations, the School District may not discriminate against a person in hiring, termination or imposing any term or condition of employment or otherwise penalize a person solely:

- on the basis of the person's status as a medical marijuana cardholder, or
- for a positive test for marijuana components or metabolites,
 - unless the person used, possessed or was impaired by marijuana on the premises of the place of employment or during the hours of employment.

The District shall not be penalized or denied any benefit under state law for employing a registered qualifying patient or a registered designated caregiver. [A.R.S. 36-2811]

Subject to A.R.S. 36-2802, no person is authorized to engage in:

- undertaking any task under the influence of marijuana that would constitute negligence or professional malpractice,
- possessing or engaging in the medical use of marijuana,
 - on a school bus,

- on the grounds of any preschool, elementary school or secondary school,
- smoking marijuana,
 - on any form of public transportation, or
 - in any public place.
- operating, navigating or being in actual physical control of any motor vehicle, aircraft or motorboat while under the influence of marijuana,
 - except that a registered qualifying patient shall not be considered to be under the influence of marijuana solely because of the presence of metabolites or components of marijuana that appear in insufficient concentration to cause impairment.
- using marijuana in any manner not authorized by Chapter 28.1 of Arizona Revised Statutes Title 36.

The District does not allow the ingestion of marijuana in any workplace,

- except that a registered qualifying patient shall not be considered to be under the influence of marijuana solely because of the presence of metabolites or components of marijuana that appear in insufficient concentration to cause impairment.

While performing any duty in the capacity of District employee, an employee may be disciplined, up to and including suspension or termination, for ingesting marijuana in the workplace or working under the influence of marijuana.

Wherever inconsistencies of interpretation arise, the law and regulations prevail.

When District officials have a reasonable belief an employee may be under the influence, in possession of or distributing marijuana in a manner not authorized by the medical marijuana statutes law enforcement authorities will be informed.

Adopted: date of Manual adoption

**NONMEDICAL USE OR ABUSE OF
DRUGS OR ALCOHOL**

The District'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 District 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 District.
- 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 District will consider support to an employee during reentry into the workplace.
- The District'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.

Medical Marijuana

The District may not discriminate against a person in hiring, termination or imposition of any term or condition of employment or otherwise penalize a person on the basis of:

- the person's status as an eligible medical marijuana cardholder, or
- as a registered qualifying patient, having a positive drug test for marijuana components or metabolites, unless the person used, possessed or was impaired by marijuana on District premises or during the person's hours of employment with the District,

unless a failure to do so would cause the District to lose a monetary or licensing related benefit under federal law or regulations.

The Arizona Medical Marijuana Act does not authorize any person to engage in the following conduct:

- Undertaking any task under the influence of marijuana that would constitute negligence or professional malpractice.
- Possessing or engaging in the medical use of marijuana:
 - On a school bus.
 - On the grounds of any preschool or primary or secondary school.
- Smoking marijuana:

- On any form of public transportation.
- In any public place.
- Operating, navigating or being in actual physical control of any motor vehicle, aircraft or motorboat while under the influence of marijuana, except that a registered qualifying patient shall not be considered to be under the influence of marijuana solely because of the presence of metabolites or components of marijuana that appear in insufficient concentration to cause impairment
- Using marijuana in any manner other than as authorized by the Arizona Medical Marijuana Act.

Reasonable Suspicion Drug or Alcohol Testing

Definitions

Reasonable Suspicion: The quantity of proof or evidence that is more than a hunch, but less than probable cause. Reasonable suspicion must be based on specific, objective facts and any rationally-derived inferences from those facts about the conduct of any individual that would lead a reasonable person to suspect that an individual is using or under the influence of drugs and/or alcohol while on duty.

Refusal to Test: Failure to provide an adequate urine specimen for a drug test without a valid medical explanation; failure to submit to tests as directed; engaging in any conduct which obstructs the testing process.

Circumstances Under Which Drug and/or Alcohol Testing May Be Required

An employee may be requested to submit to a test for drugs and/or alcohol when specific objective facts infer that his/her conduct would lead a reasonable person to suspect that he/she has engaged in any prohibited conduct. Such facts may include, but not be limited to, appearance, behavior, speech and/or body odor and must be observed by a supervisor who has received training in detecting signs and symptoms of drug and/or alcohol use. Annual training will be provided to all principals, assistant principals, directors, and District office administrators. The observations must be made by the supervisor while the employee is on duty. A written record of the observations leading to the reasonable suspicion testing will be made by the supervisor within twenty-four (24) hours of the observations and sent to the human resources office. Final determination for testing must be approved through the human resources office.

When an employee is notified of reasonable suspicion testing for drugs and/or alcohol, the employee must report to the test site immediately within one (1) hour.

The employee shall be given the necessary documentation and driven to the test site by the supervisor or department administrator. Because the employee is being tested for reasonable suspicion and may possibly be under the influence, the employee shall not be allowed to operate a vehicle. The employing department is responsible for providing transportation to and from the testing facility.

The Superintendent is authorized to take whatever action necessary to prevent an employee from driving a vehicle to the test site for reasonable suspicion testing including, but not limited to, contacting appropriate and/or additional law enforcement. When an employee is transported to a test site for reasonable suspicion, it will be the responsibility of the employing department to provide transportation from the testing facility.

If a drug and/or alcohol test, required by this section, is not administered within two (2) hours following the reasonable suspicion determination, the supervisor will prepare a report stating the reasons the drug and/or alcohol test was not administered in a timely manner. If the drug and/or alcohol test is not administered within eight (8) hours following the reasonable suspicion determination, there will be no further attempts to administer the test and the supervisor will prepare a report stating the reasons why the test was not administered in a timely manner. The report(s) will be forwarded to the human resources office.

If a supervisor is unable to obtain a reasonable suspicion drug and/or alcohol test, the employee may not remain on or return to duty if the employee appears to be under the influence or impaired by alcohol as indicated by specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee.

Any employee having a reasonable basis to believe that another employee is illegally using or in possession of any controlled substance shall immediately report the facts and circumstances to their supervisor.

Release of Information

The results of drug and alcohol tests will be made known to the employee any time a test result is positive. The employee will be notified that the test indicated a positive result and which drug(s) were revealed.

Violations of the Policy

Violations of the policy, including refusal to submit to drug and/or alcohol testing when properly ordered to do so, may result in actions up to and including termination of employment. Each violation and alleged violation of the policy will be handled on an individual basis, taking into account all data, including the risk to self, fellow employees, students and the general public.

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.
34 C.F.R. Part 85

CROSS REF.: EEAEAA - Drug and Alcohol Testing of Transportation
 Employees

GBAB – Medical Marijuana Standards and Conditions for
Employees

G-1350 ©
EMPLOYEE ASSISTANCE

GBGC

~~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 District may require a complete examination, at District expense, by a licensed physician selected by the District.

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 District 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

GBGD - Workers' Compensation

~~REGULATION~~~~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 District 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~~

EXHIBIT**EXHIBIT****EMPLOYEE ASSISTANCE**~~(Bloodborne Pathogen Requirements)~~**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.—~~These containers shall be:~~
 - ~~◦ Puncture resistant.~~
 - ~~◦ Labeled or color coded in accordance with this standard.~~
 - ~~◦ Leakproof on the sides and bottom.~~
 - ~~◦ In accordance with legal requirements for reusable sharps.~~
- 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:
 - Closable.
 - Constructed to contain all contents and prevent leakage during handling, storage, transport, or shipping.
 - 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.

REGULATION**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.
- Being anyone born before prior to January 1, 1957, 1957 shall be considered to be immune to measles. (Rubeola)

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.
- ~~Attaining age 45 (presumed immunity).~~

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

The Superintendent shall distribute information about the District'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.

WORKERS' COMPENSATION

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.

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 - Employee Assistance

REGULATION**REGULATION****WORKERS' COMPENSATION**

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 District 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.

Compensation Claims

When a job-related injury/accident requires medical attention and absence from the workplace, the following conditions shall apply:

- The physician will be responsible for reporting the circumstances of the injury to the District, the Industrial Commission, and the District's insurance carrier.
- During the first seven (7) days of absence due to a job-related injury/accident, the employee will be placed on sick leave, provided the employee has accumulated sufficient sick leave.
- If a job-related injury/accident results in more than seven (7) days absence, the insurance carrier will be responsible for handling the claim for lost pay. During such period the employee may be directed to:
 - Endorse over to the District the payments received from the insurance carrier, continue to receive a regular salary, and be charged sick leave. When the amount of the insurance payment is determined and received by the District, the employee's sick leave record will be adjusted for that fraction of the time paid by the insurance carrier (e.g., the insurance carrier pays one-half [1/2] of the normal salary of the employee, the sick leave will be adjusted on a pro rata basis); or
 - Draw compensation from the insurance carrier, provide the District with a record of such payment, and receive payment for sick leave pay for the uncompensated portion of missed time, up to the limit of accumulated sick leave.

- In no event will an employee receive a combined salary and worker's compensation in excess of the employee's regular salary.
- An employee who has used all accumulated sick leave will be removed from the payroll and will receive only such amounts as are paid by the District's insurance carrier.

EXHIBIT

EXHIBIT

WORKERS' COMPENSATIONEARLY RETURN TO WORKDetermining if a Job Offer can be
Made for Early Return from an
Illness or Injury

The District need only consider an early return when a job that can be performed by the early return employee is available. Creation of a position is not required.

When considering an early return assignment the District should:

- Analyze the job and determine its purpose and essential functions.
- Consult with the employee to determine the precise job limitations imposed by the attending physician.
- Determine if the employee can perform the duties of the job.
- Analyze the risk of reinjury or deterioration of the employee's condition.

Adjustments in the job description for personal accommodations such as an amenity or convenience that is not job related shall not be the responsibility of the District. The District shall require that all aspects of the job description be performed adequately.

**STAFF PARTICIPATION IN
POLITICAL ACTIVITIES**

The Board recognizes the right of its employees, as citizens, to engage in political activity. However, school time, personnel, equipment, supplies, materials, buildings, or other resources may not be used ~~for political purposes.~~ Staff members who intend to engage in political activities to influence the outcomes of elections.

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

- No employee shall engage in political activities upon property under the jurisdiction of the Board, ~~unless permission has been granted.~~ Employees in their individual capacities may exercise their political liberties on property leased from the school 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~~ representing the District, and without the participation of District employees or students acting in the capacity of District or school representatives.
- Invitations to participate in election activities on a given campus, except when extended by groups leasing or using school facilities, shall be ~~extended~~ permitted only when such invitations are ~~extended~~ to all candidates for the office.
- ~~The use of District 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~~ Students may not be given written materials to influence the outcome of any election, or the distribution of such materials to or by students, is forbidden an election or to advocate support for or opposition to pending or proposed legislation.

- Students may not be involved in writing, addressing or distribution of material intended to influence the outcome of an election or to advocate support for or opposition to pending or proposed legislation.

Employees of the District may not use the authority of their position to influence the vote or political activities of any subordinate employee.

District 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.

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

The District may distribute informational reports on a proposed budget override election as provided in A.R.S. 15-481 and on a proposed bond election as provided in A.R.S. 15-491.

Nothing in this policy shall preclude the District from producing and distributing impartial information on elections other than District budget override elections or reporting on official actions of the Governing Board.

The District shall not make expenditures for literature associated with a campaign conducted by or for a District official.

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

~~District 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

15-903
16-402

PROFESSIONAL STAFF POSITIONS

Professional staff positions are created as deemed appropriate by the Superintendent only with the approval of the Board. The District will attempt to provide activate a sufficient number of positions to accomplish the District'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 within the District 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

EXHIBIT

EXHIBIT

PROFESSIONAL/SUPPORT STAFF
MILITARY/LEGAL LEAVE

Part 200 - Regulations Under the Uniformed Services
Employment and Reemployment Rights Act of 1994

Appendix to Part 1002 - Your
Rights Under USERRA

The Uniformed Services
Employment and Reemployment
Rights Act

USERRA protects the job rights of
individuals who voluntarily or
involuntarily leave employment
positions to undertake military
service or certain types of service in
the National Disaster Medical
System. USERRA also prohibits
employers from discriminating
against past and present members
of the uniformed services, and
applicants to the uniformed services.

Reemployment Rights

You have the right to be reemployed
in your civilian job if you leave that
job to perform service in the
uniformed service and:

- you ensure that your employer
receives advance written or verbal
notice of your service;
- you have five years or less of
cumulative service in the
uniformed services while with

In addition, an employer may not
retaliate against anyone assisting
in the enforcement of USERRA
rights, including testifying or
making a statement in connection
with a proceeding under USERRA,
even if that person has no service
connection.

Health Insurance Protection

- If you leave your job to perform
military service, you have the
right to elect to continue your
existing employer-based health
plan coverage for you and your
dependents for up to 24 months
while in the military.
- Even if you don't elect to continue
coverage during your military
service, you have the right to be
reinstated in your employer's
health plan when you are
reemployed, generally without any
waiting periods or exclusions (e.g.,
pre-existing condition exclusions)
except for service- connected
illnesses or injuries.

Enforcement

- The U.S. Department of Labor,
Veterans Employment and

that particular employer:

- you return to work or apply for reemployment in a timely manner after conclusion of service; and
- you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

Right to be Free from Discrimination and Retaliation

If you:

- are a past or present member of the uniformed service;
- have applied for membership in the uniformed service; or
- are obligated to serve in the uniformed service;

then an employer may not deny you:

- initial employment;
- reemployment;
- retention in employment;
- promotion; or
- any benefit of employment;

Because of this status,

Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.

- For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at <http://www.dol.gov/vets>. An interactive online USERRA Advisor can be viewed at <http://www.dol.gov/elaws/userra.htm>.
- If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice for representation.
- You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

The rights listed here may vary depending on the circumstances. This notice was prepared by VETS, and may be viewed on the internet at this address: <http://www.dol.gov/vets/programs/userra/poster.htm>. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying this notice where they customarily place notices for employees.

U.S. Department of Labor, Veterans Employment and Training Service
Washington, DC 20210
1-866-487-2365

G-3100 GCCG HUSD
PROFESSIONAL / SUPPORT STAFF VOLUNTARY
TRANSFER OF ACCRUED SICK LEAVE

A *sick leave bank* has been established to provide a benefit to employees. This benefit is open to all employees who accrue sick leave. This plan is on a voluntary, participatory basis as defined below.

Enrollment

Any eligible contracted employee may participate in the *sick leave bank* by completing a *Sick Leave Bank Enrollment* form and contributing one (1) accumulated sick leave day annually, with an accumulation of no more than six (6) days total. Enrollment shall be open during the benefits normal open enrollment period, which is August 15 through September 15. *Note:* These dates may be adjusted according to new school year calendars.

Governance

The *sick leave bank* is established by the Governing Board and may be rescinded at the close of any fiscal year, as the best interests of the District are determined by the Board.

The operation and governance of the *sick leave bank* shall be under the discretion of a selected committee, composed of one (1) member from each site-location within the District. In addition, the Superintendent or appointed designee shall serve as a non-voting member of the review board, except in the event of a tie, at which time the Superintendent or appointed designee will cast the deciding vote. Members will continue to serve successive terms unless they request replacement, at which time new member(s) from the same site(s) will be selected to serve.

Qualifications for Benefit

Any employee who is a member of the *sick leave bank*, as described above under "Enrollment," may apply to the committee member representing that employee's site/location for benefits based upon the following criteria:

- Sick leave bank days may only be requested during days when an employee is on an approved leave of absence from work. Only the Superintendent or Governing Board may authorize an extended leave of absence.
- The employee must fill out a *Sick Leave Bank Withdrawal Request Form*. The request form must be accompanied by a doctor's statement confirming the cause of the illness or injury, verifying that the request is not for an elective procedure, and documenting the need for the employee to remain absent from

work for a specified period of time. The *sick leave bank* committee will review all application requests for approval.

- The employee shall have used all accumulated leave (sick, personal, vacation) prior to the award. Benefits may not begin until the eleventh (11th) work day missed after the approved date of eligibility. Any accrual days earned during this sick bank absence will be used before sick bank day is charged. *The sick leave bank will not reimburse the first five (5) eligible days.*

- The employee must have an extended illness or disability. Sick leave bank days will be limited to the number of days until short-term disability benefits become effective, or up to a maximum of seventy (70) work days during any rolling twelve (12) month period, whichever is shorter.

- Sick leave bank days will not be granted for absence due to pregnancy, childbirth, adoption, elective procedures, or workers' compensation claims.

- An employee may not request sick leave bank days for absences due to a family member's illness/disability, et cetera.

- Any sick, personal, or vacation days accrued during the time when sick leave bank days are being received will be used to cover days during the paid leave. When an employee returns to work after using sick leave bank days, their next sick leave day accrual will automatically be taken for the bank.

- An employee who receives a sick leave bank benefit as described above under "Qualifications for Benefit" will be required, upon return to work, to again start contributing one (1) accumulated sick leave day annually, with an accumulation of no more than six (6) days total.

- ~~In the event the employee has donated any or all accumulated sick leave to another employee, those sick leave days cannot be recovered from the sick leave bank. For example, those days will be deducted from any given sick leave bank days.~~

Adopted: date of manual adoption

LEGAL REF.: A.G.O. I91-027

PROFESSIONAL STAFF HIRING

It shall be the policy of the District to employ and retain the best qualified personnel. This will be accomplished by giving careful consideration to qualifications and by providing competitive salary schedules within the financial capability of the District, 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.
- Candidates for professional positions shall be qualified for and have the training necessary to perform the instructional duties or functions for which they have applied.
- 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.

Before employment, schools or school districts shall verify the certification and fingerprint status of applicants who apply for school or school district positions that require certification.

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 District may assist in obtaining the conditional certificate, and employ the teacher, by meeting all of the following conditions:

- The District verifies in writing on a form provided by the Arizona Department of Education (ADE) the necessity for hiring and placing the applicant into service before a fingerprinting check is completed.
- The District obtains from the Department of Public Safety a state-wide criminal records check on the applicant. Subsequent criminal records checks must be completed every one hundred twenty (120) days until a permanent certificate is received.
- The District searches the criminal records of all local jurisdictions outside Arizona where the applicant has lived in the previous five (5) years.
- The District 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 District provides general supervision of the applicant until permanent certification is issued by ADE.

Upon recommendation for employment the District shall confirm employment authorization and employment eligibility verification by participating in the E-Verify program of the Department of Homeland Security's (DHS) U.S. Citizenship and Immigration Services Bureau (USCIS) and the Social Security Administration (SSA). The District will then complete the Form I-9 as required and maintain the form with copies of the necessary documents and documentation of the authorization and verification pending any inquiry.

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.

A teacher's acceptance of a contract must be indicated within fifteen (15) ~~thirty (30)~~ days from the date of the written contract or the offer is revoked. The teacher accepts the contract by signing the contract and returning it to the Governing Board or by making a written instrument which accepts the terms of the contract and delivering it to the Governing Board. If the written instrument includes terms in

addition to the terms of the contract offered by the Board, the teacher fails to accept the contract.

Adopted: date of manual adoption

LEGAL REF.:	A.R.S. 13-3716	23-211
	15-502	23-212
	15-503	38-201
	15-536	38-231
	15-538.01	38-232
	15-539	38-766.01
	15-550	41-1756

CROSS REF.: GCB - Professional Staff Contracts and Compensation
GCO - Evaluation of Professional Staff Members

^ & ^G-3550 ©
PROFESSIONAL STAFF CERTIFICATION
AND
CREDENTIALING REQUIREMENTS

GCFC

(Fingerprinting Requirements)

New Hires

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

The candidate's fingerprints shall be submitted, along with the form presented as an exhibit to this policy, immediately upon being notified of possible employment. The form shall be considered a part of the application for 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. ~~13-604-01-705~~13-604-01-705.
- Child abuse.
- Sexual conduct with a minor.
- Molestation of a child.
- Manslaughter.
- Aggravated assault.
- Assault.
- Exploitation of minors involving drug offenses.

A person who makes a false statement, representation, or certification in any application for employment with the School District is guilty of a class 3 misdemeanor.

The District 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
IJOC - School Volunteers

G-3950 ©
PROFESSIONAL / SUPPORT STAFF
ORIENTATION AND TRAINING

GCH

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

- Goals, objectives, and programs of the District.
- Personnel policies.
- Sexual harassment.
- Terms of employment.
- General disciplinary rules and procedures.
- Salary and fringe-benefit plans.
- Self-improvement opportunities.
- The evaluation program and name(s) of evaluator(s).
- Handling of body fluids.
- Child abuse reporting responsibilities.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 15-341

SUPPORT STAFF POSITIONS

Support staff positions are created as deemed appropriate by the Superintendent only with the approval of the Board. The District will attempt to provide activate a sufficient number of positions to accomplish the District'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 within the District in the school system.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 15-341
15-502

**SUPPORT STAFF CONTRACTS
AND COMPENSATION**

Support staff members are all employees of the District who are not required by state law or by a District policy, regulation, or job description to possess *teaching* certificates from the Arizona Department of Education for the purpose of performing their jobs, unless they are expressly designated as professional staff members in notices of employment or contracts executed by the Governing Board.

Employment Status

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

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

At-will employee. An at-will employee is a support staff member who is employed by the District for no specific term and who has no right of continued employment. The employment of an at-will employee may be terminated by action of the Governing Board with or without giving reason, with or without advance notice, as the Governing Board deems appropriate. 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 District policy or regulation or item within the District'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 the Board recommendations on the salaries and benefits of support staff employees in conjunction with the development of the District's annual budget. The Board will determine salaries and benefits of support staff employees annually, differentiated on the basis of duties and responsibilities.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 15-502
A.A.C. R7-2-601 *et seq.*

CROSS REF.: GDQB - Resignation of Support Staff Members

G-6850 ©
SUPPORT STAFF SALARY SCHEDULES

GDBA

(Wages)

Initial Placement ~~on Salary Schedule~~

~~The initial placement on the salary schedule~~ Wages for all new support staff personnel and for all currently employed personnel selected for another position in the District 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 District employment, if applicable.

Salary Advancement

~~Salary advancements~~ Advancements for regular twelve (12) month employees are granted only at the beginning of each fiscal year. Annual step and/or other salary advancement 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.

Support staff ~~An employee~~ must work one (1) day more than one-half (1/2) of the year to receive an step and/or other salary advancement in salary wages.

Adopted: date of manual adoption

REGULATION**REGULATION****REGULATION**

SUPPORT STAFF
VACATIONS AND HOLIDAYS

Vacation Accrual and Usage

The District practice regarding accrued vacation days for 12 month classified employees is as follows:

- Vacation time must be taken in ½ day or full day increments.
- Vacation time will be given to year round classified employees in the following manner:
 - 1 – 4 years of continuous service in a 12 month full-time position (30+ hours/week): 10 days vacation per year accumulated at 0.833 days per month of employment.
 - 5– 15 years of continuous service in a 12 month full-time position (30+ hours/week): 15 days vacation per year accumulated at 1.25 days per month of employment.
 - 16 years+ years of continuous service in a 12 month full-time position (30+ hours/week): 20 days vacation per year accumulated at 1.66 days per month of employment.
- An employee may carry unused vacation days into the next fiscal year (July through June) not to exceed fifteen (15) days (20 days if 16+ years employees.)

Excess Vacation Accruals

Regarding the disposition of vacation days accrued beyond the maximum number of days that can be carried over into the next fiscal year, the following procedures apply:

- At the end of each fiscal year (June 30th), 12 month classified employees who have unused accrued vacation days in excess of the maximum allowed accrual (either 15 or 20, depending on years of service) will have their vacation balance reduced effective July 1st of the new fiscal year, if there is an excess, to a maximum number of days allowed.
- For those vacation days in excess of the maximum days allowed as of June 30, the employee will have all of the excess days credited to sick leave up to the maximum number of accumulated sick days allowable.
- Upon resignation, retirement, or termination, a 12 month classified employee will only be paid for unused accrued vacation days up to the maximum allowable accrual (either 15 or 20, depending on years of service).
- Any exception to the above practice would need to be requested to the Superintendent, in writing. The Superintendent would consider each request on a case-by-case basis.

EXHIBIT **EXHIBIT**

SUPPORT STAFF HIRING

NOTICE OF EMPLOYMENT

You are hereby notified that, pursuant to action taken at a meeting of the

_____ (1) _____ Governing Board held on _____ (2)

, you have been employed for the position of _____ (3)

, beginning

_____ (4) _____, at the rate of _____ (5)

per hour. A work schedule for the position is enclosed, which includes information on holidays and nonwork days.

Your employment may be terminated by the District without advance notice. No legitimate expectation of continued employment is created by this employment, understandings with the Board or its agents, or interpretations of Board policies. You are expected to comply with the requirements of the job description and Board policies while employed by the District.

Employee Signature _____ Date

Superintendent Signature _____ Date

Key to numbers in blanks:

(1) School District designation

(2) Date of meeting

- (3) Title of position
- (4) Date that duties begin
- (5) Hourly rate of pay

EXHIBIT

EXHIBIT

SUPPORT STAFF HIRING

WAGE NOTICE

You are hereby notified that, pursuant to action taken at a meeting of the

(1) _____ Governing Board held on

(2) _____, your wages have been set at the rate of _____ (3)

per hour, effective on _____ (4) _____.

Employee Signature _____ Date

Superintendent Signature _____ Date

Key to numbers in blanks:

(1) School District designation

(2) Date of meeting

(3) Hourly rate of pay

(4) Effective date of hourly pay

G-8100 ©
SUPPORT STAFF ORIENTATION
AND TRAINING

GDH

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

- ~~◦ Goals, objectives, and programs of the District.~~
- ~~◦ Personnel policies.~~
- ~~◦ Terms of employment.~~
- ~~◦ General disciplinary rules and procedures.~~
- ~~◦ Salary and fringe benefit plans.~~
- ~~◦ Self-improvement opportunities.~~
- ~~◦ The evaluation program and name(s) of evaluator(s).~~
- ~~◦ Handling of body fluids.~~

~~Adopted: date of manual adoption~~

Refer to Policy GCH.