



2026-27 EMPLOYEE **HANDBOOK**

Together, we shall meet the challenges of preparing
responsible, creative, lifelong learners



PHOENIX-TALENT SCHOOLS

EXCELLENCE *for* EVERYONE

PREFACE

Dear colleagues,

We are pleased to provide you with this handbook, which summarizes major aspects of employment in Phoenix-Talent Schools. We hope it will become a useful and frequently referenced resource. The Employee Handbook is intended to serve as a guide, as it may not cover all aspects of the workplace and is not intended to either expand or limit any Board policy, administrative regulation, or collective bargaining agreement. It refers to selected [School Board Policies](#) to define shared understandings about professional standards and conduct. As laws and regulations change, the Employee Handbook will require updates.

We ask you to take the time to review the contents of this document carefully and to speak with your principal or supervisor regarding any areas in which you have concerns or questions. Any information contained in this staff handbook is subject to unilateral revision or elimination. Appropriate notice will be provided. Suggestions and ideas for items to be added to future handbook versions are welcome. This handbook is not intended to create a contract of employment or modify the terms of any individual employment agreement or collective bargaining agreement.

Equal employment opportunity and treatment shall be practiced by the district regardless of an individual's perceived or actual race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, pregnancy, childbirth or a related medical condition, age, veterans' status, service in uniformed service, familial status, genetic information, an individual's juvenile record that has been expunged, or mental or physical disability, or economic status, if the employee, with or without reasonable accommodation, can perform the essential functions of the position.

The following administrators have been designated to serve as district compliance coordinators and liaisons for the areas identified below:

Assistant Superintendent of Human Resources – Jessica Hamlin

Title IX Coordinator | Civil Rights Coordinator | ADA Coordinator | Immigration Liaison
(541) 535-7504 (ext. 1013)

Assistant Superintendent of Teaching & Learning – Tiffanie Lambert

Section 504 Coordinator | Alternate Immigration Liaison
(541) 535-7502 (ext. 1011)

Table of Contents

WELCOME.....	4
2023-27 Phoenix-Talent Schools Strategic Plan.....	5
FOCUS ON PROFESSIONAL DEVELOPMENT.....	5
HISTORICAL OVERVIEW.....	6
IMPORTANT NOTICES:.....	6
PTS ACADEMIC GOOGLE CALENDAR.....	7
GOVERNANCE AND ORGANIZATION.....	8
→ QUICK LIST OF CONTACTS.....	9
SALARIES AND BENEFITS.....	12
BACKGROUND CHECKS/ONBOARDING PROCESS.....	13
PUBLIC SERVICE LOAN FORGIVENESS PROGRAM.....	13
TSPC ISSUED LICENSING.....	13
VACATIONS AND LEAVES.....	14
PAYCHECKS.....	14
REPORTING AN ABSENCE.....	15
ACCESSING PAY INFORMATION – SCHOOL ERP PRO	15
PAYROLL DEDUCTIONS.....	15
CHANGE OF ADDRESS.....	15
PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS).....	15
POSITION OPENINGS/TRANSFERS.....	16
RESIGNATIONS.....	16
SAFETY.....	16
ACCIDENT REPORTS.....	16
TRAVEL.....	16
WORKSHOPS AND CONFERENCES.....	16
PURCHASE ORDERS.....	16
EXPENSE REIMBURSEMENTS.....	16
EQUIPMENT.....	17
MAIL.....	17
EMERGENCY SCHOOL CLOSURE.....	17
BILINGUAL STIPEND PROGRAM.....	17
ONLINE STAFF TRAINING.....	18
ONLINE TRAINING PROCEDURES.....	18
SUPERVISION AND EVALUATION.....	18
DISTRICT REGULATIONS.....	18
POLICIES.....	19
WELLNESS, HOPE, AND ENGAGEMENT.....	24

WELCOME

Dear Staff Member,

Welcome to PTS Rising! I often share with prospective candidates why they need to give Phoenix-Talent serious consideration when choosing a place to serve kids and the community. I truly believe we have something special in this district. Our mission to serve, with relationships at the foundation of all we do, is what motivates me to come to work every day. We are all part of this amazing PTS Family!

This is my 22nd year with the district and my 10th year as your superintendent. I am excited about the team we have built and the people who have been so dedicated to our students and families. The team that interviewed you when you were hired recognized something special in you. Thank you for choosing us!

As you know, we have experienced many challenges in the last several years responding to the pandemic and the devastating Alameda fire on September 8th, 2020. Though the impact of the fire is a distant memory for some in the Rogue Valley, it is very real for our students and families. I commend and admire you for wanting to be a part of the recovery and rebuilding process. You will find that our staff is committed to ensuring the success of every student with a special focus on supporting our fire survivors and helping them continue to access our schools and programs. Each year, bolstered by this incredibly resilient community, we continue to take hard and meaningful steps toward recovery from the fire and pandemic.

Finally, we recognize that this career we all chose is not an easy path. Educators face a variety of challenges, but the rewards are great. I want to share with you that we are committed to supporting you as you endeavor to have a positive impact on PTS students. Please do not hesitate to reach out to your supervisor or me if there is anything you need as you begin this journey with us.

Again, we are grateful for every member of our PTS Rising Family...you are in the right place!

Talk with you soon,

Brent Barry

Superintendent
Phoenix-Talent Schools

2023-27 Phoenix-Talent Schools Strategic Plan

Our Vision:

Together, we shall meet the challenges of preparing responsible, creative, lifelong learners.

Our Path:

Phoenix-Talent Schools’ four-year plan provides a roadmap that includes *four goals* to guide our work through 2027. To achieve our goals, *focus on areas* for success and identify practices that reflect our beliefs and will be incorporated into our daily work.

Strategic Outcomes:

- Decrease disparities in student achievement with all students making appropriate academic growth and progress.
- All students, staff, and community members will feel safe, respected, valued, and included in our schools.
- Provide opportunities for families to engage in 2-way communication experiences.
- Our students will develop proficient academic and social skills to allow them to access current and future opportunities.
- Our students will be prepared for college and/or careers.
- We will provide equitable opportunities for all students.

FOCUS ON PROFESSIONAL DEVELOPMENT

Staff/Student Engaged Learning High Leverage Instructional Practices Professional Learning Communities Student Engagement	Culture of Equity Equitable Grading Practices Multiple Pathways to Proficiency Foundations of Cultural Responsiveness Responding to Bias & Hate
Systems of Support Multi-Tiered Systems of Support *Academics *Behavior/SEL *Attendance	Community Engagement Family Engagement Best Practices Authentically Engage our Community Partners

HISTORICAL OVERVIEW

The Phoenix-Talent Schools are located in what the Rogue Indians called the Valley of the Rogue. With the discovery of gold in 1852, miners thronged to the valley in search of a fortune. Farmers soon followed, lured by fertile soil and favorable growing conditions. Small towns sprang up almost overnight. As the California-Oregon Stage Road grew with increasing loads of goods and supplies, the communities of Phoenix, Talent, and Medford grew as trading centers.

Today, Medford stands as the business, commercial, and professional center of Jackson County. Livability is the prime reason people reside in the Phoenix-Talent area. The climate is mild, being protected by the surrounding mountains. The District is situated largely in a rural environment with agriculture as the major industry. While being located in a rural environment, the Phoenix-Talent District has many of the advantages of urbanization.

On September 25, 1959, the Talent School District #22 was merged with the Phoenix School District #4. This was based on a resolution adopted by the Jackson County Reorganization Committee in 1958. At the suggestion of this same committee, Barnett Road was made the northern boundary of District #4. On September 16, 1959, by a vote of the people, Phoenix and Talent consolidated. This made a district of 1,238 students, comprising two grade schools (one in Talent and one in Phoenix), grades one through eight, and a high school in Phoenix (which had to be remodeled to accommodate 330 students). Today, Phoenix-Talent Schools has a K-12 student population of approximately 2,800. The District has three elementary schools (grades K-5), one middle school (grades 6-8), and one high school. Phoenix-Talent Schools have a reputation for providing quality education through dedicated staff and innovative programs. Over the years, the District has enjoyed a good relationship with the community.

We welcome you to the Phoenix-Talent School District and look forward to the positive contributions you will make. Together, we shall meet the challenges of preparing responsible, creative, lifelong learners.

IMPORTANT NOTICES:

Several board policies have been changed, expanded, or created over recent years. Please pay special attention to and review the following policies on the [District Website](#):

- [KNA](#) – Immigration Enforcement on District Property
- [KNA-AR\(1\)](#) – Interactions with Immigration Enforcement
- [Oregon Attorney General's Model Public School Policies – Immigration Enforcement](#)
- [ACB Every Student Belongs](#)
- [IIBGA](#) and [IIBGA-AR](#), Electronic Communication System
- [GBC](#) Staff Ethics
- [GCAB](#) Personal Communication Devices and Social Media
- [GBNA](#) Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying-Staff
- [JHFE/GBNAB](#) Abuse of a Child/Mandatory Reporting Responsibilities
- [JHFF/GBNAA](#) Suspected Sexual Contact with Students and Reporting Requirements

Phoenix Talent Schools

2026-2027 Academic Calendar - FINAL

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	
3 Independence Day Observation Schools Closed - Some staff per contracts						

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
22/21 12 Indigenous Peoples' Day. Holiday for Certified Staff, Non-contract for some staff						

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						
20/18 1 New Year's Day 18 Martin Luther King Jr. Day (No Classes - Non Contract) 29 End of Qtr 2 (Teacher Inservice, No Classes)						

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	
22/21 9 End of 3rd Quarter 12 Teacher Inservice (No Classes)						

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					
1/0 Schools Closed - Some staff per contracts 27 New Staff In Service Day 31 Teacher Inservice (No Classes)						

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					
19/14 6 End of QTR 1 (Teacher Inservice, No Classes) 11 Veteran's Day 23-24 Parent - Teacher Conferences 25-27 Non - Contract Day (No Classes) 26 Thanksgiving - Holiday for most staff; non-contract day for some						

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						
19/19 15 President's Day (No Classes - Non Contract)						

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					
21/20 31 Memorial Day						

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			
22/16 1-4 Teacher Inservice (No Classes) 7 Labor Day 8 1st-5th grade Students 1st day of school (K soft) Grades 6 & 9 and all Phoenix Talent Schools 9 First Day For All Students						

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		
15/14 21-31 Winter Recess (No Classes) 25 Christmas Day						

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			
16/16 18-26 Spring Recess (No Classes)						

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			
13/12 12 PHS Graduation 16 TMS 8th Grade Recognition 17 Last Day of School (Minimum Day) 18 Teacher Inservice (No Classes) 21 Juneteenth 6/19 Observation (Year round employees) Schools Closed - Some staff per contracts						

COLOR CODE REFERENCE:

	District Closed - Holiday
	Different Schedules
	Teacher Inservice Day - No Classes - All Schools
	Regular School Day For All Schools
	All Schools - Minimum Day
	End of Quarter 3

	Parent-Teacher Conferences - All Schools - No Classes
	PHS Graduation Ceremony/TMS 8th Grade Recognition
	No Classes - Holiday Break or Spring Recess and/or Non Contract Day
	All Students Return to School
	Schools Closed - Some Staff per Contracts
	NEW Staff Inservice Day

REFERENCE OF COLOR CODE (SPANISH):

	Distrito Cerrado - Dias Festivos
	Diferentes Horarios
	Día de Capacitación para los Maestros - No hay clases en todas las escuelas
	Día Regular para todas las Escuelas
	Todas las Escuelas - Día Mínimo
	Fin del tercer trimestre

	Conferencias de padres y maestros: todas las escuelas, no hay clase
	Graduación de PHS/Reconocimiento para el 8vo grado en TMS
	No hay clases: vacaciones o receso de primavera y/o día sin contrato
	Todos los estudiantes regresan a la escuela
	Escuelas cerradas - Algunos empleados de acuerdo a su contrato
	Día de capacitación para personal nuevo

GOVERNANCE AND ORGANIZATION

BOARD OF EDUCATION

The District's operations are overseen by a seven-member Board of Directors. Board elections occur in the spring of odd-numbered years, with four-year terms starting July 1. Members for positions 1, 2, 6, and 7 must reside in Zone 2, while positions 3, 4, and 5 require residency in Zone 1. Although board members must qualify by zone, they are elected at large.

What Does a School Board Do?

A school board provides citizen oversight of the district, ensuring accountability for student education and the efficient use of public funds. Elected by the community, board members set the district's mission, establish goals, adopt policies, and approve budgets and contracts to align resources with priorities. They also hire and supervise the superintendent. Individual board members have no authority; decisions require a majority vote in public meetings.

2026-27 School Board Meeting Dates

Learn more on our [School Board Website](#)

✉

SCHOOL BOARD:



Rebecca Weathers, **Chair**



Polly Farrimond, **Vice Chair**



Dawn Watson



Nancy Castillo-McKinnis



Michael Campbell



Diana Rasmussen



In Memoriam ~

Phoenix-Talent Schools mourns the death of **Rick Nagel** in August 2026, following more than 25 years of dedicated service to the district since 1999. The board will fill the resulting vacancy in accordance with Oregon law and board policy.

→ QUICK LIST OF CONTACTS



DISTRICT OFFICE

401 W. Fourth St • PO Box 698 • Phoenix, OR 97535 • Main line: 541-535-1517 • Fax: 541-535-3928

NAME	TITLE	DIRECT LINE	EXT
Brent Barry	Superintendent	535-7500	1010
Jessica Hamlin	Asst. Supt. of Human Resources	535-7504	1013
Tiffanie Lambert	Asst. Supt. of Teaching & Learning	535-7502	1011
Aaron Santi	Dir of Magnet Programs	897-5107	1373
Allan Quiros	IT Manager	897-6530	1102
Yazmin Karabinas	Accounting Director	535-7503	1006
Charlene Patten	Executive Asst of Teaching & Learning	535-7520	1005
David Lappen	Computer Support Tech	897-6529	1101
Debbie Rogers	Accounts Payable	535-7523	1003
Denise Skinner	Executive Asst to the Superintendent	535-1511	1001
Derek Rodman	School Psychologist	535-1517	1009
Jason O'Brien	Information Specialist - PowerSchool	535-0200	1103
Jeremy Anders	System Administrator	897-6529	1105
Joe Zavala	Communications Specialist	535-1517	1019
Laura Weigand	Payroll/Benefits Specialist	535-7559	1007
María Lee	TOSA/Migrant Ed	535-3353	1326
Monique Strain	HR Specialist	535-1517	1017
Rachel Townsend	Accounting Specialist	897-6845	1004
Tiffany Britton	Executive Asst. of HR	897-6757	1002
Venus Estrada	Temp. Clerical Assistant	535-1517	1022
William Stearns	Computer Support	535-2199	1104
Zhalen Shirvanioun	School Psychologist	535-1517	1025

MAINTENANCE & FACILITIES

873 N. Rose St • Phoenix, OR 97535 • Main line: 541-897-5149

NAME	TITLE	DIRECT LINE	EXT
Jon McCalip	Facilities & Projects Director	535-3009	1014
Candace Selden	AP Clerk / Secretary	897-6587	1020
Randy Kirkland	Lead Maintenance	210-7621	
Daniel Torres	Custodial Coordinator	630-1898	



PHOENIX HIGH SCHOOL

745 N. Rose St • PO Box 697 • Phoenix, OR 97535 • Main line: 541-535-1526 • Fax 541-535-7511

NAME	TITLE	DIRECT LINE	EXT
Kalin Cross	Principal	535-5288	3010
Erika Ochoa	Assistant Principal	535-7545	3012
Sam Osofsky	Assistant Principal/Athletic Director	535-7508	3011
Sara Crawford	Office Manager		3005
Hilda Pantoja	Attendance Specialist	535-4456	3014
Lisa Keepes	Athletics Secretary		3001
Jessica Marsh	Registrar		3004
Mayra Silva	Accounting Assistant		3003
Janet Gutridge	Data Entry Specialist		3002
Yaneth Garcia	Student Manager	897-6756	3017
Cooper Kamp	SRO	631-8247	3066



PTS RISING EARLY LEARNING CENTER

745 N. Rose St • PO Box 697 • Phoenix, OR 97535 • 541-897-5210

NAME	TITLE	DIRECT LINE	EXT
Aaron Santi	ELC Director	535-1517	2064
Sandra Muñoz	Preschool Teacher	897-5210	
Heather Raetz	Instructional Asst.	897-5210	
Angela Glass	Preschool Teacher/Coord.	897-5210	
Deni Goodwin	Office Manager	541-414-4328	



PHOENIX ELEMENTARY

215 N. Rose St • PO Box 727 • Phoenix, OR 97535 • Main line: 541-535-3353 Ext. 1300

NAME	TITLE	DIRECT LINE	EXT
Shawna Schleif	Principal		1310
Wendy Duffie	Office Manager		1301
Lori Delgado	Secretary		1303
Cooper Kamp	SRO	631-8247	3066



PHOENIX-TALENT RISING ACADEMY

1011 La Loma Drive • Medford, OR 97504 • Room 21 • Main line: 541-897-5108

NAME	TITLE	DIRECT LINE	EXT
Aaron Santi	Principal	897-5107	2022
Deni Goodwin	Office Manager	897-5108	2002
Shannon Harley	Temp. Middle School Teacher (6-8)	897-5110	
Madeline Macias	Elementary Teacher (K-5)	890-0921	
Cooper Kamp	SRO	631-8247	3066



TALENT MIDDLE SCHOOL

102 Christian Avenue • Talent, OR 97540 • Main line: 541-535-1552 Fax: 541-535-7532

NAME	TITLE	EXT
Casey Olmstead	Principal	4110
Allison Hass	Assistant Principal	4111
Deanne Tanner	Office Manager	4102
Vanessa Vega	Attendance Clerk	4114
Julee Locket	Registrar	4101
Felipe Reyes	Bilingual Family Liaison	4125
Misty Hutsell	Student Manager	4112
Stephen McCormick	Lead Custodian	4162
Ken Lehman	SRO	4107



TALENT ELEMENTARY SCHOOL

307 Wagner Creek Rd. • Talent, OR 97540 • Main line: 541-535-1531 Fax: 541-535-1858

NAME	TITLE	EXT	
Heather Lowe	Principal	4010	
Cheryl Joseph	Office Manager	4001	
Nuvia Pineda	Community Care Specialist	4050	
Kim Saurman	Registrar	4002	
Cooper Kamp	SRO	631-8247	3066



ORCHARD HILL ELEMENTARY

1011 La Loma Drive • Medford, OR 97504 • Main line: 541-779-1766 Fax: 541-770-9037

NAME	TITLE	EXT	
Kent Vallier	Principal	2010	
Dianne Wolff	Office Manager	2001	
Holly Swift	Registrar	2002	
Kathleen McCormick	Community Care Specialist	2025	
Nicholas Elliott	Lead Custodian	2006	
Cooper Kamp	SRO	631-8247	3066

SALARIES AND BENEFITS

Employees in the Phoenix-Talent Schools bargaining unit are represented in collective bargaining with the School District by the Oregon School Employees Association (OSEA) and the Oregon Education Association (OEA). Please take time to read the collective bargaining agreement negotiated between OSEA, OEA, and the School Board that sets salaries and benefits. Copies should be available online at [PTS Staff Resources](#), in school and department offices, from the Human Resources Office, or your building representative.

Benefits Highlights - For those who work .50 FTE (4 hours per day for classified) or more. Family medical & pharmacy, dental and vision insurance, HSA options, Life insurance/AD&D (employer paid), Flex spending accounts for medical and daycare, and Employee Assistance Program (EAP). <https://www.modahealth.com/oebb/members/summaries.shtml>

 [OEBB Summary of Benefits 2026-27 Plan Year.pdf](#)

Employee assistance is available through Canopy and is free to employees and their dependents. This is a confidential counseling/referral service that assists in resolving a variety of personal or family concerns. The program is designed to provide immediate professional assistance in dealing with and resolving issues that affect mental health. More information may also be found online or by reaching out

to the Human Resources Office.  [Employee Assistance Program \(EAP\) Summary of Services.pdf](#)

District Paid Leave Features - Paid Sick leave, Personal leave, and Family leave are provided. Please refer to your CBA, as applicable, for more information. [Classified CBA](#) [Licensed CBA](#)

Retirement Overview - The District pays the employee's share (6%) of the [Public Employees Retirement System](#) contribution. Optional supplemental TSA retirement plans are available (403b and 457). Here is the PTS  [403\(b\) & 457 Vendor List 2026-27](#)

Paid Family and Medical Leave – The District provides an approved equivalent plan for Paid Leave Oregon, administered by American Fidelity Assurance Company. Eligible employees may receive paid family, medical, or safe leave in accordance with Oregon law and the terms of the plan. Employees should notify Human Resources at least 30 days before foreseeable leave, or as soon as possible when leave is unexpected, and follow the notice requirements of the equivalent plan. **Paid leave under the equivalent plan will run concurrently with FMLA when the leave qualifies under both laws; it does not run concurrently with OFLA.** Employees should contact Human Resources for assistance with leave coordination and the application process.

BACKGROUND CHECKS/ONBOARDING PROCESS

Any newly hired employee not requiring licensure under Oregon Revised Statutes (ORS) 342.223 as a teacher, administrator, personnel specialist, or school nurse shall submit to a criminal records check and fingerprinting.

A criminal records check will be conducted during the initial hiring process. Fingerprinting will take place following acceptance of employment.

Every effort will be made to schedule new hire orientations during working hours.

Federal Student Aid IN SERVICE OF THE OREGON DEPARTMENT OF EDUCATION PUBLIC SERVICE LOAN FORGIVENESS PROGRAM

The PSLF Program forgives the remaining balance on your Direct Loans after you have made 120 qualifying monthly payments under a qualifying repayment plan while working full-time for a qualifying employer.

[PSLF Website](#)

Alert! If you are ineligible for PSLF only because some or all of your payments were not made under a qualifying repayment plan for PSLF, you might still be eligible for forgiveness through Temporary Expanded Public Service Loan Forgiveness. [Learn more.](#)

TSPC ISSUED LICENSING

Teaching, administrative, and personnel services licenses are issued through TSPC. License renewal is applied for on TSPC's website through eLicensing. TSPC strives to send renewal reminders six months before the expiration date of the licenses. Notice is subject to variables such as educators supplying up-to-date email addresses to TSPC, etc. Please note that the law does not require TSPC to provide renewal reminders; the awareness of one's expiration date and the timely application for license renewal

are the sole responsibility of the educator.

Click here for the eLicensing login page: [eLicense TSPC Oregon](#)

VACATIONS AND LEAVES

Vacation and other discretionary leave requests must be submitted through Frontline and approved in accordance with the applicable collective bargaining agreement and District procedures. Sick leave, family illness leave, personal leave, bereavement leave, and other leaves are provided in accordance with applicable collective bargaining agreements, Board policy, and state and federal law. Employees should review their applicable collective bargaining agreement for eligibility, notice requirements, and use of accrued leave. Questions regarding protected family, medical, or other statutory leave should be directed to Human Resources. Employees may use accrued sick leave in accordance with Oregon law and the applicable collective bargaining agreement.

MEAL AND REST PERIODS

Nonexempt employees are provided meal and rest periods in accordance with Oregon law and applicable collective bargaining agreements. Per the Collective Bargaining Agreement between PTS and OSEA, "Each [classified] employee shall receive a fifteen (15) minute rest period during each four (4) hour work period or a major part thereof...[and] Each employee who has worked no longer than five (5) hours and one (1) minute shall receive an uninterrupted, unpaid meal period of at least one half (1/2) hour." Licensed teachers receive a continuous 30-minute duty-free lunch period as required by Oregon law. Employees are expected to take required meal and rest periods as scheduled and should notify their supervisor if they are unable to do so.

PAYCHECKS

District employees are paid on the 20th of every month. Paychecks that are not electronically deposited will be delivered to the school buildings on the morning of the 20th. Employees who work on a timesheet basis must submit their timesheets to the Office Manager on the 1st of each month. If you need to have someone else pick up your paycheck, please notify the Business Office in writing. This written request will be retained in the personnel file.

REPORTING AN ABSENCE

All employees must report absences in **Frontline Absence Management**, whether or not a substitute is required.

Absences may be reported:

- **Online:** Access Frontline Absence Management through the [Staff Resources](#) page on the District website.
- **By phone:** Call 1-800-942-3767 and follow the automated prompts.

Accessing Frontline

New employees will receive an email from Frontline with instructions for setting up their account. Follow the instructions in the email to complete your account setup.

To access Frontline online, use your Frontline username and password or the District's configured sign-in option. If you forget your username or password, use the recovery options provided on the Frontline sign-in page.

For assistance with Frontline Absence Management, contact **Monique Strain (541-535-1017)** or monique.strain@phoenix.k12.or.us.

ACCESSING PAY INFORMATION – SCHOOL ERP PRO

Employees may view pay information through the web-based **School ERP Pro** employee portal.

1. Go to the **School ERP Pro / Okta Sign-In Page**.
2. Sign in using your District account credentials.
3. After signing in, open **School ERP Pro**.
4. Use the available payroll options to view pay statements, tax information, and other payroll records.
5. Select the applicable pay statement to view or print a copy.

Employees who have difficulty signing in or accessing payroll information should contact the Business Office or Technology Department.

PAYROLL DEDUCTIONS

All employees shall be required to have deductions from their monthly salary as required by law. Voluntary deductions from paychecks may be made with the employee's written authorization, which will be retained in the personnel file. These deductions may include Rogue Federal Credit Union or other bank accounts, select voluntary contributions, Tax Deferred Annuities, HSA deposits, and Section 125. Direct questions regarding payroll to laura.weigand@phoenix.k12.or.us

CHANGE OF CONTACT INFORMATION

So that we can keep personnel and payroll records current, please submit in writing to the Human Resources Office any changes in your name, address, phone number, or number of dependents.

PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)

Eligibility: You are automatically a member after you have completed six (6) months of employment. If you are a prior member and have not withdrawn your funds from PERS, you are eligible immediately.

Costs/Payment: Both the employee and employer portions are paid by the District.

Withdrawal upon Termination: When an employee leaves the District, a "notice of separation" is sent to PERS. When the "notice" is received by PERS, the employee's share may be withdrawn under some conditions.

POSITION OPENINGS/TRANSFERS

Position openings are emailed to staff and posted five (5) days for Classified and seven (7) days for Licensed. If you are interested in a posted position, please go to the Employment Page of our District Website and apply by the listed deadline date. Summer job posting requests are sent to each building for classified employees in June.

RESIGNATIONS

Resignations should be submitted in writing to the Human Resources Office (humanresources@phoenix.k12.or.us) and include the employee's intended last day of employment.

Licensed employees are expected to provide at least 60 days' written notice, consistent with Board Policy GCPB/GDPB and applicable law, and to fulfill their contractual duties during the required notice period.

unless released earlier by the superintendent. Classified employees should provide as much advance notice as possible.

SAFETY

To provide and maintain the safest working conditions possible, the District has formed a safety committee. This committee meets once a month and also conducts safety inspections. The minutes of the meetings are posted at each building. Please report any unsafe conditions to your supervisor immediately. Contact the facilities department for more information: candace.seldon@phoenix.k12.or.us

WORKPLACE INCIDENTS AND INJURIES

All workplace incidents, injuries, and safety-related events must be reported immediately to a supervisor, and an [Incident Report](#) must be completed. This includes incidents even when medical treatment is not initially needed.

If medical treatment is needed for a work-related injury, the employee must complete [Form 801](#) and submit it to Human Resources within two days. Following medical treatment, employees must provide Human Resources with documentation of their work status and any work restrictions within 24 hours and after subsequent medical appointments until released to return to regular work without restrictions.

Employees should review the [Workplace Incident & Injury Procedures](#) for reporting requirements and next steps. Questions regarding workplace injuries, workers' compensation, work restrictions, or return-to-work requirements should be directed to Human Resources @ptshrdept@phoenix.k12.or.us

TRAVEL

District-related travel must be approved in advance in accordance with District procedures. Employees should use District vehicles when available. Use of a personal vehicle for District business requires appropriate prior approval and current verification of automobile liability insurance on file with the District. Employees are responsible for maintaining adequate insurance when using a personal vehicle for District business. In-district use of a personal vehicle requires prior building administrator approval; out-of-district and out-of-state travel requires prior superintendent approval.

Approved mileage and other ordinary and necessary travel expenses may be reimbursed in accordance with District procedures. Employees must submit the applicable reimbursement form, receipts, and supporting documentation within required timelines. Questions regarding travel approval or reimbursement should be directed to the Business Office.

WORKSHOPS AND CONFERENCES

Employees attending workshops, conferences, or inservice training need to submit a "Request for Leave to Attend" two weeks before the event. Please use Form [B-502 for Classified](#) or Form [C-506 for Licensed](#) and have your supervisor sign it and send it to the Business Office.

PURCHASE ORDERS

Purchase orders must be authorized by your supervisor and submitted to your office manager or business office for processing. Our requisition and purchase order system must be used to place orders.

After receiving the merchandise, please submit the packing list to your office manager or business office for payment.

EXPENSE REIMBURSEMENTS

Requests for reimbursement of approved purchases must be authorized by your supervisor, and appropriate receipts must be submitted to your office manager or business office within 30 days of purchase to process payment.

EQUIPMENT

Before removing District equipment or materials from District buildings, employees will need to obtain authorization from the building supervisor.

MAIL

The District provides courier service to all buildings daily. Please check your building office for the delivery schedule. The ESD also provides courier service to all buildings in Jackson and Josephine Counties during the school year. A schedule of delivery times is printed and distributed each fall. All U. S. mail is processed in the warehouse. The deadline for outgoing mail is 2:30 p.m.

EMERGENCY CLOSURES AND SCHEDULE CHANGES

In the event of hazardous weather or other emergency conditions, the superintendent may close all or selected schools, delay school openings, dismiss students early, or modify transportation schedules as appropriate. Employees will be notified of closures, delays, and other schedule changes through District communication systems and should follow the instructions provided.

Employee reporting expectations during inclement weather closures or delays are governed by the applicable collective bargaining agreements and District procedures. Certain identified essential employees may be required to report during a closure. Employees should refer to their applicable collective bargaining agreement or contact their supervisor or Human Resources with questions.

BILINGUAL STIPEND PROGRAM

Phoenix-Talent School District values bilingual staff for their contributions to an inclusive, equitable environment. Staff who demonstrate language proficiency beyond English may qualify for a bilingual stipend.

Eligibility Criteria:

To qualify, staff must demonstrate proficiency through one of the following:

- High School Biliteracy Seal (within the last 5 years)
- OPIc Test (score of Advanced Low or higher; HR can arrange this at no cost)
- STAMP Assessment (score of 6+ in each domain)
- High School or College diploma from a non-English-speaking country
- Bilingual Specialization (TSPC certification)

New employees must demonstrate proficiency by October 1st.

Expectations for Bilingual Stipend Recipients

Recipients are encouraged to:

- Complete Introduction to Interpreting and Intermediate Interpreting training
- Interpret for parent conferences, IEP/504 meetings, and informal parent interactions
- Assist with simple translations (e.g., teacher notes) and review translations of IEP/504 plans
 - Additional pay for time interpreting and preparing to interpret for IEP/504 meetings will be provided.

To apply for the stipend and arrange the OPIc test, email Human Resources

tiffany.britton@phoenix.k12.or.us

ONLINE STAFF TRAINING

Employees are required to complete assigned online training at hire and periodically thereafter to support workplace safety and compliance with applicable legal and regulatory requirements.

Required training is assigned through [Vector Solutions](#). Employees will receive an email when training is assigned, including instructions and applicable completion deadlines. Annual training assignments are generally due by **September 30**, unless otherwise communicated.

Employees may access assigned training through the [Vector Training Portal](#) or the [Staff Resources Page](#). Employees should use their district email address and follow the login instructions provided by the system.

Vector Solutions may send automated reminders regarding incomplete assignments. Employees are responsible for completing required training by established deadlines.

SUPERVISION AND EVALUATION

Phoenix-Talent Schools acknowledges and upholds [STANDARDS FOR COMPETENT AND ETHICAL PERFORMANCE OF OREGON EDUCATORS](#)

Information and resources regarding the [Evaluation of Licensed Staff](#) can be obtained on the Human Resources page of the PTS Website.

Here is a link to information regarding the [Classified Evaluation & Frontline Professional Growth Guide](#).

DISTRICT REGULATIONS

- All personal telephone calls should be made during break or lunch periods unless they involve an emergency.
- No information regarding District employees or students shall be released without proper authorization.
- Solicitations for donations shall not be allowed without the permission of the Superintendent.
- School District keys are issued to specific personnel and must not be duplicated or loaned to other people.

- District vehicles are to be used for District business only and must be checked out according to District policies and procedures.
- All District property, including trucks, lockers, desks, etc., is subject to unannounced inspection by District officials. Please do not expect privacy or store personal articles on District premises.

POLICIES

[School Board Policies](#) are online and may be accessed through the District website. All employees should be familiar with board policies.

We have placed summaries of the following policies in this handbook because they represent important information for employees. A few have been condensed to main points; you can access the complete policy by clicking on the hyperlink attached to the title of each.

NONDISCRIMINATION

POLICY CODE: AC

The District strictly prohibits discrimination and harassment based on any legally protected characteristic, such as race, religion, sex, disability, sexual orientation, age, and more. This policy applies to various aspects, including employment, education, facilities, and public meetings. The District aims to create an inclusive and safe environment for everyone.

WORKPLACE & SEXUAL HARASSMENT / COMPLAINT REPORTING

POLICY CODE: GBEA & GBEA-AR

The District is committed to a workplace free from unlawful discrimination, harassment, sexual harassment, and sexual assault. Employees who experience, observe, or become aware of prohibited conduct should promptly report the concern to their supervisor, Human Resources, or another administrator identified in the applicable Board policy; employees are not required to report through a supervisor who is involved in the concern. Retaliation against an employee for making a good-faith report or participating in an investigation is prohibited. **See Board Policy GBEA and GBEA-AR for definitions, reporting options, and complaint procedures.**

EMPLOYEE CONCERNS AND COMPLAINTS

POLICY CODE: GBM

Employees are encouraged to raise workplace concerns promptly with their immediate supervisor or, when appropriate, Human Resources or the superintendent. Concerns involving an employee's supervisor may be brought directly to the next-level administrator or Human Resources. Nothing in this section limits any rights or procedures available under an applicable collective bargaining agreement, Board policy, or law. Complaints involving discrimination, harassment, retaliation, or other protected matters should be reported through the applicable complaint procedure.

WHISTLEBLOWER PROTECTIONS

POLICY CODE: GBMA

Employees are protected from retaliation for making good-faith reports of suspected violations of law, misuse of public resources, or other matters protected by Oregon whistleblower law. Concerns may be reported to a supervisor, Human Resources, the superintendent, or another appropriate authority.

Retaliation against an employee for making a protected report or participating in an investigation is prohibited. See applicable Board policy for additional information and reporting procedures.

STAFF CONDUCT

POLICY CODE: GBCB

The Board expects staff members to conduct themselves in a manner that reflects credit on the school system by setting a positive example for students. Compliance with employment terms, directives, and school policies is essential. Staff must prioritize the safety and welfare of students, ensuring proper supervision. They should attend work promptly, refrain from alcohol and controlled substances at work, and take care of school property.

IMMIGRATION ENFORCEMENT ON DISTRICT PROPERTY

POLICY CODE: [KNA](#); [KNA-AR\(1\)](#)

Phoenix-Talent Schools follows state and federal law and Board policy governing interactions with federal immigration authorities. Employees who receive a request related to immigration enforcement, or who are approached by federal immigration authorities regarding a student, employee, volunteer, district record, or access to a nonpublic area, must **immediately contact the designated immigration liaison or alternate immigration liaison**. Employees should not independently evaluate or respond to the request.

Unless expressly authorized by the superintendent or designee, or by the immigration liaison acting on their behalf, employees shall not:

- Provide records or information about a student, employee, or volunteer;
- Confirm whether an individual is present or make an individual available;
- Provide access to nonpublic areas of district facilities or property;
- Sign documents presented by federal immigration authorities; or
- Consent to immigration-enforcement activity.

Employees must not physically interfere with or obstruct federal officers. If documents such as a warrant, subpoena, or court order are presented, employees should preserve the documents or information presented and immediately refer the matter to the immigration liaison rather than attempting to determine the document's legal validity.

Employees must maintain the confidentiality of student, employee, and volunteer information and should direct questions from students, families, community members, or others regarding immigration-enforcement activity to the immigration liaison.

When federal immigration authorities are confirmed to be on school property for immigration-enforcement purposes, the immigration liaison will coordinate notifications required by Board Policy KNA.

Immigration Liaison: Jessica Hamlin, Assistant Superintendent of Human Resources

Alternate Immigration Liaison: Tiffanie Lambert, Assistant Superintendent of Teaching and Learning

IEP & SECTION 504 PLAN IMPLEMENTATION

POLICY CODE: **IGBAF / IGBAF-AR; JBAA / JBAA-AR**

Employees responsible for providing instruction, services, or support to a student with an IEP or Section 504 Plan are responsible for understanding and implementing the portions of the plan applicable to their role, including required accommodations, modifications, services, and supports. Employees should review applicable plans and seek clarification from the student's case manager, Section 504 coordinator, or building administrator when questions arise.

DATA PRIVACY & FERPA COMPLIANCE

POLICY CODE: **JO/IGBAB; JOB**

The District is committed to protecting the privacy and confidentiality of student information. Employees may access, use, or share student education records and personally identifiable information only when necessary to fulfill their professional responsibilities and consistent with FERPA, state law, and District policy. Employees are expected to safeguard confidential information and use District-approved systems when accessing, storing, or sharing student information. Questions about whether information may be accessed or disclosed should be addressed before sharing the information; suspected unauthorized access or disclosure should be reported promptly to a supervisor or appropriate District administrator.

PERSONNEL RECORDS

POLICY CODE: GBL

Employees may review and request copies of personnel records in accordance with Oregon law and applicable collective bargaining agreements. Requests should be submitted to Human Resources. Certain records may be excluded from inspection as permitted by law.

EMPLOYEE ACCEPTABLE USE OF NETWORK

POLICY CODE: GBCC-AR

The District owns and operates computing and network systems provided to support District programs and operations. These systems are to be used primarily for educational, research, academic, and public service purposes. Commercial or personal use that interferes with District operations is prohibited. All users are responsible for using District systems in a responsible, ethical, lawful, and efficient manner.

ELECTRONIC COMMUNICATIONS SYSTEM

POLICY CODE: IIGA

District electronic communication systems, including email, internet access, and digital platforms, are provided for District business and educational purposes. Communications using District systems are subject to monitoring and public records laws. Staff are expected to use these systems professionally and in compliance with Board policy and administrative regulations. Violations may result in discipline, up to and including dismissal, and may be referred to law enforcement when required.

PERSONAL ELECTRONIC DEVICES & SOCIAL MEDIA

POLICY CODE: GCAB

Staff may use personal electronic devices and social media in a manner that does not interfere with job duties, student supervision, or professional responsibilities. Communication with students using personal devices or social media must be appropriate, professional, and consistent with District expectations and educator standards. Staff are responsible for protecting student privacy and maintaining professional boundaries at all times. Violations of this policy may result in disciplinary action.

DISTRICT EQUITY

POLICY CODE: JBB

Phoenix-Talent Schools is committed to creating an inclusive and equitable environment. We prioritize narrowing the opportunity gap, valuing diversity, providing culturally competent professional development, and using data for fair decision-making. The school board adopts an equity lens to ensure inclusive practices and community involvement in decision-making.

ALCOHOL/CONTROLLED SUBSTANCE USE

POLICY CODE: GBCBA

The use of intoxicants or controlled substances on District property or during work hours is strictly prohibited. Reporting for work under the influence of said substances is also forbidden. The district reserves the right to conduct searches with prior notice and reasonable suspicion, and refusal may lead to disciplinary action, including dismissal.

EVERY STUDENT BELONGS

POLICY CODE: ACB

Phoenix-Talent Schools is dedicated to upholding the worth and dignity of every individual and fostering an inclusive culture where everyone is valued. We are committed to maintaining an antiracist and equitable school environment. Discrimination or harassment based on race, color, religion, gender identity, sexual orientation, disability, or national origin is strictly prohibited for all students, employees, and visitors.

The district defines "bias incidents" as hostile expressions of animus related to perceived characteristics and "symbols of hate" as specific items associated with negative ideologies. The use or display of such symbols is prohibited on school property and in educational programs, except when used in an aligned curriculum for teaching purposes according to state standards.

STUDYING CONTROVERSIAL ISSUES

Policy Code: INB

The Board supports the inclusion of controversial issues in students' education. Teachers should present informative discussions, promoting the development of critical thinking and impartial judgment. Staff

members must familiarize themselves with major theories and viewpoints, especially those held by their students.

Teachers should present an unbiased overview of controversial topics and avoid expressing personal opinions until students have gathered factual information, interpreted data, and drawn their own conclusions. This approach encourages students to seek truth and think independently. If teachers share personal views, they must identify them as such.

Before teaching a controversial topic, teachers and administrators should consider its relevance to the course, the maturity level of the students, the approach to instruction, and the materials to be used.

CHILD ABUSE REPORTING

POLICY CODE: JHFE/GBNAB

Any district employee who believes a child has been abused must immediately report it to the Oregon Department of Human Services (DHS) or local law enforcement. This includes abuse witnessed or suspected during contact with the child or any other person.

Abuse by district employees, contractors, agents, volunteers, or students is strictly prohibited and not tolerated.

Suspected abuse involving district employees, contractors, agents, volunteers, or students must also be reported to DHS or local law enforcement and a designated licensed administrator within the district.

Each school building will have a designated licensed administrator and an alternate to handle abuse reports, particularly if the primary administrator is the suspected abuser.

The district will designate a licensed administrator and an alternate licensed administrator if the designated licensed administrator is the suspected abuser, for each school building to receive reports of suspected abuse of a child by district employees, contractors, agents, volunteers, or students.

SUSPECTED SEXUAL CONDUCT WITH STUDENTS & REPORTING REQUIREMENTS

POLICY CODE: JHFF/GBNAA

This policy strictly prohibits sexual conduct by district employees, contractors, agents, and volunteers and applies to all individuals associated with the district, including students acting in such roles. If an employee, contractor, agent, or volunteer believes a student has been subjected to sexual conduct involving another district member or suspects sexual conduct by any of these individuals with a student, they must immediately report it to the designated licensed administrator.

If the conduct also involves child abuse, mandatory reports should be made as per Board policy GBNAB/JHFE. Failure to report or maintain confidentiality of records may result in disciplinary action, up to and including dismissal.

COMMUNICABLE DISEASES - STAFF

POLICY CODE: GBEB

Procedures will be followed as per state law and local health authority guidelines. "Restrictable diseases" include COVID-19, chickenpox, measles, and others designated as a danger to public health. Employees lacking immunity to a disease are considered "susceptible." "Reportable diseases" enable public health action. An employee may not attend work while in a communicable stage of a reportable disease or when

an administrator has reason to suspect that the employee has or has been exposed to any disease for which exclusion is required by law and per administrative regulation. If the disease is a reportable disease, the administrator will report the occurrence to the local health department.

EXPRESSION OF MILK OR BREASTFEEDING IN THE WORKPLACE

POLICY CODE: GBDA

The District recognizes that a normal and important role for mothers is to have the option and ability to provide for their child by breastfeeding or expressing milk in the workplace. To meet this need and to be in compliance with Oregon law, the District has adopted a policy outlining the process and procedures.

The following locations have been identified in each facility for milk expression or breastfeeding:

1. District Office: 401 West 4th Street, Phoenix, OR; kitchen/lunch room;
2. Orchard Hill Elementary School: 1011 La Loma, Medford, OR; room 25 in the back hallway around the corner from the office.
3. Phoenix Elementary School: 215 North Rose, Phoenix, OR; office down the stairs between the main office and the Media Center.
4. Talent Elementary School: 307 Wagner Creek Rd, Talent, OR; office in the music room.
5. Talent Middle School: 102 Christian Ave, Talent, OR; family resource room.
6. Phoenix High School: 745 North Rose St, Phoenix, OR; itinerant office room D125.
7. Maintenance Shop: 873 N Rose Street, Phoenix, OR; 2nd floor, west storage room.
8. Phoenix-Talent Transition Program, 2841 Juanipero, Medford, OR; staff office.
9. PTS Early Learning Center, 745 North Rose St, Phoenix, OR; staff cottage.



WELLNESS, HOPE, AND ENGAGEMENT

These beliefs guide the work that we do and the daily experiences that make our connections with every individual we interact with meaningful and validating. Our unwavering commitment to these beliefs creates a strong community and a positive culture. On our Wellness Resource page, you'll find tools, tips, and support to help promote the well-being of our employees. Whether you're looking for:

- Mental health & counseling resources
- Identity theft
- Adult and childcare services
- Legal consultations/mediation
- Budgeting, planning, and empowerment
- Physical wellness ideas & webinars

- Build healthy financial habits

This page is designed to connect you with helpful, accessible information.

 **Explore our wellness resources here:** [PTS Wellness Resources](#)

- ❖ Everyone can learn. Learning is the result of a collaborative effort among the community, school, family, and the student.
- ❖ Our schools provide a safe environment where healthy values, minds, and bodies can grow and learn.
- ❖ It is our responsibility to provide multiple opportunities to succeed.
- ❖ Our educational program shall provide a core set of knowledge and skills that cultivate personal excellence for success.
- ❖ Diversity enriches the community; each person has a right to be treated with respect and dignity.
- ❖ In ensuring all graduates are lifelong learners who are respectful, confident, and prepared for college, career, and citizenship.