

Sedona-Oak Creek



Unified School District #9

2018-2019
Employee Handbook

Notice

Every employee should read and become familiar with the contents of the Sedona-Oak Creek JUSD #9 Employee Handbook. The handbook is for informational purposes only and provides a summary of many of the key policies, procedures, and benefits of the school district.

While every effort is made to maintain the accuracy of the handbook, the school district reserves the right to modify, suspend, or terminate any of the policies, procedures, and/or benefits described in the handbook, with or without prior notice to employees. No one other than the Governing Board, Superintendent, or Superintendent's designee may alter or modify any of the practices or procedures in this handbook.

The Sedona-Oak Creek JUSD #9 Governing Board Policy Manual takes precedence over all information found in this 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. The contents of this handbook are not conditions of employment, and do not constitute a contract between Sedona-Oak Creek JUSD #9 and its employees.

TABLE OF CONTENTS

Notice.....	Page 1
Table of Contents.....	Page 2-4
General Information	Page 5
District Who's Who	Page 6
Staff Ethics	Page 7
Use of Technology.....	Page 7
Staff Dress Code.....	Page 8
School Purchases	Page 8
Staff Conflict of Interest.....	Page 8
Pre-employment Conditions	Page 9
Immigration & Naturalization Information	Page 9
Selective Services Registration	Page 9
Fingerprinting & Conviction Information	Page 9
Immunization Requirements.....	Page 9
Driver's License	Page 9
Drug Free Workplace	Page 10
Employee Assistance Program	Page 10
Smoking on District Premises	Page 10
Weapons	Page 10
Cell Phone Use	Page 10
Equal Opportunity	Page 11
Sexual Harassment	Page 11-12
Reporting Child Abuse	Page 12
Schools/Departments Rules & Regulations.....	Page 13
Professional Growth/Lane Change Opportunities.....	Page 13
Performance Evaluations.....	Page 13
Record Information.....	Page 13
Notification of Criminal Charges	Page 13

Notification of Subpoena of Legal Complaint	Page 14
Personnel Files.....	Page 14
Release of Information	Page 14
Political Activities	Page 14
Vehicle Liability Coverage.....	Page 14-15
Complaints & Grievances.....	Page 15
Disciplinary Action Policy	Page 15
Due Process	Page 15
Safety/Accident Reporting	Page 15-16
Industrial Leave/Compensation.....	Page 16-17
Protection of Personal/District Property.....	Page 17
Protection of Staff (Threats).....	Page 17
Personal Health.....	Page 17
Initial Salary Placement.....	Page 18
Classroom Site Fund.....	Page 18
Contracts (Certified Staff)	Page 18
Federal & State Tax Withholding.....	Page 18-19
Payroll Deductions	Page 19
FICA Tax (Social Security & Medicare).....	Page 19
Arizona State Retirement System.....	Page 19
Tax Sheltered Annuities	Page 19
Employee Medical Insurance	Page 20
Pay Periods & Explanation of Pay	Page 20
Timekeeping Procedures	Page 21
Flex Time.....	Page 21
Time Clock Procedures	Page 21
Overtime Pay	Page 21-22
Leave Procedures.....	Page 22
Time Clock Misuse.....	Page 22
Extra-Duty	Page 22
Unemployment Benefits	Page 22

Attendance Page 22

Absence Reporting Page 23

Sick/Personal Leave Page 23

Sick LeavePage 23-24

Unpaid Leave..... Page 24

Reimbursement for Unused Sick Leave Page 24

Vacation..... Page 24

Bereavement Leave Page 25

Civic Leave..... Page 25

Military Leave Page 25

Professional Leave for School Business..... Page 26

FMLA Leave Page 26

Job Posting..... Page 26

Transfers & Reassignments Pages 26-27

Voluntary Support Staff Termination of Employment..... Page 27

Breach of Contract..... Page 27

Continuation of Health Insurance (COBRA)Page 27-28

Public Right to Know Page 28

As a member of the Sedona-Oak Creek JUSD #9 educational team, we welcome you. In our District, you'll find the opportunity to fulfill your career goals while providing educational services and support to our nation's most precious resource, OUR STUDENTS.

GENERAL INFORMATION

Should you have any questions concerning any of the information contained herein, please contact your administrator/supervisor, or contact the District Office at (928) 204-6800.

Statement of Intent to Comply

The Sedona-Oak Creek JUSD #9 affirms its intent to comply with all Federal and State Laws relating to the prevention of discrimination. All courses, services, activities, and employment opportunities are offered without regard to race, color, creed, national origin, age, sex, or handicapping condition.

This compliance is to include, but not be limited to, the regulations of Title IX of the Education Amendments of 1972, issued by the United States Department of Health, Education, and Welfare, which prohibits discrimination on the basis of sex in education programs or activities; and will comply with the Education of All Handicapped Children Act, Public Law 92-142, Section 504 of the Vocation Rehabilitation Act of 1972; Title IV of the Civil Rights Act of 1964; and Federal Vocational Education Guidelines issued to meet a requirement.

Declaración de intenciones de cumplir

El Distrito Escolar Unificado de Sedona #9 afirma su intención de cumplir con todas las leyes federales y estatales relacionadas con la prevención de la discriminación. Todos los cursos, servicios, actividades y oportunidades de empleo se ofrecen sin distinción de raza, color, credo, origen nacional, edad, sexo o condición de discapacidad.

Este cumplimiento deberá incluir, pero no limitarse a, las normas del título IX de las Enmiendas de Educación de 1972, emitido por el Departamento de Estados Unidos de Salud, Educación y Bienestar, que prohíbe la discriminación por razón de sexo en los programas de educación o actividades, y cumplirán con la Educación de Todos los Niños discapacitados, Ley Pública 92-142, Sección 504 de la Ley de Rehabilitación Vocacional de 1972, Título IV de la Ley de Derechos Civiles de 1964, y la Guía Federal de Educación Profesional emitidos para cumplir con un requisito.

(928) 204-6800; 221 Brewer Road, Sedona, Arizona 86336

Policy Interpretation

Sally Cadigan

Payroll/ Employment/Benefits

Lesley Singletary

District Who's Who

GOVERNING BOARD MEMBERS

Mr. Randy Hawley, President
Mrs. Heather Hermen, Vice-President
Mr. Karl Wiseman
Ms. Karen McClelland
Mr. Zach Richardson

SUPERINTENDENT'S CABINET

Mr. Dennis Dearden, Superintendent
Mrs. Sally Cadigan, Board/Superintendent's Secretary

PRINCIPALS

Sedona Red Rock Jr/Sr High School	Jay Litwicki
Sedona Red Rock Jr/Sr High School	Don Burton (AP)
West Sedona Elementary School	Brenda Buck

DIRECTORS AND MANAGERS

Finance/HR Director	Heather Shaw-Burton
Curriculum	Deana DeWitt
Technology	John Parks
Special Education	Trish Alley
Communications	Jennifer Chilton
Grounds/Maintenance	Fred Barton
Food Service	Becky Parks
Transportation	Vickie Gann
Custodial	Mike Casey

Staff Ethics

All employees of the District are expected to maintain high standards in their school relationships. These standards include the following:

- The maintenance of just and courteous professional relationships with pupils, parents, staff members, and others.
- The establishment of friendly and intelligent cooperation between the community and school system.
- The representation of the school system on all occasions so that the contributions of the school system to the community are recognized.
- The welfare of children is the first concern of the school system: thus appointments to positions and promotion must be based solely on merit. The use of pressure on school officials for appointment or promotion is unethical.
- Restraint from using school contacts and privileges to promote politics, religious views, or propaganda of any kind.
- Directing any criticism of another staff member or of any department of the school system toward the improvement of the school system. Such constructive criticism is to be made directly to the particular school administrator who has the administrative responsibility for improving the situation and then to the Superintendent, if necessary.
- In the performance of professional duties, an educator shall keep in confidence such information as he/she may secure, unless disclosure serves professional purposes or is required by law.

Use of Technology

The District provides technology resources to teachers and staff. The District has a strict policy on the proper use of these resources. The use of technology resources shall support education, research, and the educational goal of the District.

Every employee shall be furnished a copy of the District's use of technology policy, and will receive a Computer Use Notice attesting to receipt and understanding of the policy. Violation of this policy will result in disciplinary action that may include loss of pay, suspension, and/or dismissal.



Staff Dress Code

District employees shall ensure that dress and grooming present a professional image for students, parents, and the community while at work or while conducting District business. It is important to remember that good public relations and the professional image presented by an employee are a very important part of building confidence in our schools. Each Sedona-Oak Creek JUSD #9 employee has an important role to play in building this positive image. The examples below are not intended to be all-inclusive, but serve as a ***guideline***.



Appropriate Examples

Dresses, skirts and tailored shorts -
(no shorter than 3 inches above the knee)
Collared shirts
Casual dress slacks
Shirts with sleeves
Jackets

Inappropriate Examples

Tattered, faded, or worn clothing
Overalls
Spandex
Bare-midriff
Low cut tops or spaghetti straps
Tight, form fitting shirts or slacks

Special circumstances (field day, instructional purposes, outdoor educational activities) may necessitate exceptions as authorized by their immediate supervisor.

School Purchases

Sedona-Oak Creek JUSD #9 conducts the business of purchasing merchandise and/or services through the issuance of preauthorized purchase order numbers. ***THIS PRACTICE IS STRICTLY ENFORCED.*** Ordering merchandise and/or services without a preauthorized purchase order number puts both the employee who placed the order and the vendor at risk.

Payment for services and/or merchandise delivered without a preauthorized purchase order number will be the personal responsibility of the employee who placed the order, and the vendor will need to seek payment from that individual.

Staff Conflict of Interest in Business Relations

Any employee who has, or whose relative has, a substantial interest in any decision of the District shall make known this interest in the official records of the District, and shall refrain from participating in any manner as an employee in such decision.
(Sedona-Oak Creek JUSD #9 Governing Board Policy GBEAA).

PRE-EMPLOYMENT CONDITIONS

At the time of employment, all employees are required by law to sign an oath affirming support of the Constitution of the United States as well as the Constitution and Laws of the State of Arizona.

Immigration and Naturalization Information

Form I-9, Employment Eligibility Verification must be completed on all new employees as required by law.

Selective Service Registration

In compliance with A.R.S. §38-201.D, effective September 30, 1988, all new male employees born in 1960 or later must certify that they have registered with the Selective Service in order to secure employment with the Sedona-Oak Creek JUSD #9.

Fingerprinting & Conviction Information

All Certified and Educational Support Personnel must have a fingerprint report on file with the Arizona Department of Public Safety (DPS). There will be a fee to cover the cost involved in the fingerprinting. If the information provided on the employment application should prove inconsistent with the information received from the certificate of criminal offenses (background check) or the fingerprint clearance check, or if the background contains arrests/convictions of crimes related to the offenses listed on the support staff Qualifications and Requirements, the employee's employment with Sedona-Oak Creek JUSD #9 may be terminated.

Immunization Requirements

Arizona Department of Health Regulations (R9-6-350, R9-6-353, and R9-6-365) require an immunization record showing measles and rubella



**No Shots?
No Records?
NO SCHOOL!**

immunity for each school employee born after January 1, 1957. In the event of an outbreak, staff members without immunity documentation, including those who utilize the exemption, must be excluded from school and put on leave without pay, or they may use their own available accumulated sick leave during the period of exclusion.

Driver's License

Any person employed in a position that requires them to drive District vehicles is required to have or obtain the appropriate Arizona driver's license for the vehicle operated, before employment, and must maintain a valid license while the driving of District vehicles remains a job requirement. In addition, employees driving District vehicles must **annually** submit a Driver Approval Form, with a copy of their valid license, to the District's Transportation Department.

Drug/Alcohol Free Workplace

The Governing Board recognizes that drug dependency is a major health problem, and its effect has serious safety and security repercussions for both students and staff. *Therefore, it is this District's intent and obligation to provide a drug/alcohol-free workplace.*



Every employee shall be provided with a copy of the District's Drug Free Workplace Policy, and will receive a Drug Free Workplace Notice attesting to receipt and understanding of the policy. *(Sedona-Oak Creek JUSD #9 Governing Board Policy GBEC).*

If there is just cause, an employee may be subject to a random drug test at the District's request and expense. Transportation employees are subject to random testing in accordance with standards set by the Arizona Department of Transportation.

Employee Assistance Program

Employees are encouraged to seek confidential assistance if they have concerns about alcohol or drug usage, or other conditions that may affect job performance.

An employee who must be referred to an employee assistance program may be placed on some category of leave until the District receives medical and/or professional certification of the employee's ability to resume job responsibilities. Counseling is short-term and confidential.

Smoking on District Premises

The Governing Board recognizes that smoking on district property presents a health and safety hazard which can have serious consequences for the smoker, the non-smoker, and the welfare of the District. *Therefore, the use of tobacco products and/or electronic/vapor cigarettes is prohibited in District facilities, on District grounds, or in District vehicles.* *(Sedona-Oak Creek JUSD #9 Governing Board Policy GBED).*

Weapons

In accordance with A.R.S. §13-3102, District employees are *not* permitted to carry and/or possess firearms/weapons on school premises. School premises include the school, school grounds, school buses, or any premises, grounds, or vehicles used for school purposes. Employees violating this policy will be subject to discipline, which may include loss of pay, suspension, and/or dismissal.

Cell Phone Use

We recognize that cellular telephones are a part of our world, and assist us with our endeavors. However, excessive use of personal cell phones during class time and/or work time may be considered an unprofessional act, and appropriate disciplinary action may occur, up to and including suspension and/or termination. We ask that you monitor your cell phone activities carefully.

CONDITIONS OF EMPLOYMENT

Equal Opportunity

The Sedona-Oak Creek JUSD #9's Affirmative Action Plan guarantees equal opportunities in employment regardless of national origin, race, creed, marital status, age, sex, color, or disability. Title IX/Title II assures that students, employees, and volunteers will not be subjected to discrimination in any educational program or activity.

Sexual Harassment

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

Sexual harassment includes unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member, where:

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

Sexual harassment may include, but is not limited to:

- * Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons.
- Continuing to express sexual interest after being informed that the interest is unwelcome. Reciprocal attraction between peers is not considered sexual harassment.
- Implying or withholding support for an appointment, promotion, or change of assignment, suggesting that probation will be failed, implying or actually withholding grades earned or deserved, or suggesting that a scholarship recommendation or college applicant will be denied.
- Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee, or engaging in coercive sexual

behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.

- Offering or granting favors, educational, or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shift recommendations, or reclassifications, etc. in exchange for sexual favors.

Adults share a special responsibility to students in a school situation, and need to be sure that relationships are wholesome in all aspects. Students, because of their youth and naiveté, may be vulnerable to improper language or actions, and unable to protect themselves effectively.

Because of their youth, any sexual advances by an adult toward a student, whether welcome or not, whether representing reciprocal attraction or not, shall constitute sexual harassment according to this policy.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should immediately inform the Superintendent. If the Superintendent is the target of the allegation, the Governing Board President shall be notified.

A substantiated charge against any person, including, but not limited to, staff members, a Governing Board member, vendor, service person, or parent, may subject that person to disciplinary action including being banned from school property or other action that is deemed appropriate by the Governing Board.

All matters involving sexual harassment complaints will remain confidential to the maximum extent possible.

Reporting Child Abuse

Any school official or employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or who has observed a child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, MUST immediately report or cause a report to be made to the Arizona Department of Child Safety, or local law enforcement agency, as required by law.

Per A.R.S. §13-3620, a person who fails to report abuse is guilty of a class I misdemeanor, except if the failure to report involves a reportable offense, the person is guilty of a class 6 felony. (*Sedona-Oak Creek JUSD #9 Governing Board Policy JLF*).

Arizona Department of Child Safety
1-888-SOS-CHILD (1-888-767-2445)
<http://dcs.az.gov/report-child-abuse>

Sedona Police Department
911 - Emergency
1-928-282-3100 - Non-Emergency

Schools/Departments Rules and Regulations

Schools/Departments may establish and publish rules, regulations, and procedures designed to meet educational and/or operational needs. Copies of these rules will be filed each year with the District Office at the beginning of each fiscal year. Lunch periods, rest breaks, hours of work, safety practices, work methods, etc., may vary between schools. Employees will comply with established work schedules. Questions may be directed to ones' immediate supervisor or the District Office.

Professional Growth/Lane Change

All courses must have prior approval if you are using them for growth on the salary schedule. After you have completed the course you must submit **official transcripts** to the District Office on or before October 1st to receive credit for the current school year. Employees are eligible for one lane change per school year. Lane changes occur after twelve (12) credits are earned. Refer to *Sedona-Oak Creek JUSD #9 Governing Board GCBA* for detailed information on professional growth requirements.

Performance Evaluations

The District conducts a program of evaluations of its classroom teachers and other certified staff on an annual basis. Certified staff with less than three (3) continuous years of service in the District receive a minimum of two (2) formal observations each



academic year. Qualified certified teaching staff with more than three (3) continuous years of service may have the option to waive the second formal evaluation.

(Sedona-Oak Creek JUSD #9 Governing Board Policy GCO).

All classified and support staff are evaluated on an annual basis by their supervisor or director.
(Sedona-Oak Creek JUSD #9 Governing Board Policy GDO).

Record Information

Any changes which may occur following employment, i.e. change of name, address, phone number, marital status, number of dependents for tax withholding purposes, person to notify in case of an emergency, etc., should be sent to the Payroll Department at the District Office.

Notification of Criminal Charges

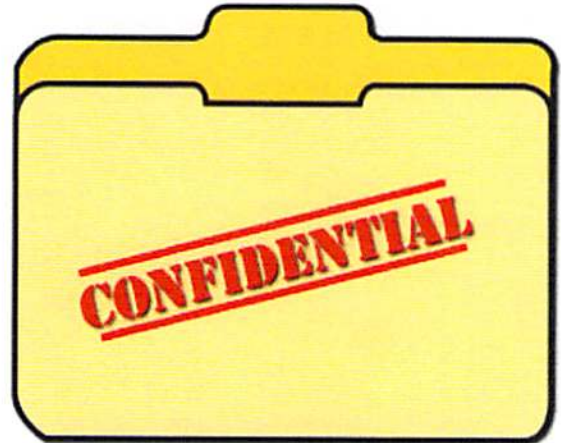
Should an employee of Sedona-Oak Creek JUSD #9 be formally charged by legal authorities, or convicted of any criminal offense, including a misdemeanor or felony, with the exception of minor traffic-violations, the employee must notify the District Office within five (5) working days. Failure to do so may result in termination of employment.

Notification of Subpoena or Legal Complaint

Any employee who is served with a subpoena, summons, or legal complaint on a matter relating to his/her employment, or any other matter relating to Sedona-Oak Creek JUSD #9, must notify the District Office as soon as possible, but no later than the next regular business day for the District Office.

Personnel Files

The District Office maintains a master file for all employees. You may review materials placed in your file after employment. This must be done in the presence of a District Office representative. You have the right to submit a written statement within ten (10) working days regarding any material to be filed.



Release of Information

All documents within a personnel file are confidential. All inquiries or requests from outside the District for information regarding employees or former employees of the District must be submitted in writing and forwarded to the District Office. A signed statement from the employee authorizing the release of such information, stating to whom it should be released, must accompany each request, with the exception of verification for dates of employment. (*Sedona-Oak Creek JUSD #9 Governing Board Policy GBJ*).

Political Activities

The Board recognizes and encourages the right of its employees, as citizens, to engage in political activity. Political activity shall be defined as the advocacy of any candidate for any political office to the exclusion of another candidate. Work time may not be used for political purposes.

Vehicle Liability Coverage

Sedona-Oak Creek JUSD #9 purchases a general and automobile liability coverage for District vehicles to cover claims made against the negligent acts of all employees acting in the scope of their assigned duties.

Employees who use their own vehicle for school business must comply with Arizona state automobile insurance requirements. The employee's personal insurance card must be on file with the Transportation Department, and the employee must be an approved driver of the District prior to doing school business in a private vehicle. The District's liability coverage is secondary coverage to the driver's personal auto insurance in the event of an accident or incident.

Employees who use their personal automobiles while on school business do not have physical damage (i.e. collision or comprehensive) coverage in the event an accident occurs.

Questions concerning liability coverage should be directed to the Finance Director at the District Office.

Complaints and Grievances

A "grievance" is a complaint by a District employee alleging a violation or misinterpretation of any District policy or regulation which specifically governs the employee's terms and conditions of employment.

- A "grievant" may be any employee of the District filing a grievance.
- "Terms and conditions of employment" means the hours of employment and compensation including fringe benefits.

To resolve any disputes you may have, our District has established procedures. You are required to discuss the dispute informally with your immediate supervisor before filing a formal grievance or complaint. Any grievance must be signed by the employee.

Disciplinary Action Policy

The Governing Board has adopted a policy of administering appropriate discipline to staff members who do not maintain the highest standards of professional conduct. Disciplinary action procedures are outlined for misconduct ranging from a letter of reprimand to dismissal. Procedural due process will be followed in each case. For more detailed information, refer to *Sedona-Oak Creek JUSD #9 Governing Board Policy GCQF or GDQD*.

Due Process

Sedona-Oak Creek JUSD #9 employees have rights guaranteed by the first, fifth, and fourteenth amendments to the U.S. Constitution. These rights are acknowledged and protected by the policies and regulations adopted by the Board.

HEALTH AND SAFETY

Safety/Accident Reporting

All employees have the responsibility of maintaining safe conditions in their work areas, and making safety a part of their normal work routine. Failure to observe safe working practices and procedures will result in disciplinary action and may be cause for dismissal.

Employees are responsible for properly maintaining and making regular safety inspections (where appropriate) before using District equipment, and for reporting unsafe conditions to their supervisors.

If an accident occurs while you are on duty, you are protected under Worker's Compensation of Arizona. Any injury sustained on District property, no matter how slight, must be reported to your supervisor immediately. The injury must also be called in to The Alliance (1-888-252-4689, press 2 for the on-call nurse.) Injuries requiring immediate emergency attention will be referred to the nearest hospital emergency room, or call 911.

In order to establish possible rights through Worker's Compensation Insurance, a prompt reporting of any accident or injury occurring on the job should be made to your supervisor, who will advise you on the proper procedures. Failure to do so may delay or prevent you from receiving benefits.

All employees are required to observe the following safety rules:

- Know the locations of fire extinguishers and how to use them correctly. Always alert emergency response personnel in the event of a fire.
- Watch out for recently waxed floors, loose carpeting, floorboard, and tiles. Wipe up all spills immediately.
- Proper footwear and clothing must be worn at all times.
- Keep all legs of your chair on the floor. Tilting back in a chair may result in a fall.
- Don't use a desk or chair as a ladder.
- Beware of telephone and electrical cords lying across the floor.
- Avoid obstructing your vision with large loads. Don't hurry, especially around corners.
- Don't store boxes where people might trip.
- Store heavy or breakable items on lower shelves.
- Avoid risk of rupture, internal injury, or back injury in attempting to lift or push excessive loads. If an object is too heavy to move or lift without strain, ask for assistance.
- Observe the correct position for lifting. Stand with your feet slightly apart, assume a squatting position with knees bent and tuck your chin. Tilt head forward, lift with both hands, and gradually push up with your legs, keeping your back straight. Avoid any abrupt movement.

Industrial Leave & Compensation

Specific leave and compensation benefits shall be made available to all employees in accordance with the Workers' Compensation Law based upon the following:

- Injured employees placed on a "no work" status from an attending physician may use their accrued leave time to cover the first seven (7) days. An injured employee out eight (8) or more calendar days will be compensated based on Arizona Worker's

Compensation Law (approximately 66-2/3rd percent of date of injury pay.) If you are eligible for industrial payments, you **may not** receive your salary/regular pay at the same time.

- All injured employees who receive medical treatment must have a full release to return to work. The District will make a good faith attempt to accommodate an injured employee who wishes to return to work.

Protection of Personal & District Property

It is the responsibility of all employees to protect and care for District property. If you have personal property in your classroom, office, or work area, you are responsible for maintaining an inventory of it in your principal's or immediate supervisor's office. This inventory is necessary to prove any loss you sustain through fire or other disasters with your own insurance company.

Personal property is not covered under the District's insurance policy.

Protection of Staff (Threats)

An employee who is threatened with bodily harm by an individual or group while carrying out his/her assigned duties shall immediately notify their building principal or supervisor. The principal or supervisor shall immediately notify the superintendent's office of the threat, and together they shall take immediate steps in cooperation with the employee to provide every reasonable precaution for his/her safety. Precautionary steps, including any advisable legal action, shall be reported to the superintendent's office at the earliest possible time.

Personal Health

The Sedona-Oak Creek JUSD #9, in compliance with the OSHA standards for Occupational Exposure to Blood-Borne Pathogens (29CFR1910), has established standards and administrative procedures to prevent employee exposure to blood-borne infectious diseases from contact with blood or body fluids.

Each District location shall have a provision of equipment and supplies necessary to minimize the risk of HIV and other blood-borne pathogens. ***All District employees are required to complete Blood-Borne training annually.***

**Bloodborne
Pathogens
Training**



SALARY AND BENEFITS

Initial Salary Placement

Initial placement on the salary schedule for all new and returning certified staff will be based on:

1. The earned degree.
2. The number of graduate credits earned after the conferring of the last degree, and related to education and/or the field they are teaching.
3. Any previous teaching experience in a public school. A charter school is **NOT** considered a public school for the purpose of this policy and practice.
4. The maximum placement experience level is five (5) years.

Classroom Site Fund

The Classroom Site Fund provides additional teacher compensation from funds generated through state taxes. The total amount of the distribution varies according to the total sales tax collected, the plan, and eligibility criteria. For complete information on the Classroom Site Fund, contact the District Office.

Certified Staff Contracts

Before the end of the current school year, employment contracts for certified staff are offered by the Governing Board for the following school year. Staff members are required to sign and return the contract within fifteen (15) days from the date of issuance.

For probationary and continuing teachers, preliminary written notice of the Governing Board's intention not to reemploy a teacher for reason of inadequate performance is given before the start of the statutory forty-five (45) instructional day period of time the teacher is given to correct the inadequacy and overcome the grounds for the charge. Appeals may be made to the Governing Board.

Federal and State Tax Withholding (W-4 and A-4 Forms)

The Federal Withholding Allowance Certificate (W-4 Form), must be completed prior to beginning work for Sedona-Oak Creek JUSD #9. This form determines the amount of federal tax to be withheld from each paycheck. Employees may update W-4 forms when the number of withholding allowances that can be claimed changes by contacting the Payroll Department at the District Office. W-4 and A-4 withholdings remain in effect until the employee submits new forms. **If the employee elects "exempt" status, new forms must be filled out at the beginning of every calendar year.** State Withholding Percentage Election, effective for wages paid after June 30, 2010, is also completed when you commence work, or should you choose to

change the amount of Arizona withholding. You may contact the Payroll Department at the District Office for more detailed information regarding timelines for submitting changes to your W-4 or A-4 forms.

Please note that the District cannot offer advice on tax matters, including how much withholding an employee should elect. Contact your tax professional if you are unsure of which election is appropriate for your personal situation.

Payroll Deductions

Standard paycheck deductions include federal and state income tax withholding, and Arizona State Retirement contributions. Your check stub itemizes each of these deductions every pay period. In addition, you may authorize the Payroll Department to withhold voluntary deductions, in designate, for such items as medical insurance for yourself and/or your dependents as well as tax-sheltered annuities. These are also itemized on your check stub.



amounts you

FICA Tax (Social Security and Medicare)

Every Sedona-Oak Creek JUSD #9 employee is required to have a Social Security number. In addition to the federal and state income tax, employers must withhold a FICA tax from employees and pay an amount that is equal to the employee's tax on behalf of the employee. There are two components of FICA tax: Social Security tax and Medicare tax.

Arizona State Retirement System

Arizona law requires that public school employees working twenty (20) hours or more per week for twenty (20) or more weeks per year participate in the Arizona State Retirement Plan. This plan is designed to provide you with a source of income to supplement your Social Security benefits when you retire. For more information, visit their website at www.azasrs.gov, or call (602) 240-2000 or (800) 621-3778.

Tax Sheltered Annuities

As an employee working for a public, government entity, you are also eligible to participate in a tax-sheltered annuity plan. This plan allows you to defer receiving a portion of your current year's earnings, enabling you to defer paying income tax on that portion. Premiums for this plan must be paid through payroll deductions. ***Teacher's Pension*** is the managing group for this benefit. For more information visit www.SchoolRetirementPlan.com.

Employee Medical Insurance

All eligible employees (those who work thirty (30) hours or more per week) have the option of participating in the District's major medical, vision, dental, and life insurance programs.



Each eligible employee must complete an initial enrollment prior to becoming eligible for insurance. Eligible employees choosing to elect dependent coverage should do so upon initial enrollment, during open enrollment periods, when there is a qualifying event, or when their employment status changes. ***Insurance coverage begins on the first day of the month following one's hire date.***

The district pays insurance premiums for all employees one month in advance. These payments are made in good faith of continuing employment. If an employee terminates employment during summer months, his/her benefits will terminate on the last day of the month of the last day worked in their primary position.

Medical and H.S.A. insurance premiums are spread equally over your paychecks based on your contracted days. For twelve (12) month employees, these deductions will be spread over twenty-five (25) paychecks. For nine (9), ten (10), or eleven (11) month employees, these deductions will be spread over nineteen (19) paychecks.

Pay Periods and Explanation of Pay

The payroll department establishes a payroll-processing schedule each year, providing the employee with scheduled pay dates. All wages shall be paid every two weeks in accordance with individual work schedules.

For non-exempt (hourly) staff, pay will be calculated hourly, based on the number of hours an employee works during the pay period, and in accordance with their work calendar. For contractual personnel (administrative, certified, and other exempt support staff), salaries are prorated over a maximum of twenty-seven (27) payments. Refer to your individual contract for the exact number of payments. The employee's first contractual payment of the fiscal year is always based on the actual hours worked during that pay period. The balance of the contract is then spread equally over the remaining contract payments, unless the employee fails to fulfill the terms of the contract. Payment will then be based on the completed portion of the contract.

Timekeeping Procedures

Non-Exempt (hourly) employees are required to use Time Clock Plus (TCP) for all time worked. Login information will be provided to you upon employment.

Every employee has a regular work schedule and hours that they are expected to adhere to on a weekly basis. ***Any time worked over your daily contracted hours must be pre-approved and signed off on by your immediate supervisor or administrator.*** The timekeeping system cannot be used to manipulate work hours or to modify pay amounts for any given work schedule.

Flex Time

Non-exempt employees may be permitted, ***at their principal's/supervisor's request/approval only***, to flex their work time. This occurs when an employee works more than the assigned number of hours during one day, and fewer on another day in the ***same week***. The employee's total weekly work hours must remain as assigned.

Time Clock Procedures

Missed Punch: You are responsible for any missing punches. In the event you miss a punch, you must enter the information on an Exception Sheet for your site administrator to enter your time. If you fail to do so before the pay period end date, you will not be paid for those hours until the next regularly scheduled pay period. ***There will be no exceptions to this rule.*** Excessive use of the Exception Sheet may result in disciplinary action up to, and including, termination.



Lunch Break: The District assures every full-time employee a thirty (30) minute, duty-free, lunch break. The timing of your lunch break is in accordance with your working schedule. This thirty (30) minute break is automatically deducted from your daily working hours.

Holiday Pay: Compensation for holidays is paid in accordance with the employee's work calendar. If you are out on unpaid leave, you will not be paid holiday pay.

Overtime Pay

No overtime is permitted without prior approval of your administrator/supervisor ***AND*** the Superintendent or his Finance Director. Accumulation of overtime without prior approval of your administrator/supervisor ***AND*** the Superintendent or his Finance Director may subject you to disciplinary action up to, and including, termination. ***Leave and paid holidays cannot be used***

to create an overtime situation. In accordance with Federal Labor Laws, an employee must physically work more than forty (40) hours in a week in order to earn overtime.

In accordance with the Fair Labor Standards Act, certified and exempt staff are exempt employees and, therefore, are not eligible for overtime pay.

Time Clock Misuse

Employees are not permitted to punch in and out for each other. Misuse of the time clock in this manner is cause for disciplinary action up to, and including, termination of both employees. Every employee is responsible for his/her own timekeeping. You must punch in and out each day. You may not use the Exception Sheet to regularly report your time. Continued violation of the time clock procedure will subject the employee to termination of employment. Falsifying time records is a Federal Offense and ***will*** subject the employee to disciplinary action up to and including termination.

Leave Procedures

Leave time must be requested through the online SmartFind system. You will be provided with login information upon employment. If you feel there is an error in your leave postings, you must report the discrepancy to the Payroll Department within **fourteen (14) days** of the applicable pay date in order for a correction (actual leave used) to be made. This does not apply to corrections to accruals or adjustments.

Extra-Duty

Exempt employees are eligible to apply for all extra-duty opportunities offered by the District, regardless of funding. Classified (hourly) employees, due to federal overtime laws, may only apply for those extra-duty opportunities that qualify as occasional and sporadic. Such applicants must be pre-approved by the District Office prior to the performance of any said duty. Failure to obtain this pre-approval may subject both the employee and the (extra-duty) hiring supervisor to disciplinary action up to, and including, termination.

Unemployment Benefits

Under the provisions of A.R.S. §23-750 (E), school employees are not eligible to receive unemployment benefits between academic terms or between customary break periods if there is a contract or "reasonable assurance" that they will be providing services in the next academic term or break period.

Attendance

The Governing Board believes that the continued success of the Sedona-Oak Creek JUSD #9 is based on the cumulative performance of each and every certified and support staff member. To foster a thorough and efficient education for all students, and to provide a sound model for students to emulate, the Board believes that good attendance is essential.

Absence Reporting

If you have a preplanned medical procedure, or are requesting a sick/personal day, you must request this through SmartFind. If you become ill, or an emergency arises, after school hours, you **MUST** call 928-478-7781 to enter your absence **OR** record it on the website at <https://yavapacountyesa.eschoolsolutions.com>. If you leave early during the day, you must notify your Site Administrator before you leave so the absence list can be updated. Failure to follow this procedure will result in the following:

- If you are absent and the absence has **NOT** been recorded in SmartFind, this is considered falsification of time records and can result in disciplinary action up to, and including termination.
- ***IT IS THE EMPLOYEE'S RESPONSIBILITY TO NOTIFY THE DISTRICT OF AN ABSENCE.*** A No Call/No Show will result in an UNPAID day as well as disciplinary action up to and including termination.



Sick/Personal Leave

The use of sick/personal leave must be approved and reported in hourly increments. The granting of sick/personal leave is at the discretion of the principal/supervisor, and is based on the educational needs of our students as well as the district's needs. ***Personal leave will not be granted during the first two weeks and the last two weeks of school (Sedona-Oak Creek JUSD #9 Governing Board Policy GCCB).***

Employees will be granted prorated sick/personal leave hours upon their hire. Any accumulated sick/personal leave (up to 150 days) can be rolled over to the following year.

Sick/personal leave hours are consistent with the employee's contracted work year. Ten (10) or eleven (11) month contracted employees (working a full contract year) will receive ten (10) sick/personal days, and twelve (12) month contracted employees (working a full contract year) will receive twelve (12) days. Leave is allocated in two increments: one-half (1/2) of the days in July, and the other half (1/2) of the days in January. Paid leave will not be granted prior to its issuance.

Sick Leave

The use of sick leave is granted to an employee who, through personal or family illness, injury, or quarantine, is unable to perform his/her assigned duties. The staff member must inform their principal/supervisor of the purpose for which sick leave is being taken, the expected date of return from sick leave, and information on where the employee can be contacted during the

leave. An absence of three (3) or more days will require documentation signed by a health care professional. (*Sedona-Oak Creek JUSD #9 Governing Board Policy GCCA*).

Any employee who can be shown to have willfully violated or misused the District's sick leave policy, or misrepresented any statement or condition, will be subject to discipline, which may include loss of pay, suspension, and/or dismissal. Verification of an absence may be requested by the Superintendent or his designee. Sick leave will be adjusted/prorated during an extended leave of absence or period of inactive pay status.

Unpaid Leave

A payroll dock (or unpaid leave) will result if a salaried employee is absent from work and does not have appropriate leave available to use. The dock amount will be calculated based on the employee's daily rate of pay. ***Any unpaid leave of absence may affect the amount of your check(s) when you return.*** For more specific information, please contact the Payroll Department at the District Office.

Reimbursement for Unused Sick Leave Upon Retirement

After five full years with the District, an employee who has elected to retire after reaching the "normal retirement date" is eligible for reimbursement of unused sick/personal leave. Buyback of unused sick/personal leave will be reimbursed (up to a maximum of one hundred fifty (150) days), based on the current daily rate of pay for a substitute teacher and the employee's position (certified or support staff) in the District. ***Written notification must be provided to the District Office on or before April 15th of the school year before the intended year of retirement. Notice made after April 15th will result in a fiscal year delay in payment.*** (*Sedona-Oak Creek JUSD #9 Governing Board policy GCQE*).

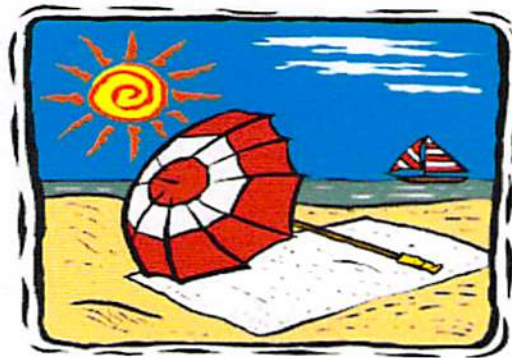
Vacation

A twelve-month (12) employee will receive two (2) weeks of vacation. After five (5) years of continuous service as a twelve month (12) employee, the employee will receive three (3) weeks of vacation.

Continuous service is calculated beginning with the date of hire as a twelve (12) month employee. Approval of vacation leave is at the discretion of the principal/supervisor,

based on the educational needs of our students and the district's needs. A maximum of fifteen (15) vacation days can

be carried over to the next year. Vacation leave may not be earned during a leave of absence or other extended period of inactive pay status, and is subject to appropriate adjustment in accordance with established procedures.



Bereavement Leave

An employee will be granted, upon request to the Superintendent, up to five (5) paid days of leave per year in the event of a death in the family, without loss of salary or use of sick/personal leave. (*Sedona-Oak Creek JUSD #9 Governing Board policy GCCH*).

Civic Duty

If any employee is called for jury duty, he/she will be excused for such service. It is the employee's responsibility to notify the District of the amount of compensation made to them for jury duty by submitting a copy of the check received from the court to the Payroll Department. Failure to do so within thirty (30) days of service will result in a payroll deduction equal to the employee's daily rate of pay. (*A.R.S. §21-236*). An employee excused from jury duty shall report for regular duty as soon as possible.

If an employee is absent to appear in a trial without being summoned or subpoenaed, personal leave or vacation leave (if applicable) may be used with the approval of the supervisor and the superintendent. If the employee has no leave time available, the time absent will be unpaid.

If an employee is summoned or subpoenaed to appear in a trial on a school-related issue, the absence will be charged to school business. If an employee is summoned or subpoenaed to appear in a trial that is not a school-related issue, the absence will be charged to the employee's personal leave time. If the employee has no leave time available, the time absent will be unpaid.

An employee has the right to become a candidate for political office. Upon submission of the appropriate application, he/she may be granted a leave of absence for only one year without pay in order to run for or serve in public or political office.

Military Leave

Sedona-Oak Creek JUSD #9 recognizes the fact that its employees have citizenship responsibilities. In order to make it possible for employees to carry out their responsibilities to the state, country, or nation, the Board will grant leave when necessary to fulfill these duties.

An employee who is a member of the Military Reserve or National Guard is entitled to a leave of absence without reduction in their rate of pay, time, or efficiency rate when engaged in field training.

Employees volunteering for military service, except in time of declared war, will not be considered for long-term military leave.



Professional Leave for School Business

School business leave is authorized to allow staff members an opportunity to improve their knowledge and skills by attending conventions, conferences, workshops, professional meetings, and school activities. A request for school business (professional development) leave must be submitted to your principal/supervisor for prior approval **and** reported in the SmartFind tracking system.

FMLA (Family & Medical Leave Act of 1993)

The District recognizes that on occasion extenuating circumstances arise that may necessitate absence from duty that is not covered by other specific leave provisions of the District. FMLA (The Family & Medical Leave Act) provides up to twelve (12) weeks of **unpaid** leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for the District for at least one year, and for 1,250 hours over the previous twelve (12) months.

Sedona-Oak Creek JUSD #9 Governing Board policy GCCC).

Employees are required to provide advance leave notice and medical certification. Employees requesting FMLA leave will be required to meet with the District's benefits specialist within 30 days of the requested leave.

For the duration of FMLA leave, Sedona-Oak Creek JUSD #9 will maintain the employee's health coverage under its group health plan. Any employee owed medical premiums will be the responsibility of the employee upon their return to work. Failure to return to work will result in the employee being billed for any owed premiums.

At the District's option, certain kinds of paid leave may be substituted for unpaid leave. Paid leave is provided based on the eligible employee's earned leave time.

ASSIGNMENTS, TRANSFERS & REASSIGNMENTS

Job Postings

All position vacancies will be posted on the District's website: www.sedonak12.org. In most cases, the position will be posted for a minimum of three (3) days. However, in order to fill critical needs vacancies, some positions may be advertised as "open until filled."

Internal applicants must submit an application for their desired position on the Sedona-Oak Creek JUSD #9 website attesting to their ability to meet the requirements of the position posted.

Transfers & Reassignments

It is the policy of the Board that professional staff be assigned on the basis of their qualifications, the needs of the District, and their expressed desires. When it is not possible to meet all three conditions, personnel will be assigned first in accordance with the needs of the District, based on instructional programming.

Assignments may be changed to serve the best interests of the District and students. The superintendent is responsible for the assignment of all personnel throughout the District. No right to school, grade, or subject assignment shall be inferred from the standard teacher's contract.

Professional and certified staff members may apply for transfer or reassignment. Transfers will not be approved during the school year, unless the needs of the District dictate such approval.

TERMINATION OF EMPLOYMENT

Voluntary Support Staff Termination

Support staff members voluntarily terminating their service with the District are expected to give advance notice of not less than ten (10) working days. This notice should be submitted in writing to their immediate supervisor and the District Office, and should specify both the last day of work and the reason for terminating their employment.

An employee with insurance through the District will receive paperwork pertaining to COBRA coverage directly from our insurance provider. Benefits end on the last day of the month following an employee's final, physical day of work in their primary position.

Exit paperwork must be completed by the employee, signed off on by the employee's immediate supervisor, and brought to the District Office prior to receiving your final paycheck. FINAL PAYCHECKS WILL NOT BE DIRECT DEPOSITED.

Breach of Contract

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

An employee who abandons his/her contract without a Board approved release of contract is deemed to have committed an unprofessional act. The Board may request disciplinary action, such as suspension or revocation of the employee's certification pursuant to *A.R.S. §15-545*. A recruitment fee of one-thousand dollars (\$1,000.00) may be assessed and deducted from the employee's paycheck in the event that the employee resigns early without the permission of the Board. This practice is designed to prevent indiscriminate abandonment of a contract during the school year.

Continuation of Health Insurance

Upon resignation, retirement, or death, qualified employees or their beneficiaries shall receive termination benefits through the District's insurance provider.



Upon resignation, "qualified" individuals are entitled to continue health, dental, and vision coverage through **COBRA**. A "qualified" dependent is entitled to elect the continued coverage independently. Qualified individuals or dependents include:

- The spouse and dependents of a deceased employee who were covered at the time of death.
- A legally separated spouse of an employee and their eligible dependents.
- A former spouse of an employee if that spouse was covered under the plan before the divorce.
- Spouses and dependents of Medicare-eligible employees.
- Covered employee's dependents whose age or status have rendered them ineligible for coverage.
- Employees whose reduced-hour status affects their eligibility.

Terminated employees and employees whose reduced-hour status affects their eligibility are eligible for continued coverage for eighteen (18) months, and individuals in all other categories may participate for thirty-six (36) months.

Eligible employees and/or dependents will be responsible for premiums at COBRA rates.

MISCELLANEOUS

Public Right to Know

The Board recognizes the right of the public to information concerning its actions, its policies, and the details of its educational and business operations. Any staff or community member may request access or inspection to public records for a non-commercial purpose. Requirements of access and inspection apply only to existing records and do not require creation of new records.

Policy KDB-E (Request for Public Records of the School District) must be completed and submitted to the District Office to obtain any records. (*A.R.S. § 38-431 to 38-431.9, 39-101, 39-103*).