



Litchfield Elementary
School District #79

2024 -2025

EMPLOYEE
HANDBOOK



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School Directory

Barbara B. Robey Elementary School

5340 North Wigwam Creek Boulevard
Litchfield Park, AZ 85340
Phone: 623-547-1400 | Attendance: 623-547-1403



Principal, Amanda Acosta..... 623-547-1400
Office Manager, Meri Simmons.....623-547-1401
Registrar, Nancy Voy.....623-547-1402

Belen Soto Elementary School

18601 West Campbell Avenue
Goodyear, AZ 85395
Phone: 623-547-3400 | Attendance: 623-547-3409



Principal, Courtney Frazier.....623-547-3400
Assistant Principal,623-547-3400
Office Manager, Reyna Larriva.....623-547-3401
Registrar, Rachel Sullivan.....623-547-3402

Corte Sierra Elementary School

3300 North Santa Fe Trail
Avondale, AZ 85392
Phone: 623-547-1000 | Attendance: 623-547-1003



Principal, Tanya Rotteger.....623-547-1000
Office Manager, Lisa Handyside.....623-547-1001
Registrar, Laurie Borges.....623-547-1002

Dreaming Summit Elementary School

13335 West Missouri Avenue
Litchfield Park, AZ 85340
Phone: 623-547-1200 | Attendance: 623-547-1203



Principal, Michelle Hill.....623-547-1200
Office Manager, Cheryl Hoover.....623-547-1201
Registrar, Jessica Eneriz.....623-547-1202

L. Thomas Heck School

12448 W. Bethany Home Rd.
Litchfield Park, AZ 85340
Phone: 623-547-1700 | Attendance: 623-547-1703



Principal, Luke Jankee..... 623-547-1700
Assistant Principal, Grizellie Hedges..... 623-547-1715
Office Manager, Regina Milakovich.....623-547-1701
Registrar, Georgena Trimble.....623-547-1702

Litchfield Elementary School

255 E. Wigwam Blvd.
Litchfield Park, AZ 85340
Phone: 623-535-6100 | Attendance: 623-535-6102



Principal, Denise Lundberg.....623-535-6100
Office Manager, Lucy Ruiz.....623-535-6101
Registrar, Sally Batenhorst623-535-6112

Mabel Padgett Elementary School

15430 W. Turney
Goodyear, AZ 85395
Phone: 623-547-3200 | Attendance: 623-547-3200



Principal, Leslie Willis.....623-547-3200
Office Manager, Andrea Bryant623-547-3201
Registrar, Carol Mendoza.....623-547-3202

Palm Valley Elementary School

2801 North 135th Avenue
Goodyear, AZ 85395
Phone: 623-535-6400 | Attendance: 623-535-6403



Principal, Dr. Kim Hill623-535-6400
Office Manager, Kristine Johnson.....623-535-6401
Registrar, Ashley Piper.....623-535-6402

Rancho Santa Fe Elementary

2150 N. Rancho Santa Fe Blvd.
Avondale, AZ 85392
Phone: 623-535-6500 | Attendance: 623-535-6503



Principal, Vanessa Zuniga..... 623-535-6500
Office Manager, Corinne Sterr.....623-535-6501
Registrar, Giselle Cieslik623-535-6510

Scott L. Libby Elementary School

18701 W. Thomas Rd.
Litchfield Park, AZ 85340
Phone: 623-535-6200 | Attendance: 623-535-6203



Principal, Kara Fox623-535-6200
Office Manager, Shirley Jackson.....623-535-6201
Registrar, Carol Cole.....623-535-6202

Verrado Elementary

20873 W. Sunrise Lane
Buckeye, AZ 85396
Phone: 623-547-1600 | Attendance: 623-547-1603



Principal, Sarah Fantazia623-547-1600
Office Manager, Corrina Reynoso623-547-1601
Registrar, Tonya Gehring.....623-547-1602

Verrado Heritage Elementary

20895 W. Hamilton Street
Buckeye, AZ 85396
Phone: 623-547-3300 | Attendance: 623-547-3303



Principal, Meredith Noce.....623-547-3300
Assistant Principal, Krissy Carberry.....623-547-3314
Office Manager, Susan Mountain.....623-547-3301
Registrar,.....623-547-3302

Verrado Middle School

5340 North Wigwam Creek Boulevard
Litchfield Park, AZ 85340
Phone: 623-547-1300 | Attendance: 623-547-1303



Principal, Anthony Paduano..... 623-547-1300
Assistant Principal, Jared Aasen.....623-547-1315
Office Manager, Rita Talia.....623-547-1301
Registrar, Pam Schlueter.....623-547-1302

Western Sky Middle School

4095 N. 144th Ave.
Goodyear, AZ 85395
Phone: 623-535-6300 | Attendance: 623-535-6303



Principal, Castonia Hardge.....623-535-6300
Assistant Principal, Aaron Gould623-535-6322
Office Manager, Jessica Guenther623-535-6301
Registrar, Juanita Olague.....623-535-6302

White Tanks Learning Center

3300 North Santa Fe Trail,
Avondale, AZ 85392
Phone: 623-547-1588 | Attendance: 623-935-2108



Principal, Kyle Martinez623-547-1588
Campus Coach, Ashley Agney.....623-547-1593

Wigwam Creek Middle School

4510 N. 127TH Ave.
Litchfield Park, AZ 85340
Phone: 623-547-1100 | Attendance: 623-547-1003



Principal, Sarah Rosenthal.....623-547-1101
Assistant Principal, Kacie McQuarrie.....623-547-1115
Office Manager, Meghan Adair623-547-1101
Registrar, Melanie Jimenez.....623-547-1102



Sandy Satterfield
Executive Director of Human Resources

Welcome to the 2024-2025 School Year, Litchfield Team!

We are thrilled to kick off another fantastic year in the Litchfield Elementary School District #79. As we embark on the 2024-2025 school year, we anticipate a wealth of amazing experiences and opportunities for your professional growth.

As we focus on delivering high-quality instruction and fostering a dynamic learning environment, it is crucial that we collaborate to unlock the potential of our Litchfield Learners. To support our core components of serving as a Litchfield Learner e values—Communication, Character, Teamwork, Problem Solving, Continuous Learning, and Content Expertise—we are providing you with the 2024-2025 Employee Handbook. This essential resource covers a range of topics, including:

- Absences and Reporting
- Assignments and Transfers
- Benefits
- Compensation
- Evaluation
- Health and Wellness
- Positions and Postings
- Professional Growth
- Professionalism

Effective communication is key to our collective success. The Human Resources Team is dedicated to supporting you throughout the year. Whether you have a question or need assistance, please do not hesitate to reach out to us. We are here to help you as you create enriching learning experiences for our students and support our community.

You are welcome to call or email us with any inquiries or concerns. The Human Resources Team looks forward to an exceptional year of collaboration and achievement.

Here's to a successful 2024-2025 school year!

A handwritten signature in cursive script that reads "Sandy Satterfield".

Sandy Satterfield
Executive Director of Human Resources

LESD79 Cabinet Team



Dr. Carter Davidson
Superintendent



Dr. Bridget Duzy
Deputy Superintendent



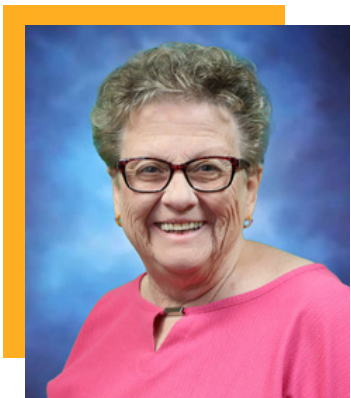
Michael Vaughn
Chief Financial Officer



Erik Stone
Executive Director
of Operations



Jennifer Benjamin
Executive Director of
Programs & Instruction



Sandy Satterfield
Executive Director of
Human Resources



Sam Nuanez
Executive Director of
Communications & Partnerships

Introduction

We believe that the growth and progress of the Litchfield Elementary School District #79 will be achieved by the successful application of our employees' skills to our activities, and we feel our employees will play a major role in our District's success. We believe in, and hold the highest respect for the rights and individual dignity of each of our employees. To the best of our ability, we will create an atmosphere within the District that will allow all employees to feel a genuine sense of accomplishment. At no time will we knowingly discriminate or allow discrimination toward an employee because of age, sex, race, color, religion, handicap, national origin, or any other reason. We believe that as a District and as individuals, we must be good citizens. We will fulfill our obligations toward our government and toward the community in which we work, and we encourage our employees to play a positive role in appropriate community endeavors. Through high employee contribution and recognition, we believe we can attain a standard of operations that will provide the pride, the rewards, the opportunities, and the security that each of us seek. We hope you will enjoy working for the Litchfield Elementary School District #79. We have established some guidelines to help maintain the harmonious working relationships we feel are important.

Unlocking Potential The Key to Success for Litchfield Learners



Communication



Character



Teamwork



Problem Solving



Continuous Learner



Content Expert

Educational Philosophy LESD79 School District Mission



The District was established by the state legislature, under the authority contained in the Arizona State Constitution, for the sole purpose of providing an education to the students of the District. While the establishment of the District also provides other services, such as caring for students during the school day, providing employment to the school staff, and providing facilities for the use of the community, all of these services are necessarily subordinate to the District's prime function of providing an education to students. The Governing Board of the District is selected by the citizens of the community to ensure that this responsibility is accomplished. However, the Board recognizes that it cannot accomplish this objective unless all of the sectors of the school community also accept and perform their responsibilities. The Board considers the responsibilities of these elements of the school community to be as follows:

Staff

The Board fulfills its responsibility for the education of students by employing first a competent Superintendent, on whose recommendation it also employs a competent staff. As a condition of this employment, the Board expects each member's best efforts to be exerted toward the accomplishment of the educational objectives of the District. Because education is imparted primarily by teachers, the Board specifically places responsibility for maintaining and expanding the educational ability on each teacher to the end that each student may reach maximum potential and develop a sense of dignity and self-worth.

Parents

The Board recognizes that the ultimate responsibility for the well being of all children rest with their parents. All parents are expected to cooperate in the District's educational effort by ensuring maximum attendance of their children, by requiring that their children cooperate in the educational endeavor of the District, and by fostering an attitude in their children that recognizes the importance of education.

Community

Community – The resources necessary to provide education for students are provided by members of the community through their taxes and other supporting services. The Board's goal is that all members of the community, both individually and through their government, civic, and social organizations, will continue to support the educational activities of the District.

Students

Education is an opportunity provided to the children of the District by their community. The Board expects that all students will learn to recognize the value of this opportunity, and will therefore work diligently to help ensure that their maximum potentials are realized. The Board further expects that all students will recognize that their fellow students have the right to be educated, and will avoid any action that may interfere with their ability to exercise that right. The Board believes that education should develop habits, attitudes, understanding, and skills necessary for a productive, satisfying life in our society.

Students should be taught to understand the duties and privileges of responsible citizenship as such duties and privileges relate to themselves as individuals and to the whole community. The vast changes brought about by increasing technology, population, and urbanization must also be taught. The input and support of the citizens of the community, and especially the professional staff, are solicited as the school community endeavors to develop the attitudes and abilities demanded in this age of rapid change.

In consideration of the accomplishment of these responsibilities by each sector of the school community listed above, the Governing Board, with the concurrence of each individual Board member, pledges its best efforts to ensure that the District is governed effectively and efficiently so that the goal of an appropriate and outstanding educational experience is available for all students of the District.

Child Find Activities

Arizona law mandates that we inform each of you about our District's Child Find Activities. The Litchfield Elementary School District #79 is committed to locating, identifying, and evaluating children and youth with disabilities living in our attendance area from birth through twenty-one (21) years of age. Should you have concerns regarding any child in our attendance area who has trouble walking, hearing, seeing, or learning he/she may be eligible to receive special education services. Please contact the Educational Services Office for further information. The Litchfield Elementary School District #79 will evaluate referred students at no cost to the parent to determine if he/she is a student with disabilities. If students do qualify an appropriate service plan will be generated to meet his/her individual needs.



Continuity of Policies Right to Change or Discontinue

To preserve the ability to meet the District's needs under changing conditions, Litchfield Elementary School District #79 may modify, augment, delete, or revoke any and all policies, procedures, practices, and statements contained in this handbook at any time without notice. Such changes shall be effective immediately upon approval by the Governing Board unless otherwise stated. No policy is intended as a guarantee of continuity of benefits or rights. No permanent employment or employment for any term is intended or can be implied by statements in this handbook.

Statement of Commitment to Employee

Litchfield Elementary School District #79 recognizes that its staff is its most important strength and, therefore, is committed to providing an excellent work environment and opportunities for self-development and growth. Litchfield Elementary School District #79 employee benefits have been designed to promote loyalty and longevity, and the District's philosophy is to provide an outstanding educational experience for all of our students.

Employment Policies

Announcement of New Positions

The availability of all job openings will be announced through the District website at www.lesd79.org/apply. A copy of the current openings will also be available at the District Office.

Discipline, Suspension, and Dismissal of Professional Staff Members

Policy GCQF

Categories of Misconduct

Certificated staff members may be disciplined for infractions that include, but are not limited to, the following categories:

- | | |
|---|---|
| A. Engaging in unprofessional conduct | K. Engaging in the use of narcotics or habit-forming drugs |
| B. Committing fraud in securing appointment | L. Being absent without authorized leave |
| C. Exhibiting incompetence in their work | M. Engaging in discourteous treatment of the public |
| D. Exhibiting inefficiency in their work | N. Engaging in improper political activity |
| E. Exhibiting improper attitudes | O. Engaging in willful disobedience |
| F. Neglecting their duties | P. Being involved in misuse or unauthorized use of school property |
| G. Engaging in acts of insubordination | Q. Being involved in excessive absenteeism |
| H. Engaging in acts of child abuse or child molestation | R. Carrying or possessing a weapon on school grounds unless they are peace officers or have obtained specific authorization from the appropriate school administrator |
| I. Engaging in acts of dishonesty | |
| J. Being under the influence of alcohol while on duty | |

Statutory Requirements

Certificated staff members disciplined under A.R.S. 15-341, A.R.S. 15-539, or other applicable statutes:

- A. May not be suspended with or without pay for a period exceeding ten (10) school days under A.R.S. 15-341.
- B. May be suspended without pay for a period of time greater than ten (10) school days or dismissed under A.R.S. 15-539.
- C. Shall be disciplined under procedures that provide for notice, hearing, and appeal, subject to the requirements of A.R.S. 15-341 or A.R.S. 15-539, whichever is appropriate.
- D. Shall, if disciplined under A.R.S. 15-539 or other applicable statutes, excluding A.R.S. 15-341, receive notice in writing served upon the certificated staff member personally or by United States registered or certified mail addressed to the employee's last known address. A copy of charges, together with a copy of all applicable statutes, shall be attached to the notice.
- E. Shall have the right to a hearing in accordance with the following:
 1. Suspension under A.R.S. 15-341. The supervising administrator will schedule a meeting not less than two (2) days or more than ten (10) days after the date the certificated staff member receives the notice.
 2. Dismissal or dismissal with suspension included under A.R.S. 15-539. A certificated staff member's written request for a hearing shall be filed with the Board within ten (10) days after service of notice. The filing of a timely request shall suspend the imposition of a suspension without pay or a dismissal pending completion of the hearing.

Discipline, Suspension, and Dismissal of Support Staff Members

Policy GDQD

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

Employee Orientation and Training

Policy GCH & Policy 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:

- A. Goals, objectives, and programs of the District
- B. Personnel policies
- C. Sexual Harassment
- D. Terms of employment
- E. General disciplinary rules and procedures
- F. Salary and fringe-benefit plans
- G. Self-improvement opportunities
- H. The evaluation program and name(s) of evaluator(s)
- I. Handling of body fluids
- J. Child abuse reporting responsibilities

Employment Eligibility Verification - Form 1-9 & E-Verify

Professional and Support Staff Hiring – Policy exhibit GCF-ED & GDF-EE
(Procedures and Practices for Employment Authorization and Employment Eligibility Verification)

Anti-Discrimination Notice

It is illegal to discriminate against any individual (other than an alien not authorized to work in the U.S.) in hiring, discharging, recruiting, or referring for a fee because of that individual's national origin or citizenship status. It is illegal to discriminate against work-eligible individuals. Employers cannot specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

Employment Authorization Procedure

Effective January 1, 2008, Arizona schools must use the federal government's Basic Pilot Program to verify the employment authorization of all newly hired employees. The Department of Homeland Security's (DHS) U.S. Citizenship and Immigration Services Bureau (USCIS) and the Social Security Administration (SSA) are jointly conducting E-Verify, formerly known as the Basic Pilot. E-Verify involves verification checks of the SSA and DHS databases, using an automated system to verify the employment authorization of all newly hired employees.

I-9 Form Completion

The Immigration Reform and Control Act of 1986 (IRCA) requires that all new employees, both regular and casual, establish their eligibility for employment in the United States. This federal law applies to U.S. citizens as well as to foreign nationals. Employees must complete and sign Section 1 of the Employment Eligibility Verification Form I-9 no later than the first day of employment. Employers or their authorized representative must complete and sign Section 2 of the Employment Eligibility Verification Form I-9 within three (3) business days of the employee's first day of employment.

Equal Opportunity

Policy [GBA](#)

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

Non- School Employment

Policy [GCR](#) & [GDR](#)

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

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

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

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

Positions

Policy [GCA](#) & [GDA](#)

Professional and support staff positions are created only with the approval of the Board. The District will attempt to 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 qualification, the performance responsibilities, and the method by which the performance of such responsibilities will be evaluated. The establishment of any new position will require Governing Board approval. The Superintendent will maintain a comprehensive and up-to-date set of job descriptions of all positions in the school system.

Professional Staff Salary Schedules

Policy GCBA

Administrators

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

Other Certified Personnel

The salary placement chart pertains to personnel holding basic or standard certificates at the elementary or secondary levels.

Initial Placement on Salary Placement Chart. New teachers entering the system with prior teaching service, who have met academic and professional qualifications for Arizona State Department of Education certification, will be given credit for years of substantiated experience, up to the salary CAP per approved salary schedule.

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

Substitutes

Pay for substitute teaching will be established by the Board.

Other Contract Provisions

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

For newly hired, critical, and difficult-to-fill certificated positions placed on the teachers' salary placement chart, differentials above the stated schedule may be paid.

Professional Growth Program

Teachers shall have the opportunity to qualify for salaries at higher professional growth levels through acquisition of advanced degrees and college semester hours. Upon completion of a minimum of nine (9) graduate hours, official transcripts must be submitted to human resources for advancement on the pay schedule. The Professional Growth Form must be completed and attached to the official transcripts and turned in prior to May 1st for amendment to be in effect for the following fiscal year contract. Only graduate level coursework will be credited. If coursework does not meet the graduate-level guidelines, then no credit will be given on the pay scale. Please refer to District policy GCBA for more information.

Professional Staff Compensation

Policy GCB

Salaries in the District will be differentiated in relationship to duties and responsibilities. The Superintendent will provide recommendations on salaries and fringe benefits to the Board. The Board at any time may establish, within the budgetary constraint of the District, the salaries and benefits for all employees necessary for the succeeding year. Subject to the terms of employment contracts, the Governing Board at any time may reduce salaries or eliminate certificated teachers in the District in order to effectuate economies in the operation of the District or to improve the efficient conduct and administration of the District's schools. Notice of a general salary reduction shall be given to each certificated teacher affected. These provisions do not apply to salary reductions from classroom site fund money

Invalid Teaching Certification and/or Fingerprint Clearance Card

District employment contracts for certificated staff state the following:

Teacher understands and agrees that Teacher is not entitled to compensation for any period during which such fingerprint clearance, certificate(s) and/or endorsement(s) and/or approved area(s) is/are not maintained and in effect; and in addition to any other remedies to which the District may be entitled, District shall not be obliged to pay or compensate Teacher for work performed during such period and District may deduct any of that paid to Teacher attributable to such period from any other monies owed to Teacher by District. In the sole discretion of the District, Teacher may be paid at a substitute teacher rate for a maximum of one hundred twenty (120) days per school year.

Failure to maintain a valid fingerprint clearance card or certificate will result in a one (1) earned personal leave day dock (not counted against attendance goal) as a first-time consequence and may result in reduction in pay to substitute status or disciplinary action up to and including dismissal. The District may assign a substitute teacher or other personnel who holds a valid fingerprint clearance card to accompany the teacher who allowed their fingerprint clearance card to lapse.

Prohibited Personnel Practices

Policy GBP

Disclosure Protected

It is a prohibited personnel practice for any District employee, who has control over personnel actions to take reprisals against another employee for a disclosure of a matter of public concern, by that other employee, to a public body when the employee believes there has been a violation of law, mismanagement, a gross waste of monies, or an abuse of authority.

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

Reporting Protected

A governing board or school district employee who has control over personnel decisions shall not take unlawful reprisal against an employee for good-faith reports about certificated personnel engaged in conduct involving minors that is reportable under A.R.S. 13-3620 (Reporting Child Abuse).

Unlawful reprisal means an action taken by a governing board that results in disciplinary action, transfer or reassignment, suspension, demotion, or dismissal, an unfavorable performance evaluation, or other significant changes in duties or responsibilities that are inconsistent with the employee's salary or employment classification.

Reduction in Force

Professional Staff Reduction in Force

Policy GCQA

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

The Board will follow the guidelines below when implementing a reduction in force:

A. Normal attrition will be relied upon as the first means of reducing the number of positions.
B. If attrition does not accomplish the required reduction in staff, the Superintendent shall submit to the Board recommendations for the termination of specific staff members. Factors to be considered in recommending the release of specific teachers shall include, but shall not necessarily be limited to, the following:

1. Staffing needs to continue educational programs and the District's mission at the highest level of effectiveness
2. Education, professional development and/or hours toward an advanced degree that pertains to the District's educational programs and mission
3. Certifications and other qualifications (such as highly qualified status, multiple certifications in approved content areas, advanced degrees, National Board Certification), including but not limited to, those required by federal and state laws, that are needed to accomplish the District's educational programs and mission
4. Job performance, competency and effectiveness
5. Overall teaching experience in relevant grade levels (seven [7] through twelve [12]) and content areas or subjects at other accredited secondary institutions or in other comparable programs.
6. Employment retention priority for teachers shall not be based upon tenure or seniority.
7. Teachers to be released shall be notified in writing as soon as practical.

Support Staff Reduction in Force

Policy GDQA

The number and type of support staff positions required to implement the District's educational program will be determined annually by the Board after recommendation from the Superintendent. In the event the Board decides to release support staff members, the following guidelines will be in effect:

A. Normal attrition due to terminations will be relied upon as the first means of reducing the staff.
B. If attrition does not accomplish the required reduction in staff, the Superintendent shall submit to the Board recommendations for the termination of specific staff members. The criteria used in formulating these recommendations shall include, but shall not be limited to:

1. Qualifications of staff members to accomplish the District's program.
2. Overall experience, training, and ability.
3. Past contributions to the program of the District.

Criteria for selection of staff members to be released will be applied separately to employees within specialty categories.

Personnel to be released shall be notified as soon as practical.

Rehire

Applications received from former employees will be processed using the same procedures and standards that govern all outside applications. The hiring supervisor will review the former employee's performance records and the circumstances surrounding termination of previous employment with the District. This information will be provided to the supervisor responsible for screening and interviewing applicants. Litchfield Elementary School District #79 is under no obligation to rehire former employees.

Resignation of Professional Staff Members

Policy GCQC

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

Requests to be released from contract will be reviewed by the Superintendent and the decision to recommend or not recommend a waiver of the liquidated damages will be provided to the District Governing Board at a regularly scheduled meeting. Teachers are expected to continue to work until the Governing Board releases the teacher from the contract. A teacher who resigns contrary to this policy shall be deemed to have committed an unprofessional act and shall be subject to the penalty as provided under Arizona statute [A.R.S. 15-545](#) and State Board of Education regulations.

Resignation of Support Staff

Policy GDQB

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

Salaried Support Staff Members:

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

Requests to be released from contract will be reviewed by the Superintendent and the decision to recommend or not recommend a waiver of liquidated damages will be provided to the District Governing Board at a regularly scheduled meeting. Salaried Support Staff Members are expected to continue to work until the Governing Board releases the staff member from the contract.

Return to Work after Serious Injury or Illness

Employees who are absent three (3) consecutive days using earned paid sick time will be requested to provide documentation signed by a healthcare professional and is considered reasonable documentation indicating that earned paid sick time is necessary.

Staff Conflict of Interest

Policy GBEAA

Employment of Close Relatives

No person employed by the District may be directly supervised by a close “Relative” means the spouse, child, child’s child, parent, grandparent, brother or sister of the whole or half blood and their spouses and the parent, brother, sister, or child of a spouse.

A dependent of a Board member (a person who is substantially supported by or resides with a Board member) cannot be hired in the District except by consent of the Board. The spouse of a Board member cannot be employed by the District.

Conflict of Interest

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

"Make known" means the filing of a paper which is signed by a public officer or employee and which fully discloses a substantial interest or the filing of a copy of the official minutes of a public agency which fully discloses a substantial interest in the official records of the District. The filing shall be maintained in the special file established pursuant to A.R.S. 38-509.

In the Litchfield Elementary School District #79 (LESD), an employee shall submit the conflict of interest disclosure form Governing Board Policy Exhibit GBEAA-E to the Director of Purchasing.

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

See Regulation GBEAA-R for additional definitions.

Vendor Relations

No employee of the District will accept a gift or benefit from any person, group, or entity doing, or desiring to do, business with the District as described in Governing Board Policy DJ – Purchasing (Purchasing Ethics Policy). The acceptance of any business-related gratuity, gift, or benefit is specifically prohibited, except for widely distributed, advertising items of nominal value.

This policy should not be construed to deem unacceptable inexpensive novelty advertising items of general distribution such as greeting cards, mugs, pens, or t-shirts. Acceptance of business meals and holiday gifts for general consumption are acceptable under this policy.

District Purchases from Employees

The District must comply with competitive purchasing rules for any acquisition of goods or services from District employees regardless of the dollar amount. The District may acquire equipment, material, supplies, or services from its employees only under an award or contract let after public competitive bidding [A.R.S. 38-503; A.G.O. 106-002]. The requirement applies to any purchase using District monies, including extracurricular activities fees, tax credit contributions, and monies held in trust by the District such as student activities monies, when a District employee acts as the vendor. Oral and written quotations do not satisfy the public competitive bidding requirements.

Employee Training and Acknowledgement of Understanding

The Governing Board may require annual employee training to ensure District conflict of interest policies are communicated to employees and acknowledged as received and understood. Each employee shall complete and sign the conflict of interest form, Governing Board Policy Exhibit GBAAA-E, as determined by the District and return it to the Director of Purchasing.

Conflict of Interest Disclosure Requirements:

A. Each and every employee of the District must file a Conflict of Interest Disclosure, in the form of LESD

Governing Board Policy Exhibit GBAAA-E, at least annually, and must attest either that the employee has

no conflict or alternatively must identify any existing conflict.

B. In addition to annual disclosure, if a new conflict arises, it is the responsibility of each and every employee to notify, update, and submit to the District's Director of Purchasing within fifteen (15) calendar days, LESD Governing Policy Exhibit GBAAA-E.

The District will investigate allegations of inadequate disclosure of substantial interests and/or inappropriate participation by an employee when a substantial interest may exist.

The failure of an employee to comply with these conflict of interest disclosure requirements may result in discipline, up to and including termination of employment.

Staff Grievances

Policy GBK & Regulation GBK-R

Effective communication between District employees, the administrative staff, and the Board is essential for proper operation of the schools. The Governing Board therefore, authorizes the Superintendent to establish a grievance procedure for employees as the prescribed means of resolving grievances at the earliest date and the lowest possible administrative level.

Such procedure shall provide for Board review of any grievance that cannot be resolved at the administrative level. In such instances, the affected individual may request that the Governing Board review the situation. Such request shall be in writing and shall contain the basis for appeal, including the act or acts out of which the grievance arose, identification of the Board policies and/or administrative regulations involved, and the remedy sought. Within five (5) working days following notification of the Superintendent's decision, any written request for appeal shall be submitted to the

Superintendent for transmittal to the Board. The Governing Board, at a time of its choosing, shall review the grievance and issue a response within fifteen (15) working days following such review. The decision of the Governing Board is final.

Definitions

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

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

Terms and conditions of employment mean the hours of employment, the compensation therefore, including fringe benefits, and the employer's personnel policies directly affecting the employee. In the case of professional employees, the term does not include educational policies of the District.

A *day* is any day during which the District conducts business.

The *immediate supervisor* is the lowest-level administrator having line supervisory authority over the grievant.

Informal Level

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

Formal Level

Level I

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

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

The immediate supervisor shall communicate a decision to the employee in writing within five (5) days after receiving the grievance. Within the above time limits either party may request a personal conference to attempt to resolve the matter.

Level II

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

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

Level III

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

General Provisions

Section 1

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

Section 2

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

Staff Health and Safety

Policy GBGCB

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

Exclusion from School

A staff member who has a communicable disease shall be excluded from school only if the staff member presents a direct threat to the health or safety of others in the school workplace. The outbreak control measures and other directives of the Department of Health Services (DHS) and local health agencies shall be acted upon as the best medical knowledge and judgments with regard to the exclusion of a staff member who has a communicable disease that is addressed by DHS regulations. The communicable diseases specifically addressed by DHS regulations are listed at [A.A.C. R9-6-203](#) et seq.

A staff member who has a chronic communicable disease, such as tuberculosis or HIV/AIDS, shall not be excluded unless a significant risk is presented, to the health and safety of others, which cannot be eliminated by reasonable accommodation.

The Superintendent shall consult with legal counsel and health professionals, as necessary, to ensure that exclusion of a staff member with a chronic communicable disease will not violate the staff member's rights under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act.

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

Reporting and Notification

The District shall report to its local health agency each diagnosed and suspected case of a communicable disease that as set out in Regulation JLCB-R. The administrator of a school shall submit by telephone a report to the local health department any case, suspected case, or outbreak of a communicable disease as follows:

Within twenty-four (24) hours after detecting a case or suspected case of:

- A. Cryptosporidiosis
- B. Enterohemorrhagic Escherichia coli
- C. Haemophilus influenza: invasive disease
- D. Hepatitis A
- E. Measles
- F. Meningococcal invasive disease
- G. Mumps
- H. Pertussis (whooping cough)
- I. Rubella (German measles)
- J. Salmonellosis
- K. Shigellosis

Within twenty-four (24) hours after detecting an outbreak of:

- A. Conjunctivitis: acute
- B. Diarrhea, nausea, or vomiting
- C. Scabies
- D. Streptococcal Group A infection

Within five (5) working days after detecting a case or a suspected case of:

- A. Campylobacteriosis
- B. Varicella (chicken pox)

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

Confidentiality

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

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

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

Universal Precautions

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

Food Service Workers

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

HIV/AIDS

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

Support Staff Status and Compensation

Policy GDB

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 for any reason or for no reason, with or without advance notice, as the Governing Board desires. No employee or Governing Board member shall have the authority to make any agreement or contract to the contrary or any agreement with an at-will employee for any specified period of time. No 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 to 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.

Wellness Programs

Policy GBGCA-R

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

Measles (Rubeola)

Acceptable proof of immunity to measles shall consist of:

- A. A record of immunization against measles with a live virus vaccine given on or after the first birthday; or
- B. A statement, signed by a licensed physician or a state or local health officer that affirms serologic evidence of having had measles.
- C. Anyone born prior to January 1, 1957 shall be considered to be immune to measles. (Rubeola)

German Measles (Rubella)

Evidence of immunity to rubella shall consist of:

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

General Information

In the event of an outbreak of either disease, memory of immunization date is not acceptable; medical documentation of immunity is required. Staff members who are not in compliance shall be put on leave without pay until they are in compliance. In the event of an outbreak of measles or rubella, non-immune 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 District 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 non-immunity of staff members. Non-immune 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 non-immune employees shall be maintained and updated throughout the year.

Employment Status and Records

Absence Reporting

Timely attendance is a critical aspect of every position in the Litchfield Elementary School District #79. In order to plan for routine absences and arrange adequate coverage for unscheduled absences, employees must ensure Principals or supervisors are aware of their situations regarding absences.

All certified employees must report their absences in Frontline whether or not a substitute teacher is needed in their absence. Certified employees can use the internet to access Frontline to record, review, or cancel absences.

Employees should submit requests for earned sick leave, earned personal leave or vacation leave to their Principal or supervisor. Leave request may be made in one of the four ways and must be documented in Employee Access no later than Saturday at midnight during the week of the absence for the leave request to be made available to the Principal or supervisor to approve or deny.

1. Orally – this would include face-to-face meeting or conversation over the phone
2. In writing – written note to your supervisor
3. By electronic means – this would include email or text
4. By the online system for reporting absences (Employee Access)

Employees who do not have access to a computer to report absences through Employee Access must report their absence in Employee Access immediately upon return to work by using a District computer.

An employee who fails to report to work for two (2) consecutive days without notice to his or her supervisor will be assumed to have resigned and abandoned the job. In such a case, a recommendation for termination will be made to the Governing Board.

All employees will receive additional information for absence reporting procedures through the online Vector Training module. Additional information includes, attendance expectations, procedures for requesting leave, and disciplinary action for attendance.

Equal Pay

Litchfield Elementary School District #79 will not pay wages to any employee at a rate less than the District pays employees of the opposite sex for work that is substantially equivalent requiring comparable skills.

This policy is to be construed in accordance with applicable federal and state laws and regulations.

Job Descriptions

Job descriptions are available on the District website at www.lesd79.org or you may obtain a copy from the District Office.



Personnel Records and Files

Policy GBJ

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

It is the duty and responsibility of each certificated employee to keep such certification current. The District will maintain a complete and current official personnel file for each District employee.

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

Records reasonably necessary or appropriate to maintain an accurate knowledge of disciplinary actions regarding staff members and the staff members' responses will be maintained. Disciplinary action records shall be open to inspection and copying unless such inspection and disclosure of records or information in the records is contrary to law.

The District may create such sub-files within a personnel file as are appropriate to ensure the confidentiality of those files made confidential by law and efficient use of the file. Access to personnel files will be limited to authorized District officials and employees authorized to handle personnel files. Individual Board members may only inspect confidential staff files when specifically authorized by the Board, as evidenced by the action of a quorum of the Board in a legal meeting properly noticed.

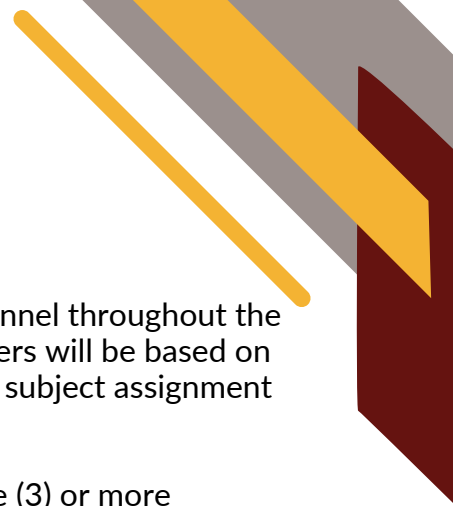
Employees may review their own files by making written requests to the Superintendent. Materials obtained prior to an employee's employment, such as confidential recommendations or interview notes, will not be available for review by the employee.

Unless otherwise specifically provided by law, a school district shall not:

- A. Use an individual's social security number on forms of identification.
- B. Transmit to another individual material that contains both the individual's social security number and the individual's financial institution account number. This does not preclude the transmission of documents of enrollment, amendment, termination, or contracting for financial services nor does it preclude transmitting documents confirming the accuracy of the numbers previously submitted.

The Superintendent shall prepare procedures to implement this policy and [A.R.S. 44-1373](#) which restricts use of personal identifying information.

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



Professional Staff Assignments and Transfers

Policy GCK

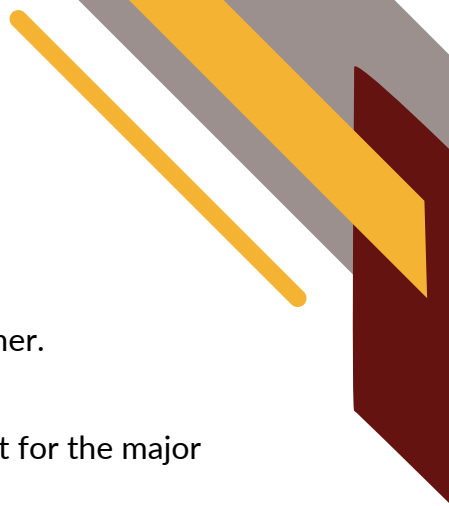
The Superintendent shall have the responsibility for the assignment of all personnel throughout the District. The procedure for assignment and transfer of professional staff members will be based on the needs of the instructional program. In addition, no right to school, grade, or subject assignment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

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

The transfer of teachers from one school to another school within the District shall take into consideration the needs of the pupils in the District and the current distribution of teachers across all of the four (4) performance classifications as adopted by the State Board of Education. Professional staff members may apply for transfer or reassignment, whether or not a vacancy exists. Transfers will not be approved during the school year unless the needs of the District dictate such approval.

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

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



Professional Staff Probationary and Continuing Staff

Policy GCJ

Probationary teacher means a certificated teacher who is not a continuing teacher.
Continuing teacher means:

- A. A certificated teacher who has been and is currently employed by the District for the major portion of three (3) consecutive school years, and:
- B. Who has not been designated in the lowest performance classification for the previous school year or who has regained continuing status after being designated as a probationary teacher.

A continuing teacher becomes a probationary teacher in the school year following having been designated in the lowest performance classification and shall remain a probationary teacher until that teacher's performance classification is designated in either of the two (2) highest performance classifications.

Administrators are not covered under the terms of the teacher appointment and evaluation statutes and do not gain credit toward continuing status.

Professional Staff Evaluations

Policy GCO

The process and purpose of evaluation for certificated professional staff members is to result in improvement of the quality of instruction and the strengthening of the abilities of the professional staff.

Definition of Terms

In this policy:

- A. A Certified teacher means a person who holds a certificate from the State Board of Education to work in the schools of this state and who is employed under contract in a position that requires certification, except a psychologist or an administrator devoting less than fifty percent (50%) of his time to classroom teaching.
- B. Inadequacy of classroom performance means the definition of inadequate classroom performance adopted by the Governing Board.
- C. Performance classifications means the four (4) performance classifications for teachers and principals.
- D. Qualified evaluator means a school principal or other person who is trained to evaluate teachers and who is designated by the Governing Board to evaluate certificated teachers.

Evaluation of Classroom Teachers and Other Certificated Non-Administrative Staff Members

The District teacher performance evaluation system will:

- A. Be designed to improve teacher performance and improve student achievement;
- B. Include quantitative data on student academic progress that accounts for thirty-three percent (33%) of the evaluation outcomes;
- C. Include four (4) performance classifications, designated as highly effective, effective, developing, and ineffective;

The performance classifications are to be applied to the evaluation instrument in a manner designed to improve teacher performance. At least annually, the Governing Board will discuss at a public meeting its aggregate performance classifications of principals and teachers.

The District will involve its certificated teachers in the development and periodic evaluation of the teacher performance evaluation system. The following elements will be a part of the evaluation system:

- A. It will meet the requirements prescribed in statute and provide at least one (1) evaluation of each certificated teacher by a qualified evaluator each school year.
- B. A copy of the evaluation system shall be given to each teacher in the District.
- C. Specific training requirements for qualified evaluators.
- D. The Superintendent will annually recommend qualified evaluators to the Board for Board approval.
- E. The system will include incentives for teachers in the highest performance classification.
- F. The system will include a plan for the appropriate use of quantitative data of student academic progress in evaluations of all certificated teachers. The plan may make distinctions between certificated teachers who provide direct instruction to students and certificated teachers who do not provide direct instruction to students. The plan may include data for multiple school years and may limit the use of data for certificated teachers who have taught for less than two (2) complete school years.

Alternative system

The Governing Board may waive the requirements of a second classroom observation for continuing teachers whose teaching performance based on the first classroom observation places the teacher in one (1) of the two (2) highest performance classifications for the current school year, unless the teacher requests a second observation.

Either the qualified evaluator or another Board designee shall confer with the teacher to make specific recommendations as to the areas of improvement in the teacher's performance and to provide professional development opportunities for the certificated teacher to improve performance and follow up with the teacher after a reasonable period of time for the purpose of ascertaining that the teacher is demonstrating adequate performance.

The Superintendent or the Superintendent's designee shall issue performance improvement plans for teachers designated in the lowest performance classification and dismissal or nonrenewal procedures pursuant to A.R.S. 15-536 or 15-539 for teachers who continue to be designated in the lowest performance classification.

The Superintendent or the Superintendent's designee shall issue preliminary notice of inadequacy of classroom performance no later than the second consecutive year that the teacher is designated in one (1) of the two (2) lowest performance classifications unless the teacher is in the first or second year of employment with the District or has been reassigned to teach a new subject or grade level for the preceding or current school year.

Inadequacy of Classroom Performance

A teacher's classroom performance is inadequate if:

During the school year, a certificated teacher receives a rating of:

1. Ineffective during a formal observation by the primary evaluator on one (1) or more component of the District's formal observation instrument which are based on classroom performance standards one through four (1-4); and/or
2. Ineffective on the District's evaluation system (performance classification) as a whole; and/or
3. Ineffective on one (1) or more component of the District's evaluation instrument that include standards one through four (1-4); and/or
4. Ineffective or developing on the District's evaluation system (performance classification) as a whole for two (2) consecutive school years.

The Superintendent or the Superintendent's designee is authorized to issue preliminary notices of inadequacy of classroom performance. The Board will be notified within ten (10) school days of such issuance.

A teacher whose evaluation is used as a criterion for establishing compensation/loss of continuing status and who disagrees with the evaluation may make a written appeal and request a hearing as outlined in the Career Development and Performance Compensation Plan. The teacher shall have the burden of proof in the appeal. The appeal shall go to the Superintendent.

Evaluation of Principals, other Administrators, and Psychologists

The Board authorizes the Superintendent to establish a system for the evaluation of principals, other administrators, and certificated school psychologists.

Evaluation of Principals

The evaluation system for the evaluation of the performance of principals may include the overall instructional program, student progress, personnel, curriculum, and facilities.

The District's principal evaluation system shall:

- A. Be designed to improve principal performance and improve student achievement.
- B. Include the use of quantitative data on the academic progress for all students, which shall account for thirty-three percent (33%) of the evaluation outcomes.
- C. Include four (4) performance classifications, designed as highly effective, effective, developing and ineffective;
- D. Describe both of the following:
 - 1. The methods used to evaluate the performance of principals including the data used to measure student performance and job effectiveness; and
 - 2. The formula used to determine evaluation outcomes

Subject to statutory limitations, the Board shall make available the evaluation and performance classification pursuant to A.R.S. 15-203 of each principal in the District to school districts and charter schools that are inquiring about the performance of the principal for hiring purposes.

Evaluation of Other Administrators

The format for the evaluation system for other administrators (other than the Superintendent) will be developed under the leadership of the Superintendent, focusing on the responsibilities and outcomes which support the overall instructional program and needs of the District.

Evaluation of Certificated School Psychologists

The evaluation system for certificated school psychologists shall include the following:

- A. Recommendations as to areas of improvement in the performance of the certificated school psychologist if the performance warrants improvement.
- B. After transmittal of an assessment, a Board designee shall confer with the certificated school psychologist to make specific recommendations as to areas of improvement in performance.
- C. The Board designee shall provide assistance and opportunities for the certificated school psychologist to improve performance and shall follow up after a reasonable period of time for the purpose of ascertaining that adequate performance is being demonstrated.
- D. Appeal procedures for certificated school psychologists who disagree with the evaluation of their performance, if the evaluation is for use as criteria for establishing compensation or dismissal.

Contracts of Certificated Employees

The Governing Board may transmit and receive contracts of certificated employees in an electronic format and may accept electronic signatures on those contracts. The Superintendent will develop procedures for the implementation of this discretionary process.

The Governing Board may adopt requirements that require electronic signatures to be followed by original signatures within a specified time period.

Professional Staff Evaluation Appeal Process

Policy GCO-RB

The following appeal procedure shall be followed in the event a teacher disagrees with the outcome of their evaluation impacting level placement, compensation, or continuing status. The teacher shall have the burden of proof for an appeal.

Employees are not entitled to initiate an appeal upon being issued a preliminary notice of inadequate classroom performance and being placed on an improvement plan following the first formal observation.

Step 1 - Informal Conference with Primary Evaluator: The teacher shall first discuss the evaluation with their building career development advisory committee representative and primary evaluator in an effort to resolve any differences in an informal conference. The employee shall request the informal conference in writing within five (5) working days following the post conference of the evaluation being appealed. An appeal shall only pertain to the most recent evaluation.

Step 2 - Formal Conference with Primary Evaluator: In the event the teacher is not satisfied with the outcome of the informal conference, the teacher may file a written appeal with the primary evaluator within five (5) working days after the informal conference was held. The written appeal shall contain at least the following information:

- A. Identification of the date of evaluation appealed.
- B. The date that the informal conference was held and a copy of the written request for such conference.
- C. Specific information relative to the points being appealed. The appeal shall contain all supportive documents relative to the teacher's disagreement with the evaluation.

The primary evaluator will meet with the teacher in a formal conference to discuss the written appeal within five (5) working days of receipt of the written appeal. The teacher may elect to have the building career development advisory committee representative present.

The primary evaluator shall provide the teacher with a written response within five (5) working days following the formal conference. The response shall include all information pertinent to the specific portion of the evaluation

Step 3 - Appeal Hearing: If the teacher does not agree with the written decision of the primary evaluator, the teacher may request an appeal hearing in writing to the Career Development Advisory Appeals Committee, through the Superintendent's office, within five (5) working days of receipt of written response from the primary evaluator. The Appeals Committee shall be comprised of the Superintendent, one (1) impartial administrator, and two (2) impartial Career Development representatives. The teacher may have the teacher's building career development advisory committee representative present to assist the teacher during the appeal process.

The Appeals Committee shall issue its written decision to the teacher within five (5) working days of the hearing.

The decision of the Appeals Committee is final. There is no further appeal. In the event the Appeals Committee cannot reach a decision, the decision of the Superintendent shall be final and not subject to further appeal or review.

All written appeals shall become a permanent part of the teacher's personnel file.

If the Committee or Primary Evaluator cannot meet the timelines set forth herein, they shall notify the teacher of the date by which the prescribed action will occur.

Performance Award reductions if professional development hours are not met:

Professional Development is Important! The District believes that an employee's participation in professional development impacts student achievement and the overall operations of the District. Therefore, the performance award (Classroom Site Fund 12 for Certified staff) or pay increase for administrative and all other staff is reduced per the information below based on professional development hours not met.

Administrative staff

Administrative staff, per the following work calendars, will receive a one (1) level reduction on performance award in accordance with the Performance Award Plan document.

Work Calendar A = One level reduction if 21 hours of professional development is not completed by May 31, 2025

Work Calendar K = One level reduction if 18 hours of professional development is not completed by May 31, 2025

Work Calendar Types:

A. 12 month Full Time (All 12 month Admin, Directors, Assistant Directors, Coordinators)

K. Principals, Assistant Principals, Director of Alternative Education

Certified Staff

Certified staff, per the following work calendars, will receive a one (1) goal reduction on Classroom Site Fund 12 performance award in accordance with the Performance Award Plan document.

Work Calendar L = One goal reduction if 30 hours of Professional Development/Community Contribution is not completed between August 1, 2024-April 18, 2025

Work Calendar M = One goal reduction if 30 hours of Professional Development/Community Contribution is not completed between August 1, 2024-April 18, 2025

Work Calendar N = One goal reduction if 15 hours of Professional Development is not completed between August 1, 2024-April 18, 2025

Work Calendar Types

L. Teachers, Speech, OTs, PTs, Instructional and PBIS coaches

M. Student Advisors, District Media Specialist

N. Psychologists

Classified staff work calendar types can be located under the support staff evaluation/attendance paragraphs. All employee work calendars are available on the District website under Staff/Payroll/Work Calendars.

Employees who engage in excessive absences are subject to disciplinary action as outlined in the Professional and Support Staff General Leave section.

Support Staff Evaluations

Policy GDO

The purpose of an evaluation is to improve job performance and to establish the merit and base pay rating.

Success in achieving the goals of an evaluation depends on the openness and frankness in which parties maintain positive attitudes toward realizing growth. The process is demanding of time and resources, but hopefully provides the evaluated and the evaluator with the most equitable means of appraisal of staff performance.

All components of the evaluation instrument, criteria for evaluation, and a description of the process will be provided to the employee by the supervisor upon employment.

A written evaluation of effectiveness of each support staff member shall be completed once each year; no later than February.

All employees will be evaluated in the following areas:

- A. Accepting Direction
- B. Job Knowledge and Skill
- C. Planning and Organizing
- D. Productivity
- E. Communication
- F. Safety Practices
- G. Leadership

In the case of performance being considered unsatisfactory, an Unsatisfactory Performance Worksheet will be completed by the evaluator and shared with the employee. A planned program for improvement will be formulated. Unsatisfactory areas, method of remediation, timeline for completion and follow-up discussion will be noted on this form.

Support Staff Evaluation Appeal Process

Policy GDO

The following appeal procedure shall be followed in the event an employee disagrees with the written evaluation of their performance:

1. Employee shall file a written appeal with the immediate supervisor within five (5) working days of the formal evaluation conference. The written appeal shall contain at least the following information:
 - a) Identification of the date of evaluation, post-conference and/or memoranda of concern being appealed.
 - b) Specific information relative to the points being appealed. A copy of the written evaluation, post-conference, and/or memoranda of concern shall be affixed to the appeal. The appeal shall contain all supportive documents relative to the part of the evaluation, post-conference, and/or memoranda of concern.
 - c) All written appeals shall become a permanent part of the employee's personnel file.
 - d) If any remuneration increase is potentially affected by the outcome of the appeal, the remuneration decision will be suspended pending the outcome of the appeal.
2. The immediate supervisor shall schedule a conference with the employee within five (5) working days of receipt of the written appeal to discuss all points of the appeal. Based upon the presented information, the supervisor can revise the evaluation or make no changes to the evaluation. A written response that captures all points discussed during the conference, as well as, all information pertinent to the specific portion of the evaluation that is being appealed, post-conference, and/or memoranda of concern shall be delivered to the employee within five (5) working days of the conference.
3. If the employee does not agree with the written decision of the immediate supervisor, the employee may choose to appeal to the next level supervisor. They must do this in writing within five (5) days of receiving the written decision from their current supervisor. The written appeal shall contain the following information:
 - a) All the prior information that had been submitted in the first appeal.
 - b) The written decision of the immediate supervisor.
 - c) A written statement containing specific information relative to the points that continue to be appealed.
4. The next level supervisor will schedule a conference with the employee within five (5) working days of receipt of the written appeal to discuss all the points of the appeal. Based on the presented information and the prior information, the next level supervisor can revise the evaluation or make no changes to the evaluation. A response that captures all points discussed during the conference, as well as, all information pertinent to the specific portion of the evaluation that is being appealed, post-conference and/or memoranda of concern shall be delivered to the employee within five (5) working days of the conference.
5. If the employee does not agree with the written decision of the next level supervisor, they may appeal in writing to the Appeals Officer as established by the District's Governing Board within five (5) days of receipt of next level supervisor's response. The Appeals Officer shall be provided with a copy of all written documentation from the entire appeals process. The Appeals Officer may choose to schedule a conference between the supervisor and employee for the purpose of clarification. If this course of action is pursued, the conference shall also be scheduled within five (5) working days of the receipt of the written appeal. The Appeals Officer shall render a decision within a fifteen (15) working day period from the date of receipt of the written appeal. The decision of the Appeals Officer shall remain final and must be in writing, with a copy to both the immediate supervisor, next level supervisor, if appropriate, and the employee initiating the appeal.

Employee Benefits

125 Flexible Benefit Plan

The Section 125 Flexible Benefit Plan provides eligible employees a broader range of benefits. These choices include an option to receive certain benefits in lieu of taxable compensation, which means employees are given the opportunity to use pre-tax dollars to pay for insurance deductions instead of paying for the deductions with after-tax dollars.

The Internal Revenue Service (IRS) has issued rules regarding mid-year 125 plan elections. If you fall into any of the categories below you may change elections. Otherwise, you will be kept on your current status until open enrollment.

- A. A change in legal marital status, including marriage, widowhood, divorce, legal separation, and annulment.
- B. An increase or decrease in the number of dependents, including placement of a child for adoption.
- C. A change in employment status, including any employment status change affecting benefit eligibility of the Employee, spouse or dependent, such as termination or commencement of employment, change in hours, strike or lockout, a commencement or return from an unpaid leave of absence, and a change in work site.
- D. An individual becoming or ceasing to be a dependent under the plan's terms.
- E. A change in place of residence, including a residence that affects the accessibility of network providers.

403 (b) and 457(b) Retirement Plans

403(b) and 457(b) plans are Tax Deferred Retirement Plans. They are similar to 401k plans because they allow you to place a percentage of your salary into an employer-sponsored plan that helps you save for retirement. You will not have to pay taxes on what you contribute or earnings made until you withdraw the money. The plan is designed to withdraw at retirement so that you are in a lower tax bracket and will pay less taxes.

403 (b) Retirement Plan

Benefits include

- A. Tax deferred growth: no annual taxation on earnings
- B. Investment options: fixed annuities, variable annuities, or mutual funds
- C. Competitive interest rates
- D. Flexibility: start, stop, and adjust your contributions as allowed by your employer's plan.
- E. Receive periodic account statements

Withdrawal Restrictions

Your employer's 403(b) plan may have restrictions for withdrawing assets from their 403(b) plan. Check with your employer for details about the withdrawal provisions allowed by their plan. If you meet the requirements for withdrawing from your employer's plan, there are several guidelines to consider before making a final decision.

Since 403(b) plans were created to help you save for retirement, there may be stiff penalties for withdrawing money early. If you do, you'll owe:

- A. Income taxes on the total withdrawal
- B. A ten percent (10%) penalty if you're younger than fifty-nine and a half (59 ½)
- C. Twenty percent (20%) federal income tax withholding unless the entire amount is rolled over to another qualified retirement plan

What is a 403(b) annuity?

An annuity is a contractual agreement between you and an insurance company. In return for the deposits you make during your working years, the company promises to pay you monthly payments for a designated period of time.

What does tax-deferred mean?

Your contributions are deducted from your paycheck before taxes, thereby reducing your taxable income, which may reduce the federal and state income tax you pay each year. These deductions are still subject to FICA (social security) tax. Your balance and investment earnings grow tax deferred until you take the money out of retirement. At that time both your contributions and earnings are taxed as income.

How much can I save?

You decide the amount you want to contribute. Please keep in mind that there are limits imposed under the Internal Revenue Code. The maximum amount you can contribute during each calendar year is up to one hundred percent (100%) of your includable compensation or for 2025 the maximum of \$23,000 or whichever is less. Please contact your annuity company representative for further information.

When will my contributions be available for withdrawal?

Withdrawals are available if you meet one of the following conditions and are subject to employer plan rules:

- A. You reach age fifty-nine and a half (59 ½)
- B. Your death or total disability
- C. Separation from service
- D. Severe financial hardship (limited to contributions only)
- E. Qualified Reservist Distribution¹
- F. Qualified Domestic Relations Order (QDRO)²

What qualifies as a hardship?

Hardship distributions are an immediate and heavy financial burden caused by one of the following events:

- A. Purchase of a primary residence
- B. Payment of rent or mortgage to avoid evictions or foreclosure
- C. Funeral expenses for an immediate family member of employee
- D. Uninsured and unpaid family medical expenses
- E. Payment of the next twelve (12) months of unpaid post-secondary tuitions and related education fees

Note: Hardship withdrawals are not allowed for credit debt or student loans

Will I be required to pay taxes on my withdrawal?

Since no income tax has been paid on the payments to your account, you would need to report your withdrawals as income on your income tax return. A ten percent (10%) federal surrender fee will also be due on the amount withdrawn unless it is:

- A. Made after age fifty-nine and a half (59 ½)
- B. Made after severance from employment (after age fifty-five [55])
- C. Made on account of your death, disability, Qualified Domestic Relations Order (QDRO), or made in substantially equal payments over your lifetime.

Please go to the First Financial website for information on enrolling. It is available on the District website under Employment/Employee Benefits/FFG Online Benefits Center. If you cannot get through, please contact the District's Benefits Coordinator.

457(b) Retirement Plan

Benefits Include:

- A. Investment options: fixed annuities, variable annuities, or mutual funds
- B. Flexibility: start, stop, and adjust your contributions as allowed by your employer's plan
- C. Receive periodic account statements
- D. There's no ten percent (10%) federal penalty on interest or earnings for early withdrawal
- E. There's no current federal income taxes on the money you put into the plan until it is time to take withdrawals

How much can I save?

For the year 2025, the lesser of \$23,000 per year or one hundred percent (100%) of includible yearly compensation.

457(b) Retirement Plan

What is a deferred compensation plan?

It is a voluntary salary reduction plan allowing eligible employees to defer current taxable income during peak earning years and accumulate funds for retirement savings.

These funds are set-aside for you as before-tax dollars reducing your current income tax liability and provides, through payroll deduction, the easiest way to accumulate savings for the future. Earnings on these funds are also tax deferred

What are the unique advantages of a deferred compensation plan?

At early retirement or severance of service from the District, distribution of the Plan can be made to you without the ten percent (10%) IRS penalty tax usually associated with early distribution from other retirement plans, such as IRA's, 403(b) annuities or 401(k) plans.

Most Deferred Compensation Plans offered are "Benefit Responsive" plans. This means there are no withdrawal or surrender charges when an employee receives benefits. Benefits are paid at death, disability, approved unforeseen emergency, retirement, or severance from service.

You can select from a wider choice of investment options for the Deferred Compensation Plans including fixed annuities, variable annuities, and mutual funds.

When are funds available from the plan?

Distribution could be made at the time of any of the following:

- A. Death
- B. Disability
- C. Approved Unforeseen Emergency
- D. Normal retirement
- E. Severance from service
- F. Age seventy and one half (70 ½)

How do I enroll?

Visit the First Financial website at

<http://benefits.ffga.com/litchfieldelementaryschool/district/Benefits> for information on enrolling. If you have any questions please contact the District's Benefits Coordinator.

Absent without Leave

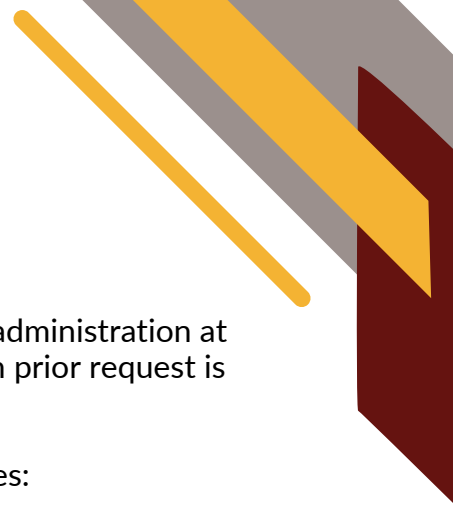
Policy GCC & GDC

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

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

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

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



Conferences & Workshops

Policy GCCE

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

The following guides will be used in granting release time and/or travel expenses:

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

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

Dental Insurance

Full-time employees with a regular work schedule of forty (40) hours per week are eligible for dental insurance. The District pays the employee's dental insurance premiums. It is the employee's responsibility to pay for dependent coverage. Please contact the Benefits Coordinator at (623) 535-6021 or visit the District's Benefits webpage at <https://www.lesd79.org/departments/human-resources/employee-health-and-benefits> for additional information.

Please note employees may only change their insurance during open enrollment or due to a qualifying event.

Employee Assistance Program

The Employee Assistance Program (EAP) covers a variety of valuable services. Every employee is eligible to participate and the members of their household can also seek help for:

- A. Counseling
- B. Legal and Financial Issues
- C. Nurse Support
- D. Community Resources
- E. Online Tools

The Litchfield Elementary School District #79 encourages our employees to seek assistance, as needed, from qualified professionals. Balancing work and family can be difficult and stressful. If these problems are not addressed the stress can have a negative impact on your health, job performance, and family life. Our Employee Assistance Program (EAP) helps employees deal with problems in a confidential and safe environment.

For further information please visit the District's Benefits webpage or contact Alliance Work Partners at (800) 343-3822.

Family Medical Leave Act

Policy GCCC

Employees must submit all FMLA paperwork to the District Benefits Coordinator

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

- A. Because of the birth of a child of the employee and in order to care for such child.
- B. Because of the placement of a child with the employee for adoption or foster care.
- C. In order to care for the spouse or a son, daughter, or parent of the employee, if such person has a serious health condition.
- D. Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.
- E. Because of any qualifying exigency (as the Secretary shall, by regulation, determine) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

An eligible employee is one who has been employed by the District at least twelve (12) months and who has completed at least one thousand two hundred fifty (1,250) hours of service immediately prior to the time the FMLA leave is to commence.

Serious health condition means an illness, injury, impairment, or physical condition that involves inpatient care in a hospital, hospice, or residential medical facility, or outpatient care with continuing medical treatment by a licensed physician. Any employee who has been employed by the District at least twelve (12) months and who has completed at least one thousand two hundred fifty (1,250) hours of service immediately prior to the time the leave is to commence shall be eligible for FMLA leave.

Special conditions applicable to FMLA

Entitlement to leave for the birth of a child or the placement of a child for adoption or foster care ends at the expiration of a twelve (12)-month period, beginning on the date of the event. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of twenty-six (26) workweeks of leave during a twelve (12)-month period to care for the service member. The leave described to care for a covered service member shall only be available during one (1) single twelve (12) -month periods.

A husband and wife working for the District may be limited to a total of twelve (12) weeks of leave during each applicable twelve (12)-month period for leave for the birth of a child or the placement of a child for adoption or foster care and to care for an employee's parent with a serious health condition. The aggregate number of workweeks of leave to which both the husband and wife may be entitled under covered service member family leave combined with leave as described in the previous sentence shall be limited to twenty-six (26) workweeks during one (1) single twelve (12)-month period.

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

Notice

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

Certification

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

Certification of active military duty or call to active duty in support of a contingency operation for purpose of receiving family leave shall be required under the same conditions as FMLA certification for leave indicated above.

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

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

In the case of continuation, recurrence, or onset of a serious health condition to the employee, covered family of the employee (including a service member being cared for by an employee) and the employee is unable to return to work, certification issued by the health care provider of the entity with the serious health condition shall be required to support the inability of the employee to return to work.

Intermittent or reduced time (IRT) leave

FMLA leave may be taken intermittently or on a reduced leave schedule under the following circumstances:

- A. If medically necessary to care for a family member or for the employee's own serious health condition;
- B. Because of any qualifying exigency the spouse, or a son, daughter, or parent, of the employee is on active duty, or notified of an impending call or order to active duty in support of a contingency operation; or
- C. If approved by the District.

The District may, for the term of the leave, transfer the employee to an alternative position with equivalent pay and benefits.

If the IRT leave is for an instructional employee (one whose principal function is to instruct students in a class, small group, or as individuals), the District can require the employee either to take leave for a period or periods of a particular duration not greater than the duration of the planned treatment or to transfer temporarily to an available alternative position with equivalent pay and benefits that provides better accommodation of recurring periods of leave, provided the leave is:

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

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

Special end-of-semester circumstances for instructional employees

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

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

Employee notification

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

- A. About FMLA by provision of the FMLA fact sheet (Exhibit EE).
- B. As appropriate concerning the expectations, obligations, and consequences of taking FMLA leave per 29 C.F.R. 825.300 (a) of FMLA.
- C. That FMLA leave may be withheld until a requested notice is provided or the time frame is met.
- D. That if leave is granted to an employee who is unable to perform the work required, restoration may be denied until the employee has complied with the request to provide medical certification of ability to return to work.

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

Health care continuation

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

Position restoration

Upon return from FMLA leave, an employee shall be restored to the same position held before the FMLA leave commenced or to an equivalent position with equivalent pay, benefits, and working conditions. The District requires an employee to provide a medical certificate from a health care provider that the employee is able to resume work before returning from FMLA leave for a serious personal health condition. The District may delay the return of an instructional employee from FMLA leave at the end of a semester, in accordance with Section 825.602 of FMLA rules. The District may deny restoration of position to any key employee (i.e., one who is among the highest-paid ten percent [10%] of all employees of the District), in accordance with Section 825.218 of FMLA rules.

Additional Information: “Rolling” Twelve (12)-month period measured backward

Employees are eligible for FMLA if they have worked for the District at least twelve (12) months and at least one thousand two hundred fifty (1,250) hours over the past twelve (12) months.

The FMLA entitles eligible employees to take unpaid, job-protected leave in a defined twelve (12)-month period for specified family and medical reasons. The District uses the “rolling” twelve (12)-month period measured backward” method for establishing this twelve (12) month period.

The U.S. Department of Labor Fact Sheet #28H provides this definition:

A “rolling” twelve (12) month period measured backward – from the date an employee uses any FMLA leave. Under the “rolling” twelve (12)-month period, each time an employee takes FMLA leave, the remaining leave entitlement would be the balance of the 12 weeks which has not been used during the immediately preceding twelve (12) months.

A. Example 1: Michael requests three (3) weeks of FMLA leave to begin on July 31st. The employer looks back twelve (12) months (from July 31st back to the previous August 1st) to see if any FMLA leave had been used. Michael had not taken any previous FMLA leave, so he is entitled to the three (3) weeks he requested and has nine (9) more weeks available.

B. Example 2: Patricia requests two weeks of FMLA leave to begin on November 1st. The employer looks back twelve (12) months (from November 1st back to the previous November 2nd) and sees that Patricia had taken four (4) weeks of FMLA leave beginning January 1st, four (4) weeks beginning March 1st, and three (3) weeks beginning June 1st. Patricia has taken eleven (11) weeks of FMLA leave in the twelve (12)-month period and only has one (1) week of FMLA-protected leave available. After Patricia takes the one (1) week in November, she will have used twelve (12) weeks of FMLA.

If Patricia were to request FMLA leave again, to begin, for example, on February 1st of the following year, her employer “looks back” to February 2nd of the previous year and sees that she had used four (4) weeks in March 2015 and three (3) weeks in June 2015 for a total of seven (7) weeks. Patricia would be eligible for four (4) weeks of FMLA protected leave.

C. Please refer to the U.S. Department of Labor Fact Sheet #28H for illustrations provided to both examples.

Health Benefits Continuation (COBRA)

All employees covered under the District's health and dental insurance plan are covered by COBRA (Consolidated Omnibus Budget Reconciliation Act). When hired, all employees are required to complete The Consolidated Omnibus Budget Reconciliation Act of 1986 employee notification form.

Federal law allows employees who terminate from the District for reasons other than gross misconduct, or who lose eligibility to participate in the District's insurance program due to a reduction in work hours, to be given the option to continue their health insurance program by paying the District's cost of coverage.

The law further allows dependents of employees who are enrolled in the Litchfield Elementary School District #79 program to elect to continue on the group insurance contracts under the following circumstances.

- A. Upon divorce or separation or death of the employee.
- B. Dependent children who would lose coverage as dependents when they attain the limiting age under the plan.
- C. Spouse and dependents ineligible for Medicare when the covered employee elects Medicare coverage and losses or refuses the group health insurance coverage.

Dependents in the above circumstances may elect to continue in the Litchfield Elementary School District #79 group health insurance program for a period of up to, and may not exceed, thirty-six (36) months. Such coverage would be contingent upon the covered individual agreeing to remit the District's cost of coverage.

Medical Insurance

Full-time employees with a regular work schedule of thirty (30) or more hours and Student Transporters with a regular work schedule of twenty-eight (28) hours or more per week are eligible for medical insurance. The District pays the employee's medical insurance premium. It is the employee's responsibility to pay for the balance of employee coverage (if applicable) and elected dependent coverage. Please contact the Benefits Coordinator at (623) 535-6021 or visit the District's Benefits webpage at <https://www.lesd79.org/departments/human-resources/employee-health-and-benefits> for additional information.

Please note employees may only change their insurance during open enrollment or due to a qualifying event.

If the plan member has any of the following qualifying event/change of status situations during the plan year (July 1- June 30), the plan member will be allowed to make a mid-year change in their coverage selections and change who is covered under this plan.

- A. Change in legal marital status – marriage, divorce, legal separation, annulment, or death of a spouse.
- B. Change in the number of dependents – birth, adoption, or death of a dependent child.
- C. Change in employment status or work schedule – start or termination of employment or change in employment status of the employee, their spouse, or dependent child.
- D. Change in dependent status under the terms of the Plan – age or any other reason provided under the definition of an eligible dependent.
- E. Change of residence or worksite – if the change impairs the plan member's ability to access the services of in-network providers.
- F. Change required under the terms of a Qualified Medical Child Support Order (QMCSO).
- G. Cancellation of coverage under Medicaid or Medicare.
- H. Change in the cost of benefits.
- I. Significant changes in benefits,
- J. Changes in spouses, former spouse's, or dependent's coverage through their employer.

Two rules apply to making changes to the benefit selections during the year.

- A. Any changes to be made to the benefit selections must be necessary, appropriate to, and consistent with the change in status, and approved as such by the plan administrator or its designee.
- B. The plan must be notified in writing within thirty-one (31) days of the qualifying change in status, or the eligible employee or dependent will have to wait until Open Enrollment to make any changes in coverage.

Holidays

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

The work calendar is available on our website at <https://www.lesd79.org/departments/business-services/payroll> or at the District Office.

Eligibility for Holiday Pay

Employees should refer to his/her position's assigned work calendar to determine holiday pay eligibility. Employees who are eligible to receive holiday pay, must work the last scheduled day before a holiday and the first scheduled working day following the holiday to be eligible for holiday pay unless time off on these days has been excused with pay [e.g. vacation or earned leave].

Insurance Premiums

All insurance premiums are payroll deducted. Premium payments are withheld over twenty-one (21) pay periods. No deductions are withheld from summer pays.

Employees become eligible for benefits thirty (30) days from the date of hire or the date of eligibility. Benefits end at the end of the month of termination. If an employee resigns in June or July and the last contract day worked was in May, benefits will terminate at the end of June. Online enrollment must be completed through the Employee Access portal within thirty-one (31) days of eligibility before benefits begin. If you do not receive confirmation of enrollment, please contact the Benefits Coordinator at (623) 535-6021.

Employees who wish to have their spouses and/or children covered by insurance may apply within thirty (30) days of their own eligibility.

Dependent dental insurance: Unmarried dependent children may be covered up to age twenty-six (26). Dependent medical insurance: Children up to age twenty-six (26) may be covered as per the Patient Protection and Affordable Care Act.

Medical and Dental Insurance Premiums for Employees and Spouses who both work in the District
Effective July 1, 2015, a special family coverage rate for employees and spouses who both work in the District and carry dependents on their plan is available. Please refer to the Insurance premium cost sheet for rate information. For the purpose of determining Spouse (employee #2) eligibility the definition of "spouse" according to the Amended ASBAIT employee plan agreement effective March 1, 2015, states: "Spouse" means any person who is lawfully married to you under any state law, including persons of the same sex who were legally married in a state that recognizes such marriages, but who may reside in a state that does not recognize same sex marriages. Specifically excluded from this definition is a spouse by reason of common law marriage, whether or not permitted in your State. The Participating School may require documentation proving a legal marital relationship.

Contact the District Benefits Coordinator for additional dependent care coverage information and eligibility requirements.

Leaves of Absence without Pay

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

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

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

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

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

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

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

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

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

Life Insurance

Student Transporters with a regular work schedule of twenty-eight (28) hours per week (or more) and full time employees whose regular work schedule is forty (40) hours per week will receive a Fifteen thousand (\$15,000) life insurance policy. Eligible employees may elect life insurance coverage for dependents: eight thousand (\$8,000) for spouses and five thousand (\$5,000) for children.

Long-Term Disability

Members of the Arizona State Retirement System who are employed by an ASRS employer and who are making contributions to the ASRS at the time they become disabled are eligible for LTD benefits, subject to qualification.

The following members are not eligible for an LTD benefit:

- A. Members who became disabled before July 1, 1988
- B. Members who apply for and receive a refund of contribution (see ASRS Employer Manual, Chapter 8, Leaving Employment)
- C. Members who are receiving a retirement benefit from the ASRS
- D. A participant who is initially hired on or after July 20, 2011, by an agency, department, board, or commission of the state, a university under the jurisdiction of the AZ Board of Regents, the judicial branch (whose salary is paid through the AZ Department of Administration), the AZ Corporation Commission, or the legislature, before the 27th week of employment
- E. A participant who files an initial claim for disability benefits more than twelve (12) months after the date of disability unless the participant shows ASRS good cause for filing late.

If eligibility and all other requirements are met, LTD benefits for a covered disability generally commence following a six (6) month waiting period from the date of disability and are paid on a monthly basis.

Mileage Reimbursement

In the event an employee uses his/her own vehicle for company business he or she shall be reimbursed at the current standard mileage rate as listed in the State of Arizona Accounting Manual. Employees are required to request approval in advance of using their own vehicle.

Requests for reimbursement of business-related travel must be submitted to your supervisor for approval on a travel expense claim. The reports must be submitted to the accounting department and will be processed according to District policy.

Military/Leave Legal

Policy GCCD

The Board recognizes the fact that its employees have citizenship responsibilities, and, in order to make it possible for said employees to carry out their responsibilities to the city, county, state, or nation, the Board will grant leaves, in addition to jury duty, when an employee is called to attend field training services for the Military Reserve or National Guard and when an employee is a victim of a juvenile or adult crime exercising a right to be present at a proceeding as defined in statute. When an employee receives notice that requires leave as delineated above, it is the responsibility of the employee to notify the Superintendent or Principal.

Jury Duty

It is recognized by the Board that no employee is exempt from jury duty and that leaves of absence for such duty must be granted.

- A. Only the regular salary may be received by an employee on jury duty.
- B. It is the responsibility of the employee to reimburse the District for jury duty pay when such payment is made directly to the employee. Failure to reimburse the District at the completion of the jury duty service will result in a full deduction equal to the number of contract days missed.
- C. An employee excused from jury duty after being summoned shall report for regular duty as soon as possible. Failure to report for duty will result in a deduction equal to that portion of a contract day missed. [A.R.S. 21-236].

District Procedures

Jury Duty is initially reported in Employee Access using Earned Personal Leave time or Absent Part-time Leave. The payroll office adjusts the leave from Earned Personal Leave/Absent Part-Time Leave to Jury Duty Leave upon receiving proof of jury duty participation/attendance, issued by the courthouse. Part-time employees are only paid for the time they were scheduled to work for the day, not the time they actually spent at jury duty.

Employees on standby for jury duty are to report to work as usual. Teacher should schedule a substitute teacher for the date of jury duty. The substitute teacher is to provide instruction and/or assistance as directed by the Principal until the teacher departs for jury duty.

Victim Leave

Statute provides that an employer who has fifty (50) or more employees shall permit an employee leave if the employee is the victim of juvenile or adult crime and is exercising a right to be present at a proceeding as defined in A.R.S. 8-420 or 13-4439. Compensation may be provided if the employee has available vacation or to the extent other leave may be available by policy.

- A. An employee's accrued vacation, personal, sick, or other applicable leave shall be used to the extent available by policy.
- B. If paid leave is unavailable, the employee must request an unpaid leave of absence in accordance with policy.
- C. Before an employee may leave work for this purpose, the employee shall provide the employer with a copy of the form provided by law enforcement and if applicable a copy of the information the law enforcement agency provides the employee pursuant to either A.R.S. 8-386 or 13-4405.
- D. Leave for this purpose may be limited if the leave creates an undue hardship to the employer's business.

Military Leave/USERRA

An employee who is a member of the Military Reserve or National Guard shall be entitled to leave of absence without loss of pay, time, or efficiency rating when engaged in field training [A.R.S. 26-168 and A.G.O. 38-610].

An employee who is a member of the uniformed service may use any vacation leave or other accumulated paid time off during their service, or may take unpaid leave of absence.

The District must reemploy uniformed service members, as define in 38 U.S.C. 4303, returning from a period of service, if the service member:

- A. Was employed by the District.
- B. Gave the District notice that he or she was leaving the job for service in the uniformed services, unless giving notice was precluded by military necessity or otherwise impossible or unreasonable.
- C. Has a cumulative period of service in the uniformed services not exceeding five (5) years.
- D. Was not released from service under dishonorable or other punitive conditions.
- E. Has reported back to the District in a timely manner or has submitted a timely application for reemployment in accordance with the Uniformed Services Employment and Reemployment Rights Act.

USERRA (The Uniformed Services Employment and Reemployment Rights Act) 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:

- A. You ensure that your employer receives advance written or verbal notice of your service;
- B. You have five (5) years or less of cumulative service in the uniformed services while with that particular employer;
- C. You return to work or apply for reemployment in a timely manner after conclusion of service, and;
- D. You have not been separated from service with a disqualifying discharge or under other dishonorable 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.

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 twenty-four (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 unemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

Please refer to District Policy GCCD for additional provisions under this policy.

Professional Staff General Leave

Absence Leave

The Governing Board is pledged to provide the best learning situation for students of the School District. It is the further responsibility of the Board to see that continuity of instruction is maintained within a class with as few changes as possible in instructional leadership within any given period. The Governing Board views any absence from the classrooms as a cause for concern.

Personal Leave Allowance

Professional staff employees working twelve (12) months per year are granted eleven (11) days of personal leave allowance per year. The personal leave allowance for professional staff employees with eleven (11) days of personal leave allowance will be allocated at the rate of point nine-two (.92) days per month at the conclusion of the month worked.

Professional staff employees working ten (10) months per year are granted eight point three- three (8.33) days of personal leave allowance per year. The personal leave allowance for professional staff employees with eight point three-three (8.33) days of personal leave allowance will be allocated at the rate of point eight-three-three (.833) days per month at the conclusion of the month worked.

Eligible certificated staff are granted seven (7) days of personal leave allowance per year. This personal leave allowance will be earned at the rate of seven-tenths (.7) days per month at the conclusion of the month worked. The Superintendent has the authority to advance a maximum of five (5) days to any certificated staff member, but the District shall not advance more than five (5) days of any type of leave to an employee in any fiscal year. Any certificated staff member under contract less than full time shall be entitled to that portion of personal leave allowance as their work bears to a full-time assignment. The unused portion of allocated personal leave allowance will accrue monthly. On an annual basis, the allocated personal leave allowance may not exceed one hundred (100) days.

Allocated personal leave allowance days are non transferable. The unused portion of allocated personal leave allowance is reimbursable as set forth in the section of this policy entitled "Payable Accrued Personal Leave Days".

Personal leave allowance days may be used for any of the following reasons:

- A. Family Medical Leave Act
- B. Sickness or disability
- C. Personal business leave
- D. Bereavement

Prior approval must be given by the employee's administrator/ principal to use personal leave days. If a personal leave request is denied and the employee does not report to work, then the employee will be subject to disciplinary action, up to and including dismissal.

When all allocated accrued personal leave days have been used, the certificated staff member must apply for an unpaid leave of absence.

Personal leave allowance may be used for any of the reasons listed previously in this policy, but will not be allowed for activity or concerted conduct which interferes with or is disruptive of the educational program as adopted by the Governing Board, unprofessional conduct or disruptive activity unauthorized by statute, contrary to Arizona law or deemed by the Governing Board as detrimental to maintaining the quality and continuity of the educational process and needs of the District. Such activity includes, but is not limited to, a strike, work slow down, work stoppage, sick-in, or any other effort to disrupt or interfere with the normal day-to-day functions of any school or the District. Engaging in such conduct shall be cause for immediate dismissal. When confronted with such disruptive conduct inimical to the continuation of the school program, the Board is obligated to continue the school program and may, at its option, discipline, permanently replace, or dismiss any or all persons engaging in such disruptive conduct.

Payable Accrued Personal Leave Days

Employees who have reached the one hundred (100) day maximum during a particular year will be compensated for unused allocated accrued personal leave days for that year (but not to exceed ten [10] days) at the substitute rate of pay per day. The unused balance is to be calculated at one-fourth (1/4) the substitute rate of pay per day. These will be paid out at the end of the each fiscal year. Upon retirement or resignation from the District unused allocated personal leave days will be paid out based on years of service and satisfactory service.

Group I

Employees having completed five (5) consecutive years of service or more but less than ten (10) consecutive years of service who retire or resign from satisfactory service will receive compensation at the rate of fifty percent (50%) of the number of unused days times the daily rate paid a substitute teacher. Formula: (.50 x Substitute Teacher Daily Rate x earned days unused)

Group II

Employees having completed ten (10) consecutive years of service or more but less than fifteen (15) consecutive years of service who retire or resign from satisfactory service will receive compensation at the rate of one hundred percent (100%) of the number of unused days times the daily rate paid a substitute teacher.

Formula: (1.0 x Substitute Teacher Daily Rate x earned days unused)

Group III

Employees having completed fifteen (15) consecutive years of service or more who retire or resign from satisfactory service will receive compensation at the rate of one hundred percent (100%) of the number of unused days times the daily rate paid a long term substitute teacher or their actual daily rate, whichever is lower.

Formula: $(1.0 \times \text{Long Term Substitute Teacher Daily Rate or employee's actual daily rate (whichever is lower)}) \times \text{earned days unused}$

Employees with ten (10) or more consecutive years of service who are planning to retire must notify the Governing Board prior to March 1st for the fiscal year at the end of which retirement will take place. If an employee does not wish to return to their duties following childbirth, an extended leave of absence must be requested, consistent with existing District policy.

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

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

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

Use of Earned Sick Time

The purpose of this portion of the policy is to comply with the Fair Wages and Healthy Families Act. Earned paid sick leave for District personnel is a designated amount of compensated leave that is to be granted to a staff member who, through personal or family illness, injury, or quarantine, is unable to perform the duties assigned.

Earned paid sick time shall be used for:

- A. An employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; an employee's need for preventive medical care;
- B. Care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive medical care;
- C. Reasons related to childcare, domestic violence, sexual violence, abuse or stalking, and legal services as described in A.R.S. 23-373.

Earned paid sick time shall be provided upon the request of an employee.

Such requests may be made orally, in writing, by electronic means or the online system used for reporting absences (Employee Access). When possible, the request shall include the expected duration of the absence. The District reserves the right to deny the use of earned paid sick time if the employee fails to report the need for the use of the paid sick leave as required by this policy.

When the use of earned paid sick time is foreseeable, the employee shall make a good faith effort to provide notice via the online system used for reporting absence (Employee Access) of the need for such time to the District in advance of the use of the earned paid sick time and shall make a reasonable effort to schedule the use of earned paid sick time in a manner that does not unduly disrupt the operations of the District. If the employee does not have earned sick time to request, personal leave may be used in lieu of earned sick time. If the employee has no personal leave the employee would receive no compensation for time not on the job. An employee may request an unpaid leave of absence.

The District will provide written procedures to the employee regarding how to provide notice of the need to use earned paid sick time. An employee that has not been provided a copy of the written procedures for providing such notice shall not be denied earned paid sick time based on non-compliance with such procedures.

The District will not require, as a condition of an employee's taking earned paid sick time, that the employee search for or find a replacement worker to cover the hours during which the employee is using earned paid sick time.

Earned paid sick time may be used in .25 hour increments.

For earned paid sick time of three (3) or more consecutive work days, the District may require reasonable documentation that the earned paid sick time has been used for a purpose covered by A, B, or C, above. Documentation signed by a health care professional indicating that earned paid sick time is necessary shall be considered reasonable documentation for purposes of this section.

As defined in statute (A.R.S. 23-371), "family member" means:

- A. Regardless of age, a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands in loco parentis, or an individual to whom the employee stood in loco parentis when the individual was a minor;
- B. A biological, foster, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee or employee's spouse or domestic partner was a minor child;
- C. A person to whom the employee is legally married under the laws of any state, or a domestic partner of an employee as registered under the laws of any state or political subdivision;
- D. A grandparent, grandchild or sibling (whether of a biological, foster, adoptive or step relationship) of the employee or the employee's spouse or domestic partner; or
- E. Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Notice

- A. The District shall give employees written notice of the following at the commencement of employment: employees are entitled to earned paid sick time and the amount of earned paid sick time, the terms of its use guaranteed in statute, that retaliation against employees who request or use earned paid sick time is prohibited, that each employee has the right to file a complaint if earned paid sick time as required by statute is denied by the District or the employee is subjected to retaliation for requesting or taking earned paid sick time, and the contact information for the commission where questions about rights and responsibilities can be answered.
- B. The required notice shall be in English, Spanish, and any language that is deemed appropriate by the Industrial Commission of Arizona.
- C. The amount of earned paid sick time available to the employee, the amount of earned paid sick time taken by the employee to date in the year and the amount of pay the employee has received as earned paid sick time shall be recorded in, or on an attachment to, the employee's regular paycheck.

Accrual

- A. Employees of the District shall accrue a minimum of one (1) hour of earned paid sick time for every thirty (30) hours worked, but employees shall not be entitled to accrue more than forty (40) hours of earned paid sick time per year, unless the District selects a higher limit. A "year" is defined as the twelve (12) month period beginning on July 1 of each fiscal year.
- B. An employee may carry over to the following year a maximum of forty (40) hours of unused earned paid sick time. Carry over shall not affect accrual or use rights under the Act.
- C. An employee may roll over earned sick leave hours to personal leave if they have in excess of eighty (80) hours of earned sick leave. The excess hours will be moved to personal leave at the beginning of the fiscal year if the employee is returning to the District.
- D. Earned paid sick time shall begin to accrue at the commencement of employment.
- E. Employees who are exempt from overtime requirements under the Fair Labor Standards Act of 1938 (29 United States Code section 213(A)(1)) will be assumed to work forty (40) hours in each work week for purposes of earned paid sick time accrual unless their normal work week is less than forty (40) hours, in which case earned paid sick time accrues based upon that normal work week.

F. If an employee is transferred, but remains employed by the District, the employee is entitled to all earned paid sick time accrued and is entitled to use all earned paid sick time as provided in this section.

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

H. When a different District succeeds or takes the place of an existing District, all employees of the original District who remain employed by the successor District are entitled to all earned paid sick time they accrued when employed by the original District, and are entitled to use earned paid sick time previously accrued.

I. An employee will not be paid for accrued earned paid sick time that has not been used upon the employee's termination, resignation, retirement, or other separation from employment.

Retaliation Prohibited

The District will not interfere with, restrain, or deny the exercise of, or attempt to exercise, any right protected in this policy or the Arizona Fair Wages and Healthy Families Act.

Retaliation or discrimination against an employee or former employee because the person has exercised protected rights is prohibited. Such rights include but are not limited to the right to request or use earned paid sick time pursuant to the statute; the right to file a complaint with the commission or courts or inform any person about the District's alleged violation; the right to participate in an investigation, hearing or proceeding or cooperate with or assist the commission in its investigations of alleged violations and the right to inform any person of his or her potential rights.

The District's earned paid sick leave policy will not count earned paid sick leave as an absence that may lead to or result in discipline, discharge, demotion, suspension, or any other adverse action.

Protections of this section will apply to any person who mistakenly but in good faith alleges violations of this policy or the applicable law.

Absence Reporting

Timely attendance is a critical aspect of every position in the Litchfield Elementary School District #79. In order to plan for routine absences and arrange adequate coverage for unscheduled absences, employees must ensure Principals or supervisors are aware of their situations regarding absences.

Employees should submit requests for earned sick leave, earned personal leave, or vacation leave to their Principal or supervisor. Leave requests may be made in one of the four ways and must be documented in Employee Access no later than Saturday at midnight during the week of the absence for the leave request to be made available to the Principal or supervisor to approve or deny.

1. Orally – this would include face-to-face meeting or conversation over the phone
2. In writing – written note to your supervisor
3. By electronic means – this would include email or text
4. By the online system for reporting absences (Employee Access)

Employees who do not have access to a computer to report absences through Employee Access must report their absence in Employee Access immediately upon return to work by using a District computer.

All certified employees must report their absences in Frontline whether or not a substitute teacher is needed in their absence. Certified employees can use the Internet to access Frontline to record, review, or cancel absences.

An employee who fails to report to work for two (2) consecutive days without notice to his or her supervisor will be assumed to have resigned and abandoned the job. In such case, a recommendation for termination will be made to the Governing Board.

All employees will receive additional information for absence reporting procedures through the online Vector Training module. Additional information includes, attendance expectations, procedures for requesting leave, and disciplinary action for attendance.

Support Staff General Leave

Absence Leave

Earned Personal Leave Allowance

Support staff employees working eight (8) hours per day, twelve (12) months per year are granted eleven (11) days of personal leave allowance per year. The personal leave allowance for support staff employees with eleven (11) days of personal leave allowance will be allocated at the rate of point nine-two (.92) days per month at the conclusion of the month worked. Any support staff member working eight (8) hours per day but less than twelve (12) months per year shall be entitled to the portion of personal leave allowance defined by the table below:

Job Title	Accurate Rate Personal Leave	Personal Hours/Days Earned
12 Month Full Time	.92	11 work days
School Office Supervisor	.833	8.333 work days
School Nurses	.833	8.333 work days
Registrars (8 hours)	.833	8.333 work days
Student Transporters (8 hours)	.833	8.333 work days
Accts Receivable	.833	8.333 work days
Night Custodians (11 months)	.804	9.64 work days
Cafeteria and Aides (40 hours)	.7	7 work days
Student Transporters (2.0 hours)	2.0 hours	3.34 work days

On an annual basis, the allocated personal leave allowance may not exceed one hundred (100) days. Allocated personal leave allowance days are non transferable. Allocated personal leave allowance days are reimbursable as set forth in the section of this policy entitled "Payable Accrued Personal Leave Days." The Superintendent has the authority to advance a maximum of five (5) days to any support staff member, but the District shall not advance more than five (5) days of any type of leave to an employee in any fiscal year.

Personal leave allowance days may be used for any of the following reasons:

- A. Family Medical Leave Act
- B. Sickness or disability
- C. Personal business leave
- D. Bereavement

Prior approval must be given by the employee's supervisor to use personal leave days. When all allocated accrued personal leave days have been exhausted the employee must apply for an unpaid leave of absence. If a personal leave request is denied and the employee does not report to work, then the employee will be subject to disciplinary action, up to and including dismissal. Prior approval must be given by the employee's administrator/principal for personal leave days immediately preceding or following a regularly scheduled school holiday.

Personal leave may be used for any of the reasons listed previously in this policy, but will not be allowed for activity or concerted conduct which interferes with or is disruptive of the educational program as adopted by the Governing Board, unprofessional conduct or disruptive activity unauthorized by statute, contrary to Arizona law or deemed by the Governing Board as detrimental to maintaining the quality and continuity of the educational process and needs of the District. Such activity includes, but is not limited to, a strike, work slowdown, work stoppage, sick-in, or any other effort to disrupt or interfere with the normal day-to-day functions of any school or the District. Engaging in such conduct shall be cause for immediate dismissal. When confronted with such disruptive conduct inimical to the continuation of the school program, the Board is obligated to continue the school program and may, at its option, discipline, permanently replace, or dismiss any or all persons engaging in such disruptive conduct.

Payable Accrued Personal Leave Days

Employees who have reached the one hundred (100) day maximum during a particular year will be compensated for unused allocated accrued personal leave days for that year (but not to exceed ten [10] days) at the substitute rate of pay per day. The unused balance is to be calculated at one-fourth (1/4) the substitute rate of pay per day. These will be paid out at the end of each fiscal year. Upon retirement or resignation from the District unused allocated personal leave days will be paid out based on years of service and satisfactory service.

Group I

Employees having completed five (5) consecutive years of service or more but less than ten (10) consecutive years of service who retire or resign from satisfactory service will receive compensation at the rate of fifty percent (50%) of the number of unused days times the daily rate paid to a substitute teacher.

Formula: $(.50 \times \text{Substitute Teacher Daily Rate} \times \text{earned days unused})$

Group II

Employees having completed ten (10) consecutive years of service or more but less than fifteen (15) consecutive

years of service who retire or resign from satisfactory service will receive compensation at the rate of one hundred percent (100%) of the number of unused days times the daily rate paid to a substitute teacher.

Formula: $(1.0 \times \text{Substitute Teacher Daily Rate} \times \text{earned days unused})$

Group III

Employees having fifteen (15) or more consecutive years of service who retire or resign from satisfactory service will receive compensation at the rate of one hundred percent (100%) of the number of unused days times the daily rate paid a long term substitute teacher or the employee's actual daily rate (whichever is lower).

Formula: $(1.0 \times \text{Long Term Substitute Teacher Daily Rate or employee's actual daily rate (whichever is lower)} \times \text{earned days unused})$

Employees with ten (10) or more consecutive years of service who are planning to retire must notify the Governing Board prior to March 1st for the fiscal year at the end of which retirement will take place.

If an employee does not wish to return to their duties following childbirth, an extended leave of absence must be requested, consistent with existing District policy.

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

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

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

Use of Earned Paid Sick Time

The purpose of this portion of the policy is to comply with the Fair Wages and Healthy Families Act.

Earned paid sick leave for District personnel is a designated amount of compensated leave that is to be granted to a staff member who, through personal or family illness, injury, or quarantine, is unable to perform the duties assigned.

Earned paid sick time shall be used for:

- A. An employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; an employee's need for preventive medical care;
- B. Care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive medical care;
- C. Reasons related to childcare, domestic violence, sexual violence, abuse or stalking, and legal services as described in A.R.S. 23-373.

Earned paid sick time shall be provided upon the request of an employee. Such request may be made orally, in writing, by electronic means or the online system used for reporting absences (Employee Access). When possible, the request shall include the expected duration of the absence. The District reserves the right to deny the use of earned paid sick time if the employee fails to report the need for the use of the paid sick leave as required by this policy.

When the use of earned paid sick time is foreseeable, the employee shall make a good faith effort to provide notice via the online system used for reporting absences (Employee Access) of the need for such time to the District in advance of the use of the earned paid sick time and shall make a reasonable effort to schedule the use of earned paid sick time in a manner that does not unduly disrupt the operations of the District.

If the employee does not have earned time to request, personal leave may be used in lieu of earned sick time, if the employee has personal time available to them. If the employee has no personal leave, the employee would receive no compensation for time not on the job. An employee may request an unpaid leave.

The District will provide written procedures to the employee regarding how to provide notice of the need to use earned paid sick time. An employee that has not been provided a copy of the written procedures for providing such notice shall not be denied earned paid sick time based on non-compliance with such procedures.

The District will not require, as a condition of an employee's taking earned paid sick time, that the employee search for or find a replacement worker to cover the hours during which the employee is using earned paid sick time.

Earned paid sick time may be used in .25 hour increments.

For earned paid sick time of three (3) or more consecutive work days, the District may require reasonable documentation that the earned paid sick time has been used for a purpose covered by A, B, or C, above. Documentation signed by a health care professional indicating that earned paid sick time is necessary shall be considered reasonable documentation for purposes of this section.

As defined in statute ([A.R.S. 23-371](#)), "family member" means:

- A. Regardless of age, a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands in loco parentis, or an individual to whom the employee stood in loco parentis when the individual was a minor;
- B. A biological, foster, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee or employee's spouse or domestic partner was a minor child;
- C. A person to whom the employee is legally married under the laws of any state, or a domestic partner of an employee as registered under the laws of any state or political subdivision;
- D. A grandparent, grandchild or sibling (whether of a biological, foster, adoptive or step relationship) of the employee or the employee's spouse or domestic partner; or
- E. Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Notice

A. The District shall give employees written notice of the following at the commencement of employment or by July 1, 2017, whichever is later: employees are entitled to earned paid sick time and the amount of earned paid sick time, the terms of its use guaranteed in statute, that retaliation against employees who request or use earned paid sick time is prohibited, that each employee has the right to file a complaint if earned paid sick time as required by statute is denied by the District or the employee is subjected to retaliation for requesting or taking earned paid sick time, and the contact information for the commission where questions about rights and responsibilities can be answered.

B. The required notice shall be in English, Spanish, and any language that is deemed appropriate by the Industrial Commission of Arizona.

C. The amount of earned paid sick time available to the employee, the amount of earned paid sick time taken by the employee to date in the year and the amount of pay the employee has received as earned paid sick time shall be recorded in, or on an attachment to, the employee's regular paycheck.

Accrual

A. Employees of the District shall accrue a minimum of one (1) hour of earned paid sick time for every thirty (30) hours worked, but employees shall not be entitled to accrue more than forty (40) hours of earned paid sick time per year, unless the District selects a higher limit. A "year" is defined as the twelve (12) month period beginning on July 1 of each fiscal year.

B. An employee may carry over to the following year a maximum of forty (40) hours of unused earned paid sick time. Carry over shall not affect accrual or use rights under the Act.

C. Employees who have reached the eighty (80) hour maximum for sick leave during a particular year will have the balance of hours that is over and above the eighty (80) hour mark paid to them at the current minimum wage at the beginning of the next school year when they return to work if they don't have a personal leave plan. Those that have leave plans will roll their excess into their leave plan. The excess hours will be moved to a personal leave plan at the beginning of the fiscal year if the employee is returning to the district.

D. Earned paid sick time shall begin to accrue at the commencement of employment or on July 1, 2017, whichever is later.

E. Employees who are exempt from overtime requirements under the Fair Labor Standards Act of 1938 (29 United States Code section 213(A)(1)) will be assumed to work forty (40) hours in each work week for purposes of earned paid sick time accrual unless their normal work week is less than forty (40) hours, in which case earned paid sick time accrues based upon that normal work week.

F. If an employee is transferred, but remains employed by the District, the employee is entitled to all earned paid sick time accrued and is entitled to use all earned paid sick time as provided in this section.

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

H. When a different District succeeds or takes the place of an existing District, all employees of the original District who remain employed by the successor District are entitled to all earned paid sick time they accrued when employed by the original District, and are entitled to use earned paid sick time previously accrued.

I. An employee will not be paid for any accrued earned paid sick time that has not been used upon the employee's termination, resignation, retirement or any other separation from employment.

Retaliation Prohibited

The District will not interfere with, restrain, or deny the exercise of, or attempt to exercise, any right protected in this policy or the Arizona Fair Wages and Healthy Families Act.

Retaliation or discrimination against an employee or former employee because the person has exercised protected rights is prohibited. Such rights include but are not limited to the right to request or use earned paid sick time pursuant to the statute; the right to file a complaint with the commission or courts or inform any person about the District's alleged violation; the right to participate in an investigation, hearing or proceeding or cooperate with or assist the commission in its investigations of alleged violations and the right to inform any person of his or her potential rights.

The District's earned paid sick policy will not count earned paid sick leave as an absence that may lead to or result in discipline, discharge, demotion, suspension, or any other adverse action.

Protections of this section will apply to any person who mistakenly but in good faith alleges violations of this policy or the applicable law.

Absence Reporting

Timely attendance is a critical aspect of every position in the Litchfield Elementary School District #79. In order to plan for routine absences and arrange adequate coverage for unscheduled absences, employees must ensure Principals or supervisors are aware of their situations regarding absences.

Employees should submit requests for earned sick leave, earned personal leave or vacation leave to their Principal or supervisor. Leave requests may be made in one of four ways and must be documented in Employee Access no later than Saturday at midnight during the week of the absence for the leave request to be made available to the Principal or supervisor to approve or deny.

1. Orally – this would include face-to-face meeting or conversation over the phone
2. In writing – written note to your supervisor
3. By electronic means – this would include email or text
4. By the online system for reporting absences (Employee Access)

Employees who do not have access to a computer to report absences through Employee Access must report their absence in Employee Access immediately upon return to work by using a District computer.

All certified employees must report their absences in Frontline whether or not a substitute teacher is needed in their absence. Certified employees can use the Internet to access Frontline to record, review, or cancel absences.

An employee who fails to report to work for two (2) consecutive days without notice to his or her supervisor will be assumed to have resigned and abandoned the job. In such case, a recommendation for termination will be made to the Governing Board.

Attendance is Important! The District understands occasionally employees need to take time off from work. However, no matter how well you perform your work duties, if you have excessive absences the workflow suffers. Exceptions: Family Medical Leave (FMLA), earned paid sick time, ADA protected leave, Jury Duty, Vacation Days, Military, Professional, three to five (3-5) days Bereavement and any other leave protected by law.

Work Calendars A = Maximum Days Off Per Year (11)
Work Calendars H = Maximum Days Off Per Year (11)
Work Calendar C (Full Time) = Maximum Days Off Per Year (9.64)
Work Calendar C (Part Time) = Maximum Days Off Per Year (7)
Work Calendar B, G, O, P = Maximum Days Off Per Year (8.333)
Work Calendar D = Maximum Days Off Per Year (7)
Work Calendars F, I, J, Q, R & S = Maximum Days Off Per Year (7)
Work Calendar E = Maximum Days Off Per Year (7)

Work Calendar Types:

- A. 12 Month Full Time
- B. School Office Supervisors
- C. Night Custodians (hired after 7/4/13)
- D. Cafeteria Staff and Aides – 40 hours per week
- E. Student Transporters – 28 hours per week (minimum)
- F. Student Transporters – Less than 28 hours per week
- G. School Nurses
- H. 12 Month Part Time
- I. Aides and Food Service – Less than 40 hours per week – 5 days per week
- J. Extended Day Aides – Less than 40 hours per week
- O. Registrars and 8 hour Student Transporters
- P. Classified Specials Instructors
- Q. Aides (Working Monday – Thursday)
- R. Aides (Working Tuesday – Friday)
- S. Aides (Working Monday-Friday, off Wednesdays)

Certified and Administrative work calendar types can be located above in the Professional staff attendance section.

All employee work calendars are available on the District website under Staff/Payroll/Work Calendars. All employees will receive additional information for absence reporting procedures through the online Safeschools Training module. Additional information includes, attendance expectations, procedures for requesting leave, and disciplinary action for attendance.

Professional Staff Development

Policy GCI

The Board recognizes its particular responsibility to provide opportunity for the continual professional growth of its certificated staff. Such opportunities include, within budgetary limitation, special in-service training courses, workshops school or District visitations, conferences, professional library, and assistance from supervisors and consultants.

In line with such opportunities, the Board encourages educational research by staff members when the conduct of the project does not conflict with the major functions of the schools.

In-Service Training Courses

The Superintendent may establish local in-service training courses for teachers and other certificated employees in the schools, credit for which may be granted beyond the bachelor's degree in the manner that graduate courses in institutions of higher learning are taken into account.

This credit may be granted in cases where the scope, level, quality, and content of the local course is equal to college graduate work and the instructor is qualified to teach on the college level. The Superintendent may establish reasonable rules by which to select such courses and designate them for credit. The number of credits to be granted for each course shall be determined by the Superintendent.

The attendance of teachers in these courses shall be recorded, and no credit shall be allowed unless the teacher has completed the assigned work of the course. If the District compensates the staff member for attending an in-service training course, no credit shall be allowed for advancement on the salary placement chart.

Retirement

Employees regularly assigned to twenty (20) hours or more per week or twenty (20) or more weeks per year accumulate funds in the Arizona State Retirement System. Each employee contributes a percentage and the District contributes a matching amount. Please refer to the Retirement Member Handbook for further information or visit the website at www.asrs.state.az.us.

Short-Term Disability

All employees (working twenty (20) hours or more per week) may purchase short-term disability. Eligible individuals in the Arizona State Retirement System are covered for long-disability income after six (6) months of disability. This leaves a blackout period" between your last paycheck and six (6) months when you will be without income. This optional plan is available through payroll deductions.

Vacation

Policy GDD

Employees on a twelve (12) month, eight (8)-hour per day work schedule shall earn vacation at the rate of one (1) day per month of employment.

When an employee on a twelve (12) month, eight (8) hour per day work schedule has been continuously employed by the District for a period of five (5) years and has maintained at least satisfactory performance on the job, vacation time shall be earned at the rate of 1.25 days per month of employment.

Vacation time should normally be taken during the year in which time is earned. Use of earned, accrued vacation time must be requested in writing and receive the prior approval of the department supervisor. Department supervisors will base their approval on the workload of the department to which the employee is assigned. In the event two employees in the same department request the same or overlapping vacations, the department supervisor will grant approval to the employee whose length of employment by the District is greater.

In those instances when the workload of the District necessitates an employee's service, accrued earned vacation time may be taken during the following fiscal year upon administrative recommendation and approval of the Governing Board. In no case may vacation time be carried forward for more than one (1) fiscal year.

Vision Insurance

All employees may purchase vision care through United Healthcare, a comprehensive managed vision care program. The plan covers the patient's visual needs such as exams, lenses, frames, and contact lenses.

Voluntary Transfer of Accrued Personal Leave

The District recognizes the existence of circumstances under which non-job-related, seriously incapacitating, and extended illnesses and injury may exhaust accrued leave. To provide some measure of relief in such situations, a limited mechanism, based upon voluntary transfer of accrued earned personal leave, is established for employees who earn personal leave. The mechanism is termed medical leave assistance program. Such a program increases employee morale and may reduce some of the stresses associated with illness and facilitate the employee's recovery, which is in the best interest of the District.

The Superintendent will establish appropriate guidelines for the operation of this program.

Medical Leave Assistance Program

An employee who has depleted all accrued earned sick time, earned personal leave, and vacation leave as a result of their serious illness/injury may ask to receive donations of absence allowance leave from other employees through the medical leave assistance program in order that the ill/injured employee may receive income during the period of serious illness or injury.

The request shall be made through the following procedure:

- A. The employee shall complete a "Medical Leave Assistance Request Form" and submit it along with a completed "Verification of Serious Illness or Injury Form" to Human Resources.
- B. If indicated by the employee on the "Medical Leave Assistance Request Form," Human Resources shall post in appropriate locations throughout the District the medical leave assistance program informational notice.

Medical Leave Assistance Program

C. Any employee wanting to make a donation must designate the donation in the name of the employee to receive the donation on a "Personal Leave Donation Form" obtained from Human Resources. Donor days can be used on a daily basis after an employee has exhausted accrued leave and until disability leave takes effect.

D. The donor employee must submit the "Accrued Personal Leave Donation Form" to Human Resources no later than ten (10) working days from the date the informational notice is issued.

E. A record will be maintained indicating the date and time the donor employee days were submitted to Human Resources. Donor days will be issued as needed based on the order in which they were submitted to Human Resources.

F. The Executive Director of Human Resources or designee shall either approve or disapprove each donation. If more days are donated than are approved on the request form Human Resources shall hold the donation until it becomes known that the employee does not need more days to cover the illness/injury.

G. Human Resources shall notify donation employees whether their donations have been approved or disapproved.

Limitations on Donations

The employee must make any donation voluntarily.

Personal leave may be donated only by a donor employee who has thirty (30) or more days of accrued earned personal leave.

A donor employee may donate no more than five (5) days of accrued earned personal leave in any contract year.

No employee shall be allowed to make donations to the employee's immediate supervisor or to any official evaluator of the employee.

Ownership of Donated Days

Once approved, donated leave issued to an employee shall not be returned or reimbursed to the donor employee. All donated leave becomes permanent property of the receiving employee.

Limitations on Eligibility

No employee shall be eligible for the medical leave assistance program after having qualified for disability coverage.

Confidentiality

Information regarding a donation shall be considered confidential and shall be communicated by District employees only on a need-to-know basis. An employee will have the option of donating accrued earned personal leave without the receiving employee being knowledgeable of the donor's name.

Payroll

Direct Deposit

The Maricopa County Superintendent of Schools office allows the direct deposit of school employees' paychecks into the employee's checking or savings account at any number of banks including savings and loan associations and credit unions.

Participants in the direct deposit system may login to Employee Access to review their paycheck, with full accounting of all deductions. Those participating in the direct deposit will find their total take home pay credited to their checking and savings account at the same time, or sooner (i.e., those paydays falling on a holiday), as those electing to continue physically depositing their warrants.

Earnings are normally posted the evening of the date shown on the warrant so that immediate withdrawal on payday at the participating bank should be possible. It is not recommended practice to begin drawing against the account without first consulting the participating bank on your paycheck for deposit verification. Such a precaution could avoid a potential overdraft.

The direct deposit server is programmed to create a trial run for a direct deposit set up as well as for every change submitted. Consequently, those enrolling for direct deposit service as well as those requiring a change to their initial enrollment will be issued a live check with a stub containing the direct deposit information (i.e., bank and account code). This precaution allows the employee to edit all transactions before the actual deposit is made on the following payroll. If a discrepancy exists, payroll should be contacted immediately, preferably before the cut-off of the following payroll.

Payday

Employees are paid biweekly. Direct deposit and live paychecks are distributed or mailed on Tuesdays. Certified employees, working less than twelve (12) months in the year, have the option of twenty-two (22) or twenty-six (26) pays, which is selected on the teacher contract. Non-contracted employees will only be paid during the months worked.

To view the current pay schedule go to www.lesd79.org/departments/business-services/payroll or obtain one at the District Office.

Payroll Deductions

The following mandatory deductions will be made from every employee's gross wages: federal income tax, Social Security and Medicare tax, and state taxes. For those employees that meet Arizona State Retirement enrollment guidelines, retirement will also be withheld at the current rate.

Every employee must fill out and sign a federal withholding allowance certificate, IRS Form W-4, and an Arizona state withholding, Form A-4, on or before his or her first day on the job. This form must be completed in accordance with federal regulations. The employee may fill out a new W-4 or A-4 at any time when his or her circumstances change. Employees are expected to comply with the instructions on Form W-4 and Form A-4. Questions regarding the propriety of claimed deductions may be referred to the IRS in certain circumstances.

Other optional deductions include the portion of group health insurance not paid by the company, which is deducted from each payroll check.

Timekeeping

All non-exempt employees are required to clock in and out for their shift and for lunch. You should report to work no more than seven (7) minutes prior to your scheduled start time nor stay more than seven (7) minutes after your scheduled end time without prior authorization from your supervisor. Lunch breaks must be duty free and a minimum of thirty (30) minutes long.

It is the employee's responsibility to clock in/out and sign the weekly timesheet or the employee may be left off the payroll for that period. Your supervisor will review and sign your timesheet before submitting the timesheet to payroll.

Non-exempt: A nonexempt employee is one who is entitled to the minimum wage and/or overtime pay protections of the FLSA.

Exempt: An exempt employee is NOT entitled to overtime pay. An exempt employee must meet a Salary Level Test and must perform exempt job duties. These requirements are outlined in the Fair Labor Standards Act Regulations.

Workplace Guidelines

Bereavement

An employee shall be entitled to bereavement leave in case of death in the immediate family (spouse, child, mother, father, mother-in-law, father-in-law, grandmother, grandfather, or siblings). Employees may take up to three (3) days for in-state and up to five (5) days for out of state bereavement leave.

Bereavement leave days are not additional allocated days – the days are transferred from available earned leave days.

District Procedures

Employees who earn paid personal leave time:

Bereavement Leave is initially reported in Employee Access using paid Earned Personal Leave, (Per Bereavement Policy GCCH). The payroll office adjusts the leave from paid Earned Personal Leave to Bereavement Leave upon receiving documentation in the form of a death certificate, funeral service program, or newspaper obituary. The employee should include their name and indicate relation with documentation. Verified Bereavement leave will not count against the employee's evaluation attendance goal.

Employees who DO NOT earn personal leave time:

Bereavement Leave is unpaid and initially reported in iVisions using unpaid Absent Part-Time Leave. The payroll office adjusts the leave from unpaid Absent Part-Time Leave to Bereavement Leave upon receiving documentation in the form of a death certificate, funeral service program, or newspaper obituary. The employee should include their name and indicate their relationship to the deceased with documentation. Verified Bereavement leave will not count against the employee's evaluation attendance goal.

Dresscode

Policy GBEBA & Regulation GBEBA-R

All employees represent Litchfield Elementary School District #79; therefore professional appearance is expected in order to support a positive educational environment.

- A. Reflective of an employee's position as a role model when representing Litchfield Elementary School District #79.
- B. Conducive to the employees' tasks and/or environment.
- C. Clothing and apparel that is clean, modest, and safe.

To support employees and administrators, Litchfield Elementary School District #79 suggests the following guidelines for classroom staff (both certificated and support staff) to clarify expectations. The guidelines contained herein are the District's minimum guidelines, and not an exclusive list. Directors may develop alternative guidelines for their department. The department guidelines may take into account the employee's job duties and work environment.

Administration is expected to review these guidelines with their staff each year.

Employees must always consider that their employment placed them in the position of role models for students. Employees shall be expected to exhibit a professional image to students, parents, and the community. The Governing Board expects the dress and appearance of certificated and support personnel to be professional and appropriate for their job description. So while denim jeans and shorts would not normally be considered standard professional attire, there are occasions/tasks where these would be deemed appropriate (i.e., fundraising, safety). Capri pants are acceptable. Each school may designate specific activities related to school spirit when jeans may be worn.

In contrast, the following are considered unprofessional:

- A. Rubber flip flops or thong shoes (unstable sole which folds in on itself).
- B. Clothes and accessories, tattoos, jewelry/piercings, hair colors (extreme colors), etc., that are offensive and/or distracting to the learning environment.
- C. Facial piercings, tongue piercings, excessive earrings.
- D. Hats, bandanas – Hats may be worn on outside duty for sun coverage.

Modest and professional dress in LESD, is defined as follows:

- A. No visible cleavage.
- B. No visible undergarments.
- C. Clothes not worn too tight, too loose, or transparent.
- D. No bare midriffs.
- E. Skirts should be the appropriate length (no more than three (3) inches above the knee) to allow for standing or sitting in public.
- F. No bare shoulders (strapless, spaghetti straps or tops with straps less than two (2) inches wide) unless worn under jacket, blouse; dress or sweater). However, sleeveless blouses that meet all the other criteria within this regulation may be acceptable.
- G. Exercise pants, sweatpants, sweat shirts, shorts, or other athletic clothing should not be worn unless teaching Physical Education, or supervising specific physical education related activities such as Turkey Trots, Field Days, etc.
- H. Men's shirts should have a collar, unless school spirit shirt or where shirt can be deemed professional by other standards (for example, crewneck sweaters).
- I. Neat clothing is clothing/apparel with:
 - 1. No holes/tears
 - 2. Not excessively wrinkled

When addressing professional dress expectations with their staff, the supervising administrator has the decision-making authority.

Employee Alcohol and Drug Testing

Litchfield Elementary School District #79 reserves the right to request employees submit to drug and alcohol testing. An employee's failure to submit is grounds for termination.

Drug-Free Workplace

Policy GBEC

No employee shall violate the law or District policy in the manufacture, distribution, dispensing, possession, or use, on or in the workplace, of alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R 1300.11 through 1300.15.

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

Any employee who has been convicted under any criminal drug statute for a violation occurring in the workplace, as defined above shall notify the supervisor within five (5) days thereof that such conviction has occurred. As a condition of employment, each employee shall abide by the terms of the District policy respecting a drug-free workplace. Any employee who violates this policy in any manner is subject to discipline, which may include, but is not limited to, dismissal.

Drug and Alcohol Testing

Policy EEAEAA

The District is committed to the establishment of a drug and alcohol misuse prevention program that meets or exceeds all applicable requirements of the Omnibus Transportation Employee Testing Act of 1991 (Omnibus Act). All statements in this document will be interpreted so as to conform to the Department of Transportation rules.

Each employee of the District who is required to have a commercial driver's license (CDL) for performance of job functions shall be prohibited from:

- A. Reporting for duty or remaining on duty to perform safety-sensitive functions as defined in 49 CFR 382.10 7 while having an alcohol concentration of 0.04 or greater. [49 CFR 382.201]
- B. Being on duty or operating a commercial motor vehicle (school bus) while the driver possesses alcohol, unless the alcohol is manifested and transported as part of a shipment. This includes the possession of medicines containing alcohol (prescription or over-the-counter), unless the packaging seal is unbroken. [49 CFR 382.204]
- C. Using alcohol while performing safety-sensitive functions. [49 CFR 382.205]
- D. Performing safety-sensitive functions within eight (8) hours after using alcohol. [49 CFR 382.207 and R17-9-104]
- E. Using alcohol within eight (8) hours following an accident or prior to undergoing a post-accident alcohol test, whichever comes first. [49 CFR 382.299]
- F. Refusing to submit to an alcohol or controlled substance test as required under post-accident, random, reasonable suspicion or follow-up testing requirements in DOT rules. [49 CFR 382.211]

G. Reporting for duty or remaining on duty, requiring the performance of safety-sensitive functions, when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle. [49 CFR 382.213]

H. Reporting for duty, remaining on duty, or performing a safety-sensitive function if the driver tests positive for controlled substances. [49 CFR 382.215]

A driver will inform the supervising administrator of any therapeutic drug use. [49 CFR 382.213]

Drugs as used in this policy refer to controlled substances as covered by the Omnibus Act and to drugs circumscribed by the Arizona Revised Statutes, Title 13, Chapter 34.

All drivers shall be subject to pre-employment/pre-duty drug and alcohol testing, including reasonable suspicion, random, and post-accident testing accord with the regulations of the Omnibus Act. If applicable, return to duty and follow up testing shall be required in accord with regulations of the Omnibus Act. [49 CFR 382.301 et seq.]

All offers of employment with the District for drivers will be made contingent upon pre-employment test results. An applicant testing positive for alcohol or controlled substances will not be employed. [49 CFR 382.505]

A transportation employee who refuses to submit to drug and alcohol testing or whose test results are positive may be disciplined in accordance with District policy up to and including being terminated from employment. [A.R.S. 15-513]

Each driver who engages in the conduct prohibited herein shall:

A. Be advised of resources available to the driver in evaluating and resolving problems associated with drug or alcohol use, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs.

B. Be evaluated by a substance abuse professional, who shall determine what assistance, if any, the employee needs to resolve drug or alcohol problems.

C. Before return to duty in a safety-sensitive position, undergo a return-to-duty alcohol test with a result indicating less than 0.02 or a substance test with a verified negative result.

D. If identified as needing assistance by a substance abuse professional, be evaluated by a substance abuse professional to determine if that driver has properly followed any rehabilitation program prescribed, and be subject to unannounced follow-up tests following return to duty in accord with federal regulations. [49 CFR 382.605]

The District shall assume the cost for the initial evaluation by a substance abuse professional to determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substance use.

Evaluation and rehabilitation of the employee, if the employee is allowed to return to work in any position, shall be in accordance with 49 CFR 382.605 and by a substance abuse professional paid by the employee.

The School District shall assume the costs of the drug and alcohol testing of a transportation employee. If the results of the test are positive, the School District may charge the costs of the test to the tested employee. The cost charged to the employee is limited to the actual costs incurred as a result of testing. If the results of a test are negative, the School District shall not charge the costs of testing to the tested employee. [A.R.S. 15-513]

The Superintendent is responsible for supervision of the District drug and alcohol misuse prevention program. The Superintendent will develop procedures for the implementation of the program in compliance with the applicable provisions and regulations of the Omnibus Transportation Employee Testing Act of 1991 and Arizona Revised Statutes.

Furniture and Equipment

The District's furniture and equipment is government property. All District property is intended to be used for educational purposes. Employees are not to use District property for personal use. This includes computers, copiers, tables, chairs, instruments, maintenance tools, etc.

Injured on the Job

If you are injured on the job you must report the injury to your supervisor or campus-nurse on the same day the injury occurred, if not immediately. All workplace or job-related injuries and accidents must be reported to the District Office not later than five (5) days following the incident.

The employee and the supervisor or nurse will complete the Supervisor's Report of Industrial Injury at a minimum and/or call the Alliance On-Call Triage Nurse at (888) 252-4689 if an injury claim will be filed. More information may be required or requested depending upon the situation. The employee's address and phone number are required so that proper follow-up contact can be made by the Benefits Coordinator and the District insurance carrier.

If the employee chooses to seek medical treatment, the Benefits Coordinator and immediate supervisor or campus nurse must be notified immediately. If you opt to seek medical treatment the District has a working agreement with NextCare in Avondale. The employee does not have to select NextCare for treatment however; it will simplify billing and communication with the District insurance carrier. If the employee goes to the same medical provider for the same injury two (2) times the employee has declared that medical provider as the primary care for the injury.

The Benefits Coordinator and immediate supervisor or campus nurse must be notified immediately if the employee will miss work or if the doctor has put the employee on restricted duty. A copy of all notes and restrictions from the doctor must be provided to the Benefits Coordinator. If an employee is absent from work due to a work related injury, the employee must use their accrued earned leave/sick leave for the first seven (7) days. If the work related injury is approved by The Alliance and the employee remains absent from work beginning on the eighth (8th) day, the employee will receive compensation at a rate of two-thirds (2/3) pay. If the employee's absences reach day fourteen (14), The Alliance will reimburse the employee for the first seven (7) days at a rate of two-thirds (2/3) pay and the employee's earned/sick leave will be returned on a pro rata basis.

All attempts will be made to provide the employee with reasonable modified duties to assist the employee in returning to the workplace and full-duty as soon as possible. The employee will adhere to all instructions and guidelines of the modified position. Refusal to accept the modified position will be construed as a refusal to work. Modified/restricted positions will be compensated at the pay rate established by the District for that position not to exceed the pay rate for the employee's regular position. Modified duty scheduling and location is not intended to be identical to the employee's previous location and/or schedule. However, the position will be at a location and/or have a schedule that is comparable to the employee's previous position.

The duties of the position and the schedule will comply with all physician's restrictions as well as be flexible to allow the employee to attend all reasonably scheduled appointments relative to the injury. A copy of all appointments scheduled must be submitted to the Benefits Coordinator as soon as possible. Following the appointments the Benefits Coordinator must be provided with a copy of all prescriptions prescribed and a copy of any updated restrictions or pertinent notes written by the physician.

Modified/restricted duties may be altered if the restrictions are changed or if the supervisor has reasonable cause. It is the employee's responsibility to notify the Benefits Coordinator and supervisor if there has been a change in the work restrictions. An employee is not allowed to return to work following the injury until the doctor has released the employee. The Safety Coordinator and supervisor should be notified as soon as the doctor releases the employee.

Meal and Rest Periods

Lunch periods are unpaid, duty free breaks and must be a minimum of thirty (30) minutes long. At the supervisor's option, variations to the lunch break may be approved. Lunch breaks must be taken away from the employee's workstation. The thirty-minute lunch/meal break should not be regularly scheduled at the beginning or end of the employee's shift.

Rest periods or "break times" are considered to be part of the regular workday and are granted on a daily "use or lose" fringe benefit only. The rest periods may not be accumulated beyond one workday to be used for time off. Utilization of these rest periods shall be scheduled at the discretion of the employee's immediate supervisor: a ten (10) minute break may be authorized for every four (4) hours worked. Breaks should not interfere with the school office operation during office hours. Breaks should be taken in designated areas.

Political Activities

Policy GBI

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

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

- A. No employee while on duty shall engage in political activities upon property under the jurisdiction of the Board.
- B. The prohibition on the use of public resources to influence the outcome of bond, budget override and other tax-related elections includes the use of School District-focused promotional expenditures that occur after an election is called and through election day. This prohibition does not include routine School District communications which are messages or advertisements that are germane to the functions of the School District and that maintain frequency, scope and distribution consistent with past practices or are necessary for public safety.
- C. Campaigning and other election activities must be done in off-duty hours, when not working in an official capacity or representing the District, and without the participation of District employees or students acting in the capacity of District or school representatives.
- D. Invitations to participate in election activities on a given campus, except when extended by groups leasing or using school facilities, shall be permitted only when such invitations are to all candidates for the office. The rental use of District property by a private person or entity that may lawfully attempt to influence the outcome of an election is permitted if it does not occur at the same time and place as a related District sponsored forum or debate.
- E. Political circulars or petitions may not be posted or distributed in school.
- F. The collection of campaign funds and/or the solicitation of campaign workers are prohibited on school property.
- G. Students may not be given written materials to influence the outcome of an election or to advocate support for or opposition to pending or proposed legislation.
- H. 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 the 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 if those informational reports present factual information in a neutral manner, except for those arguments allowed under A.R.S. 15-481.

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.

Professional Staff Duties and Responsibilities

Policy GCMF

Every teacher shall:

- A. Make student learning the primary focus of the teacher's professional time.
- B. Hold students to strict account for disorderly conduct.
- C. Exercise supervision over students on the playgrounds and during recess if assigned to such duty.
- D. Take and maintain daily classroom attendance.
- E. Make the decision to promote or retain a student in grade in a common school. Such decisions may be overturned only as provided in A.R.S. 15-342.
- F. Comply with all rules, regulations, and policies of the Governing Board that relate to the duties as prescribed. A teacher shall not use sectarian or denominational books or teach any sectarian doctrines or conduct religious exercises.

A teacher who fails to comply with the above is guilty of unprofessional conduct and may be subject to disciplinary action by the Governing Board and by the State Board of Education.

A teacher who is arrested for or charged with any non-appealable offense listed in section 41-1758.03, subsection B and who does not immediately report the arrest or charge to the teacher's supervisor is guilty of unprofessional conduct and shall be immediately dismissed from employment with the School District.

Professional Staff Schedules and Calendars

Policy GCL

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

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

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

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

Sexual Harassment

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

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

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

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

Sexual harassment may include, but it is not limited to:

- A. Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons.
- B. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
- C. Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; suggesting that probation will be failed; implying or actually withholding grades earned or deserved; or suggesting that a scholarship recommendation or college application be denied.
- D. Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee; or engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
- E. Offering or granting favors of educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

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

A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action. All matters involving sexual harassment complaints will remain confidential to the extent possible.

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 provision 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 and JKD and JKE

If the Superintendent's investigation reveals no reasonable cause to believe policy has been violated, the Superintendent shall 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 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.

Smoking

Policy GBED

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

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

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

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

- A. Approved by the school
- B. Established in accordance with A.R.S. 15-712.

Staff Conduct

Policy GBEB

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

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

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

Reporting Suspected Crimes or Incidents

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

Conduct that is considered to be bullying, harassment or intimidation shall be addressed according to Policy JICK as required in A.R.S. 15-341(A)(36). The school district or charter school is to notify the parent or guardian of each student who is involved in a suspected crime or any conduct that is described above, subject to the requirements of federal law.

On or before January 1, 2020, the District shall post the policies and procedures pertaining to "Reporting Suspected Crimes or Incidents" on its website as the department of education shall develop a process to verify that each school district has adopted the required policies and procedures by this date.

If the District maintains an online manual of policies and procedures, the District may post a link to that manual with a reference to the appropriate policies and procedures.

A person who violates the reporting requirements may be disciplined for violating the policies of the School District Governing Board pursuant to A.R.S. 15-341 and, notwithstanding A.R.S. 15-341, may be subject to dismissal. Each school district governing board shall prescribe and enforce policies and procedures that require the School District to maintain a record on any person who is disciplined pursuant to this policy and, on request, shall make that record available to any public school, school district governing board or charter school governing body that is considering hiring that person.

A person who is employed by the School District or is an applicant for employment with the School District, who is arrested for or charged with any non-appealable offense listed in section 41-1758.03, subsection B and who does not immediately report the arrest or charge to the person's supervisor or potential employer is guilty of unprofessional conduct and the person shall be immediately dismissed from employment with the School District or immediately excluded from potential employment with the School District. A person dismissed from employment for failure to report being arrested for or charged with a non-appealable offense has no right to appeal under the provisions of A.R.S. 15-539, subsection G. Prior to an action to terminate for failure to report, an employee will be given the opportunity to provide a written explanation of circumstances or events which they believe mitigate the failure to report.

Use of Physical Force by Supervisory Personnel

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

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

Staff Conduct with Students

Policy GBEBB

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

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

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

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

Relationships between staff members and students that include "dating," "courtship," or "romantic involvement" are prohibited. These behaviors deviate from ethical or professional standards and shall be deemed unacceptable and contrary to the expectations of District governance.

Staff/student relationships shall reflect mutual respect between staff members and students and shall support the dignity of the entire profession and educational process.

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

Supervision of Support Staff

Policy GDN

The supervisor(s) of the various departments or divisions shall be responsible for the supervision of personnel assigned to these areas and shall provide the necessary orientation to new employees and in-service training for all employees under their supervision.

All other support staff employees shall be under the supervision of the administrative heads of the units to which the employees are assigned. The administrative head shall be responsible for the necessary orientation of new employees and shall provide in-service training as needed.

Support Staff Workload

Policy GDL

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

Individual employee work schedules will be based on the position held by the respective employees and on District needs as identified during the employment process. For the purpose of calculating regular and overtime hours in accordance with wage and hour requirements, the District's designated workweek shall begin at 12:01 a.m. on Sunday and conclude at 12:00 midnight the following Saturday.

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

Tutoring for Pay

Policy GCRD

School buildings are not to be used for private tutoring or classes for which students pay a fee to staff members unless a rental contract has been entered into with the District. Staff members are not permitted to provide tutoring for pay to any student who attend or are registered in any of their own classes. Exceptions must be approved by the Superintendent.

E-Policies

Acceptable Use

This section defines the boundaries for the “acceptable use” of the District’s electronic resources, including software, hardware devices, and network systems in accordance with terms and conditions of the LESD Staff Technology User Agreement (District Policy IJNDB, regulation IJNDB-R and exhibit IJNDB-EA).

Acceptable Use: When using the District’s hardware, software and network systems you assume personal responsibility for their appropriate use and agree to comply with this policy and other applicable District policies, as well as city, state, and federal laws and regulations.

Network and Internet: Staff members are responsible for behaving appropriately on the Litchfield School District network. Use of the network for illegal or commercial activities is prohibited. The District uses a filtering system to prevent access to educationally inappropriate sites. However, it is important to understand that no solution is perfect and at times, students and staff may access inappropriate sites. Staff members must supervise students while on the Internet. Please contact the District Technology Department to report problems with the filtering system.

Education, Supervision and Monitoring: It shall be the responsibility of all members of the LESD #79 staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with the Children’s Internet Protection Act [P. L. No. 106-554 and 47USC25 (h)].

Email and Data: Staff email accounts are the property of the Litchfield Elementary School District #79. Your email account is not guaranteed to be private and should only be used for educational and professional purposes. Employee data stored on a District server or in a cloud environment (i.e. Google Apps for Education) is also considered the property of the Litchfield School District.

Software: All software acquired for or on behalf of the District is and shall be deemed District property. All such software must be used in compliance with applicable licenses, notices, contracts, and agreements. All original copies of software must be stored at the District Information Technology Department, unless the media is required to run the software.

Licensing: Each employee is individually responsible for reading, understanding, and following all applicable licenses, notices, contracts, and agreements for software that he or she uses or seeks to use on District computers. Unless otherwise provided in the applicable license, notice, contract, or agreement, any duplication of copyrighted software, except for backup and archival purposes, may be a violation of federal and state law. In addition to violating such laws, unauthorized duplication of software is a violation of the District's Acceptable Use Policy.

Software Standards: Employees that require software, other than what is installed on our current computer image, must request such software from the District Information Technology Department. Each request will be considered on a case-by-case basis in conjunction with the Software/Purchasing section of this policy. Please contact the District Information Technology Department for current software.

Hardware: All hardware devices acquired for or on behalf of the District is and shall be deemed District property. All such hardware devices must be used in compliance with applicable licenses, notices, contracts, and agreements.

Printers: Employees will be given access to appropriate network laser printers. In limited cases, the district information technology department may also give employees local printers if necessary. Employees needing computer hardware other than what is stated above must contact their supervisor.

Purchasing: All purchasing of District computer devices and software shall be centralized with the technology department to ensure that all equipment conforms to District standards and is purchased at the best possible price.

Non-District Equipment: Employees or visitors may not connect or install any computer hardware, hardware components or software, which is not District property to and/or in the District's Electronic Internet System, without the prior approval of the District Information Technology Department. Consideration will be given if the request is for educational purposes. Students may not use any non-District equipment that has not been cleared through the technology department.

Violations and Penalties: Penalties for violating the Software/Hardware Policy will vary depending on the nature and severity of the specific violation. Any employee who violates the Software/Hardware Policy will be subject to:

- A. Disciplinary action as described in the District's employee handbook and/or District policy, including but not limited to reprimand, suspension, and/or termination of employment.
- B. Civil or criminal prosecution under federal and/or state law.
- C. Restriction of LESD computing rights.

Copyright Compliance

Policy EGAD

The Litchfield Elementary School District #79 expects its employees to abide by the provisions of the United States copyright law. Subject to certain specific exceptions, the owner of a copyright has the exclusive rights to reproduce, distribute, perform, or display the copyrighted work, or to authorize such reproduction, distribution, performance, or display by others.

Specifically

Unlawful copies of copyrighted materials may not be produced or used on District-owned equipment, in District-owned facilities, or at District-sponsored functions. The legal and insurance protection of the District will not be extended to employees who violate copyright law.

An exception to the exclusive rights enjoyed by copyright owners is the doctrine of fair use. The fair use of a copyrighted work for purposes of teaching, scholarship, or research is not an infringement of copyright. All of the following factors shall be considered in determining fair use:

- A. The purpose and character of the use, including whether the use is of a commercial nature or for nonprofit educational purposes.
- B. The nature of the copyrighted work.
- C. The amount and importance of the portion used in relation to the copyrighted work as a whole.
- D. The effect of the use upon the potential market for or value of the copyrighted work.

A further exception shall be performance or display of a work by instructors or students in the course of face-to-face teaching activities in a classroom or other similar place devoted to instruction.

The District will provide employees with guidelines that ensure compliance with the law and adherence to the standards of ethical conduct as they relate to the use of creative works in audio/video, computer software, and print media.

Audio/Visual Materials

The use of audiovisual materials, video recordings, or television for entertainment or reward is a violation of the Copyright Law unless public performance rights were purchased for the program. Under the Fair Use Guidelines, a program can be used for educational purposes without the purchase of the public performance rights under certain circumstances:

- A. The performance must be presented by instructors or pupils; and
- B. The performance must occur in the course of face-to-face teaching activities; and
- C. The performance must take place in a classroom or similar place of instruction in a non-profit educational institution; and
- D. The performance must be of a legally acquired copy of the work.

Computer Software

While computer programs do receive protection under the 1980 amendments to the Copyright Act, software is governed more by license agreement than by copyright law. It is, therefore, imperative that educators read and understand the software's licensing restrictions printed in the copyright statements. All software to be used on District-owned hardware must be pre-approved by the District Technology Department before being purchased and loaded.

Print Materials

The making of single copies of printed materials by teachers and students is permitted for research, teaching, or preparation for teaching. Making multiple copies for students is acceptable provided certain tests are met:

- A. Brevity – How much of the work is being copied. One (1) chapter of a book may be okay, but one (1) page of a poem may be too much.
- B. Spontaneity – If the decision by a teacher to use a certain work in class is so close to the time it will have to be used that there is no reasonable possibility of obtaining permission, then copying is permitted on a one-time basis.
- C. Cumulative Effect – The copying is not a substitute for the purchase of books and periodicals. The copying will be done on a one-time basis. Future uses of that material will require the teacher to obtain permission or to purchase the material.

Litchfield Elementary School District

2024-2025

Academic Year Calendar



July 24						
Su	M	Tu	W	Th	F	Sa
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28	🍎	🍎	🍎			

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29	30					

October 24						
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November 24						
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December 24						
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29	🍎	🍎				

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March 25						
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						1
2	3	4	5	6	7	8
9	🍎	🍎	🍎	🍎	🍎	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 25						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	🍎	19
20	21	22	23	24	25	26
27	28	29	30			

May 25						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	🌟	24
25	26	27	28	29	30	31

June 25						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

🍎 Teacher Work Day

🔔 First Day of School

🍎 Teacher In Service
No School

🍎 No School

🍎 Conferences
Early Release

🌟 Last Day of
School

Jul 26	Teachers first day back
Aug. 1	First day of school for students
Aug. 30	No School, Teacher In Service
Sep. 2	No School, Labor Day
Oct. 2 - 4	Parent Teacher Conferences
Oct 7 - 11	No School, Fall Break
Nov. 11	No School, Veterans Day
Nov. 25 - 29	No School, Thanksgiving Break
Dec. 23 - Jan 3	No School, Winter Break
Jan. 17	No School Teacher In-Service

Early Release every Wednesday
Student Instructional Days - 180
Teacher Service Days - 186

Last Day of School - May 23, 2025
Half Day Schedule

Quarters	
Aug 1 - Oct 4	43 Days
Oct 14 - Dec 20	46 Days
Jan 6 - March 7	42 Days



**Litchfield Elementary
School District #79**

Stay Connected

Litchfield Elementary School District #79

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