

SAN CARLOS UNIFIED SCHOOL DISTRICT No. 20

Employee Handbook



2023 – 2024



Dr. Deborah Jackson-Dennison, Superintendent

Dagot'ée dóó Ya'at'ééh!

Warm greetings to all San Carlos Unified School District Stakeholders, Parents, Grandparents, families & relatives, tribal & community leaders, and of course our wonderful staff and students alike.

First, I want to express to you that it has been such an honor to lead and serve the SCUSD students, staff & community as superintendent over the last 7 years and together we can look forward to accomplishing our strategic growth goals utilizing our **Evidence of ShíGóózhó** framework as our guide to implementation of western educational knowledge and standards while adding value to learning by integrating the cultural wisdom and concepts of our San Carlos Apache people for greater relevancy and meaning and for stronger relationships and community building with and between all stakeholders.

Dr. Deborah Dennison yínishye. I am Dr. Deborah Dennison. Scottish, McPherson Clan éi nishli, meaning I am born of Scottish decent on my mother's or maternalistic side. Ádóó Kinyaa'áanii dine'è, éi bashishchíín, meaning I am born for the Towering House Clan of the Navajo People on my father's or paternalistic side. Ashiihii éi dashinali, dóó Tó Haach'i', di déé' naashá. My paternal grandfather is of the Salt Clan of the Navajo people and I make my homestead on our ranch in Tohatchi, New Mexico on the Navajo Nation.

It's important to acknowledge the respect and appreciation I have for our teachers, principals and all staff for the forward movement realizing daily our mission of **"Existing to Educate & Empower Students to Become Culturally Responsive, Global Nínee."** We have witnessed the ripple effect of positive change out to the community and beyond, from all our schools and district since the development and implementation of our strategic plan driven by our vision of **"Being An Effective Student Focused Learning Community Graduating Culturally Confident Citizens."** This work we are doing is not easy, yet I have witnessed our teachers and staff rise to the occasion with excitement especially during the pandemic, and still keep the student-centered focus.

I also want to give a huge welcome to all new teachers, students and staff that have chosen to join our successful journey forward with SCUSD, and also to those who continue to support our efforts with cutting edge learning opportunities. Working together we have much to look forward to with another great school year of improvements and academic success stories each and every day!

Ah'iyee dóó Ahéheé! Thank you,

Dr. Deborah Jackson-Dennison
Superintendent of the San Carlos Unified School District #20

San Carlos Unified School District No. 20

Employee Handbook

2023-2024

The Employee Handbook serves as a reference or guide to San Carlos Unified School District's (SCUSD) policies.

The employees of SCUSD have several responsibilities in relation to the Governing Board policies. Those responsibilities are outlined below:

- It is the responsibility of each staff member to review this handbook. It contains many **excerpts** of the personnel policies that are most often used by staff. However, it is *only a guide to policy* and **is in no way all-inclusive of all policy/policies**. This handbook does not take the place of Governing Board policy.
- All staff members are expected to thoroughly acquaint themselves with the rules, regulations, and other information applicable to them contained within the Governing Board policies.
- As all policies are subject to revision by the Governing Board throughout the school year, please refer to the online San Carlos Unified School District Governing Board Policy Manual for additional information. This online version is housed for San Carlos Unified School District by the Arizona School Board Association (ASBA) on their website. ASBA's website may be accessed by using the following steps:
 - Go to <http://www.azsba.org/>
 - Click on "Policy Services" from the top right
 - Click on "School District Policy Manuals Online"
 - Click on the "FREE PUBLIC ACCESS CLICK HERE" link in the top box

Employees are also responsible for completing the acknowledgement forms yearly and returning them to the Human Resources department.

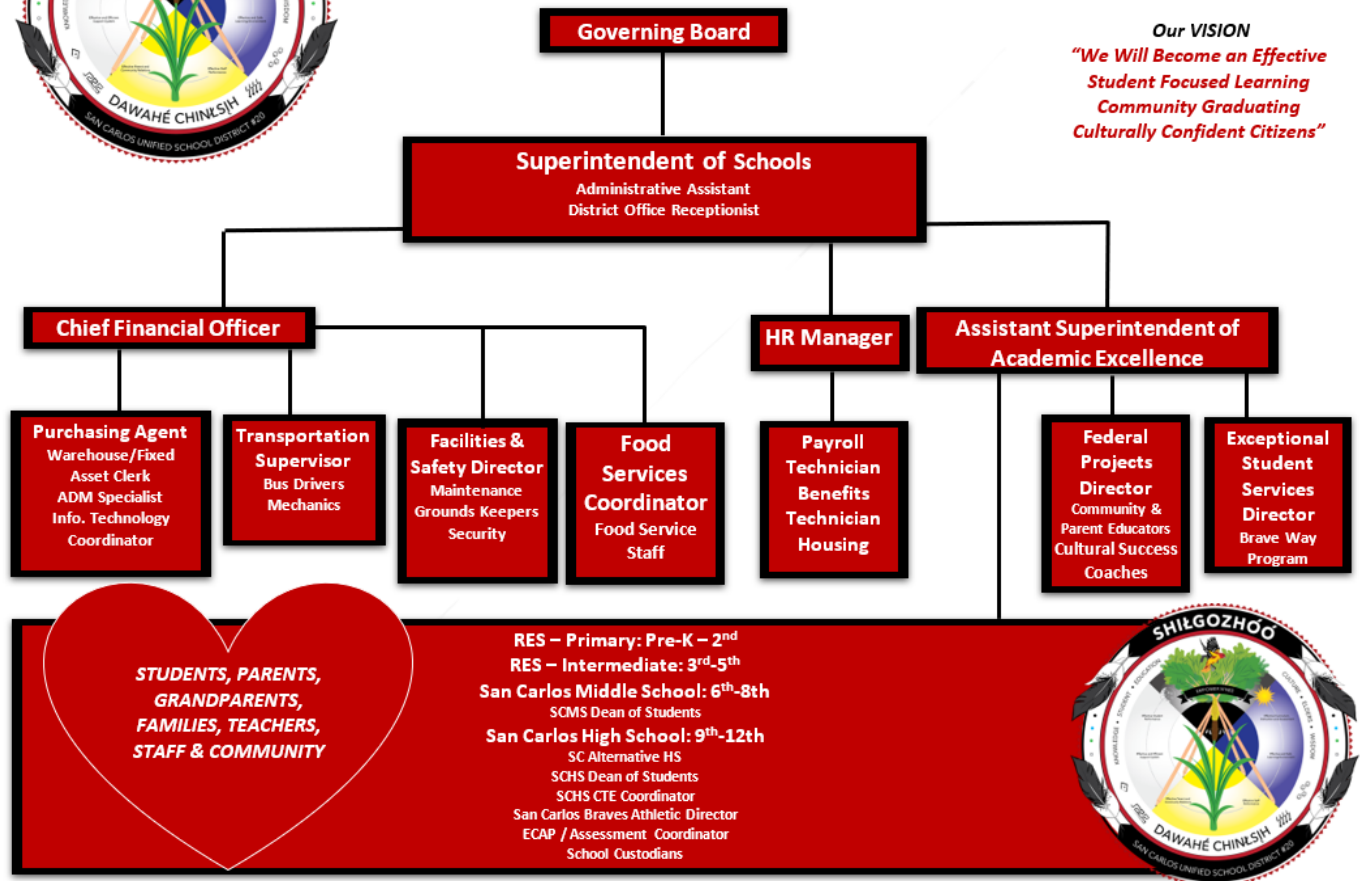
SCUSD Organizational Chart



San Carlos Unified School District 2022-2023/2024 Organizational Chart

Our MISSION
*"We Exist to Educate and
 Empower Students to Become
 Culturally Responsive Global
 Nn'ee"*

Our VISION
*"We Will Become an Effective
 Student Focused Learning
 Community Graduating
 Culturally Confident Citizens"*



San Carlos Unified School District No. 20

Mission Statement

We exist to educate and empower students to become culturally responsive, global Nn'ee.

Vision Statement

To be an effective student focused learning community graduating culturally confident citizens.

FOCUS

Effective curriculum, Instruction, & Assessment System

Curriculum

It is well-designed, quality curriculum that ensures effective implementation and articulation that allows for evaluation of student learning and integration of N'nee cultural values.

Instruction

Teaching is aligned with common core standards and expectations for student learning. The design of instruction uses data driven decision-making, research based instructional practices and actively engages students in their learning. Expansion of instructional support includes preparing students for college/career readiness and addresses gaps in student knowledge.

Assessment

Formative and summative assessments are utilized to determine the student's mastery of standards. Assessments are aligned to the common core standards and guides teacher instruction.

San Carlos Unified School District Governing Board

Sherrie Harris	President
Katrina Talkalai	Vice President
David Reede	Member
Dennis Dudley	Member
Tawnya Stevens	Member

School Board meetings are the first Tuesday of each calendar month and begin at 5:00 p.m. The meetings are regularly held in the Robert L. Cassa Governing Board Center Building; however, location may change. Please contact Evelyn Hinton for more information at 928-475-2315 x - 1009.

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Employee Acknowledgment and Disclaimer

I acknowledge that I have received and reviewed a copy of the 21/22 San Carlos Unified School District Employee Handbook. I understand that it is my responsibility to read the Handbook. If there are any policies or provisions provided to me that I do not understand, I will seek clarification from my immediate supervisor. I understand that this Handbook states the San Carlos Unified School District's policies and procedures effective on the date of publication. I also understand that these policies and procedures are continually evaluated and may be modified, revoked, suspended, terminated, or changed in whole or in part, with prior notification to staff and an effective date for the change.

I understand that this Handbook does not constitute an employment contract. I understand that nothing in this Handbook is intended to confer a property interest in my continued employment with the District beyond the term of my current contract (if any). I understand that I have an obligation to inform my supervisor of any changes in my personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor if I have any questions, concerns or need further explanation.

The contents of this Handbook are presented as a matter of information only. The plans, policies and procedures described are not conditions of employment. The District reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, with prior notification to staff and an effective date for the change. The language which appears in the Handbook is not intended to create, nor is it to be construed to constitute a contract between the District and any of its staff or a guarantee of continued employment.

In case of direct conflict between this Handbook, rules, regulations or policies of the Board and any specific provisions of an individual contract, the individual contract will take precedence.

This Handbook is intended to provide staff with information regarding policies, procedures, ethics, expectations and standards of the District; however, this Handbook should not be considered all inclusive.

Copies of Board Policies and Administrative Rules are available at <http://www.azsba.org/> under "policy services" and then "school district policies online". It is important that each employee is aware of the policies and procedures related to his/her position. The rights and obligations of all employees are governed by all applicable laws and regulations, including but not limited to the following: Federal laws and regulations, the laws of the State of Arizona, Arizona State Administrative Code and the policies of the San Carlos Unified School Board.

If any contractual relationship between the District and an employee (or group of employees) conflicts with any provision of this Handbook, the contract shall govern with respect to that issue.

Printed Name

Signature

Date

(This form should be returned to the Human Resources Department which is located in the District Office. The form will be maintained in the employees' personnel file. After the employee ceases employment with the District, the District will maintain the record pursuant to its records retention schedule, or if none, for a period of no less than 7 years).

Statement on Sexual Harassment

Sexual Harassment is a form of discrimination in employment and educational opportunities on the basis of sex. It is prohibited by Title VII of the Federal Civil Rights Act of 1964, the Title IX of the Education Amendments of 1972, by the Arizona Civil Rights Act, and by District policy (See Board Policy ACA).

Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. This includes employee to student actions, student to employee actions, employee to employee actions and student to student actions. If you feel you have been sexually harassed or you know someone who has been sexually harassed, you are encouraged to report it immediately to your supervisor, Superintendent or the Human Resources Supervisor.

Sexual Harassment by District employees will not be tolerated and will result in disciplinary action, up to and including discharge.

Annual Public Notification of Nondiscrimination

San Carlos Unified School District does not discriminate on the bases of race, color, national origin, sex, age or disability in admission to its programs, services or activities, in access to them, in treatment of individuals, or in any aspect of their operations. San Carlos Unified School District Career and Technical Education Department does not discriminate in enrollment or access to any of the available programs. The lack of English language skills shall not be a barrier to admission or participation in the districts activities and programs. The San Carlos Unified School District also does not discriminate in its hiring or employment practices (See Board Policy AC, GBA, JB, IHBA).

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s) at 460 N. Willow St. San Carlos, AZ 85501 or at the phone numbers listed below:

For Student Related Concerns, please contact:
Coordinator for Special Education/Title 1: 928-475-2315
x - 11111

For Employee Related Concerns, please contact:
Human Resources Supervisor: 928-475-2315 x - 1002

SECTION ONE:
Administrators, Certified, Support
Staff/Classified, Nurses

DRUG-FREE WORKPLACE

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 student 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 violated this policy in any manner is subject to discipline, which may include, but is not limited to, dismissal. (See Board Policy GBEC)

ABSENCE PROCEDURES

Any certified exempt employee who will be absent for any reason will report such absence using iVisions along with personal notification to their immediate supervisor by text or phone call.

Any classified employee who will be absent for any reason will report such absence with personal notification to their immediate supervisor by text or phone call.

Employees are encouraged to report pending leave as soon as possible. All leave requests can be reported early. Leave may be entered for more than one day at a time as long as it is reported prior to the absence. If an employee is absent for more than three (3) days they will need Superintendent approval before returning to work. (See Board policy GCCA)

Per board policy, a classified/hourly employee or certified employee may not take leave, if they have exhausted all accrued leave without prior superintendent approval. No Exceptions.

SUBSTITUTE TEACHER PROCEDURES

Teachers needing a substitute should reach out to their office manager as soon as possible upon knowledge of absence. Office managers will reach out to approved ESI contracted substitutes. Office managers will contact HR daily with the comprehensive lists of classified and exempt personnel out for the day. Human Resources will report substitute Report to ESI after each bi weekly pay period. In the case of During distance learning substitutes will not be solicited. Teachers are required to provide independent assignments and studies for students to perform and complete in advance when absent from work.

TYPES OF LEAVE

a) Sick Leave

Each employee shall be credited with a sick leave allowance at the rate of one (1) day per calendar month worked:

Twelve (12) month employees.....Twelve (12) days
Ten (10) month employees.....Ten (10) days

Employees are expected to enter their absence in Infinite Visions ESS, and notify their supervisor in advance of a planned absence.

Any employee who can be shown to have willfully violated or misused the District's sick leave policy or misrepresented any statement or condition will be subject to discipline, which may include reprimand, suspension or dismissal. The employee may initiate the applicable personnel process to resolve disagreements or disputes. (See Board Policy GCCA)

b) Vacation Leave

Only Twelve (12) month classified employees are eligible to earn vacation. (See Board Policy GDD).

Less than 12 months.....	No Vacation
1-3 years.....	1 week
4-6 years.....	2 weeks
7-9 years.....	3 weeks
10 and beyond	4 weeks

c) Bereavement Leave

An employee may use up to five (5) days of leave per fiscal year to be used in the event of death in the employee's immediate family. Bereavement leave is paid and will not be deducted from an employees' sick or vacation leave. All bereavement leave must be approved by the Superintendent. Any additional bereavement leave beyond these limits shall be charged to an employee's accrued leave. Employees are expected to follow absence procedures when utilizing bereavement leave. (See Board Policy GCCA).

For purposes of this policy, an immediate family member is defined as a spouse, parent, children, siblings, and grandparents (including step and in-law for all listed). (See Board Policy GCCH)

d) Family and Medical Leave Act (FMLA)

The District shall fully comply with the Federal Family and Medical Leave Act and all interim and final regulations interpreting the FMLA issued by the U.S. Department of Labor.

Accordingly, all portions of this procedure that pertain to the FMLA shall be interpreted in a manner consistent with the FMLA and its regulations. Subject to the conditions set forth herein, any eligible employee (having completed twelve (12) months and one thousand two hundred and

fifty (1,250) hours of service with the district) of the District may take up to twelve (12) weeks of leave (FMLA Leave) during any twelve (12) month period, without pay, for any one or more of the following reasons:

- Birth of a child
- Adoption/Foster care placement
- As the primary care giver for a spouse, child or parent if that person has a serious health condition
- If a serious health condition renders the employee incapable of performing the functions of his/her job.

(See Board Policy GCCC-EB, GCCC, and GCCC-EC)

Calculations of the twelve (12) month period: For the calculation of the twelve (12) month period used to determine employee eligibility for FMLA, this Plan uses:

- A rolling twelve (12) month period is measured backwards in time from the date the employee uses any FMLA leave.

Serious Medical Condition means an illness, injury, impairment, or physical condition that involves inpatient care in a hospital, hospice, or residential medical facility, or outpatient care with continuing medical treatment by a licensed physician.

Employee Eligible for FMLA: any employee who has been employed by the district at least twelve (12) months and who has completed at least one thousand two hundred fifty (1,250) hours of service, with this District, immediately prior to the time the FMLA is to commence shall be eligible for FMLA leave.

Employee Application for FMLA: An employee must provide the District's Human Resources Department at least thirty (30) days' notice before the FMLA leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption, or foster care, or planned medical treatment for a serious health condition of the employee or family member. If thirty (30) days' notice is not practicable, notice must be given as soon as practicable. The notice shall be in the form of a request for leave of absence as specified in this policy. The District may deny FMLA leave to any eligible employee until such a time as the employee has provided the required notice.

Medical Certification: All medically related FMLA leave shall be supported by medical certificate provided by the employee and their appropriate health provider in the form of the exhibit accompanying this policy. In any instance where the FMLA leave must be preceded by thirty (30) days' notice, the medical certificate should accompany the request for leave of absence. In any other instance, the medical certificate should be provided within fifteen (15) days after the FMLA commences. The employee may be requested to prove recertification of medical conditions in support of leave if the District feels the circumstances so warrant and notice is given. Recertification shall generally not be required for intervals shorter than thirty (30) days.

Special end of semester circumstances for instructional employees: Under each of the following conditions, leave for an instructional employee may be required to continue to the end of the academic semester:

- Leave begins more than five (5) weeks before the end of the semester, leave is for at least three (3) weeks, and return to employment would occur during the last three (3) weeks of the semester.

- Leave other than for the employee's serious health condition begins with the last five (5) weeks of the semester, leave is for greater than two (2) weeks duration, and return to employment would occur during the last two (2) weeks of the semester.
- Leave other than for the employee's serious health condition begins within the last three (3) weeks of the semester and leave exceeds five (5) working days.

The District will post notices in conspicuous places of the District premises that provides a summary of FMLA and information on how to file a charge about an FMLA violation.

Health Care Continuation: An employee taking FMLA leave shall be entitled to have the health care plan in which the employee is participating continue under the same terms and conditions applicable to actively working employees. While an employee is officially on such a family or medical leave, they can keep medical and dental coverage for themselves and their dependents in effect during that family and medical leave period by continuing to pay the contributions. During that period, the employee's medical, dental and vision coverage will be kept in effect. Since the employee will not be paid while on family and medical leave, they may:

- a) Pay the contributions as they come due on the dates they would have been paid by sending a check to the Human Resources Department; or
- b) Make other arrangements with the District as agreed upon prior to taking leave.

An employee can elect to or the District can require that "paid leave" be taken during family and medical leave in order to ensure the employee and premiums are paid.

e) Military Leave

An employee who is a member of the Military Reserve or National Guard shall be entitled to a leave of absence without loss of time, pay or efficiency rating when engaged in field training. (A.R.S. 26-168 and 38-610) It is the responsibility of the employee to notify the Superintendent at least eight (8) days prior to the beginning of such leave except when such notification is not possible. (See Board Policy GCCD)

f) Civic Duty Leave

Any employee called to serve jury duty shall be granted paid leave for such service. Individuals so called are to report their anticipated absence to their immediate supervisor and Human Resources as soon as possible. An Affidavit of Proof of Service must be provided to Human Resources upon return from Jury Duty. Employees are expected to complete the normal absence reporting process. Employees must turn in any monetary amount received from jury duty to Human Resources. (See Board Policy GCCD)

If an employee is subpoenaed to appear in court, for guidance, he/she may contact the Human Resources Department prior to the court appearance. If the subpoena is for a school related item, the employee shall be granted school business days. If the subpoena is for a non-school related item, the employee shall use all accumulated leave. If all leave is exhausted, the employee shall request, in writing, a leave of absence from the Superintendent.

g) Leave of Absence

Upon recommendation of the Superintendent and approval by the Governing Board, leave without compensation may be granted for a period of up to one year. The applications for and granting of such leaves of absence shall be in writing. In addition, a certified staff on such leave shall notify the Human Resources Department by March 15th of the school year as to intent to return to employment with the District. Failure to notify the District will be considered an abandonment of position. (See Board Policy GCCC)

EMPLOYEE BENEFITS

a) Medical Insurance

Medical insurance is provided to all employees working thirty (30) hours or more per week. Questions concerning this program should be forwarded to the Human Resources Department (See Board Policy GDBD)

Note: Effective date of insurance coverage is the first of the month following hire date for Administrative, Certificated employees and Support staff. Termination of insurance is the last day of the month following termination date.

Open enrollment for insurance changes are limited to one time a year. Changes are not allowed after the option period unless certain circumstances exist. Contact HR for qualifying conditions.

b) Dependent Coverage

Health insurance coverage is available for the spouse and children of eligible employees through payroll deduction at the employee's expense.

c) Life Insurance

A life insurance policy is provided for all employees working thirty (30) hours or more per week.

d) Employee Heir Benefits

In the event of the death of an employee, the legal heirs of the deceased employee shall be awarded, as soon as possible, the District Life Insurance Policy Death Benefit and any accrued salary benefits earned by the employee. This would include financial reimbursement for unused sick leave and vacation. Vacation days accrued to date of death will be paid on a current daily rate.

STAFF ETHICS

All employees of the District are expected to maintain high standards in their school relationships. These standards must be idealistic and at the same time practical, so that they can apply reasonable to all staff members. The employees acknowledge that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, every employee assumes responsibility for providing leadership in the school and community. This responsibility requires the employee to maintain standards of exemplary conduct. It must be recognized that the employee's actions will be viewed and appraised by the community, associates, and students. To these ends, the Board adopts the following statements of standards.

The school employee is expected to:

- Make the well-being of students the fundamental value of all decision making and actions.
- Maintain just, courteous, and proper relationships with students, parents, staff members, and others.
- Strives for the maintenance of efficiency and knowledge of developments in the employee's field of work.
- Fulfill job responsibilities with honesty and integrity.
- Directs any criticism of other staff members or of any department of the school system toward improving the District. Such constructive criticism is to be made directly to the school administrator who has the responsibility for improving the situation.
- Supports the principle of due process and protects the civil and human rights of all individuals.
- Obey local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
- Implement the Governing Board's policies and administrative rules and regulations.
- Pursues appropriate measures to correct any laws, policies, or regulations that are not consistent with sound educational goals.
- Avoids using position for personal gain through political, social, religious, economic, or other influence.
- Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development.
- Stress the proper use and protection of all school properties, equipment, and materials.
- Honor all contracts until fulfillment or release.

In the performance of duties, employees shall keep in confidence such information as they may secure unless disclosure serves District purposes or is required by law. (See Board Policy GBEA)

STAFF CONDUCT

All employees of the District are expected to conduct themselves in a manner consistent with effective and orderly education and to protect students and District property. No employee shall, by action or inaction, interfere with or disrupt any District activity or encourage such disruption. No employee, other than one who has obtained authorization from the appropriate school administrator, shall carry or possess a weapon on school grounds. All employees shall at all times attempt to maintain order, abide by the policies, rules and regulations of the District, and carry out all applicable orders issued by the Superintendent.

Potential consequences to employees of the District who violate these rules may include, but are not limited to:

- Removal from school grounds
- Warning
- Reprimand
- Suspension
- Dismissal

Staff members are to report any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school property. All such reports shall be communicated to the Superintendent who shall be responsible for reporting to local law enforcement.

Any administrator, teacher, or other school employee entrusted with the care and supervision of a minor may use reasonable and appropriate physical force upon the minor to the extent reasonably necessary and appropriate to maintain order. Similar physical force will be appropriate in self-defense, in the defense of other students and school personnel, and to prevent or terminate the commission of theft or criminal damage to the property of the District or the property of persons lawfully on the premises of the District.

The threat or use of physical force is not justified as a response to verbal provocation alone, nor when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

No employee, while on or using school property, otherwise acting as an agent, or working in an official capacity for the District shall engage in:

- Physical or verbal abuse of, or threat of harm to, anyone.
- Causing damage, or threat of damage, to property of the District or property of a member of the community or a visitor to the school when the property is located on premises controlled by the District.
- Forceful or unauthorized entry to or occupation of District facilities, including buildings and grounds.
- Use, possession, distribution, or sale of alcohol or of drugs or other illegal substances.
- Use of profane or abusive language, symbols, or conduct.
- Failure to comply with the lawful direction of District officials, security officers, or any other law-enforcement officer, or failure to identify oneself to such officials or officers when lawfully requested to do so.
- The carrying or possession of a weapon on school grounds without authorization from the appropriate school administrator.
- A violation of District policies or regulations.

In addition to the foregoing, all staff members are expected to:

- Acquaint themselves with the rules, regulations, and other information applicable to them contained within policies of the Board.
- Conduct themselves in a manner consistent with the effective and orderly education and to protect the students and District property.
- Maintain order in a manner consistent with District policies and regulations.
- Dress and maintain a general appearance that reflects their position and does not detract from the educational program of the school.
- Comply promptly with all orders of the Superintendent and the administrator who is their immediate supervisor.
-

Employees of the District who violate these rules are subject to disciplinary action. (See Board Policy GBEB and GBEB-R)

A *grievance* is a complaint by a District employee alleging a violation or misinterpretation, as to the employee, of a 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 requires that it go 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. (See Board Policy GBK-R)

Informal Procedure

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, and the employee is entitled to representation.

Formal Procedure

Level One: 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 ten (10) days after receiving the grievance.

Within the above time limits either party may request a personal conference to attempt to resolve the matter and the employee is entitled to representation.

Level Two: In the event the grievant is not satisfied with the decision at Level I, he/she may appeal the decision to the Human Resources Supervisor within ten (10) days after receiving the Level I decision. The written appeal shall contain the following: a copy of the original grievance, the decision rendered at Level I, and a clear, concise statement of the reasons for the appeal.

The Human Resources Supervisor shall communicate a decision in writing to the grievant, with a copy given to the Superintendent, within ten (10) days after receiving the grievance. The grievant may request a hearing at this level and is entitled to representation.

Level Three: In the event the grievant is not satisfied with the decision at Level II, 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 ten (10) days after receiving the appeal. Either the grievant or the Superintendent may request a personal conference within the above time limits. The grievant may request a hearing at this level and is entitled to representation.

Level IV: If the grievant is not satisfied with the decision at Level III, 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 Superintendent.

CONFLICT OF INTEREST

Employment of Close Relatives

No person employed by the District may be directly supervised by a close relative (father, mother, son, daughter, sister, brother, or spouse). This policy applies for summer or part-time work as well as for full-time employment.

A dependent of a Board member cannot be hired in the District except by consent of the Board. The District cannot employ the spouse of a Board member.

Business Relations

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

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.

District Purchase from Employees

The District must comply with competitive purchasing rules for any acquisition of goods or services from District employees regardless of the dollar amount. The District may acquire equipment, materials, supplies, or services from its employees only under an award or contract left after public competitive bidding (A.R.S. 38-503; A.G.O. 106-002). (See Board Policy GBEEA)

Conflict of Interest

A person who supervises or participates in contracts, purchases, payments, claims or other financial transactions, or a person who supervises or participates in the planning, recommending, selecting or contracting for materials, services, goods, construction, or construction services of a school district or school purchasing cooperative is guilty of a class 6 felony if the person solicits, accepts or agrees to accept any personal gift or benefit with a value of \$300 or more from a person or vendor that has secured or has taken steps to secure a contract, purchase, payment, claim or financial transaction with the school district or school purchasing cooperative.

Soliciting, accepting or agreeing to accept any personal gift or benefit with a value of less than \$300 is a class 1 misdemeanor. A gift or benefit does not include an item of nominal value such as a greeting card, t-shirt, mug or pen.

ACCIDENTS WHILE ON DUTY

All employees have a responsibility to maintain safe conditions in their work areas, making safety a part of the normal work routine. Examples of safety precautions are not leaving drawers open, not climbing on unstable ladders, keeping your eye on the pathway and using caution when opening doors that swing outwards.

If an accident does occur while you are on duty, you are protected under Workers Compensation of Arizona. Any injury sustained by an employee while on school property or on official school business, no matter how slight, must be reported immediately to your immediate supervisor who will record it. Eligibility for compensation may be affected if the accident is not reported or not reported in a timely manner. If the injury requires first aid treatment, you should report to the health office at your site.

Questions or concerns about safety and Workers Compensation should be directed to your immediate supervisor or to the Human Resources Department at 928-475-2315 x - 11001.

You are responsible for making regular safety inspections before using district equipment. If equipment is unsafe, report it to your supervisor and do not use the equipment until it has been repaired. An important part of your job is maintaining the equipment in the best possible condition for safe operation.

Disregarding normal and prudent safety precautions may result in disciplinary action.

Workers Compensation

If an employee is injured by an accident arising out of and in the course of employment, that employee is entitled to compensation and should obtain medical treatment as soon as possible.

Any employee of the District who suffers a job-related injury/accident must file a report with the District's Human Resource Department 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.

The emergency room will be responsible for reporting the circumstances of the injury to the District, the Industrial Commission, and the District's insurance carrier.

During the first seven (7) days of absence due to the job-related injury/accident the employee will be placed on sick leave, provided the employee has accumulated sufficient general leave.

If a job-related injury/accident results in more than seven (7) days' absence, the insurance carrier will be responsible for handling the claim for lost pay.

Blood-Borne Pathogens

All employees who, as a result of their employment, have had significant exposure to blood-borne pathogens (Hepatitis B/Human Immunodeficiency Virus) are required to report the details of the exposure in writing to the District and are required to follow post-exposure evaluation and follow-up activities in accordance with State and Federal laws. An employee who chooses not to complete these reporting requirement will be at risk of losing any claim to rights.

EMPLOYEE ASSISTANCE

Employees may be required by the Superintendent, for purposes of employment or retention, to submit to such tests or examinations, as a licensed physician deems appropriate.

When, in the opinion of the immediate supervisor and/or the Superintendent, the employee's physical or emotional condition warrants, the District may require a complex examination, at District expense, by a licensed physician selected by the District. (See Board Policy GBGC)

STAFF PROPERTY

The District shall not assume responsibility for the loss of, or the damage to, personal property stored, installed, or used on school premises. (See Board Policy ECAD)

CARE OF DISTRICT PROPERTY

It is the desire of the District that all employees maintain high standards regarding district property.

The proper use and protection of all school properties is essential. Equipment and materials should be maintained in a respectable manner.

Any accidental or intentional damage or vandalism should be reported to your principal or supervisor. (See Board Policy EDB)

SEE APPENDIX F – FOR ASSET DISPOSAL AND TRANSFER GUIDANCE

CASH IN DISTRICT BUILDINGS

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

In no case shall money be left overnight in school buildings, except in safes provided for safekeeping of valuables. (See Board Policy DM)

CHILD ABUSE

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 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 of such information to be made to a peace officer or to Child Protective Services (CPS) of the Department of Economic Security, except if the report shall be made to a peace officer only. Such reports shall be made immediately by telephone or in person and shall be followed by a written report within seventy-two (72) hours. 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 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 furnishing a report, information, or records required or authorized under Arizona Revised Statutes or a person participating 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 such action unless such person has acted with malice or unless such persona has been charged with or is suspected of abusing or neglecting the child or children in question. (See Board Policy JLF)

CORPORAL PUNISHMENT

The San Carlos Unified School District #1 disallows corporal punishment. (See Board Policy JKA)

PERSONNEL RECORDS AND FILES

Professional employees are required to supply the Human Resources Department with current and complete official transcripts of all college credits. It is the duty and responsibility of each certificated employee to keep such certification current.

The District will maintain a complete and current 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.

All documents within a personnel file are confidential; and the District may create such sub-files within a personnel file as are appropriate to ensure confidentiality and efficient use of the file. Access to personnel files will be limited to authorized District officials and employees. Individual Board members shall have access only 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 request to the Human Resources Supervisor. Confidential information obtained prior to an employee's employment, such as recommendation, will not be available for review by the employee.

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

STAFF PROTECTION

The Board will be vigorous in its protection of all employees from physical and/or verbal abuse.

- Any employee who is threatened with harm is to notify the principal or supervisor immediately, and steps are to be taken at once to protect the employee's safety.
- The Board will protect employees through a comprehensive liability insurance program. A copy of such policy is available for inspection in the Business Office.
- The Board will hold harmless and defend any District employee from claims for damages caused or alleged to have been caused in whole or in part by that employee while performing assigned duties as an employee of the District under the provision of the District's liability policy, whether or not that person is employed by the District at the time the claim is made, provided that the District will not be obligated to assume any costs or judgments held against the employee when such damages are proved to be due to the employee's willful negligence, violation of law, or criminal act as determined by a court of law.

DRESS CODE

All staff members are expected to dress neatly, professional (interview attire), and in a manner which represents a good example for students at all schools of the San Carlos Unified School District. Unless so designated by Governing Board approval of an alternative dress code. See appendix for dress code guidance.

All staff will be required to wear their school ID at all times while on any school property.

SEE APPENDIX C – DRESS CODE GUIDANCE

OATH OF OFFICE

Every school employee shall take and subscribe to the oath prescribed from public officers pursuant to A.R.S. .S. 38-231. The person taking the oath shall file a copy of the acknowledgement in the District Office. The District Office shall keep such copy on file as long as the employee remains employed by the District and for a period of five (5) years after termination of employment with the District. (See Board Policy GCFE)

NON-SCHOOL EMPLOYMENT

A regular, full-time employee's position in the District shall be given precedence over any type of outside work or self-employment. Employees are free to carry on individual work or self-employment projects as long as no District facilities, school(s), or equipment are used, except as provided by policy, and the outside work or self-employment does not interfere with the employee's performance of District assigned duties.

The outside work done by a staff member is of concern to the Board in so far as it may:

- Prevent the employee from performing his/her responsibilities in an effective manner.
- Be prejudicial to proper effectiveness in the position or compromise the District
- Raise a question or Conflict of Interest; for example, whether the employee's position in the District gives him/her access to information or other advantage useful to the outside employer.

Therefore, an employee may not perform any duties related to an outside work or self-employment during regular District working hours or during the additional time that is needed to fulfill the responsibilities of the District position. Employees who violate this policy are subject to reprimand, suspension or termination. (See Board Policy GCR)

PAYROLL DEDUCTIONS

Federal income tax, state income tax, Social Security, Medicare, and employee contributions to the Arizona State 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.

The following deductions have been authorized by the Board:

- Insurance premiums for staff members or dependents that are being covered under Board – approved Section 125 cafeteria programs.
- Direct deposits of net payroll with financial institutions.
- Tax-sheltered annuities for companies approved by the District

Any questions regarding payroll should be directed to the Payroll Department at 928-475-2315 x- 1001.

PURCHASING PROCEDURES

Purchases

- No purchase may be made without a previously approved written purchase order.
- No supply or service can be purchased without a purchase order.
- Submit a requisition for a Purchase Order and allow five (5) days for processing.
- Fill out the requisition completely. You may need more than one.
- To order from the warehouse, use the proper forms.

The District has various credit cards available for use when making purchases. Some require you to check out the card and take with you when you make the purchase. (Home Depot, Fry's, Walmart) The District Bank Card is maintained at the District. The preferred purchasing method is always through a purchase order, if a vendor will only accept credit cards, the District Bank card may be used with approval from the Chief Financial Officer. Once a purchase order is signed and in place the requester/teacher/employee will need to make arrangements with the Business Office to complete the transaction with the credit card. **The District Bank Credit Card is NOT checked out to employees.**

Purchasing Ethics Policy

The District's Governing Board members and employees shall not use their offices or positions to receive any valuable things or benefits that would not ordinarily accrue to them in the performance of duties if the things or benefits are of such value or character as to manifest a substantial and improper influence upon the performance of their duties. This policy should not be construed to prohibit District Governing Board members and employees from accepting inexpensive novelty advertising items and holiday gifts or occasional business meals.

Questions regarding purchase orders should be directed to the Business Office – Assistant Business Manager, Sharon Nosie, at 928-475-2315 x - 1409.

Receiving and Payment

- All invoices received by a teacher or school are to be sent immediately to the Business Office.
- All Central Receiving will be handled through the District Warehouse. The Receiving Clerk will handle receipts of merchandise, and the merchandise will then be delivered to the requisitioner.
- If the requisitioner is picking up the merchandise, he/she must be sure the merchandise is checked in through Central Receiving.

Questions regarding receiving should be directed to the Business Manager at 928-475-2315 x- 1409.

STAFF GIFTS AND SOLICITATIONS

Gifts

Students, parents, and other patrons of the District shall be discouraged from the routine presentation of gifts to employees. This shall not be interpreted as intended to discourage acts of generosity in unusual situations, and simple remembrances expressive of affection or gratitude shall not be regarded as violations of this policy.

Gifts to students by staff members shall be discouraged. Simple remembrances of certain occasions to all students in a class or section shall not be regarded as a violation of this policy.

A person who supervises or participates in contracts, purchases, payments, claims or other financial transactions, or a person who supervises or participates in the planning, recommending, selecting or contracting for materials, services, goods, construction, or construction services of a school district or school purchasing cooperative is guilty of a class 6 felony if the person solicits, accepts or agrees to accept any personal gift or benefit with a value of \$300 or more from a person or vendor that has secured or has taken steps to secure a contract, purchase, payment, claim or financial transaction with the school district or school purchasing cooperative.

Soliciting, accepting or agreeing to accept any personal gift or benefit with a value of less than \$300 is a class 1 misdemeanor. A gift or benefit does not include an item of nominal value such as a greeting card, t-shirt, mug or pen.

Solicitations

A school employee's position in the District shall not be used to influence parents or students to purchase books or other merchandise, except for material approved by the Superintendent for use in the classroom.

Staff member solicitation(s) of other employees and/or students for any profit, nonprofit, or charitable groups, institutions, or organizations must have the approval of the Superintendent in advance. No other solicitations shall be made by or of employees during official duty time. (See Board Policy GBECB)

WORK RELATED TRAVEL

Employees who must travel in conjunction with their jobs shall be eligible for reimbursement for the total allowable amount per mile under the Arizona Department of Administration. All travel **MUST** be preapproved by the employee's immediate supervisor and Superintendent; all out of state travel requires Governing Board approval. Employees must complete all sections and receive approval on the "Travel Authorization" form for all travel 20 days in advance of the planned travel.

SUMMER/OFF CONTRACT EMPLOYMENT

The district recognized that, in order to provide a quality educational program, certain positions may require additional contract days. Employees who work additional contract days will be paid on a stipend basis (as long as they are not included in the original contract). The District shall advise the employees of the task(s), rate of pay and total hours to complete the task. The District may first offer these positions to the employees to whom such task(s) are most relevant. An application process will be used when appropriate.

SECURITY

Any person who, for oneself or for another, misuses a key to any building or other area owned, operated, or controlled by the District without authorization from the Governing Board/Superintendent is guilty of a Class 3 misdemeanor. *Misuse* of such a key, in this regard, includes:

- A. Manufacturing or causing the manufacture of a District key.
- B. Duplicating or causing the duplication of a District key.
- C. Possessing a District key.
- D. Using a District key.
- E. Permitting the use of a District key.

Employees and students who are in violation of the above are subject to disciplinary action.
Board policy ECA

SEE APPENDIX E – FOR KEY AND BUILDING SECURITY MANUAL

FOOD SERVICES

The District food service program shall strive to provide well-balanced meals that are nourishing, available at moderate prices, and served in a pleasant surrounding. The Board shall establish prices to be paid by students for school meals and the price charged to adults who purchase meals. The Superintendent shall develop procedures to implement this policy and shall formulate a plan to provide free or reduced price meals for all eligible students. Governing Board Policy EF

Adults may purchase meals from the food service department, no meals will be provided to adults, other than food service staff, free of charge. No staff shall use or have access to the kitchens other than trained food service staff. The school kitchens shall not be used for storage of personal items.

PROFESSIONAL STAFF DEVELOPMENT OPPORTUNITIES

The Superintendent, under the direction of the Board, will provide opportunities each year for professional growth. These will include, within budgetary limitation, special in-service training courses and workshops, a professional library, and assistance from supervisors and consultants.

Special in-service days will be a part of the yearly school calendar. These days are part of the work expected in the yearly contract. Specific days at the beginning of each school year will be identified for in-service and/or teacher workdays with additional days during the school year.

In line with such opportunities, the Board encourages educational research by staff members when the conduct of the project does not conflict with the major functions of the schools.

If a certified employee wishes to attend an off campus workshop seminar, the District office requires a signed program or agenda. If the workshop/seminar offers substitute reimbursement, the employee is required to provide the District Office with the properly approved leave request.

TRAVEL PROTOCOL

Any conferences/classes/trainings that are offsite and driven to will be compensated at a standard eight hour day. Only if proof of training beyond the eight hour day is provided would an employee be compensated at an increased number of daily hours. (Lunch is deducted from the number of hours.)

Must submit to payroll for reimbursement prior to attendance at conferences/classes/trainings – completed leave slip, completed travel request form, schedule/brochure/flier for the professional development.

Any one day trainings do not receive reimbursement. IRS has changed and require that staff be taxed on any one day reimbursements. Reimbursements for one day travel stopped in 2017.

Classified/hourly staff are only paid if they are driving. No overnight stays will be authorized for Phoenix and Tucson unless the employee is required to be at the location prior to 8:30 am. Hotels must be booked at the State/Federal allowable government rate. Any overage would be the responsibility of the employee to pay.

LICENSE REQUIREMENTS

Persons employed in positions which require them to drive District vehicles are required to have or obtain the appropriate Driver's License for the vehicle operated before or immediately following employment, and must maintain a valid license while the driving of District vehicles remains a job requirement. Costs associated with licensing will be borne by the employee.

TECHNOLOGY DEPARTMENT

The Technology Department at SCUSD is responsible for:

- All hardware and software – including our local area network
- Phone system
- Internet access
- Technology staff development
- Data and voice cabling

This handbook contains information, which will assist you in utilizing the technology available to you. Please review the information carefully.

The technology department can be reached at 928-475-2315 x- 1605 and 928-475-2315 x - 1604.

Phone

There are three components within the voice mail system that you may need to adjust:

1. Password
2. Recorded Name
3. Recorded Message

Email

Every staff member has the ability to have a district email account. This email can be accessed from any computer with internet access (on campus and off) utilizing the exchange web interface.

Personal Technology

San Carlos Unified School District will not be responsible for any loss or damage to your personal equipment, nor will the technology department be required to assist or resolve any problems with your devices. If you do bring your own devices we require that up-to-date anti-virus is on that device.

Acceptable Use Policy

All students and staff utilizing SCUSD workstations are required to sign an Acceptable Use Policy (AUP). Please make sure that you understand and sign an AUP.

SECTION TWO: Administrators Only

STATEMENT OF PURPOSE

The purpose of this document is to identify those items related to working conditions, benefits, and salaries that have been approved by San Carlos Unified School Districts' Governing Board for Assistant Principals, Principals, Deans, Directors, Coordinators, Supervisors, Athletic Directors and Managers.

The success of a total school program is directly related to the performance of these District employees. It is the intent of the Governing Board to provide the working conditions, benefits, and salary that allow the District to attract and retain high quality staff in these positions. The compensation structure described in this document is built-in, an attempt to reflect equality, comparability, and level of responsibility.

DEFINITIONS - ADMINISTRATORS

Certificated Administrator: Any administrator whom the Governing Board requires, in his/her position, to hold certification by the State of Arizona Department of Education.

Non-Certificated Administrator: Any administrator whom the Governing Board does not require, in his/her position, to hold certification issued by the State of Arizona Department of Education.

Day: Day shall mean contract day unless specified otherwise.

Fiscal Year: July 1 through June 30, 2022

Employee: Any employee covered by this document unless specified otherwise.

Exempt Employee: All employees covered by this document are considered exempt employees under the Fair Labor Standards Act.

Note: Whenever the term Superintendent appears in the document, it is to be interpreted as "Superintendent or a person designated by the Superintendent".

CHANGE OF ASSIGNMENTS

Assignment of administrators shall be based primarily on factors deemed to be in the best interest of the District. Reassignment will be done as the needs of the District are determined and in consultation with the employee.

ADMINISTRATIVE CONTRACTS

See Board Policy GCB

PERSONNEL FILES

- Personnel files are established, initiated and controlled by the District for the purpose of **maintaining a record of the qualifications and performance of employees.**
- Material originating within the District and which concerns an administrator's conduct, service, or personality shall not be placed in an employee's file unless he/she has had an opportunity to read the material. The employee shall acknowledge that he/she has read such material by affixing his/her signature on the actual copy to be filed and shall be issued a copy. Such signature does not necessarily indicate agreement with the content of such material. In those instances when an employee refuses to sign such material, the supervisor shall hand-deliver the document to the employee and shall have a witness verify, in writing, such delivery.
- The administrator shall have the right to respond to those items specifically addressed within the materials placed in the file within ten (10) days of receipt of document. The response shall be submitted to the individual's immediate supervisor, read by the Superintendent, and attached to the file copy. The response may be accepted only if the contents are directly relevant to the contents of the material in question.
- All references obtained on the basis of confidentiality for the purpose of initial employment or promotion, originating either outside the District or within the District, shall not be subject to this agreement and, therefore, shall not be available for inspection by the employee. Those items covered would be placement files or letters of recommendation for initial employment or promotional employment within the District.
- Materials cannot be removed from the file except through grievance. The signature of the employee and immediate supervisor shall be affixed to each document.
- All materials placed in the employee's District personnel file and originating within the District shall be available for inspection by the employee and administration. Requests for inspection will be given, in writing, to the Human Resources Department twenty four (24) hours in advance of the date desired. The Human Resources Department will schedule a time for the inspection and will make arrangements for a staff member for the Human Resources Department to be present when the inspection takes place.

SALARY SCHEDULE

Each year the Board will adopt a competitive salary schedule for Administrative staff.

Administrators and supervisors shall not be entitled to overtime pay for time worked. (See Board Policy GCBA)

Salary schedules can be found on the District Website.

SALARY INCREASE

Salary increases may or may not occur each year based upon fiscal conditions and the District goals. Salary increases are NOT guaranteed. Any person who is put on a formal written improvement plan by their evaluating supervisor, because of their formal evaluation, will not receive a salary increase, including stipends or other forms of alternative compensation. No opportunity will be given at any time to recover the loss of the annual increase.

VACATION TIME

Full-time twelve (12) month administrators shall receive twenty (20) days of vacation a year. Unused annual vacation leave may accumulate to a maximum of sixty (60) days. Unused accumulated annual vacation leave, to a maximum of sixty (60) days, shall be compensated upon the employee's separation from the District. (See Board Policy GCD)

Vacation requests should be submitted, except in unusual circumstances, to the administrator's supervisor at least one week in advance.

Administrators working less than a twelve (12) month contract do not earn vacation days.

SECTION THREE:

Certified Only

TEACHERS' RIGHTS

Any reprimand of a certified employee shall be conducted in private unless the situation warrants immediate action. No certified employee shall be reprimanded or disciplined in the presence of pupils, parents, other employees or the public.

Upon request, any certified employee under this agreement shall be entitled to representation at all levels of the grievance procedure and where any reprimand is given or disciplinary document action is to be taken.

PROFESSIONAL WORK DAY

Teachers will perform all of their contractual obligations. The definition of the exact hours of the teacher day is specifically worked out at the building level.

- Teachers should be on the job thirty (30) minutes before and thirty (30) minutes after regular classes, for not less than ten (8) hours on campus.
- Teachers should be in their classrooms fifteen (15) minutes before school begins and fifteen (15) minutes at the end of the school day for the purpose of assisting students as long as they have not been assigned other duties which may require them to be in other locations (i.e.: playground duty).
- Teachers should always be in their classrooms at the beginning of each period to greet students as they enter.
- Teachers should not leave their classes unattended. In the case of an emergency, coverage should be obtained by one of their peers.
- Faculty meetings may be scheduled at the principal's discretion but will be held on the same day of the week and during the working day as much as possible to allow staff members to plan their time. When faculty meetings are held prior to the start of the professional work day, teachers may leave at the conclusion of the student day as long as their professional obligations are fulfilled. When faculty meetings extend beyond the end of the professional work day, teachers may leave the following day at the conclusion of the student day as long as their professional obligations are fulfilled. Teachers can be required, at the principal's discretion, to return for a reasonable number of evening activities. On such occasions, teachers may leave their respective campuses at the conclusion of the student day as long as their professional obligations are fulfilled.
- A teacher who believes he/she is being asked to return for an unreasonable number of evening activities may choose to utilize the grievance procedure, as outlined in the Employee Handbook.
- Each teacher shall have a duty-free lunch of at least thirty (30) uninterrupted minutes. When a thirty (30) minute duty-free lunch is not provided, and if the teacher has no other professional obligations, the teacher shall be allowed to leave at the end of the student day.
- The administration shall make every effort to see that adjunct duty responsibilities of teachers are equally shared by all of the teachers at that particular school, and that these responsibilities are

scheduled as far in advance as possible so that teachers may plan their instructional preparation activities to accommodate for them.

CERTIFIED DUTIES/RESPONSIBILITIES

Every teacher shall:

- Make student learning the primary focus of the teacher's professional time.
- Hold students to strict account for disorderly conduct.
- Exercise supervision over students on the playgrounds and during recess as assigned to such duty.
- Take and maintain daily classroom attendance.
- Make the decision to promote or retain a student in grade in an elementary school or to pass or fail a student in a course in high school. Such decisions may be overturned only as provided in A.R.S. 1-342 (11).
- Comply with all rules, regulations, and policies of the Governing Board that relate to the duties as prescribed.

(When Applicable)

ADDITIONAL DISTANCE LEARNING DUTIES/RESPONSIBILITIES

Every teacher shall:

- Review the protocol for distance learning and comply with the objectives and outcomes in my school inclusive of recordkeeping and maintaining daily classroom attendance.
- Check and respond to school email daily and/or any other correspondence sent by the district or my building administrator with no less than a 24 hour turn around.
- Participate in meetings either in person or virtually as determined by state and local government officials at the time of the meeting. This could include IEP's, staffings, PLC's, or other meetings called for educational purposes.
- Identify students in need of support within our student population in regards to basic needs and hardships.
- Continue to work with the SPED Department and do their part in helping to maintain compliance with IEP's, 504's and student testing.
- Regularly correspond with parents and students, giving timely feedback, support, and encouragement with supporting documentation.
- Instruct students on how you will communicate with them, and how they should communicate with you.
- Please stick to the normal schedule as much as possible when it comes to available virtual office hours.
- Avoid having sensitive documents lying around that may be visible when broadcasting/(pre-recording.
- Start your course with instructions on what you expect from students in terms of behavior, e.g. how they may signal that they have a question, and whether they should mute their microphones (possible to enforce by using the mute all button) and turn on or off their webcam at the start of each session.
- When sharing your screen, close all sensitive documents or tabs. Check your browser bookmarks and other open applications and furthermore, be aware that you are on camera.
- Ensure that content shared with students is appropriate and accessible to all, and is course-related.
- Moderating online discussions requires extra care from the teacher. If you feel uncomfortable in that role, ask a colleague to help moderate or try to avoid sensitive topics where possible.
- Teachers must secure sensitive data they may use while operating from a remote workplace. e) Images involving third parties (e.g. guest teachers, test subjects etc.) may only be part of a recorded session if the third party agrees.

A teacher shall not use sectarian or denominational books or teach any sectarian doctrines or conduct religious exercise.

A teacher who fails to comply with the above is guilty of unprofessional conduct and is subject to disciplinary action by the Governing Board and by the State Board of Education.

A teacher who is arrested for or charged with any non-appealable offense and who does not immediately report to their supervisor is guilty of unprofessional conduct and shall be immediately dismissed from employment with the District. (See Board Policy GCMF)

TEACHING CERTIFICATE

All professional staff members must have a valid, up-to-date, teaching certificate. Original certificates are required to be filed with the Gila County Superintendent's School Office and a copy needs to be submitted to the District Human Resources Department.

EVALUATION OF PROFESSIONAL STAFF MEMBERS

Teacher evaluations are part of a formal process. The purpose of evaluation shall be the improvement of the quality of instruction. Such a process, to achieve the greater measure of success, shall be predicated on the assumption that the evaluation will be a cooperative procedure, with the evaluator and the evaluatee having full knowledge of the criteria, process, and results.

Teacher evaluation shall include all classroom teachers and other certificated non-administrative staff members. Such evaluation shall be based on Board Policy GCO and Board Policy GCO-RA with the procedures being outlined in such policies.

Qualified evaluators shall be designated by the Board. The evaluator is responsible for the final written and official statement of evaluation, which shall be in writing, and a copy shall be transmitted to the certificated teacher within five (5) days after the completion of the evaluation.

The Governing Board prescribes that the teacher performance evaluation system pursuant to A.R.S. 15- 203 (A)(38) shall include at least two (2) actual classroom observations of the certificated teacher demonstrating teaching skills in a complete and uninterrupted lesson by the person observing the teacher. There shall be at least sixty (60) calendar days between the first and last observations.

Informal observations may be made at the discretion of the administrator.

All teachers whose classroom performance is inadequate will be notified in accordance with the law and the contents of Policy GCO.

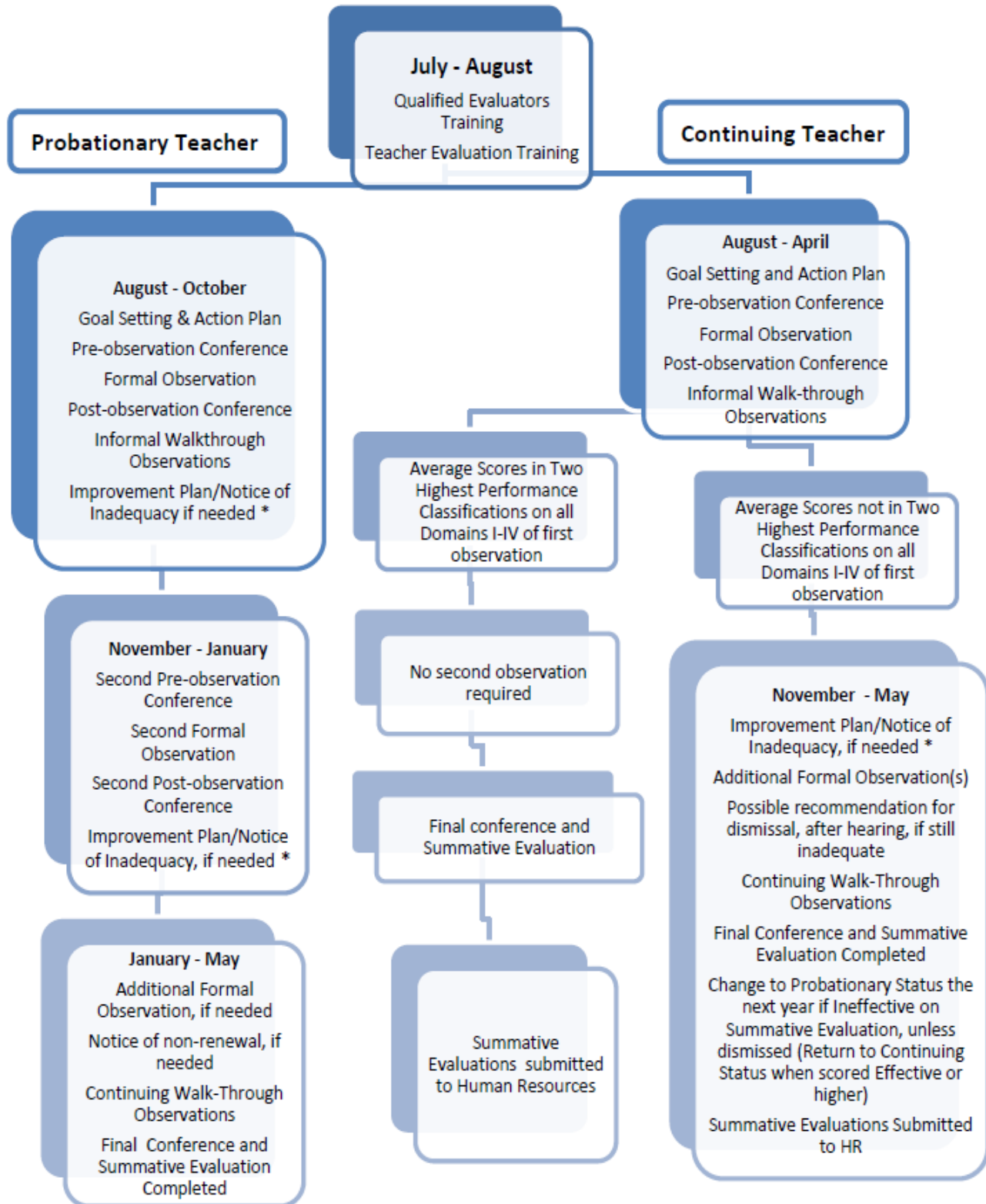
Evaluations shall be made at least two (2) times per year for probationary teachers and at least once per year for continuing teachers. Teachers will be evaluated using the following schedule:

- During the week of orientation: evaluation procedures shall be reviewed at each school
- Prior to the end of the first semester: first evaluation, including observation, written report and conference shall be made.
- No later than December 1: a teacher whose classroom performance is inadequate on first evaluation shall be given a preliminary notice of inadequacy of classroom performance and placed on an improvement plan. This notice will provide the teacher at least ninety (90) calendar days in which to overcome the inadequacies. A copy of any evaluation(s) pertinent to the charges not to re-employ will be included in the written notice of intention not to re-employ
- No later than April 15: second evaluation shall be made if notice of inadequate classroom performance has been given as a result of the first evaluation

The official evaluation shall be in writing and signed by both the teacher and the evaluator. The teacher's signature shall not mean concurrence. The teacher shall be allowed ten (10) days to write and submit any comments, which shall be attached to the evaluation.

A copy of the written evaluation shall be transmitted to the teacher within five (5) days after completion of the evaluation, and a copy shall be retained for the principals file. A third copy shall be placed in the teacher's personnel file and made available to authorized District officers and employees.

All evaluations shall remain confidential as is provided in A.R.S. 15-537.



**Preliminary Notice of Inadequate Classroom Performance may be sent after any formal observation which shows Inadequate Classroom Performance.*

Contract Issuance

Subject to the provisions of A.R.S. 15-539, 15-540, 15-541, 15-544 and 15-549, the Governing Board may offer to each teacher under contract of employment with the District for the current year a contract renewal for the next ensuing school year unless the Governing Board, a member of the Board acting on behalf of the Board, or the Superintendent gives notice to the teacher of the Board's intent not to offer a contract and to dismiss the teacher as provided in A.R.S. 15-539. The Teacher's acceptance of the contract for the ensuing year must be indicated within fifteen (15) work days from the date of the written contract or the offer is revoked.

Teacher Dismissal

All provisions of A.R.S. 15-538.01, A.R.S. 15-539 and other appropriate Arizona Revised Statutes shall be compiled within the dismissal of a teacher.

A written notice of non-re-employment by the Board, or by the Superintendent if so authorized by the Board [A.R.S. 15-536], shall be delivered personally or sent by registered or certified mail to the teachers place of residence, as recorded in the District's records.

CONTRACT WORK FOR PER-DIEM

All outside contract work for certified staff will be paid at \$25.00 per hour and must be approved by administration prior to the work being performed.

SALARY SCHEDULES

Each year the Board will adopt a competitive salary schedule for Certified staff. Salary schedules can be found on the District website. . Application for transfer to a schedule of higher preparation must be MADE IN WRITING to the Superintendent on or before March 15 prior to the school year during which professional advancement is to become effective and must be accompanied by official transcripts documenting graduate credit for all courses taken at accredited colleges and universities. A teacher who intends to attend summer school or who is enrolled in spring semester courses may be allowed to transfer to a higher salary schedule providing the letter of intent is received on or before May 15 and graduate credits must be verified by official transcripts on or before October 15 of the fiscal year in which the advancement is granted. (Governing Board Policy GCBA-R)

301 CLASSROOM SITE FUND PLAN

Contact site representatives for a copy of the approved 301 Site Fund Plan.

positions will be filled on the basis of the experience, competency, qualifications of the applicant, and length of service in the District. When experience, competency, and qualification are substantially equal, the applicant with the greater service in the District shall be given preference.

A teacher who has been employed by the District for the major portion of three (3) or more consecutive school years and who is currently designated in the lowest performance classification for two (2) individual who is qualified should have to right to move to any available position. On many occasions, a voluntary change of assignment can be mutually beneficial.

TRANSFERS

Requests for transfer may be initiated by teachers for vacancies and will be considered valid for only one (1) calendar year. All vacancies shall be posted in accordance with Board Policy.

Consecutive school years shall not be transferred as a teacher to another school in the District unless the District has issued a preliminary notice of inadequacy of classroom performance and approved a performance improvement plan for the teacher and the Governing Board has approved the new placement as in the best interests of the pupils in the school.

An employee should have the right to move to a more attractive job, location, or subject area. An Said

Involuntary Transfer

If a change of enrollment or funding requires a decrease in staff or departmental personnel at a particular school or within a particular funded program, the District shall seek volunteers prior to making any involuntary transfers. If an involuntary transfer becomes necessary, the employee with the least seniority shall be transferred.

The principal has the authority to make transfers or assignment changes with the building to best meet the needs of the students and the educational program. This action must meet the guidelines established for involuntary transfers.

RESIGNATION/RETIREMENT

All resignations or requests to be released from contract shall be presented in writing to the Board for approval. A release from an uncompleted contract may be granted contingent upon the availability of a well-qualified, certificated teacher as a replacement. (See Board Policy GCQC)

Employees voluntarily terminating their service with the District are expected to give advance notice of not less than eight (10) working days. This notice should be submitted to the supervisor in writing and should specify both the last day of work and the reason for terminating. Authorized unused vacation credit will be paid to employees with the last paycheck. (See Board Policy GDQB) **Final checks will be issued in the form of a live check, no direct deposit is available.**

Per Teacher Contract, teachers will recognize that the District will incur expenses of securing a replacement and/or costs for a substitute in the event the teacher does not fulfill his/her obligations under their contract. If a teacher fails to report to his/her assignment or resigns from employment effective prior to the end of the term of contract, the teacher will pay the District the amount of Two Thousand Five Hundred Dollars (\$2,500.00) as liquidated damages, and not as a penalty. The Governing Board may waive the payment if the teacher's nonperformance results from circumstances beyond the teacher's control or from an agreement for a resignation in lieu of dismissal. The teacher will agree that the teacher's signature on the contract constitutes the teacher's prior written authorization pursuant to A.R.S. 23-352 for the Governing Board to withhold all or any part of these liquidated damages from any amount payable to the teacher after receipt of teacher's resignation or failure to report to duty. The Governing Board may take any action, including filing suit, to collect the liquidated damages and the teacher shall reimburse the District for any collection fees, attorney fees, court costs or other reasonable expenses incurred by the District to collect the amount owed as liquidated damages. Final checks will be issued in the form of a live check, no direct deposit is available.

It is the responsibility of the staff to know and understand all Governing Board policies in regards to resignation/retirement from the District. Questions regarding leave payouts should be first researched in policy then discussed with the Human Resource Department.

Each San Carlos USD Teacher retiring or resigning will be required to set up an appointment with Human Resources for an exit interview relinquishing SCUD property prior to issuance last paycheck.

SECTION FOUR:

Support/Classified Staff and Nurses

AT-WILL EMPLOYEES

An at-will employee is a support staff member who is employed by the District for no specific term and who has no right of continued employment. The employment of an at-will employee may be terminated by action of the Governing Board for any reason or for no reason, with or without advance notice, as the Governing Board desires. No employee or Governing Board member shall have the authority to make any agreement or contract to the contrary or any agreement with an at-will employee for any specified period of time. No District policy or regulation or item within the District's handbook is intended to – and shall not operate to - create any property or contract rights inconsistent with the at-will employment status of support staff members. (See Board Policy GDB)

ASSIGNMENTS AND TRANSFERS

The Superintendent will determine all support staff assignments. Such assignments shall be based on the needs of the District. The transfer of support staff members will be based on the needs of the District. Assignments may be changed to serve the best interests of the District. Staff members may apply for transfer or reassignment. (See Board Policy GDJ)

(WHEN APPLICABLE)

DISTANCE LEARNING JOB ASSIGNMENTS AND RESPONSIBILITIES

- I will be on call and readily available if my role and assistance is essential to the needs and help of students and/or the general operation of the school that may be outside of my regular work responsibilities.
- I will complete professional development assigned to me (when appropriate).
- I will log hours of work and provide description of work to my immediate supervisor each week.
- Task may include but are not limited to; custodial, maintenance, teacher support, parent support, food service, student support, transportation, technical support and or ensuring the safety of our students and staff that meet the objectives and outcomes of the SCUSD distance Learning Plan.

TIME CLOCKS/PROCEDURES

San Carlos Unified School District has implemented the Time Clock Plus Timekeeping System in order to automate the timekeeping process. All non-exempt employees shall use this system.

each non-exempt (hourly) employee is required to have a record of hours worked. In departments using time clocks or the web-based time keeping system, the following regulations will apply:

1. Employees are required to clock in prior to their assigned start time, and must clock out when they go off duty.
2. Employees are required to clock out any time they leave the work site for any reason other than assigned work duties.
3. Employees must clock in and out at their designated duty station.
4. Unless permission to do otherwise is authorized in writing by the employee's supervisor, no employee may clock in more than 5 minutes prior to, or 5 minutes after, the start of their shift. Employees may not clock out more than 5 minutes prior to or 5 minutes following the end of their work time.

5. Clocking in within the time-frame specified in item three, will be calculated as an on-time report for duty.
6. Depending on the department procedures, time recorded will be the work-time paid or employees will be paid from time sheets verified by actual recorded times. Any adjustments to the recorded time must be approved by the employee's supervisor. Office Managers/Editors will be accountable to their department head for any manual changes submitted.
7. Employees must clock out for their designated lunch time. Lunch is not automatically deducted from the employee's time.
8. Employees must stay in the assigned work area during their break and should not clock out for their designated break times. Breaks must remain on site. Employees wishing to go off site for their break must clock out for such time.
9. Employees who have physically worked time in excess of 40 hours per week will be paid time-and-a-half for all time exceeding 40 hours.
10. Except in emergency circumstances, prior permission to work overtime should be approved in writing by the department supervisor and overall approval by the Superintendent.

Violations of these procedures may result in disciplinary actions; including oral or written warnings, suspension without pay and/or termination. Under no circumstance may one employee clock in or out for another employee. Any employee participating in this type of violation will face immediate termination.

OVERTIME

Consistent with the Fair Labor Standards Act, all non-exempt employees will be compensated at a rate of one and one half (1 ½) times the employees regular hourly rate for any hours worked in excess of forty hours during a work week. The immediate supervisor must approve the hours before employee works

Overtime or, in the case of an emergency, immediately upon completion of the work or as soon thereafter as possible. (See Board Policy GDL-R)

For the purpose of calculating regular and overtime hours in accordance with wage and hour requirements, the District's designated work week shall begin at 12:01 a.m. on Saturday and conclude at 12:00 midnight the following Friday.

All overtime must be approved by the superintendent, prior to incurring hours worked over 40. Overtime not approved prior to, may result in disciplinary action.

STAFF WORKLOAD

The normal work week for classified support staff personnel will not exceed forty (40) hours per week. Typically the week will be based on eight (8) hours per day, five (5) days per week; however, the Superintendent may designate other work week structures to meet varying conditions and needs of the District. Employees will be notified at least one week in advance of any modification to the work week plan.

Individual employee work schedules will be based on the position held by the respected employees and on District needs as identified during the respective employees and on District needs as identified during the employment process.

EVALUATIONS

All support personnel shall be evaluated by the appropriate supervisor or administrator. A written evaluation of effectiveness of each support staff member shall be completed during his or her first year of employment. The first evaluation shall be no later than 80 days after the first day of work. A second first-year evaluation will be no later than the anniversary date of employment. At least once each year thereafter, an evaluation will be conducted. The evaluation will be used to increase job proficiency and for recommending continued employment. (See Board Policy GDO)

CONTRACT WORK FOR PER-DIEM

All outside contract work for classified staff will be paid at their hourly rate and must be approved by administration prior to the work being performed.

RESIGNATION/RETIREMENT

Employees voluntarily terminating their service with the District are expected to give advance notice of not less than ten (10) working days. This notice should be submitted to the supervisor in writing and should specify both the last day of work and the reason for terminating. Authorized unused vacation credit will be paid to employees with the last paycheck. (See Board Policy GDQB) **Final checks will be issued in the form of a live check, no direct deposit is available.**

Each San Carlos USD Employee retiring or resigning will be required to set up an appointment with Human Resources for an exit interview relinquishing SCUD property prior to issuance last paycheck.

SALARY SCHEDULE

Each year the Board will adopt a competitive salary schedule for Classified staff. Salary schedules can be found on the District website.

BUS DRIVER REQUIREMENTS

Bus drivers employed by the District or employed by contractors who provide transportation services to the District shall comply with applicable provisions of the Commercial Motor Vehicle Safety Act of 1986 and all applicable requirements of the state of Arizona.

The District will assume the cost of required physical examinations, and the drivers will assume the cost of obtaining a valid commercial driver's licenses as required by law. (See Board Policy EEAEA and A.R.S. 28-3228)

APPENDIX

A - Academic Calendar

B - Payroll Calendar

C - Dress Code Policy

D - Lost Key Policy

E – Asset Disposal



SAN CARLOS UNIFIED SCHOOL DISTRICT #20

INSTRUCTIONAL CALENDAR

2023-2024

San Carlos Unified School District | 2023-2024 CALENDAR

JULY '23						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4 Independence Day
24-28 District Orientation
31 1st Day of School

1-Instructional Day

JANUARY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

01 New Year's Day
15 M.L. King Day

21 Instructional Days

AUGUST '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

18 No School

22 Instructional Days

FEBRUARY '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

19 Presidents' Day

20 Instructional Days

SEPTEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 Labor Day

20 Instructional Days

MARCH '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

11-15 Spring Break

16 Instructional Days

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

9 Indigenous Day

21 Instructional Days

APRIL '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

19 No School

21 Instructional Days

NOVEMBER '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

10 Veterans Day
20-24 Thanksgiving Break

16 Instructional Days

MAY '24						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

17 Last Day of School
27 Memorial Day

13 Instructional Days
91 Instructional Days-2nd semester

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

18-29 Christmas Break

11 Instructional Days
91 Instructional Days-1st Semester

JUNE '24						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

18 Apache Independence
19 Juneteenth Day

San Carlos Unified School District No. 20
2023-2024 Pay Schedule

<i>Pay Period #</i>	<i>Pay Period Beginning</i>	<i>Pay Period Ending</i>	<i>Pay Date</i>
1	7/1/2023	7/7/2023	7/13/2023
2	7/8/2023	7/21/2023	7/28/2023
3	7/22/2023	8/4/2023	8/11/2023*
4	8/5/2023	8/18/2023	8/25/2023
5	8/19/2023	9/1/2023	9/8/2023
6	9/2/2023	9/15/2023	9/22/2023
7	9/16/2023	9/29/2023	10/6/2023
8	9/30/2023	10/13/2023	10/20/2023
9	10/14/2023	10/27/2023	11/3/2023
10	10/28/2023	11/10/2023	11/17/2023
11	11/11/2023	11/24/2023	12/1/2023
12	11/25/2023	12/8/2023	12/15/2023
13	12/9/2023	12/22/2023	12/29/2023
14	12/23/2023	1/5/2024	1/12/2024
15	1/6/2024	1/19/2024	1/26/2024
16	1/20/2024	2/2/2024	2/9/2024
17	2/3/2024	2/16/2024	2/23/2024
18	2/17/2024	3/1/2024	3/8/2024
19	3/2/2024	3/15/2024	3/22/2024
20	3/16/2024	3/29/2024	4/5/2024
21	3/30/2024	4/12/2024	4/19/2024
22	4/13/2024	4/26/2024	5/3/2024
23	4/27/2024	5/10/2024	5/17/2024
24	5/11/2024	5/24/2024	5/31/2024*
25	5/25/2024	6/7/2024	6/14/2024
26	6/8/2024	6/21/2024	6/28/2024
27	6/22/2024	6/30/2024	7/12/2024

* Teacher's First & Last Pay

SCUSD Professional Dress Code

The wearing apparel of employees should reflect professional standards at all times. In order to achieve the professional status desired by educators, it is essential that all involved dress accordingly on a consistent basis. Research has shown that there is a direct correlation between appropriate dress and how others perceive the individual as well as the organization. In addition, personal attire can be a useful tool in classroom management, in that it can project an image of respect and authority and can help to establish a sense of formality. In general, a business casual style is appropriate, and the following guidelines established by the district should be adhered to.

General Information

If there is any question as to whether an item is acceptable or not, it is probably not!

Campus/department administrators will have complete and final judgment on all matters concerning interpretation of the employee dress code matters concerning appearance and dress not specifically covered in the guidelines, shall defer to the guidelines for students and/or shall be within the discretion of administrators (i.e. hairstyles/colors, tattoos, piercings, etc.)

Employee groups who are provided with and/or required to wear school uniforms (custodians, security guards, facilities management, food service, etc.) should wear uniforms as intended during all duty hours. The complete uniform should be worn appropriately and should project a neat, clean and orderly appearance.

Although it will be left to the discretion of the supervisor as to whether or not the appearance is acceptable, there will be a lot of trust placed on each individual to use good judgment and not push the limits on the appropriateness (modesty, etc.) of the attire.

Guidelines for Women

For female employees, clothing should convey a professional image by being suitable, modest and becoming for a business casual setting as outlined below.

Acceptable

Collared or un-collared shirts – pullover or button style
Sleeveless shirts, tops and dresses that are not excessively deep cut (underarm) or low cut
Tunic style shirts that approach the length of a skirt must be worn with leggings
Jackets, shirt-jackets, cardigans, and stylish denim jackets
Tailored or business casual pants
Cropped dress pants
Capri pants that reach mid-calf
Skirts/dresses of a modest length – falling at or just above the knee
Leggings that are moderate in style worn with a regular length dress, skirt, or tunic top
Dress shoes, leather-like, suede, loafer style, etc.
Boots
Open-toed shoes and sandals that have a dress appearance

Unacceptable

Red (unless with Brave Emblem), Royal Blue and Green
Tank top style shirts
T-shirts/sweatshirts
Halter tops, form fitting shirts
Spaghetti straps, cut out backs, or any style that reveals undergarments
Skirts – or any clothes – that are too tight, too short, or too revealing
Low-fitting/low-rise pants or “hip-hugger” style
Sweat/workout pants, wind pants, and warm-ups (Shorts only in PE/athletic classes – coaches are to be in professional dress while in the regular classroom)

Beach sandals and flip-flops

Guidelines for Men

Acceptable

Collared shirts – polo style, oxford style, or dress shirts

Shirts may be long or short sleeved

Sweaters including pullover, cardigan styles, and banded-bottom collared shirts that have an appearance of a sweater (Although not required, coats and ties are encouraged.)

Tailored dress slacks or business casual (Dockers*style) pants

Dress or casual shoes – leather-like, suede or loafer style

Boots

Unacceptable

Red (unless with Brave Emblem), Royal Blue and Green

“Unshaven” appearance

T-shirts, sweatshirts

Low-fitting/low-rise pants or “hip-hugger” style

Sweat/workout pants, wind pants, and warm-ups (Shorts only in PE/athletic classes – coaches are to be in professional dress while in the regular classroom)

Sandals

Tank-tops

Guidelines for Jeans

Fridays are the only days that jeans should be worn with the first and third ones of each month as regular spirit days, and the second, fourth, and fifth * Fridays being reserved for incentive/ fundraisers at the discretion of the principal/supervisor. The only exceptions to the Friday rule would be days awarded by the district for incentives (PTA memberships, achievements, etc.) and on-campus staff development days, work days, off-campus field trips, elementary school Play Day, and Western Day. (Other exceptions could be granted on a very limited basis for special needs/ occasions at the determination of the principal/supervisor)

Jeans should only be worn with a spirit/school shirt, and should fit appropriately with no tears/holes or signs of distress or excessive wear.

* If a formal meeting, etc., is scheduled on these days, staff members should dress according to professional standards.

Guidelines for Summer Attire

Business casual is allowable

Knee length cargo pants are allowed

Coats/ties not required

No resort/beach wear – shorts, tennis shoes, flip-flops, etc.

Jeans are allowed on Thursdays (no holes or those that display excessive wear)

If a formal meeting is scheduled on any given day, please dress accordingly (professional)

* Does not apply to those who are required to wear school uniforms

Key and Building Security Manual



San Carlos Unified School District #20

Key and Building Security Manual



Introduction

In an educational institution there is a need to balance the accessibility and use of facilities with the need to provide a safe and secure environment. Convenience must sometimes be compromised in order to maintain security. Each school district employee must share in the responsibility to assure security for all students, employees, and property.

The San Carlos Unified School District Schools Safety & Facilities Department works to provide mechanical and electronic access to district facilities. This document defines the procedures that govern key and electronic access control at the San Carlos Unified School District.



Procedures

San Carlos Unified School District No. 20 shall maintain a locking system for the protection of its students, staff, facilities, property, and information. All locks, keys, electronic access cards and access codes are the sole property of San Carlos Unified School District No. 20 and will be issued to employees based on their need for access. The school district reserves the right to change locks, keys, and access codes as needed. All residential facilities will be locked twenty-four hours a day, except when residents are moving in or out of the facility. All other facilities will be locked whenever possible, depending on use and scheduling. No one may place a lock on a school district facility, interior or exterior, or transfer their keys to another person without the express permission of the Superintendent and the School Safety/Facilities Director, or their designees.

All keys and electronic access cards must be returned to San Carlos Unified School District Human Resources Office upon termination of employment or enrollment.



Terms

Change Key level: The lowest level of key in a keying system. Change keys open only individual doors.

Keys above the change key level: Keys that open a group of doors.

Director: The person in charge of a particular department who has ultimate responsibility for that department, i.e., Principal, Associate Principal, Dean, Supervisor, department lead.



Issuance of Keys

1. San Carlos Unified School District, (SCUSD) employees will be issued keys based upon their need for access.
 - a. Employee key requests shall be made to the department administrator for approval first, then to the School Safety/Facilities Director, using the SCUSD School Dude program and the SCUSD Key Request form, which can be found on our school website, www.sancarlosbraves.org, under our Employee "Quick Links."
 - b. The appropriate Supervisor must provide written authorization on each key request. The full name of the person to whom the key will be issued, (requester) must be provided.
 - c. The School Safety/Facilities Director or his/her designee must authorize all key requests in writing.
 - d. Electronic signatures will not be allowed on key request forms. Key request forms cannot be submitted electronically.

2. Requests for residential apartment keys and residence gate keys shall be made by Human Resources Director to School Safety/Facilities Director on a Work Order or School Dude.

Key request procedure is as follows:

The SCUSD Request form is available on our school website, www.scbraves.net under our Employee "Quick Links." The Employee must have prior approval from their department administrator first, prior to submitting their request on our School Dude program.

- a. The requester must read & sign the Key Request form before it is submitted to the School Safety/Facilities Director's office.
- b. The completed form must be delivered or sent by district mail to the School Safety/Facilities Director's Office.
- c. The requester will be notified by phone when the keys requested are ready, normally within 10 working days from the time the request arrives at the School Safety/Facilities Director's Office
- d. The requester must come to the School Safety/Facilities Director's Office, show a picture ID and sign for the keys requested.

3. Students will not be issued any keys other than their school ID badge.

4. Outside contractors and vendors who are operating on a multi-year contract with SCUSD may be issued keys for the duration of their contract. The School Safety/Facilities Director will determine which keys are issued, and must provide written authorization. Outside contractors and vendors are subject to the same key issuance requirements as SCUSD employees.

5. Outside contractors and vendors who are not operating under a multi-year contract with SCUSD, and who need keys to perform work on campus will sign out keys from the School Safety/Facilities Director or her/his designees on a daily basis. The School Safety/Facilities Director or his/her designee must authorize key sign outs to outside contractors and vendors.

7. Keys for academic, administrative, and other non-residential life facilities can be signed out to staff for reasons of employment duties, study projects, or other legitimate purposes. Keys for sign-out to staff must be requested by the Supervisor responsible for that staff member. Faculty/staff requesting keys for sign-out to staff will be responsible for complete, accurate record keeping, distribution, proper use, and return of these keys. These faculty/staff members will be responsible for lost key charges and re-keying charges, as listed on the Key Request form.

8. Keys above the change key level cannot be signed out to faculty, or staff, except from the School Safety/Facilities Director's Office.

9. Substitute faculty will be issued office keys only. Building keys may be issued with the written authorization of the Principal once it has been determined that "after hours" access is necessary.

10. Any key above the change key level issued to a SCUSD employee shall not be removed from campus. These keys must be stored in a secure area, inside a locked box, which has been approved by, and can be provided by the School Safety/Facilities Director's office. Employees will be issued change keys that will give them access to their building and office, and which they may take off campus.

11. Extra keys will not be issued to faculty or staff.

12. The School Safety/Facilities Director will review all requests for keys above the change key level. Overall campus security shall be the primary consideration in making the decision to grant a request for keys above the change key level. The following questions will also be considered:

- a. Is it physically possible to make the requested key within the SCUSD keying system?
- b. Can the access needs of the requesting party be accommodated, and security better served, by issuing a change key, (or keys) instead of a key above the change key level?
- c. Do the reasons supporting the request adequately justify the security loss caused by the issuing of a key above the change key level?



Lost or Stolen Keys – SCUSD Employees

1. All lost or stolen keys must be reported to the SCUSD School Safety/Facilities Director's department as soon as possible.
2. 2. Requests to replace lost or stolen keys must conform to the requirements listed under "Issuance of Keys".
3. 3. The request to replace lost or stolen keys shall be accompanied by a written explanation describing the facts surrounding the loss, particularly the location of the loss, what identifying marks were on the keys, and what doors the keys open. Based on the factors involved, the School Safety/Facilities Director or his/her designee will decide to replace the keys or have the locks rekeyed.
4. The fees for key replacement will increase with subsequent losses by the same individual.
5. Please see San Carlos Governing Board Policy EDC - Authorized Use of School Owned Materials and Equipment Cost for lost keys District compensation must occur within 30 days or will be deducted from the next payroll, following the 30 days.
 - Classroom Key \$50.00/per key
 - Master Key \$75.00/per key
 - Grand Master 100.00/per key



Lost or Stolen Keys – Non-district Personnel

1. Non-college personnel, (outside contractors, vendors) who lose keys they have signed out, shall assume the cost of replacement keys and the cost of any re-keying required as a result of the loss.
2. See San Carlos Governing Board Policy EDC - Authorized Use of School Owned Materials and Equipment.



Return of Keys

1. At the end of their SCUSD contract/at-will agreement, all ten (10) month employees must return all their SCUSD issued keys and employee ID badge, to Human Resources before they leave on break. There will be a scheduled check out process at the end of the semester.
2. At the end of their SCUSD employment, all employees must return all their SCUSD issued keys, and employee ID badge (excluding any departmentally controlled cabinet or desk keys) to Human Resources at their exit interview.
3. Human Resources will deliver all returned keys to the School Safety/Facilities Director's Office with written identification of the employee who returned the key(s).

4. 4. When a SCUSD employee transfers to a different area, they must return the keys they no longer need to the site supervisor with written identification. The site supervisor will complete the Return Key Form and email it to the Safety/Facilities Director or his designee which will then be recorded as assigned to the supervisor receiving the key(s).
5. Students will return their student ID badge prior to the end of school out or if they leave prior to the end of the semester.



Loaning of Keys

1. School district employees and students shall not transfer issued keys, access cards, or access codes.
 2. Anyone found in possession of another's keys, card, or code shall have the keys or card confiscated by school Security.
 3. Return of the keys or card to the owner will be at the discretion of the Superintendent and the School Safety/Facilities Director
 4. Individuals violating the manual on the loaning of keys will be subject to disciplinary action.
- Accessing Buildings When Without Keys, Card, Or Code**
- a. Any employee who needs to enter a locked campus building or office for work duties before, or after lock-up, and is without his/her key, card, or code, must request access from their site Supervisor and follow proper protocol. Employees must be prepared to identify themselves to Campus Security.
 - b. Access to high security areas will require prior written permission from the Superintendent and the site Supervisor of the appropriate department.



Accessing Buildings After Lock-Up

1. The hours after lock-up when staff may have access to a building will be determined by the necessity to keep unused areas of the building from being accessed. The building manager or department supervisor will consult with the School Safety/Facilities Director to set after lock-up hours.
2. Staff requesting access to a building after lock-up must be listed on a pre-approved access list at Campus Security. The staff must show a current SCUSD I.D. card. A faculty or staff member responsible for that area must forward updated lists to Campus Security at the beginning of the semester.



Code (combination) Locking Devices

1. The codes on mechanical and electronic code locks shall be changed only by the SCUSD locksmith.
2. Bypass keys for mechanical and electronic code locks shall only be available to maintenance personnel and Campus Security.

3. The department supervisor, (the person in charge of an area using code locks, i.e.: Principal, Associate Principal, Dean, department Supervisor, Lead, or their designees) must request regular code changes for locks by submitting a Work Order through School Dude. The Superintendent and the School Safety/Facilities Director will determine an appropriate code change frequency
4. The department supervisor should request a code change if any of the following conditions arise: a. The current code is lost or compromised. b. An employee who knows a code, and transfers, leaves her/his employment at SCUSD, or moves to a different room/area. C. One academic year has passed since the last code change.
5. The department supervisor will maintain a record of code change dates



Academic/Administrative Code Request Process Personal Code Requests

1. Personal codes are issued to faculty/staff who need code access. The same personal code can be programmed into multiple locks. Only faculty/staff who are on continuing employment at SCUSD may be issued personal codes. Students cannot be issued personal codes.
2. Personal code requests must be submitted to the SCUSD Facility department by the appropriate department Supervisor, designated administrative assistant/building manager, using the Personal Code Request form. (Contact the SCUSD School Safety/Facilities Director for the form location.)
3. The completed personal code request form must be read and signed by the “Personal Code Recipient” (see form), BEFORE being submitted to the SCUSD Maintenance department. This form is a legal document which must be submitted with signatures in ink, and cannot be transmitted electronically. Electronic signatures will not be allowed on personal code request forms.
4. The personal code will be communicated from the SCUSD Facility department to the code recipient, or the appropriate site Supervisor, designated administrative assistant/building manager, by phone/voicemail. (Note that the personal code request form MUST include a phone number for the code recipient.)
5. The appropriate site Supervisor, and the designated administrative assistant/building manager must keep records of all personal code requests she/he submits to the SCUSD Facility department. These records are subject to review by the Superintendent and the School Safety/Facilities Director.
6. All questions from faculty/staff concerning lost, forgotten, or compromised personal codes must be referred to the SCUSD Facility department.



Records Management

1. The SCUSD Facility department shall maintain a database containing records of all keys and codes issued for SCUSD facilities. The Facility department will also maintain all records of key requests.
2. The Human Resources Department shall maintain a record of access cards and card access codes distributed for all SCUSD employees as well as maintain all records of employee and tenant key issuance/return.



Maintenance of Locking Systems

3. 1. Maintenance and installation of key and combination locking systems is the responsibility of School Safety/Facilities Director. Requests for repair or replacement of locks should be made by submitting a Work Order to the Maintenance Office through our School Dude program. Staff tenants must make requests for lock repair to the Human Resources Office, who will then submit a Work Order to the Maintenance Office.
4. 2. Emergency repair requests must be made by phone to the Maintenance Office, (928-475-2315 ext. 5028 or ext. 5025) between the hours of 7:30 AM to 4:00 PM, and to Campus Security Dispatch, (928-200-0008) during other hours.
5. 3. Maintenance of the card access system is the responsibility of the Department of School Safety/Facilities and designee. Requests for repair should be made to them by phone. Requests for replacement of access cards for the facilities should be made by using School Dude. Review This procedure will be subject to annual review.



Maintenance of District Office School Vehicles

Employee district vehicle key requests shall be made to the Human Resources Department Office.

2. The Human Resources Department, using a *SCUSD School Vehicle Key Request* form, which can be located in the HR office, will be completed showing record of issuance. The form will include:
 - a. Information including full name of the employee to whom the key will be issued
 - b. Travel designation.
 - c. Date(s)/time(s) of departure and return.
 - d. Mileage before and after use.
 - e. HR Verification of Arizona Security Clearance Driving Restriction.
6. Vehicle keys reported as lost fall under the San Carlos Governing Board Policy EDC - Authorized Use of School Owned Materials and Equipment Cost for lost keys. Costs for replacement will be based on the manufacturers costs to replace the key and/or fob.

SAN CARLOS UNIFIED SCHOOL DISTRICT PROCEDURES: Fixed Asset Tracking

Goal:

An up-to-date inventory of all equipment, vehicles, and buildings with a unit value greater than \$5,000 shall be maintained for audit purposes. In addition, an up-to-date inventory of all equipment with a unit value between \$1,000 and \$5,000 shall be maintained for insurance purposes on the Stewardship List. An inventory of other small equipment shall be tracked by the respective campus or department.

The list of items below is an example of the items that are tracked by the Fixed Assets/Warehouse Department. This small sampling is by no means a complete list, if your campus or department is purchasing something that you believe falls into the categories below but is not specifically listed please contact the Fixed Assets/Warehouse Department for clarification.

Furniture

The fixed asset department will track the number of items in a room. If the numbers of the items attributed to a room is going to change permanently a fixed asset transfer form must be completed and sent to the Warehouse/Fixed Asset Manager.

List of items considered Furniture:

- Desks (Student / Teacher / Office) Chairs (Student / Teacher / Folding / Office)
- Tables (Kidney / Horseshoe / Folding) Filing Cabinets
- Storage Cabinets (Built in / Free Standing) Carts
- White Boards / Chalk Boards Rolling Chart Stands
- Rugs Reading Lofts
- Storage Cubbies Coat Racks
- Magazine or Literature Displays Podiums
- Panels / Room Dividers

Technology Equipment

Technology Equipment is tracked by two different departments (Warehouse/Fixed Assets Department & the Technology and Information Services Department). Each department Tracks items using their own system and has their own requirements. This document will only detail the requirements of the fixed assets department. For more information on the tracking procedures for the Technology Department, please contact them directly.

List of items considered to be Technology Items:

- Monitors (LCD / CRT) Computers (Desktop / Minitower / Tower)
- Laptops Active Boards and Related Items
- PDAs (IPAQ / Palm Pilot) Printers (Laser / Inkjet / Large Format)
- Projectors (Infocus / Dell / Etc.) Copy Machines
- Televisions (CRT / LCD) DVD Players
- Digital Cameras (Hand Held / Free Standing) Digital Video Rec. (Hand Held / Free Standing)
- PA Systems Telephones
- Networking Equipment (Routers / Switches) Scanners (Bubble / Photo / Document)
- Fax Machines Typewriters
- Satellite Radio Receivers 2 Way Radios (Hand Held / Vehicle Mounted)

SAN CARLOS UNIFIED SCHOOL DISTRICT

PROCEDURES: Fixed Asset Tracking

Tools / Equipment

Tools and Equipment is a catch all category for items that are not classified as Furniture or Technology Items. List of items considered to be tools / equipment:

- Vehicles Grounds Equipment
- Trailers Kitchen Equipment
- Paper Shredders Maintenance Equipment
- Shop Equipment Hand Tools
- Laminators Implements

Fixed Asset Transfer Form

A Fixed Asset/Inventory transfer form is required whenever equipment is moved from one location to another. This shall include one classroom to another, one campus to another, or from a location to the warehouse.

No equipment shall be stored at a facility other than the warehouse, except for a specific project such as flooring, technology deployment etc.

Asset Transfer Procedures:

1. Campus, department, or staff member completes the form to move equipment, obtains signatures and routes to the Warehouse Manager. (See form for Instructions.)
2. If the equipment to be moved is technology or audio visual related, the Director of Technology should approve the transfer before processing the transfer form
3. Forms should be submitted to the Warehouse/Fixed Asset Manager for review.
 - a. If the equipment is audio visual or technology, the form should be routed to the Director of Technology for his approval. After the Director of Technology's approval, the form should be routed to the Technology Technician for movement of the equipment as approved.
 - b. If the equipment is moving within the campuses, the form should be routed to the Custodial Supervisor for movement of the equipment.
 - c. If the equipment is moving to the warehouse, the form should be routed to the Maintenance Coordinator for his approval. The Maintenance Coordinator shall coordinate the movement of the equipment as approved.
4. After the items have been moved the appropriate individual shall submit the completed form to the Warehouse/Fixed Asset Manager.
5. The Warehouse/Fixed Asset Manager or their designee will input all transfers on the Asset Management system (Visions).
6. The Warehouse/Fixed Asset Manager will identify items stored in the district warehouse as either "surplus" or "storage". Items labeled surplus are considered surplus or obsolete with are earmarked for disposal at some time in the future. Items labeled as storage are considered items that would be used by a campus or district in the future – the storage of these items would be temporary until transferred to a permanent location.

San Carlos Unified School District

Fixed Assets Transfer/Disposal Form

SCUSD Tag No.	Room No.	Serial No.	Item Description	TRANSFER TO			
				*Storage	Campus	Room #	Dispose/Surplus

Date of Request: _____ Campus/Dept: _____ Requested by: _____

Technology Approval (required for technology/audio-visual transfers): _____ Principal approval: _____

Superintendent approval: _____ Date: _____ Board Authorized Agent: _____

=====

Date Moved: _____ Moved by: _____ Accepted by: _____

Date Updated on Fixed Asset Listing: _____ Updated by: _____

***Prior approval from the Warehouse/Fixed Asset Manager is required to store excess furniture/equipment at the district warehouse.**

INSTRUCTIONS: Complete form, obtain signatures and route to Warehouse Manager for review and processing. Submit SchoolDude for pick up if item is to be disposed by the warehouse or transferred to new location by custodial staff.
Warehouse will coordinate with the Facilities Department for relocation of the disposal of equipment.