

Holbrook Unified School District

Helping Unique Students Develop



Employee Handbook

2016-2017

EMPLOYEE HANDBOOK

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Introduction

It is the purpose of this handbook to provide school district employees with a resource which gathers together all the pertinent information of policy and procedure related to their work. This is done in belief that staff morale improves when everyone understands the relationship of his/her work within the organization and knows his/her rights and responsibilities.

The Holbrook Unified School District conducts one of the largest and most essential businesses in our area. It is responsible for the proper investment of millions of dollars of public funds and proper use of the talents of more than 300 employees to ensure the best possible education for the students of the District.

This handbook has been prepared to provide District personnel with relevant information, policies, and patterns of practice. The handbook states policies as they exist at the time of publication. All policies are subject to change by the Board of Education.

It is essential that all school personnel be thoroughly acquainted with the handbook and refer to it frequently. Employees are urged to make suggestions for future improvement and revision.

Every employee - whether teacher, teacher aide, custodian, building and grounds personnel, office personnel, administrator, bus driver, or food service - is part of the team whose goal is to provide a high quality education for all students. We are all trustees of public confidence and as such must be dedicated to doing the most efficient and effective job of which we are capable.

Please use this handbook often to help you know and understand policies and procedures related to your job.

Use of Employee Handbook

The practices/procedures in this handbook are to be considered as guidelines for the operations of the Holbrook Unified School District. HUSD #3, at its option, may change, delete, suspend, or discontinue any part or parts of the policies in this handbook at any time without prior notice. Any such action shall apply to existing; as well as, future employees. Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked. No one other than the Governing Board, Superintendent, or Superintendent's designee may alter or modify any of the practices/procedures in the handbook. No statement or promise by a supervisor, manager, or department head may be interpreted as a change in policy nor will it constitute an agreement with an employee. Some of the issues addressed in the handbook may also be referenced in the District's homepage at: www.holbrook.k12.az.us. Access to the District's policy book may be found at www.azsba.org, any principal's office or at the District Office.

Notice of Non-Discrimination

Holbrook Unified School District Number 3, and the Holbrook Unified School District Number 3 Governing Board are committed to nondiscriminatory practices in relation to race, color, religion, sex, age, national origin, and/or disability. District policies AC, AC-R and AC-E pertaining to nondiscriminatory practices and equal opportunity will prevail in all matters concerning students, staff members, the public and individuals with whom the school district or Board does business. All complaints and concerns of discrimination should be filed in writing to the Holbrook District Office at PO Box 640, Holbrook, AZ 86025. A Title XI Coordinator will be assigned to each complaint. For information contact PO Box 640, Holbrook, AZ 86025 or (928) 524-6144.

Declaracion de Ausencia de Discriminacion

Holbrook Unified School District Number 3, y la Mesa Gobernadora de Holbrook Unified School District Numero 3 estan cometidos de no tener practicas discriminatorias relacionadas a raza, color, religion, sexo, edad, origen nacional, o discapacidades. Polizas del Distrito AC, AC-R y AC-E perteneciente a no tener practicas discriminatorias y igualdad de oportunidades prevaleceran en todos asuntos acerca de estudiantes, los miembros del personal, el public, y personas con que el distrito y la Mesa Gobernadora tienen negocios. Todas quejas o preocupaciones de discriminacion deben de ser presentadas por escrito a Holbrook District Office a PO Box 640, Holbrook, AZ 86025. Un Coodinador de Titulo XI sera asignado a cada queja. Para mas informacion contactese a PO Box 640, Holbrook, AZ 86025 o llame a (928) 524-6144.

Holbrook Unified School District No. 3

Governing Board

Ferral Knight, President
Linda Yazzie, Vice President
Olivia Jaquez, Member
Claudia Jackson, Member
Dr. Craig Stuart, Member

Superintendent and Cabinet Members

| | |
|-----------------------|---|
| Dr. Robbie Koerperich | Superintendent |
| Mr. Jacob Boyle | Business Manager |
| Mr. Lance Phatuross | HHS Principal |
| Dr. Charles Hausman | HHS Assistant Principal |
| Mr. Dan Nielson | HHS Assistant Principal |
| Mrs. Connie McPherson | Park School Principal |
| Dr. Jeri McKinnon | HJHS School Principal |
| Mr. Mike McClellan | Hulet School Principal |
| Mrs. Julie Fields | Federal Projects Director |
| Dr. Jeff Meeks | Director of Special Education |
| Ms. Cheri Grau | Indian Wells Principal |
| Mr. Barry Lambson | Director of Technology |
| Mrs. Janelle Chee | Director of Indian Education |
| Mr. Jeff Font | Director of Custodial Services and Transportation |
| Mr. Joe Gabaldon | Director of Grounds and Maintenance |
| Mrs. Brenda Mangum | Human Resource Director |

EMPLOYMENT INFORMATION

Employment Classifications & Procedures

Certified/Exempt

Support/Non-Exempt

Exempt: Exempt employees are not paid or given compensation time for hours worked in excess of 40 during the week. Normally, executive, administrative, professional, and faculty positions are exempt.

Non-Exempt: Non-exempt employees will be paid over-time pay as required by federal law, at one and one half times the hours actually worked in excess of a 40 hour week. All over-time must be approved in advance by your supervisor. Support personnel fall under the non-exempt classification.

Regular Employees: A regular employee is any individual who is employed in a position which is continuing in nature, for at least nine (9) months or more during a period of twelve (12) months.

Full Time Employees: A full time employee is one who regularly works 30 or more hours a week for at least the regular 9 month school year. These employees are eligible for full fringe benefits.

Part Time Employees: A part time employee is one who regularly scheduled for 29 hours or less per week. Limited fringe benefits may be available.

Temporary Employees: A temporary employee is in a position that is not expected to be ongoing or continuing in nature. Such employment is normally limited to a specific time period, not to exceed 10 months, with no expectation beyond the period specified.

Probationary Period: The probationary period for all support staff is ninety days, during which time the employee will be given a written evaluation and recommendation for continuance or termination.

The probationary period for certified staff is consistent with Arizona statutes regarding continuing and non-continuing teachers. All of the procedures for evaluation of certified staff and administrators are found in **Policy Reference #GCJ/GDO**.

Address Changes

If you have a change of address, a "Personnel Data Change Form" must be completed and submitted to the personnel department. Your payroll and personnel information will not be changed without this form. Contact the personnel office to request this form.

Job Posting Procedures

Any position will be posted unless it is an administrative transfer per **Policy Reference #GCK & GDJ** and according to the superintendent's discretion. Positions will be posted for five (5) days. Postings will occur in-house and on the HUSD#3 website at www.holbrook.k12.az.us under District information.

New Hire Paperwork

It is the responsibility of the supervisor and employee to see that all the necessary payroll forms are completed on or before the first day of employment. Pay checks cannot be processed or issued until all necessary forms are completed and received by the Personnel Department.

Outside Employment

Personnel may engage in outside employment providing:

- ✓ Outside employment is not done on District time.
- ✓ That such employment does not interfere with the individual's District job performance.
- ✓ That such employment does not endanger school-community relations.
- ✓ No School Equipment or resources may be used for outside employment.

Promotion and Transfer

The district office shall post notices throughout the district when any job opening occurs. Positions will be advertised for a minimum of five days except in case of emergency.

Those employees wishing to be considered for the position listed shall do so by submitting a letter of interest or application to the personnel office. The Superintendent may transfer an employee when deemed necessary. **Policy Reference #GCP/GCK.**

Resignation

Support employees intending to resign from service with the district shall present a written resignation at least two weeks in advance of their intended resignation date.

Once a certified employee signs a contract, the Governing Board may consider, on a case-by-case basis, a resignation requesting the Board to release the employee from the contract for the subsequent school year if the resignation is submitted by May 30. The decision as to whether or not to accept such resignation is within the sole discretion of the Governing Board. The Governing Board will not accept resignations after May 30 if the resignation is to be effective before the termination date of the signed contract unless the resigning employee demonstrates compelling reasons for the resignation. **In accepting early resignation, the Governing Board may assess liquidated damages of up to \$2,500. Policy Reference #DKA/GCQC.**

Retirement Employment Option (Post)

Employees who meet certain criteria may retire, retain their State Retirement stipend, and return to the District at 85% of their final contract amount. All addendums, stipends, and/or extra-duty salaries for which an employee is eligible are also paid at 85% of their determined amount. Criteria for this option includes being eligible for normal retirement during the current school year, having (3) three years of continuous service with the District, must obtain a recommendation by their principal or immediate supervisor, and must have the approval of the superintendent.

Staff Evaluations

Personnel evaluations are conducted per District policy *GCO* for certified staff; *GDO* for support staff.

Reduction in Work Force

A reduction in the total number of staff members may be necessary because of such things as declining enrollment, a decrease in revenue or changes in the state educational requirements.

If a reduction in force is unavoidable, the Governing Board will retain follow policy GCQA. Reductions in personnel must also meet the requirements of the District's equal employment opportunity policy. **Policy Reference #GCQA**

Personnel Files

The personnel department maintains a personnel file for each employee. The employee's own personnel file may be reviewed by making a written request to the Superintendent. Confidential information obtained prior to employment shall not be available for review by the employee. **Policy Reference #GBJ.**

PAYROLL PROCEDURES

Overtime Pay and Authorization

Overtime work is discouraged because of budgetary implications. However, if an emergency need arises for overtime, prior administrative approval must be obtained. All approved time worked over 40 hours per week in the employee's regular assignment will be paid at one and one-half (1.5) times the hourly rate based on the assigned salary classification.

Payroll Deductions and Taxes

Standard deductions from paychecks are made as required by state and federal laws. These include federal and state income tax, social security, and Arizona State Retirement (as applicable) payments. Your check stub will show how much was deducted in each area. If you elect an additional amount withheld for federal withholding, this amount will apply to all payroll checks, not just your contract pay. This will not change for special payrolls unless you complete a new W-4.

Each January, a federal W-2 form is sent to each employee. It indicates salary received and taxes withheld for the previous year. Questions or concerns regarding your payroll and deductions should be directed to the payroll office.

Direct Deposit

Each employee has the opportunity to have his/her net paycheck automatically deposited to the bank or credit union of his/her choice. Direct deposit must be committed to on a yearly basis. Requests to turn on and off direct deposits will be at the discretion of the Superintendent. Information is available in the personnel department.

Annual Notice of Delayed Pay

All non-exempt 12 month employees will be transferred to "delayed pay" IF they have an accumulated total of 16 hours or less of leave available between sick/personal and vacation. Once the employee is transferred to a delayed pay cycle, they shall remain on this pay cycle.

Fair Labor Standards

Non-exempt employees are required to perform work described in their job description. Any employee is not allowed to "volunteer" to perform work within their job description. Any "volunteer" work must be preapproved by a supervisor prior to performing the work.

Timesheets

Timesheets are a formal record of the time in which an employee reports and performs the duties assigned to the employee on the basis of their job description. **Employees must accurately record the times in which they report to work and begin their duties as outlined in their job description.** Times recorded on the employees timesheet should reflect the designated times that the employees immediate supervisor has approved the employee to work; as well as, accuracy in recording the actual time in which the employee reported to work. **Timesheets must be filled out on a daily basis demonstrating the times the employee was performing duties as outlined on the job description.** Any lapses in performing the designated duties such as lunch breaks, time off campus, breaks, days of leave, etc. shall be noted on the timesheet. All timesheets must be submitted to the employees supervisor two days after the prior pay period. **Any falsification of time is subject to disciplinary action including felony charges.**

Continuation of Health Insurance

Upon termination of employment, an employee and his or her dependents who are enrolled in the District's group health plan may be eligible for continued coverage under the plan at group rates for up to 18 months. The employee and/or his dependents must pay the full cost of the premium and also may be required to pay an administrative charge of no more than 2% of the premium. **(COBRA guideline)**

State Retirement Plan

Full-time permanent employees working 20 hours or more per week are required by Arizona State Law to participate in the State Retirement Plan. Employee contributions are automatically deducted from pay. The District also contributes the same amount per year. Each employee received a yearly statement summarizing the amount of his/her contributions and the interest earned.

If you terminate employment, you may elect a refund on your own contributions, plus interest according to ASRS guidelines. In electing a refund you terminate membership in the plan and forfeit all rights and benefits you may have accrued.

Worker's Compensation

If an accident occurs while you are on duty you are protected under Worker's Compensation of Arizona. Should you need to take off work for an extended period of time due to an on-the-job injury, the Industrial Insurance Carrier provides financial benefits of approximately 66 2/3 % of your rate for the 365 days prior to the time of injury. Payments from Worker's Compensation are exempt from federal and state income tax, FICA, and retirement deductions.

Absences Without Pay

An employee shall be deemed "absent without leave" when absent from work because of (1) a reason that conforms to a policy currently in effect but the maximum days provided for in that policy will be exceeded, (2) a reason that does not conform to any policy currently in effect, or (3) failure to report to work without prior notification to the Supervisor/Administrator. **Policy Reference #GCCC, GCCD, GCCF, & GCD.**

Compensation for Emergency School Closings

The Holbrook School District has provisions for emergency school closings within the school calendar. These days may not have to be made up by students and certified staff if they do not exceed a number of instructional days or contract days added to the calendar above the minimum required by State statute or contract agreements. Certified staff members may be required to be present at school even if students are not required to attend, depending on severity of conditions as determined by the Superintendent. Support staff will be given options to make up the time or take it as leave without pay.

Family Medical Leave Policy

An eligible employee shall be entitled to a total up to 12 work weeks of leave in a year for one or more of the following reasons:

- a. The care of the employee's child (birth, or placement for adoption or foster care)

- b. The care of the employee's spouse, son or daughter, or parent, who has a serious health condition
- c. For a serious health condition that makes the employee unable to perform the functions of the position of such employee
- d. Because of any qualifying exigency (as the Secretary shall, by regulation, determine) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

Employees must have worked 12 months previous and must have worked at least 1250 hours during that period to be eligible for leave under the provisions of the Act. This leave must be approved and appropriate form completed and submitted.
Policy Reference #GCCC.

Holidays

The following holidays shall be observed:

| | | | |
|-----------------------|--------|-------------------------|--------|
| Independence Day..... | 1 day | Martin Luther King..... | 1 day |
| Labor Day..... | 1 day | Spring Friday..... | 1 day |
| Veteran's Day..... | 1 day | President's Day..... | 1 day |
| Thanksgiving Day..... | 3 days | Memorial Day..... | 1 day |
| New Year's Day..... | 1 day | Christmas..... | 2 days |

Policy Reference #GDD

- Employees on unpaid leave of absence will not be paid for a holiday in which they do not work the day before or the day after.
- **All support staff employees (25 hours or more) will have the Wednesday before Thanksgiving off as paid leave.**
- **10 month employee holidays may vary (July 4th/Memorial Day)**

Jury Duty

Full-time employees required to serve as jurors may do so with full pay and benefits. There is not penalty for missing regular employment. However, any money received for jury duty is deducted from base salary to avoid duplication of pay. Employees must submit a copy of their pay from the courts to the payroll office

An employee subpoenaed as a witness in court will be permitted professional time off to do so as long as the case pertains to a school related issue. For non-school

related subpoenas compensation may be provided if the employee has available personal or annual leave. Employees that are required for jury duty must return to their work site upon completion of jury duty. Policy Reference #GCCD.

Leave of Absence

A request for leave of absence shall not be denied by the District if the employee is entitled to the leave under the Family Medical Leave Act. All other applications for leave of absence may be granted or denied by the District, in its sole discretion. Each request for such a leave of absence shall be in a written application stating the purpose, starting date, and duration of leave of absence, the reasons for its necessity or desirability; and any other information the employee deems relevant to the request. Policy Reference #GCCC.

Military Leave

Employees who are absent on active duty for National Guard or Reserve training are required to submit a Leave Request Form to the personnel department through the employee's unit administrator to ask for leave. A copy of the military orders must be attached. Policy Reference #GCCD.

Personal Leave

Each staff member will be granted personal leave not to exceed (6) six days per year, to be deducted from accumulated sick leave. Requests for personal leave must be received at least four (4) working days prior to the first day of leave, except in emergency conditions, and must be approved by the principal. Personal leave must be approved by the Superintendent during the following periods:

- On the day immediately preceding or following a holiday or vacation
- During the first (2) two weeks of school and the last (2) two weeks of school

Bereavement Leave

An *eligible* employee may be granted up to two (2) paid bereavement days per year not to be deducted from sick leave. An employee, upon request to the Superintendent, may be granted up to eight (8) days total of bereavement leave per year with pay or without pay if the employee has no available accrued sick leave. Bereavement leave may be used in the event of death in employee's family as defined below:

- Child, Mother, Father, Brother, Sister, Sister-in-Law, Brother-in-Law, Grandparents, Spouse's grandparents, Grandchild, Spouse's grandchild, Mother-in-Law, Father-in-Law, Daughter-in-Law, Son-in-Law

Policy Reference #GCCH

Sick Leave

Sick leave for certified and support personnel is a designated amount of compensated leave that is to be granted to a staff member who, through personal or family illness, injury, or quarantine, is unable to perform the duties assigned. Family, for the purposes of sick leave, shall include: Spouse; Children; Parents; Siblings; Grandparents; Grandchildren and Like relations created by marriage. Nine (9) month support staff employees CAN NOT use sick or personal leave for days that school is not in session. **Policy Reference #G CBD(2)GDBD(2)/GCCA**

Vacations

Twelve-month support employees will earn twelve (12) days annual leave (vacation) each year. After five (5) years of service, support employees will earn eighteen (18) days of annual leave (vacation) each year. After 10 years of service, support staff employees will earn twenty-four (24) days of annual leave (vacation) each year. Annual leave must be taken within 14 months following June 30th of the school year in which it is earned or designate 5 buy out leave days; otherwise, it will be forfeited. The superintendent or designee will approve these annual leave days. Annual leave days will be prorated if necessary. The schedule of annual leave is subject to supervisor approval. In the event of death, any accumulated annual leave will be paid to the estate of the deceased upon presentation of proper legal document(s). **Policy Reference #GDD**

Options for Payroll Deductions

Tax-Shelter Annuity

Employees working for a public, non-profit institution are eligible to participate in a tax-shelter annuity plan. It allows the employee to defer receiving a portion of the current year's earnings, thereby deferring the payment of tax on that portion.

Tax Credit Donations

All employees are eligible to donate up to \$200 single or \$400 for married couples to the Arizona Tax Credit Donation Plan. These monies can be donated by check or payroll deductions to an approved club/student activity of their choice. These monies can reduce tax liability or be refunded to the tax payer. Please contact the business office for more information. Forms are available at each school site.

Policy Reference #DKB

INSURANCE

Major Medical and Hospitalization Insurance - The District will continue to pay an approved amount toward insurance for each 9 and 12 month employee who works at least 30 hours per week. Dependent medical coverage will be at the expense of the employee.

Dental Insurance - The District will contribute an approved amount toward dental coverage for each 9 and 12 month employee who works at least 30 hours per week. Dependent dental coverage will be at the expense of the employee.

Life Insurance/Accident Disability & Dismemberment - Each employee who is covered through the District group health insurance plan is provided \$20,000 life and \$20,000 AD&D policies paid by the District. Dependent Life insurance coverage is available at the expense of the employee.

Madison National Mid-Term Disability Plan - Each employee who is covered through District group health insurance plan is eligible for the Mid-Term Disability Plan. The benefit waiting period will be 60 days of continuous disability. The bi-weekly benefit amount is 66 2/3% of your basic bi-weekly earnings, reduced by benefits payable from other sources.

Section 125 Program or Flexible Benefit Plan - Holbrook School District participates in a section 125 flexible benefit plan governed by the IRS. This is a tax free benefit for reimbursement of medical and child care expenses only. More information is available in the personnel department.

Policy Reference #DKB

Additional voluntary benefit information is available. Please visit the personnel department for more information.

List of Benefit Providers and Other Important Numbers

Meritain Health
18444 N. 25th Ave.
Suite 410
Phoenix, AZ 85023

Arizona State Retirement System
PO Box 33910
Phoenix, AZ 85072
1-800-621-3778

Social Security Administration
1-800-772-1213

PROFESSIONAL RESPONSIBILITIES

Professional Behavior A to E
Courtesy of the Holbrook Education Association

"A" is for

ATTENDANCE: No one can do what YOU do; the way you DO. Your performance affects the success of your colleagues also. "It takes a village."

"B" is for

BE ATTENTIVE TO STUDENTS: You chose a profession not a job. Your personal life gets left at the classroom door. Phone calls, e-mail, Facebook, or business need to wait for when students are not in your care otherwise you may "throw the baby out with the bath water!"

"C" is for

CREATE POSITIVES: Remember the Golden Rule. Praise more, punish less. Catch more flies with honey. What goes around comes around. (Pick your cliché, you get the idea.)

"D" is for

DEADLINES: When you're late you make someone else late. No one is perfect but "triumph" is a "try" with a little "umph" on it!

"E" is for

EVERYONE MAKES A DIFFERENCE: You are a member of a team. Whether it is grade level, department, school, or district you are a part of the body of HUSD #3.

BOTTOM LINE!!!

WE cannot function as well if even one member of the team is faltering. Don't be the "trick knee" be the "brace!"

Telephone Calls

You must have authorization from your principal or supervisor to make a long distance call. Use of personal cell phones is not allowed for personal business during work hours. Any exceptions must be approved by your supervisor or principal.

Personal Property

The School District will not assume any responsibility for liability for damage or loss of employee personal property being utilized in the exercise of their duties or on school premises while in the district's employ. Please keep personal items such as purses, CD players, calculators, brief cases, etc. out of accessible places. **Policy Reference #ECAD.**

Purchasing Procedures

School employees often need to purchase supplies or services during the school year. If the District is to assume the cost of any purchase, a requisition form; that has been approved by the principal or immediate supervisor, must be submitted to the business office in order to secure a purchase order. This is done prior to the time the purchase is made. **NO additional purchases may be made beyond the general description on the purchase order.**

A District purchase order is the only official authorization to a vendor to provide goods or services. To avoid assuming the costs for these items personally, you must follow the procedure outlined above.

Uniforms

Holbrook Unified School District requires uniforms for the following maintenance personnel:

- Full-time, Part-time, and substitute custodians
- Full-time, Part-time, and substitute bus drivers
- Other maintenance workers with the exception of the Director of Physical Resources and the maintenance secretary.

The uniforms include a work shirt with "Holbrook School District" designated on the pocket and an optional baseball style hat. The shirts are to be worn at all times while the employee is on duty.

Cafeteria workers in the High School Kitchen must wear aprons while on duty.

Requesting/Reporting Absences

A "Leave Request" must be submitted for prior approval for personal leave. In the case of an illness, you should notify your supervisor as soon as you know you are ill and unable to report to work. The same procedure should be followed for bereavement and family illness/leave. **Leave requests must be completed and returned to the building principal for his/her signature within 3 days of the leave of absence.**

Use of School Vehicles/Buses

No school vehicle shall be used for personal business, unless the personal business is incidental to a school-related trip. On a space-available basis, an employee's family may be included if noted on the "leave request form." Only Governing Board members or District employees may drive the vehicle. A school vehicle shall not be taken to an employee's home at night unless the employee has permission from the Superintendent. **"Absolutely no use of cell phones while operating a school vehicle. In addition, it is against the law to use a cell phone while operating a school bus."** In addition any traffic violations or accidents must be reported immediately to your supervisor. All school vehicle use guidelines must be followed to retain the privilege in using school vehicles. **Any traffic violations must be reported to the employee's immediate supervisor and will be paid by the employee. Disciplinary action may be taken by the school administrator or Superintendent. Reference Administrative procedure "Vehicle Check-In".**

Reporting to Child Protective Services

All school employees are designated mandatory reporters of suspected child abuse or neglect. This means everyone from bus drivers to classroom aides to teachers. Everyone must report suspected abuse or neglect to the appropriate authorities.

To make a CPS Report:

1. Fill out the child abuse report form (found in the nurses office) as complete as possible. This will prepare you to answer many of the questions CPS will ask.
2. Immediately return the completed form to the nurse's office or principal. The nurse or principal will determine the need to notify the police department or Child Protective Services.

3. The person who identifies the suspected neglect or abuse must immediately report to the appropriate authorities either by phone (1-800-SOS- CHILD or (1-800-767-2445) or electronic at https://www.azdes.gov/dcyf/cps/mandated_reporters/
4. Keep a copy of the report for your records if you wish. **DO NOT FILE THE COMPLETED FORM IN A STUDENT FILE.**

Accidents While on Duty

All employees have a responsibility to maintain safe conditions in their work areas as part of the normal work routine. Actions such as not leaving drawers open, not climbing on chairs or unstable ladders, and using caution when opening doors that swing out all help avoid accidents. **Negligence towards adhering to safety conditions can be a disciplinary measure. Utilize proper caution when performing your duties.**

Dress Code

The Holbrook Unified School District requires that all employees dress and maintain a general appearance that reflects their position and does not distract from the educational program of the school. In other than physical education classes, shorts and "sweats" are not suitable attire. Staff members are required to be models for students and thus comply with a professional dress code. **Jeans may only be worn with special permission and may not have tears or holes in them.**

Maintenance and cafeteria workers have uniforms which are discussed in a separate section of this handbook.

Key Procedures

Keys and security badges to the school district property or premises are issued to employees for official school business only. Do not loan or make your keys/badges available to any other person without the express written permission of your supervisor. Any lost keys/badges should be reported immediately to both the Director of the Maintenance Department and the Superintendent's office. **It is cautioned that violations of the policy may comprise willful and negligent misconduct and that loss of keys may carry a minimum replacement charge of \$50 per entry that the key has access to. In cases where locks must be changed, the cost of labor and materials will be taken into consideration in**

computing the final charges. Policy Reference #ECA, ECA-R, ECA-E, Administrative Procedure "Keys".

Professionalism

It is the intent of the Holbrook Unified School District to provide a professional environment for students, staff and parents. It is paramount that professionalism is displayed in all settings. **Refraining from gossip, unprofessional acts outside of school, and distasteful actions that may be a disruption to the educational environment is essential to the overall mission of the Holbrook Unified School District.** Please be aware that you are a professional and are so in all settings. Policy Reference A, AD, GBEB, GBEBB, GCQF, GDQD.

Attendance Reporting

All certified staff members that are designated as a teacher of record are required to report attendance on a regular basis depending on which school the certified staff member works at. It is paramount that attendance is taken in a timely manner and reported to the office at each respective site. Attendance is critical to student accountability and state reporting requirements. **Inefficiencies in reporting data may be subject to employee disciplinary procedures.**

Attendance at Required Events

The building administrator will set attendance requirements at school events. An employee is required to attend unless given specific permission by the building level principal or his/her designee.

Supervision of Students

Policy JLIA outlines Board Policy for supervision of students:

"When students are in school, engaging in school-sponsored activities, or traveling to and from school on school buses, they are responsible to the school and the school is responsible for them.

Supervision shall include being within the physical presence and, whenever possible, within a line of vision of the students so that school personnel will have a reasonable opportunity to control the behavior of and assist the students if necessary. Teachers shall exercise supervision as appropriate from the commencement of the school day, before classes begin, during class sessions, during lunch periods, between classes, and at any other time when performing

teaching or related duties on behalf of the school.

If it should be necessary in an emergency situation for a teacher to leave the physical presence of the students, then the teacher shall make a reasonable effort to obtain a school employee to supervise the students during the teacher's absence. In no case shall the teacher leave students unsupervised if there is a reasonable possibility that harm to students or property will result from the students being left unattended.

School administrators, teachers, and other staff members will ensure that anyone who wishes to contact a student during the school day is doing so for proper reasons."

Reporting to work in a timely manner

Building principals will set normal work hours and times for reporting to work at each site. Habitual tardiness or absenteeism is discouraged and will be dealt with as unprofessional conduct.

Social Media

It is essential that HUSD #3 employees are aware of the proper use of social media. Personal communication through cell phones, Facebook, Twitter, etc. are potentially liable sources of unprofessional behavior. Staff should refrain from personal contact with students through the use of social media. **Details are outlined in the Acceptable Use Policy and Policies IJND and GBEF.**

Productivity in the work place

It is essential that each employee is productive in their role. It is essential to identify the details of your job description and fulfill those duties to your maximum potential. Employees may be requested to fulfill additional duties and assignments to ensure the mission of the District is fulfilled.

Professional Growth/Certification

The Holbrook Unified School District provides opportunities for certified and support staff development, both mandatory and voluntary. Certified employees may be given advancement on the salary schedules for each approved (6) credit hours of training. Requests for advancement should be made prior to taking any classes or training by filling out the appropriate professional growth form.

PROFESSIONAL GROWTH NOTICE 2016-2017

To: All Staff Members
From: Dr. Robbie Koerperich
Date: August 2016
Re: Professional Growth for 2016-2017

If you are requesting movement on the salary schedule and have requested you transcript from the university you attended, you must forward these official transcripts to me before October 1st. Any transcripts received after that date WILL NOT be considered for salary advancement.

If you have not already done so, please see your building principal for the PROFESSIONAL STAFF DEVELOPMENT OPPORTUNITIES FORM that he/she will need to approve before submitting this form to the personnel office. These should remain on file for future salary advancements as the budget allows.

Professional growth salary advancements are not guaranteed past the 2016-2017 school year. Notification will be given each year as to whether the District will honor professional growth hours based on budgetary considerations.

Please feel free to contact me with any questions!

Support Staff Professional Growth

Policy GDMA Support Staff Career Development allows support staff to receive additional increments to their compensation through educational improvement specifically related to their position within the District. Professional growth is subject to annual review by the Superintendent and intent to take coursework related to the support staff members' position within the District and must be preapproved prior to taking the coursework or training.

Required Staff Development Training

All staff are required to either attend trainings or conduct on-line trainings pertaining to these Board Policy trainings. A verified completion of the course or signature of participation in training is required to be on file at the District Office annually. Trainings include:

Universal Precautions

All employees are required to attend an annual training regarding the use of universal precautions as part of the Bloodborne Pathogens Standard. Universal precautions involve treating body fluids as if they are infectious and all employees must be aware of the District's procedures regarding incidents of exposure. **Policy Reference #GBGCBE.**

Occupational Safety and Health Administration (OSHA)

All staff members are required to have this training annually.

Chemical Awareness

All staff members are required to have this training annually.

Sexual Harassment/Bullying Procedures

All staff members are required to have this training. Arrangements will be made to have this training available annually. Check with your immediate supervisor as to the time and location of the training.

Acceptable Use Policies

All staff members are required to have this training annually prior to using the District's technology system.

Homeless Training

All staff members are required to have this training annually.

Drug Free Work Place

All staff members are required to have this training annually.

Child Find

All staff members are required to have this training annually.

ABC's of Responding to Child Abuse

All staff members are required to have this training annually.

School Safety Training

All staff members are required to be trained in the district's safety procedures including fire drill safety, shelter in place drills, hit the deck drills, lockouts, lock downs, evacuate and shelter drills. HUSD #3 follows the I Love You Guys emergency response system. All employees must participate in school safety professional development as outlined by the district, principal or department leader.

Additional Staff Development Training

Beginning Teacher Mentoring

Teachers new to the teaching profession are required to participate in the District's mentoring program if they are designated to be in the program. Mentees will participate in the Teachers New to Teaching (TNT) three year program including Year 1- Foundations of the classroom; Year 2- Professional Responsibilities; and Year 3- Action Research.

Technology Classes

District employees are expected to use technology in the classroom and in their job responsibilities. Training is available for those who need it.

Job Specific Training

The District supports advancement of knowledge and skills for all employees. Employees may be required to complete training to sustain or enhance a current work assignment. All training must be preapproved prior to the training.

School Improvement Professional Development

The District; as well as, each school hosts professional development opportunities for continuous improvement. Professional development may include technology workshops, special education workshops, vocational education training, and other professional development activities that are relevant to "closing the achievement gap" for our students. Principals and supervisors are vested with the duty to provide professional development opportunities that are relevant to the school improvement process. All professional development opportunities are guided by the ICANDO professional development process (I-nitiation, C-omprehension, A-pplication, N-urturing, D-ata-driven, O-ngoing). All professional development must be preapproved by the school principal and/department supervisor; as well as, the Superintendent prior to conducting or attending the professional development opportunity.

As part of the District's plan for staff development, each school will plan the equivalent of at least 16 hours of researched-based training that is tied to the school's improvement plan and based on the school's needs assessment each year.

If a teacher has been approved to attend a conference and the teacher does not attend, he/she is responsible for reimbursing all associated fees to the District.

No payment for attendance or participation in professional development shall be implied. **All stipends for participating in professional development must be preapproved dependent upon proper funding sources.**

Teacher Certification and Recertification

Teachers are responsible for:

- Requesting certification by completing an application, providing all documentation and official transcripts to the Arizona Department of Education
- Paying all fees for certification and required testing.
- Taking required certification exams in a timely manner.
- Requesting for and taking the Arizona and US Constitution courses if required by certification.
- Applying for renewal certificates prior to lapses in certification.
- Obtaining proper certification to be Highly Qualified and certified to teach the coursework in the teacher's assignment.

- Meeting all original and renewal requirements for certificates or endorsements.
- Renewal of certificate requires teachers to document 180 professional development hours.
- Paying fees for fingerprinting.
- **Maintaining a valid fingerprint card at all times.**

***Certification is the responsibility of the teacher. Teachers can not be teaching in the classroom without a valid teaching certificate and fingerprint clearance card!**

Structured English Immersion (SEI) Endorsement

All persons holding a valid Elementary, Secondary, Principal, Superintendent, Supervisor, Career and Technical, and Special Education Arizona State Certificate, with the exception of those who have obtained a full ESL or Bilingual Endorsement prior to August 31, 2006, are required to obtain the SEI Endorsement.

~~The provisional endorsement requires 3 semester hours of courses in SEI methods of teaching English Language Learner (ELL) students. A provisional endorsement is valid for 3 years and is not renewable. The full endorsement requires an additional 3 semester hours or 45 clock hours of professional development for a total of 90 clock hours. A teacher has three years in which to complete the final 45 hours for the SEI endorsement. (May be subject to State Board of Education and Arizona Department of Education modifications annually).~~

GOVERNING BOARD POLICIES

Drug Abuse Policy

No employee shall violate the law or District policy in the manufacture, distribution, dispensing, possession, or use of in the workplace, of alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in Section 202 of the Controlled Substances Act. Workplace includes any school building or any school premises and any school owned vehicle or any other school approved vehicle to transport staff members or students to and from school or school activities or on school business. **Policy Reference #GBEC.**

Grievance Procedures

Effective communication between District employees, the administrative staff, and the Board is essential for proper operation of the schools. The Governing Board, therefore, authorizes the Superintendent to establish a grievance procedure for employees as the prescribed means of resolving grievances at the earliest date and the lowest possible administrative level. **Within fifteen (15) days after the employee knew, or should have known, of the act or omission giving rise to the grievance, the grievant must present the grievance in writing to the immediate supervisor. See the personnel department for more information. Policy Reference #GBK.**

Reduction in Work Force

A reduction in the total number of staff members may be necessary because of such things as declining enrollment, a decrease in revenue or changes in the state educational requirements.

If a reduction in force is unavoidable, the Governing Board will follow policy GCQA. Reduction in personnel must also meet requirements of the District's equal employment opportunity policy. **Policy Reference #GCQA.**

Sexual Harassment

Holbrook Board Policy provides a very direct expectation when it comes to matters of sexual harassment, i.e., all individuals associated with the District - both employees and students... "are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment."

- Take sexual harassment seriously - we do!

- There is zero tolerance for any sexual harassment in Holbrook School District.
- Respond to concerns - on the bus, in the office and in the classroom.
- Document - even if you are just reporting the incident. Submit detailed summary to your supervisor.
- Avoid using "dangerous words."

Smoking Policy

Smoking is strictly prohibited in all District buildings, on all District grounds, and in all District vehicles. This policy applies to all employees, students, and visitors. Signs will be posted in all District buildings and vehicles.

For purpose of the policy, smoking shall mean all uses of tobacco. **Policy Reference #GBED.**

Use of Technology

Implementation and procedures will be covered through the training provided by the District Technology Coordinator. All employees must have a signed AUP (Acceptable Use Policy) agreement before accessing the District technology. **The employee is cautioned about utilizing social media for educational purposes and all social media must be preapproved by the building administrator.** See policies IJND-R, IJNDB, IJNDB-R, IJNDB-E.

DISTRICT BENEFITS

District Daycare: District employees are eligible to use the District's daycare, Schoolhouse PALS (Play and Learning Services) for their pre-school children. They must be the parent or legal guardian of the child. If only one parent is a school employee, the other parent must be employed or attending school outside the home. If the parent is a single parent, the child is eligible to attend the daycare. This benefit offers quality child care at a reasonable rate. Any exceptions to the eligibility requirements for use of the daycare must be approved by the Governing Board.

SECTION G of the Governing Board Policies

All policies, practices and procedures of the District will adhere to current board policies. These policies are updated regularly and the employee should pay special attention to board agendas to stay current with policy. As much as possible, changes in board policy will be communicated to employees; however, it is the responsibility of the employee to attain up to date information pertaining to the policies of the Holbrook Governing Board. All policies can be accessed through the Arizona School Board Association website at www.azsba.org.

Additional Personnel Policies for reference:

G-0050 © GA PERSONNEL GOALS / PRIORITY OBJECTIVES

G-0200 © GBA EQUAL EMPLOYMENT OPPORTUNITY

G-0211 © GBA-R

G-0231 © GBA-E

G-0400 © GBB STAFF INVOLVEMENT IN DECISION MAKING

G-0650 © GBEA STAFF ETHICS

G-0700 © GBEAA STAFF CONFLICT OF INTEREST

G-0731 © GBEAA-E

G-0750 © GBEB STAFF CONDUCT

G-0761 © GBEB-R

G-0781 © GBEB-E

G-0850 © GBEBB STAFF CONDUCT WITH STUDENTS

G-0900 © GBEC GIFTS TO AND SOLICITATIONS BY STAFF MEMBERS

G-0950 © GBEC DRUG – FREE WORKPLACE

G-0981 © GBEC-EA

G-0982 © GBEC-EB

G-1000 © GBECA NONMEDICAL USE OR ABUSE OF DRUGS OR ALCOHOL

G-1050 © GBECB ALCOHOL USE BY STAFF MEMBERS

G-1100 © GBED SMOKING BY STAFF MEMBERS

G-1300 © GBGB STAFF PERSONAL SECURITY AND SAFETY

G-1311 © GBGB-R

G-1350 © GBGC EMPLOYEE ASSISTANCE

G-1381 © GBGC-E

G-1400 © GBGCA WELLNESS PROGRAMS

G-1411 © GBGCA-R

G-1450 © GBGCB STAFF HEALTH AND SAFETY

G-1481 © GBGCB-E

G-1500 © GBGD WORKERS' COMPENSATION

G-1511 © GBGD-R

G-1531 © GBGD-E

G-1600 © GBI STAFF PARTICIPATION IN POLITICAL ACTIVITIES

G-1650 © GBJ PERSONNEL RECORDS AND FILES

G-1681 © GBJ-E

[G-1800 © GBK STAFF GRIEVANCES](#)
[G-1811 © GBK-R](#)
[G-1831 © GBK-EA](#)
[G-1832 © GBK-EB](#)
[G-1833 © GBK-EC](#)
[G-1834 © GBK-ED](#)
[G-1835 © GBK-EE](#)
[G-1900 © GBP PROHIBITED PERSONNEL PRACTICES](#)
[G-2050 © GCA PROFESSIONAL STAFF POSITIONS](#)
[G-2150 GCB PROFESSIONAL STAFF CONTRACTS AND COMPENSATION](#)
[G-2200 GCBA PROFESSIONAL STAFF SALARY SCHEDULES](#)
[G-2400 © GCBC PROFESSIONAL STAFF SUPPLEMENTARY PAY PLANS](#)
[G-2450 © GCBD PROFESSIONAL STAFF FRINGE BENEFITS](#)
[G-2500 © GCC PROFESSIONAL / SUPPORT STAFF LEAVES AND SBNENCES](#)
[G-2550 © GCCA PROFESSIONAL / SUPPORT STAFF SICK LEAVE](#)
[G-2600 GCCB PROFESSIONAL / SUPPORT STAFF PERSONAL / EMERGENCY/ RELIGIOUS LEAVE](#)
[G-2900 © GCCC PROFESSIONAL / SUPPORT STAFF LEAVES OF ABSENCE WITHOUT PAY](#)
[G-2931 © GCCC-EA](#)
[G-2932 © GCCC-EB](#)
[G-2933 © GCCC-EC](#)
[G-2934 © GCCC-ED](#)
[G-2935 © GCCC-EE](#)
[G-2950 © ECCD PROFESSIONAL / SUPPORT STAFF MILITARY / LEGAL LEAVE](#)
[G-2981 © GCCD-E](#)
[G-3000 GCCE PROFESSIONAL / SUPPORT STAFF CONFERENCES / VISITATIONS / WORKSHOPS](#)
[G-3050 © GCCF SABBATICAL LEAVE](#)
[G-3100 GCCG PROFESSIONAL / SUPPORT STAFF VOLUNTARY TRANSFER OF ACCRUED SICK LEAVE](#)
[G-3150 GCCH PROFESSIONAL / SUPPORT STAFF BEREAVEMENT LEAVE](#)
[G-3200 © GCD PROFESSIONAL STAFF VACATIONS AND HOLIDAYS](#)
[G-3450 GCF PROFESSIONAL STAFF HIRING](#)
[G-3461 © GCF-R](#)
[G-3481 © GCF-EA](#)
[G-3482 © GCF-EB](#)
[G-3483 © GCF-EC](#)
[G-3484 © GCF-ED](#)
[G-3550 © GCFC PROFESSIONAL STAFF CERTIFICATION AND CREDENTIALING REQUIREMENTS](#)
[G-3581 © GCFC-E](#)
[G-3700 © GCFE PROFESSIONAL / SUPPORT STAFF HIRING – OATH OF OFFICE](#)
[G-3731 © GCFE-E](#)
[G-3750 © GCG PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT](#)
[G-3761 GCG-R](#)
[G-3850 © GCGB ARRANGEMENTS FOR SUBSTITUTE STAFF MEMBERS](#)
[G-3861 © GCGB-R](#)
[G-3950 © GCH PROFESSIONAL / SUPPORT STAFF ORIENTATION AND TRAINING](#)
[G-4100 GCI PROFESSIONAL STAFF DEVELOPMENT](#)
[G-4111 GCI-R](#)

[G-4131 GCI-E](#)
[G-4400 © GCJ PROFESSIONAL STAFF NONCONTINUING AND CONTINUING STATUS](#)
[G-4500 ©GCK PROFESSIONAL STAFF ASSINGMENTS AND TRANSFERS](#)
[G-4600 GCL PROFESSIONAL STAFF SCHEDULES AND CALENDARS](#)
[G-5000 © GCMC PROFESSIONAL STAFF MEETINGS](#)
[G-5150 © GCMF PROFESSIONAL STAFF DUTIES AND RESPONSIBILITIES](#)
[G-5350 © GCO EVALUATION OF PROFESSIONAL STAFF MEMBERS](#)
[G-5361 GCO-RA](#)
[G-5362 © GCO-RB](#)
[G-5381 GCO-EA](#)
[G-5382 GCO-EB](#)
[G-5600 © GCP PROFESSIONAL STAFF PROMOTIONS](#)
[G-5750 © GCQ PROFESSIONAL STAFF TERMINATION OF EMPLOYMENT](#)
[G-5800 © GCQA PROFESSIONAL STAFF REDUCTION IN FORCE](#)
[G-5900 GCQC RESIGNATION OF PROFESSIONAL STAFF MEMBERS](#)
[G-6000 GCQE RETIREMENT OF PROFESSIONAL STAFF MEMBERS](#)
[G-6031 GCQE-E](#)
[G-6100 © GCQF DISCIPLINE, SUSPENSION, AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS](#)
[G-6131 © GCQF-E](#)
[G-6150 © GCR NONSCHOOL EMPLOYMENT BY PROFESSIONAL STAFF MEMBERS](#)
[G-6300 © GCRD TUTORING FOR PAY](#)
[G-6350 © GCS PROFESSIONAL RESEARCH AND PUBLISHING](#)
[G-6600 © GDA SUPPORT STAFF POSITIONS](#)
[G-6800 © GDB SUPPORT STAFF CONTRACTS AND COMPENSATION](#)
[G-6850 © GDBA SUPPORT STAFF SALARY](#)
[G-6950 © GDBC SUPPORT STAFF SUPPLEMENTARY PAY / OVERTIME](#)
[G-7000 © GDBD SUPPORT STAFF CONTRACTS AND COMPENSATION](#)
[G-7050 © GDC SUPPORT STAFF LEAVES AND ABSENCES](#)
[G-7350 GDCG SUPPORT STAFF VOLUNTARY TRANSFER OF ACCRUED SICK LEAVE](#)
[G-7500 © GDD SUPPORT STAFF VACATIONS AND HOLIDAYS](#)
[G-7650 © GDF SUPPORT STAFF HIRING](#)
[G-7661 © GDF-R](#)
[G-7681 © GDF-EA](#)
[G-7682 © GDF-EB](#)
[G-7683 © GDF-EC](#)
[G-7684 © GDF-ED](#)
[G-7700 © GDFA SUPPORT STAFF QUALIFICATIONS AND REQUIREMENTS](#)
[G-7731 © GDFA-E](#)
[G-7850 © GDFE SUPPORT STAFF HIRING – OATH OF OFFICE](#)
[G-7900 © GDG PART – TIME AND SUBSTITUTE SUPPORT STAFF EMPLOYMENT](#)
[G-8100 © GDH SUPPORT STAFF ORIENTATION AND TRAINING](#)
[G-8250 GDJ SUPPORT STAFF ASSIGNMENTS AND TRANSFERS](#)
[G-8300 © GDK SUPPORT STAFF SCHEDULES AND CALENDARS](#)
[G-8450 © GDL SUPPORT STAFF WORKLOAD](#)
[G-8461 © GDL-R](#)
[G-8550 ©GDLB SUPPORT STAFF METTINGS](#)

G-8600 GDMA SUPPORT STAFF CAREER DEVELOPMENT
G-8631 GDMA-E
G-8850 © GDN SUPERVISION OF SUPPORT STAFF MEMBERS
G-8900 © GDO EVALUATION OF SUPPORT STAFF MEMBERS
G-8931 © GDO-EA
G-8932 © GDO-EB
G-9000 © GDOB DRUG AND ALCOHOL TESTING OF TRANSPORTATION EMPLOYEES
G-9050 © GDP SUPPORT STAFF PROMOTIONS AND RECLASSIFICATION
G-9100 © GDQ SUPPORT STAFF TERMINATION OF EMPLOYMENT
G-9150 © GDQA SUPPORT STAFF REDUCATION IN FORCE
G-9200 © DGQB RESIGNATION OF SUPPORT STAFF MEMBERS
G-9250 © GDQC RETIREMENT OF SUPPORT STAFF MEMBERS
G-9281 © GDQC-E
G-9300 © GDQD DISCIPLINE, SUSPENSION, AND DISMISSAL OF SUPPORT STAFF MEMBERS
G-9350 © GDR NONSCHOOL EMPLOYMENT BY SUPPORT STAFF MEMBERS