



*Marana Unified School
District*

*Support Staff
Handbook*

2016-2017

Support Staff Handbook

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HELPFUL INFORMATION TO EMPLOYEES

NEW EMPLOYEES

Please be sure that you read your staff handbook as soon as possible when you become employed with the Marana Unified School District. If you have any questions about items in the handbook, please feel free to ask your supervisor

MEETING WITH THE SUPERINTENDENT

Marana Education Support Professionals (MESP) meets regularly with the Superintendent to discuss items of mutual concern to the school district employees. Many ideas, suggestions and concerns will be discussed by the MESP representatives. If you have any ideas or suggestions, please contact the MESP representative in your area or department so that your idea/suggestion can be brought to the Superintendent.

DIRECT DEPOSIT

Direct deposit is available to all support staff. Direct Deposit is available at all local banks and credit unions. Forms for Direct Deposit are available at all sites, and the Human Resources Office. You may also have your Direct Deposit emailed to you.

PAYROLL DEDUCTION TAXES

Standard deductions from your paycheck are made as required by State and Federal Law. These include federal and state income tax, social security and state retirement. Your check stub will show how much is deducted in each category. In addition, you may authorize the payroll department to make various other deductions from your check, such as, support employee's educational association dues, credit union or bank deposits, group insurances for you and your dependent, and tax deferred annuities. Each January a federal W-2 form is sent to each employee, indicating the salary received and taxes withheld for the previous year. Questions or concerns regarding your payroll and deductions should be directed to the Human Resources Department.

TAX DEFERRED ANNUITY PLAN

As an employee working for a public, non-profit institution, you are eligible to participate in a tax deferred annuity plan. This type of plan allows you to defer paying income on contributions to the plan and the District also has a 457 plan.

Any insurance company registered and licensed in Arizona and approved by our Governing Board may offer annuities to you. Once you decide on an annuity, you may contact the Human Resources Department for assistance in amending your paycheck.

WORKERS' COMPENSATION

Marana Unified School District employees are covered by an individual carrier in the event of an on the job accident.

EDUCATIONAL PHILOSOPHY/SCHOOL DISTRICT MISSION

AD

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

Staff

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

Parents

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

Community

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

Students

Education is an opportunity provided to the children of the District by their community. The Board expects that all students will learn to recognize the value of this opportunity, and will therefore work diligently to help ensure that their maximum potentials are realized. The Board further expects that all students will recognize that their fellow students have the right to be educated, and will avoid any action that may interfere with their ability to exercise that right. The Board believes that education should develop habits, attitudes, understanding, and skills necessary for a productive, satisfying life in our society. Students should be taught to understand the duties and privileges of responsible citizenship as such duties and privileges relate to themselves as individuals and to the whole community. The vast changes brought about by increasing technology, population, and urbanization must also be taught. The input and support of

the citizens of the community, and especially the professional staff, are solicited as the school community endeavors to develop the attitudes and abilities demanded in this age of rapid change.

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

Adopted: date of Manual adoption

NON - DISCRIMINATION / EQUAL OPPORTUNITY

AC

The Board is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, marital status, sexual orientation, national origin, and disability. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Board does business.

Adopted: date of Manual adoption

SEXUAL HARASSMENT

ACA

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

Sexual harassment includes unwelcome sexual advances, requests 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, or when made by a student to another student or by a student to a member of the school staff 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 education decisions affecting such individual; 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 education 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 a poor performance report will be prepared; suggesting that probation will be failed; implying or actually withholding grades earned or deserved; or suggesting that a scholarship recommendation or college application 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 or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, et cetera, in exchange for sexual favors.

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

A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action.

A substantiated charge against a student in the District shall subject that student to disciplinary action, which may include suspension or expulsion.

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

Adopted: date of Manual adoption

SEXUAL HARASSMENT

[EXCERPT]

ACA-R

Compliance Officer

The Superintendent shall be the compliance officer. Any person who feels unlawfully discriminated against or who has been the victim of unlawful discrimination by an agent or employee of the District or who knows of such discrimination against another person should file a complaint with the Superintendent. If the Superintendent is the one alleged to have unlawfully discriminated, the complaint shall be filed with the President of the Board.

Complaint Procedure

The District is committed to investigating each complaint and to taking appropriate action on all confirmed violations of policy. The Superintendent shall investigate and document complaints filed pursuant to this regulation as soon as reasonable. In investigating the complaint, the Superintendent will maintain confidentiality to the extent reasonably possible. The Superintendent shall also investigate incidents of policy violation that are raised by the Governing Board, even though no complaint has been made.

If after the initial investigation the Superintendent has reason to believe that a violation of policy has occurred, the Superintendent shall determine whether or not to hold an administrative hearing and/or to recommend bringing the matter before the Board.

If the person alleged to have violated policy is a support staff employee, the Superintendent may follow due process and impose discipline under Policy GDQD if the evidence so warrants. The Superintendent also may recommend a suspension without pay, recommend dismissal, or impose other appropriate discipline.

If the Superintendent's investigation reveals no reasonable cause to believe policy has been violated, the Superintendent shall so inform the complaining party in writing.

REPORTING CHILD ABUSE/CHILD PROTECTION

JLF

Any school personnel or any other person who reasonably believes that a minor is or has been the victim of physical injury, child abuse, or neglect that appears to have been inflicted upon the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature or who reasonably believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant who is protected under A.R.S. 36-2281 shall immediately report or cause reports to be made of such information to a peace officer or to the Child Protective Services (CPS) of the Department of Economic Security, except if the report concerns a person who does not have care, custody, or control of the minor, the report shall be made to a peace officer only. Such reports shall be made immediately either electronically or by telephone.

The Arizona Department of Economic Security, Division of Children, Youth, and Families, has determined that all mandated reporters may now electronically submit non-emergency reports via a secure online reporting website. Non-emergency reports are those in which a child is not at immediate risk of abuse or neglect that could result in serious harm. Mandated reporters will be able to submit non-emergency reports 24 hours a day without wait times.

All reports made via the online website will require the person making the report (reporting source) to provide contact information. A representative from the Child Abuse Hotline may contact the source for additional information, if necessary. This process will make it more convenient to meet the mandated reporting requirements and help ensure child safety.

All emergency situations where a child faces an immediate risk of abuse or neglect that could result in serious harm must still be reported by calling 911 or 1-888-SOS-CHILD (1-888-767-2445). If a reporting source is unsure as to whether or not the report is an emergency situation, the reporting sources should call the Child Abuse Hotline to make a report.

Any concerns for the safety of a child due to abuse, neglect or abandonment, must be reported, by:

Calling 1-888-SOS-CHILD (1-888-767-2445),

TDD: 602-530-1831 (1-800-530-1831), or

Submitting non-emergency concerns via the Online Reporting Service for Mandated Reporters at <https://www.azdes.gov/dcyf/cps/mandatedreporters/> (effective November 2013.)

Pursuant to A.R.S. 13-3620, such reports shall contain:

- The names and addresses of the minor, the parents, or the person or persons having custody of such minor, if known.
- The minor's age and the nature and extent of the minor's abuse, child abuse, or physical injuries or neglect, including any evidence of previous abuse, child abuse, physical injury or neglect.
- Any other information that such person believes might be helpful in establishing the cause of the abuse, child abuse, physical injury or neglect.

A person who furnishes a report, information, or records required or authorized under Arizona Revised Statutes or a person who participates in a judicial or administrative proceeding or investigation resulting from a report, information or records required or authorized under Arizona Revised Statutes is immune from any civil or criminal liability by reason of that action unless such person has acted with malice or unless such person has been charged with or is suspected of abusing or neglecting the child or children in question.

A report is not required under A.R.S. 13-3620 for conduct prescribed by A.R.S. 13-1404 and 13-1405 if the conduct involves only minors who are fourteen (14), fifteen (15), sixteen (16) or seventeen (17) years of age and there is nothing to indicate that the conduct is other than consensual.

A report is not required if a minor is of elementary school age, the physical injury occurs accidentally in the course of typical playground activity during a school day, occurs on the premises of the school that the minor attends and is reported to the legal parent or guardian of the minor and the school maintains a written record of the incident. The school will maintain a written record of the physical injury as part of the student's health file as required by Arizona State Library, Archives and Public Records (ASLAPR).

A person who fails to report abuse as provided in A.R.S. 13-3620 is guilty of a class 1 misdemeanor, except if the failure to report involves a reportable offense, the person is guilty of a class 6 felony.

Any certificated person or Governing Board member who reasonably suspects or receives a reasonable allegation that a person certificated by the Department of Education has engaged in conduct involving minors that would be subject to the reporting requirements of A.R.S. 13-3620 shall report or cause reports to be made to the Department of Education in writing as soon as is reasonably practicable but not later than three (3) business days after the person first suspects or receives an allegation of the conduct.

Any school employee who has orally reported to CPS or a peace officer a reasonable belief of an offense to a minor must provide written notification to the principal of the oral report not later than the next workday following the making of the report.

Adopted: date of Manual adoption

STUDENT DISMISSAL PRECAUTIONS

JLIB

No student will be removed from the school grounds, from any school building, or from any school function during school hours except by a person authorized to do so by the student's parent or by a person who has legal custody of the student, except as A.R.S. 8-303, 8-304, and 8-802 shall apply. Before a student is removed, the person seeking to remove the student must present, to the satisfaction of the Superintendent, evidence of proper authority to remove the student. If any police or court official requests the dismissal of a student during school hours, parents should be notified as soon as possible.

Adopted: date of Manual adoption

SUPPORT STAFF POSITIONS

GDA

Support staff positions are created only with the approval of the Board. The District will attempt to activate a sufficient number of positions to accomplish the District's goals and objectives.

Before recommending the establishment of any new position, the Superintendent will present a job description for the position that specifies the qualifications, the performance responsibilities, and the method by which the performance of such responsibilities will be evaluated. The establishment of any new position will require Governing Board approval. Human Resources will maintain a comprehensive and up-to-date set of job descriptions of all positions in the school system.

Definitions

Support staff are personnel who are employed to do practical work, resolve incidents, and perform specialized skills assigned to them within the system and to assist professional staff and work at will.

Regular staff position (previously known as permanent position) is a position with no beginning or end date.

Supervisor is an employee responsible for a group of individuals with like duties carrying out a specific function and who manages the day to day operations and the oversight of assigned personnel.

Full-time Equivalent (FTE) is an employee working forty (40) hours per week. An employee working less than forty (40) hours is a percent (%) of an FTE.

Nonexempt/non-contract staff member is an employee who is subject to timekeeping provisions of the Fair Labor Standards Act and, therefore, required to record the hours they work.

Short-term employee is hired for a specific time, for a specific task or duty. Short-term employees are not employed for longer than six (6) months.

Substitute Employees:

- Substitute staff members are employed for short periods of time in the absence of support staff members.
- Substitute staff members shall not receive written contracts, and rates of compensation will be set by the Governing board.
- Substitute staff members are not eligible for any District benefits except Worker's Compensation, but are subject to District policies and regulations.

Long-term Substitutes:

- Substitute employees that work for the District in a continuous position for longer than twenty (20) days.
- Long-term substitutes must contribute to the Arizona State Retirement System (ASRS).

Wage-rate employee is a staff member whose compensation is on the basis of hourly or daily rates or wages for any given work scheduled, such as substitutes.

Continuous service employees earn continuous employment service from their first day of employment. Employees who have been rehired earn continuous service from the first day of the current period of employment. An adjusted continuous service date is established resulting from a personal leave of absence without pay, excluding extended personal illness leave, extended military service leave, or a leave as a result of a Family and Medical Leave Act (FMLA) qualifying event.

Adopted: date of Manual adoption

SUPPORT STAFF RESPONSIBILITIES

GDLC

Employees are expected to subscribe to and act in accordance with the goals and objectives of the District.

Policies and administrative regulations that are designed to implement the District goals and objectives are on file for the information of all employees.

Adopted: date of Manual adoption

STAFF CONFLICT OF INTEREST

GBEAA

Supervision of Close Relatives

No staff member employed by the District may be directly supervised by a close relative or domestic partner, including:

- Father
- Son
- Sister
- Spouse
- Father-in-law
- Sister-in-law
- Son-in-law
- Step parents
- Mother
- Daughter
- Brother
- Step children
- Mother-in-law
- Brother-in-law
- Former spouse

Nothing in this policy is intended to modify the at-will employment status of District support staff employees.

When a prohibited employment relationship situation occurs, one (1) of the two (2) employees will be subject to involuntary transfer, as determined by the District administration.

This policy will apply for summer, independent contractors, substitutes, temporary, hourly or part-time work as well as for full-time employment.

A dependent of a Board member (i.e., a person more than half [1/2] of whose support is obtained from a Board member) cannot be hired in the District except by consent of the Board. The spouse of a Board member cannot be employed by the District.

Business Relations

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

Employees will not engage in any type of work where the source of information concerning customer, client, or employer originates from information obtained through the School District, except when permitted by state law and the Governing Board.

Employees will not participate for financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to students or their parents/guardians, except when permitted by the Governing Board.

Purchasing for Personal Use

No employee may purchase goods or services for personal use in the name of Marana Unified School District.

Vendor Relations

No employee of the District will accept gifts from any person, group, or entity doing, or desiring to do, business with the District. The acceptance of any business-related gratuity is specifically prohibited, except for widely distributed, advertising items of nominal value.

This policy should not be construed to deem unacceptable nominal value novelty advertising items of general distribution. Acceptance of an occasional, reasonably priced business meal and/or holiday gifts of nominal value is not prohibited by this policy.

Adopted: date of Manual adoption

STAFF DRESS CODE

GBEBA

The Governing Board believes that all employees should dress in a professional manner, setting an example for workplace attire for the students MUSD serves. The Governing Board recognizes that “professional “work attire will vary depending on the position held by the individual. Employees should wear attire suitable for the type of work they perform.

Attire shall be considered professionally appropriate if it does not disrupt the educational or workplace environment. In addition, the attire shall comply with the standards set forth in Regulation GBEBA-R (Staff Dress Standards). While individual style will be recognized, there are minimum standards of grooming and attire to which employees must abide. All employees will comply with the minimum standards established for students not subject to a standardized dress code (uniforms).

Adopted: date of Manual adoption

DRESS CODE STANDARDS FOR EMPLOYEES

GBEBA-R

Minimum Standards

- All employees shall be neat and clean when reporting to work, including personal hygiene.
- Clothing shall be free from frays, holes, or tears and should not expose undergarments, buttocks, chests or midriiffs.
- Clothing and exposed body art shall be free from
 - Profanity
 - obscene gestures, pictures, or words
 - sexually graphic or sexually suggestive pictures or words
 - supportive references to alcohol, cigarettes, drugs or sexual activity
 - messages degrading others on the basis of race, color, religion, ancestry, national origin, gender, sexual orientation or disability
- No gang related apparel or items are permitted
- Dresses, shorts and skirts should be a modest length
- Tank top straps must be greater than strings and not expose undergarments
- Caps, hats, head apparel and sunglasses may be worn outside only, unless there is documented medical reason or religious association

- Shoes or sandals must be worn. Rubber/plastic flip-flops (i.e., beach wear) are not considered to be sandals
- All employees will abide by all health and safety rules relating to their specific assignment. (Example: hairnets for food services workers or closed-toe shoes for custodial staff)
- Appropriate undergarments must be worn
- Teachers and other professional staff may not wear spandex shorts, sweats or other exercise clothing except for physical education/dance teachers
- Uniforms, if provided by the District, must be worn; exceptions are Spirit Days, which should reflect clothing of good taste and within District guidelines

The Governing Board recognizes that all employees enjoy full rights of citizenship and liberty as guaranteed by the Constitutions of the United States and Arizona. However, individual freedom of expression of employees must be balanced with the impressionability of students. Accordingly,

- Religious symbols or emblems are permissible, as long as they do not proselytize or disparage religion, and
- Clothing should be free of non-neutral political messages. (“VOTE” is permissible; “VOTE FOR SMITH!” is not).

SUPPORT STAFF FRINGE BENEFITS

GDBD-RB

(Uniforms)

Maintenance, Warehouse, Garage, Grounds, and Custodial Employees

The District will provide six (6) uniforms for the first (1st) year of employment to maintenance, warehouse, grounds, and custodial employees. The District will provide up to three (3) additional uniforms each year thereafter as needed.

SMOKING BY STAFF MEMBERS

GBED

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

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

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

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

- Approved by the school.
- Established in accord with Arizona Revised Statute 15-712.

Adopted: date of Manual adoption

DRUG - FREE WORKPLACE

GBEC

No employee shall violate the law or District policy in the manufacture, distribution, dispensing, possession, or use, on or in the workplace, of alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1308.11 through 1308.15.

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

Any employee who has been convicted under any criminal drug statute for a violation occurring in the workplace, as defined above, shall notify the supervisor within five (5) days thereof that such conviction has occurred.

As a condition of employment, each employee shall abide by the terms of the District policy respecting a drug-free workplace.

Any employee who violates this policy in any manner is subject to discipline, which may include, but is not limited to, dismissal.

Adopted: date of Manual adoption

NON-SCHOOL EMPLOYMENT BY SUPPORT STAFF MEMBERS

GDR

Employees may engage in outside work. There is no provision regulating the number of hours that an employee may work in addition to the normal District duties; however, the outside work must not interfere with the performance of regular assignments, and the nature of the outside work must not reflect unfavorably upon the District.

No employee shall engage in the sale of any supplies, equipment, instructional materials, or services to anyone during the hours of regular employment with the District.

No employee or Board member may supply the District with any equipment, material, supplies, or services, except as provided by A.R.S. 38-503.

Adopted: date of Manual adoption

PUBLIC CONDUCT ON SCHOOL PROPERTY

KFA

No person shall engage in conduct that may cause interference with or disruption of an educational institution. Interference with or disruption of an educational institution includes any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this policy, an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be considered interference or disruption.

A person commits interference with or disruption of an educational institution by doing any of the following:

- Intentionally, knowingly or recklessly interfering with or disruption of the normal operations of an educational institution by either:
 - Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution.
 - Threatening to cause damage to the District, the property of the District, or the property of any person attending the District.
- Intentionally or knowingly entering or remaining on the property of an educational institution for the purpose of interfering with or denying lawful use of the property to others.
- Intentionally or knowingly refusing to obey a lawful order given by the Superintendent or a person designated to maintain order.

The above identified acts need not be directed at a specific individual, the District, or specific property of the District to constitute a violation of this policy.

Restitution for any financial loss caused by a violation of the policy may be required. Furthermore, an individual who interferes with or disrupts an educational institution is subject to misdemeanor or felony charges as provided in A.R.S. 13-2911.

A person may also interfere with or disrupt the District function by committing any of the following:

Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions or any activity sponsored or approved by this Board.

- Physical or verbal abuse or threat of harm to any person on property owned or controlled by the District or at supervised functions sponsored by the District.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Illicit use, possession, distribution, or sale of tobacco, alcohol, or drugs, other controlled substances, or other illegal contraband on District property or at school-sponsored functions.

- Use of speech or language that is offensive or inappropriate to the limited forum of the public school educational environment.
- Failure to comply with the lawful directions of District officials or of District security officers or other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so.
- Knowing violation of a District rule and regulation. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting an infraction of any federal, state, or city law or policy or regulation of the Board.
- Carrying or possessing a weapon on school grounds unless the individual is a peace officer or has obtained specific authorization from the appropriate school administrator.

Additional Requirements Of the General Public

The definition of *general public* is anyone who does not come under the definition of student, faculty member, staff member, or employee.

- No person shall visit or audit a classroom or other school activity, nor shall any person come upon or remain upon school premises, without approval by the principal or the principal's authorized representative. Nor shall any person conduct or attempt to conduct any activity on school premises without prior approval by the Superintendent or the Superintendent's authorized representative.
- Any member of the general public considered by the Superintendent, or a person authorized by the Superintendent, to be in violation of these rules shall be instructed to leave the property of the District. Failure to obey the instruction may subject the person to criminal proceedings pursuant to A.R.S. 13-2911 and to any other applicable civil or criminal proceedings, or to tribal ordinance.
- Persons attending special functions shall confine themselves to the specific part of the facility assigned in the permit.
- Persons who engage in disorderly conduct of any kind may be subject to removal and exclusion from the facility.
- The use of facilities shall be granted only for legitimate purposes. Therefore, the permit holder shall assume full responsibility for any unlawful act committed during the exercise of the permit.

Adopted: date of Manual adoption

PART - TIME AND SUBSTITUTE SUPPORT STAFF EMPLOYMENT

GDG

Part-Time, Temporary and Substitute Support Staff

The Governing Board authorizes the Executive Director of Human Resources to hire part-time support staff, as well as temporary and substitute employees without Board approval. The District will employ part-time, temporary, and substitute support staff on an at-will basis. This means that the employment relationship may be terminated at any time by either the employee or the District.

Part-Time Employment

Support staff who are employed for less than thirty (30) hours per week will be designated as part-time support staff.

Temporary Employment

The District may hire temporary employees to replace contract support staff absent due to illness, long-term leave, retirement, resignation or death. Ordinarily, temporary employees will not be hired to replace contract employees taking vacation. Temporary employees may also be employed to perform specific duties for a period of time not to exceed twelve (12) months in a position not specified in the Table of Organization. The District will pay a temporary employee on an hourly basis of one hundred percent (100%) of the beginning rate for the given grade.

Substitute Employment

The District may hire substitute employees to replace part-time support staff on a short-term basis.

Substitute Support Staff

Substitute personnel will be employed through the Substitute Office in the Human Resources Department. Only those substitutes who have complete application files and have registered with the Human Resources Department will be employed. Every effort will be made to provide the best qualified substitutes.

Registration of Substitute Support Staff

The following requirements must be met before a substitute support staff may be employed:

- Fingerprinted
- Substitute application for employment
- Loyalty Oath
- Withholding tax statement (W-4 Form)
- Copy of Measles, Mumps, Rubella (MMR) immunization records
- Employment Eligibility Verification (Form I-9)
- Substitute orientation and training on the Substitute System
- Background check

A confidential reference check from a previous employer or a personal reference is an additional step which is completed within the application process.

Payment of Substitute Support Staff

The daily rate of pay for substitutes for each school year will be set at the same time the regular salary schedule is adopted. Substitute support staff will be paid the hourly rate designated by the Governing Board, with the following exceptions:

- Continuing Substitute support staff – Substitute support staff who work in the same assignment for a support staff will receive an increased hourly rate of pay for each day worked beyond the initial twenty (20) continuous working days.
- Substitute support staff receive no benefits, except as required by law, and no agreement shall be issued.

Professional Responsibility

The substitute support staff is responsible for:

- Assuming normal duties and responsibilities of the support staff position.
- Reporting to the office of the principal upon arrival at the assigned school.
- Maintaining high professional standards in contacts with students, other support staff, and custodial, parents or guardians.
- Adhering to rules, policies and regulations of the District which pertain to a specific assignment.
- Adhering to the established professional working hours of the school.
- Seeking guidance in any unusual situation from appropriate school personnel.

The administrative responsibility to the substitute support staff includes:

- Encouraging and guiding the substitute everyday school procedures.
- Developing a proper attitude in the classroom, among the students, toward the role substitutes have in the educational program.
- Adhering to additional relevant requirements established by the site administrator.
- Defining the role and responsibility of the substitute.
- Establishment of professional and personal communication.
- Submitting substitute evaluation reports.
- Involvement of the substitute in the professional climate of the school.

Acquisition of Substitutes

Support staff who use the services of a substitute must contact the Substitute Office/Substitute System one and one-half hours (1 ½) hours prior to the start of substitute arrival time for a same day absence. If an absence is planned, arranging the substitute well in advance of the absence may ensure a preferred substitute. The Substitute System is in operation twenty-four (24) hours seven (7) days a week. To ensure the best substitute, follow the procedures of the school site and substitute office.

Adopted: August 16, 2012

PAYROLL PROCEDURES / SCHEDULES

DKA

The District will establish two (2) or more days in each month as fixed paydays for payment of wages in accord with Arizona Statute. Employees may choose to have their salaries paid in full upon the last pay date following completion of their assignments or may annualize their pay. Employees who choose to receive payment of wages beyond the period in which the wages were earned (deferred payment) will be subject to Internal Revenue Service (IRS) penalties unless they provide a written election of such deferral prior to the first duty day of the year of deferral. Forms for such deferral shall be made available. Any changes to the election must be made prior to the first duty day of the fiscal year of deferment.

Employees with written contracts shall designate a salary payment option they desire in their contract. All other employees must complete a separate pay option form. For those employees who utilize a separate pay option form, the employee's selection on such form as to how his or her wages will be paid shall be made on an annual basis.

Failure of an employee to complete a pay option form or mark a salary payment option on his or her contract, as applicable, shall result in pay annualization.

An employee who quits the service of the District shall be paid all wages due on the regular payday for the pay period during which termination occurs. Such wages may be paid by mail if requested.

An employee who is discharged from service of the District shall be paid all wages due within ten (10) calendar days from the date of discharge.

Definitions

Stipend Pay is a fixed payment for specific services rendered as defined and approved annually by the Governing Board. Included are: hard to fill; extracurricular; professional; extra section; department head; leadership.

Holiday Pay: Compensation for District-approved holidays which is provided according to position and the adopted calendar for the year. To receive holiday pay, an employee is required to be actively working, have an approved paid personal day, or have a paid sick day the workday immediately preceding and the workday following the holiday. This applies to all paid holidays, including spring break and winter break. (If the work day before a holiday is a half [1/2] day of paid work and half [1/2] day unpaid, the second half [1/2] of the workday controls and the holiday will not be paid).

Exempt Staff Member: A contract employee who is not subject to the time-keeping provisions of the Fair Labor Standards Act. Exempt staff members are paid on a salary basis according to their respective contracts.

Non-Contract Staff Member: An employee who is not subject to the time-keeping provisions of the Fair Labor Standards Act and, therefore is required to record the hours he or she works.

Adopted: date of Manual adoption

SALARY DEDUCTIONS

DKB

The Superintendent shall establish procedures that conform to all requirements of the law and all policies of the District, and that ensure that employees receive paychecks not later than the stated payroll dates.

Involuntary Deductions (Public Record)

Federal and Arizona income taxes, Social Security (OASI/FICA), and employee contributions to the Arizona Retirement System will be deducted as mandated by state and federal statutes. All other deductions must be authorized by the Board and the employee unless ordered by a court of competent jurisdiction.

Voluntary Deductions and Redirections (Not Public Record)

The following deductions and redirections have been authorized by the Board:

- Insurance premiums for staff members or dependents who are being covered under Board-approved Section 125 cafeteria programs.
- Direct deposits of net payroll with financial institutions.
- Tax-sheltered annuities (a minimum of six [6] participants required in the same company for opening an account) for companies approved by the District.
- Credit union deposits.
- U.S. Savings Bonds.
- Professional dues.
- Extracurricular Tax Credit.
- United Way.
- Marana Foundation for Educational Excellence.

Adopted: date of Manual adoption

RETIREMENT OF SUPPORT STAFF MEMBERS

GDQC

Qualification Requirements

To qualify to participate in the District's retirement program, the employee must:

- Be at least fifty (50) years of age at retirement; and
- Have been employed by the District for at least ten (10) full years, not counting unpaid leaves of absence; and
- Give advance notice of the employee's agreement to retire as provided below.

This coverage is limited to persons going on full retirement from the District. A person may retire and receive corresponding benefits from the District only once.

Compensation for Unused Sick Leave

All unused sick leave shall be paid to the employee at their hourly rate of pay of thirty percent (30%) or fifty percent (50%) at the time of application for retirement, depending on the amount of advance notice given as referenced below. The reimbursement for unused sick leave shall not exceed one thousand (1,000) hours.

Fifty percent (50%) reimbursement for unused sick leave option. If an employee notifies the Department of Human Resources of his/her intent to retire on a specified date not less than one hundred twenty (120) calendar days prior to the notice, the employee will receive reimbursement for unused sick leave multiplied by fifty percent (50%) of their unused leave at their hourly rate. The notice must clearly specify the desired date of retirement.

Thirty percent (30%) reimbursement for unused sick leave option. An employee giving notice of retirement less than one hundred twenty (120) calendar days, but at least sixty (60) calendar days prior to their retirement date will receive thirty percent (30%) reimbursement for unused sick leave. The notice must clearly specify the desired date of retirement.

All employees hired after July 1, 2009 will receive their reimbursement for unused leave, if they qualify for such as set forth in this policy, at the substitute rate of pay instead of the employee's hourly rate of pay.

If state legislation concerning retirement is changed in such a way as to allow support staff employee benefits unavailable before the change, the time for application for retirement may be reopened, at the sole discretion of the Governing Board, for a period of fifteen (15) days following the enactment of such legislation.

Extended Group Medical Insurance Coverage

The District will request that its group medical insurance carrier establish a retirement group insurance for retired employees and if the group medical insurance carrier offers this coverage, the retiring employees may continue coverage under the District's medical insurance retirement group. The insurance will be provided at the employee's own cost, for a period of time not to exceed fifteen (15) years or as long as the insurance carrier continues coverage. The employee shall be responsible for the cost of the coverage, to be paid in full, on an annual basis, by the employee. Employee may/will, with likelihood, have premium costs that exceed the premium cost for an active employee.

Payment of Benefits

An employee who is to receive payments pursuant to this retirement program will receive a lump-sum payment at the commencement of retirement.

All retirement benefits must be paid prior to June 30 of the year in which the employee retires.

State Retirement Plan for Full-Time Employees

Employees hired for permanent positions are required to participate in the State Retirement Plan through payroll deductions that commence upon employment. Employees who work for more than twenty (20) weeks, or a minimum of twenty (20) hours a week, are required to participate in the State Retirement Plan. Conversely, employment by the District and/or other qualified employer of less than twenty (20) hours a week or fewer than twenty (20) weeks denies membership. Employees who participate in the State Retirement Plan under one (1) employer also must contribute to the State Retirement Plan for employment by one (1) or more other participating employers.

Temporary Employees

Temporary employees who are not employed for more than twenty (20) weeks at twenty (20) or more hours per week will have no contributions deducted from their wages or paid in their behalf by their employer for the period of temporary employment, but if such employment continues beyond twenty (20) weeks at twenty (20) or more hours per week their participation shall be established as of the beginning of the next succeeding payroll period following completion of the twenty (20) weeks at twenty (20) or more hours per week.

Transferred Employees

The membership of participants who transfer from one department, political subdivision, or school to another that also participates in the State Retirement Plan continues without change. Such employees should advise their new employers of their previous State Retirement Plan status.

Adopted: June 11, 2015

SUPPORT STAFF WORKLOAD

GDL

(Working Hours and Overtime)

Scheduling

The District's academic functions, student services, and physical plant operation do not permit a single work schedule for all departments. Supervisors are responsible for establishing work schedules appropriate to their respective areas, in accordance with the following:

- **The Workday:** The normal full-time workday for support staff employees is eight (8) hours per day and a half (1/2) hour unpaid, work-free lunch period. Any exception to this schedule must be submitted to the Human Resources Department in writing, listing the group or individuals affected.
- **The Workweek:** The standard workweek for full-time staff members is forty (40) hours in any one (1) calendar week. For purposes of this policy, the workweek for full-time staff members and for part-time staff members is considered to be seven (7) consecutive calendar days beginning at 12:01 am each Sunday and continuing until 12:00 midnight the following Saturday.

For the purposes of determining vacation days for part-time staff members, the schedule approved by the Human Resources Department shall be the schedule utilized, and short-term changes shall not be considered.

Wage and Hour Law

Applicability:

The District is subject to the federal Fair Labor Standards Act (FLSA), including the regulations relating thereto, and state law regulating the payment of wages. The District is committed to meeting all of its obligations arising from these wage and hour laws and requests the cooperation of its employees in achieving this objective.

The District shall compensate all employees who are not exempt employees from the wage and hour provisions of the FLSA 1) at an hourly rate at least equal to the federal or state, whichever is greater, minimum wage for each hour worked in a workweek up to and including forty (40) hours and 2) at an hourly rate equal to at least one and one-half (1 ½) times their regular hourly rates for all hours worked in excess of forty (40) hours in a workweek. In addition, the District shall make, keep, and preserve accurate records regarding its employees' wages, hours, and conditions of employment.

Employee Categorization:

An "exempt" employee is one who is not subject to the minimum wage and overtime provisions of the FLSA. A "nonexempt" employee is one who is subject to the minimum wage and overtime provisions of the FLSA. The classification of an employee as "exempt" or "nonexempt" is based upon the duties and responsibilities actually performed by the employee and shall be made by the Department of Human Resources in accordance with the guidelines set forth in the federal statutes and regulations concerning the two (2) categories of employees. Questions of employees regarding their categorization as "exempt" or "nonexempt" should be directed to their immediate supervisor. If a supervisor is unable to address an employee's questions, the supervisor shall consult with the District's Human Resources Department to obtain the requested information.

Overtime:

The District recognizes that there are occasions where District employees will be expected to work overtime; however, these occasions should be determined in advance by a supervisor, based upon the supervisor's assessment of the circumstances, rather than upon an individual employee's belief that overtime work is required. In this regard, an employee may not work more hours than an employee is scheduled to work in a workweek without explicit prior consent by the employee's supervisor. The employee shall also have the right to refuse to work overtime, without reprisal, unless there is an emergency. If the overtime is due to an emergency situation, the employee should make an attempt to obtain authorization. If the employee is unable to get prior authorization, the employee must inform the supervisor as soon as possible of the emergency situation. An employee who works in excess of the number of hours that employee is scheduled to work without the explicit prior authorization of the employee's supervisor, except as noted above, is subject to disciplinary action, including dismissal.

Pay for overtime:

A nonexempt employee required to work beyond the normal forty (40) hour week shall be awarded compensatory pay at the rate of one and one-half (1 1/2) times the employee's regular hourly rate, or compensatory time of one and one-half (1 1/2) hours, for each hour of overtime worked. The employee shall have the right to refuse to work overtime, without reprisal, unless there is an emergency. The employee will receive a minimum of two (2) hours compensation when called after having left the workplace to return to work in an emergency situation. The final decision as to the form of compensation shall be made by the immediate supervisor, after consultation with the employee. The employee must be informed of the decision prior to the time the work is performed. An employee who leaves the District shall be paid for any unused compensatory time at a rate of compensation the higher of:

- The average regular rate received by the employee during the last three (3) years of employment, or
- The final regular rate received by the employee.

An employee may not accrue more than forty (40) hours of compensatory time off (26.67 hours of actual overtime worked) without authorization by the Superintendent. When the time is to be used will be agreed upon by the employee and the supervisor. Any employee who accrues forty (40) hours of compensatory time off (twenty-six point sixty-seven [26.67] hours of actual overtime worked) shall, if it is not reasonably possible for the employee to take compensatory time off, be paid overtime compensation for additional overtime hours worked. All accrued compensatory time must be used by December 31 and June 30 of each school year.

In determining whether an employee has worked more than forty (40) hours in a workweek, only actual hours worked are counted; vacation, sick or other paid or unpaid hours are not included.

Time Records:

Nonexempt District employees are expected to clock in and out to keep time records of the hours worked for the District. *Hours worked* for the District and *work hours* include (1) all scheduled hours when the employee is actually present for work or actually performing services for the District, whether on District premises or elsewhere; and (2) all unscheduled hours when the employee is performing services for the District. All District employees who are required to record their work hours must do so accurately and honestly. An employee should not record hours that the employee has not actually worked, nor should the employee refrain from recording hours that the employee has actually worked. The failure on the part of employee's to accurately report their hours worked by clocking in and out may constitute falsification of a public document, punishable by criminal prosecution. An employee who does not accurately and honestly record the time worked by clocking in and out is subject to disciplinary action, including dismissal.

Volunteers

If an employee freely agrees to volunteer services to the District, which services are not the same type of services for which the individual is employed by the District, without

promise or expectation of compensation, the hours spent in performing such voluntary services shall not be included in calculating the employee's forty (40) hour work week.

Other Pay

All vacation pay shall be straight time (no overtime or differential). A shift differential for any position for which the starting time of the regular shift is after 1:30 p.m. shall be an additional rate of fifteen cents (\$.15) per hour.

If one works at two (2) different jobs as a District employee and each job is compensated at a different hourly rate, a blended rate will be calculated for the determination of the rate of pay for any overtime.

An employee who is required to work on a Board-adopted holiday will receive regular pay plus holiday pay that is equal to the employee's normal hourly rate. (*Example:* If an employee works six (6) hours per day, makes nine dollars [\$9] per hour, and is required to work on Independence Day, the employee will receive the regular rate of pay nine dollars [\$9] times six (6) hours plus holiday pay of nine dollars [\$9] times the number of hours worked.)

Adopted: date of Manual adoption

The Following is for clarification purposes only:

MUSD has implemented the TimeTrak System in order to automate the timekeeping process. All non-exempt employees will use this system. It is the employees responsibility to:

- Clock In and Out according to your scheduled work hours
- District Policy requires that you take a ½ hour (30 minute) uninterrupted/duty-free lunch.
- Upon entering your pin twice the Time Clock window will also show your name and the word Accepted. Please make sure you have verified that the correct name appears in the Time Clock window.
- In order to be paid for your full hours an employee who is taking time off for any reason must turn in an *Employee Leave/ Edit Request Form*. This form must be submitted to be signed by the Administrator. The Department/School Secretary will then enter this request into TimeTrak.
 - Examples: Sick, Personal, Vacation, Bereavement, Jury Duty or any other Leave Plan that the district pays for.
- If for any reason, the employee missed a punch on their timecard the employee will need to fill out an “Employee Leave/ Edit Request Form” indicating missed in/out and correct time.
- Employees are responsible to verify their own hours by using the “Timecard Lookup” or “pay period hours” button on the Time Clock. This should be done on a regular basis throughout the pay period so that the employee:
 - Does not produce Overtime Hours which are not allowed unless prior approval from your supervisor has been obtained.

- Does not have their hours shorted according to their work schedule and expected pay.
- All employees will be expected to sign their time sheet at the end of the pay period in order to send the information to the payroll department.

Rounding Rules

The TimeTrak system works on a seven (7) minute rounding rule. The time of clock-in is rounded to the nearest 15-minute interval.

Examples of how this affects an employee’s time are presented below:

The following examples will cause you to be shortened a quarter of an hour thereby lessening your pay or causing the need to use some of your accrued leave time or become leave without pay (LWOP).

Example 1: An employee clocks in eight (8) minutes past their start time of 8:00 a.m. The time of the clock is rounded to 8:15 a.m.

Example 2: An employee clocks out eight (8) minutes prior to their end time of 3:00 p.m. The time of the clock in is rounded back to 2:45 p.m.

The following examples will cause you to gain a quarter hour and may cause overtime which is not allowed by district policy.

Example 3: An employee clocks in eight (8) minutes prior to their start time of 8:00 a.m. The time of the clock is rounded to 7:45 a.m.

Example 4: An employee clocks out eight (8) minutes after their end time of 3:00 p.m. The time of the clock is rounded to 3:15 p.m.

* District Policy requires that an employee who works more than 6 hours have a ½ hour (30 minute) uninterrupted lunch. The minimum lunch period punch times (between the Out and the Back Lunch) punch is 23 minutes. Clocking back in after 22 minutes will cause you to gain a quarter hour and may cause overtime which is not allowed by district policy.

SUPPORT STAFF FRINGE BENEFITS [EXCERPT] GCBD

The Governing Board will review support staff fringe benefits each year during the budget process and may modify the benefits to meet the best interest of the District.

Fringe benefits for employees who work less than full-time will be prorated based on the full-time equivalent (FTE) as displayed in the following chart:

| FTE% | Insurance Allotment | Avg Hours Worked Weekly* |
|-----------|---------------------|--------------------------|
| 0.8-1.0 | 100% | 32-40 Hours |
| 0.64-0.79 | 75% | 26-31 Hours |
| 0.5-0.63 | 50% | 20-25 Hours |

District employees under 0.50 FTE will not be eligible for benefits.

Full-time Equivalent (FTE) support staff is an employee working forty hours per week. An employee working less than forty (40) hours is a percent (%) of an FTE. (*Note: two exceptions are instructional aides, whose full-time hours are 37.5 hours per week, and bus attendants, whose full-time hours are 35 hours per week.)

Fringe Benefits

The District and employee associations shall discuss annually the amount of single medical insurance coverage to be presented to the Governing Board for approval. Benefits are effective the first day of the following month, after the date of hire, within thirty (30) days of employment and completion of required paperwork and online system enrollment.

Fringe Benefit Provision

Employees will be allowed to set aside, from their own personal salaries, amounts to be specified by the individuals toward District fringe benefit costs. The amount must be specified at the time the contract or wage agreement is signed, and cannot be changed for the ensuing school year.

Waiver of Single Health Insurance Coverage

If school personnel desire *not* to carry any District group health insurance coverage, the employee must decline coverage at the time of open enrollment.

In situations where an employee waives group health insurance coverage, the District paid group health insurance allowance shall remain with the District if an employee declines coverage. Notwithstanding an employee's election to waive group medical coverage, other forms of insurance (i.e., dental, life, or vision) may, at the option of the employee, be selected. If the employee desires such insurance, an approved designated allotment may be applied as approved by the Governing Board annually. If the cost exceeds the designated allotment, the additional cost will be the responsibility of the employee to be paid through a payroll deduction or appropriate designation through the District's cafeteria plan. If the cost is less, the excess funds will remain with the District.

Eligibility

To be eligible for benefits, an employee must be considered 0.5 FTE. Eligible dependents include:

- Legal spouse.
- Dependent children under the age of twenty-six (26).
- Domestic Partner, if the selected provider offers such coverage**

** Notarized Domestic Partner Declaration form is required.

Except during open enrollment periods, changes in insurance status may only take place upon the occurrence of a qualifying event. A qualifying event includes marriage, birth, divorce, a change in dependent status and or loss of coverage. Any change in insurance status must be requested within thirty (30) days of the qualifying event. To complete a name change an employee must include all applicable legal documentation pertaining to the name change.

Cobra Insurance

In compliance with the Consolidated Omnibus Budget Reconciliation Act (COBRA), the District will offer continuing health care coverage on a self-pay basis to staff members and their dependents following termination as required by law.

Short-Term Disability

The District will provide and pay for short term disability insurance that provides a sixty (60)-day waiting period and extends to one hundred eighty (180) days from the onset of a disability. The employee may receive sixty-six and two-thirds percent (66 2/3%) of his or her scheduled annual base salary. Notwithstanding the above, coverage in any case is limited to the terms of the insurance policy then in effect as approved by the Governing Board annually for eligible employees.

Life Insurance

The District will provide and pay the premium for a term life insurance policy for each regular employee who is working in the District or is on an approved paid leave of absence.

The amount of the term life insurance policy will be equal to one and three-tenths (1.3) times the individual's annual salary as shown on the District's salary schedule, exclusive of any contract supplements, stipends, extensions, addendums, et cetera.

Each person provided with a life insurance policy will be responsible for any income tax resulting from the life insurance benefits.

Notwithstanding, the above coverage in any case is subject to, and limited to, the terms of the life insurance policy then in effect.

An administrator will be provided life insurance as described in his or her contract.

Employee Assistance Program

Employee assistance is professional counseling to help with personal, family and employee related problems. The District will provide and pay the premium for the use of an Employee Assistance Program as approved annually by the Governing Board. Program benefits will be available to eligible employees and their immediate family members living within the same household, as defined by the program.

State Retirement Plan

Except as expressly permitted by A.R.S. § 38-766.01, employees hired for permanent positions are required to participate in the Arizona State Retirement System. Eligible employees include those working more than twenty (20) hours or more per week for more than twenty (20) weeks. Mandatory payroll deductions are required and the District will match that amount as specified annually by the Arizona State Retirement System.

Adopted: June 17, 2010

SUPPORT STAFF BEREAVEMENT LEAVE

GCCH

In case of death in the employee's immediate family or death of a domestic partner, or the domestic partner's immediate family, and upon approval by the Human Resources Director, an employee may be authorized bereavement leave of up to and including five (5) working days with pay, not to be deducted from the employee's accumulated sick leave. If the death in the family requires a leave longer than five (5) days, such additional approved leave with pay shall be deducted from the employee's accumulated sick leave. Should the employee not have sufficient accumulated sick leave to cover the approved leave, unpaid leave may be approved.

For the purpose of this policy, *immediate family* is defined as spouse, children, son-in-law, daughter-in-law, parents of either spouse, grandparents of either spouse, brothers and sisters of either spouse, grandchildren, guardian or dependent person of either spouse. Appropriate documentation must be submitted prior to final approval.

In the event of the death of a staff member, other staff members, upon request, may be excused from duties to attend local funeral services at no loss of pay.

For the purpose of this policy, domestic partners are individuals who meet the following criteria:

- Are each other's sole domestic partner.
- Reside together in the same principal residence.
- Share joint responsibility for their common welfare including responsibility for each other's basic living expenses.
- Are at least eighteen (18) years of age, mentally competent to consent to a contract, and are not related by blood to such a degree that they would be prevented from marrying under Arizona law.
- Are not legally married to anyone else and are not involved in any other domestic partnership.
- A notarized Domestic Partnership Declaration form is required.

Adopted: June 11, 2015

Authorization of Leaves of Absence

The District is authorized to provide employees with leaves of absence in the following categories:

- Family Medical Leave Act (FMLA)
- Sick Leave
- Vacation Leave
- Personal Leave
- Long-term Leave
- Military Leave
- Professional Leave
- Jury or Legal Leave
- Bereavement Leave
- Holiday Leave
- Religious Leave

Approval of Leaves of Absence

The immediate supervisor is authorized to approve an employee's use of sick, personal, professional, and vacation leave for short-term absences. A short-term absence is defined as an absence of no more than twenty (20) work days.

The Human Resources Director is authorized to approve an employee's use of Family Medical Leave (FMLA), military, jury or legal, bereavement, and religious leave. Appropriate documentation must be submitted prior to final approval.

The Superintendent will review and make recommendations to the Board regarding applications for long-term leave. The Board will determine whether to approve an application for long-term leave. A long-term leave is defined as a leave of absence greater than twenty (20) work days.

An employee requesting a return from a long-term leave of absence must be able to return at least one week prior to the beginning of a paid holiday or break.

Compensation During Leaves of Absence

Employees will be required to use accrued sick, personal, vacation, and holiday leave prior to unpaid leave being approved, unless special approval has been granted by the Superintendent.

An employee must not accept employment during long-term leave without prior written authorization by the Superintendent.

Misuse of Leave

An employee who misuses leave, misrepresents information given the District in connection with any leave, or otherwise violates this policy or its regulations will be subject to disciplinary action, including suspension without pay and/or dismissal. An administrator who knowingly assists an employee in a violation of this policy or its regulation will be subject to disciplinary action, including suspension without pay and/or dismissal.

An employee who is absent from work without leave authorized by this policy and regulations will be subject to disciplinary action, including suspension without pay and/or dismissal.

Disciplinary action based upon a violation of this policy or regulation or an employee's absence from work without authorized leave will be taken in accordance with Governing Board Policy GDQD - Discipline, Suspension and Dismissal of Support Staff members.

Return to Work Certification

An employee returning from a leave of absence due to illness or injury must submit to the Human Resources Department a written medical certification indicating the employee's ability to perform the essential functions of the position, with or without reasonable accommodation.

Unapproved Leave

An employee shall be deemed on unapproved leave when absent from work because of:

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

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

Adopted: August 16, 2012

| | | |
|--|------------------|-------------|
| SUPPORT STAFF | [EXCERPT] | GCCC |
| LEAVES OF ABSENCE WITHOUT PAY | | |
| (Family and Medical Leave (FMLA) Leave with or without Pay) | | |

Eligibility

Pursuant to the Family and Medical Leave Act of 1993 (hereinafter "FMLA"), an eligible employee may take up to twelve (12) weeks of FMLA leave under any of the following circumstances.

- The birth or care of a newborn son or daughter.
- Placement with the employee of a child for adoption or foster care.
- Care for a parent, spouse, son or daughter with a serious health condition. (The son or daughter must be either under age eighteen [18] or age eighteen [18] and over and unable to care for himself or herself because of a mental or physical disability.)
 - Domestic Partners - The District, at its option, extends FMLA leave, as provided in this policy, to situations in which an employee seeks leave to care for a domestic partner with a serious health condition.
- The employee's own serious health condition that prevents the employee from performing the functions of the job.

An employee becomes eligible for FMLA leave when the employee has been employed for a cumulative total of twelve (12) months by the District and has completed at least one thousand two hundred fifty (1,250) hours of service, excluding any unpaid leave, in the twelve (12)-month period immediately prior to the time the leave is to commence.

Military Family Leave Provisions

On January 28, 2008, the National Defense Authorization Act amended the Family and Medical Leave Act of 1993 to permit certain designated relatives, including a spouse, son, daughter, parent or nearest blood relative to take up to twenty-six (26) workweeks of leave during a twelve (12) month period to care for a "member of the Armed forces including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness." The leave described to care for a covered service member shall only be available during a single twelve (12) month period.

Certification of the employee's eligibility for leave under the National Defense Authorization Act shall be required under the same conditions as FMLA certification for leave.

Definitions

Serious health condition means an illness, injury, impairment, or physical mental condition that involves any of the following:

- A period of incapacity or treatment in connection with inpatient care, i.e., overnight stay in a hospital, hospice, or residential medical care facility.
- A period of incapacity requiring absence from work or regular daily activities for more than three (3) calendar days and requiring treatment by a health care provider.
- A period of incapacity or treatment by a health care provider for chronic or long-term health condition.
- Any period of absence to receive multiple treatments by a health care provider (e.g., dialysis, chemotherapy, radiation).
- Any period of incapacity due to pregnancy or for prenatal care.

Health Care Provider means any doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices and other persons capable of providing health services as described in FMLA regulation 29 C.F.R. § 825.118.

Notice and Application Requirements

An employee must request FMLA leave when the need for such leave is foreseeable. In such instances, the request should be made at least thirty (30) days prior to the time the leave is to commence. Otherwise, the employee must make the request as soon as practicable after the need for leave is known.

An employee must complete a written Request for FMLA leave and provide it to his or her supervisor.

When an employee is absent for six (6) consecutive workdays and has not made arrangements for a leave of absence, the District will inquire further of the employee to ascertain whether the absence qualifies as FMLA leave. The District will require that FMLA leave be used if the employee qualifies for FMLA leave, the reason for absence

qualifies for FMLA leave, and the absence exceeds six (6) consecutive workdays. Such absences include those caused by work-related injuries.

At the request of the District, the employee shall provide the following documents:

- A completed request for FMLA Leave form from the employee that includes the purpose of the leave, the expected duration of the leave and any other information that would help the District determine whether the leave qualifies as FMLA leave.
- A health care provider's written certification of serious health condition or, in the case of birth/adoption/foster care placement, documentation establishing such fact. The District may, at its own expense, obtain a second opinion by an independent health care provider selected by the District. After thirty (30) days or upon expiration of prior certification, whichever is later, the District may require that the employee submit an updated certification. Each certification must use the District prescribed form.

When the District receives a request for FMLA leave or has acquired knowledge that the reason for absence may qualify for FMLA leave, the employee will receive an FMLA approval letter. The notice will inform the employee if he or she qualifies for FMLA leave and whether the time off work will be counted against his or her FMLA entitlement.

All employee requests, notifications and documentation regarding FMLA must be forwarded to the District's Human Resources Office within three (3) business days after they are requested by the District. Failure to provide requested documentation may delay the commencement of FMLA leave.

Leave Rules

FMLA leave will not exceed twelve (12) weeks in any rolling twelve (12)-month period. The District will use a "rolling" method to calculate FMLA leave. Under the rolling method, each time an employee takes FMLA leave, the remaining leave entitlement is the balance of the twelve (12) weeks, if any, that was not used during the immediately preceding twelve (12) months.

A husband and wife who are eligible employees may take only a combined total of twelve (12) weeks of FMLA during any twelve (12)-month period if leave is taken for any of the following purposes:

- For the birth of a son or daughter or to care for the child following birth.
- For placement with the employee of a child for adoption or foster care, or to care for the child after placement.
- To care for a parent with a serious health condition.

If the husband and wife both use a portion of the total twelve (12)-week FMLA leave for one (1) of the above purposes, and if additional leave is required for other than one (1) of the above purposes, each is entitled to the difference between the amount he or she has taken individually and twelve (12) weeks for a FMLA leave purpose other than the above purposes. FMLA leave taken in connection with childbirth, adoption, or foster care placement must be completed within the twelve (12)-month period of entitlement.

An eligible employee will be required to use accrued sick leave, vacation and personal leave during FMLA leave. Any leave period taken for an employee's own work-related injury or illness that qualifies as a serious health condition will be credited against the employee's FMLA leave entitlement.

The group health plan(s) in which an employee on FMLA leave is participating will continue under the same terms and conditions applicable to actively working employees. The District will require repayment of any group health plan premiums paid by the District for continuing coverage during FMLA leave if the employee fails to return to work for at least thirty (30) calendar days after the leave expires for a reason other than the continuation, recurrence, or onset of a serious health condition that would entitle the employee to FMLA leave, retirement or other circumstances beyond the employee's control.

An employee who voluntarily purchases, through payroll deduction, benefit coverage for which no contribution is made by the District must make payments to the District's Human Resources Office at intervals established by the Employee Benefits Manager. Failure to make payment on a timely basis will result in lapse of such coverage fifteen (15) days after the employee is given notice of failure to make payment.

Intermittent FMLA leave for up to twelve (12) weeks is available when medically necessary and when a schedule of absences can be provided.

- An eligible employee may take intermittent leave to care for a seriously ill parent, spouse, domestic partner, son or daughter or because the employee is seriously ill or unable to work.
- "Intermittent" means taking leave in blocks of time or by reducing the employee's normal weekly or daily work schedule.
- District approval is required for leave taken intermittently after a birth or placement of a child for adoption or foster care. A leave request for this purpose may be either approved or denied.
- If an eligible employee whose principal job function is to teach and instruct students needs intermittent leave, which is foreseeable based on planned medical treatment, to care for a family member, or for the employee's own serious health condition, and the employee would be on leave for more than twenty percent (20%) of the working days over the period the leave would extend, then the employee will choose either to:
 - Take the leave for a period(s) of a particular duration not greater than the duration of the planned medical treatment; or
 - Temporarily transfer to an available alternate position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates the recurring period of leave.

Accruals for sick leave and vacation will be suspended during any unpaid portion of FMLA leave.

Return to Service

An instructional employee returning to service must be able to return at least one week prior to the end of a grading period or leave for the employee will be required to continue through the grading period.

An instructional employee is a person whose principal function is to teach and instruct students in a class, small group, or an individual setting and includes not only teachers, but also athletic coaches, driving instructors, and special education assistants. It does not include auxiliary personnel such as teachers assistants, aides, counselors, psychologists, or curriculum specialists.

All employees returning from FMLA leave based on the employee's own serious health condition must submit a medical certification (form) indicating that the employee is cleared to return to work.

Upon return from FMLA leave, an employee will be restored to the same position held before the FMLA leave commenced or to an equivalent position with equivalent pay, benefits and working conditions.

Unpaid Leaves of Absences

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. An employee may request and be granted a leave of absence for no longer than one (1) year.

Employee health benefits will not be paid by Marana Unified School District (MUSD) during any unpaid leave of absence, although an employee on an approved unpaid leave of absence may continue coverage of health benefits by paying the full premium cost.

Each application for leave of absence shall be submitted through the school principal or department director. The application shall state a clear, concise, and specific reason for the requested leave of absence and state clearly and precisely how the time will be used if the leave is granted. The length of time for which the leave is requested shall be stated in the request.

Except in the case of an extension of leave (i.e., beyond FMLA) or an emergency, an application for an unpaid leave of absence must be received in the Human Resources office at least thirty (30) days prior to the start of the leave.

Leave shall begin and terminate at a time determined cooperatively between the principal or department director and the applicant, subject to the approval of the Governing Board. In the event of lack of agreement between the employee and principal or department director, the final recommendation shall be made by the Superintendent to the Governing Board.

The following stipulations shall apply to granted leaves of absence:

- An employee who has taken leave will return to work as indicated on the Request for Leave form.
- The employee must notify the Director of Human Resources, in writing, of his/her intention to resume employment. For teachers and professional staff, this notification must be received by January 15 of the calendar year if the employee

intends to return to work in the fall semester. All other staff must return on the date indicated on the application unless another application has been filed at least thirty (30) days prior to the return date.

- If an unpaid leave of absence is granted, all rights to tenure, retirement, accrued leave with pay, and any other benefits provided by School District policy and law shall be preserved and available to the employee upon return to work after termination of the leave of absence. No additional length of service, contribution to retirement, additional accrued leave with pay, or other benefit will be added to the credit of the employee or will be earned by the employee during the length of the leave of absence.
- Benefits will be restored to the employee on the first day of the month after returning to work.

Employee advancement on the salary schedule for a teacher on leave for part of a school year shall be as follows:

- If the teacher is on active teaching service for the major portion of a school year, the employee shall receive a salary adjustment as determined by the Governing Board during the budget process. *The major portion of a school year* is defined as working one (1) day more than one-half (1/2) of the working days (excluding vacations and holidays, but including any nonstudent contact working days) during that school year.

Employees on paid leave of absence, unless otherwise provided by this policy, shall receive wages, health coverage, and retirement credit in the same amounts as if they were not on leave. Employees on unpaid leave of absence other than for approved FMLA shall continue health coverage and retirement only through the end of the month, unless arrangements are made for the employee to pay the full premium costs.

Employees may return early with the following considerations:

- An employee on unpaid leave who wishes to return prior to the end of the approved leave will be limited to applying for any open position for which the employee is qualified.
- A returning employee whose position no longer exists or has been filled by another employee, and who is to be assigned to a different location, shall have such assignment pursuant to the provisions of the District transfer policy. Every effort will be made to provide returning employees to the same or comparable positions if they return after a one (1) year period.
- If the position of an employee on a requested unpaid leave of absence who desires to return early has not been filled on a contracted basis, the employee may request to return to the original position, and such request will be given due consideration.

Failure to request an unpaid leave of absence, in a timely fashion, failure to return from a long-term leave of absence as agreed upon or failure to respond by January 15, as specified in this policy, may result in disciplinary action, up to and including termination.

Adopted: June 11, 2015

**PROFESSIONAL / SUPPORT STAFF
MILITARY / LEGAL LEAVE**

GCCD

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

Such leave will not count as experience to advance on the salary schedule.

When an employee receives notice that requires leave as delineated above, it is the responsibility of the employee to notify the Superintendent or principal.

Jury Duty

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

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

Victim Leave

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

Compensation may be provided if the employee has available vacation or to the extent other leave may be available by policy.

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

Military Leave

- An employee who is a member of the Military Reserve or National Guard shall be entitled to leave of absence without loss of pay, time, or efficiency rating when engaged in field training [A.R.S. 26-168 and 38-610].
- An employee who is a member of the uniformed service may use any vacation leave or other accumulated paid time off during their service, or may take unpaid leave of absence.
- The District must reemploy uniformed service members, as defined in 38 U.S.C. 4303, returning from a period of service, if the service member:
 - Was employed by the District.
 - Gave the District notice that he or she was leaving the job for service in the uniformed services, unless giving notice was precluded by military necessity or otherwise impossible or unreasonable.
 - Has a cumulative period of service in the uniformed services not exceeding five (5) years.
 - Was not released from service under dishonorable or other punitive conditions.
 - Has reported back to the District in a timely manner or has submitted a timely application for reemployment in accordance with the Uniformed Services Employment and Reemployment Rights Act.

Adopted: date of Manual adoption

SUPPORT STAFF SICK LEAVE

GCCA

All sick and personal hours will now be referred to as "leave hours." Leave hours may be taken by employees for the following reasons, and subject to the following conditions:

- Personal health disability or impairment
 - Employees may use all or any portion of their leave hours as sick leave for personal health reasons.
 - A doctor's certificate may be required by the immediate supervisor for an individual who is absent more than three (3) consecutive days and shall be filed with the employee's administrator or supervisor.
- Family health care
 - Employees may use all or any portion of their leave to care for or make arrangements for the health care for members of their families.
 - A doctor's certification of the illness in an employee's immediate family may be required if the employee is absent for more than three (3) days.

- Personal reasons other than illness
 - Employees may request the use of a portion of their leave for personal reasons. Any request for personal leave must be submitted for approval in advance.

Requesting Leave and Reporting Absences:

- Leave hours may be used as sick leave without prior approval; however, sick leave must be reported prior to the start of the work day. All employees must follow site/department guidelines to report sick leave. All employees requiring substitutes must report through the substitute request system.
- Leave that an employee uses that is determined to be a qualifying event under the Family Medical Leave Act must follow Policy GCCC Professional/Support Staff Leaves of Absence Without Pay.
- If it is necessary for the employee to leave the assigned area of work due to illness or family/personal emergency, the employee must notify his/her immediate supervisor or site designee prior to leaving unless it is impossible to do so.
- A request for leave hours for personal use (other than sick) shall be submitted to the employee's supervisor for approval in advance. The supervisor shall have the right to refuse leave hours for personal use if it is determined to be detrimental to the education/operations within the school/department at which the employee works.

Leave hours cannot be used prior to being accrued and may only accrue while an employee is on active work status. An employee on a long-term leave of absence is not on active work status.

Employees will not utilize leave hours, except in the case of serious emergency or unavoidable personal conflict, for personal reasons on required preservice days and required in-service days. Requests for leave hours for personal reasons on the days prior to, or following, a vacation must be submitted to the supervisor for supervisor's consideration; such requests may be approved or denied depending on the circumstances. Use of leave for personal reasons after submitting a resignation or retirement paperwork will be carefully monitored.

Extra duty, extra-curricular, or other such additional duties beyond the regular work day shall not result in the accumulation of additional leave hours.

Support Staff Leave:

- A full-time equivalent support employee shall accrue leave at the number of hours equivalent to one (1) day per pay period worked, until the maximum annual leave is accrued, as follows:
 - One hundred twenty (120) leave hours for twelve (12) month employees.
 - One hundred twelve (112) leave hours for eleven (11) month employees.
 - One hundred four (104) leave hours for ten (10) month employees.
 - Ninety-six (96) leave hours for nine (9) month employees.

- An employee working less than eight (8) hours per day will be prorated.
- Accumulated leave may accrue to a maximum of one thousand two hundred forty-eight (1248) hours, at which time the hours will be deducted from the employee's leave bank at the end of the fiscal year.
- Once per year, a support employee with one thousand forty (1040) hours of accrued leave is eligible to sell eighty (80) hours back to the District at a rate of twenty-five percent (25%) of his/her hourly wage. A request, in writing, must be submitted to the Director of Human Resources between July 31 and March 31 of each school year.

Termination Pay

Upon terminating employment with the District after three (3) years or more of continuous service, an employee will be paid for unused leave hours at twenty-five percent (25%) of his/her current hourly wage. Employees who fail to give adequate notice of termination shall forfeit all monies in redeemable, unused leave hours. Support staff must give two (2) weeks notice and teachers must fulfill their contract to be eligible for termination pay.

Leave for Substance Abuse Treatment

The District will make available up to ten (10) days of paid leave to any employee voluntarily entering and successfully completing an approved residential substance-dependency treatment program. Voluntary entrance into the program must occur prior to discovery of substance abuse or an incident involving substance abuse. These days shall be in addition to other agreed benefits.

The employee must submit official written verification of admission into the program, as well as a doctor's release to return to work.

Assault Leave

An employee who is injured due to a physical assault while acting in an official District capacity, and thereby is unable to perform assigned work responsibilities, may petition the Governing Board for a) a temporary or permanent assignment to another District position or b) a specified number of additional leave hours above and beyond hours previously accrued.

The petition described above shall be in writing and shall demonstrate the following:

- The employee's injury was caused by a physical assault.
- The employee was acting in the scope of assigned employment at the time of the assault.
- The employee did not cause, precipitate, or aggravate the assault.
- The employee's injuries were not aggravated or exacerbated by any unreasonable action by the employee.
- The nature and extent of the employee's injuries, as documented by the employee's physician and, if requested by the District and at its expense, documented by a physician selected by the District.

- Upon receipt of the petition, the Governing Board shall evaluate and grant, deny, or grant in part and deny in part the petition, in its sole discretion. In making its decision, the Governing Board may, at its discretion, consider information other than that contained in the petition. Such other information may include, but is not limited to, the particular circumstances of the assault, whether the employee is receiving other insurance benefits such as long-term disability benefits, the availability of other suitable positions within the District, the recommendations of District administrators, and any other information the Governing Board may deem relevant.
- Leave hours granted pursuant to this policy shall be limited initially to one hundred fifty (150) hours. The Governing Board may grant additional leave hours in increments not to exceed one hundred fifty (150) hours, provided that each increment is separately approved by the Governing Board and a new petition is prepared and submitted to the Governing Board for each increment of additional leave hours requested. Each decision to grant additional leave hours shall be at the sole discretion of the Board, irrespective of prior decisions relating to that employee or other employees.

Adopted: July 12, 2011

**PROFESSIONAL / SUPPORT STAFF VOLUNTARY
TRANSFER OF ACCRUED SICK LEAVE**

GCCG

(Sick Leave Bank)

The District recognizes the existence of circumstances under which non-job-related, seriously incapacitating, and extended illnesses and injury may exhaust accrued leave of employees. To provide some measure of relief in such situations, a limited mechanism, based upon voluntary transfer of accrued leave, is established. The mechanism will be termed *banked sick leave*, or a *sick leave bank*. It is considered of benefit to the District to establish this mechanism because it will reduce the annual accrued sick leave and promote efficiency by ensuring constant service.

Subject to the terms, conditions, and limitations referenced in this policy, a qualifying employee may be able to receive and use sick leave in addition to the leave normally afforded to the employee by means of a grant of additional sick leave from the District's sick leave bank. To be entitled to request and, if granted, use additional sick leave from the District's sick leave bank an employee must:

- Have a non-job-related extended and seriously incapacitating illness, injury, or disability, either personally or in the immediate family.
- For the purpose of this policy, the term *immediate family* is defined as the employee's spouse and the children and parents of the employee or spouse.
- An extended and seriously incapacitating illness, injury, or disability is one that results in a reasonably unavoidable absence of the employee from regularly assigned duties for a minimum of fifteen (15) days.
- These days are to be taken consecutively unless the qualifying employee has, in addition to the required doctor's written documentation of the condition, doctor's

written orders to receive intermittent debilitating temporary treatment(s) for a life threatening condition. Doctor's written orders for the treatment(s) including the schedule of the treatment(s) required must be provided with the employee's request for days from the sick leave bank. The employee must provide documentation that each treatment was received.

- Normal pregnancy and delivery are not considered an illness. Complications, as detailed by a licensed physician's statement, may be submitted for consideration.
- Elective procedures are not considered an illness.
- Surgeries will be considered only if they cannot be reasonably postponed to coincide with a school break.
- Have exhausted all accumulated leave days, or be in a position where all such leave days will be exhausted prior to use of any days from the sick leave bank.
- Be a qualifying employee.
- For the purpose of this policy, a *qualifying employee* is any District employee who, in compliance with the conditions described below, either (a) has indicated an intention to donate sick leave, or (b) has donated sick leave for the current fiscal year, or (c) has donated sick leave in five (5) consecutive prior fiscal years, as described in and subject to the conditions described below.
- Newly enrolled employees are subject to a three (3)-month preexisting condition exclusion.
- An employee ceases to be a qualifying employee when the employee, or the family member, whichever is applicable, qualifies for long-term disability coverage under the Arizona State Retirement System or any other long-term disability program.
- Notwithstanding the above, substitute teachers, both regular and long-term, may not participate in the sick leave bank program referenced by this policy, and are not qualifying employees.

An employee who satisfies all of the requirements outlined above and who desires to receive additional sick leave must submit a written petition to the District's Human Resources office, directed to the attention of the sick leave bank review committee, requesting a grant of additional sick leave from the District's sick leave bank. The petition must contain the following information:

- The employee's name, address and phone number, position, site, and number of years in the District.
- History of why the employee is out of leave.
- A thorough explanation of the reason sick leave bank days are being requested.
- The specific number of days being requested and the expected date of return to work.
- A written statement from the personal physician of the employee or the family member, whichever is applicable, containing information regarding the condition (diagnosis), medication (if any), and prognosis.

In the petition for additional sick leave, the employee may request up to thirty (30) days of sick leave from the sick leave bank. If additional leave is warranted, the employee may later apply for additional days, up to a maximum of (a) sixty (60) days per approved illness, injury, or disability or (b) ninety (90) days in any two fiscal years (July 1 to June 30), whichever limitation first occurs.

If an employee who requests and receives additional sick leave from the sick leave bank later qualifies for long-term disability coverage under the Arizona State Retirement System or other disability program, or the family member qualifies for such coverage, whichever is applicable, the right to use the additional sick leave previously granted is automatically terminated effective as of the date that the person who is ill, injured, or disabled qualifies for such coverage. If an employee loses pay solely as a result of a late request for additional sick leave, and the additional leave is thereafter granted, the employee's pay will be restored, and the records pertaining to the employee will be amended to show absence due to the use of sick leave, as of the next succeeding pay period.

The sick leave bank review committee shall, if reasonably possible, review an employee's request to receive additional leave from the sick leave bank within five (5) working days of its receipt by the Human Resources office, and shall notify the employee of its decision within three (3) working days thereafter. Decisions concerning use of the sick leave bank are made at the absolute discretion of the sick leave bank review committee, which may deny an employee's application for additional sick leave in whole or in part for any reason, including but limited to reasons relating to (a) the remaining number of days in the sick leave bank, (b) the employee's past history of contributing leave days to the sick leave bank, (c) other resources available to the employee, or (d) the nature of the illness, injury, or disability. Decisions of the sick leave bank review committee are final and are not subject to appeal or the grievance provisions of the District.

Any District employee, other than regular and long-term substitute teachers who are not eligible to participate in the sick leave bank program, who desires to be eligible to request additional sick leave from the District's sick leave bank must contribute one (1) day of earned sick leave in the applicable fiscal year to the sick leave bank. To donate sick leave so as to be eligible for the sick leave bank program, an employee must give written notice to the Human Resources office, on a form supplied by the District, of intent to do so by September 15 of each school year or in the case of a new employee, within the thirty (30) consecutive day period immediately following their date of employment. Employees choosing not to participate when first hired may enroll by September 15 of each year thereafter. Late enrollees, however, are required to donate the entire number of days that would have been contributed had the employee begun contributing at the employee's original hire date.

A new employee hired with the District has one (1) month from the date of employment in which to submit written notice, on a form supplied by the District, directly to the Human Resources office. The employee's "qualifying employee status" then continues through the remainder of that fiscal year. Notwithstanding the above, when a District employee has donated five (5) days to the sick leave bank, no further donation of sick leave is required for the employee to remain a qualifying employee, which status would then terminate only if and when the employee (a) ceases to remain continuously employed by the District, or (b) receives a grant of additional leave from the sick leave

bank. Once an employee has donated a maximum of five (5) days to the sick leave bank, a donation of only one (1) additional day per year will be accepted, unless days are granted to the employee from the sick leave bank.

If the total number of days in the sick leave bank are unable to fulfill acceptable requests, current staff will be notified and up to three (3) additional days per staff member will be accepted for a predetermined thirty (30) day period. An employee who requests and is granted leave from the sick leave bank shall donate one (1) sick leave day per fiscal year, for a period of five (5) consecutive years following the employee's return to work. Donations to the sick leave bank are irrevocable, and an employee who resigns, retires, is terminated, or declines to make continued contributions to the sick leave bank is not entitled to withdraw previously contributed days.

Sick leave days available in the sick leave bank shall be available for use on a first-come, first-served basis, and the sick leave bank committee will deny all requests for additional sick leave if, in any given fiscal year, the committee has already awarded to other employees all available additional sick leave days. Unused days in the sick leave bank shall be carried over from year to year.

The Human Resources office shall, on no less than an annual basis, determine and report to the sick leave bank review committee the status of the sick leave bank.

The sick leave bank review committee shall be composed of one (1) member appointed by Marana Education Association (MEA), one (1) member appointed by Marana Education Support Professionals (MESP), and one (1) member appointed by the District administration. These three (3) will meet annually and shall select two (2) additional members at large. The terms of all members shall be one (1) year.

Adopted: June 2, 2011

NEGOTIATIONS AGREEMENT

H-R

(Support Staff Association Leave)

The District will allow a maximum of five (5) days of release time with pay for Marana Education Support Professionals (MESP) members to conduct association business.

SUPPORT STAFF VACATIONS AND HOLIDAYS

GDD

Vacation Allowance

For the purpose of this policy, the following support (non-exempt) employees are eligible for vacation and paid holidays and breaks:

- Employees who are regularly employed by the District for twenty (20) or more hours per week on a twelve (12) month basis.
- Employees who work on a twelve (12) month basis for at least twenty (20) hours a week and accrue vacation will be prorated at their respective full-time equivalences.

Any employee in a nine (9), ten (10), or eleven (11) month position who transfers or is promoted into a twelve (12) month position working at least twenty (20) hours per week will begin accruing vacation from the effective date of their transfer/promotion.

Accruals

All twelve (12) month support employees hired before July 1, 2009, will accrue the equivalent of one (1) vacation day per pay period until full accrual is reached.

| <u>Completed Years of Employment</u> | <u>Annual Accrual</u> |
|--------------------------------------|-----------------------|
| One (1) to four (4) | Ten (10) Days |
| Five (5) | Thirteen (13) Days |
| Six (6) | Fifteen (15) Days |
| Seven (7) | Seventeen (17) Days |
| Eight (8) | Eighteen (18) Days |
| Nine (9) | Nineteen (19) Days |
| Ten (10) and beyond | Twenty (20) Days |

An employee's vacation balance as of July 31 of any fiscal year shall not exceed the number of days accrued in the previous years plus the July accrual.

Twelve (12) month support employees hired after July 1, 2009, will accrue the equivalent of one (1) vacation day per pay period until full accrual is reached.

- During each of the first five (5) years of employment, the employee will accrue ten (10) vacation days..
- During the sixth (6) full year of employment, the employee will accrue thirteen (13) vacation days.
- After completing six (6) full years of employment, the employee will accrue fifteen (15) vacation days per year.

Eligible employees shall not earn paid vacation:

- Within a period of extended military leave.
- Within a period of leave of absence without pay.

All twelve (12) month support employees may not use any accrued vacation leave prior to the completion of ninety (90) work days of employment.

If workloads permit, vacation leave shall be granted at the time requested in writing by the employee. If the nature of the work makes it necessary to limit the number of employees on vacation at a given time and two (2) or more employees request the same time off, the employee with the greater seniority shall be given the choice of vacation in the event of a conflict. The following rules shall be followed:

- An employee who requests leave at least thirty (30) or more days in advance shall be granted the leave.

- If two (2) or more employees with conflicting leave requests within the same thirty (30) days, the employee with the greatest seniority shall be granted the leave.

**Reimbursements for Vacation
Leave Upon Termination**

If an employee entitled to vacation benefits resigns, retires, is discharged, or dies, the employee or the employee's designated beneficiary as recorded on the State Retirement enrollment shall be paid for accumulated vacation time. Separation vacation payment shall be calculated at the employee's current compensation rate.

Holiday and Break Leave

Each of the following named days may be designated as a holiday for all eligible support staff employees of the District when that day falls on a normal working day:

| | |
|---|---|
| <ul style="list-style-type: none"> • New Year's Day • Civil Rights Day (Martin Luther King) • Memorial Day • Independence Day | <ul style="list-style-type: none"> • Labor Day • Veteran's Day • Thanksgiving Day and the day after • Christmas |
|---|---|

When a holiday falls on a Sunday, the following Monday will be granted as a holiday. When it falls on a Saturday, the preceding Friday will be granted as a holiday. During these holidays, District offices will be closed for business.

The work schedule for nine (9) month employees is one hundred eighty-two (182) days plus holidays; for nine (9) month bus drivers it is one hundred eighty-three (183) days plus holidays; for ten (10) month employees it is one hundred ninety-six (196) days plus holidays; for eleven (11) month employees it is two hundred sixteen (216) days plus holidays; and for twelve (12) month employees it is either two hundred forty-five (245) days, two hundred forty-six (246) days or two hundred forty-seven days (247) days plus holidays as determined by the fiscal year calendar. Such days will be scheduled by the supervisor in consultation with the employee, and will not deviate from the normal work year without the consent of the employee.

Employees working the following number of months shall have the specified number of paid holiday and break days per year. The days will be situated as appropriate to the adopted calendar of the District each year.

Employees hired prior to July 1, 1998 will receive the following number of paid holidays and break days per year:

| <u>Months Worked</u> | <u>Paid Holidays and Break Days</u> |
|----------------------|-------------------------------------|
| Twelve (12) | Fourteen (14) |
| Eleven (11) | Twenty-two (22) |
| Ten (10) | Twenty-two (22) |
| Nine (9) | Twenty-one (21) |

Employees hired after July 1, 1998 shall have the following number of paid holidays and paid break days per year:

Months worked Paid Holidays and Break Days

| | |
|-------------|---------------|
| Twelve (12) | Fourteen (14) |
| Eleven (11) | Thirteen (13) |
| Ten (10) | Twelve (12) |
| Nine (9) | Eleven (11) |

The holidays and break days will be established by the Governing Board according to the school calendar each year.

Holiday and Break Pay

Paid holiday and break.

- The rate of pay for holidays and break days is the same rate of pay an employee will receive if the day is not a holiday or break.
- Staff members must be present for work, or on an approved paid leave, on their scheduled workday before and scheduled workday after the holiday or break in order to draw pay during holiday or break leave.
- Holidays and breaks falling within a vacation or sick leave period will be treated as holidays and breaks, therefore are not charged to vacation or sick leave.

Unpaid holiday and break.

- When the employee's regular non-work day falls on a holiday or break, the employee will have the day off but will not be paid for the holiday or break.
- Employees on a non-pay status for any reason (i.e., unpaid leave of absence, short-term disability, et cetera) will not receive pay or credit for holidays or breaks.

Adopted: June 13, 2013

ACCIDENT REPORTS

EBBB

Adequate and prompt accident reporting is essential if similar accidents are to be prevented. If there are injuries or property damage, prompt reports are also vital in assuring the District of insurance coverage.

Reports will be filed on accidents that take place on school property or that involve school vehicles, students, or staff members on school-sponsored trips, including staff members on authorized school business trips. Such reports are required whether or not there are any immediately evident injuries or damage to property.

Any employee of the District who suffers a job-related injury/accident must file a report with the District business office within five (5) days after the date of occurrence. Should circumstances render the individual unable to submit such a report within five (5) days, the time limit may be extended.

Injury accidents should be promptly reported to the District's liability carrier. The meaning of promptly is defined in the District's insurance policy with the carrier.

The administration shall establish procedures for filing accident reports, and shall make sure reports include details that (1) might be helpful in preventing similar accidents in the future, (2) are needed for filing insurance claims, and (3) might be important in case of litigation.

VEHICLE ACCIDENTS

Any MUSD employee involved in an accident while driving a district vehicle is subject to the Accident and Preventability and Discipline section of the Transportation Handbook, the vehicle Accident Review Committee, and drug and alcohol testing.

Adopted: date of Manual adoption

STAFF HEALTH AND SAFETY

BGCB

(Communicable Diseases)

It is the policy of the School District to take reasonable and lawful measures to protect students and staff members from the transmission of communicable diseases. The

Superintendent is authorized to adopt such procedures as are necessary to implement this policy in a manner consistent with state and federal laws.

Exclusion from School

A staff member who has a communicable disease shall be excluded from school only if the staff member presents a direct threat to the health or safety of others in the school workplace. The outbreak control measures and other directives of the Department of Health Services (DHS) and local health agencies shall be acted upon as the best medical knowledge and judgments with regard to the exclusion of a staff member who has a communicable disease that is addressed by DHS regulations. The communicable diseases specifically addressed by DHS regulations are listed at A.A.C. R9-6-301 *et seq.*

A staff member who has a chronic communicable disease, such as tuberculosis or HIV/AIDS, shall not be excluded unless a significant risk is presented, to the health and safety of others, which cannot be eliminated by reasonable accommodation. The Superintendent shall consult with legal counsel and health professionals, as necessary, to ensure that exclusion of a staff member with a chronic communicable disease will not violate the staff member's rights under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act.

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

Reporting and Notification

The District shall report by telephone to its local health agency each diagnosed and suspected case of a communicable disease as set out in regulation JLCB-R.

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

Confidentiality

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

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

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

Universal Precautions

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

Food Service Workers

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

HIV/AIDS

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

SUPPORT STAFF SALARY

GDBA-R

(Hazardous-Duty Pay)

An employee will receive one hundred dollars (\$100) per day in addition to the normal daily rate received for climbing poles with an above ground height in excess of thirty-five (35) feet. This will be a voluntary assignment and must be approved in advance by the director of maintenance.

Each employee authorized to climb poles must wear a safety belt, and another employee must be on the ground observing and assisting.

WELLNESS PROGRAMS

GBGCA

Measles (Rubeola)

It shall be a condition of employment that, unless exempted, all employees, including substitutes, shall present proof of immunity to rubeola (measles) prior to reporting for work.

Evidence of immunity to measles shall consist of:

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

German Measles (Rubella)

Similarly, unless exempted, all employees, including substitutes, shall present proof of immunity to rubella (German measles) prior to reporting for work.

Evidence of immunity to rubella shall consist of:

- A record of immunization against rubella given on or after the first birthday; or
- A statement, signed by a licensed physician or a state or local health officer, that affirms serologic evidence of having had rubella.
- Anyone born prior to January 1, 1957 shall be considered to be immune to rubella.

Parotitis (Mumps)

It shall be a condition of employment that unless exempted, all employees, including substitutes, shall present proof of immunity to mumps prior to reporting for work.

Evidence of immunity to mumps shall consist of:

- A record of immunizations against mumps with a live virus vaccine given on or after the first birthday, or
- A statement, signed by a licensed physician or a state or local health officer, that affirms serologic evidence of having had mumps, or

- Anyone born prior to January 1, 1957 shall be considered immune to mumps.

General Information

Exempted employees include those with medical contraindications for receiving vaccines and those who refuse immunization for religious reasons.

Non-immune employees, including those who utilize the exemption, shall, in the event of an outbreak of either disease, be put on leave without pay, or they may use accumulated sick leave during the period they are excluded from work due to the outbreak. If a staff member does not have any earned sick leave, a salary deduction of one (1) contract day will be made for each day of authorized leave used.

Adopted: June 28, 2007

SUPPORT STAFF PROMOTIONS AND RECLASSIFICATION

GDP

The Superintendent will fill positions of increased responsibility with the best available candidates. Candidates will be considered from both within and outside the District.

A change in assignment shall be considered a promotion to which the job classification or pay grade is greater and shall require Board approval.

Support Staff Employee Reclassification

The employee will submit a request, with the rationale, to the immediate supervisor.

The immediate supervisor will attach comments to the request and forward the request to the Senior Staff member who supervises the site/department. The Senior Staff member will attach comments to the request and forward the request to the Director of Human Resources.

The chief financial officer and the Director of Human Resources will review the request and make a recommendation to the Superintendent.

The Superintendent will review the request and will deny or forward the request to the Board, with a recommendation. The Governing Board will approve or disapprove.

Adopted: June 17, 2010

SUPPORT STAFF ASSIGNMENTS AND TRANSFERS

GDJ

General

It is the intent of the District to hire the applicant with the best qualifications. Many times, a position vacancy within the District may present a promotion opportunity for some District employees. All employees are encouraged to request transfer or promotion for any District opening for which they are qualified.

Vacancy Announcement

All support staff position vacancies, with the exception of short-term or emergency situations as determined by the District administration, will be advertised for a minimum of five (5) working days. The announcements will be posted in all job sites, i.e., each school and the central office. Job vacancy announcements may also be advertised in

local newspapers. The Marana Education Support Professionals (MESP) President will receive a copy of *all support staff position announcements*.

Transfers

Any District employee meeting the required minimum qualifications may apply for a vacant position(s) by submitting the Transfer/Promotion form to the Human Resources Department not later than the closing date.

- Each Request for Transfer form must be accompanied by a current resume.
- A support staff employee is not eligible for transfer during the initial evaluation period.
- A support staff employee is not eligible for transfer to an open position unless the employee is returning from leave by the first work day of the position, as determined by the hiring supervisor.
- A support staff employee who has transferred into a position within the last ninety (90) days is not eligible for transfer.
- A support staff employee who has been involuntarily transferred or recalled following a reduction in force within the last ninety (90) days is eligible for transfer.

The Transfer/Promotion form must possess the signature of the employee's immediate supervisor.

Screening

The supervisor responsible for the vacancy will screen the qualifications of all applicants. All qualified applicants will be considered. The supervisor will select applicants for interview.

Selection

The supervisor will select one (1) applicant and forward the recommendation to personnel.

When making the selection, the supervisor will consider the following for each applicant:

- The qualifications, as specified in the position announcement.
- Past evaluations, recommendations, job performance, and any other additional information deemed appropriate.
- The ability of the applicant to work cooperatively in the area of the position.

Review

An employee requesting a transfer/promotion who believes the selection procedure was not followed may ask the personnel director to review the procedure. This request should be made in writing.

Employee selection is not grievable, and does not fall within the parameters outlined in the support staff problem-solving procedure.

Selection of Permanent Bus Drivers

The selection of permanent bus drivers is exempt from these procedures.

Involuntary Transfers

If it becomes necessary for the District to transfer employees due to a reallocation of staff personnel, the employee having the lowest seniority in the affected classification at that particular site shall be transferred by the personnel department to another assignment in the same classification.

Involuntarily transferred personnel will be given priority for placement before positions are filled by any other methods. If more than one (1) person is involuntarily transferred, the most senior employee will have first (1st) choice of placement. Personnel transferred from a site because of staff reallocation shall be given priority in returning to the previous site and shift as a vacancy occurs.

The District reserves the right to reassign an employee to another position when it is decided that the need of the District supersedes the employee's prerogative to remain in the assignment. Every effort will be made to assign the employee to a comparable position. The employee will not have a reduction in the current hourly wage.

Position Descriptions

All positions in the District will have position descriptions that list qualifications and responsibilities.

Adopted: June 11, 2015

RESIGNATION OF SUPPORT STAFF MEMBERS

GDQB

Personnel are asked to notify the District of an intended resignation as far in advance as practical. Resignations should be submitted in writing at least fifteen (two (2) weeks prior to termination date.

All resignations shall be in writing, and submitted to the immediate supervisor, who will make a recommendation and transmit the letter to the Superintendent. Authorized unused vacation credit will be paid to employees with the last paycheck.

Adopted: date of Manual adoption

PERSONNEL RECORDS AND FILES

[EXCERPT]

GBJ

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

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

The District may create such subfiles within a personnel file as are appropriate to ensure confidentiality of those files made confidential by law and efficient use of the file.

Access to personnel files will be limited to authorized District officials and employees authorized to handle personnel files. Individual Board members may only inspect confidential staff files when specifically authorized by the Board, as evidenced by action of a quorum of the Board in a legal meeting properly noticed. Employees may review their own files by making written requests to the Superintendent. Materials obtained prior to an employee's employment, such as confidential recommendations or interview notes, will not be available for review by the employee.

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

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

The Superintendent shall prepare procedures to implement this policy and Arizona Revised Statute 44-1373 which restricts use of personal identifying information.

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

Adopted: August 13, 2009

SUPPORT STAFF REDUCTION IN FORCE

GDQA

Layoff

The number and type of staff positions required to implement the District's educational programs will be determined annually by the Governing Board after recommendation from the Superintendent. The Board may reduce wages or eliminate support staff positions as deemed appropriate for the general welfare of the operation of the District. In the event the Board decides to release support staff members, the following guidelines will be in effect:

- Notification to employees affected by a reduction in force will be made at the earliest practical time, but no later than the last work day of the second semester. If the reduction in force is to be effective during the current school year, the employees will be given fifteen (15) calendar days notice, such notice to be in writing.
- If a reduction in the number of employees shall become necessary, the Board shall first attempt to accomplish the layoff through normal attrition.
- If further reduction is necessary, the Board shall next attempt to make such reduction by means of voluntary early retirement and leaves of absence and then retain those support staff personnel possessing the greatest amount of District-wide seniority within a department or area. The employees with the least seniority may be involuntarily transferred.

A support staff employee dismissed pursuant to this policy shall have every right to reapply for any position for which he/she is qualified, but shall not be entitled to an automatic preference or right of rehire.

Furloughs

In the event that the District determines that cost saving measures should be taken, which includes the reduction of personnel costs, the District may implement a "Furlough Without Pay Plan." Furlough is defined as temporary non-duty, non-pay status. The following procedures shall apply to a furlough:

- No form of salary compensation may be taken (e.g., vacation, break, compensatory time).
- All existing benefits that have been paid by the District will continue to be paid by the District, and all deductions previously paid by the employee shall continue to be taken out of the employee's check.
- There shall be no loss of seniority with the District and no break in service.
- All benefits shall accrue as if the employee were working (e.g., vacation, leave days).
- Furlough days will be scheduled by the supervisor in consultation with District administration in order to minimize disruption to the efficient operation of the site and/or District.

Recall

Support staff members who are laid off shall be recalled for vacancies within departments or areas from which they were laid off in the order of most seniority.

Full-Time and Part-Time Positions

Support staff employees who were previously assigned to full-time positions shall be recalled to full-time positions, provided that such employees shall have the option of accepting any part-time positions that may exist without jeopardizing their recall status for any full-time positions. Support staff personnel who were previously assigned to part-time positions within a department or area shall be recalled to part-time positions within the department or area by seniority within that department or area.

Recall Notice

The District shall give written notice of recall from layoff by sending a registered or certified letter to the employees to be recalled, at their last known addresses. It shall be the responsibility of such employees to notify the District personnel office of any changes in address.

Any employees so notified shall respond within ten (10) calendar days from postmark of the notice whether they accept or reject the positions offered.

An employee who is laid off will remain on the recall list for one (1) year after the effective day of layoff unless the employee:

- Waives recall rights in writing.
- Resigns in writing.

- Fails to accept recall to the position held immediately prior to layoff or to an equivalent position.
- Fails to report to work in a position that was already accepted. An employee who has accepted temporary employment elsewhere will be allowed up to fourteen (14) calendar days before being required to report to work.

Adopted: March 25, 2010

SUPPORT STAFF CAREER DEVELOPMENT

GDM

(Continuing Education)

The Governing Board looks favorably upon a request from support staff employees who wish to further their education. The Board will pay, subject to availability of funds for reimbursement purposes and *following* successful completion of the courses, grade report, transcript, or certificate of completion, fifty percent (50%) of the tuition/registration fees for courses, workshops, and seminars that meet the guidelines listed below and when participation in educational programs will not interfere with the employee's performance on the job.

- Tuition for colleges/universities shall not exceed the current Pima Community College rate for freshman and sophomore level courses and shall not exceed the current University of Arizona rate for junior and senior level courses.
- The employee must initiate the "Continuing Education Petition" and obtain approval and signature of manager, supervisor or administrator prior to submission to the Director of Professional Development.
- The petition must be received by the Director of Professional Development ten (10) business days prior to the start date of the course/seminar/workshop.
- The "Continuing Education Petition" form must be initially approved by the employee's supervisor, manager, or administrator. The Director of Professional Development will issue final approval or denial.
- Completed "Continuing Education Petition" must display correlation between the proposed courses/workshops/seminars and District, department, or site strategic/improvement goals. The petition may also display correlation between the proposed courses/workshops/seminars and an increase in employee's upward mobility within the District.
- The course/seminar/workshop to be taken must be job related and/or tied to the District, department or site strategic and/or improvement plan. The outcome of the course/seminar/workshop, should increase the employee's productivity or capability in the position currently held and/or help the District, department or site achieve strategic/ improvement goals and/or facilitate an increase in employees knowledge, skills and abilities in order to facilitate employees upward mobility within the District.
- The Director of Professional Development will confirm that the request meets all the criteria, and will notify the employee of action taken. Employee must receive the approved "Continuing Education Petition" from the Director of Professional

Development prior to the employee's registration in the course/seminar, or workshop.

- Information containing registration/tuition fee requirements must be presented along with the "Continuing Education Petition.
- Participation in any course work/workshop/seminar must be satisfactorily completed and validation must be presented to the Director of Professional Development in the form of a grade report, transcript, or certificate of completion.
- The employee must maintain a *B* (3.0) average in order to be eligible for tuition reimbursement.
- For every twelve (12) credits of coursework reimbursed, the employee must agree to work one (1) additional year at Marana Unified School District or the full amount paid out must be returned to the District. For non-college classes/workshops for which the District is not requested to pay tuition/registration reimbursement, the District will pay to an employee an amount equal to two dollars (\$2) per hour of instruction received for successful completion of an approved course, workshop, or seminar. If the course is delivered by a college and the employee receives college credit, the instructional time will be computed using the following formula: one (1) college credit equals fifteen (15) hours of instruction. This will occur only if the instructional time is outside of the employee's work time. All criteria and conditions previously stipulated in this policy must be met to qualify for this payment. The employee is eligible to receive *either* reimbursement for the cost associated with college tuition and courses *or* reimbursement of cost associated with courses/workshops/seminars in which the District is not requested to pay tuition/registration. Employee is not eligible to receive both forms of reimbursement.
- An employee within the initial ninety (90) day evaluation period will not be eligible to participate in any course work/workshop/seminar for continuing education reimbursement. In addition, the employee will not be eligible for the two dollar (\$2) per hour of instruction time.

The District reserves the right to allow or deny an employee to be reimbursed for course work designated as a priority area by the District. Application for reimbursement for a specific program or course of study may be made to the assistant superintendent for approval. Progress will be reviewed on an annual basis prior to approval for continued reimbursement of the program. The definition of "course/workshop/seminar" as mentioned in this policy refers to individual college and non-college courses, workshops and/or seminars excluding entire college programs or courses of study. The definition of "entire college programs or courses of study" as mentioned in the policy refers to courses associated with completion of an entire college degree program.

Adopted: June 2, 2011

EVALUATION OF SUPPORT STAFF MEMBERS

GDO

Introduction

Performance appraisal is intended to be a constructive tool for stimulating morale and effectiveness of employees. It affords supervisors the opportunity to conduct uniform objective measurement, constructive counseling, and recognition of their staffs.

This report also provides the employee an opportunity to discuss job performance and other job-related problems that may exist.

General Comments

The evaluator will complete the review form prior to the interview with the employee, after observation of the employee at work, by marking with a check mark the appropriate places that reflect the intended rating. Each factor should be considered separately, taking into account only the factor being rated. The evaluator should not be influenced by a general opinion of the employee's overall performance and should not consider any factor that does not relate to the one being rated.

The evaluator is to be fair, impartial, and objective in evaluating the employee so that the ratings accurately describe the employee's performance for each factor.

- The employee's performance for only the period being evaluated should be considered, not in terms of prior evaluations or evaluations in former positions. Evaluators should rate performance for only the period during which they supervised the employee.
- Potential value or personal abilities of the employee should not be considered except as they apply on present work assignments. Ratings must reflect only how the employee actually performs in the present position. Special aptitude or potential should be noted in "Comments" or in places where indicated.
- Employees should not be expected to perform satisfactorily unless they have been instructed in the job requirements. If an employee has difficulties in an area of responsibility, consider what training or instruction has been given the employee and what the supervisor has done to help solve the difficulty.
- An employee shall be evaluated using all information relevant to job performance during the evaluation period. Specific incidents referenced in the evaluation must have been addressed and documented with the employee at the time of occurrence, along with recommendations for improvement.
- Ratings should not be influenced by the "halo" effect, i.e., allowing one (1) aspect of performance to influence rating in another area or the overall evaluation.
- Evaluators should also guard against the common fault of "general tendency," the easy method of rating all employees satisfactory.

It is incumbent upon both the evaluator and the reviewer to maintain strict confidentiality regarding the contents of the evaluation form, the interview, and any subsequent meetings.

Procedure

Scheduling:

- The site administrator is responsible for providing an orientation and/or pre-conference to each support staff employee. Such orientation may be done in a group setting or individually.
- Each administrator or designee will be responsible for the evaluation of all employees supervised. Designees may include associate/assistant principals, deans, managers, facilitators, coordinators, or supervisors (in Food Services and Extended Learning Opportunities only). The evaluator will set a date and time for the evaluation interview with the employee, fill in the information in the appropriate blocks of the evaluation form and send a copy of the form to the employee. The interview shall be conducted within two (2) weeks of the evaluation date. The attendance information is to be filled in by the evaluator prior to the interview.

Multiple jobs:

- In the case of a multiple-job employee who has more than one (1) supervisor, the employee will be evaluated by each supervisor. For example, health aides will be evaluated by the school principal and the immediate nurse assigned to the building.

Evaluator's evaluation:

- Prior to the interview, the evaluator will complete the "Evaluator's Evaluation" portion of the form. The Job Description and Task Sheet shall be available to rate the employee as fairly and honestly as possible. If a substantial portion of the work done by an employee is done for persons other than the evaluator, the evaluator shall obtain input concerning the employee's performance from those persons prior to completing the evaluation. The process for obtaining input will be disclosed to the employee. All evaluators must have attended qualified evaluator training provided by the District.

Employee's self-evaluation:

- This part of the evaluation process is totally optional, and the employee may or may not elect to self-evaluate. An employee who chooses to self-evaluate must bring the completed evaluation to the scheduled evaluation.

Highly Effective rating:

- The evaluator shall substantiate any rating of highly effective under the "Narrative" section. Any relevant documents should be attached (e.g., special awards, letters of commendation).

Ineffective rating:

- The evaluator shall prepare an improvement plan for any rating of ineffective. The objectives are to be designed to correct or improve the employee's performance in the rated area and to be of a positive nature. They must be attainable upon reasonable effort by the employee within the time set for the interim progress check.

- The evaluator should be prepared to support any rating of ineffective with records and documents.

Goals for growth:

- Whenever the evaluator and employee set goals for growth, the evaluator shall establish a date for a review of progress. The length of time between the interview and the review of progress shall be determined by the evaluator.

Comments:

- The Evaluator is expected to make comments that are specific, clear, and forthright.
- The employee is given the opportunity to make any comments so desired.

Signing:

- Upon completion of the interview, the employee should sign the acknowledgment of the interview. The evaluator will then sign the evaluation form, and a copy will be given to the employee.

Review:

- If the evaluator is not an administrator, the evaluator will promptly forward the evaluation form, along with a copy of the job description, to the evaluator's immediate supervisor, who shall review the evaluation. The review must be within one (1) week. If the reviewer is in substantial agreement with the evaluation, the reviewer shall make such comments as deemed necessary, sign the form, send a copy to the employee, and return the evaluation form to the evaluator.
- If the reviewer is not in substantial agreement with the evaluation or desires clarification of any portion of the evaluation, a time shall be set for a meeting of the employee, evaluator, and reviewer to discuss the evaluation. At the conclusion of the meeting, the form will be completed in same manner as noted above.

Filing of copies:

- Upon receipt of the completed evaluation form, the evaluator shall send the original copy of the evaluation form to the human resources office, where it will become a permanent part of the employee's file. A copy shall be retained for the evaluator's files.

Evaluation Times**Initial evaluation:**

- All support staff employees are required to attend Human Resources Orientation as scheduled by the human resources department.
- The first ninety (90) calendar days by a support staff employee is considered the initial evaluation period. During this time the support staff employee shall have the opportunity for training by the school and should demonstrate the ability to perform successfully the responsibilities of the position.

- The initial evaluation period shall be served only once during continuous employment in a particular position, unless an evaluation period is imposed as the result of concerns about performance or disciplinary action.
- A support staff employee who has served the initial evaluation period and is rehired into the same position and department within twelve (12) months of a voluntary prior separation from employment may not be required to serve another initial evaluation period.
- The supervisor will evaluate the performance and suitability of any newly hired support staff employee prior to the completion of ninety (90) days of employment. The supervisor reserves the right to evaluate the employee at any time during the ninety (90) day evaluation period; however, if the employee is not successfully performing the responsibilities of the position, the supervisor must evaluate at sixty (60) days. At the completion of the ninety (90) day evaluation period, there are two (2) options: 1) the evaluation period is extended, not to exceed thirty (30) days, or 2) the supervisor recommends termination. The evaluation during this period shall be at least two (2) weeks prior to the expiration of the ninety (90) day evaluation period. Substitute employees may or may not be evaluated, at the discretion of the supervisor.
- During the initial evaluation period an employee is not eligible for leave of absence, continuing education reimbursement, the two dollars (\$2) per hour instruction time, sick leave bank, or transfer to another position at another site. Vacation days will be accrued, but cannot be taken during this period.
- The existence of the initial evaluation period is not intended to imply that there will be continued employment for the term of the initial evaluation period or for any period beyond the initial evaluation period. The employee remains employed at the will of the Governing Board both before and after the initial evaluation period.

Annual evaluation following initial evaluation period:

- Following completion of the ninety (90) day initial evaluation period, the work performance of each support staff employee will be reviewed by the employee's immediate supervisor annually. The annual evaluation should be completed no later than May 1 of each school year. If special additional evaluations are required, they may be scheduled at the discretion of the immediate supervisor.

Adopted: June 12, 2014

**DISCIPLINE, SUSPENSION, AND DISMISSAL
OF SUPPORT STAFF MEMBERS**

GDQD

Statement of Purpose

District employees hold a position of public trust. They are entrusted to provide care and supervision for the children of the District. To maintain this trust, District employees must exhibit a high standard of integrity in their conduct, both professionally and

personally. In order to ensure that these high standards are maintained, and in order to provide District employees with an opportunity to correct inappropriate conduct, the District has enacted the following discipline policy. Under this policy, District employees will generally be given notice of behavior the employee must change to maintain a high standard of conduct, an opportunity to address criticism of the employee's behavior, and an opportunity to correct that behavior to maintain a high standard of conduct.

General Rules Concerning Discipline and Discipline Procedures

Actions that are not discipline. Verbal directives, verbal warnings, verbal counseling, written directives, written warnings, and/or written counseling shall not be considered to be disciplinary measures.

Reprimands in writing. All reprimands must be in writing.

Paid leave. When circumstances warrant, and at any point prior to or during the disciplinary process, the Superintendent may place an employee on assignment to home. If a supervisor or administrator deems it necessary to remove an employee from school grounds immediately, the supervisor or administrator may verbally place the employee on assignment to home. In such a case, the supervisor or administrator shall immediately notify both his or her immediate supervisor and the Executive Director of Human Resources. The Executive Director of Human Resources shall cause a written confirming notice to be delivered or mailed, return receipt requested, to the employee within two (2) working days, notifying the employee that he or she has been placed on paid leave and/or rescinding or modifying the leave.

Discipline not subject to grievance policy. Recommendations and decisions concerning support staff discipline, including recommendations and decisions concerning dismissal, as well as issues concerning the discipline procedures set out above, are not subject to District Policy GBK, Staff Grievances.

Written notices. Any written notice required by this policy shall be by personal delivery or registered or certified mail, return receipt requested.

Non-prejudicial errors. Procedural or other errors that occur in the implementation of this policy that do not result in actual prejudice to the employee shall not invalidate the review or appeal process or any discipline imposed.

Conflict of interest. If a supervisor or administrator has a conflict of interest, or is otherwise unavailable, the Superintendent shall designate another District administrator to perform the functions required of this policy.

Superintendent's designee. Nothing in this policy is intended to limit the Superintendent's general authority to authorize other administrators to conduct meetings and make decisions in situations where this policy indicates that such activities shall be undertaken by the Superintendent.

Abandonment of position. Notwithstanding any other provision of this policy, there is no requirement to conduct face-to-face meetings or other discipline procedures prior to Governing Board consideration of dismissal in cases where the dismissal is based on the employee's abandonment of his or her position.

Recommendation to dismiss during probationary period. Notwithstanding any other provision of this policy, there is no requirement to conduct face-to-face meetings

or other discipline procedures prior to Governing Board consideration of dismissal in cases where the recommendation to dismiss is based on conduct that occurs during an employee's probationary period (regardless of whether it is the initial probationary period or an extended probationary period). A recommendation may be made to dismiss an employee during the employee's probationary period regardless of whether the employee's conduct would otherwise result in the imposition or accrual of twelve (12) or more points.

Off-duty behavior. The District reserves the right to hold an employee accountable for behavior outside regular duty hours if the off-duty misconduct adversely impacts the operations or reputation of the District. This includes situations where the misconduct constitutes a crime, regardless of whether or not the employee has been charged with or convicted of the crime.

Summer employment. The District reserves the right to remove an employee from summer employment due to misconduct or inadequate job performance. If the misconduct is of a serious nature, the employee may be disciplined, up to and including termination, from any and all positions.

Obsolete Material. An employee who has been disciplined may request that discipline records be purged from his/her file after the expiration of the discipline (twenty-four [24] months), pursuant to the procedures set forth in Policy GBJ.

Persons Authorized to Impose Corrective Measures and Discipline

Non-disciplinary corrective measures and minor discipline shall be administered by the employee's immediate exempt supervisor or an administrator in the employee's chain of supervision. Major discipline may be administered by any administrator in the employee's chain of supervision, up to and including the Superintendent. Only the Governing Board may dismiss an employee. The Governing Board reserves the right to (i) dismiss an employee for any reason or no reason, regardless of the number of points accrued by the employee, and (ii) impose discipline other than dismissal even though an employee has received or has accrued more than twelve (12) points.

At-Will Employment, Purpose and Timeliness of Discipline

At-will employment. Employment of support staff employees is terminable at the will of the Governing Board or the employee, for any legally permissible reason or for no reason. Nothing in this policy is intended to limit the Governing Board's ability to terminate the employment of a support staff employee for any legally permissible reason, including reasons other than those categorized as "dismissal offenses," or for no reason at all.

Constructive nature of discipline. Except for dismissal, disciplinary action is considered a constructive measure to correct deficiencies in the performance or conduct of an otherwise productive employee. Generally, discipline shall be addressed in a progressive manner. Progressive discipline means that repeated violations normally carry more severe corrective action than first violations. Notwithstanding the above, in cases of serious misconduct, a reprimand, suspension, or termination may be recommended without the requirement to utilize progressive discipline. When determining an appropriate consequence, an administrator should take into account the

nature of the misconduct, whether similar misconduct has occurred in the past, and if so, the period of time that has elapsed between the similar incidents.

Except for dismissal, disciplinary action shall be recommended and/or imposed only to the degree of severity that the Governing Board or the authorized administrator or supervisor believes is necessary to obtain the required improvement. The Governing Board reserves to itself, in its sole discretion, the right to determine whether or not any individual is an otherwise productive employee.

Timeliness of disciplinary action. Disciplinary action against an employee must initially be proposed within a reasonable time following discovery of the occurrence of the act or omission giving rise to the proposed disciplinary action. In most cases, ten (10) work days shall be considered a reasonable time between the time the act or omission giving rise to the proposed disciplinary action occurred and the time the employee is given written notice of any proposed disciplinary action.

Categories of Misconduct and Points System

Offenses warranting discipline are designated as "minor offenses," "major offenses," and "dismissal offenses" (hereinafter collectively referred to as "discipline offenses"), and correspond to minor discipline, major discipline and dismissal respectively. It is not possible to list or define all discipline offenses. The discipline offenses that are listed below are intended to serve as examples, and are not intended as an all-inclusive list. If an employee engages in conduct that is not listed, its designation as a minor offense, major offense, or a dismissal offense shall be determined initially by the supervisor or administrator, as applicable, recommending discipline and finally by the administrator imposing discipline. In addition, unique individual circumstances may result in the imposition of more severe or less severe discipline than that specified for a particular discipline offense. In such a case, the employee shall be informed of the unique individual circumstances that are deemed to merit more or less severe discipline.

Minor offenses - three (3) points for each occurrence:

- Leaving the place of duty without permission from the designated supervisor.
- Failure to notify the designated supervisor of an expected absence prior to the starting time of the employee's normal workday. If the supervisor is unavailable, a message will be left with a reasonable alternate person.
- Habitual tardiness, which is defined as three (3) unexcused tardies within a thirty (30) day period.
- Failure to comply with established work practices of the District.
- An unauthorized absence.
- Misuse of sick leave.

An employee will receive a written reprimand in cases where the employee has engaged in misconduct that results in the imposition of fewer than six (6) points and the points do not result in the employee accruing six (6) or more points in the prior twenty-four (24) months of the employee's employment with the District (hereinafter referred to as "minor discipline").

Major offenses - six (6) points for each occurrence:

- Flagrant discourtesy to the public.
- Insubordination or failure to comply with a supervisor's directive.
- Sleeping on the job.
- Possession of alcohol on District property other than during working hours.
- Unauthorized absenteeism in excess of the amount allowed by District policy.
- Negligent failure to follow Governing Board policies or procedures.

An employee will receive a written reprimand plus a mandatory suspension without pay of not less than two (2) nor more than ten (10) working days in cases where the employee has engaged in misconduct that results in (i) the imposition of six (6) or more but fewer than twelve (12) points, or (ii) the employee accruing six (6) or more but fewer than twelve (12) points in the prior twenty-four (24) months of the employee's employment with the District (hereinafter referred to as "major discipline"). An employee receiving major discipline may also be placed on a disciplinary evaluation period not to exceed ninety (90) days, or may be given other appropriate discipline.

Dismissal offenses - twelve (12) points for each occurrence:

- Theft of District property.
- Willful or negligent damage or destruction of District property.
- Engaging in any strike or slow-down activity.
- Conduct that constitutes a felony, whether or not the employee has been charged with or convicted of the felony.
- Conduct that threatens to adversely impact, or that does adversely impact, a District activity or function, or the health or safety of any person.
- Reporting for duty or being on duty while under the influence of alcoholic beverages, narcotics, or drugs; possession of alcohol during working hours; or the possession, transfer or use of unlawful narcotics or drugs at any time, whether or not during working hours, unless the use is prescribed by a physician and is in accordance with the prescription.
- Falsification of records.
- Incompetence or inability to perform job duties, as indicated by one (1) or more performance reviews.
- Three (3) consecutive days of absence without authorized leave or permission.
- Intentional or knowing failure to abide by Governing Board policies or procedures.

An employee may be dismissed in cases where the employee has engaged in misconduct that results in (i) the imposition of twelve (12) or more points, or (ii) the employee accruing twelve (12) or more points in the prior twenty-four (24) months

of the employee's employment with the District.

Nondisciplinary Corrective Measures

Nondisciplinary corrective measures include verbal warnings/counseling and letters of direction.

Procedures for Verbal Warnings/Counseling

When an employee's inappropriate conduct or behavior is first identified, that employee shall be notified of the inappropriate conduct and the District's expectations regarding the employee's behavior. The employee and an administrator shall engage in an informal discussion, which normally will include:

- A description of the employee's inappropriate behavior or conduct (i.e., absenteeism, tardiness, unprofessional conduct), including reference to District policy and/or school/site procedures.
- Specific instances of inappropriate behavior.
- Suggestions for appropriate corrective action.

The administrator should keep a record of the date he/she met with the employee and the behavior discussed. Documentation of verbal warnings/counseling may be placed in the evaluator's working file, but shall not be placed into the employee's District personnel file.

Procedures for Letters of Direction

If an employee continues to engage in similar inappropriate conduct or behavior, or if the employee's conduct or behavior is such that bypassing a verbal warning/counseling is justified, the District may issue a letter of direction to the employee whose conduct falls below District standards. The letter of direction normally will include:

- A description of the employee's inappropriate conduct or behavior, including reference to District policy and/or school/site procedures.
- Specific instances of the inappropriate conduct or behavior.
- Suggestions for appropriate corrective action.
- Previous dates when the conduct or behavior was discussed with the employee (if applicable).

The letter of direction must be signed by the employee acknowledging receipt and discussion of the inappropriate conduct or behavior. In the event the employee refuses to sign the letter of direction, the administrator shall document such refusal; however, refusal to sign does not nullify the contents of the letter of direction, nor the employee's responsibility to comply with directives. If the employee disputes the contents of the letter of direction, the employee may submit a written response to the letter of direction. The letter of direction and any employee response shall be placed in evaluator's working file, but shall not be placed into the employee's District personnel file.

Procedures for Discipline

If an employee continues to engage in misconduct similar to that for which the employee has already received a verbal warning/counseling or a letter of direction, or if the employee's misconduct is such that bypassing a verbal warning/counseling or letter of direction is justified, the employee may be disciplined by means of a written reprimand and/or a suspension of ten (10) or fewer contract days. The procedures are set forth below.

Purpose of review procedures. The purpose of the following procedure is to ensure that an employee has an opportunity for two (2) face-to-face meetings prior to discipline being imposed, as specified below. At least one (1) of the face-to-face meeting will be with an administrator. The other face-to-face meeting will either be with a supervisor or an administrator. The procedures set forth in this section are not intended to modify the at-will status of support staff employees.

Procedures relating to face-to-face meetings. Whenever a supervisor or administrator, as applicable, anticipates recommending discipline, he or she shall, prior to making any such recommendation, have a face-to-face meeting with the employee. The employee also has the option to appeal any recommendation that discipline be imposed against the employee, which appeal will result in a face-to-face meeting with the administrator authorized to impose discipline. At any face-to-face meeting, the employee may be accompanied by an employee representative or other non-lawyer advocate of the employee's choice. The employee is not permitted to be represented by legal counsel at a face-to-face meeting. The discussions at a face-to-face meeting do not require the formal presentation of evidence but rather will be informal in nature. At the face-to-face meeting, the supervisor or administrator, as applicable, shall: (i) summarize the information and/or events that support a finding that the employee committed one (1) or more discipline offenses; (ii) specify the proposed disciplinary action; (iii) advise the employee of the number of points, if any, that the employee has previously accrued in the prior twenty-four (24) months of the employee's employment with the District; (iv) notify the employee of the number of points the employee would accrue if the proposed discipline is imposed; and (v) permit the employee or the employee's advocate a reasonable opportunity to present his or her version of the relevant information and/or events and/or to argue that a lesser discipline than that proposed is appropriate.

Minor discipline. In cases where minor discipline is being recommended, the following procedures shall be followed:

- *Initial face-to-face meeting with supervisor or administrator considering whether to recommend minor discipline.* If a supervisor or administrator is considering recommending that minor discipline be imposed against an employee, the supervisor or administrator shall first conduct a face-to-face meeting with the employee. The supervisor or administrator may, but is not required to, give the employee advance notice of the face-to-face meeting, but the supervisor or administrator will schedule (or reschedule) the meeting in such a manner so as reasonably to allow the employee to bring a non-lawyer advocate to the meeting if the employee desires to do so.
- *The supervisor's or administrator's decision.* At the conclusion of or within five (5) working days after the face-to-face meeting, the supervisor or

administrator, as applicable, will issue a written decision and send a copy of it to the employee and the appropriate administrator. The decision shall recommend the imposition of discipline or notify the employee that no discipline is being recommended. If discipline is being recommended, the decision shall also (i) summarize the information and/or events that support a finding that the employee committed one (1) or more discipline offenses; (ii) specify the proposed disciplinary action; (iii) advise the employee of the number of points, if any, that the employee has previously accrued in the prior twenty-four (24) months of the employee's employment with the District; (iv) notify the employee of the number of points the employee would accrue if the proposed discipline is imposed; and (v) notify the employee of his or her right to a face-to-face meeting with an administrator as set out below.

- *Face-to-face meeting with administrator for the purpose of appeal.* If the employee is dissatisfied with the recommendation of the supervisor or administrator concerning discipline of the employee, the employee may, within five (5) working days, appeal the recommendation to the administrator at the next District organizational level. If such an appeal is made, the administrator shall notify the employee in writing of the time, date, and location for a face-to-face meeting with the administrator. If the employee intends to be accompanied by an association representative or other non-lawyer advocate at the face-to-face meeting, the employee shall provide written notice of such fact to the administrator before whom the face-to-face meeting is scheduled to be heard at least one (1) working day prior to the meeting. The meeting will be scheduled within ten (10) working days of the receipt of the request. An appeal shall suspend imposition of the discipline, pending the result of the appeal.
- *The administrator's decision.* At the conclusion of or within five (5) working days after the face-to-face meeting, or within five (5) working days after an employee waives the opportunity for a meeting, the administrator will issue a written decision and send a copy of it to the employee. The decision may: (i) impose the discipline originally recommended, (ii) impose lesser discipline, or (iii) determine that no discipline is warranted. The decision of the administrator will be final and the employee is not entitled to appeal the administrator's decision.

Major discipline and dismissal. In cases where either major discipline or dismissal is being recommended, procedures will remain the same with the following exceptions:

- *Face-to-face meeting for the purpose of appeal.* The appeal shall be made to the Superintendent. If dismissal is being recommended, the decision shall specifically so state. Except for any recommendation for dismissal, the Superintendent's decision is final.
- *Notice to employee of dismissal recommendation being made to the Governing Board.* If the Superintendent determines that dismissal is warranted, the employee shall be given written notice that includes (i) the fact that the Superintendent is recommending dismissal, (ii) the reason or reasons for the recommendation, (iii) the date that the proposed dismissal would be effective, (iv) the date, time, and location of the Governing Board meeting

where the recommendation for dismissal will or may be discussed by the Governing Board, and (v) procedures to allow an employee to appeal to the Governing Board the Superintendent's recommendation to dismiss.

- *Employee appeal.* An employee may appeal to the Governing Board the Superintendent's recommendation to dismiss. Any such appeal must be filed in the Superintendent's office within five (5) working days following the employee's receipt of the Superintendent's notice that dismissal is being recommended. The employee's appeal must be in writing and shall describe in detail the basis for the appeal.
- *Governing Board review of recommendation to dismiss.* The Governing Board shall meet on the date and time specified in the recommendation to dismiss, or at such later date and time as the Governing Board chooses (with notice being given to the employee of such later meeting). At the meeting, the Governing Board shall review the employee's appeal, if one has been timely filed, and determine whether or not to dismiss the employee. The employee has no right to address the Governing Board at the meeting unless the Governing Board, in its sole discretion, allows the employee to do so. The employee should not anticipate being able to address the Governing Board at the meeting and thus should ensure that all arguments the employee wishes to make are contained in the written appeal. The Governing Board, either at that meeting or at a later meeting, shall render a final decision on the appeal and the recommendation to dismiss. The Governing Board's decision on the appeal may be (i) to deny the appeal, (ii) to deny the appeal in part and grant the appeal in part, or (iii) to grant the appeal. With respect to dismissal, the Governing Board may (i) dismiss the employee, (ii) impose discipline less severe than dismissal, (iii) determine that neither dismissal nor discipline is warranted, or (iv) refer the matter back to the administration for further review. The Governing Board's decision is final.

Adopted: June 12, 2014

EXPENSE AUTHORIZATION/REIMBURSEMENT

DKC

School employees who incur expenses in carrying out their authorized duties shall be reimbursed by the District upon submission of allowable supporting receipts, provided that prior authorization has been granted by the Superintendent. All District expenditures, including travel reimbursement, must have a purchase order established through the financial office prior to the expenditure taking place.

Reimbursement amounts shall not exceed the maximum amounts established by the Department of Administration of the State of Arizona pursuant to A.R.S. 15-342 and 38-624.

Adopted: date of Manual adoption

STAFF GRIEVANCES

[EXCERPT]

GBK

This policy does not apply to any administrative recommendation or Governing Board action, discussion, or consideration involving termination of employment. All days referred to in this policy are school days.

Support Staff Members

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

Such procedure shall provide for Board review of any grievance that cannot be resolved at the administrative level. In such instances, the affected individual may request that the Governing Board review the situation. Such request shall be in writing and shall contain the basis for the appeal, including the act or acts out of which the grievance arose, identification of the Board policies and/or administrative regulations involved, and the remedy sought. Within five (5) working days following notification of the Superintendent's decision, any written request for appeal shall be submitted to the Superintendent for transmittal to the Board. The Governing Board, at a time of its choosing, shall review the grievance and issue a response within fifteen (15) working days following such review.

The decision of the Governing Board is final.

Adopted: date of Manual adoption

STAFF GRIEVANCES

GBK-R

Definitions

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

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

Terms and conditions of employment mean the hours of employment, the compensation therefore, including fringe benefits, and the employer's personnel policies directly affecting the employee. In the case of professional employees, the term does not include educational policies of the District. A *day* is any day during which the District conducts business. The *immediate supervisor* is the lowest-level administrator having line supervisory authority over the grievant.

Informal Level

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

Formal Level

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

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

The immediate supervisor shall communicate a decision to the employee in writing within five (5) days after receiving the grievance.

Within the above time limits either party may request a personal conference to attempt to resolve the matter.

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

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

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

General Provisions

Section 1. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed an acceptance of the decision rendered at that step, and there shall be no further right of appeal. Failure to file a grievance within fifteen (15) days after the employee knew, or should have known, of the circumstances upon which the grievance is based shall constitute a waiver of that grievance.

Section 2. The filing or pendency of any grievance under the provisions of this policy shall in no way operate to impede, delay, or interfere with the jurisdiction of the Governing Board or the Superintendent.

MEET AND CONFER PROCEDURES

HDB

(Support Staff)

The educational support personnel policies of the District are designed for the following purposes:

- To provide guidelines for the fair and equitable administration of procedures affecting the personnel of the District.
- To provide employees with statements and guidelines relating to District goals and objectives as they relate to personnel.
- To provide Board members the opportunity to express statements of intent regarding personnel in a fair and consistent manner.

It is the Board's intent and present desire to confer with the representative group of the education support personnel on a regular basis, through the Superintendent.

The Marana Education Support Professionals (MESP) is the representative group of the support staff employees in the District.

Adopted: June 26, 2008

2016-2017 School Year

12 Month Employee Holiday and Break Schedule

| JULY | | | | |
|---|----|----|----|----|
| M | T | W | T | F |
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |
| 1 First day of work 4 Independence day | | | | |

| AUGUST | | | | |
|--------|----|----|----|----|
| M | T | W | T | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |
| | | | | |

| SEPTEMBER | | | | |
|---------------|----|----|----|----|
| M | T | W | T | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |
| 5 - Labor day | | | | |

| OCTOBER | | | | |
|---------|----|----|----|----|
| M | T | W | T | F |
| | 3 | 4 | 5 | 6 |
| | 10 | 11 | 12 | 13 |
| | 17 | 18 | 19 | 20 |
| | 24 | 25 | 26 | 27 |
| | 31 | | | |
| | | | | |

| NOVEMBER | | | | |
|--|----|----|----|----|
| M | T | W | T | F |
| | 1 | 2 | 3 | 4 |
| | 7 | 8 | 9 | 10 |
| | 14 | 15 | 16 | 17 |
| | 21 | 22 | 23 | 24 |
| | 28 | 29 | 30 | 11 |
| 11 - Veteran's day 24-25 Thanksgiving break | | | | |

| DECEMBER | | | | |
|--------------------|----|----|----|----|
| M | T | W | T | F |
| | | | 1 | 2 |
| | 5 | 6 | 7 | 8 |
| | 12 | 13 | 14 | 15 |
| | 19 | 20 | 21 | 22 |
| | 26 | 27 | 28 | 29 |
| 26-28 Winter break | | | | |

| JANUARY | | | | |
|---|----|----|----|----|
| M | T | W | T | F |
| | 2 | 3 | 4 | 5 |
| | 9 | 10 | 11 | 12 |
| | 16 | 17 | 18 | 19 |
| | 23 | 24 | 25 | 26 |
| | 30 | 31 | | |
| 2-4 Winter break 16 Civil Rights/MLK | | | | |

| FEBRUARY | | | | |
|----------------|----|----|----|----|
| M | T | W | T | F |
| | | | 1 | 2 |
| | 6 | 7 | 8 | 9 |
| | 13 | 14 | 15 | 16 |
| | 20 | 21 | 22 | 23 |
| | 27 | 28 | 24 | |
| 24 Rodeo break | | | | |

| MARCH | | | | |
|-------|----|----|----|----|
| M | T | W | T | F |
| | | 1 | 2 | 3 |
| | 6 | 7 | 8 | 9 |
| | 13 | 14 | 15 | 16 |
| | 20 | 21 | 22 | 23 |
| | 27 | 28 | 29 | 30 |
| | | | | |

| APRIL | | | | |
|-------|----|----|----|----|
| M | T | W | T | F |
| | 3 | 4 | 5 | 6 |
| | 10 | 11 | 12 | 13 |
| | 17 | 18 | 19 | 20 |
| | 24 | 25 | 26 | 27 |
| | | | | 28 |
| | | | | |

| MAY | | | | |
|-----------------|----|----|----|----|
| M | T | W | T | F |
| | 1 | 2 | 3 | 4 |
| | 8 | 9 | 10 | 11 |
| | 15 | 16 | 17 | 18 |
| | 22 | 23 | 24 | 25 |
| | 29 | 30 | 31 | |
| 29 Memorial day | | | | |

| JUNE | | | | |
|---------------------|----|----|----|----|
| M | T | W | T | F |
| | | | 1 | 2 |
| | 5 | 6 | 7 | 8 |
| | 12 | 13 | 14 | 15 |
| | 19 | 20 | 21 | 22 |
| | 26 | 27 | 28 | 29 |
| | | | | 30 |
| 30 Last day of work | | | | |

Paid Holidays - 8

- | | |
|-------------|------------------------|
| July 4 | Independence Day |
| September 5 | Labor Day |
| November 11 | Veterans Day |
| November 24 | Thanksgiving |
| December 26 | Christmas |
| January 2 | New Years Day |
| January 16 | Civil Rights Day (MLK) |
| May 29 | Memorial Day |

| | |
|---------------------------------|------------|
| Total Number of School Days | 180 |
| Total Number of paid Holidays | 8 |
| Total Number of paid Break Days | 6 |
| Total additional Work Days | 67 |
| Total Days | 261 |

Paid Break Days - 6

- | | |
|----------------|--------------|
| November 25 | Thanksgiving |
| December 27-28 | Winter Break |
| January 3-4 | Winter Break |
| February 24 | Rodeo Break |

2016-2017 School Year

11 Month (after 98) Employee Holiday and Break Schedule

| JULY | | | | |
|----------------------|----|----|----|----|
| M | T | W | T | F |
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |
| 11 First day of work | | | | |

| AUGUST | | | | |
|--------|----|----|----|----|
| M | T | W | T | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

| SEPTEMBER | | | | |
|------------------------------------|----|----|----|----|
| M | T | W | T | F |
| | | | | 1 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |
| 2 Non work (unpaid) 5 Labor day | | | | |

| OCTOBER | | | | |
|-------------------------|----|----|----|----|
| M | T | W | T | F |
| | 3 | 4 | 5 | 6 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |
| 10-14 Non work (unpaid) | | | | |

| NOVEMBER | | | | |
|--|----|----|----|----|
| M | T | W | T | F |
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | |
| 11 - Veteran's day 24-25 Thanksgiving break | | | | |

| DECEMBER | | | | |
|---|----|----|----|----|
| M | T | W | T | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |
| 26-28 Winter break 29-30 Non work (unpaid) | | | | |

| JANUARY | | | | |
|--|----|----|----|----|
| M | T | W | T | F |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |
| 2-4 Winter break 5-6 Non work (unpaid) 16 Civil Rights/MLK | | | | |

| FEBRUARY | | | | |
|--|----|----|----|----|
| M | T | W | T | F |
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | | | |
| 23 Non work (unpaid) 24 Rodeo break | | | | |

| MARCH | | | | |
|-------------------------|----|----|----|----|
| M | T | W | T | F |
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |
| 20-24 Non work (unpaid) | | | | |

| APRIL | | | | |
|-------|----|----|----|----|
| M | T | W | T | F |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |

| MAY | | | | |
|-----------------|----|----|----|----|
| M | T | W | T | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |
| 29 Memorial day | | | | |

| JUNE | | | | |
|---------------------|----|----|----|----|
| M | T | W | T | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |
| 16 Last day of work | | | | |

Paid Holidays - 7

| | |
|-------------|------------------------|
| September 5 | Labor Day |
| November 11 | Veterans Day |
| November 24 | Thanksgiving |
| December 26 | Christmas |
| January 2 | New Years Day |
| January 16 | Civil Rights Day (MLK) |
| May 29 | Memorial Day |

Paid Break Days - 6

| | |
|----------------|--------------|
| November 25 | Thanksgiving |
| December 27-28 | Winter Break |
| January 3-4 | Winter Break |
| February 24 | Rodeo Break |

| | |
|---------------------------------|------------|
| Total Number of School Days | 180 |
| Total Number of paid Holidays | 7 |
| Total Number of paid Break Days | 6 |
| Total additional Work Days | 36 |
| Total Days | 229 |

2016-2017 School Year

11 Month (before 98) Employee Holiday and Break Schedule

| JULY | | | | |
|----------------------|----|----|----|----|
| M | T | W | T | F |
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |
| 11 First day of work | | | | |

| AUGUST | | | | |
|--------|----|----|----|----|
| M | T | W | T | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |
| | | | | |

| SEPTEMBER | | | | |
|------------------------------------|----|----|----|----|
| M | T | W | T | F |
| | | | | 1 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |
| 2 Non work (unpaid) 5 Labor day | | | | |

| OCTOBER | | | | |
|-------------------------|----|----|----|----|
| M | T | W | T | F |
| | 3 | 4 | 5 | 6 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |
| 10-14 Non work (unpaid) | | | | |

| NOVEMBER | | | | |
|--|----|----|----|----|
| M | T | W | T | F |
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | |
| 11 - Veteran's day 24-25 Thanksgiving break | | | | |

| DECEMBER | | | | |
|--------------------|----|----|----|----|
| M | T | W | T | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |
| 26-30 Winter break | | | | |

| JANUARY | | | | |
|---|----|----|----|----|
| M | T | W | T | F |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |
| 2-6 Winter break 16 Civil Rights/MLK | | | | |

| FEBRUARY | | | | |
|--|----|----|----|----|
| M | T | W | T | F |
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | | | |
| 23 Non work (unpaid) 24 Rodeo break | | | | |

| MARCH | | | | |
|--------------------|----|----|----|----|
| M | T | W | T | F |
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |
| 20-24 Spring break | | | | |

| APRIL | | | | |
|-------|----|----|----|----|
| M | T | W | T | F |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| | | | | |

| MAY | | | | |
|-----------------|----|----|----|----|
| M | T | W | T | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |
| 29 Memorial day | | | | |

| JUNE | | | | |
|---------------------|----|----|----|----|
| M | T | W | T | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |
| 16 Last day of work | | | | |

Paid Holidays - 7

| | |
|-------------|------------------------|
| September 5 | Labor Day |
| November 11 | Veterans Day |
| November 24 | Thanksgiving |
| December 26 | Christmas |
| January 2 | New Years Day |
| January 16 | Civil Rights Day (MLK) |
| May 29 | Memorial Day |

Paid Break Days - 15

| | |
|----------------|--------------|
| November 25 | Thanksgiving |
| December 27-30 | Winter Break |
| January 3-6 | Winter Break |

| | |
|---------------------------------|------------|
| Total Number of School Days | 180 |
| Total Number of paid Holidays | 7 |
| Total Number of paid Break Days | 15 |
| Total additional Work Days | 36 |
| Total Days | 238 |

| | |
|-------------|--------------|
| February 24 | Rodeo Break |
| March 20-24 | Spring Break |

2016-2017 School Year

10 Month (after 98) Employee Holiday and Break Schedule

| JULY | | | | |
|----------------------|----|----|----|----|
| M | T | W | T | F |
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |
| 25 First day of work | | | | |

| AUGUST | | | | |
|--------|----|----|----|----|
| M | T | W | T | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

| SEPTEMBER | | | | |
|--|----|----|----|----|
| M | T | W | T | F |
| | | | | 1 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |
| 2 - Non work (unpaid) 5 - Labor day | | | | |

| OCTOBER | | | | |
|---------------------------|----|----|----|----|
| M | T | W | T | F |
| | | | | 1 |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |
| 10-14 - Non work (unpaid) | | | | |

| NOVEMBER | | | | |
|--|----|----|----|----|
| M | T | W | T | F |
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | |
| 11 - Veteran's day 24-25 Thanksgiving break | | | | |

| DECEMBER | | | | |
|---|----|----|----|----|
| M | T | W | T | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |
| 26-28 Winter break 29-30 Non work (unpaid) | | | | |

| JANUARY | | | | |
|--|----|----|----|----|
| M | T | W | T | F |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |
| 2-4 Winter break 5-6 Non work (unpaid) 16 Civil Rights/MLK | | | | |

| FEBRUARY | | | | |
|-------------------------|----|----|----|----|
| M | T | W | T | F |
| | | | 1 | 2 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | | | |
| 23-24 Non work (unpaid) | | | | |

| MARCH | | | | |
|-------------------------|----|----|----|----|
| M | T | W | T | F |
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |
| 20-24 Non work (unpaid) | | | | |

| APRIL | | | | |
|-------|----|----|----|----|
| M | T | W | T | F |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |

| MAY | | | | |
|-----------------|----|----|----|----|
| M | T | W | T | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |
| 29 Memorial day | | | | |

| JUNE | | | | |
|----------------------|----|----|----|----|
| M | T | W | T | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |
| 2 - Last day of work | | | | |

Paid Holidays - 7

| | |
|-------------|------------------------|
| September 5 | Labor Day |
| November 11 | Veterans Day |
| November 24 | Thanksgiving |
| December 26 | Christmas |
| January 2 | New Years Day |
| January 16 | Civil Rights Day (MLK) |
| May 29 | Memorial Day |

Paid Break Days - 5

| | |
|----------------|--------------|
| November 25 | Thanksgiving |
| December 27-28 | Winter Break |
| January 3-4 | Winter Break |

| | |
|---------------------------------|------------|
| Total Number of School Days | 180 |
| Total Number of paid Holidays | 7 |
| Total Number of paid Break Days | 5 |
| Total additional Work Days | 16 |
| Total Days | 208 |

2016-2017 School Year

10 Month (before 98) Employee Holiday and Break Schedule

| JULY | | | | |
|----------------------|----|----|----|----|
| M | T | W | T | F |
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |
| 25 First day of work | | | | |

| AUGUST | | | | |
|--------|----|----|----|----|
| M | T | W | T | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

| SEPTEMBER | | | | |
|--|----|----|----|----|
| M | T | W | T | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |
| 2 - Non work (unpaid) 5 - Labor day | | | | |

| OCTOBER | | | | |
|---------------------------|----|----|----|----|
| M | T | W | T | F |
| | 3 | 4 | 5 | 6 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |
| 10-14 - Non work (unpaid) | | | | |

| NOVEMBER | | | | |
|--|----|----|----|----|
| M | T | W | T | F |
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | |
| 11 - Veteran's day 24-25 Thanksgiving break | | | | |

| DECEMBER | | | | |
|--------------------|----|----|----|----|
| M | T | W | T | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |
| 26-30 Winter break | | | | |

| JANUARY | | | | |
|---|----|----|----|----|
| M | T | W | T | F |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |
| 2-6 Winter break 16 Civil Rights/MLK | | | | |

| FEBRUARY | | | | |
|--|----|----|----|----|
| M | T | W | T | F |
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | | | |
| 23 - Non work (unpaid) 24 - Rodeo break | | | | |

| MARCH | | | | |
|--------------------|----|----|----|----|
| M | T | W | T | F |
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |
| 20-24 Spring break | | | | |

| APRIL | | | | |
|-------|----|----|----|----|
| M | T | W | T | F |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |

| MAY | | | | |
|-----------------|----|----|----|----|
| M | T | W | T | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |
| 29 Memorial day | | | | |

| JUNE | | | | |
|----------------------|----|----|----|----|
| M | T | W | T | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |
| 2 - Last day of work | | | | |

Paid Holidays - 7

- | | |
|-------------|------------------------|
| September 5 | Labor Day |
| November 11 | Veterans Day |
| November 24 | Thanksgiving |
| December 26 | Christmas |
| January 2 | New Years Day |
| January 16 | Civil Rights Day (MLK) |
| May 29 | Memorial Day |

Paid Break Days - 15

- | | |
|----------------|--------------|
| November 25 | Thanksgiving |
| December 27-30 | Winter Break |
| January 3-6 | Winter Break |

| | |
|---------------------------------|------------|
| Total Number of School Days | 180 |
| Total Number of paid Holidays | 7 |
| Total Number of paid Break Days | 15 |
| Total additional Work Days | 16 |
| Total Days | 218 |

- | | |
|-------------|--------------|
| February 24 | Rodeo Break |
| March 20-24 | Spring Break |

2016-2017 School Year

9 Month (after 98) Employee Holiday and Break Schedule

| JULY | | | | |
|------|----|----|----|----|
| M | T | W | T | F |
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

| AUGUST | | | | |
|--------|----|----|----|----|
| M | T | W | T | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

8 - First day of work

| SEPTEMBER | | | | |
|-----------|----|----|----|----|
| M | T | W | T | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

2 - Non work (unpaid)
5 - Labor day

| OCTOBER | | | | |
|---------|----|----|----|----|
| M | T | W | T | F |
| | 3 | 4 | 5 | 6 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |

10-14 - Non work (unpaid)

| NOVEMBER | | | | |
|----------|----|----|----|----|
| M | T | W | T | F |
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | |

11 - Veteran's day
24-25 Thanksgiving break

| DECEMBER | | | | |
|----------|----|----|----|----|
| M | T | W | T | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

26-28 Winter break
29-30 Non work (unpaid)

| JANUARY | | | | |
|---------|----|----|----|----|
| M | T | W | T | F |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |

2-4 Winter break
5-6 Non work (unpaid)
16 Civil Rights/MLK

| FEBRUARY | | | | |
|----------|----|----|----|----|
| M | T | W | T | F |
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | | | |

23-24 Non work (unpaid)

| MARCH | | | | |
|-------|----|----|----|----|
| M | T | W | T | F |
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |

20-24 Non work (unpaid)

| APRIL | | | | |
|-------|----|----|----|----|
| M | T | W | T | F |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |

| MAY | | | | |
|-----|----|----|----|----|
| M | T | W | T | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

26 Last day of work

| JUNE | | | | |
|------|----|----|----|----|
| M | T | W | T | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

Paid Holidays - 6

| | |
|-------------|------------------------|
| September 5 | Labor Day |
| November 11 | Veterans Day |
| November 24 | Thanksgiving |
| December 26 | Christmas |
| January 2 | New Years Day |
| January 16 | Civil Rights Day (MLK) |

| | |
|---------------------------------|------------|
| Total Number of School Days | 180 |
| Total Number of paid Holidays | 6 |
| Total Number of paid Break Days | 5 |
| Total additional Work Days | 2 |
| Total Days | 193 |

Paid Break Days - 5

| | |
|----------------|--------------|
| November 25 | Thanksgiving |
| December 27-28 | Winter Break |
| January 3-4 | Winter Break |

2016-2017 School Year

9 Month (before 98) Employee Holiday and Break Schedule

| JULY | | | | |
|------|----|----|----|----|
| M | T | W | T | F |
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

| AUGUST | | | | |
|--------|----|----|----|----|
| M | T | W | T | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

8 - First day of work

| SEPTEMBER | | | | |
|-----------|----|----|----|----|
| M | T | W | T | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

2 - Non work (unpaid)
5 - Labor day

| OCTOBER | | | | |
|---------|----|----|----|----|
| M | T | W | T | F |
| | 3 | 4 | 5 | 6 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |

10-14 - Non work (unpaid)

| NOVEMBER | | | | |
|----------|----|----|----|----|
| M | T | W | T | F |
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | |

11 - Veteran's day
24-25 Thanksgiving break

| DECEMBER | | | | |
|----------|----|----|----|----|
| M | T | W | T | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

26-30 Winter break

| JANUARY | | | | |
|---------|----|----|----|----|
| M | T | W | T | F |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |

2-6 Winter break
16 Civil Rights/MLK

| FEBRUARY | | | | |
|----------|----|----|----|----|
| M | T | W | T | F |
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | | | |

23 Non work (unpaid)
24 Rodeo break

| MARCH | | | | |
|-------|----|----|----|----|
| M | T | W | T | F |
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |

20-24 Spring break

| APRIL | | | | |
|-------|----|----|----|----|
| M | T | W | T | F |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |

| MAY | | | | |
|-----|----|----|----|----|
| M | T | W | T | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

26 Last day of work

| JUNE | | | | |
|------|----|----|----|----|
| M | T | W | T | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

Paid Holidays - 6

| | |
|-------------|------------------------|
| September 5 | Labor Day |
| November 11 | Veterans Day |
| November 24 | Thanksgiving |
| December 26 | Christmas |
| January 2 | New Years Day |
| January 16 | Civil Rights Day (MLK) |

| | |
|---------------------------------|------------|
| Total Number of School Days | 180 |
| Total Number of paid Holidays | 6 |
| Total Number of paid Break Days | 15 |
| Total additional Work Days | 2 |
| Total Days | 203 |

Paid Break Days - 15

| | | | |
|----------------|--------------|-------------|--------------|
| November 25 | Thanksgiving | February 24 | Rodeo Break |
| December 27-30 | Winter Break | March 20-24 | Spring Break |
| January 3-6 | Winter Break | | |

2016-2017 School Year

Bus Driver (after 98) Employee Holiday and Break Schedule

| JULY | | | | |
|------|----|----|----|----|
| M | T | W | T | F |
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

| AUGUST | | | | |
|--------|----|----|----|----|
| M | T | W | T | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

2 - First day of work
5 - Non work (unpaid)

| SEPTEMBER | | | | |
|-----------|----|----|----|----|
| M | T | W | T | F |
| | | | | 1 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

2 - Non work (unpaid)
5 - Labor day

| OCTOBER | | | | |
|---------|----|----|----|----|
| M | T | W | T | F |
| | | | | 1 |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |

10-14 - Non work (unpaid)

| NOVEMBER | | | | |
|----------|----|----|----|----|
| M | T | W | T | F |
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | |

11 - Veteran's day
24-25 Thanksgiving break

| DECEMBER | | | | |
|----------|----|----|----|----|
| M | T | W | T | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

26-28 Winter break
29-30 Non work (unpaid)
23 Non work (unpaid)

| JANUARY | | | | |
|---------|----|----|----|----|
| M | T | W | T | F |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |

2-4 Winter break
5-6 Non work (unpaid)
16 Civil Rights/MLK

| FEBRUARY | | | | |
|----------|----|----|----|----|
| M | T | W | T | F |
| | | | 1 | 2 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | | | |

23-24 Non work (unpaid)

| MARCH | | | | |
|-------|----|----|----|----|
| M | T | W | T | F |
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |

20-24 Non work (unpaid)

| APRIL | | | | |
|-------|----|----|----|----|
| M | T | W | T | F |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |

| MAY | | | | |
|-----|----|----|----|----|
| M | T | W | T | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

25 Last day of work

| JUNE | | | | |
|------|----|----|----|----|
| M | T | W | T | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

Paid Holidays - 6

| | |
|-------------|------------------------|
| September 5 | Labor Day |
| November 11 | Veterans Day |
| November 24 | Thanksgiving |
| December 26 | Christmas |
| January 2 | New Years Day |
| January 16 | Civil Rights Day (MLK) |

| | |
|---------------------------------|------------|
| Total Number of School Days | 180 |
| Total Number of paid Holidays | 6 |
| Total Number of paid Break Days | 5 |
| Total additional Work Days | 3 |
| Total Days | 194 |

Paid Break Days - 5

| | |
|----------------|--------------|
| November 25 | Thanksgiving |
| December 27-28 | Winter Break |
| January 3-4 | Winter Break |

2016-2017 School Year

Bus Driver (before 98) Employee Holiday and Break Schedule

| JULY | | | | |
|------|----|----|----|----|
| M | T | W | T | F |
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

| AUGUST | | | | |
|--------|----|----|----|----|
| M | T | W | T | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

2 - First day of work
5 - Non work (unpaid)

| SEPTEMBER | | | | |
|-----------|----|----|----|----|
| M | T | W | T | F |
| | | | | 1 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

2 - Non work (unpaid)
5 - Labor day

| OCTOBER | | | | |
|---------|----|----|----|----|
| M | T | W | T | F |
| | | | | 1 |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |

10-14 - Non work (unpaid)

| NOVEMBER | | | | |
|----------|----|----|----|----|
| M | T | W | T | F |
| | | | | 1 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | |

11 - Veteran's day
24-25 Thanksgiving break

| DECEMBER | | | | |
|----------|----|----|----|----|
| M | T | W | T | F |
| | | | | 1 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

26-30 Winter break
23 Non work (unpaid)

| JANUARY | | | | |
|---------|----|----|----|----|
| M | T | W | T | F |
| | | | | 1 |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |

2-6 Winter break
16 Civil Rights/MLK

| FEBRUARY | | | | |
|----------|----|----|----|----|
| M | T | W | T | F |
| | | | | 1 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | | | |

23 Non work (unpaid)
24 Rodeo break

| MARCH | | | | |
|-------|----|----|----|----|
| M | T | W | T | F |
| | | | | 1 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |

20-24 Spring break

| APRIL | | | | |
|-------|----|----|----|----|
| M | T | W | T | F |
| | | | | 1 |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |

| MAY | | | | |
|-----|----|----|----|----|
| M | T | W | T | F |
| | | | | 1 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

25 Last day of work

| JUNE | | | | |
|------|----|----|----|----|
| M | T | W | T | F |
| | | | | 1 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

Paid Holidays - 6

| | |
|-------------|------------------------|
| September 5 | Labor Day |
| November 11 | Veterans Day |
| November 24 | Thanksgiving |
| December 26 | Christmas |
| January 2 | New Years Day |
| January 16 | Civil Rights Day (MLK) |

| | |
|---------------------------------|------------|
| Total Number of School Days | 180 |
| Total Number of paid Holidays | 6 |
| Total Number of paid Break Days | 15 |
| Total additional Work Days | 3 |
| Total Days | 204 |

Paid Break Days - 15

| | | | |
|----------------|--------------|-------------|--------------|
| November 25 | Thanksgiving | February 24 | Rodeo Break |
| December 27-30 | Winter Break | March 20-24 | Spring Break |
| January 3-6 | Winter Break | | |



SUPPORT EMPLOYEE PAY SCHEDULE

2016-2017

| POSITION TITLE | 16-17 Base | Override | 16-17 Total |
|--------------------------------------|---------------|----------|----------------|
| Accounting Clerk I | \$9.89 | \$0.09 | \$9.98 |
| Accounting Clerk II | \$11.20 | \$0.10 | \$11.30 |
| Aide I | \$8.52 | \$0.08 | \$8.60 |
| Aide II | \$8.52 | \$0.08 | \$8.60 |
| Aide III | \$8.96 | \$0.08 | \$9.04 |
| Athletic Equipment Worker | \$8.75 | \$0.08 | \$8.82 |
| Attendance Clerk | \$9.99 | \$0.09 | \$10.08 |
| Attendance System Specialist | \$10.30 | \$0.09 | \$10.39 |
| Board Secretary | \$12.67 | \$0.11 | \$12.78 |
| Bookstore Clerk | \$9.19 | \$0.08 | \$9.27 |
| Bookstore Supervisor – High School | \$11.76 | \$0.10 | \$11.87 |
| Bookstore Supervisor – Middle School | \$10.34 | \$0.09 | \$10.43 |
| Budget Technician | \$16.08 | \$0.14 | \$16.23 |
| Building Maintenance Worker | \$12.67 | \$0.11 | \$12.78 |
| Bus Attendant | \$8.64 | \$0.08 | \$8.72 |
| Bus Driver | \$11.62 | \$0.10 | \$11.72 |
| Bus Driver/Trainer Supervisor | \$12.68 | \$0.11 | \$12.79 |
| Bus Driver/Special Needs | \$11.82 | \$0.11 | \$11.93 |
| Bus Driver/Relief | \$12.04 | \$0.11 | \$12.15 |
| Carpenter | \$13.99 | \$0.12 | \$14.12 |
| Clerk I | \$9.04 | \$0.08 | \$9.12 |
| Clerk II | \$9.20 | \$0.08 | \$9.28 |
| Clerk III - Health Services | \$10.91 | \$0.10 | \$11.01 |
| Community Liaison | \$11.76 | \$0.10 | \$11.86 |
| Computer Help Desk Technician | \$14.34 | \$0.13 | \$14.47 |
| Computer/ Network Technician | \$19.44 | \$0.17 | \$19.62 |
| Computer/Network Technician (Lead) | \$22.51 | \$0.20 | \$22.71 |
| Crossing Guard | \$8.52 | \$0.08 | \$8.60 |
| CTE Teacher Apprentice | \$20.33 | \$0.18 | \$20.51 |
| Data Integrity Specialist | \$17.50 | \$0.15 | \$17.66 |
| Data Systems Training Specialist | \$18.35 | \$0.16 | \$18.52 |
| Dispatcher | \$12.22 | \$0.11 | \$12.33 |
| E-Learning Specialist | \$11.76 | \$0.10 | \$11.86 |
| Early Childhood Specialist | \$9.68 | \$0.09 | \$9.77 |
| ECE Asst. Supervisor | \$10.14 | \$0.09 | \$10.23 |

| POSITION TITLE | 16-17 Base | Override | 16-17 Total |
|--|-----------------------|-----------------|------------------------|
| ECE Supervisor | \$11.19 | \$0.10 | \$11.29 |
| Electrician | \$16.63 | \$0.15 | \$16.78 |
| ELL Paraprofessional | \$9.68 | \$0.09 | \$9.77 |
| ELO Aide | \$8.52 | \$0.08 | \$8.60 |
| Employee Attendance Specialist | \$10.30 | \$0.09 | \$10.39 |
| Executive Secretary | \$14.61 | \$0.13 | \$14.74 |
| Facilities Maintenance Supervisor | \$19.49 | \$0.17 | \$19.66 |
| Facilities Systems Supervisor | \$21.55 | \$0.19 | \$21.74 |
| Family Resource Liaison | \$13.33 | \$0.12 | \$13.45 |
| Financial Services Specialist | \$12.81 | \$0.11 | \$12.92 |
| Food Services Café Supervisor | \$13.02 | \$0.12 | \$13.13 |
| Food Services Delivery Driver | \$10.32 | \$0.09 | \$10.41 |
| Food Services Lead Worker | \$8.52 | \$0.08 | \$8.60 |
| Food Services Lead Cook for Spec.Prog. | \$9.91 | \$0.09 | \$10.00 |
| Food Services Meals/Benefits Clerk | \$11.20 | \$0.10 | \$11.30 |
| Food Services Purchasing Specialist | \$11.20 | \$0.10 | \$11.30 |
| Food Services Site Area Supervisor | \$15.06 | \$0.13 | \$15.20 |
| Food Services Worker | \$8.27 | \$0.07 | \$8.35 |
| Groundskeeper | \$9.91 | \$0.09 | \$10.00 |
| Groundskeeper (District) | \$12.67 | \$0.11 | \$12.78 |
| Hall Monitor | \$9.58 | \$0.08 | \$9.66 |
| Health Assistant | \$10.48 | \$0.09 | \$10.58 |
| Human Resources Clerk I | \$10.77 | \$0.10 | \$10.87 |
| Human Resources Clerk II | \$12.08 | \$0.11 | \$12.19 |
| Human Resources Specialist | \$14.67 | \$0.13 | \$14.80 |
| HVAC Technician | \$17.47 | \$0.15 | \$17.63 |
| Intervention Specialist | \$11.76 | \$0.10 | \$11.86 |
| Lead Building Maintenance Worker | \$15.41 | \$0.14 | \$15.55 |
| Lead Building Mtc. Worker - MHS | \$16.43 | \$0.14 | \$16.57 |
| LEAP Asst. Supervisor | \$10.14 | \$0.09 | \$10.23 |
| LEAP Supervisor | \$11.19 | \$0.10 | \$11.29 |
| Locksmith | \$13.83 | \$0.12 | \$13.95 |
| Migrant Program Specialist * | \$11.76 | \$0.10 | \$11.86 |
| Native American Program Specialist * | \$11.76 | \$0.10 | \$11.86 |
| Painter | \$13.12 | \$0.12 | \$13.24 |
| Parent Educator | \$11.76 | \$0.10 | \$11.86 |
| Parent Liaison Specialist | \$11.76 | \$0.10 | \$11.86 |
| Parking Lot Attendant | \$9.04 | \$0.08 | \$9.12 |
| Payroll Specialist | \$13.63 | \$0.11 | \$13.74 |
| Plumber | \$14.68 | \$0.13 | \$14.81 |
| Preventative Maintenance Technician | \$16.28 | \$0.14 | \$16.42 |
| Printing Services Specialist | \$10.24 | \$0.09 | \$10.33 |
| Printing Services Supervisor | \$11.71 | \$0.10 | \$11.81 |
| Procurement Assistant | \$12.69 | \$0.11 | \$12.80 |
| Procurement Clerk (Facilities) | \$11.36 | \$0.10 | \$11.46 |
| Property Control Warehouse Lead | \$15.41 | \$0.14 | \$15.55 |
| Purchasing Agent | \$14.67 | \$0.13 | \$14.80 |

| POSITION TITLE | 16-17 Base | Override | 16-17 Total |
|---|-----------------------|-----------------|------------------------|
| Records Specialist | \$10.41 | \$0.09 | \$10.50 |
| Registrar | \$10.97 | \$0.10 | \$11.06 |
| Registrar Clerk | \$9.19 | \$0.08 | \$9.27 |
| Roofer | \$12.81 | \$0.11 | \$12.92 |
| Routing Tech. | \$12.67 | \$0.11 | \$12.79 |
| Secretary I | \$10.41 | \$0.09 | \$10.50 |
| Secretary II | \$11.35 | \$0.10 | \$11.45 |
| Secretary III | \$12.67 | \$0.11 | \$12.78 |
| Secretary IV | \$13.64 | \$0.12 | \$13.76 |
| SITE Specialist | \$9.65 | \$0.09 | \$9.73 |
| Special Ed. Aide | \$9.68 | \$0.09 | \$9.77 |
| Special Ed. Records Specialist | \$11.35 | \$0.10 | \$11.45 |
| Speech Specialist | \$10.42 | \$0.09 | \$10.52 |
| Students in Transition Clerk | \$11.12 | \$0.10 | \$11.22 |
| Students in Transition Specialist* | \$17.33 | \$0.15 | \$17.48 |
| Systems Administrator | \$20.41 | \$0.18 | \$20.59 |
| Title I Instructional Paraprofessional* | \$9.68 | \$0.09 | \$9.77 |
| Transportation Specialist | \$11.62 | \$0.10 | \$11.72 |
| Van Driver | \$9.89 | \$0.09 | \$9.98 |
| Vehicle Mechanic | \$15.06 | \$0.13 | \$15.20 |
| Vehicle Mechanic Supervisor | \$17.48 | \$0.15 | \$17.63 |
| Warehouse Courier | \$10.32 | \$0.09 | \$10.41 |
| Warehouse Worker | \$10.32 | \$0.09 | \$10.41 |
| Welder/Fabricator | \$13.83 | \$0.12 | \$13.95 |

*Grant Funded Position

**Override subject to availability

| MARANA UNIFIED SCHOOL DISTRICT | | | | | | | | | |
|--|------------|----------------|-------------------|--|-------------|------------|----------------|-------------------|----------|
| PAYROLL SCHEDULE - FY 16/17 | | | | | | | | | |
| Dates on Paychecks | | | | Schedule for Payroll | | | | | |
| Voucher # | Pay Period | Beginning Date | Ending Date | Pay Date | Voucher # | Pay Period | Beginning Date | Ending Date | Pay Date |
| 26.1 | 6/19/2016 | 6/30/2016 | 7/8/2016 | Last 9 days for 12 month employees of 2015-6 | 26.1 | 6/19/2016 | 6/30/2016 | 7/8/2016 | |
| 1 | 7/1/2016 | 7/2/2016 | 7/8/2016 | First payroll for 12 month employees = 1 days pay | 1 | 7/1/2016 | 7/2/2016 | 7/8/2016 | |
| 2 | 7/3/2016 | 7/16/2016 | 7/22/2016 | First payroll for 11 month employees = 27 pays | 2 | 7/1/2016 | 7/9/2016 | 7/22/2016 | |
| 3 | 7/17/2016 | 7/30/2016 | 8/5/2016 | First payroll for 10 month employees = 27 pays | 3 | 7/10/2016 | 7/23/2016 | 8/5/2016 | |
| 4 | 7/31/2016 | 8/13/2016 | 8/19/2016 | First payroll for 9 month employees = 27 pays | 4 | 7/24/2016 | 8/6/2016 | 8/19/2016 | |
| 5 | 8/14/2016 | 8/27/2016 | 9/1/2016 | Payday Thursday due to teachers only day | 5 | 8/7/2016 | 8/20/2016 | 9/1/2016 | |
| 6 | 8/28/2016 | 9/10/2016 | 9/16/2016 | | 6 | 8/21/2016 | 9/3/2016 | 9/16/2016 | |
| 7 | 9/11/2016 | 9/24/2016 | 9/30/2016 | | 7 | 9/4/2016 | 9/17/2016 | 9/30/2016 | |
| 8 | 9/25/2016 | 10/8/2016 | 10/14/2016 | | 8 | 9/18/2016 | 10/1/2016 | 10/14/2016 | |
| 9 | 10/9/2016 | 10/22/2016 | 10/28/2016 | | 9 | 10/2/2016 | 10/15/2016 | 10/28/2016 | |
| 10 | 10/23/2016 | 11/5/2016 | 11/10/2016 | Payday Thursday due to Veterans Day | 10 | 10/16/2016 | 10/29/2016 | 11/10/2016 | |
| 11 | 11/6/2016 | 11/19/2016 | 11/23/2016 | Payday Wednesday due to Thanksgiving | 11 | 10/30/2016 | 11/12/2016 | 11/23/2016 | |
| 12 | 11/20/2016 | 12/3/2016 | 12/9/2016 | December Retention and Indian Gaming | 12 | 11/13/2016 | 11/26/2016 | 12/9/2016 | |
| 13 | 12/4/2016 | 12/17/2016 | 12/22/2016 | Payday Thursday due to Christmas | 13 | 11/27/2016 | 12/10/2016 | 12/22/2016 | |
| 14 | 12/18/2016 | 12/31/2016 | 1/6/2017 | | 14 | 12/11/2016 | 12/24/2016 | 1/6/2017 | |
| 15 | 1/1/2017 | 1/14/2017 | 1/20/2017 | | 15 | 12/25/2016 | 1/7/2017 | 1/20/2017 | |
| 16 | 1/15/2017 | 1/28/2017 | 2/3/2017 | | 16 | 1/8/2017 | 1/21/2017 | 2/3/2017 | |
| 17 | 1/29/2017 | 2/11/2017 | 2/17/2017 | | 17 | 1/22/2017 | 2/4/2017 | 2/17/2017 | |
| 18 | 2/12/2017 | 2/25/2017 | 3/3/2017 | | 18 | 2/5/2017 | 2/18/2017 | 3/3/2017 | |
| 19 | 2/26/2017 | 3/11/2017 | 3/17/2017 | | 19 | 2/19/2017 | 3/4/2017 | 3/17/2017 | |
| 20 | 3/12/2017 | 3/25/2017 | 3/31/2017 | | 20 | 3/5/2017 | 3/18/2017 | 3/31/2017 | |
| 21 | 3/26/2017 | 4/8/2017 | 4/14/2017 | | 21 | 3/19/2017 | 4/1/2017 | 4/14/2017 | |
| 22 | 4/9/2017 | 4/22/2017 | 4/28/2017 | | 22 | 4/2/2017 | 4/15/2017 | 4/28/2017 | |
| 23 | 4/23/2017 | 5/6/2017 | 5/12/2017 | | 23 | 4/16/2017 | 4/29/2017 | 5/12/2017 | |
| 24 | 5/7/2017 | 5/20/2017 | 5/26/2017 | Coaching , X-Curricular, Stipends, Leadership, Mentoring, Misc.time slips, Indian Gaming | 24 | 4/30/2017 | 5/13/2017 | 5/26/2017 | |
| 25 | 5/21/2017 | 6/3/2017 | 6/9/2017 | 9 month SYO 22 pays, 10 month SYO 23 pays & balance of contract | 25 | 5/14/2017 | 5/27/2017 | 6/9/2017 | |
| 26 | 6/4/2017 | 6/17/2017 | 6/23/2017 | | 26 | 5/28/2017 | 6/10/2017 | 6/23/2017 | |
| 26.1 | 6/18/2017 | 6/30/2017 | 7/7/2017 | Last 9 days of 2016/17 for 12 month employees | 26.1 | 6/11/2017 | 6/24/2017 | 7/7/2017 | |
| 27 | 6/18/2017 | 7/1/2017 | 7/7/2017 | | 27 | 6/11/2017 | 6/24/2017 | 7/7/2017 | |
| 28 | 7/2/2017 | 7/15/2017 | 7/21/2017 | Last pay for 11 month employees 27 pays | 28 | 6/25/2017 | 7/8/2017 | 7/21/2017 | |
| 29 | 7/16/2017 | 7/29/2017 | 8/4/2017 | Last pay for 10 month employees 27 pays | 29 | 7/9/2017 | 7/22/2017 | 8/4/2017 | |
| 30 | 7/30/2017 | 8/12/2017 | 8/18/2017 | Last pay for 9 month employees 27 pays | | 7/23/2017 | 8/5/2017 | 8/18/2017 | |
| Note- The pay period dates on the paychecks show the dates from the left column. Time slip employees\ time slip jobs uses the dates on the right column | | | | | | | | | |
| | Start | End | | | | | | | |
| 12 mo | 7/1/2016 | 6/30/2017 | | First paycheck 12 month for 2017/18 School year will be 7/7/17 | | | | | |
| 11 mo | 7/11/2016 | 6/16/2017 | | First paycheck 11 month for 2017/18 School year will be 8/4/17 | | | | | |
| 10 mo | 7/18/2016 | 6/2/2017 | | First paycheck 10 month for 2017/18 School year will be 8/18/17 | | | | | |
| 9 mo | 8/8/2016 | 5/26/2017 | | First paycheck 9 month for 2017/18School year will be 9/1/17 | | | | | |

MARANA UNIFIED SCHOOL DISTRICT 2016-2017

July

| M | T | W | Th | F |
|----|----|----|----|----|
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

4 - Independence Day Obs
July 28-Aug 3- New Tch Orientation

August

| M | T | W | Th | F |
|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

Aug 4-5 - Teachers Only
Aug 8-First Day of School

September

| M | T | W | Th | F |
|----|----|----|----|----|
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

2- Tch In-service day
5- Labor Day
15-16- Elem Sch Conferences
22-23- Middle Sch Conferences

October

| M | T | W | Th | F |
|----|----|----|----|----|
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |

6-7- End of 1st quarter
10-14- Fall Break

November

| M | T | W | Th | F |
|----|----|----|----|----|
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | |

11 - Veteran's Day
24-25 Thanksgiving

December

| M | T | W | Th | F |
|----|----|----|----|----|
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

22 - End of 1st Semester
23 - Teachers Only
26-30 Winter Break



January

| M | T | W | Th | F |
|----|----|----|----|----|
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |

2-6-Winter Break
9- All Schools Resume
16 - MLK Day

February

| M | T | W | Th | F |
|----|----|----|----|----|
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | | | |

16-17- Middle Sch Conferences
23-24 Rodeo Days

March

| M | T | W | Th | F |
|----|----|----|----|----|
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |

16-17 - End of 3rd Quarter
20-24- Spring Break
30-31- Elementary Conferences

April

| M | T | W | Th | F |
|----|----|----|----|----|
| | | | | |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |

May

| M | T | W | Th | F |
|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

25 - Last Day of School
26 - Teachers Only
29 - Memorial Day

June

| M | T | W | Th | F |
|----|----|----|----|----|
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

1st Quarter -8/8/16 to 10/7/16 = 43 days
2nd Quarter-10/17/16 to 12/22/16= 46 days
3rd Quarter -1/9/17 to 3/17/17= 47 days
4th Quarter- 3/27/17 to 5/25/17= 44 days
Total = 180 Days