

EMPLOYEE HANDBOOK



CAVE CREEK UNIFIED SCHOOL DISTRICT

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CCUSD Employee Handbook Disclaimer

The CCUSD Employee Handbook is a guide to personnel policies and practices that are most often used by the CCUSD staff. Employees who have questions or need more detail should refer to the District's policy manual, their supervisor, and then the Human Resources Department. In conformity with the understanding stated on the employment application and the policies of the District regarding employment status of personnel, this handbook and the items contained, referred to mentioned herein, are not intended nor are they to be construed to constitute a contract or part of a contract of employment between the District and anyone or all of its personnel. No statement in this handbook is intended nor does it provide a legitimate expectancy for any benefit greater than that provided for in the employee's contract or work agreement. No statement in this handbook is intended nor does it provide a legitimate basis for an expectation of a term of employment greater than provided by the contract or work agreement between the District and the individual employee. Nothing in this handbook provides for any process or procedure involving discipline including dismissal of employees different or greater than provided by contract, work agreement or District policy. This handbook and its contents are presented as a matter of information and direction only and the contents may be changed within the discretion of the Administration. Governing Board policies may be changed with or without notice by the CCUSD Governing Board at any time. Adoption of new policies or the revision or repeal of existing policies are the responsibility of the Board. See policy 1-303 for an outline of procedures for policy adoption. A full list of Governing Board policies can be accessed here: [CCUSD Governing Board Policy Manual](#).

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

This handbook supersedes any previous handbook.

Where applicable, Board policies are noted in each section of the Employee Handbook.

CCUSD operates under the statutes of the State of Arizona, federal laws and regulations, and the policies of the CCUSD Governing Board.

Non-Discriminatory Statement

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.

Mission

The mission of the Cave Creek Unified School District is to provide an innovative, high-quality learning experience for all students. By facilitating strategies to develop curious, resilient, critical-thinking, problem-solvers students and educators will be empowered to make a difference, while inspiring excellence in our families, community and world.

Vision

The Cave Creek Unified School District equips students with essential knowledge and skills to become critical thinkers who pursue their passions in a dynamic global society.

CCUSD District Priorities

✓ STUDENT SUCCESS

We will offer and encourage multiple pathways for all students and ensure varied levels of support for social, academic, emotional, and behavioral needs in order for them to successfully navigate career and life.

✓ EMPLOYEE EXCELLENCE

We will build a culture that promotes and supports an innovative learning community that includes continuous improvement and the acknowledgement of the strength and talents of our employees.

✓ SAFE ENVIRONMENT & CULTURE

We will create and foster a physically and emotionally safe learning environment where students and staff can depend on clear expectations and continuously teach, practice and clearly communicate safety procedures.

✓ EFFECTIVE OPERATIONS, RESOURCES, AND SYSTEMS

We will ensure safe, up-to-date, and efficient operational systems to support students in having access to an innovative and high-quality learning experience.

✓ COMMUNITY PARTNERSHIPS

We will increase strategic partnerships and improve communication to maximize collaboration and build community-based learning opportunities for all.

District Leaders

Governing Board	
Janet Greer Busbee	Board President
Dan Moore	Vice President
Jeff Fortney	Member
Brianna Walker	Member
TBD	Member

School District	
Dr. Nicole Regan	Superintendent
David Wheeler	CFO

Human Resources Contacts

Click below for information regarding job opportunities and district updates.

[Join Our Team!](#)

General HR Mailbox: [Email HR](#)

Human Resources Team		
HR Manager	Analee Beruman aberumen@ccusd93.org	(480) 575-2030
HR Coordinator	Angela Chemin achemin@ccusd93.org	(480) 575-2043
Administrative Assistant	Shirley Fuss sfuss@ccusd93.org	(480) 575-2040

School Information

Schools					
School	Cactus Shadows 5820 E. Dove Valley Rd. Scottsdale, AZ 85266 (480) 575-2400	Sonoran Trails 5555 E. Pinnacle Vista Dr. Phoenix, AZ 85054 (480) 575-8600	Black Mountain 33606 N. 60 th St. Scottsdale, AZ 85266 (480) 575-2100	Desert Willow 4322 E. Desert Willow Pkwy. Cave Creek, AZ 85331 (480) 575-2800	Horseshoe Trails 5405 E. Pinnacle Vista Dr. Phoenix, AZ 85331 (480) 575-8500
Principal	Heather Isom	David Boggs	Matt Owsley	Joshua Hancock	Aaron Pettinato
Start Time	7:15 a.m.	7:40 a.m.	9:00 a.m.	9:00 a.m.	9:00 a.m.
End Time	2:10 p.m.	2:30 p.m.	3:30 p.m.	3:30 p.m.	3:30 p.m.
Half-Day	11:15 a.m.	11:35 a.m.	12:30 p.m.	12:30 p.m.	12:30 p.m.
Friday Early Release (90 Minute)	12:40 p.m.	1:00 p.m.	2:00 p.m.	2:00 p.m.	2:00 p.m.

Developmental Preschool Schedule

Monday – Tuesday – Wednesday – Thursday Schedule*		
School	Horseshoe Trails - Morning	Horseshoe Trails - Afternoon
Start Time	9:00 a.m.	1:00 p.m.
End Time	11:15 a.m.	3:15 p.m.
Half-Day*	N/A	N/A
Friday Early Release* (90 Minute)	N/A	N/A
*No Developmental Preschool on Half-Days and Fridays.		

CCUSD Preschool (Education & Community Services)

Schedule			
School	Black Mountain Elementary	Horseshoe Trails Elementary	Desert Willow Elementary
Start Time	9:10 a.m.	9:10 a.m.	9:10 a.m.
End Time	3:10 p.m.	3:10 p.m.	3:10 p.m.
Half-Day*	N/A	N/A	N/A
Friday Early Release (90 Minute)	1:40 p.m.	1:40 p.m.	1:40 p.m.

District Calendar

District Calendar 2026-2027



JULY 2026

Independence Day 4
First day for Teachers 28

JULY 2026						
S	M	T	W	Th	F	S
			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	31	

JANUARY 2027						
S	M	T	W	Th	F	S
					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
31						

JANUARY 2027

New Year's Day 1
Teacher Prof. Day 4
Students Return 5
MLK Holiday 18
90-minute Early Release...8,15,22,29

AUGUST 2026

First day for Students 3
90-minute Early Release ..7,14,21,28

AUGUST 2026						
S	M	T	W	Th	F	S
						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	31					

FEBRUARY 2027						
S	M	T	W	Th	F	S
	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						

FEBRUARY 2027

K-5 Spring Conferences Half Day...11-12
6-12 Half Day.....12
President's Day Holiday 15
90-minute Early Release.....5,19,26

SEPTEMBER 2026

Labor Day 7
Fall Recess 21
90-minute Early Release.....4,11,18,25

SEPTEMBER 2026						
S	M	T	W	Th	F	S
		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			

MARCH 2027						
S	M	T	W	Th	F	S
	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	31			

MARCH 2027

Spring Break 15-19
Spring Recess 26
90-minute Early Release.....5,12

OCTOBER 2026

K-5 Fall Conferences Half Day.....1-2
6-12 Half Day 2
Fall Break 5-9
90-minute Early Release.....16,23,30

OCTOBER 2026						
S	M	T	W	Th	F	S
				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	31

APRIL 2027						
S	M	T	W	Th	F	S
				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	

APRIL 2027

April Break 29-30
90-minute Early Release...2,9,16,23

NOVEMBER 2026

Veterans Day.....11
Thanksgiving Break 25-27
90-minute Early Release.....6,13,20

NOVEMBER 2026						
S	M	T	W	Th	F	S
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					

MAY 2027						
S	M	T	W	Th	F	S
						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	31					

MAY 2027

6-12 Half Day Exams..... 24-25
K-5 Half Day..... 25
Last Day for All Students 25
Teacher Prof. Day 26
Memorial Day Holiday 31
90-minute Early Release.....7,14,21

DECEMBER 2026

6-12 Half Day Exams..... 17-18
K-5 90-minute Early Release...18
Winter Break 21-31
90-minute Early Release.....4,11

DECEMBER 2026						
S	M	T	W	Th	F	S
		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	31		

JUNE 2027						
S	M	T	W	Th	F	S
		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			

JUNE 2027

Summer Break 1-30

Absences, Holidays, Vacations & Leaves

Our leave policy is designed to support employees by providing various types of leave, ensuring compliance with federal and state laws, and addressing personal and professional needs. This policy includes guidelines for different categories of leave, such as family and medical leave, sick leave, general leave, vacation, sabbatical, jury duty, voting, military service, victim leave, and bereavement. It also outlines procedures for requesting leave, accrual rates, and conditions for approval. Employees are encouraged to familiarize themselves with these provisions to effectively manage their leave and maintain a healthy work-life balance.

Bereavement Leave (4-302.E)

All employees are eligible for up to five (5) work days of bereavement leave per year for death, with pay, for immediate family.

For the purpose of this policy, immediate family is defined as follows:

- Spouse/domestic partner
- Children
- Parents/legal guardians
- Siblings
- Grandparents
- Grandchildren
- Aunt or uncle
- Parents of spouse/domestic partner
- Brother or sister of spouse/domestic partner
- Sons-in law or daughters-in-law
- An individual permanently residing in the employee's household

Extensions of bereavement leave may be granted upon personal request to the Superintendent. If approved, all such extensions of bereavement leave shall be deducted from the employee's earned general leave, accrued sick leave, or vacation leave. In the absence of any accrued leave, and upon request, the Superintendent may approve an unpaid leave of absence for each work day of extended bereavement leave used requested.

Employees may be required to provide verification for bereavement leave.

Earned Paid Sick Time (4-302.B)

Definition

"Family members" means the employee's spouse or registered domestic partner, children (regardless of age), parents, grandparents, grandchildren and siblings. Family members include those family relations resulting from adopting, foster care, step-relationships, legal guardianships, domestic partnerships, through marriage or loco parentis status. Family members also include any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Accrual

- If an employee is not otherwise eligible for general leave, then that employee 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 or use more than forty (40) hours of earned paid sick time per year.
- Earned paid sick time shall begin to accrue at the commencement of employment.
- An employee may use earned paid sick time as it is accrued, except that the District may require an employee to wait until the ninetieth (90th) calendar day after commencing employment before using accrued earned paid sick time.
- 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 workweek.
- Earned paid sick time shall be carried over to the following year. The District shall not pay out earned paid sick time upon separation of employment.
- 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.
- 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 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.

Covered Usage

Earned Paid Sick Time may be used for time off for the following reasons:

- **Employee Health Needs**

Employees are entitled to leave for their own mental or physical illness, injury, or health condition. This includes time for medical diagnosis, care, or treatment, as well as preventive medical care.

- **Family Member Care**

Employees may take leave to care for a family member who has a mental or physical illness, injury, or health condition. This also covers time for medical diagnosis, treatment, or preventive care for the family member.

- **Public Health Emergencies**

Leave is permitted if an employee's workplace is closed by public order due to a public health emergency. This also applies if an employee needs to care for a child whose school or care facility has been closed for the same reason, or if a health authority or healthcare provider determines that the employee or a family member should avoid the community to prevent the spread of a communicable disease.

- **Domestic Violence, Sexual Violence, Abuse, or Stalking**

Leave is available for employees affected by domestic violence, sexual violence, abuse, or stalking. This includes time needed to:

- Seek medical attention for physical or psychological injuries.
- Obtain services from domestic violence or sexual violence programs or victim services organizations.
- Receive psychological or other counseling.
- Relocate or secure housing.
- Access legal services, including preparation for or participation in legal proceedings related to the violence or abuse.

Notice

Employees must provide reasonable advance notice to their supervisors of intent to use EPST. Employees shall provide advance notice by providing notification to their direct supervisor or to the building administrator in the manner required for any absence from work. If the absence is unforeseeable, employees must contact their supervisor as soon as possible, preferably no later than one (1) hour before an employee's scheduled start time. When possible, the notification should include the expected duration of the absence.

An employee seeking to use or using three (3) or more consecutive workdays of EPST may be required to provide documentation, such as a doctor's note, to verify the need for absence and qualification for EPST. Employees shall not be required to provide any details concerning the health condition or domestic violence incident for the employee or the family member.

Family and Medical Leave (FMLA) (4-302.A)

The District complies with the Family and Medical Leave Act (FMLA) and will grant up to twelve (12) weeks of leave during a twelve (12) month period to eligible employees or up to twenty-six (26) weeks of military caregiver leave

Eligibility

To be eligible for leave under this Procedure, employees must meet the following requirements:

- Have worked at least twelve (12) months for the District;
- Have worked at least 1,250 hours for the District during the twelve (12) months immediately preceding the date the leave would commence; and

Reasons for Leave

To qualify as FMLA leave under this Procedure, the leave must be for one of the following reasons:

- The birth of a child or placement of a child with the employee for adoption or foster care.
- To care for a spouse, child or parent who has a serious health condition.
- For a serious health condition that makes the employee unable to perform the essential functions of the employee's job.
- For any qualifying exigency arising out of the fact that a spouse, child or parent is a military member on covered active duty or on call to covered active-duty status.
- To care for a covered service member with a serious injury or illness.

All vacation and general leave earned by the employee must be used concurrently with days taken at the beginning of the twelve-week FMLA period; i.e., general leave or vacation time may not be used to extend FMLA beyond twelve weeks.

Requesting FMLA/Leave of Absence

Employees requesting FMLA or a leave of absence should contact the CCUSD Benefits Coordinator by emailing aberumen@ccusd93.org or calling 480-575-2023. Additionally, all employees requesting FMLA leave must provide verbal or written notice of their need for leave to their supervisor, the department manager, and human resources.

- When the need for the leave is foreseeable, the employee must provide the District with at least thirty (30) calendar days' notice.
- When an employee becomes aware of a need for FMLA leave fewer than thirty (30) days in advance, the employee must provide notice of the need for the leave either the same day the need for leave is discovered or the next business day.
- When the need for FMLA leave is not foreseeable, the employee must comply with the District's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

Within five (5) business days after the employee has provided this notice, the human resources manager will complete and provide the employee with a notice of eligibility and rights and request a medical certification or other supporting documentation as necessary.

FMLA Medical Form(s)

- [Rights and Responsibilities Notice, form WH-381](#)
- Employee Medical Form - [Certification of Health Care Provider for Employee's Serious Health Condition](#)
- Family Member Medical Form - [Certification of Health Care Provider for Family Member's Serious Health Condition](#)

General Leave (4-302.C)

General Leave Amount

The District offers general leave as a benefit of employment to certain employee groups as specified in Policy 4-302. It is not the intent of general leave to be used as vacation leave.

No more than five (5) days of general leave may be used for personal business per fiscal year subject to prior approval by the employee's supervisor. Non-regular employees of the District such as substitute teachers, temporary employees or those employees who are not issued work agreements, notices of appointments or contracts are not eligible to accrue general leave.

One (1) day of general leave is equivalent to an employee's regularly scheduled hours for the assigned position(s). Employees who work less than a full fiscal year or less than a full FTE in their position receive a proportional amount of general leave based on their start date or work status.

For all professional and support staff employees, the unused portion of general leave shall accumulate to a maximum of sixty (60) days, at which time no more general leave can be accumulated. As accumulated general leave days are used and drop below sixty (60) days, an eligible employee may again accumulate General Leave up to the maximum limit.

General Leave Usage

General leave may be used at the discretion of the employee for personal illness, family illness or for personal business (up to five (5) days per fiscal year).

Employees may be required to present a fitness for duty certificate from a physician to be restored to employment after using leave. The District may also request that an employee provide supporting documentation to support the need for an unplanned leave request.

The District reserves the right to require employees to use general leave in half or full day increments.

General Leave Notification

Depending on the particular purpose, employees shall provide notification as follows:

- Employees shall provide their supervisor with a request to utilize general leave as soon as the employees are aware of the need to be absent, but no later than at least one (1) week prior to the scheduled absence.
- In the case of an unscheduled absence, employees shall provide their supervisor seventy-two (72) hours' notice prior to taking leave unless an emergency or illness prevents the notification, in which case notification must be provided as soon as possible.

Approval or Denial of Use

The supervisor shall have the discretion to approve or deny the request based on the following considerations:

- When the requested leave creates a staffing conflict, the supervisor shall confer with the employee to determine a more feasible schedule for the leave.
- The attendance record of the employee.
- Previous requests from the employee.
- Justification for the specific nature of the requested leave.
- Ability to meet staffing requirements for the campus or department.

The supervisor shall notify the employee of the approval or denial of the use of general leave within three (3) work days after the request has been made.

Protected Days

The use of general leave will typically be denied during the first and last week of each semester with no other blackout days. Principals/direct supervisors will approve exceptions for the use of personal days during blackout periods.

Payment for General Leave Accrual

Certificated (Professional) Staff:

- Certificated staff leaving the District with ten (10) or more years employment with the District will be paid for the entire remaining accrued unused general leave days.
- The compensation for each day paid under this benefit will be twelve dollars (\$12) per hour.

Classified (Support) Staff:

- Support staff personnel leaving the District with ten (10) or more years employment with the District will be paid for the entire remaining accrued and unused general leave days.
- The compensation for each day paid under this benefit will be twelve dollars (\$12) an hour.

Administrators and Cabinet Members:

Payment for accrued and unused general leave for administrators is in accordance with their Contract Exhibit A.

Employees shall not be entitled to this benefit if the employee is terminated for cause or resigns in lieu of termination or non-renewal of employment. Employees will not receive payment for general leave that the employee has not yet accrued.

Military Leave (4-302.D)

Employees who are members of the Military Reserve or National Guard are entitled to a leave of absence without loss of pay, time, or efficiency rating for field training and other military duties, for up to five years. Under the Uniformed Services Employment and Reemployment Rights Act (USERRA), employees leaving for active duty must notify their supervisor and Human Resources, providing military orders. Upon completion of service, employees are entitled to reemployment in their previous or a similar position, provided they meet eligibility criteria such as honorable discharge and timely reapplication based on the length of service. The District will accommodate any disabilities incurred during service and ensure that returning employees receive benefits and compensation as if they had not left. Additionally, employees called to active duty may be eligible for up to 60 months of service credit through the Arizona State Retirement System, with contributions covered by the employer upon return to work.

Employees are required to submit appropriate documentation to the Human Resources department when requesting military leave.

Medical Leave Assistance Bank (4-302.F)

The Medical Leave Assistance Bank, also known as the Sick Leave Bank (SLB), is a program that allows benefited employees of the Cave Creek Unified School District to request additional leave days if they have exhausted their earned leave due to serious illness or extraordinary circumstances unrelated to work. To apply, employees must submit a request form to the Superintendent along with medical documentation. Only employees who have contributed to the SLB are eligible to receive days from the bank, and contributions cannot be refunded unless the SLB is dissolved. The program is voluntary, and enrollment occurs during the annual open enrollment period, requiring an initial contribution of one day of authorized sick leave. Participants must have a minimum of eight accrued sick leave days to contribute.

Employees may request up to 30 days from the SLB per occurrence, with further requests possible if needed. The Human Resource office reviews all requests and makes final decisions. Participants must exhaust all other accrued leave before being eligible for SLB days and can only use the SLB for non-job-related serious injuries or illnesses. The program does not cover situations where the employee qualifies for disability coverage or worker's compensation. Employees may resign from the SLB at any time, and participation ends automatically upon termination of employment. Conflicts or disputes regarding the SLB policy are resolved by the human resources office in consultation with District administration, with all decisions being final.

Benefits

Benefits will be awarded in accordance with Federal requirements and guidelines.

Life Insurance

Life insurance coverage for eligible employees is \$10,000 per employee at no cost. Optional extra life insurance is available at additional cost for employees and dependents.

Medical Insurance

Employees who work a minimum of 30 hours a week are eligible to participate in the District's benefit plans as of the first of the month after 30 days of active employment. Health insurance plans for employees are through Banner/Aetna. The cost of any coverage above the allocated amount for the employee is the responsibility of the employee, paid through payroll deduction. For details on how to secure an insurance plan please contact the HR Manager, aberumen@ccusd93.org.

Supplementary Insurance

In addition to health insurance, the District provides a number of voluntary insurance programs. These include: additional life insurance, short term disability insurance, dental insurance, vision insurance, pet insurance, hospital indemnity insurance, accident insurance, critical illness insurance, prepaid legal plan and identity theft protection.

Cash in School Buildings (3-102.D)

Monies collected by school employees and by student treasurers shall be handled in accordance with prudent business procedures as outlined by the USFR. All monies collected shall be received, accounted for, and directed without delay to the proper location of deposit.

In no case shall money be left overnight in school buildings, except in safes provided for safekeeping of valuables.

Chain of Command/Line and Staff Relations

Unless otherwise specifically limited by statute or Board action, any of the powers and duties specifically assigned to the Superintendent may be delegated to others serving under the Superintendent. However, the Superintendent shall continue to be responsible to the Board for the satisfactory execution of the delegated power and duties.

Personnel shall be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator shall refer such matters to the next higher administrative authority when necessary. Additionally, all personnel are expected to keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate.

Lines of authority shall be clearly outlined by the Superintendent by means of organization charts, job descriptions, and administrative regulations and directives.

Conflict of Interest (3-109)

In connection with the District's purchase of goods, services, or construction, Board members and District employees shall annually disclose conflicts of interest as required by state and federal law.

Board members and District staff shall file the disclosure of any conflict of interest. If a Board member or District employees or their relatives have a conflict of interest in any procurement of services, equipment, or construction, the Board member or District employee shall refrain from participating in any way in the procurement, including but not limited to making recommendations, giving advice or communicating with anyone involved in the procurement process.

Vendor Relations

District employees who supervise or participate in contracts, purchases, payments, claims, or other financial transactions or who supervise or participate in the planning, recommending, selecting, or contracting for materials, services, goods, construction, or construction services for the District shall not solicit or accept any personal gift or benefit, except as permitted below and by law.

A gift or benefit means a payment, distribution, expenditure, advance, deposit or monies, any intangible personal property, or any kind of tangible personal or real property. A gift or benefit does not include food or beverage, expenses or sponsorships related to a special event or function related to individuals identified in this Policy, nor does this include an item of nominal value such as a greeting card, T-shirt, mug or pen, food or beverage, or expenses or sponsorships relating to a special event or function to which individuals involved in procurement are invited. Board members and District employees may accept gifts or benefits of nominal value from a vendor as permitted by statute.

Purchase from District Employees or Board Members

The District must use competitive bidding when purchasing any equipment, material, supplies, or services from District employees regardless of dollar amount. This applies to any purchase using District monies, including extracurricular activities fees tax credit, student activities monies, gifts and/or donations.

The Board authorizes purchases from Board members as authorized pursuant to [A.R.S. § 15-323](#). The District must follow all procurement requirements with respect to any purchase from a Board member. Each purchase must be specifically approved by the Board after the appropriate procurement process. The minutes of the Board meeting shall reflect the amount of the purchase. Unless otherwise permitted by statute, the District shall not exceed \$300 for any single transaction with a Board member and the total purchases from any Board member within any twelve (12) month period shall not exceed \$1000.

Contracts/Notice of Appointments and Evaluations

Contract/Notice of Appointment Renewal

Contracts/Notice of Appointment are offered by the Governing Board annually to those that qualify. Employees are required to electronically sign the contract/notice of appointment within fifteen business days after the date of issue. To accept the contract/notice of appointment, sign into the Employee Access Portal. Failure to return this contract/notice of appointment within the designated timeline will be considered as a resignation.

Notice of inadequacy for classroom performance will be given to teachers prior to the notice of intent to dismiss or of non-renewal of contract. Timelines for this process are outlined in state statute and governing board policy. This notice incorporates a statement of charges for not re-employing the teacher ([Policy 4-103](#)).

Teacher Professional Growth/Salary Advancement

Professional Growth/Salary Advancement is intended for certified teachers to advance through the salary schedule by achieving professional growth through academic coursework and workshop attendance. The goal is to support teachers in their continuous education and professional development while ensuring proper compensation adjustments.

Teachers may submit no more than one increment per year for salary advancement. Teachers must complete either eight (8) semester hours of university or college-level coursework or three (3) semester hours of coursework combined with five (5) semester hour equivalency of workshops (75 seat hours) taken during evenings, weekends, or summer.

To be eligible, employees must:

- **Complete coursework or workshops by Friday, January 15, 2027**
- **Submit their salary advancement form along with official transcripts/certificates by Friday, February 19, 2027.**

Evaluations

Certified Staff:

A certified staff's first three years in the District are considered probationary. Following three consecutive years of employment and positive evaluations, successful certified staff are placed on Continuing status

Support Staff:

All support personnel shall be evaluated by the appropriate supervisor or administrator. Both full-time and part-time new employees serve a minimum probationary period of 90 days. A written evaluation of effectiveness of each support employee shall be completed during the first year of employment and not later than ninety (90) days after the first day of work.

Certificate Renewal

It is the responsibility of the employee to keep a record of when his or her teaching certificate expires and to complete the renewal process or the deficiency removal process prior to expiration. Renewal forms may be obtained online from the [Arizona Department of Education](#). A copy of your certificate will be maintained in the Human Resources Office.

It is the **responsibility of each certified employee to keep track** of the number of in-service hours he or she has accumulated toward certification renewal. In accordance with guidelines established for your type of certificate, you must submit transcripts or a summary of in-service/seminar attendance, to the Human Resources Department through Frontline Central, "Forms That I Can Submit," Once hours are submitted, the Human Resource Department will electronically approve hours through the Arizona Department of Education Portal.

District Policies

The complete list of District's policies is available [here](#).

Drug Free/Alcohol Free Workplace (4-205)

The Drug-Free/Alcohol-Free Workplace Policy strictly prohibits employees from manufacturing, distributing, dispensing, using, or being under the influence of controlled substances, dangerous drugs, narcotics, precursor chemicals, or alcohol at any District location or during work-related activities. This prohibition extends to purchasing, transferring, or selling prescription-only drugs within the workplace. Employees must also ensure that any prescription medication, including medical marijuana, does not impair their job performance. The use or possession of marijuana is forbidden on District property, regardless of medical marijuana cardholder status.

The term "workplace" encompasses all locations where District work is performed, including school buildings, District-owned or leased vehicles, school-approved vehicles used for student transport, and any property or vehicle where an employee performs District duties. This includes activities off school property during school-sponsored or approved events.

Exceptions to this policy allow for the possession of unopened alcohol in a locked, personal motor vehicle if it is not visible from outside. Employees may use prescribed medications if it does not impact their ability to perform their job safely, and they are responsible for consulting with their healthcare provider about any potential effects. Additionally, as required by the Drug-Free Workplace Act, employees must notify their supervisor within five calendar days if they are convicted under any criminal drug statute related to workplace incidents.

Employee Assistance Program (EAP)

The Employee Assistance Program (EAP) is a confidential and voluntary support service designed to help employees address personal and work-related challenges that may impact their job performance, health, and well-being. The EAP provides access to a variety of resources, including:

- **Counseling Services:** Professional counseling for issues such as stress, anxiety, depression, and relationship problems.
- **Legal and Financial Advice:** Guidance on legal matters, financial planning, and debt management.
- **Work-Life Balance Support:** Assistance with childcare, eldercare, and other personal responsibilities.
- **Health and Wellness Resources:** Information and programs to promote physical and mental health.

Employees can access EAP services at no cost and with complete confidentiality, ensuring their privacy is protected. The EAP aims to support employees in managing life's challenges, thereby enhancing their overall productivity and job satisfaction.

For more information on the CCUSD Employee Assistance Program click [here](#)

Employee Code of Conduct (4-201)

Each District employee is expected to further the District's mission to educate all students and to support their learning potential. The Governing Board has created this Code of Conduct to set expectations for staff conduct.

The Board expects each employee to adhere to the standards set forth below.

While this Code of Conduct provides guidance and District requirements regarding employee conduct, it does not provide a complete listing.

Expectations

Employees shall:

- Create and maintain appropriate relationships with students, staff, parents and community members that are founded on trust and respect.
- Maintain appropriate professional boundaries with students at all times.
- Act in a professional, respectful, fair and dignified manner when interacting with students, parents, co-workers, supervisors and community members.
- Act with the goal of furthering the growth and welfare of students as the primary objective.
- Make reasonable efforts to protect students from conditions harmful to learning, health, well-being or safety.
- Complete job duties with integrity and responsibility.
- Maintain all requisite certifications, endorsements and a fingerprint clearance card if required for the position.
- Perform only District work during District working-time.
- Comply with all requirements as a mandatory reporter and report all crimes or suspected crimes as required by law or as set forth in [Policy 4-204](#).
- Provide honest, accurate and timely information to supervisors and administrators.
- Maintain confidentiality with respect to student information and as directed or required by law.
- Avoid conflicts of interest and acceptance of gifts in violation of procurement responsibilities.
- Honor all contractual commitments.

Expectations cont'd.

- Protect and secure District property.
- Account for all funds collected from pupils, parents, or school personnel.
- Abide by security or administration procedures and copyright restrictions during the administration of a test or assessment.
- Promote the proper use of all District equipment and materials, including but not limited to District technology.
- Obtain prior written authorization from the employee's immediate supervisor prior to working any overtime, if the employee is non-exempt.
- Follow all workplace controls to prevent workplace accident, injury and/or exposure, including following universal precautions when necessary and completing all requisite training.
- Report to work on time and be prepared for duty.
- Direct criticism regarding the workplace concerns to the relevant District administrator.
- Use copyrighted materials only for educational purposes and within the generally accepted uses set forth by applicable law.
- Dress according to professionally accepted standards and as directed.
- Comply with applicable District policies, procedures, and lawful directives.
- Comply with applicable federal and state laws, regulations and rules.

Prohibitions

Employees shall not:

- Discriminate against any student, school employee or visitor based upon race, national origin, religion, sex, including sexual orientation, disability, color, or age or any other protected category.
- Engage in sexual harassment or harassment on the basis of a protected category.
- Physically or verbally abuse any individual.
- Make any sexual advance towards any student or minor, either verbal, written, or physical.
- Engage in sexual activity, a romantic relationship, or dating of a student or minor.
- Unlawfully threaten or intimidate any individual by word or conduct.
- Use profanity or abusive language or gestures.
- Engage in conduct for the purpose or with the intent of embarrassing or disparaging a student, parent/legal guardian or visitor.
- Disrupt or assist with the disruption of any District activity.
- Illegally possess, use, or be under the influence of marijuana, dangerous drugs or narcotic drugs, or other controlled substances.
- Possess, consume, or be under the influence of alcohol on District property or at school-sponsored activities unless permitted by statute or policy.
- Possess a weapon on District property without legal authority.
- Use school equipment to access pornographic, obscene, or illegal materials.
- Deliberately suppress or distort information or facts relevant to a student's academic progress.
- Misrepresent or falsify student, classroom, school, or District-level data from the administration of a test or assessment.

Prohibitions cont'd.

- Retaliate or take reprisal against any individual who files a report regarding gross mismanagement, significant waste of funds, abuse of authority, threats to safety, violations of policy, or regarding other matters as protected by state or federal law.
- Use the employee's position for improper purpose, including but not limited to, personal gain through political, social, religious, economic, or other influences.
- Falsify or misrepresent documents, records, or facts related to professional qualifications or educational history or character.
- Assist in obtaining a professional certification or employment of a person the employee knows to be unqualified to hold a position.
- Accept gratuities or gifts that influence judgment in the exercise of professional duties.
- Submit fraudulent requests for reimbursement of expenses or for pay.
- Be absent without leave or fail to follow District procedures regarding absences.
- Engage in outside employment that interferes with the employee's assigned job duties, creates a conflict of interest, or results in the unauthorized use of any District facilities or materials.
- Provide private services for pay or remuneration to a student or the family of a student who is currently in the employee's class or under the employee's direction or control for a District-sponsored activity, or for whom the employee provides professional services through the school. "Services" include, but are not limited to, private instruction of any type, including private tutoring, private academic, music, art, or athletic instruction, or related services as defined in the Individuals with Disabilities Education Act (IDEA).
- Use District or school facilities for purposes not directly related to the employee's job duties, unless approved in accordance with Policy 3-202.
- Remove District property from the District without prior authorization of the Superintendent.
- Join or support organizations that advocate for the overthrow of the government.

Prohibitions cont'd.

- Use school resources to influence the outcome of an election.
- Use sectarian or denominational books, teach any sectarian doctrine, or conduct religious exercises in school.
- Apply for a grant or other outside funding (including crowdfunding), or solicit donations without the prior authorization of the Superintendent.
- Engage in unprofessional or immoral conduct or conduct unbecoming to the profession.

Use of Physical Force

An employee is permitted to use reasonable and proportionate physical force on a student only to the extent necessary to maintain order or to prevent the physical injury of the student or others. Verbal provocation is typically insufficient justification for the use of physical force.

The use of restraint and seclusion is addressed in Policy 5-406.

Investigation of Alleged Violations

When an employee is alleged to have violated District policy, the supervising administrator or other designee shall conduct an investigation appropriate to the situation to determine if the alleged misconduct occurred, and if so, what remedial or other action should be taken.

Discipline, suspension and dismissal of staff shall be handled in accordance with Board policy and/or state law.

Employee Discipline (4-104)

The District maintains authority to discipline employees for misconduct occurring during work hours, on District property, or in situations where the employee's conduct significantly impacts the District's interests. Disciplinary actions may include informal consultations or counseling (e.g., verbal warnings, summary emails) and formal discipline (e.g., reprimands, suspensions, or dismissal). Informal documentation, such as memos or emails, is not filed in the official personnel record. However, if a situation is likely to result in formal discipline, the established procedures must be followed.

Disciplinary procedures involve providing notice of charges, allowing the employee to respond, conducting a thorough investigation, and issuing a written decision. Employees have the right to appeal disciplinary actions, with the appeal reviewed by the Superintendent or, if applicable, the Governing Board. For long-term suspensions or dismissals, specific notice and hearing procedures are followed as mandated by law.

For additional information related to employee discipline, please refer to Governing Board [Policy 4-104](#).

Employee Dress Code

All Cave Creek Unified School District employees shall dress in a professional manner that reflects positively on their position in the community. All employees shall have an appearance that is appropriate in light of the environment in which they work and the duties of their jobs. Employees' apparel must be modest, safe, and clean so that it does not detract from the "educational process" and is reflective of current business and societal norms.

Exceptions to this policy may be granted by a site administrator for reasons such as "Spirit Days," special events, specific lesson plans, or assignments where alternate dress would be appropriate. Site administrators and/or supervisors will make the final decision regarding the appropriateness of any staff member's attire.

Employee Grievances (4-402)

A "grievance" is a formal complaint filed by an employee alleging that a supervisor or administrator has violated, misinterpreted, or misapplied a Governing Board policy related to compensation, benefits, or employment conditions, which must have directly and negatively affected the employee. It excludes matters with established review procedures, such as employee discipline or performance evaluations.

To address a grievance, the employee should first seek resolution informally with the involved supervisor or administrator within 15 workdays of discovering the issue. If unresolved, the grievance can be formalized in writing (Level I) and, if necessary, escalated to higher levels, including the Superintendent or Governing Board. Each stage has specific deadlines for filing and responses to ensure a structured resolution process.

Equal Employment Opportunity and Non-Discrimination (1-202)

The District is committed to providing a workplace free from discrimination, harassment, and retaliation.

Equal Employment Opportunity & Anti-Discrimination

The District is an equal opportunity employer and complies with all applicable federal, state, and local laws regarding equal employment opportunity and anti-discrimination. The District strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including gender, pregnancy, sexual orientation, and gender identity), age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, genetic information, or any other characteristic protected under applicable federal, state, or local law. All District employees, representatives, and other covered persons are prohibited from engaging in unlawful discrimination. This Policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment.

In addition, the District complies with the Americans with Disabilities Act (ADA), and all applicable state or local law. Consistent with those requirements, the District will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship. Requests for accommodation should be submitted to The Human Resources Department. The District will also, where appropriate, provide reasonable accommodations for an employee's religious beliefs or practices so long as the accommodation does not impose an undue hardship on the District.

Harassment

Harassment is: (1) unwelcome conduct; (2) based on race, color, religion, creed, national origin or ancestry, ethnicity, sex (including gender, pregnancy, sexual orientation, and gender identity), age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, genetic information, or any other characteristic protected under applicable federal, state, or local law; and (3)(a) that is sufficiently severe or pervasive to alter the terms of employment and create an abusive work environment; or (b) that results in a tangible employment action (such as termination, demotion, or change in compensation).

The District strictly prohibits and does not tolerate unlawful harassment against employees or any other covered persons. Harassment is prohibited at the workplace and at employer-sponsored events.

Sexual Harassment

All District employees and representatives are prohibited from harassing employees and other covered persons based on that individual's sex or gender (including pregnancy, sexual orientation, gender identity) and regardless of the harasser's sex or gender. Sexual harassment means any harassment based on someone's sex or gender. It includes harassment that is not sexual in nature (for example, offensive remarks about an individual's sex or gender), as well as any unwelcome sexual advances or requests for sexual favors or any other conduct of a sexual nature, when any of the following is true:

- Submission to or rejection of the advance, request, or conduct is made either explicitly or implicitly a term or condition of employment;
- Submission to or rejection of the advance, request, or conduct is used as a basis for employment decisions; or
- Such advances, requests, or conduct have the purpose or effect of substantially or unreasonably interfering with an employee's work performance by creating an intimidating, hostile, or offensive work environment.

The District will not tolerate any form of sexual harassment, regardless of whether it is:

- Verbal (for example, epithets, derogatory statements, slurs, sexually related comments or jokes, unwelcome sexual advances, or requests for sexual favors);
- Physical (for example, assault or inappropriate physical contact);
- Visual (for example, displaying sexually suggestive posters, cartoons, or drawings, sending inappropriate adult-themed gifts, leering, or making sexual gestures); or
- Online (for example, derogatory statements or sexually suggestive postings in any social media platform including Facebook, Twitter, Instagram, Snapchat, etc.).

In addition to the sexual harassment described above, Title IX sexual harassment is a subset of sexual harassment. Generally, Title IX sexual harassment is conduct, based on sex that constitutes one or more of the following:

- Unwelcome conduct, occurring in the United States, that a reasonable person would find so severe, pervasive, and objectively offensive that it effectively denies a person equal access to a District-sponsored education program or activity;
- An employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct; or

Sexual Harassment cont'd.

- Any of the following specific acts of sexual harassment taking place within the United States and within a District-sponsored program or activity: sexual assault, dating violence, domestic violence, and stalking.

Sexual harassment is prohibited both at the workplace and at District-sponsored events. Depending on the circumstances of the complaint, allegations of sexual harassment may be subject to concurrent investigations under this Policy and the District's applicable Title IX Policy and Procedures.

Reporting an Incident of Harassment, Discrimination, or Retaliation

The District encourages reporting of all perceived incidents that violate this Policy regardless of the alleged offender's identity or position and including vendors or others with whom the District does business.

Conduct that violates this Policy should be promptly reported to the Superintendent or the District's human resources department. The District encourages those filing a complaint to do so as soon as possible after the offending conduct. As necessary, the District will conduct a prompt investigation, either formal or informal, into the complaint. Individuals are encouraged to use the District's complaint form, which is available at <https://www.ccusd93.org/Page/11895>. While the complaint form is not mandatory to file a complaint, it assists the District in collecting the necessary information to move forward.

A complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. The District will directly and thoroughly investigate the facts and circumstances of all claims of perceived discrimination and will take prompt corrective action, if appropriate.

Additionally, any supervisor who observes discriminatory conduct must report the conduct to the District's human resources department so that a prompt investigation can be conducted, if necessary, and corrective action taken, if appropriate.

Non-Retaliation

The District strictly prohibits and does not tolerate unlawful retaliation against any applicant, employee, or other covered person by any employee. All forms of unlawful retaliation are prohibited, including any form of discipline, reprisal, intimidation, or other form of retaliation for good faith reports or complaints of incidents of discrimination of any kind, pursuing any discrimination claim, or cooperating in related investigations.

The District is committed to enforcing this Policy against all forms of discrimination. However, the effectiveness of the District's efforts depends largely on employees informing the District about inappropriate workplace conduct. If employees feel that they

or someone else may have been subjected to conduct that violates this Policy, the District encourages them to report it immediately. If employees do not report discriminatory conduct, the District may not become aware of a possible violation of this Policy and may not be able to take appropriate corrective action.

Violations of this Policy

Any employee, regardless of position or title, who violates this Policy may be subject to discipline, up to and including termination of employment.

Administration of this Policy

The District's Human Resources Department is responsible for the administration of this Policy. Questions regarding this Policy or questions about discrimination, accommodations, or retaliation that are not addressed in this Policy should be directed to the human resources department.

Confidentiality

District employees who receive complaints alleging discrimination, harassment, or retaliation will maintain the confidentiality of the information they receive. However, District employees are permitted to disclose such information as required by law or when disclosure is necessary to facilitate legitimate District business, such as the investigation and resolution process.

Governing Board Communications with Staff

An employee will first communicate on school or employment related matters at the administrative level. Any employee who exhausts the opportunity of discussing a matter at the various administrative levels may then communicate in writing with the Board on the matter. No anonymous communication will be considered by the Board.

Any employee who wishes to address the Board in the employee's capacity as a parent, District resident, or individual, rather than as an employee, may do so by following the procedures in Policies 1-302.

Official communications, policies, directives, Board concerns, and Board action(s), as appropriate, will be communicated to employees by the Superintendent.

Mandatory Reporting (4-204)

All school employees are mandatory reporters under state law.

Child Abuse Reports

Any employee who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, sexual abuse, sexual conduct with a minor, sexual assault, molestation, sexual exploitation of a minor, incest, child prostitution or neglect that appears to have been inflicted on the minor by other than accidental means shall immediately report this information to a peace officer, the Department of Child Safety or tribal law enforcement as applicable in accordance with this Policy.

Employee and Board member obligations as mandatory reporters also extend to conduct between students or minors.

Mandatory reporters must report directly to the law enforcement agency with jurisdiction. Reporting to a school resource officer or school safety officer is insufficient. Mandatory reporters do not meet their statutory obligation by reporting to a District supervisor or another District employee. Reports to the Department of Child Safety are sufficient only when the report involves an allegation of abuse or neglect alleged to be inflicted by the minor's parent, legal guardian, or custodian.

Pursuant to A.R.S. § 15-514, District employees must also file a report with the State Board of Education when the employee reasonably suspects or receives a reasonable allegation that a certificated or non-certificated District employee has engaged in conduct involving minors that would be subject to the reporting requirements set forth above and in state law. The report shall be made in writing as soon as is reasonably practicable, but no later than three (3) business days after the person first suspects or receives an allegation of this conduct.

Pay Dates



Payroll Deductions

The District shall permit employees' salary elections and deductions consistent with Arizona law and the Uniform System of Financial Records (USFR). Federal and state income taxes, social security and employee contributions to the Arizona State Retirement System shall be deducted as required by Arizona and federal law. Any other payroll deductions must be authorized by the Board, employee or a court of competent jurisdiction.

The Superintendent shall ensure that staff are paid accurately and timely consistent with Arizona law.

Employees who annualize their salaries shall make a written election of deferral of salary payments in their contract or be subject to possible federal tax penalties. Any discharged employee shall be paid all wages due within seven working days or the end of the next regular pay period, whichever is sooner. An employee who resigns from the District shall be paid in the usual manner all wages due no later than the regular pay day for the pay period in which the termination occurs. Employees may request payment by mail.

Personnel Files

The Human Resources Department maintains a master file for all District employees. Employees may review materials placed in their personnel file.

Professional Staff Meetings

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

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

Teachers may be required to attend no more than one (1) faculty meeting per week. This meeting shall not begin more than one (1) hour before the start of the school day if held in the morning and shall not extend more than one (1) hour past the end of the school day if held in the afternoon.

Prohibition of Tobacco Use (4-206)

Employees shall not possess or use tobacco products, including but not limited to cigars, cigarettes, chewing tobacco, e-cigarettes, or other nicotine products or any "vaping" device on any school property, including vehicles, or at any school-sponsored event.

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

Protection of District or Personal Property

It is the responsibility of all employees to protect and care for school property and to arrange their work areas in such a way as to promote both safety and efficiency.

The District is not responsible for loss, breakage, or any other type of damage to personal property which may be incurred while on District premises.

Purchasing

Employees may need to purchase supplies or services in relation to their position with the District. Employees will need to work with site, or department, administration when purchasing supplies or services with any district funds. Administration will ensure that proper procurement procedures including using district approved vendors, putting in a requisition and receiving a PO prior to placing an order and meeting quote requirements for certain dollar thresholds are accomplished in accordance with district guidance. Employees who fail to follow this procedure must assume the financial responsibility for the item.

No employee is authorized to sign contracts or agreements with any vendor or service provider on behalf of the District. All contracts must be processed and approved through the appropriate District channels to ensure compliance with District policies and legal requirements. Unauthorized signing of contracts may result in disciplinary action.

Reduction in Force (4-106)

The Governing Board may eliminate the position of any staff member to effectuate economies in the operation of the District or to improve the efficient administration of the schools or operations of the District. The Board may consider a reduction in force ("RIF") due to budget constraints, funding reductions, and/or reorganization due to program or function changes, modification, elimination, or redirection. The Board shall not use tenure or seniority in determining which certificated teachers are retained.

Resignation of Professional Staff Members/Release from Contract (4-109)

Certified and Administrative Staff

All resignations or requests to be released from employment contract after it has been signed and returned to the District shall be presented in writing to Human Resources. Such resignation or request for release of contract may be approved by the Board contingent upon District hiring an appropriately, certificated professional staff member to replace the resigning professional staff member.

Professional staff members wishing to resign or request to be released from a contract after it has been signed and returned to the District will be subject to the liquidated damages defined by the contract.

The professional staff member may request a waiver of the fee by the Board. Acceptable reasons for requesting a waiver are as follows:

- Documented medical illness that prevents the employee from fulfilling their contract. Requires doctor's information for presentation to the Governing Board.
- Documented spouse employment requiring relocation out of state or out of the area (fifty [50]-mile radius).
- Advancement in position within the field of education.
- Resignation in lieu of dismissal.
- Retirement through the Arizona State Retirement System (ASRS).
- Other circumstances judged to be out of the control of the employee or in the best interest of the District.

Liquidated damages may be imposed per the schedule below:

Amount	Current Year's Contract
\$2,500	From June 1 st to the last day of scheduled workday in the current contract year.
Amount	Next Year's Contract
\$1,000	From the date of acceptance of next year's contract to April 30 th preceding the new school/fiscal year.
\$1,500	From May 1 st through May 31 st preceding the new school/fiscal year.
\$2,500	From June 1 st to the first day of the new school/fiscal year.

Certified and Administrative Staff cont'd.

For purposes of this policy, a professional staff member is any certificated staff in a position delineated on the Administrative Salary Schedule, Certificated Staff Salary Schedule or Certificated Support Professional Salary Schedule.

Support Staff

Employees are expected to give at least 10 working days' notice to the supervisor in writing specifying the last day of work and the reason for terminating employment.

Restraint and Seclusion (5-406)

In all cases of restraint and seclusion a building administrator must be made immediately aware and if the student qualifies under special education, his/her case manager must also be involved. This policy is detailed and explicit in the steps and process for restraint and seclusion. However, the definitions of each should be noted.

Use of Restraint and Seclusion

Restraint and seclusion are not authorized to be used for disciplinary purposes.

Restraint or seclusion techniques may be used on a student only if both of the following apply:

- The student's behavior presents an imminent danger of bodily harm to the student or others; and
- Less restrictive interventions appear insufficient to mitigate the imminent danger of bodily harm.

If a restraint or seclusion technique is used on a student:

- School personnel shall maintain continuous visual observation and monitoring of the student while the restraint or seclusion technique is in use.
- The restraint or seclusion technique shall end when the student's behavior no longer presents an imminent danger to the student or others.
- The restraint or seclusion technique shall be used only by school personnel who are trained in the safe and effective use of restraint and seclusion techniques, unless an emergency situation does not allow sufficient time to summon trained personnel.
- The restraint technique employed may not impede the student's ability to breathe.
- The restraint technique may not be out of proportion to the student's age or physical condition.

Use of Restraint and Seclusion cont'd.

Restraint or seclusion techniques may be included in the school's safety or crisis intervention plan if the plan is not specific to any individual student.

Required Documentation Following the Use of Restraint or Seclusion

The following reporting and documentation procedures are to be followed when a restraint or seclusion technique has been used on a student:

- School personnel shall provide the student's parent/legal guardian with written or oral notice on the same day that the incident occurred unless circumstances prevent same-day notification. If the notice is not provided on the same day of the incident, notice shall be given within twenty-four hours after the incident.
- Within a reasonable time following the incident, school personnel shall provide the student's parent/legal guardian with written documentation that includes information about any persons, locations or activities that may have triggered the behavior, if known, and specific information about the behavior and its precursors, the type of restraint or seclusion technique used and the duration of its use.
- School personnel shall review strategies used to address a student's dangerous behavior if there has been repeated use of restraint or seclusion techniques for the student during a school year. The review shall include a review of the incidents in which restraint or seclusion techniques were used and an analysis of how future incidents may be avoided, including whether the student requires a functional behavioral assessment.

Staff Assignments and Transfers (4-102)

The Superintendent has authority to assign employees to any position for which the employee is qualified and to assign additional or alternative job duties. The procedure for assignment and transfer of employees will be based on the needs of the instructional program.

The Superintendent shall take into consideration the current distribution of certificated teachers across all performance classifications and the needs of students when transferring any certificated teacher to an alternative position. In addition, no right to school, grade, or subject assignment shall be inferred from an employee's contract or wage agreement.

The Superintendent shall not transfer a continuing teacher designated in the ineffective performance classifications for two consecutive years to an alternative position at another school unless the District has issued a preliminary notice of inadequacy of classroom performance and a performance improvement plan for the teacher and the

Board has approved the new assignment as in the best interests of the students in the receiving school. A teacher who continues to be designated in the developing or ineffective performance classifications shall not be permitted to transfer to another school. A teacher shall not be transferred more than once pursuant to this paragraph.

Employees 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.

Staff/Student Boundaries (4-202)

District staff are expected to maintain appropriate boundaries with students consistent with professional, ethical, and legal standards. District staff shall not engage in any of the following behaviors with a student:

- Flirtatious communication, including commenting on a student's attractiveness, appearance, or dress.
- Banter, allusions, jokes, or innuendos of a sexual nature.
- Confiding in a student on a personal and private matter.
- Except in the case of counselors, inviting a student to confide in a staff member on a personal and private matter.
- Socializing with a student outside of school or a school activity.
- Giving or receiving a personal gift.
- Asking a student to keep a secret.
- Peer-like language and behavior.
- Having personal private contact with a student.
- Being alone with a student behind a closed door or in a confined space.
- Physical contact that lacks a legitimate educational purpose.
- Sending a student on a personal errand.
- Providing tobacco, alcohol, or drugs to a student or failing to report a student's use of such substances.
- Transporting a student in a private vehicle without administrative approval.
- Sharing a room with a student on an overnight trip.
- Visiting a student's home or allowing a student to visit a staff member's home without approval from the student's parent/legal guardian and the staff member's supervisor.
- Sharing intimate or revealing photos or images or asking a student to share intimate or revealing photos or images.

Staff/Student Boundaries (4-202) cont'd.

- Favoring a student with special treatment or privileges.
- Addressing a student by a personalized term of endearment or pet name or allowing a student to address a staff member by a personalized term of endearment or pet name.

District staff should only use District approved technologies and programs when communicating electronically with students and/or parents/legal guardians.

Any District staff member that violates this Policy is subject to disciplinary action, including suspension without pay and termination of employment.

Student Supervision (4-203)

District personnel are expected to adequately supervise students in instructional and non-instructional activities. Adequate supervision generally requires that a staff member have a line of sight to a student while at school or participating in a school activity. Exceptions to the line of sight include brief periods when a student is in a bathroom, locker room, passing between classes, sent on a campus errand, or comparable situations. Additionally, no staff member is to share a room with a student on an overnight trip unless specifically authorized in writing by the Superintendent.

Technology (3-403)

Appropriate Use of Technology

The District may provide technology devices and Internet access to District students and staff. The use of the technology shall be in support of the District's educational goals and mission. To ensure that the technology is used in an appropriate manner and for the educational purposes intended, the District will require anyone who uses its technology to follow District guidelines for appropriate use. Anyone who misuses, abuses, or chooses not to follow the technology guidelines and procedures may be denied access to the District's technology and may be subject to disciplinary and/or legal action. District employees are prohibited from using District or personal devices to communicate with students or minors in violation of Board policies governing staff-student communications or boundaries.

Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not be abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language or depictions. Do not engage in activities that are prohibited under District Policies and State or Federal Law.
- Do not reveal your personal address or phone numbers, or those of students, faculty members, staff, or other authorized individuals.
- Remember that electronic mail (e-mail) is not private! People who operate the system have access to all mail. Messages relating to or supporting illegal activities will be reported to the authorities and will result in loss of user privileges, as well as subject the violator to other disciplinary and legal consequences.
- Do not use the CCUSDORG in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the CCUSDORG should be assumed to be copyrighted and/or the private property of those who put it on the network.

Workers' Compensation (3-404.B)

Employee Reporting and Responsibilities

Employees must immediately report any accident, injury or exposure to their supervisor and will be required to supply requisite information such as the time of the incident, persons involved, and how it happened. Failure to comply with this requirement could result in the loss of workers' compensation benefits.

In addition to reporting the injury to their supervisor, the employee must also call the **Alliance Triage Line at 1-888-252-4689**

Employees must complete all required forms including but not limited to the Report of Industrial Injury form required by the Industrial Commission of Arizona (ICA).

The legal filing of a claim must be completed within one year from the date of injury OR when the injured employee became aware of the condition being related to employment. The injured employee is responsible for making sure that the claim is filed and to maintain a current address with the ICA.

Absence and Potential Compensation

When a job-related injury/accident requires absence from the workplace, the employee shall be on sick leave for the first seven (7) calendar days of absence following the job-related injury/accident. The employee shall be compensated for the workdays in that time period if the employee has sufficient accumulated sick leave. If the employee is required to be absent for more than seven (7) calendar days, any claim for lost pay will be processed through the worker's compensation insurance carrier. In no event will an employee receive a combined salary and worker's compensation in excess of the employee's regular wages.