



**2023-24**

**TEACHER GUIDE**

## Foreword

This book is a compilation of statutes, policies, procedures, agreements and benefits descriptions, which directly affect the teachers of the Glendale Union High School District. Its purpose is to make relevant information readily available to the teachers; therefore, it should be understood as a dynamic document subject to periodic revision.

The agreement to compile this book came from the Professional Negotiations Committee in April 1986. The book was assembled by the District Advisory Committee at the direction of the Superintendent.



5/87

### **NOTIFICATION OF NON-DISCRIMINATION**

Glendale Union High School District does not discriminate on the basis 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. Glendale Union High School District Career and Technical Education department does not discriminate in enrollment or access to any of the programs available, such as business, applied technology, FACS, nursing, and fire science. The lack of English language skills shall not be a barrier to admission or participation in the district's activities and programs. The Glendale Union High School District also does not discriminate in its hiring or employment practices. 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): Administrator of Operations and Athletics, 623.435.6006 or Administrator of Special Education, 623.435.6067. 7650 N 43rd Ave, Glendale, AZ 85301.

## Table of Contents

### A. Governing Board Policies

Preface, A:1

Index of Select Policies, A:1-5

### B. Professional Negotiations Agreement

Section B Index, B:i-iii

Tentative Agreement, B:1-3

Professional Negotiations Agreement (Articles), B:4-31, 46-61

Certified Salary Schedule & Verbal, B:32-43

Performance Award System, B:44-45

### C. Course Offerings

2023-24 Course Offerings, C:1-6

### D. Employee Benefits Package

Medical, D:1

Dental, D:2

Vision, D:2

Life Insurance/Disability Benefits, D:2

Health Savings Account, D:2

Child/Dependent & Reimbursement Accounts, D:3

Short-Term & Long-Term Disability Insurance, D:3

Optional Additional Insurance, D:3

COBRA, D:3

Open Enrollment, D:3-4

Early Retirement Program, D:4-5

Sick Leave, D:6

Supplemental Services Contract, D:6

Federal/State Retirement Benefits, D:6

Family & Medical Leave Act of 1993, D:6-7

## E. Miscellaneous Information & Forms

District Organizational Chart, E:1

Directory of District Office Staff & Responsibilities, E:2

School Year Calendar, E:3

School & Office Closures for Holidays & Recesses, E:4

Computer/Network Responsibilities & Acceptable Use, E:5

Staff Dress Guidelines, E:6

Staff Footwear Guidelines, E:7

Voluntary Termination & ASRS, E:8

Direct Deposit Authorization Form, E:9

Personal Computer Purchase Advance Form, E:10

Sick Leave Early Buy-Back Form, E:11



SECTION  
A

GOVERNING BOARD POLICIES

## Preface

According to ARS 15-341, school district governing boards shall prescribe and enforce policies and procedures for the governance of the schools, not inconsistent with law or rules presented by the State Board of Education.

Policies of the Glendale Union High School District Governing Board are adopted and/or revised by the Board in an open meeting. On the occasion of such a public reading, within the framework of procedures established by the Board, any person may address the Board for the purpose of influencing its policy decision.

## Index of Select Policies

The following table lists select policy issues that have been identified over the years as being particularly useful or relevant to teachers and the corresponding numbers for the Governing Board policies addressing those issues. To consult the policies as they appear in their entirety, please see the Glendale Union Governing Board Policy Manual at [www.guhsdaz.org](http://www.guhsdaz.org) (Governing Board → Policy Manual → links to ASBA PolicyBridge). The following explanation of how the manual is organized is from the introduction to the manual at ASBA PolicyBridge.

How the Governing Board Policy Manual is Organized: The Manual is organized according to the classification system of the National School Boards Association. The system provides an efficient means of coding, filing, and locating policies.

There are twelve (12) major classifications, each identified by an alphabetical code:

- A FOUNDATIONS AND BASIC COMMITMENTS
- B SCHOOL BOARD GOVERNANCE AND OPERATIONS
- C GENERAL SCHOOL ADMINISTRATION
- D FISCAL MANAGEMENT
- E SUPPORT SERVICES
- F FACILITIES DEVELOPMENT
- G PERSONNEL
- H MEET AND CONFER
- I INSTRUCTIONAL PROGRAM
- J STUDENTS
- K SCHOOL - COMMUNITY RELATIONS
- L EDUCATION AGENCY RELATIONS

Subclassification under each heading is based on logical sequence and alphabetical subcoding.

General Policy Issue	Related Policies by Letter Designation
Absence for the Purpose of Voting	GBI
Absences, Employee	GCC, GCCA, GCCC, GCCD, GCCE, GCCH, GCMC
Absences, Reporting	GCGB
Activity Hours	JJA
Affirmative Action Program	GCF, GCF-ED, GDF
Applications and Transcripts	GCF, GCFC, GCF-EB, GCF-EC
Athletic Schedules	JJIB-R
Athletics, Interscholastic	JJIB, JJJ, JJJ-R
Attendance/Tardy Requirements	JA, JE-R, JK-EC
Audio-Visual Materials, Selection Criteria for	IJL, IJL-R, IJM, IJNC, IJND, IJND-R
Certificated Instructional Personnel	A, GCMF
Certificated Personnel, Employment of	GCA, GCB, GCJ, GCQA-R
Child Abuse Reporting	JLF, JLF-E
Class Size	IIB, IIB-R
Code of Ethics for Professional Teachers	GCA
Committees	BDE
Communicable Disease	GBGC, GBGCB, GBGCB-E, JLCB-R, JLCC, JLCCA
Conferences, Professional Meetings and School Business	BIBA, CBA, GBEA, GCCE, GCI, GCMC
Credit for External Educational Experience	IKF
Disciplinary Action for Certificated Personnel	GCQF
District Ad Hoc Committees, Governing Board Authorization of	BDF
Drug-Free Workplace, Substance Abuse Standards and Procedures for Drug and Alcohol Testing for Employees	GBEC, GBEC-EA, GBEC-EB
Due Process	IHBA-RA, IHBA-RB, JI, JKD, JKE
Early Retirement Program	GCQE
Employee Disruption of the Educational Program or Educational Climate of the School	GBEB, GBEB-E, GBEB-R, GBEBB

Employment Practices/Staff Hiring	GCF, GCF-EA, GCF-EB, GCF-R, GCFC, GCFC-E, GCFE, GCFE-E
Employment, Additional Conditions of	BBBA, GBEAA
Energy Conservation	ECF, ECF-R
Evaluation of Certificated Non-Administrative Personnel Employed the Major Portion of Three Consecutive School Years	GCO, GCO-RA, GCO-RB
Evaluation of Certificated Non-Administrative Personnel Employed Less than the Major Portion of Three Consecutive School Years	GCO, GCO-RA, GCO-RB
Extracurricular Activities, Academic Requirements for Participation in	JJA, JL-R
Extracurricular Program	JJA
Fixed-Asset Inventory and Depreciation	DID, DID-R
Grading Practices, District	IKA, IKA-R, IKAB
Guidance Services	JLDA
Hazing Prevention	JICFA
Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Policy	GBJA
Homeless Students	JC, JF, JFABD, JFABD-EA, JFABD-EB, JFABD-R, JLCB-R, JLH
Homework	IKB, IKB-R
Initiations	JICFA
In-Service Duties and Responsibilities	GA, GCH, GCI
Internal Financial Control, Employee Responsibility for	DIA, DID, DIE
Learning Environment, Sensitive Issues Within the	IMB
Libraries, Selection Criteria for	IJL, IJL-R, IJM, IJNC, IJND-R
Library and Audio-Visual Materials and Equipment, Responsibility for Selection of	IJ, IJ-R, IJL, IJL-R
Library and Audio-Visual Materials, Exclusion Criteria for	IJ, IJ-R
Library and Audio-Visual Services	IJL, IJL-R
Longevity and Retirement, Recognition of	GCQE
Materials Distribution to or Through Students	GBI

Mileage Allowance	DKC
Official School Holidays and Recesses	GCD
Parental Involvement	ABA, ABAA, IHB, IHBA, IHBA-RA, IHBA-RB, IJ, IJ-R, IJJ, IJJ-R, IJL, IJL-R, IJNC, IKB, JB, JC, JIB, JIH, JK, JK-EA, JK-EB, JK-EC, JQ
Permanent Records	JR, JR-EA, JR-EC, JR-ED, JR-EE, JR-EF, JR-EG, JR-ER, JR-R, JRCA, JRCA-R
Personal Appearance, Employee	GBEB-R
Personnel	AC, AC-E, AC-R, GA
Professional Negotiations Agreement	HD
Professional Staff Reduction in Force	GCQA-R
Purchase Orders	DIE, DJ, DJE
Purchasing from Local Accounts	DM, JJE, JJF
Purchasing from Local Accounts, Restrictions on	DJB
Receiving Gifts	GBEAA, GBEB, JP
Receiving Materials and Equipment	ED
Records, Certificated Employment	GCF
Resignation	GCQC
Responsibilities and Duties of Certified Personnel	GBEA, GCMF
Restraint and Seclusion	JLDB
Retirement, Regular	GCQE
Salary Plans and Deductions	GDB, GDBA
Salary Schedule, Certificated	GCBA
School Councils/Annual School Improvement	CFD
School Newspaper	JICE
School Property, Use of	KF
Section 504 Disabled Students, Education of	IHBA, IHBA-RA, IKBA-RB
Sexual, Racial and Other Harassment	ACA, ACA-E, ACA-R, ACAA, ACAA-R, JII, JII-EA, JII-EB, JII-R, JK-EC, JLIF
Smoking on School Grounds	JICG
Staff Communications with Homes	IKACA, JICH-R
Staff Transfer, Staff Assignment and Staff Reduction	GCK, GCQA, GDJ, GDQ



Staff/Student Relationships	GBEBB
Student Activities Money	JJE, JJF
Student Clubs and Organizations	JJA
Student Interaction with District Employees	GBEBB
Student Meditation	IMD
Student Travel When Officially Representing School	IJOA, IJOA-R
Student-Initiated, Student-Led Groups on Campuses	JJAB
Student Violence/Harassment/Intimidation/Bullying	JICK, JICK-EA, JICK-EB, JICK-R
Substitute Teacher Pay	GCG, GCGB
Suicide Prevention	IHAMD
Supervision of Students	JLIA-E, JLIA-R
Supplemental Services Contract	GCB, GDB
Supplies for Class Use	ED
Suspension or Dismissal of Certificated Personnel	GCQF
Tardy Policy	JK-EC
Textbooks	IJJ
Wellness, Local School	JKE, JL-R
Workers' Compensation	GBGD, GBGD-E, GBGD-RA

# SECTION B

## PROFESSIONAL NEGOTIATIONS AGREEMENT

## Section B Index

Academic Credit, B:22  
Access to Information, B:13  
Additional Extra-Duty Assignments, B:36  
Aggrieved Person, B:18  
Bereavement Leave, B:52  
Coaches, B:34  
Collective Rights, Operational Procedures, B:13  
Compensation Schedule, B:32  
Conflict Resolution, B:50  
Curriculum & Research Process, B:57  
Definitions, B:10  
Department Chairperson, Compensation, B:39  
Department Chairperson, Responsibilities, B:59  
Department Chairperson, Selection, B:59  
Discipline, Employee, B:50  
Discretionary Day, B:52  
Discrimination, B:7  
Dismissal Procedures, B:50  
Employee Files/Records, B:51  
Employee Files, Removal of Documentation, B:51  
Equal Employment Practices, B:7  
Extra-Duty Pay Schedule, B:37  
Extracurricular Activities, B:34  
Faculty Facilities, B:49  
Fringe Benefits, B:48  
Grievances, B:18  
Hearing Procedures, B:50  
Homebound Teachers, B:33  
Increment, Suspension of, B:29



Increments, Salary, B:22  
Insurance Committee, B:58  
Leaves of Absence, B:54  
Lunch Duty, B:48  
Maternity Leave, B:53  
Medical Leave Assistance Program, B:55  
Meet & Confer, B:13  
Negotiations, B:6, 13  
Operational Procedures PN Committee, B:13  
Parental Leave, B:54  
Performance Awards, B:44  
Personal Business Leave, B:52  
Policies, Regulations, Procedures, B:13  
Preparation Period, B:48  
Professional Agreement/Negotiations, B:6, 13  
Professional Development, B:22  
Professional Organizations, B:6  
Ratification of PN Agreement, B:8, 14  
Records, Personnel, B:51  
Records, Removal of Information, B:51  
Sabbatical Leave, B:27  
Salary Schedule, B:22  
Salary Schedule Placement, B:22  
School Based Shared Decision Making, B:61  
Schedule Development, B:61  
School Plant Design, B:61  
Sick Leave, B:52  
Sick Leave, Donated, B:55  
Sick Leave, Unused, B:42  
Special Assignments, Salary, B:38

Substitute Teacher Pay, B:33  
Summer School Pay, B:38  
Summer Workshops, B:38  
Supervision of Students/Pay, B:38  
Suspension of Increment, B:29  
Transfer of Personnel, B:29  
Vacancies, Advertising, B:30  
Vacancies, Posting, B:30

## TENTATIVE AGREEMENT

May 2023

### Salaries

The District Administration and the GUEA agree to the following items regarding salaries for the 2023-2024 school year. Funding for this agreement uses resources available from basic aid and the Classroom Site and Instructional Improvement funds.

1. The Salary Index base for the 2023-2024 school year will increase by 2%
2. Professional growth will be granted.
3. Longevity will be granted
4. One-time Payments:
  - a. Individuals employed by January 13, 2023 will be granted a one-time payment of 11% of the base primary contract not to exceed 5/5.

OR

- b. Individuals hired after January 13, 2023 will be granted a one-time payment of 3% of the base primary contract not to exceed 5/5.

Employees acknowledge that any time after execution of this contract, the Base Salary adopted by the Governing Board may be reduced if any of the following occurs: A) the District's Base Support Level, Revenue Control Limit, or General Budget Limit is reduced B) the District fails to receive funds in the amount initially budgeted, including monies received through federal and state grants. Employees shall be given no fewer than thirty (30) calendar days' notice of any Salary Index Base reduction that occurs as a result of this paragraph.

### Medical Benefits

The District Administration and the GUEA agree that the district will pay the full cost of the employee's medical insurance at the PPO Preferred Plan rate (\$750 deductible). Employees will have the option to purchase the more expensive PPO Select coverage or participate in the High Deductible Health Plan (HDHP). HDHP members receive the premium savings over the year in bi-weekly deposits to their Health Saving Account (HSA).

The Insurance committee recommended no plan design changes for Medical or Pharmacy plans for the school year 2023-2024. Both District and employee premiums will decrease by 5.74% in medical and pharmacy plan contributions for 2023-2024

### Stipend Evaluation

The District Administration and GUEA agree to continue the subcommittee to evaluate stipends.

### New Hires

The District Administration and the GUEA agree new employees to the district or employees returning to GUHSD will be placed on the same step of the salary schedule as their cohort in the district with the same total years of service/experience.

### National Board Certification

The District Administration and the GUEA agree to increase the stipend to 4% of the index base or 15 hours of credit on the district salary schedule from 3% of the index base or 12 hours.

### Professional Development

The District Administration and the GUEA agree to continue discussions about what types of professional development opportunities can be provided for advancement on the salary schedule.

### Teacher Evaluation

The District Administration and the GUEA agree to reconvene the evaluation committee in the fall of the 2023-2024 school year to review current practices.

### Substitute Plan

The District Administration and the GUEA agree that administration will share best practices with the principals and administrative assistants in charge of subbing at the local campus and that the GUEA will educate teachers on appropriate use of discretionary leave and reasons for saving discretionary leave days.

The subcommittee will continue to meet in order to evaluate the effectiveness of the subbing plan.

### Performance Award System

#### Revised 2022-2023 Performance Award

The District Administration and the GUEA agree to amend and revise the 2022-2023 performance award. The 2022-2023 performance award payouts will be calculated by using the following for state assessment data:

<u>% of students successful</u>	<u>% of available funding</u>		<u>2022-2023 (Only)</u>		<u>% of student improvement</u>	<u>% of available funding</u>
≥ 80	100%		+1	100%	Improve 3%	100%
76-79	90%		E	95%	Improve 2%	95%
72-75	80%	OR	-1%	90%	Maintain ±1%	90%
67-71	70%		-2%	85%	Decrease 2%	85%
≤ 66	0%		-3%	80%	Decrease 3%	80%
			-4%	75%	Decrease 4%	0%
			-5%	70%		

#### 2023-2024 Performance Award

The District Administration and GUEA agree to continue to use the revised 2022-2023 performance award in 2023-2024.

### Other Benefits

The District Administration and the GUEA agree that the district will maintain the following benefits:

1. The full cost of the employee's dental insurance
2. Opportunity to participate in an online wellness platform (earning financial incentives for achieving specific wellness goals)
3. Access to online Employee Self-Serve (ESS) (providing the ability to track leave balances, view payroll details, print W-2s, etc.)
4. Term life and ADD insurance at \$50,000
5. Short term disability insurance
6. Flexible Benefit of \$100 payment to benefit eligible employees waiving district medical coverage
7. Medical and child care reimbursement accounts at the current levels
8. Employee InfoArmor coverage
9. Payroll deduction for Tax Sheltered Annuities
10. Payroll deduction for College Tuition Savings Plans, voluntary life insurance, and voluntary vision insurance
11. 403(b) special pay
12. Payroll deduction for GUEA, AEA and NEA dues
13. Distribution of a performance award in August and November 2022



Matt Belden

Governing Board Negotiations Team



Michael McGowan

GUEA Negotiations Team



GLENDALÉ UNION HIGH SCHOOL DISTRICT  
7650 NORTH 43rd AVENUE  
GLENDALÉ, AZ 85301

PROFESSIONAL NEGOTIATIONS AGREEMENT

GLENDALÉ UNION HIGH SCHOOL DISTRICT GOVERNING BOARD  
AND THE GLENDALÉ UNION EDUCATION ASSOCIATION

Adopted by the Governing Board  
September 15, 1969

Adopted by the Glendale Union Classroom Teachers Association  
June 3, 1969

Revised June 1, 1970	Revised February 12, 2001
Revised May 1, 1972	Revised May 7, 2002
Revised October 1, 1975	Revised May 13, 2003
Revised May 19, 1976	Revised May 10, 2004
Revised May 18, 1977	Revised May 18, 2005
Revised June 7, 1978	Revised May 9, 2006
Revised May 2, 1979	Revised May 24, 2007
Revised May 7, 1980	Revised May 19, 2008
Revised May 20, 1981	Revised May 20, 2009
Revised May 5, 1982	Revised May 19, 2010
Revised May 18, 1983	Revised May 18, 2011
Revised May 16, 1984	Revised May 7, 2012
Revised June 12, 1985	Revised June 14, 2013
Revised May 7, 1986	Revised May 14, 2014
Revised May 12, 1987	Revised May 11, 2015
Revised June 3, 1988	Revised May 13, 2016
Revised May 22, 1989	Revised May 3, 2017
Revised May 2, 1990	Revised May 16, 2018
Revised July 10, 1991	Revised May 15, 2019
Revised May 29, 1992	Revised May 6, 2020
Revised May 14, 1993	Revised April 7, 2021
Revised May 12, 1994	Revised July 6, 2022
Revised June 7, 1995	Revised May 17, 2023
Revised May 14, 1996	
Revised May 14, 1997	
Revised May 15, 1998	
Revised May 4, 1999	
Revised May 5, 2000	

## SECTION II - PROFESSIONAL NEGOTIATIONS AGREEMENT

### Preface

The professional negotiations agreement is the product of negotiations between the Glendale Union Education Association and representatives of the district's Governing Board. The agreement is subject to revisions and re-adoption on an annual basis during the professional negotiations process.

## PROFESSIONAL NEGOTIATIONS AGREEMENT

### GLENDALÉ UNION HIGH SCHOOL DISTRICT GLENDALÉ, ARIZONA

The Governing Board of the Glendale Union High School District (G.U.H.S.D.) and the Glendale Union Education Association (G.U.E.A.) of the Glendale Union High School District do hereby enter into this Professional Negotiations Agreement.

#### PREAMBLE

The Governing Board of the Glendale Union High School District recognizes and respects the significant contribution to student learning made by its professional teachers.

Teachers are crucial to the success of student learning and are recognized as partners in the district design and implementation of curriculum, assessment and instruction. The classroom teacher creates the climate and selects the appropriate instructional tools and strategies to ensure success for all students.

The district is committed to providing a supportive environment empowering teachers to have meaningful influence over their professional lives.

The district is committed to treating all its employees with respect, trust and dignity in a just, impartial, fair and professional manner.

#### A. RECOGNITION OF THE GLENDALÉ UNION EDUCATION ASSOCIATION:

The Governing Board shall recognize for the purpose of negotiating salaries, fringe benefits, and working conditions, the G.U.E.A., which has within its membership the majority or plurality of the certificated teachers of the district. The G.U.E.A. shall continue to be the primary representative for the duration of the current term of the Governing Board and thereafter until a proper challenge is made.

A proper challenge shall be defined as a petition presented by any organization whose membership rolls are equal to at least 20% of the certificated teaching staff and signed by 35% of the certificated teaching staff.

An organization is defined as any group operating under a constitution and by-laws and collecting annual dues as a requirement for membership. A qualifying organization must maintain membership rolls and may not discriminate on the basis of race, creed, sex, marital status, subject field, or membership in another organization.

When and if a proper challenge is made, the primary representative will be chosen by an election process open to all contract teachers in the district. Said election shall be conducted by secret ballot under the supervision of an independent and neutral party mutually acceptable to those organizations offering representation to the teaching staff members. The election shall be conducted prior to November 1 preceding the seating of the new Governing Board and the results officially certified and reported to the Governing Board, which thereupon shall authorize their representative team to negotiate on appropriate matters for the ensuing year. Costs of the election shall be equally shared by the several organizations seeking recognition.



In the event that a single organization seeks recognition, the election process shall be waived.

All organizations seeking recognition must file for the election process by the last working day prior to October 1. Further, if the organizations cannot mutually agree on an independent and neutral party to supervise the election within five working days, the American Arbitration Association shall be that organization.

Nothing in this policy is to be construed to restrict the constitutional or legal rights of any teacher or group.

B. THE PARTIES INTEND AND AGREE THAT:

1. ARTICLES AS A PART OF THE AGREEMENT

The articles attached are a part of the Agreement. They include definitions, procedures, and areas of negotiations. Each article specifies the need for (a) the area of consideration, (b) the term of the article, and (c) the means of changing that particular article.

2. DEFINITIONS

The definitions relating to this Agreement shall be contained in Article I.

3. PROFESSIONAL NEGOTIATIONS COMMITTEE

Each party may appoint up to six to a Professional Negotiations Committee. The duties of this committee will include the negotiation of any revisions of or additions to this Agreement and its articles, and to see that the operational procedures contained in this Agreement are implemented.

The parties to this Agreement intend that all matters properly presented in the tentative agenda to the Professional Negotiations Committee shall be considered by that committee as a single package. The package shall be presented to the teachers for their vote before being submitted to the Governing Board for official action. Individual items added to the agenda shall be handled at the discretion of the committee. However, if the committee agrees that an impasse has been reached, then the impasse procedures as outlined in Article III are available for the use of the committee if the members of the committee request such use in writing.

4. CONTRACTUAL RESPONSIBILITIES

The Governing Board and the Glendale Union Education Association who are parties to this Agreement will not commit an act of diminution or abrogation of contractual responsibilities relevant to regular school operations during the term of this Agreement.

5. DISCRIMINATION

The Governing Board shall not discriminate against any teacher on the basis of national origin, age, sex, marital status, membership or participation in the Association's activities. The rights, privileges and benefits provided by virtue of this Agreement shall be applied equitably to all teachers.

Teachers' constitutional and due process rights will not be abridged.

6. LEGALITY

The parties acknowledge the prerogatives, restrictions, and responsibilities placed on the Governing Board by legislation and statutes of the State of Arizona. In the event any provision or article of this Agreement is determined to be invalid under the above-mentioned legislation and statutes, such determinations shall not affect the remainder of the instrument which shall continue in full force and effect.

C. TERM OF THE AGREEMENT:

The term of this Agreement shall be from the date of adoption by the Governing Board and continue through the fiscal year for which the Agreement is adopted.

This Agreement shall be placed on the agenda for renewal at the first regular meeting of the Governing Board following the initialing of the negotiated revisions to the Agreement. Should either or both parties propose termination of the Agreement, written notice will be provided to the other party at least 60 days prior to the end of the fiscal year. However, revisions of any part of this Agreement, including its articles, may be effected by mutual agreement at any time. All revisions will be dated.

Date of Revision: May 07, 1986

Date of Revision: May 12, 1987

Date of Revision: May 22, 1989

Date of Revision: May 14, 1997

Date of Revision: May 15, 1998

APPROVAL OF THE AGREEMENT:

The authorized representatives of both parties hereto affix their signatures in acceptance and approval of this Agreement the 20th day of October, 1969.

For the Glendale Union High School District  
Classroom Teachers Association

The Glendale Union High School District  
Governing Board

/S/ Ward S. Ceyler, Jr.  
Council Chairman

/S/ Mrs. Graydon B. Hall, President

/S/ Barbara Eberly  
Recording Secretary

/S/ Everett B. Luther, Clerk

/S/ Arthur N. Lindberg, Member

/S/ Joseph P. Voorhees, Member

/S/ Arnold H. Rovey, Member

(Actual signatures appear on the two official copies prepared for the records of the Governing Board and the Glendale Union Classroom Teachers Association.)

5/98

## ARTICLE I

### DEFINITIONS

#### PURPOSE:

To facilitate understanding of the terms used in the body and articles of this agreement.

Date of Original Adoption	<u>Sept. 15, 1969</u>
Date of Revision	June 1, 1970
Date of Revision	Oct. 1, 1975
Date of Revision	May 19, 1976
Date of Revision	May 20, 1981
Date of Revision	May 12, 1987
Date of Revision	May 22, 1989
Date of Revision	May 15, 1998

## ARTICLE I

### DEFINITIONS

#### ADMINISTRATIVE STAFF:

The Superintendent, administrative staff, principals and assistant principals of the individual schools in the district.

#### AGREEMENT:

Refers to the Professional Negotiations Agreement between the Governing Board and the Glendale Union Education Association of the Glendale Union High School District.

#### ARTICLES:

Numbered sections of the Agreement, pertaining to specific policies covered by this agreement.

#### BOARD:

Governing Board, Glendale Union High School District.

#### CONFLICT RESOLUTION TEAM:

School administrators and local G.U.E.A. representatives whose purpose is to help secure equitable resolution at the original sources when problems arise.

#### CONSULTANT:

A resource person qualified by training and experience to advise the Professional Negotiations Committee on the problems being considered.

#### G.U.E.A.:

The Glendale Union Education Association, Glendale Union High School District.

#### G.U.E.A. GRIEVANCE COMMITTEE:

A committee consisting of one G.U.E.A. member from each school whose function shall be to review teacher grievances and assist the teachers in obtaining a satisfactory solution to legitimate grievance.

#### GRIEVANCE STATEMENT (FORMAL):

A written statement by a teacher, or a group of teachers, describing a situation in which the teacher(s) contends to have been wrongfully treated by reason of an act, omission, or a condition which is contrary to established Board policy or administrative regulation.

#### GRIEVANCE PROCEDURE OR ACTION:

Those procedures set forth and described in Article IV, by which complaints which are not generally district-wide in some scope may be resolved.

#### IMPASSE:

A situation in which the Professional Negotiations Committee, after reasonable and complete discussion, cannot reach agreement on items under consideration.



## ARTICLE I

### DEFINITIONS

#### NEGOTIATION:

For the purpose of this document, the term "negotiation" shall mean "collective bargaining in the context of meeting and consulting with." Defining the term negotiation in this manner will permit discussion on salary, fringe benefits and working conditions.

#### PARTY:

Either of the parties to this Agreement; namely, the Governing Board or the Glendale Union Education Association.

#### PROFESSIONAL NEGOTIATIONS COMMITTEE:

A committee composed of UP TO SIX representatives from the Glendale Union Education Association and—UP TO SIX representatives from the Governing Board who will consider negotiable items.

#### SUPERINTENDENT:

Superintendent of the Glendale Union High School District.

#### TEACHER:

Any certificated member of the district, excluding members of the administration.

#### YEAR:

Fiscal school year, July 1 to June 30.

#### DAY:

Calendar day.

#### WEEK:

Calendar week.

## ARTICLE II

### OPERATIONAL PROCEDURES PROFESSIONAL NEGOTIATIONS COMMITTEE

#### PURPOSE:

The purpose of Article II is to set forth the authorizations and operational procedures of the Professional Negotiations Committee.

Date of Original Adoption	<u>Sept. 15, 1969</u>
Date of Revision	June 1, 1970
Date of Revision	Oct. 1, 1975
Date of Revision	May 18, 1983
Date of Revision	May 12, 1987
Date of Revision	May 22, 1989
Date of Revision	May 15, 1998
Date of Revision	February 12, 2001

## ARTICLE II

### OPERATIONAL PROCEDURES PROFESSIONAL NEGOTIATIONS COMMITTEE

Each party may appoint up to six representatives to a Professional Negotiations Committee. In the absence of a committee member, the alternate has the same authority as any member of the committee. The duties of this committee will be to negotiate any revisions of or additions to this Agreement and its articles, and to see that the operational procedures contained in this Agreement are implemented.

The Superintendent or his/her administrative designee shall convene the first meeting of the committee each school year by September 15. Additional meetings may be called upon written request by either party. Such meetings shall be convened within two weeks after receipt of the request. Additional meetings shall be agreed upon by the negotiating committee as may be necessary to complete consideration of negotiable items.

Before the first week of November, the Professional Negotiations Committee shall meet to review the expenditures of the district from the previous fiscal year.

Prior to the first negotiations session in February the Professional Negotiations Committee shall meet in a budget study session and review the proposed budget, including the Classroom Site Fund, for the next fiscal year. This shall include all anticipated changes including increments on all salary lines.

The Governing Board and the G.U.E.A. may submit items for the agenda through their representatives to the Professional Negotiations Committee on or before February 1, and negotiations on such items shall begin no later than February 15. Any matter pertinent to salaries, fringe benefits, and working conditions may become an agenda item for the committee.

Under normal circumstances, meetings of the committee shall be scheduled to avoid conflicts with school duties of the G.U.E.A. representatives and the schedules of the Governing Board members (or their representatives). If unusual circumstances should arise, meetings may be scheduled at the discretion of the Superintendent to resolve the schedule conflict.

It shall be normal procedure for the Professional Negotiations Committee to hold meetings with only committee members present. However, when necessary, either party may call upon consultants. Each party to this Agreement may invite no more than two consultants to attend a meeting. Each party shall notify the other at least 3 days prior to the meeting that the consultant(s) will be in attendance. The party receiving such notice then has the right to invite consultants to said meeting without the 3 days notice.

Both parties agree to furnish, if requested, all pertinent records and information concerning any particular negotiable matter. The confidential personnel records which are relevant to the specific case may be furnished when authorized in writing by the employee involved. Such records shall be provided by the Director of Personnel only upon request of the employee. This requested information may include (but is not limited to) financial reports, work budget and/or adopted budget for the next school year. The information is to be made available at the earliest possible moment.

## ARTICLE II

### OPERATIONAL PROCEDURES PROFESSIONAL NEGOTIATIONS COMMITTEE

When agreement has been reached by the Professional Negotiations Committee on negotiable items, they shall be reduced to writing and signed by their authorized representatives. The package shall be presented to the teachers for their vote before being submitted to the Governing Board for official action.

Prior to the Governing Board adoption, the Professional Negotiations Committee will meet to review the specific budget being proposed to the Governing Board and to review all salary schedules for all employee groups and the recommended contract amount for all individuals not on a district salary schedule. Upon adoption by the Governing Board, the Agreement becomes the district policy, procedure, or administrative rules and supersedes prior policy, procedure, or administrative rules on the subject of the Agreement.

Any change affected in the document by this procedure shall be included as an article or modification of an existing article.

6/01



### ARTICLE III

#### IMPASSE

##### PURPOSE:

Impasse provides a means for solving problems which have not otherwise been resolved by the regular Professional Negotiations committee action. It is the intent of both parties to use this procedure when no other method of reaching an agreement can be found.

Impasse is of an advisory nature and, since it is meant as a means of solving problems, both parties agree to cooperate with the appointed chairman in good faith.

Date of Original Adoption	<u>Sept. 15, 1969</u>
Date of Revision	June 1, 1970
Date of Revision	Oct. 1, 1975
Date of Revision	May 12, 1987
Date of Revision	May 22, 1989

## ARTICLE III

### IMPASSE

During the course of any negotiations described in this document, the parties mutually pledge that such negotiations shall be conducted in good faith. If, after an exchange of proposals, counter-proposals, and an analysis of differences of fact, policy, or application of policy, either party determines that the differences of position are serious or seemingly irreconcilable, either party may, by written notification of the other party, invoke impasse as provided in this article. The party invoking impasse shall indicate in writing its desire for fact-finding or for mediation.

#### A. Fact Finding:

In the event one or both parties find themselves at impasse because of a disagreement involving the facts and information relating to items being negotiated, either team may request the appointment of a fact-finder. The fact-finder shall be selected by mutual agreement of the two teams after the teams have exchanged a list of names of acceptable fact-finders.

The fact-finder shall have the authority to hold hearings and to make procedural rules. Within seven (7) calendar days after the conclusion of such hearings, the fact-finder shall submit a report in writing to the Board's team and to the Association's team only, and shall set forth in the report his or her findings of fact. The fact-finder shall not attempt to make recommendations to the team.

Once the report has been submitted by the fact-finder, both teams shall meet within ten (10) calendar days to review the facts as submitted in an attempt to resolve the impasse. However, if the impasse still cannot be resolved, then either party may request mediation.

If there is no agreement on the fact-finder, then the impasse shall go to mediation. The fact-finder shall be charged with researching appropriate information and with reporting pertinent facts to the two teams.

#### B. Mediation:

In the event a negotiations impasse is declared, either party may request mediation assistance. Upon such request, the two parties shall petition the Federal Mediation and Conciliation Service or the American Arbitration Association to provide a mediator.

Both parties shall cooperate with the mediator to reach satisfactory resolution of all matters at impasse. The mediator shall be specifically charged with fact-finding, mediation, and the making of written recommendations for resolution of the impasse. The written recommendations shall be submitted to the representatives of both parties, who shall return to the table to consider the recommendations made by the mediator.

Time being of the essence, the process of mediation shall commence within ten (10) calendar days following written notification of request for mediation, and the parties shall return to the table for consideration of the mediator's recommendations within five (5) calendar days after receiving the mediator's written recommendations.

### ARTICLE III

#### IMPASSE

If there is no agreement on the recommendation of the mediator as a solution to the problem, a statement of the problem along with the recommendation by the mediator shall be submitted to the Governing Board for their decision. The decision of the Governing Board shall be final.

All costs of fact-finding and mediation shall be equally shared by the Board and the G.U.E.A.

## ARTICLE IV

### GRIEVANCE PROCEDURES

#### GOVERNING BOARD POLICY GBK STAFF GRIEVANCES

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

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

The decision of the Governing Board is final.

Adopted: August 3, 2016

LEGAL REF.:  
A.R.S.  
38-532

#### GOVERNING BOARD POLICY GBK-R STAFF GRIEVANCES

#### REGULATION

#### DEFINITIONS

A *grievance* is a complaint by a District employee alleging a violation or misinterpretation, as to the employee, of any District policy or regulation that directly and specifically governs the employee's terms and conditions of employment. The term grievance shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act. The suspension or dismissal of employees is covered by statute and, therefore, is not a matter that may be grieved.

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

*Terms and conditions of employment* means 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



## ARTICLE IV

### GRIEVANCE PROCEDURES

supervisor is the lowest-level administrator having line supervisory authority over the grievant. At any level in the grievance process, an association representative may be requested by the grievant if the employee is an association member.

#### INFORMAL LEVEL

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

#### FORMAL LEVEL

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

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

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

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

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

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

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

The Governing Board or Grievant may request in writing that the grievance be submitted to advisory arbitration by so notifying the clerk of the Board within ten (10) days after receipt of the

## ARTICLE IV

### GRIEVANCE PROCEDURES

Level II decision or the failure of the Superintendent to render a decision after the Level II hearing.

The Governing Board and the Grievant shall jointly select an advisory arbitrator. The advisory arbitrator's recommendations shall be submitted in writing to the Governing Board and the Grievant. The advisory arbitrator's recommendations shall be consistent with existing statutes.

The Governing Board shall take official action on the report of the advisory arbitrator within fifteen (15) days, or its next meeting, and shall render its decision in writing to all parties concerned.

All costs and expenses for the services of the advisory arbitration shall be borne by the party that requests the hearing. As an exception to this provision, costs may be shared equally by both parties when mutually agreed to do so.

### 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 the timelines specified after the employee knew, or should have known through documentation, of the circumstances upon which the grievance is based shall constitute a waiver of that grievance.

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

Section 3. Reprisals shall not be taken against the employee, any party in interest, any G.U.E.A. representative, or any other participant in the grievance procedure by reason of such participation.

## ARTICLE V

### SALARY SCHEDULE

#### PURPOSE:

The salary schedule and other provisions of employment and advancement on the salary schedule are a part of this Agreement and will be updated as revisions or changes are made and approved.

Date of Salary Schedule Adoption	<u>Mar 31, 1969</u>	Date of Revision	June 19, 2013
Date of Revision	June 1, 1970	Date of Revision	May 21, 2014
Date of Revision	May 1, 1972	Date of Revision	May 6, 2015
Date of Revision	May 19, 1976	Date of Revision	June 1, 2016
Date of Revision	May 18, 1977	Date of Revision	May 3, 2017
Date of Revision	June 7, 1978	Date of Revision	May 16, 2018
Date of Revision	May 2, 1979	Date of Revision	May 15, 2019
Date of Revision	May 7, 1980	Date of Revision	May 6, 2020
Date of Revision	May 20, 1981	Date of Revision	April 7, 2021
Date of Revision	May 5, 1982	Date of Revision	July 6, 2022
Date of Revision	May 18, 1983	Date of Revision	May 17, 2023
Date of Revision	May 16, 1984		
Date of Revision	June 12, 1985		
Date of Revision	May 7, 1986		
Date of Revision	May 12, 1987		
Date of Revision	June 3, 1988		
Date of Revision	May 22, 1989		
Date of Revision	May 2, 1990		
Date of Revision	July 10, 1991		
Date of Revision	May 29, 1992		
Date of Revision	May 14, 1993		
Date of Revision	May 12, 1994		
Date of Revision	June 7, 1995		
Date of Revision	May 14, 1996		
Date of Revision	May 14, 1997		
Date of Revision	May 15, 1998		
Date of Revision	May 4, 1999		
Date of Revision	January 5, 2000		
Date of Revision	April 18, 2001		
Date of Revision	May 14, 2002		
Date of Revision	May 13, 2003		
Date of Revision	May 10, 2004		
Date of Revision	May 23, 2005		
Date of Revision	July 12, 2006		
Date of Revision	July 18, 2007		
Date of Revision	June 4, 2008		
Date of Revision	May 20, 2009		
Date of Revision	June 2, 2010		
Date of Revision	May 18, 2011		
Date of Revision	May 16, 2012		



## ARTICLE V

### SALARY SCHEDULE

The following salary schedules and benefits are in effect for the current school year.

- A. Current salary schedule. Refer to current Board adopted schedule as published and delivered to each teacher.

#### APPROVAL OF CREDIT:

Decisions concerning acceptable credit for a change in the salary base will be left to the administration. In general, graduate credit or its equivalent will be acceptable.

#### PRIOR EXPERIENCE:

- A. Teachers who are new to GUHSD will be placed on the same step of the salary schedule as their cohorts in the district with the same total years of teaching experience.
- B. Former GUHSD teachers who return to the district will be placed on an equivalent step to their last contract, so long as supporting documentation is available.

### PROFESSIONAL DEVELOPMENT

#### Philosophy

The intent of professional development in the Glendale Union High School District is to reward and encourage graduate level studies. Professional development is an integral part of the secondary educational institution. The Glendale Union High School District encourages and supports continued professional development, realizing that professional development will ultimately benefit student learning. Professional development activities should include course work and/or workshops in content area(s) taught in the Glendale Union High School District, theory/methods which provide training to improve instructional skills and/or the educational environment.

It is also the intent of the Glendale Union High School District to align professional development programs with State certification renewal requirements.

It is the responsibility of the employee to independently develop a professional development plan within the following pre-approved guidelines. The Assistant Superintendent of Human Resources will verify the completion of the plan prior to submission to the state.

- I. Types of Professional Development Activities that Qualify for Salary Schedule Credits or Pay for Workshop Time:

Regardless of whether the employee chooses salary schedule credit or workshop pay, all of the following activities apply to certificate renewal.

NOTES: Fifteen contact hours will be considered the equivalent of one semester credit hour.  
(Trimesters/quarter hours will be computed proportionately)

Content Incentive - An incentive to professional staff members to upgrade content



## ARTICLE V

### SALARY SCHEDULE

area knowledge (as distinguished from educational methods/theory courses), a factor of 1-1/3 will be used for crediting courses taken in the content area. Technology courses are considered content area for business/computer department and teachers of programming.

Credit will not be granted for repeating course work unless the principal recommends the course work.

Documentation for credit should include prior approval request and/or transcripts from the appropriate college or university.

- A. Graduate Credit from a national or regional accredited institution - Graduate courses will be acceptable if their stated purposes help the teacher improve service to the district in such area(s) as:
1. Subject matter fields.
  2. Instructional improvement - courses which deal with methods, materials and recent developments related to the individual assignment.
  3. Better understanding of the child as a member of society, culture or ethnic group - courses in psychology, anthropology, sociology and the humanities.
  4. Better understanding of education and the educational process---courses in philosophy, curriculum administration supervision, guidance and counseling.
  5. To increase teachers professional use of technology and enhance student learning.
- B. Undergraduate Credit from a national or regional accredited institution  
Prior approval for all undergraduate credit is required.
1. With approval, undergraduate credit may be granted to employees for the following reasons:
    - a. To qualify for an assignment in an area in which the district is experiencing the need for flexibility in staffing or a shortage of teachers.
    - b. To improve in the content area of one's present teaching assignment.
    - c. To increase teachers professional use of technology and enhance student learning.
    - d. To meet State requirements for training in Structured English Immersion.
  2. Prior approval for undergraduate courses must be filed with the Assistant Superintendent of Human Resources if one is to receive credit. Undergraduate credit will be accepted only when prior approval has been given by the school principal and the Assistant Superintendent of Human Resources. Prior approval may be given any time preceding actual commencement of a course.
  3. Credit for undergraduate courses will be approved only if course work represents the proper level of difficulty in relation to prior academic work and district curriculum.
- C. Continuing Education Units  
Prior approval for all continuing education units is required.
1. Credit will be given for experiences that earn continuing education units, such as courses offered by private agencies or professional organizations.
  2. Authorities of one of the state universities or appropriate institutions offering programs similar to the requested program will review the program content, length and general requirements to assess the nearest equivalency value to regular college or university credit.

## ARTICLE V

### SALARY SCHEDULE

3. For re-certification purposes, non-district workshops are limited to 30 hours per year.
- D. Travel credit is granted for travel only when the course is in connection with a college or university: the maximum credit allowed for one trip will be six (6) semester hours.
- E. Employment outside the district may qualify for credit when the salary is waived and the activity is compatible with the goals of the district. Prior approval for credit is required.
- F. District In-Services or Activities Designed for Professional Development.
  1. The Glendale Union High School District conducts workshops for the improvement of district programs. The workshops must be compatible with the goals of the school, with the needs of individual teachers and/or with the concerns of groups of teachers. When employees are not paid for their participation, in service credit may be granted.
  2. Any certificated staff member approved to attend district courses or workshops will be eligible for in-service credit.
  3. A minimum of five participants will be required in courses or workshops. Exceptions may be requested through the Professional Development Committee.
  4. Credit for advancement on the salary schedule for in-service and workshops shall be granted based upon a contact time basis. One contact hour will be awarded for each hour of attendance. Fifteen contact hours are considered to be equivalent to one semester hour of credit. Contact hours will be cumulative. A maximum of three semester hours of credit will be awarded teachers for participation in a single in-service course or workshop.
  5. Instructor Credit
    - a. Credit can be granted for the teacher within the district who offers a course to other teachers within the district in a specialized area of instruction. The teacher who is an instructor for an in-service course or workshop will be awarded twice the credit that the teacher participants receive. Instructors will be granted credit on the salary schedule only if they receive no compensation for their instruction. The maximum credit which can be earned by an instructor from one course or workshop is six semester hours. Any exceptions to maximum credit earned by more than one instructor must be pre-approved by the Assistant Superintendent of Human Resources and the Professional Development Committee.
    - b. Instructor credit given for repetition of a workshop or in-service course requires that the participants be completely different or that the course content be sufficiently revised to warrant such action.
    - c. Instructors of district courses and workshops will be responsible for submitting their requests to the Assistant Superintendent of Human Resources and Professional Development Committee. Instructors will also be responsible for maintaining participants' attendance records, which will be submitted to the Assistant Superintendent of Human Resources and the Professional Development Committee with an evaluation from the instructor.
- G. National Board of Professional Teaching Standards
  1. Completion of the process for certification by the National Board of Professional Teaching Standards.



## ARTICLE V

### SALARY SCHEDULE

2. Documentation shall be written verification from the National Board of Professional Teaching Standards and a statement from the district verifying the dates and clock hours spent during the certification process.
3. Teachers with National Board Certification shall have the option of a stipend equivalent to .03 of the index base or 12 hours of credit on the district salary schedule. This stipend would be paid annually for the duration of the certificate.

#### II. Types of Professional Development Activities that Qualify for ONLY Renewal of Certification Are:

- A. Professional (education related) Conferences (non-credit bearing and non-district workshops)
  1. The conferences and workshops must be compatible with the goals of the district, with the needs of individual teachers and with the concerns of groups of teachers.
  2. A maximum of 30 clock hours per year may be earned by attendance at professional conferences and workshops.
  3. Documentation shall be a conference agenda and statement or certificate from sponsoring organization noting the clock hours spent in training sessions.
- B. Business Internship
  1. The internship shall be a structured agreement between a business and the district with stated objectives of aligning teaching curriculum with workplace skills.
  2. A maximum of 80 clock hours each 6-year cycle may be earned through business internships.
  3. Documentation shall be written verification by the sponsoring business and district or school stating the dates of participation and the number of clock hours in attendance.
- C. Educational Research
  1. The research shall be sponsored by a research facility or an accredited institution or funded by a grant.
  2. It shall be published or the research verified by the sponsoring agency.
  3. Documentation shall be a published report of the research or verification by sponsoring agency, a statement of the dates of participation, and the number of clock hours involved.
- D. Leadership Position in an Educational Association
  1. A maximum of 30 clock hours per year may be earned by serving in the leadership role of a professional organization.
  2. Documentation shall be written verification by governing body of the professional organization of the dates of service and clock hours earned.
- E. Serving on an Accreditation Visitation Team
  1. Visiting another school as a member of the North Central Accreditation Visitation team.
  2. A maximum of 60 clock hours per year may be earned by serving on a school accreditation team.
  3. Documentation shall be a written verification from the accrediting agency of the dates of service and clock hours earned.

## ARTICLE V

### SALARY SCHEDULE

- F. Three recertification hours will be given for each year the teacher participates in Unitown training.
- G. Three recertification hours will be granted for teachers who serve as cooperating teachers to student teachers (and/or) student interns.

### III. Procedures and Timelines

- A. Procedures for requesting prior approval for undergraduate and non-academic courses.
  - 1. Prior approval may be given at any time preceding actual commencement of a course. When the request for prior approval is made to the principal and the Assistant Superintendent of Human Resources, the teacher involved will be notified of the disposition of the request within two weeks of the submission of the request. A request made to the Professional Development Committee will be answered within two weeks after the first meeting following the receipt of the request.
  - 2. It is agreed that new courses taken between MA+60 and MA+72 must meet the same criteria and limitations as other credit. An undergraduate course must have prior approval and be signed by the principal and the Assistant Superintendent of Human Resources.
  - 3. The number of hours taken in technology will not be limited.
- B. Timelines for requesting and recording salary schedule credit.
  - 1. Requests for credit for summer and early fall courses and workshops must be submitted to the Professional Development Committee prior to May 15.
  - 2. When the employee has fulfilled the necessary credit requirement for a salary base change, an application must be completed and forwarded to the Assistant Superintendent of Human Resources. Application forms are available from the local principal's office.
  - 3. Transcripts or other appropriate verification of work completed must be submitted by September 15, if credit is to be granted during that school year. If, for some justifiable reason, it becomes impossible for the teacher to submit verification of completed work until after September 15, an exception can be made by the Assistant Superintendent of Human Resources. Verification of course work received after October 1, will not be considered for credit on the salary schedule for that year.
  - 4. The Assistant Superintendent of Human Resources shall notify teachers who have submitted appropriate transcripts for verification of completed work within two weeks of September 15, verifying that the credit has been recorded.
- C. Salary base change
  - 1. Teachers new to the district will be eligible for in-service credit from the date of the teaching contract or a signed letter of intent.
  - 2. To advance on the salary schedule between the BA and BA+15 and between BA+15 and BA+30/MA schedules, 12 of the 15 hours required for each schedule must be earned from accredited college courses.
  - 3. To advance on the salary schedule beyond the master's degree, 3 of the 12 credits required for each schedule must be earned from accredited college courses.



## ARTICLE V

### SALARY SCHEDULE

4. In most cases, credit will be granted only for course work completed with a grade of "A" or "B". If a grade of "C" can be shown to be of significant achievement, credit may be approved through the appeal process as outlined in Section V.

#### D. Renewal of Certificate

1. Renewal and conversion requirements.
  - a. One-Year Reciprocal certificate: May request an extension to three years from date of issue.
  - b. Reciprocal certificate: Within three years, deficiencies such as US and AZ Constitution, SEI endorsement and Educator exam requirements must be completed. Those who teach History, Government or Economics must satisfy the US and AZ Constitution requirement within one year.
  - c. Provisional certificate to convert to a Standard: Three years of full-time teaching experience is required.
  - d. Standard certificate renewal will require 180 hours of professional development activities or the academic equivalent for renewal.
2. All certificates issued or renewed after July 1, 1997 will require 180 hours of professional development activities or the academic equivalent for renewal.
3. Documenting Professional Development Activities The certified individual is responsible for documenting professional activities until it is time to apply for renewal of the certificate. The District will also keep record of each employee's professional development activities that are reported to the Human Resources.
4. Verifying Professional Activities. The G.U.H.S.D. Human Resources will verify professional development activities for employees at the time of renewal and sign renewal forms. All professional development activities must be submitted to Human Resources with the appropriate documentation.
5. When to Renew
  - a. You may renew or convert your certificate up to six months before it expires.
  - b. You must always have a current certificate to receive a contract to work for the G.U.H.S.D.
  - c. If you are not under contract, you will have up to one year after your certificate expires to renew it.

#### IV. Appeals

- A. Decisions made by the principal or the Assistant Superintendent of Human Resources may be appealed to the Professional Development Committee.
- B. Decisions made by the Professional Development Committee may be appealed to the Superintendent.

### SABBATICAL LEAVE

The purpose of sabbatical leave will be to keep the District and its employees on the "leading edge" in programs and/or concepts that contribute directly to the achievement of district goals.



## ARTICLE V

### SALARY SCHEDULE

Each year, certificated employees may apply for sabbatical leave. In order to be considered for a sabbatical leave, the employee must meet the following criteria.

1. The employee must be a career educator who has been employed by the GUHSD for a period of seven (7) consecutive years immediately prior to the year in which the sabbatical leave is to commence. According to ARS 15-510, Glendale Union High School District can grant only one sabbatical leave per employee. The applicant must submit three (3) letters of recommendation, including one from his/her principal and/or supervisor. Recommendations should outline successful service during the previous seven years, contributions to the teaching profession and the extent of the applicant's professional study, travel and/or research.
2. The employee must submit a written proposal which clearly defines the objectives of the leave and how those objectives contribute directly to the district goals set by the Governing Board. The sabbatical plan must be advantageous to both the individual and to the district.
3. Sabbatical leave will be granted at no cost to the district. The employee will be paid the difference between his/her salary for the sabbatical year and Step 5, BA Schedule minus the budgeted amount for fringe benefits if the employee chooses to enroll for benefits. However, in accordance with ARS 15-510, sabbatical salary will not exceed one-half of the salary received by the employee prior to the leave.
4. The salary shall be paid to the employee upon the condition that he/she shall return no later than one year after commencement of the sabbatical leave. Upon return, the employee's renewal of employment is mandatory for at least one school year. Unless the employee returns within such period, he/she shall repay to the school district the compensation received during the sabbatical leave period. Unless such amount is so paid the Governing Board shall direct the County Attorney to institute suit against the employee to collect such amount. (See ARS 15-510)
5. Upon return, the employee will provide information or in-service training to other staff members as appropriate.

Sabbatical leave will not break the continuity of the service of the person involved. The employee who receives a sabbatical leave will be considered a part of the staff of the school from which the leave was granted. The employee shall be given the opportunity to return to the assignment which he/she held prior to sabbatical leave.

The following procedures will be used to apply for sabbatical leave:

1. Applications may be obtained from the Assistant Superintendent of Human Resources or the local school principal.

## ARTICLE V

### SALARY SCHEDULE

2. Applications for sabbatical leave must be received by the Human Resources 90 school days prior to the beginning date of the sabbatical. Applications will be reviewed by the Professional Development Committee and those which meet the criteria will be submitted to the Governing Board.
3. The Governing Board shall approve the candidates and determine the number of sabbatical leaves to be granted each year. Only candidates who meet all district criteria will be considered. Final approval will be made within 45 school days following the receipt of the application by the Human Resources.

All provisions of this policy must be in accordance with ARS 15-510.

### SUSPENSION OF ANNUAL RAISE:

The yearly salary raise may be suspended for any one school year for any one or more of the following reasons:

1. For failure by the teacher to meet required standards of proficiency in his or her relationship with students in the classroom.
2. For failure or refusal by the teacher to perform or to participate in any assigned or required duties pertaining to regular or extra-curricular activities in the absence of a satisfactory excuse or explanation.
3. For failure or refusal by the teacher to accept, enforce, or abide by the policies adopted and approved by proper authorities for the regulation of the business and affairs of the school or the school system as a whole.

In any case involving an infraction of any of the foregoing provisions, the principal and the Superintendent shall first consider the case and make a recommendation in writing which shall, in turn, be submitted to the teacher and to the Governing Board. The Board's disposition of such case shall be final.

### CERTIFICATE:

A teacher will not receive pay for any workshop experience or be permitted to enter a classroom without a valid teaching certificate. This must be recorded in our Human Resources. Responsibility for keeping certificates up to date rests with the teachers.

### INTRA-DISTRICT TRANSFERS AND NOTIFICATIONS OF VACANCIES

The most important priority in the Glendale Union High School District is to assure that all classrooms are staffed with quality personnel. The educational program for students will be the first consideration in the assignment and/or transfer of personnel.

## ARTICLE V

### SALARY SCHEDULE

In order to assure quality placement of personnel and respect for all members of the professional staff, the District's transfer and assignment policy and procedures will be developed and/or modified in a process of open, on-going communication which provides every staff member an opportunity to influence his/her assignment for the coming year. All criteria will be published to all staff.

The G.U.E.A. will have the opportunity to review staffing with the district office administration and the Assistant Superintendent of Human Resources and each individual will have the right of review of his/her own assignment. Ultimately, however, the principal has the responsibility for staffing the school.

#### A. Notice of Vacancies:

1. No later than April 15 of each year, the Human Resources shall post in all schools a list of the possible vacancies which will occur throughout the district for the following school year.
2. Vacancies to be posted shall include all certificated positions with job description included.
3. No later than May 15 of each school year, the Human Resources shall post in all schools a supplemental list of known vacancies which will occur for the following school year.
4. Vacancies that occur during the school year shall be posted in all schools. It shall be the responsibility of the Human Resources to post these vacancies as soon as possible after the vacancy becomes known. The time limit for posting shall be less than one week.

#### B. Request Procedures:

1. Requests for a transfer by a person shall be made in writing; one copy of which shall be filed with the Human Resources, one copy to be filed with the principal of the school where the person is currently employed, and one copy to be filed with the G.U.E.A. upon request. The time limit for submitting requests for transfer shall be one week following the posting of the vacancy. However, all personnel are encouraged to submit requests for transfer in advance.
2. In considering a request for transfer, the request of the individual teacher will be considered in light of curricular needs, available applicants and with consideration of the requirements for highly qualified and appropriately certified teachers. Under no circumstance will a transfer become effective without the consent and agreement of both principals involved. All transfers must have the approval of the Superintendent.



## ARTICLE V

### SALARY SCHEDULE

3. Employees are allowed the opportunity to submit a request for transfer indicating top choices for openings at multiple schools. Employees are given the opportunity to complete the interview process with one school at a time.
4. Any teacher who is on notice of inadequate classroom performance would not be transferred from their home school without the superintendent's approval. Requests for transfer are valid only for the year submitted.
5. The Human Resources Department shall make available to the G.U.E.A. the names of all persons who have transferred positions.

#### C. Return Transfers from Administrator to Teacher Status:

Any teacher who shall transfer to an administrative position and shall later return to a teacher status, shall be entitled to retain all rights and accumulative benefits as may have accrued from continuous employment.

# **CERTIFIED SALARY SCHEDULE**

**2023-2024**

**Index Base                    \$37,225**

TEACHERS NEW TO THE DISTRICT WILL  
RECEIVE ADDITIONAL COMPENSATION FOR  
ATTENDING MANDATORY ORIENTATION  
WORKSHOPS PRIOR TO THE SCHOOL YEAR.  
AN HOURLY RATE OF \$29.78 MULTIPLIED  
BY THE 54 HOURS OF WORKSHOP TIME  
EQUALS COMPENSATION OF \$1,608.12  
THIS RATE APPLIES TO THE WORKSHOPS  
IN THE SUMMER.

TEACHERS HAVE THE OPPORTUNITY TO  
PARTICIPATE IN SUMMER WORKSHOPS  
FOR ADDITIONAL COMPENSATION.

BA + 30/ MA			MA + 12		
BA STEP	INDEX	STEP	INDEX	STEP	INDEX
1	49,658	1	51,259	1	52,859
2	52,264	2	53,864	2	55,465
3	54,870	3	56,470	3	58,071
4	57,475	4	59,076	4	60,677
5	60,081	5	61,682	5	63,282
5 1/4	60,732	6	64,287	6	65,888
		6 1/4	64,939	7	68,494
Longevity 1	2,606	Longevity 1	2,606	8	71,100
Longevity 2	5,211	Longevity 2	5,211	9	73,705
Top Salary	65,943	Top Salary	70,150	10	76,311
				11	78,917
				12	81,523
				Longevity 1	2,606
				Longevity 2	5,211
				Top Salary	86,734

EMPLOYEES ON BA AND BA+15 QUALIFYING FOR A SALARY

BASE CHANGE, WILL MOVE FROM BA, STEP 5 1/4 TO BA+15, STEP 6

(STEP 6 1/4 IF INCREMENT IS GRANTED) OR BA+15, STEP 6 1/4

TO MA, STEP 7. (STEP 8 IF INCREMENT IS GRANTED).

MA + 24			MA + 36			MA + 48			MA + 60			MA + 72/DOCTORATE		
STEP	INDEX	STEP	INDEX	STEP	INDEX	STEP	INDEX	STEP	INDEX	STEP	INDEX	STEP	INDEX	STEP
1	55,093	1	56,210	1	57,326	1	58,443	1	59,560	1	60,677	1	61,794	1
2	57,699	2	58,815	2	59,932	2	61,049	2	62,166	2	63,282	2	64,399	2
3	60,304	3	61,421	3	62,538	3	63,655	3	64,771	3	65,888	3	66,999	3
4	62,910	4	64,027	4	65,144	4	66,260	4	67,377	4	68,494	4	69,611	4
5	65,516	5	66,633	5	67,749	5	68,866	5	69,983	5	71,099	5	72,216	5
6	68,122	6	69,238	6	70,355	6	71,472	6	72,589	6	73,705	6	74,822	6
7	70,727	7	71,844	7	72,961	7	74,078	7	75,194	7	76,311	7	77,428	7
8	73,333	8	74,450	8	75,567	8	76,683	8	77,800	8	78,917	8	80,034	8
9	75,939	9	77,056	9	78,172	9	79,289	9	80,406	9	81,523	9	82,639	9
10	78,545	10	79,661	10	80,778	10	81,895	10	83,012	10	84,129	10	85,246	10
11	81,150	11	82,267	11	83,384	11	84,501	11	85,617	11	86,734	11	87,851	11
12	83,756	12	84,873	12	85,990	12	87,106	12	88,223	12	89,340	12	90,457	12
Longevity 1	2,606	Longevity 1	2,606	Longevity 1	2,606	Longevity 1	2,606	Longevity 1	2,606	Longevity 1	2,606	Longevity 1	2,606	Longevity 1
Longevity 2	5,211	Longevity 2	5,211	Longevity 2	5,211	Longevity 2	5,211	Longevity 2	5,211	Longevity 2	5,211	Longevity 2	5,211	Longevity 2
Top Salary	88,967	Top Salary	90,084	Top Salary	91,201	Top Salary	92,317	Top Salary	93,434	Top Salary	94,551	Top Salary	95,668	Top Salary

Teachers can qualify for Longevity 1 or Longevity 2 based on the following criteria:

**LONGEVITY 1:** A TEACHER MUST HAVE WORKED 19 YEARS IN EDUCATION WITH 14 YEARS IN GUHSD. THE LONGEVITY STIPEND WILL GO INTO EFFECT THE 20TH YEAR.

Longevity can be earned at any step on the salary schedule but will generally occur at the top of any given salary schedule.

**LONGEVITY 2:** A TEACHER MUST HAVE WORKED 25 YEARS IN EDUCATION WITH 20 YEARS IN GUHSD. THE LONGEVITY STIPEND WILL GO INTO EFFECT THE 26TH YEAR.

Longevity can be earned at any step on the salary schedule but will generally occur at the top of any given salary schedule.

New longevity stipends for those who qualify will be granted for the 2023-24 school year.



### **ASSIGNMENT OF A SIXTH CLASS**

In the event a teacher is assigned a sixth credit bearing teaching period, that teacher shall be paid the same hourly rate for these assignments as that teacher is receiving for the other five classes. (Total contract amount divided by 5 divided by 187 days = hourly rate.) The sixth teaching period will be added to the teacher's contract.

### **HOMEBOUND TEACHERS**

Homebound teachers shall be placed on the base and step of the classroom teacher's salary schedule and shall be paid a percentage of the salary as listed below:

<u>Number of Students</u>	<u>Percentage</u>
1	18% of salary scale
2	35% of salary scale
3	51% of salary scale
4	66% of salary scale
5	80% of salary scale
6	90% of salary scale
7	100% of salary scale

An additional 10% of the salary scale will be added for each additional student over seven. A homebound teacher must serve the school district for more than 18 weeks and have an average number of students of 4 or more to be eligible for one step on the teacher's salary schedule.

Mileage for those teaching only homebound classes will be paid for the distance traveled between the first student's home and the last student's home.

### **SUBSTITUTE TEACHERS**

Substitute teachers shall be paid at a competitive rate sufficient to secure quality substitute teachers.

### **SALARY BASE CHANGE**

Employees moving from BA Step 5 ¼ will move to BA+15 step 6 for a salary base change (step 6 ¼ if step increment is granted). Employees moving from BA+15 Step 6 ¼ will move to BA+30/MA step 7 change (step 8 if step increment is granted).

### **RECLASSIFICATION OF SOCIAL WORKER, NURSE, OR SUPPORT STAFF EMPLOYEE TO A TEACHER SALARY SCHEDULE**

A new teacher coming from the social worker, nurse or support staff salary schedule will be placed on the appropriate teacher salary schedule by dividing the district employee's total salary (excluding longevity) by the number of days worked and then multiplying by the number of days in the teacher's contract. The new teacher will be placed on the first full step above this computed amount. Longevity (if awarded) will be advanced after appropriate salary placement has been determined.

### **MANDATORY SUBBING**

Teachers and counselors will substitute in accordance with the negotiated Substitute Cost Reduction Plan.

**PAY FOR EXTRA SERVICES AND ACTIVITIES  
2023-2024  
(SEE EXTRA DUTY PAY SCHEDULE ON PAGE B:37)**

Pay for extra duty coaching assignments will be based on the length of season, years of experience and consideration given to the number of participants in the program district wide. These factors will establish a percentage of the basic salary schedule at the Index Base at which head coaches will be paid. The first year in the coaching assignment, the salary will be based on Step 1 of the Index Base and will increase annually on the Index Base until Step 6 is reached. Credit for service in any similar assignment in another school district shall be granted for a maximum of two years. Experience with the school district shall be granted without regard to experience in the same sport or activity.

An assistant coach moving to a head coaching position will start on Step 1 except that in no case will he/she receive less than he/she was receiving in his previous position. All authorized assistant coaching positions will receive 9% of the Index Base.

When there is an agreement between head coach, assistant principal and participating coaches, the number of coaches in a program may be increased. The funding may be distributed among all the coaches as long as the maximum percent allowed for the sport is not exceeded and each participant who is paid receives at least 3%.

<u>AIA Activity</u>	<u>Sports Total Percentage</u>	<u>Maximum Percentage any coach can earn</u>	<u>Notes</u>
Academic Decathlon	14	7	Submit practice schedule by Sept. 14 and attend region meet with minimum of 6 students
Chess	7	7	Play full region schedule and region tournament with full team
E-Sports	7	7	Play full region schedule and region tournament with full team
Speech and Debate/Forensics	9	9	Attend 4 invites and state meet
Spiritline (fall)	14	11	
Spiritline (winter)	14	11	
Unified Sports	7	7	Must compete in at least 3 events

<b><u>Fall</u></b>	<b><u>Sports Total Percentage</u></b>	<b><u>Maximum Percentage any coach can earn</u></b>	<b><u>Notes</u></b>
Football	78	15	3 Teams
	69	15	2 Teams
Volleyball	29	11	3 Teams
	20	11	2 Teams
Swimming	24	15	When ending the previous season with 50 or more student-athletes
	33	15	
Diving	27	9	Max 3 coaches in the district- (M, GW, T) (A,G,I) (W, C, S)
Cross Country	20	11	
Badminton	11	11	
Golf	11	11	

<b><u>Winter</u></b>			
Boys Basketball	31	13	3 Teams
	22	13	2 Teams
Girls Basketball	31	13	3 Teams
	22	13	2 Teams
Boys Wrestling	31	13	
Girls Wrestling	9 (added to Boys Wrestling percentage)		Part of the boys team
Boys Soccer	22	13	2 Teams
	31	13	3 Teams
Girls Soccer	22	13	2 Teams
	31	13	3 Teams

<b><u>Spring</u></b>			
Track	51	15	When ending the previous season with 80 or more student-athletes
	60	15	
Baseball	39	12	3 Teams
	30	13	2 Teams
Softball	39	12	3 Teams
	30	13	2 Teams
Boys Tennis	11	11	
Girls Tennis	11	11	
Girls Beach Volleyball	11	11	1 Team
	20	11	2 Teams
	29	11	3 Teams
Boys Volleyball	11	11	1 Team
	20	11	2 Teams
	29	11	3 Teams

<u>Other Extra Duty Assignments</u>	<u>Total Percentage</u>	<u>Maximum Percentage any sponsor can earn</u>	<u>Notes</u>
Instrumental Music	18	14	
*Instrumental Music	22	14	When ending the previous season with 66 or more students
JROTC	22	11	
Yearbook (with class)	11	11	
Yearbook (no class)	15	15	
Drama Director (Fall)	7	7	
*Drama Director (Fall)	11	7	Play includes more than 41 students
Drama Director (Spring)	7	7	
*Drama Director (Spring)	11	7	Play includes more than 41 students
Vocal Music	11	11	Must produce 6 night performances
School Newspaper	7	7	Must produce 6 newspapers per year
Student Council	7	7	
CTSO Sponsor	7	7	Must meet and turn in CTSO stipend checklist to APOR by May 15
Prom	4	4	May be split by 2 sponsors
Dance (Fall)	2	2	Minimum 75 students participate in performance
Dance (Spring)	2	2	Minimum 75 students participate in performance
School Correspondent	3	3	3% Index Base Step 1
Wellness Champion May split between 2 persons - minimum 1.5% each	3	3	Step 1 - Must meet and submit Wellness Champion checklist to Business Manager by May 15



Index 37,225

**EXTRA DUTY PAY SCHEDULE  
2023-24**

	37,225	39,831	42,437	45,042	47,648	50,254
	1.00	1.07	1.14	1.21	1.28	1.35
<b>%INDEX BASE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
16%	5,956	6,373	6,790	7,207	7,624	8,041
15%	5,584	5,975	6,365	6,756	7,147	7,538
14%	5,212	5,576	5,941	6,306	6,671	7,036
13%	4,839	5,178	5,517	5,855	6,194	6,533
12%	4,467	4,780	5,092	5,405	5,718	6,030
11%	4,095	4,381	4,668	4,955	5,241	5,528
10%	3,723	3,983	4,244	4,504	4,765	5,025
9%	3,350	3,585	3,819	4,054	4,288	4,523
8%	2,978	3,186	3,395	3,603	3,812	4,020
7%	2,606	2,788	2,971	3,153	3,335	3,518
6%	2,234	2,390	2,546	2,703	2,859	3,015
5%	1,861	1,992	2,122	2,252	2,382	2,513
4%	1,489	1,593	1,697	1,802	1,906	2,010
3%	1,117	1,195	1,273	1,351	1,429	1,508
2%	745	797	849	901	953	1,005
1%	372	398	424	450	476	503



**SPECIAL ASSIGNMENTS ALL BASED ON % OF INDEX BASE:**

- A. Classroom assigned substitutes for limited time .09% = \$33.5 per hour  
(Classroom assigned substitutes may accrue .2 sick day per hour in lieu of pay.)  
Saturday Detention (Limit 5 hours per Saturday);  
Before/after school Detention
- B. Student Support- (State and College Test Preparation, ELL, Title I, etc.)  
Preparation .08% = \$29.78 per hour  
Teaching .11% = \$40.95 per hour
- C. Teachers working Summer Registration .075% = \$27.92 per hour  
Teachers working summer as Bookstore Cashier Minimum Wage
- D. Summer Workshops (during summer break) .08% = \$29.78 per hour  
Saturday Workshops (incl. weekdays outside of contract hrs) .11% = \$40.95  
(Teachers may receive one credit for 15 hours of approved workshop attendance in lieu of pay.)  
(Non-contractual workshops are voluntary.)
- E. Counselors - Summer Work - First 24 hours Per Diem Rate  
Next 40 Hours .11% = \$40. 95 per hour  
Other hours Flex Time
- F. Summer School Teacher; Night School Teacher .11% = \$40. 95per hour
- G. Regularly assigned Lunch Duty .065% = \$24.20 per hour
- H\*. Homebound .11%= \$40. 95 per hour
- I\*\*. Ticket Sellers, Workers at Games & Activities .055% = \$20.47 per hour
- J. Instrumental Music Summer Work .075% = \$27.92 per hour  
(up to 80 hours)  
Assistant Band Director-Summer Music Program .0437% = \$16.27 per hour  
(Must have 66 students enrolled and participating to qualify.) (up to 80 hours)
- K. Stipend for mentor summer workshop instruction 11% = \$4,095
- L. National Board Certification 4% = \$1,489 per school year or 15 hours of credit on the district salary schedule

\* Extra duty homebound teachers paid on this schedule do not receive reimbursement for mileage. Extra duty homebound positions are accepted strictly on a volunteer basis.

\*\* Workers for these events shall be assigned from a teacher/support staff volunteer list by the Principal or his/her designee. Positions will be assigned based upon previous experience, performance and dependability.

### **DEPARTMENT CHAIRPERSONS**

The following departments are recognized for department chairpersons; however, the department must include at least three (full-time equivalent) teachers assigned to that department.

- |                                  |                       |
|----------------------------------|-----------------------|
| 1. Business & Computer Education | 9. Mathematics        |
| 2. Career & Technical Education  | 10. P.E.              |
| 3. English Learners              | 11. Performing Arts   |
| 4. Family & Consumer Sciences    | 12. ROTC              |
| 5. Fine Arts                     | 13. Science           |
| 6. Foreign Language              | 14. Social Studies    |
| 7. Guidance and Counseling       | 15. Special Education |
| 8. Language Arts                 |                       |

### **EXTRA DUTY PAY SCHEDULE FOR DEPARTMENT CHAIRPERSONS**

**Number of Empl. Supvr.	FTE %	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
14	16%	5,956	6,373	6,790	7,207	7,624	8,041
10	14%	5,211	5,576	5,941	6,306	6,671	7,036
6	10%	3,722	3,983	4,244	4,504	4,765	5,025
2	8%	2,978	3,186	3,395	3,603	3,812	4,020

\*\*Full-time equivalent, not including chairperson

When a department is made up of at least two teachers (full-time equivalent does not apply), but does not qualify in numbers for chairperson pay on the extra duty pay schedule above, a teacher may be appointed to perform departmental duties at the rate of 6% of the Index Base. Department chairs with no other teacher in their department will receive 4% of the Index Base.

Prior experience shall be considered when a department chairperson first enters this schedule. Up to two years credit may be granted for prior experience. This experience may be within the district or from another school district as long as it is equivalent experience.

### **DEPARTMENT CHAIR STIPEND FOR SPECIAL ED AND ELL ASST. AND JOB COACHES**

Special Ed and ELL department chairs will be paid a stipend for supervision of instructional assts. and job coaches. Department chairs will be required to fulfill specific supervision responsibilities to receive stipend payments.

### **EXTRA DUTY PAY FOR INSTRUCTIONAL ASST. SUPERVISION**

**Number of Assts. Supvr.	FTE %	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
14	8%	2,978	3,186	3,395	3,603	3,812	4,020
10	7%	2,606	2,788	2,971	3,153	3,335	3,518
6	5%	1,861	1,992	2,122	2,252	2,382	2,513
2	4%	1,489	1,593	1,697	1,802	1,906	2,010

\* See above      \*\*Full-time equivalent

### **ALTERNATIVE ORGANIZATION OF DEPARTMENT CHAIRPERSONS**

The purpose of restructuring is to meet district goals. Creative use of resources and staff empowerment contribute to the achievement of goals. Restructuring is a long term process which will be introduced at the campus level through local decision-making within the framework of district goals.



To begin this process, each school may develop a plan for restructuring department chair positions. The proposed plan for each school shall be developed by the professional staff and administration of the school. Proposals will include job descriptions and objectives consistent with similar positions throughout the district.

The total amount to be paid in compensation for teacher support positions will not be less than the total amount budgeted to the department chairs. Approval for the department chair restructuring proposal will follow the same procedure currently in effect for restructuring monies.

### **JROTC**

JROTC instructors, when hired by the district, will initially be placed on the salary schedule as follows: Officers will be placed on the MA+48 Step 1 pending review of the required military determined minimum instructor pay (MIP).

Enlisted personnel will be placed on the BA+30/MA salary schedule Step 1 pending review of the required military determined minimum instructor pay (MIP).

JROTC contracts will be revised to equal MIP if MIP increases. Additional step or schedule advancement will not be made.

JROTC personnel will be on a 12-month contract. Twelve-month employees will receive 22 paid vacation days per year. JROTC employees may transfer a maximum of seven (7) vacation days annually to their accumulated sick leave days that remain unused. A maximum of ten (10) vacation days may be carried over to a new year from the previous years. Vacations are to be taken at the convenience of the district.

### **Online and Streaming Classes**

Teachers hired by the district to teach online, outside their normal contract, will be compensated with a \$2,500 stipend per section. There may be more than one course offered in the section. There will be a maximum of 50 students enrolled at any given time throughout the duration of the section.

Teachers who qualify will receive a \$1,500 stipend per semester for streaming a class to other campuses. In order to qualify for the stipend, teachers must fulfill all assigned planning, communication, teaching and grading responsibilities for the students enrolled in the course being streamed.

### **ESI (Educational Services Inc.) and ASRS Retiree Return to Work**

Staff contracted through ESI (Educational Services Inc.) will be paid the higher of 70% of current salary OR step 1 of respective salary schedule. Four (4) sick leave days will be granted.

ASRS retired certificated staff newly hired or re-hired with the district will be placed on the respective salary schedule as follows:

- BA Step 1
- BA+15 step 1
- Step 5 for all other schedules

Percentage increases to base salaries amounts will continue as approved by the governing board. Employees are not eligible for step advancement or longevity increases.

Allowances, Stipends and Extra Duty will be paid at 100%.

### **WORKING CONDITIONS AND FRINGE BENEFITS**

The following benefits are provided for full time employees of the Glendale Union High School District. Benefits for part time employees are pro-rated.

- A. Those federal and state programs which are required by the law are provided for all employees.
- B. A major medical plan, a dental insurance plan, an employee medical assistance plan, short and long term disability programs and term life insurance in the amount of \$50,000 are provided for the employee. Employees may purchase family coverage, supplemental life and accident insurance and contribute to a dependent care account and/or a medical savings account. (Beginning with the 2010 school year, all employees will be charged \$100 for employee major medical insurance coverage.)
- C. A school year of 214 days is established (actual working days are 187). Salary deductions will be made when necessary at 1/214th of the salary.
- D. New longevity stipends for those who qualify **will be** granted for the 2023-24 year. The district will continue a longevity increase equal to 7% of the Index Base for teachers with 19 (longevity 1) or 25 (longevity 2) years of experience as a certified teacher. 14 years (longevity 1) or 20 years (longevity 2) must accrue within the Glendale Union High School District and up to 5 years may accrue from a certified teaching position outside of Glendale Union and recognized for credit on the district salary schedule.
- E. Teaching staff will earn 12 days of leave per school year. The first ten (10) days of absence will be granted to staff as discretionary leave with the two remaining days being granted as sick leave. Automatically, the first ten (10) days are discretionary - even if a reason is stated. Beyond the ten (10) discretionary days, however, a reason must be given; i.e., illness, family illness, bereavement. Beginning with the eleventh (11) day, one day's pay (per diem rate) will be deducted from pay for each unlabeled day beyond the ten (10) discretionary days. Unused days of leave accumulate from year to year and staff may carry-over an unlimited number of unused leave days from year to year.
  - a. The District Administration and the GUEA agree to have days of leave used under the district FMLA policy be coded as illness or family illness. Leave days used under the district FMLA policy will be deducted from the employee's bank of leave as illness or family illness. If an employee has leave days available, and is returning from FMLA, yet has not used the ten "discretionary leave" coded days, the employee may then do so as this policy states.
  - b. In addition to the incentive program, the District Administration and GUEA agree that there will be identified school days that will require all employees to notify their principal/supervisor prior to taking leave. This notification is an in-person discussion, and as long as the employee has discretionary leave available, the principal/supervisor will allow the leave. The identified days are the workdays prior to and after the following holidays/breaks: Summer Break, Labor Day, Fall Break, Veterans Day, Thanksgiving, Winter Break, Martin Luther King Day, Presidents' Day, Spring Break and Memorial Day.

Newly hired teachers having one year or more experience in teaching will be granted five (5) additional unearned sick leave days during their first year.



Substitutes:

- Accrue 1 hour of leave for every 30 hours worked.
- Total accrued leave may not exceed 40 hours.
- No other leave provisions identified in this salary schedule apply.

- F. Staff may exchange 30 days of accrued sick leave for an increase of 7% of the Index base to the teacher's teaching contract. This increase is applicable for one year at a time and may be exercised as often as the teacher requests under the following terms: The teacher must have worked 15 years with the district and must maintain a minimum of 30 days of accrued sick leave after the exchange.

The 30-day exchange is not considered compensation under ASRS (Arizona State Retirement System) regulations and thus not subject to ASRS contributions for ASRS membership that begins on or after January 1, 2020.

- G. In recognition of long and faithful service to the Glendale Union High School District, upon retirement or after 15 years, a teacher voluntarily leaving the district shall receive an added pay for accumulated sick leave equal to the number of accumulated sick leave days multiplied by .00225 times the Index Base.

Accumulated sick days in excess of 100 may be cashed in during the last five (5) years prior to retirement. The reimbursement will be calculated utilizing the schedules below.

The buy-back percentage will increase by .00005 per year beginning with the 16th year of continuous service in the district and continuing through the 29th year of service as shown on the schedules below.

Year 15	\$83.76	Year 20	\$93.06	Year 25	\$102.37
Year 16	\$85.62	Year 21	\$94.92	Year 26	\$104.23
Year 17	\$87.48	Year 22	\$96.78	Year 27	\$106.09
Year 18	\$89.34	Year 23	\$98.65	Year 28	\$107.95
Year 19	\$91.20	Year 24	\$100.51	Year 29	\$109.81

If an employee who has retired dies before receiving such payment, or an employee who is presently working for the district dies, then such payment shall be made to the estate of the deceased employee. There are no minimum years of service required to qualify for this benefit.

ASRS retired staff hired (new to the district) or re-hired with the district must meet the 15 year requirement based on the most recent hire/rehire date.

Sick Leave Conversion

When an employee moves from one category (Support, Certified, Admin.) to another, the sick leave balance will maintain the value from within the employee category in which the days were earned.

- H. A classroom teacher who is assigned a split assignment between schools will be compensated for their loss of preparation time in their content. In addition to the current reimbursement for mileage, traveling teachers will be compensated with a yearly stipend as follows:



Consecutive Years of Traveling Status

1-3 years	\$1000
4-6 years	\$1500
>7 years	\$2000

## PERFORMANCE AWARD SYSTEM 2023-2024

**EVALUATION COMPONENT** 33% of the total funding for the year will be equally divided among certified staff scoring "Effective" or higher in the evaluation system and is eligible for "teacher" performance award pay.

**ACADEMIC ACHIEVEMENT COMPONENTS** (50% of the remaining funds, available in August, for individual school accountability)  
Funding not awarded to specific schools will be available to those schools to help fund local improvement plans.

**DISTRICT ASSESSMENTS:** Adjusted Achievement Index (75% of the available August funding)

2023-2024 will be a new baseline year for the student achievement index

### LOCAL SCHOOL GOAL

Attainment of Local School Goal developed in alignment with the attached parameters	6%
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### ADVANCED PLACEMENT

20% of Seniors who have completed an AP course prior to graduation or Improvement from previous year	2%
--	----

# of students with (2), 3, 4, OR 5 is 40% or Increase # of students successful from the previous year	2%
(2) applies to foreign languages only	

### PARENT SATISFACTION SURVEY

91% + or -3% Parent Satisfaction (very satisfied, satisfied, somewhat satisfied) or Improvement from the previous year	5%
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### POST GRADUATE SURVEY

75% of seniors enrolled in continuing education or Improvement from the previous year	5%
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### STUDENT PARTICIPATION SURVEY

65% of Student Body participation in athletics, clubs or organizations or Improvement from previous year	5%
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**AZ LEARNS COMPONENTS**- 50% of the remaining funds, available in November, for individual school accountability. Funding not awarded to specific schools will be available to those schools to help fund local improvement plans.

**State Assessment** 60% of the available November funding

95% Tested on Freshman ACT ASPIRE	25%
95% Tested on Junior Level AZ Science	25%

Percent Proficient (as determined by ADE) on Junior Level ACT	50%
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<u>% of students successful</u>	<u>% of available funding</u>		<u>2023-2024 (Only)</u>		<u>% of student improvement</u>	<u>% of available funding</u>
≥ 80	100%		+1	100%	Improve 3%	100%
76-79	90%		E	95%	Improve 2%	95%
72-75	80%	<b>OR</b>	-1%	90%	Maintain ±1%	90%
67-71	70%		-2%	85%	Decrease 2%	85%
≤ 66	0%		-3%	80%	Decrease 3%	80%
			-4%	75%	Decrease 4%	0%
			-5%	70%		

**ACHIEVEMENT PROFILE: AZ LEARNS Evaluations - Letter Grades (10% of the available November funding)-**

Qualifying Letter Grades A, B, or C.

<u>Funding</u>	<u>Letter Grade</u>	<u>% of available</u>
	A or B	100%
	C	50%
	D or F	0%

**GRADUATION RATE**

90% or improvement each year	15%
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**DROPOUT RATE**

Maintain a Dropout Rate of 6.0% or less	15%
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## PERFORMANCE AWARD DISTRIBUTION GUIDELINES

Performance Awards will be distributed to all certified teachers who complete the full school year except those teachers who are terminated, non-renewed for inadequate performance or who abandon their position.

Performance Awards will not be distributed to certified teachers who leave the District before the end of the school year unless one of the following hardship reasons occurs:

- 1) Personal illness
- 2) Family illness
- 3) Family relocation

Family includes the following persons:

Husband	Mother	Grandparent	Brother-in -Law
Wife	Father	Grandchild	Sister-in-Law
Child	Brother	Mother-in-Law	Daughter-in-Law
	Sister	Father-in-Law	Son-in-Law

Appeals must be submitted in writing to the Assistant Superintendent of Human Resources, who will make the initial determination of hardship. Decisions may be appealed in writing to the certified professional growth committee.

Employees who completed their current year contract and are terminating employment with GUHSD will receive their performance award by June 30. This award will be calculated by multiplying the estimated payout available by the average of the total percent payout of the last three years performance awards of the site where the employee is terminating.



## ARTICLE VI

### WORKING CONDITIONS AND FRINGE BENEFITS

#### PURPOSE:

This article lists the various working conditions and fringe benefits which exist in the school district. Most of these are related to the salary schedule and have been listed in Article V.

Date of Salary Schedule Adoption	Mar. 31, 1969	Date of Revision	June 19, 2013
Date of Revision	June 1, 1970	Date of Revision	May 21, 2014
Date of Revision	May 1, 1972	Date of Revision	May 6, 2015
Date of Revision	Oct. 1, 1975	Date of Revision	June 1, 2016
Date of Revision	May 19, 1976	Date of Revision	May 3, 2017
Date of Revision	May 18, 1977	Date of Revision	May 16, 2018
Date of Revision	June 7, 1978	Date of Revision	May 15, 2019
Date of Revision	May 20, 1981	Date of Revision	May 6, 2020
Date of Revision	May 5, 1982	Date of Revision	April 7, 2021
Date of Revision	May 18, 1983	Date of Revision	July 6, 2022
Date of Revision	May 16, 1984	Date of Revision	May 17, 2023
Date of Revision	June 12, 1985		
Date of Revision	May 7, 1986		
Date of Revision	May 12, 1987		
Date of Revision	June 3, 1988		
Date of Revision	May 22, 1989		
Date of Revision	May 2, 1990		
Date of Revision	July 10, 1991		
Date of Revision	May 29, 1992		
Date of Revision	May 14, 1993		
Date of Revision	May 12, 1994		
Date of Revision	June 7, 1995		
Date of Revision	May 14, 1996		
Date of Revision	May 14, 1997		
Date of Revision	May 15, 1998		
Date of Revision	May 4, 1999		
Date of Revision	January 5, 2000		
Date of Revision	April 18, 2001		
Date of Revision	May 7, 2002		
Date of Revision	May 13, 2003		
Date of Revision	May 10, 2004		
Date of Revision	May 23, 2005		
Date of Revision	May 9, 2006		
Date of Revision	July 11, 2007		
Date of Revision	June 4, 2008		
Date of Revision	May 20, 2009		
Date of Revision	June 2, 2010		
Date of Revision	May 18, 2011		
Date of Revision	May 16, 2012		

## ARTICLE VI

### WORKING CONDITIONS AND FRINGE BENEFITS

The following working conditions are provided for employees of the Glendale Union High School District:

#### LUNCH DUTY AND PREPARATION PERIODS FOR TEACHERS:

Teachers shall be reimbursed at a rate equal to the rate established for ticket sellers and guards at activities. The teachers shall be selected by the principal from a list of volunteers - which shall be compiled in the spring of each year. The schedule should be built so that the teachers assigned to lunch duty will have their preparation periods during the lunch hours. The number of hours allowable for this duty shall be 1 1/2 hours per day per lunch period.

Although certain teachers are assigned lunch duty and paid for it, other faculty members are not relieved of their responsibility for campus control and protection of property. Nor does assigned lunch duty abrogate the right of the principal to assign faculty members to ground duty on a temporary basis if circumstances warrant.

## ARTICLE VI

### WORKING CONDITIONS AND FRINGE BENEFITS

#### TEACHER FACILITIES:

The Board agrees to make available to each school adequate teacher facilities where and when facilities and budget permit.

Each classroom will be provided with a teacher desk and chair. An appropriate work-space will be provided for each teacher which will include at least one file cabinet.

Each regular teaching station will contain an adequate whiteboard and a bulletin board to service the type of classes normally taught in the room.

A copy of textbooks being used in a particular class shall be provided for the teacher's use and shall be kept exclusively for teachers. A teacher's edition will be provided when available.

A minimum of one abridged dictionary shall be placed in each classroom when requested by the teacher.

Adequate storage space in each school will be provided for instructional materials where and when facilities and budget permit.

Adequate materials required in daily teaching responsibility will be provided.

Adequate restroom facilities will be provided at each school to be used exclusively by staff members. Lounge and lunchroom facilities will be provided for staff use.

Parking shall be provided for faculty and staff use at each school. The parking space shall be kept as free from other traffic as possible to prevent vandalism.

An adequately equipped teacher workroom will be provided.

## ARTICLE VI

### WORKING CONDITIONS AND FRINGE BENEFITS

#### DISCIPLINARY ACTION INVOLVING TEACHER

Governing Board Policy GCQF provides for disciplinary action for non-administrative certificated personnel. Policy GCQF also provides for dismissal of certificated personnel.

Teacher discipline shall be progressive in nature with due process provided at each step; however, the nature and severity of charges shall determine the step at which action is initiated.

A teacher facing any action under Policy GCQF, including recommendation for termination, shall have the right of appeal to the designated district hearing officer(s). A teacher has the right to a district employee representative of his/her choice at any meeting with an administrator that involves discipline.

#### TEACHER REPRESENTATION

##### Purpose

Good morale is maintained, as problems arise, by sincere efforts of all persons concerned to work toward constructive solutions in an atmosphere of courtesy and cooperation. The purpose of this procedure is to secure, at the original source, equitable resolution of problems which may arise. Both parties agree that these proceedings will be kept as formal and as confidential as may be appropriate to any level of the procedure.

##### Process

The employee may select a witness from the local Conflict Resolution Team of G.U.E.A. representatives to be present at any time during a conference with an administrator involving:

1. An investigation
2. Discipline (Policy GCQF)
3. Evaluation (Policies GCO, GCO-RA), or
4. Any matter in which the principal will be bringing another administrator.

When scheduling the meeting, the administrator will indicate the subject to be discussed and who will be present at the meeting. The employee may ask for a witness of his/her choice. The witness in this conference may:

1. Observe.
2. Ask questions for clarification.
3. Take notes.

The principal will determine the format of the meeting.

If both parties agree to pursue a local resolution at any time during the above discussions, a mutually agreed upon G.U.E.A. advisor will be brought in to help the parties resolve the conflict.

#### CONFLICT RESOLUTION TEAM

In order to assist in the resolution of conflict at the original source, school administrators and local G.U.E.A. representatives will participate in training in collaborative behavior through a workshop using mutually agreed upon facilitators. The purpose of the workshop will be to create trust, break boundaries and establish local school norms for conflict resolution.



## ARTICLE VI

### WORKING CONDITIONS AND FRINGE BENEFITS

There will be GUEA local Conflict Resolution Team members who have been trained in the collaborative behavior workshops who shall act as local school witnesses/advisors. The G.U.E.A. witnesses/advisors will be selected by the G.U.E.A. in consultation with the principal.

#### EMPLOYEE PERSONNEL FILES:

The official personnel files shall be maintained at the district office. (Copies of formal evaluations are kept at the district office and the local schools. Transcripts of grades are kept at the local school. A copy of any recommendation, disciplinary memo or other material issued subsequent to hire which is to become a part of the employee's official personnel file shall be given to the employee affected. Any documents related to disciplinary accounts will be signed by the employee and noted "personnel file".)

The official personnel file at the district office includes the following and are located in the office indicated:

1. Employment placement folders - Human Resources
2. Employment application forms and letters of recommendation - Human Resources.
3. Evaluation recommendations - Human Resources
4. Certificates and record of certification - Human Resources
5. Applications for salary base changes - Human Resources
6. Pay record - Payroll Dept.
7. Medical insurance enrollment - Human Resources
8. Medical records - Human Resources
9. Record of absence - Payroll Dept.
10. Report of injury - Payroll Dept.
11. Letters of commendation/Notices of awards - Human Resources
12. Records of discipline - Human Resources

All personnel files shall be classified as confidential and shall be available to authorized personnel.

Any relevant document used in a discipline action must have been presented to the teacher in a timely fashion.

A teacher who has been disciplined and who has not incurred any further discipline for a period of four years, may file a request with the Human Resources for a review of his/her personnel file for consideration of removal of related disciplinary document(s).

Authorized personnel shall be the Governing Board, Superintendent, Assistant Superintendent of Human Resources, and administrative personnel who have supervisory responsibility to the individual employee. Clerical personnel assigned to maintain specific personnel records shall be authorized to have access to those records they are responsible for maintaining.

## ARTICLE VI

### WORKING CONDITIONS AND FRINGE BENEFITS

All individual personnel records shall be available to the employees with the exception of employment folders and job application forms which include employment recommendations.

Other agencies may have access to employee records when authorized by the employee, by court order and/or other official agencies having responsibility for making judgments in regard to a phase of the employee's record of employment.

#### ABSENCES (ILLNESS, DISCRETIONARY DAYS, AND BEREAVEMENT)

##### A. Sick leave and discretionary days (personal and family illness, and bereavement)

All regular full-time certificated employees of the school district will be credited with sick leave benefits which will accrue at the rate of twelve (12) days per school year. Sick leave may be accumulated without limitation. The first ten (10) days of absence per year shall be designated as discretionary leave days. NOTE: The first ten (10) days are automatically considered as discretionary days, even if a reason is stated.

Beyond the ten (10) days, however, a reason must be given; i.e., illness, family illness, bereavement. Beginning with the eleventh (11) day, a reason for the absence must be stated and days will be deducted from accumulated sick leave. If no reason is given, one day's pay (per diem rate) will be deducted from pay for each undesignated day beyond the ten (10) discretionary days. A physician or dentist's certificate may be required for any absence due to illness. Before returning to work, after an absence for medical reasons, the employee must produce a letter from the attending physician certifying full ability to resume duties. The letter shall be placed in the employee's personnel file in the district office.

When an employee misses any part of the workday, this absence will be recorded. When the accumulation equals a full workday, one day will be deducted from the employee's leave. Teacher absences shall be based on the number of assigned classes missed, with five classes being equal to a full day.

All new personnel will be advanced five days of sick leave at the time they begin classroom teaching. Newly hired teachers having one year or more experience in teaching will be granted five (5) unearned sick leave days.

It is incumbent upon the teacher who anticipates absences in excess of two (2) consecutive days to work with the school principal's secretary to obtain the highest possible level of quality continuity in substitute coverage. Teachers have a professional responsibility to exercise due care in reference to the use of discretionary days (refer to Governing Board Policy GCQF.)

This agreement is made with the understanding that a Governing Board cannot abrogate the statutory powers and duties set forth in ARS Title 15 to operate its schools, which may include the restriction of leave to assure proper supervision and instruction of students.



## ARTICLE VI

### WORKING CONDITIONS AND FRINGE BENEFITS

Absences due to death or illness in the immediate family will be treated the same as personal illness, except that not more than five days sick leave will be allowed for any one death or illness. Additional absences may be granted at the Superintendent's discretion if there is cause.

#### B. Maternity Leave

In view of the legal opinions which interpret pregnancy as an illness, the District shall grant a leave of absence for maternity upon written request of any certificated staff member. In the interests of continuity of instruction and adequate planning for replacement, it is highly recommended that the teacher notify the administration of her pregnancy by the end of the fourth month of pregnancy, and she shall make written request for maternity leave of absence at least thirty days prior to the date such leave is requested to commence.

Any request for maternity leave is to be accompanied by the written statement of a qualified physician. Such statement shall attest to the expected date of delivery and shall include a medical opinion of the employee's ability to safely and satisfactorily continue the normal duties of her employment. Upon request of the Board or the administration, the teacher shall submit each month, after the fifth month of pregnancy, a statement from a qualified physician, attesting that she is physically and medically able to perform all duties normally associated with her employment.

The maximum length for a maternity leave shall be one school year or the equivalent thereof. The return to teaching after maternity leave shall be upon certification of a qualified physician that the health of the teacher will allow complete fulfillment of all normal duties associated with her employment.

If the maternity leave granted to a teacher extends through the end of the school year, she must give written notification by March 15 of her intention to resume teaching, except that if such leave commences during the second semester, she must give written notification by July 15 of her intention to resume her teaching duties.

A teacher resuming her duties after maternity leave shall maintain all rights of tenure, retirement, accrued sick leave, salary increments, and all other legally provided benefits which she had at the time her leave was taken. Time allowed for maternity leave shall not accrue toward tenure, salary increments, or accumulation of sick leave.

Said teacher at the time of her return shall be placed upon the next higher step of the salary schedule, provided that she completed a majority of the teaching days of the contract year during which her leave commenced. If said teacher served fewer than one-half of the teaching days of the contract year in which her leave commenced, she shall resume her service on the same step of the salary schedule she was on at the time her leave commenced.

At the discretion of the teacher, the following options may be exercised in regard to payment during maternity leave:

1. The teacher may elect to take the entire leave without pay.

## ARTICLE VI

### WORKING CONDITIONS AND FRINGE BENEFITS

2. The teacher may elect to use accumulated sick leave without documentation up to 30 consecutive working days.
3. The teacher may elect to use a portion of any accumulated sick leave benefits up to 30 days and take the remainder of her maternity leave without pay.
4. In order to use additional accumulated sick leave after the initial days of undocumented sick leave, the teacher must provide written documentation from a physician which indicates she is physically or emotionally unable to work. The teacher shall notify the Board in writing of her choice of the above options at the time of her request for maternity absence. The term maternity shall be defined to include pregnancy, miscarriage, abortion, childbirth and recovery there from.

#### C. Parental Leave

Employees qualified for benefits with the district will be able to request a parental leave of absence to care for children up to three (3) years of age. They will have the right to use sick leave without documented illness up to 30 consecutive working days as accrued leave or unpaid leave per child or per adoption incident.

This policy includes either parent; however, if both parents are employed by the district, no more than 30 working days total will be granted. To protect the continuity of instruction and to provide quality substitute coverage, the teacher must make adequate arrangements in advance with the principal and the Human Resources in order to qualify for this leave.

#### D. Leave of Absence:

1. Leaves of absence may be granted certificated personnel for reasons of professional improvement, professional growth, exchange teaching, health, parental, or other reasons deemed sufficient by the Governing Board.
2. With specific approval, leaves of absence may be granted for more than one year.
3. Only employees who have received their fourth consecutive contract in this district are eligible for leave of absence. Employees required to perform active military service are excepted from this provision.
4. Leave for required active military service shall be granted. Employees granted such leave shall be guaranteed, upon return from military duty, all rights prescribed by Arizona law.
5. Teachers on leave will be returned to the same school and teaching areas wherever possible. The returning teacher may be placed in another district school or in another teaching area if necessary.
6. Requests for leaves of absence must be submitted to the Human Resources at least sixty (60) days prior to the beginning date of leave, except in cases involving health and required military duty.
7. It is the responsibility of the teacher on leave to keep the Human Resources informed of his/her address and other information needed should contact be necessary. If the above information is available, the school district will send a contract by mail to the teacher on leave of absence. The teacher will sign and return the contract within thirty (30) days of receipt. Failure to comply with this section will be considered an automatic resignation. The school district shall not be responsible in any way to remind an employee of this regulation.



## ARTICLE VI

### WORKING CONDITIONS AND FRINGE BENEFITS

8. When an employee returns from leave of absence, all previously accrued benefits will be reinstated.
9. Employees who have been granted a leave of absence, may for the duration of the leave, continue participation in the health and accident insurance program with the provision that the employee on leave pay the total cost of all premiums.
10. Employees who are elected to serve in the legislature are required to take a leave of absence from their position for at least the duration of any legislative session which occurs while the employee is under contract. Further, for all regular or extended special legislative sessions the leave of absence must be granted for the entire semester in which adjournment of the legislature is anticipated. In the event the session adjourns before the end of the semester, it shall be the responsibility of the principal to determine if and when it is in the best interest of the students to retain the replacement person or return the employee on leave prior to the end of the semester. Such leaves must be requested sufficiently in advance to permit an orderly transition of personnel.

#### E. Medical Leave Assistance Program

Employees who have depleted their accrued sick and vacation leave as a result of their serious illness or injury, or that of a family member, may request access to the Medical Leave Assistance Program by submitting a letter to the Human Resources, asking to receive donations of sick leave from other employees so they may receive income during their period of serious illness or injury.

The donor employee may donate sick leave only if they have thirty (30) or more days of accumulated leave, and they may donate no more than five (5) days of sick leave in any contract year. Members of the same family employed by the district may donate additional days of sick leave to a family member employed by the district, as long as the giving party retains a minimum of 30 days of sick leave.

All donated leave becomes the permanent property of the receiving employee(s). All unused leave will be retained by that employee and will not be returned or reimbursed to the donor employee. Days of leave, not the actual wage of the donor employee, will be donated. Donations will not be allowed to be made to the employee's immediate supervisor.

When an employee donates days to the Medical Leave Assistance Program, the days will be taken from the days accrued prior to June 30, 1996, first.

No employee shall be eligible for the Medical Leave Assistance Program after he/she qualifies for long-term disability coverage.

## ARTICLE VII

### COMMITTEES AND DEPARTMENT CHAIRPERSONS

Date of Original Adoption	<u>June 1, 1970</u>
Date of Revision	May 1, 1972
Date of Revision	October 1, 1975
Date of Revision	May 19, 1976
Date of Revision	May 18, 1977
Date of Revision	May 18, 1983
Date of Revision	May 16, 1984
Date of Revision	May 7, 1986
Date of Revision	May 12, 1987
Date of Revision	May 22, 1989
Date of Revision	May 2, 1990
Date of Revision	July 10, 1991
Date of Revision	June 7, 1995
Date of Revision	May 15, 1998
Date of Revision	May 10, 2004

## ARTICLE VII

### COMMITTEES AND DEPARTMENT CHAIRPERSONS

#### CURRICULUM AND RESEARCH PROCESS:

- A. Curriculum changes can be proposed by a variety of sources.
- B. All curriculum change proposals must include the following criteria:
  - 1. Clearly written description of proposed change
  - 2. Description of the relationship of the proposed change to our District's mission and exit outcomes.
  - 3. Rationale including desired impact on student learning and enhancement of professional life.
  - 4. Statement of potential impact on other disciplines.
  - 5. Research base.
  - 6. Evaluation design to measure achievement of desired outcomes
- C. The curriculum change process will include a series of steps. Each step is meant to provide an analysis of the curriculum proposal for strengths and weaknesses, and its impact on the total curriculum of the district. Also, each step provides opportunity for further research and refinement.
  - 1. In the case where the curriculum proposal has a district-wide effect, the proposal is processed with the following groups in the sequence listed:
    - a. Curriculum Coordinators
    - b. Assistant Principal of Services
    - c. DAC (For the purpose of communication and trouble shooting)
    - d. District Department Chairs
    - e. Local Department Chairs
    - f. All Teachers
    - g. Return to District Department Chairs
    - h. DAC (for the purpose of protecting the process)
    - i. To the Governing Board, if needed

After completion of all steps, the curriculum change is implemented, and the evaluation design put in place.

- 2. In the case where the curriculum proposal has only a local effect, the following steps are followed, allowing groups to analyze the proposed change:
  - a. Curriculum Coordinators
  - b. Assistant Principal of Student Services
  - c. Executive Council
  - d. DAC
  - e. Local Department Chairs
  - f. All teachers at the school involved
  - g. Local Department Chairs

After completion of all steps, the curriculum change is implemented, and the evaluation design put in place.

## ARTICLE VII

### COMMITTEES AND DEPARTMENT CHAIRPERSONS

#### INSURANCE COMMITTEE

It is agreed that an Insurance Committee will be established, consisting of broad representation from all employee groups. The Glendale Union Education Association will appoint up to four teachers. The district Director of Business will serve as Chairman and will appoint up to three additional support staff members. Additional non-voting resource members may be invited to attend meetings.

The responsibilities and procedures of this committee shall be as follows:

- A. The first meeting of the Insurance Committee will be held prior to November 15 of each school year.
- B. The first meeting will review past insurance experience and future needs of the district employees. At this first meeting, the committee will also establish the agenda and/or meetings for that current school year.
- C. Prior to March 10, or as soon as possible thereafter, written recommendations from the committee for new or continuing insurance benefits are to be sent to both the district and the G.U.E.A. negotiations team.



## ARTICLE VII

### COMMITTEES AND DEPARTMENT CHAIRPERSONS

- A. The following departments are recognized for department chairpersons, however, the department must include at least three (full-time equivalent) teachers assigned to that department. (See adopted salary schedule for extended provisions.)

1.	Business & Computer Education	9.	Mathematics
2.	Career & Technical Education	10.	P.E.
3.	ELL	11.	Performing Arts
4.	Family & Consumer Sciences	12.	ROTC
5.	Fine Arts	13.	Science
6.	Foreign Language	14.	Social Studies
7.	Guidance and Counseling	15.	Special Education
8.	Language Arts		

- B. Compensation. See adopted salary schedule for current year.
- C. Selection. The position of Department Chairperson will be established in the schools of the Glendale Union High School District consistent with the following guidelines:
1. The principal will solicit volunteers and recommendations from each member of the department for the appointment of department chair.
  2. Each member of the department may volunteer or submit recommendations of candidates to the principal.
  3. The principal will review the list of candidates and may consult with members of the department about the list of candidates.
  4. The principal will then appoint a department chair from the list. The appointment of department chair shall be for a term of two (2) years. A department chair may resign or be released for cause, as defined in Board Policy GCQF, during his/her term of appointment. The principal will appoint a replacement to finish the term.
- D. Responsibilities
1. Provide leadership for the department in the area of curriculum development.
  2. Participate in the work of district curriculum study groups.
  3. Provide leadership for the department in the area of instruction as a “master teacher.”
  4. Assist the principal in the selection of department personnel.
  5. Assist the principal with department schedules and the assignment of teachers.

## ARTICLE VII

### COMMITTEES AND DEPARTMENT CHAIRPERSONS

6. Assist the administration in the assigning of and supervision of student teachers.
7. Provide assistance for teachers in matters relating to classroom instruction.
8. Assist the principal in the development of the department budget.
9. Supervise the use and maintenance of equipment, materials, and supplies and an accurate inventory of same.
10. Maintain communication between the department and administration and with other departments.
11. Communicate with the feeder elementary schools and local colleges for the purpose of program articulation.
12. Plan a department program of study for textbook and other instructional material selection and coordinate findings with district study groups.
13. Conduct departmental meetings, make a record of proceedings, and communicate with the appropriate people.

## ARTICLE VIII

### GENERAL PROVISIONS

#### TEACHER INVOLVEMENT IN SCHOOL PLANT DESIGN

The growth of the district provides the opportunity to explore proven designs in the construction of new schools. School plant design determines the educational program. Students and teachers are most influential in determining the success of the educational program. School plant design will be more functional with teachers sharing their ideas in the initial development of the plans. Teachers are willing to provide this service to the district they serve. The G.U.E.A. President or his/her designee(s) shall be invited to discussions on school plant design whenever possible and receive communications on all meetings.

#### TEACHER INVOLVEMENT IN SCHEDULE DEVELOPMENT

An extension of good school plant design is the development of a viable schedule. Because of change brought about by cooperative educational programs, vocational programs, commercial art programs, and anticipated revision of the present academic programs and curriculum, the teacher is directly affected. The success of these programs depends on the teacher and the schedule. The ideas that the teachers can contribute shall be taken into consideration at the initial planning of the schedule. Again, teachers in our district are willing to provide this service. The G.U.E.A. chairman or his/her designee(s) shall be included in discussions on schedule development for proposed new schools and/or district-wide schedule development.

#### G.U.E.A. INVOLVEMENT IN SCHOOL BASED SHARED DECISION MAKING

The leadership of the G.U.E.A. will be recognized participants in any district level committee whose primary purpose is SBSDM. Both teams support revisions to the Governing Board Policy C-1350 on SBSDM which states in part: "The Governing Board has the ultimate responsibility to determine what its District stakeholders desire in terms of student performance."

Date of Original Adoption	<u>June 1, 1970</u>
Date of Revision	May 1, 1972
Date of Revision	Oct. 1, 1975
Date of Revision	May 19, 1977
Date of Revision	May 12, 1987
Date of Revision	May 22, 1989
Date of Revision	May 14, 1993

SECTION  
C

COURSE OFFERINGS



<u>COURSES</u>	AHS	CHS	GHS	GWHS	IHS	MVHS	SHS	THS	WHS	GRADE LEVEL
<b><u>AEROSPACE SCIENCE (AFJROTC) CTE</u></b>										
Aerospace Science 1-2							X			9th-12th
Aerospace Science 3-4							X			10th-12th
Aerospace Science 5-6							X			11th-12th
Aerospace Science 7-8							X			12th
<b><u>CAREER AND TECHNICAL EDUCATION PROGRAMS (CTE)</u></b>										
<b><u>INDUSTRIAL &amp; ENGINEERING SERVICES</u></b>										
Drafting and Design Technology 1-2										9th-12th
Mechanical Drafting										10th-12th
Engineering Sciences				X	X	X	X		X	9th-12th
Advanced Engineering Sciences				X	X	X	X		X	10th-12th
Intro to Welding Technology	X	X	X	X	X	X	X	X	X	10th-12th
Basic Elec Arc Welding Tech & Prac	X	X	X	X	X	X	X	X	X	10th-12th
Elec Arc Welding Processes, Apps, Fab	X	X	X	X	X	X	X	X	X	11th-12th
Adv Electric Arc Welding & Positioning	X	X	X	X	X	X	X	X	X	11th-12th
SMAW Pipe Welding	X	X	X	X	X	X	X	X	X	11th-12th
GMAW Pipe Welding	X	X	X	X	X	X	X	X	X	11th-12th
Construction 1-2		X	X			X	X			9th-12th
Construction 3-4			X			X	X			10th-12th
Construction 5-6			X			X	X			11th-12th
Construction 7-8			X			X	X			12th
Stage Craft 1-2				X	X			X		10th-12th
Adv Stage Craft			X	X	X	X		X	X	11th-12th
Adaptive Engineering										11th-12th
<b><u>AUDIO/VISUAL SERVICES</u></b>										
Film & TV 1-2	X	X	X	X	X	X	X	X	X	9th-12th
Film & TV 3-4	X	X	X	X	X	X	X	X	X	10th-12th
Film & TV 5-6	X	X	X	X	X	X	X	X	X	10th-12th
Film & TV 7-8	X	X	X	X	X	X	X	X	X	10th-12th
Digital Photography 1-2				X	X		X	X		9th-12th
Digital Photography 3-4				X			X	X		10th-12th
Digital Photography 5-6				X			X	X		10th-12th
Digital Photography 7-8				X			X	X		10th-12th
AP 2D Design	X	X		X	X	X	X	X		11th-12th
Graphic Design 1-2	X				X			X		11th-12th
<b><u>BUSINESS &amp; COMPUTER SERVICES</u></b>										
Accounting 1-2										10th-12th
Advanced Accounting										11th-12th
Accounting 5-6										11th-12th
Business Internship (COE)							X			12th
Business Internship Field (COE)										12th
Business Operations and Software 1-2	X								X	9th-11th
Adv Business Ops & Software	X								X	10th-12th
Business Operations Internship										11th-12th
Business Operations Internship Field										11th-12th
Coding Foundations	X	X	X	X	X	X	X	X	X	9th-11th
AP Computer Science Principles	X	X	X	X	X	X	X	X	X	10th-12th
AP Computer Science A	X	X		X	X	X	X	X	X	10th-12th
Cyber Security & Coding				X						11th-12th
Marketing 1-2	X		X	X	X	X	X	X	X	10th-12th

<u>COURSES</u>	AHS	CHS	GHS	GWHS	IHS	MVHS	SHS	THS	WHS	GRADE LEVEL
Marketing 3-4	X		X	X	X	X	X	X	X	10th-12th
Entertainment & Sports Marketing							X	X		10th-12th
Advanced Marketing	X		X	X	X	X	X	X	X	10th-12th
Advanced Marketing Field	X			X						10th-12th
<b>HUMAN SERVICES</b>										
Education Professions			X	X	X				X	11th-12th
Advanced Education Professions			X	X	X				X	11th-12th
Intro to Early Childhood Education	X					X			X	10th-12th
Early Childhood Education 1-2	X					X			X	
Early Childhood Education Field 1-2	X					X			X	11th-12th
Early Childhood Education 3-4	X					X			X	
Early Childhood Education Field 3-4	X					X			X	
Culinary Arts 1-2	X		X		X	X		X		9th-12th
Culinary Arts 3-4	X		X		X	X		X		10th-12th
Culinary Arts 5-6	X		X			X		X		11th-12th
Culinary Arts 7-8	X		X			X		X		12th
Law & Criminal Justice 1-2									X	9th-12th
Law & Criminal Justice 3-4									X	9th-12th
Law & Criminal Justice 5-6									X	9th-12th
Law & Criminal Justice 7-8									X	12th
Fire Service 1-2	X		X		X		X	X	X	11-12th
Fire Service 3-4	X		X		X		X	X	X	
Hospitality and Tourism 1-2	X			X						9th-11th
Hospitality and Tourism 3-4	X			X						10th-12th
Hospitality and Tourism 5-6	X			X						11th-12th
<b>HEALTH SERVICES</b>										
Health Careers Education 1-2 (HCE)	X	X	X	X	X	X	X	X	X	11th-12th
Health Careers Education 1-2 Fld (HCE)	X	X	X	X	X	X	X	X	X	11th-12th
Home Health Aide 1-2		X	X		X					11th-12th
Home Health Aide Field 1-2 Fld		X	X		X					11th-12th
Home Health Aide 3-4			X							12th
Home Health Aide Field 3-4			X							12th
Medical Foundations 1-2		X	X		X					9th-10th
Sports Medicine 1-2	X						X	X		11th-12th
Advanced Sports Medicine 3-4							X	X		12th
<b>WEST-MEC</b>										
Aesthetician Program	X	X	X	X	X	X	X	X	X	11th-12th
Air Conditioning Technician	X	X	X	X	X	X	X	X	X	11th-12th
Auto Collision Industries	X	X	X	X	X	X	X	X	X	11th-12th
Automotive Technology	X	X	X	X	X	X	X	X	X	11th-12th
Aviation Maintenance Technology	X	X	X	X	X	X	X	X	X	11th-12th
Avionics/Electronics Technology	X	X	X	X	X	X	X	X	X	11th-12th
Biomedical Science	X	X	X	X	X	X	X	X	X	11th-12th
Coding	X	X	X	X	X	X	X	X	X	11th-12th
Culinary Principles	X	X	X	X	X	X	X	X	X	12th
Dental Assisting	X	X	X	X	X	X	X	X	X	11th-12th
Electrical Trade Speciality	X	X	X	X	X	X	X	X	X	11th-12th
Emergency Medical Technician	X	X	X	X	X	X	X	X	X	12th
Energy & Industrial Technology	X	X	X	X	X	X	X	X	X	11th-12th
Environmental Sustainability	X	X	X	X	X	X	X	X	X	12th



<u>COURSES</u>	AHS	CHS	GHS	GWHS	IHS	MVHS	SHS	THS	WHS	<u>GRADE LEVEL</u>
Fire Science	X	X	X	X	X	X	X	X	X	11th-12th
General Construction Technology	X	X	X	X	X	X	X	X	X	11th-12th
Hairstyling	X	X	X	X	X	X	X	X	X	11th-12th
IT Security	X	X	X	X	X	X	X	X	X	11th-12th
Law, Public Safety and Security	X	X	X	X	X	X	X	X	X	11th-12th
Medical Assisting (One Year)	X	X	X	X	X	X	X	X	X	11th-12th
Medical Assisting (Two Year)	X	X	X	X	X	X	X	X	X	11th-12th
Med/Heavy Diesel I-II	X	X	X	X	X	X	X	X	X	11th
Pharmacy Technician	X	X	X	X	X	X	X	X	X	11th-12th
Physical Therapy Technician	X	X	X	X	X	X	X	X	X	11th-12th
Plumbing Trade Speciality	X	X	X	X	X	X	X	X	X	11th-12th
Powersports Technician	X	X	X	X	X	X	X	X	X	11th-12th
Precision Machining (Two-Year)	X	X	X	X	X	X	X	X	X	11th-12th
Veterinary Sciences	X	X	X	X	X	X	X	X	X	11th-12th
Welding Technology	X	X	X	X	X	X	X	X	X	11th-12th
<b>ENGLISH LEARNER PROGRAM (EL)</b>										
EL Resource		X						X	X	9th-12th
EL LA Writing & Grammar 1	X	X	X		X	X	X	X	X	9th-12th
EL LA Reading & LSV 1	X	X	X		X	X	X	X	X	9th-12th
EL Language in Content	X	X	X		X	X	X	X	X	9th-12th
EL American Culture, Life & Citizenship	X	X	X		X	X	X	X	X	9th-12th
EL LA Writing & Grammar 2	X	X	X	X	X	X	X	X	X	9th-12th
EL LA Reading & LSV 2	X	X	X	X	X	X	X	X	X	9th-12th
Academic Skills 2	X	X	X	X	X	X	X	X	X	9th-12th
EL LA Writing & Grammar 3	X	X	X	X	X	X	X	X	X	9th-12th
EL LA Reading & LSV 3	X	X	X	X	X	X	X	X	X	9th-12th
Academic Skills 3	X	X	X	X	X	X	X	X	X	9th-12th
<b>LANGUAGE ARTS</b>										
READ 180/English 1-2	X	X	X	X	X	X	X	X	X	9th
English 1-2	X	X	X	X	X	X	X	X	X	9th
Honors English 1-2	X	X	X	X	X	X	X	X	X	9th
English 3-4	X	X	X	X	X	X	X	X	X	10th
Honors English 3-4	X	X	X	X	X	X	X	X	X	10th
English 5-6	X	X	X	X	X	X	X	X	X	11th
AP Language	X	X	X	X	X	X	X	X	X	11th
English 7-8	X	X	X	X	X	X	X	X	X	12th
AP Literature	X	X	X	X	X	X	X	X	X	12th
Journalism 1-2	X		X	X	X	X	X	X	X	9th-12th
Journalism 3-4	X		X	X	X	X	X	X	X	10th-12th
Journalism 5-6	X		X	X	X	X	X	X	X	11th-12th
Journalism 7-8	X		X	X	X	X	X	X	X	12th
<b>MATHEMATICS</b>										
Algebra 1	X	X	X	X	X	X	X	X	X	9th-12th
Extended Algebra 1 - EL Students						X				9th - 12th
Honors Algebra	X	X	X	X	X	X	X	X	X	9th-12th
Geometry	X	X	X	X	X	X	X	X	X	9th-12th
Honors Geometry	X	X	X	X	X	X	X	X	X	10th-12th
Algebra 2	X	X	X	X	X	X	X	X	X	10th-12th
Honors Algebra 2/Trigonometry	X	X	X	X	X	X	X	X	X	9th-12th
College Algebra	X	X	X	X	X	X	X	X	X	10th-12th

<u>COURSES</u>	AHS	CHS	GHS	GWHS	IHS	MVHS	SHS	THS	WHS	GRADE LEVEL
AP Pre-Calculus	X	X		X	X	X	X	X	X	10th-12th
AP Calculus A B	X	X	X	X	X	X	X	X	X	12th
AP Calculus B C	X	X	X	X	X	X	X	X	X	12th
Math Intervention Lab	X	X	X	X	X	X	X	X	X	9th
College Mathematics	X	X	X	X	X	X	X	X	X	12th
AP Statistics	X		X		X	X	X	X	X	11th-12th
<b><u>NAVAL SCIENCE (NJROTC) CTE</u></b>										
Naval Science 1-2	X	X	X	X	X	X		X		9th-11th
Naval Science 3-4	X	X	X	X	X	X		X		10th-11th
Naval Science 5-6	X	X	X	X	X	X		X		11th-12th
Naval Science 7-8	X	X	X	X	X	X		X		12th
<b><u>NON-DEPARTMENTAL</u></b>										
Leadership	X	X	X	X	X	X	X	X	X	9th-12th
Library Media Services		X		X	X	X	X	X	X	9th-12th
Peer Tutoring	X	X	X	X	X	X	X	X	X	9th-12th
Publication Production (Yearbook)	X	X	X	X	X	X	X	X	X	9th-12th
<b><u>PERFORMING ARTS</u></b>										
<b><u>DANCE</u></b>										
Dance - Beginning	X	X	X	X	X	X	X	X	X	9th-12th
Dance - Intermediate	X	X	X	X	X	X	X	X	X	9th-12th
Dance - Advanced	X	X		X	X	X	X	X	X	9th-12th
Performance Dance	X	X	X	X	X	X	X	X	X	9th-12th
<b><u>INSTRUMENTAL MUSIC</u></b>										
Band - Beginning		X	X	X		X	X			9th-12th
Band - Intermediate	X		X	X	X	X	X	X		9th-12th
Band - Advanced	X	X	X	X	X	X	X	X	X	9th-12th
Guitar - Beginning		X		X	X	X		X	X	9th-12th
Guitar - Intermediate				X		X			X	9th-12th
Guitar - Advanced		X		X		X				9th-12th
Jazz Ensemble	X	X	X	X	X	X	X	X	X	9th-12th
Orchestra	X	X	X	X	X	X	X	X	X	9th-12th
Piano	X	X	X		X		X	X		9th-12th
AP Music Theory									X	10th-12th
<b><u>THEATRE</u></b>										
Theatre Arts 1-2	X		X	X	X	X	X	X	X	9th-12th
Theatre Arts 3-4	X		X	X	X	X	X	X	X	10th-12th
Theatre Arts 5-6	X		X	X	X	X	X	X	X	11th-12th
Theater Arts 7-8	X		X	X	X	X	X	X	X	12th
Production Stage Craft and Design								X	X	10th-12th
Adv Production Stage Craft & Design									X	11th-12th
<b><u>VOCAL MUSIC</u></b>										
Choir 1-2	X		X	X	X	X	X	X	X	9th-12th
Choir 3-4	X		X	X	X	X	X	X	X	9th-12th
Concert Choir	X		X	X	X	X	X	X	X	9th-12th
Vocal Ensemble	X		X	X	X	X	X	X	X	9th-12th
<b><u>PHYSICAL EDUCATION</u></b>										
Physical Education 1-2	X	X	X	X	X	X	X	X	X	9th
Advanced Physical Education		X	X	X	X	X	X	X	X	10th-12th
Physical Education - Varsity Sports			X	X		X				10th-12th
Systematic Conditioning	X	X	X	X	X		X	X	X	10th-12th



<u>COURSES</u>	AHS	CHS	GHS	GWHS	IHS	MVHS	SHS	THS	WHS	GRADE LEVEL
<b>SCIENCE</b>										
Integrated Science	X	X	X	X	X	X	X	X	X	9th-12th
Honors Integrated Science	X	X	X	X	X	X	X	X	X	9th-10th
Biology	X	X	X	X	X	X	X	X	X	10th-12th
Honors Biology	X	X	X	X	X	X	X	X	X	9th-12th
AP Biology	X	X	X	X	X	X	X	X	X	11th-12th
Bioscience							X			10th-12th
Chemistry	X	X	X	X	X	X	X	X	X	10th-12th
Honors Chemistry	X	X	X	X	X	X	X	X	X	10th-12th
AP Chemistry				X			X			10th-12th
Environmental Science										11th-12th
Human Science										11th-12th
<b>SCIENCES (con't)</b>										
Honors Physics	X						X	X		11th-12th
AP Physics	X		X		X	X	X	X	X	11th-12th
Physics			X	X	X	X		X	X	11th-12th
Honors Engineering Physics						X				11th-12th
<b>SOCIAL STUDIES</b>										
World History & Geog/AZ Geog	X	X	X	X	X	X	X	X	X	10th-12th
AP World History/AZ Geography	X	X	X	X	X	X	X	X	X	10th-12th
U.S. & Arizona History/Geography	X	X	X	X	X	X	X	X	X	11th-
AP U.S. & AZ History/Geography	X	X	X	X	X	X	X	X	X	11th-12th
U.S. & AZ Government	X	X	X	X	X	X	X	X	X	12th
Economics	X	X	X	X	X	X	X	X	X	12th
AP U.S. & AZ Government/Economics	X	X	X	X	X	X	X	X	X	12th
Psychology				X						11th-12th
Sociology				X						11th-12th
<b>SPECIAL EDUCATION</b>										
<b>COMMUNITY-BASED</b>										
Personal Econ/Math Essentials 1-8	X	X	X	X	X	X	X	X	X	9th-12th
Literacy Essentials 1-8	X	X	X	X	X	X	X	X	X	9th-12th
Science Essentials 1-8	X	X	X	X	X	X	X	X	X	9th-12th
Social, Recreation & Leisure 1-8	X	X	X	X	X	X	X	X	X	9th-12th
Occupational Preparation 1-8	X	X	X	X	X	X	X	X	X	9th-12th
C/B Work Experience	X	X	X	X	X	X	X	X	X	9th-12th
Adaptive Physical Education	X	X	X	X	X	X	X	X	X	9th-12th
<b>LIFE SKILLS</b>										
Math Fundamentals 1-12+	X	X	X	X	X	X	X	X	X	9th-12th
English Fundamentals 1-8	X	X	X	X	X	X	X	X	X	9th-12th
Science Fundamentals 1-8	X	X	X	X	X	X	X	X	X	9th-12th
Personal Economics 1-8	X	X	X	X	X	X	X	X	X	9th-12th
Occupational Preparation 1-8	X	X	X	X	X	X	X	X	X	9th-12th
Careers Fundamentals 1-8	X	X	X	X	X	X	X	X	X	10th-11th
<b>RESOURCE</b>										
Math Reasoning 1-2	X	X	X	X	X	X	X	X	X	9th-12th
Math Reasoning 3-4	X	X	X	X	X	X	X	X	X	9th-12th
Algebraic Reasoning 1-2	X	X	X	X	X	X	X	X	X	9th-12th
Math Strategies 1-8	X	X	X	X	X	X	X	X	X	9th-12th
English Fundamentals 180 1-8	X	X	X	X	X	X	X	X	X	9th-12th
Literacy Strategies 1-8	X	X	X	X	X	X	X	X	X	9th-12th

<u>COURSES</u>	AHS	CHS	GHS	GWHS	IHS	MVHS	SHS	THS	WHS	GRADE LEVEL
Strategies for Success 1-2	X	X	X	X	X	X	X	X	X	9th-12th
Learning Skills	X	X	X	X	X	X	X	X	X	11th-12th
Personal Skills Development 1-2	X	X	X	X	X	X	X	X	X	9th-12th
Work Experience 1-4	X	X	X	X	X	X	X	X	X	11th-12th
<b>NEXT S.T.E.P.</b>										
School to Work	X	X	X	X	X	X	X	X	X	12th-up
Home & Life Enrichment	X	X	X	X	X	X	X	X	X	12th-up
Community Work Experience	X	X	X	X	X	X	X	X	X	12th-up
<b>VISUAL ARTS</b>										
Art 1-2	X	X	X	X	X	X	X		X	9th-12th
Art 3-4	X	X	X	X	X	X	X		X	10th-12th
Art 5-6	X	X	X	X	X		X	X	X	10th-12th
Art 7-8	X	X	X	X	X		X	X	X	10th-12th
Advanced Art	X	X		X	X	X				10th-12th
AP Drawing	X	X	X		X	X	X	X	X	11th-12th
<b>VISUAL ARTS (con't)</b>										
AP Two-Dimensional Design	X	X			X		X	X	X	11th-12th
Three-Dimensional Design 1-2	X	X		X	X	X	X	X	X	9th-12th
Three-Dimensional Design 3-4	X	X		X	X	X	X	X	X	10th-12th
Advanced Three-Dimensional Design	X	X		X	X	X	X	X	X	10th-12th
AP Three-Dimensional Design	X				X	X		X	X	11th-12th
<b>WORLD LANGUAGE</b>										
French 1-2	X		X		X	X	X		X	9th-12th
French 3-4	X		X		X	X	X	X	X	9th-12th
Honors French 5-6						X	X		X	9th-12th
AP French						X	X		X	9th-12th
German 1-2				X			X			9th-12th
German 3-4				X			X			9th-12th
Honors German 5-6							X			9th-12th
AP German				X			X			9th-12th
Japanese 1-2									X	9th-12th
Japanese 3-4									X	9th-12th
Honors Japanese 5-6									X	9th-12th
Honors Japanese 7-8									X	9th - 12th
Spanish 1-2	X	X	X	X	X	X	X	X	X	9th-12th
Spanish 3-4	X	X	X	X	X	X	X	X	X	9th-12th
Heritage Speakers Spanish	X	X	X	X	X	X	X	X	X	9th-12th
Honors Spanish 5-6	X	X	X	X	X	X	X	X	X	9th-12th
AP Spanish	X	X	X	X	X	X	X	X	X	9th-12th

# SECTION D

## EMPLOYEE BENEFITS PACKAGE



## EMPLOYEE BENEFIT TRUST

The following is a brief summary of employee insurance benefits:

### MEDICAL

The District provides medical insurance coverage for all full-time employees. Certified employees with partial contracts (2/5, 3/5) are eligible for coverage, paying part of their own medical and dental premiums while the District also contributes part of their premiums (proportionate to their contract).

Eligible employees may choose between three different medical plans. Those options are:

#### **1. UNITED HEALTHCARE PREFERRED PLAN (PPO)/\$750 DEDUCTIBLE**

**For plan year July 1, 2023–June 30, 2024.** The District pays the employee premium. The plan year deductible is \$750 per person and \$1,500 per family for in-network providers. Maximum out-of-pocket is \$4,000 per person and \$8,000 per family per plan year. In-network PCP office visits are a \$40 co-payment per visit, and specialist office visits are a \$50 co-payment per visit for a Tier 1 care provider and \$70 per visit for a non-Tier 1 provider. See plan Summary of Benefits and Coverage (SBC) for specific in-network and out-of-network coverage. Annual wellness exam, preventative screenings, and preventative immunizations are covered at 100% with in-network providers. The District's prescription benefits program is administered by Magellan Rx. This is indicated on the front of your United Healthcare medical insurance card. To fill a prescription, simply present your United Healthcare card at the pharmacy. Chiropractic (specialist) visits are limited to 20 per fiscal year.

#### **2. UNITED HEALTHCARE HDHP PLAN/\$3,000 DEDUCTIBLE**

**For plan year July 1, 2023–June 30, 2024.** The District pays the employee premium and the employee choosing this plan will receive \$883 to fund a Health Savings Account (HSA). The plan year deductible is \$3,000 per person and \$5,800 per family for in-network providers. Maximum out-of-pocket is \$5,000 per person and \$10,000 per family per plan year. For in-network providers, the plan pays 80% once the deductible is met and 100% once the maximum out-of-pocket is met. See plan Summary of Benefits and Coverage (SBC) for specific in-network and out-of-network coverage. Annual wellness exam, preventative screenings, and preventative immunizations are covered at 100% with in-network providers. The District's prescription benefits program is administered by Magellan Rx and is subject to the deductible and maximum out-of-pocket. Chiropractic (specialist) visits are limited to 20 per fiscal year.

#### **3. UNITED HEALTHCARE SELECT (PPO)/\$500 DEDUCTIBLE**

**For plan year July 1, 2023–June 30, 2024.** The employee pays \$441.60 towards the employee premium. The plan year deductible is \$500 per person and \$1,000 per family for in-network providers. Maximum out-of-pocket is \$3,000 per person and \$6,000 per family per plan year. In-network PCP office visits are a \$20 co-payment per visit, and specialist office visits are a \$30 co-payment per visit for a Tier 1 care provider and \$50 per visit for a non-Tier 1 provider. See plan Summary of Benefits and Coverage (SBC) for specific in-network and out-of-network coverage. Annual wellness exam, preventative screenings, and preventative immunizations are covered at 100% with in-network providers. The District's prescription benefits program is administered by Magellan Rx. Chiropractic (specialist) visits are limited to 20 per fiscal year.



## **DENTAL INSURANCE**

The District provides all full-time employees with dental insurance, and each covered employee may purchase coverage for their dependents. You may choose from the two following plans.

### **1. DELTA DENTAL**

**For plan year July 1, 2023–June 30, 2024.** The deductible is \$25 per person, \$75 per family, per plan year. The maximum benefit per person, per plan year is \$1,500. Subscribers are eligible for two routine cleanings in a plan year, or one difficult cleaning in a plan year. You are encouraged to use a Delta Dental PPO participating dentist to help you keep out-of-pocket expenses lower. However, you may elect to receive care from a non-PDP dentist at no discount from billed charges. Provider directories are available by calling 1-800-352-6132 or at [www.deltadentalaz.com](http://www.deltadentalaz.com).

### **2. CIGNA DENTAL**

A dentist must be selected from a Cigna Dental Care DHMO directory. Features of the plan include no deductibles, no claim forms to file, no annual dollar maximum and a discounted fee for orthodontia coverage.

## **VSP VISION SERVICE PLAN**

**For plan year July 1, 2023–June 30, 2024.** This is a voluntary coverage, therefore, employees pay 100% of the premiums. The plan features a \$10 well-vision exam each year, allowances (discounts) on frames every other year, and on lenses and contacts every year. Additional discounts are available for sunglasses and laser vision correction. VSP offers services related to diabetic eye disease, glaucoma and age-related macular degeneration. VSP's network includes affiliate providers Costco and Visionworks.

## **LIFE INSURANCE/DISABILITY BENEFITS**

All full-time employees will be provided with \$50,000 basic term life insurance and \$50,000 accidental death and dismemberment insurance at no cost to the employee. The District provides employees with short-term disability and the Arizona State Retirement System provides long-term disability.

## **HEALTH SAVINGS ACCOUNT**

A Health Savings Account (HSA) is available along with the United Healthcare HDHP \$3,000 deductible plan. The HSA allows you to save money tax free toward your health care expenses. The funds roll over from year to year and can earn investment income. Employees electing the self-only United Healthcare HDHP \$3,000 deductible plan will receive \$883 in bi-weekly installments beginning with the first full payroll of the school year. Employees can choose to deduct additional monies into their HSA up to the annual limit amount. You cannot elect the Health Savings Account if you are covered by Medicare, a participant in your spouse's medical plan or a spouse's medical reimbursement account, or a participant in the District's medical reimbursement account. You can elect an HSA and elect a Limited Flexible spending account.

## **CHILD/DEPENDENT & REIMBURSEMENT ACCOUNTS**

The Flexible Benefit Plan provides a Child/Dependent Care, and a Medical, Dental and Vision Reimbursement Account. With this program you may be able to reduce your taxes and increase your spendable income. The Dependent Account is limited to pre-taxing \$5,000, the Reimbursement Account is limited to pre-taxing \$3,050, and must be spent in the 2023-2024 insurance year. If you want to enroll you must see the insurance representative during open enrollment. You can only enroll during open enrollment unless you have a mid-year change in status.

## **SHORT-TERM AND LONG-TERM DISABILITY INSURANCE**

An employee who becomes disabled due to an accident or illness that renders the employee unable to work for an extended period of time may qualify for income protection under the District's short-term (over 90 calendar days) or the state's long-term (over 180 calendar days) disability plan. Any employee who feels he/she may qualify for disability benefits must contact the Benefits Office, meet the qualifying conditions, and process the filing of a claim, through our Benefits Office, with the carrier. When an employee is approved for long-term disability benefits, the employee has the option to enroll in the Arizona State Retirement System medical and dental benefit programs.

While on short-term disability (90 days), the employee's position and medical, dental and life insurance benefits are retained throughout the short-term disability period. Once an employee is eligible for long-term (180 days) disability, the employee's position is vacated. If the employee is able to return to work at a later time, he/she will be allowed to interview for any position he/she is qualified for, but will not be guaranteed future employment. This will provide the individual with preferential rehiring rights that will be available to the individual for a period of 90 days. If the individual does not accept a position, or there is no position for which he/she is qualified during the 90 days, the preferential rehiring rights will no longer apply.

## **OPTIONAL ADDITIONAL TERM LIFE INSURANCE**

Employees who wish to purchase additional voluntary term life insurance for themselves and/or dependents may do so through the flexible benefit program. Each employee's premium is based upon their age.

## **OPTIONAL ADDITIONAL ACCIDENTAL DEATH AND DISMEMBERMENT**

Employees who wish to purchase additional accidental death and dismemberment insurance for themselves and/or dependents may do so through the flexible benefit program.

## **COBRA**

The Consolidated Omnibus Reconciliation Act (COBRA) is a federally mandated act that requires employers to provide an opportunity to purchase health coverage for the period of eligibility (either 18 or 36 months) to certain employees who have resigned, been terminated (other than for reasons of gross misconduct), or RIFed, and dependents of employees after the death of, or divorce or separation from, the employee. The premium rate is set at 102% of the group premium, no cost to the District.

## **OPEN ENROLLMENT**

Each year during April and May, the District will hold an open enrollment for employee benefits. During this time, employees will be given the opportunity to change their



existing coverage or enroll in a different plan. They will also be made aware of any changes made to their coverage and provided written materials from the various participating insurance companies.

The District Insurance Committee, which is composed of representatives from administration, the teachers' association, and support staff, meets several times each year between November and February. They review the employee coverage, explore proposals for new coverage, and make recommendations to the District's Professional Negotiations teams during negotiations each spring, and to the Employee Benefit Trust.

#### **EARLY RETIREMENT PROGRAM FOR RETIREES ON OR AFTER 7/1/2013 (GCQE)**

It shall be the policy of the District to provide an Early Retirement Program as an earned benefit for full-time employees. Employees with fifteen (15) consecutive years of full-time District employment from the most recent hire date and who meet the criteria listed below under "Qualifications" may apply for acceptance into the Early Retirement Program. An employee shall be considered full-time when the employee has met the conditions for full-time employment as prescribed by Board policy including salary schedules. In order to participate in the early retirement program, an employee must apply for and receive benefits under the Arizona State Retirement System (ASRS).

#### **QUALIFICATIONS**

The employee must:

- Have the most recent hire date with the District before July 1, 2009; retire on or after July 1, 2013 and apply for and receive benefits under the Arizona State Retirement System. Any employee that has not previously received the early retirement benefit and is re-employed on or after July 1, 2009 is not eligible for this benefit.
- When the employee reaches the age of sixty-five (65), the employee shall no longer be eligible for benefits under the Early Retirement Program.
- Any interruption in District employment of 1 year or more eliminates all accumulated credit towards the 15 consecutive years of full time employment used to calculate eligibility for this program. Upon re-employment prior to July 1, 2009 an employee may be eligible to start accumulating new years of service towards the 15 consecutive year requirement.
- The following conditions will not count toward the number of years of employment but will not be considered as an interruption of employment.
  - A leave of absence, reduction in force (RIF), or sabbatical of 1 year or less.
  - Part time employment.
  - An interruption in District employment of less than 1 year.

## **BENEFITS AND CONDITIONS**

The retiree who is a participant in this program:

- Shall receive basic term life and accidental death and dismemberment insurance coverage that is provided to full-time employees.
- May obtain medical and/or dental coverage for themselves through ASRS.
- May enroll their dependents in the ASRS insurance benefits program. The premium for this shall be the responsibility of the retiree.
- Shall receive District reimbursement for their ASRS retiree premiums not to exceed the greater of the highest District contribution for active employees.
- In the event the retiree and/or dependents are denied coverage by ASRS, then they will return to the District insurance plan within the limits outlined.
- Maximum years participation in the program shall be limited as follows:
  - Thirty *plus* (30+) years of service in GUHSD - no limit, until reaching the age of sixty-five (65).
  - Twenty-five through twenty-nine (25-29) years of service in GUHSD - ten (10) years, or on reaching the age of sixty-five (65), whichever comes first.
  - Twenty through twenty-four (20-24) years of service in GUHSD - nine (9) years, or on reaching the age of sixty-five (65), whichever comes first.
  - Fifteen through nineteen (15-19) years of service in GUHSD - eight (8) years, or on reaching the age of sixty-five (65), whichever comes first.
- A formal agreement will be signed by the retiree and the Governing Board consistent with the eligibility requirements set forth under "Qualifications."
- The retiree may withdraw from a specific portion(s) of the benefit program (medical, dental, life) when the retiree so requests. When the retiree withdraws from a specific benefit, the retiree may not re-enter those benefits withdrawn. Accepting a subsequent offer of active employee insurance benefits from an employer and for that term stopping District reimbursement is not considered withdrawing from the program. When the active benefits are no longer provided, the early retirement benefit may be resumed consistent with all original early retirement conditions provided in this policy.
- Under this Early Retirement Program, the retiree may be employed part-time or full-time in the District and may earn up to the maximum amount as established by the Social Security Administration and/or the Arizona State Retirement System.



## **SICK LEAVE**

In recognition of long and faithful service to the Glendale Union High School District, upon retirement, or after 15 years, an employee voluntarily leaving the District shall receive an added pay for unused accumulated sick leave.

## **SUPPLEMENTAL SERVICES CONTRACT**

Qualified employees may contract to do additional work for the District up to a lifetime maximum of \$3,000. These projects must be completed while still an active employee. See Board Policy GDB or call the Human Resources office for further information.

## **FEDERAL/STATE RETIREMENT BENEFITS**

All District employees contribute to the Arizona State Retirement System and to Social Security. The District matches contributions to these benefits. All employees are eligible for benefits from both state retirement and Social Security under the terms and conditions of participation.

## **FAMILY & MEDICAL LEAVE ACT OF 1993**

Employees who have worked at least one year, and for 1,250 hours over the previous 12 months, may request a leave of absence for up to 12 work weeks for certain family and medical reasons. Employees will be unpaid during this period, unless they have accrued sick or vacation leave, but they will maintain job protection.

### **REASONS FOR TAKING LEAVE:**

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

### **ADVANCE NOTICE AND MEDICAL CERTIFICATION:**

Advance leave notice and medical certification is required, and taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days' advance notice when the leave is "foreseeable."
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness-for-duty report to return to work.

### **JOB BENEFITS AND PROTECTION:**

- The employer will maintain the employee's health coverage under any "group health plan."
- Employees will be restored to their original or equivalent positions with equivalent pay, benefit, and other employment terms.

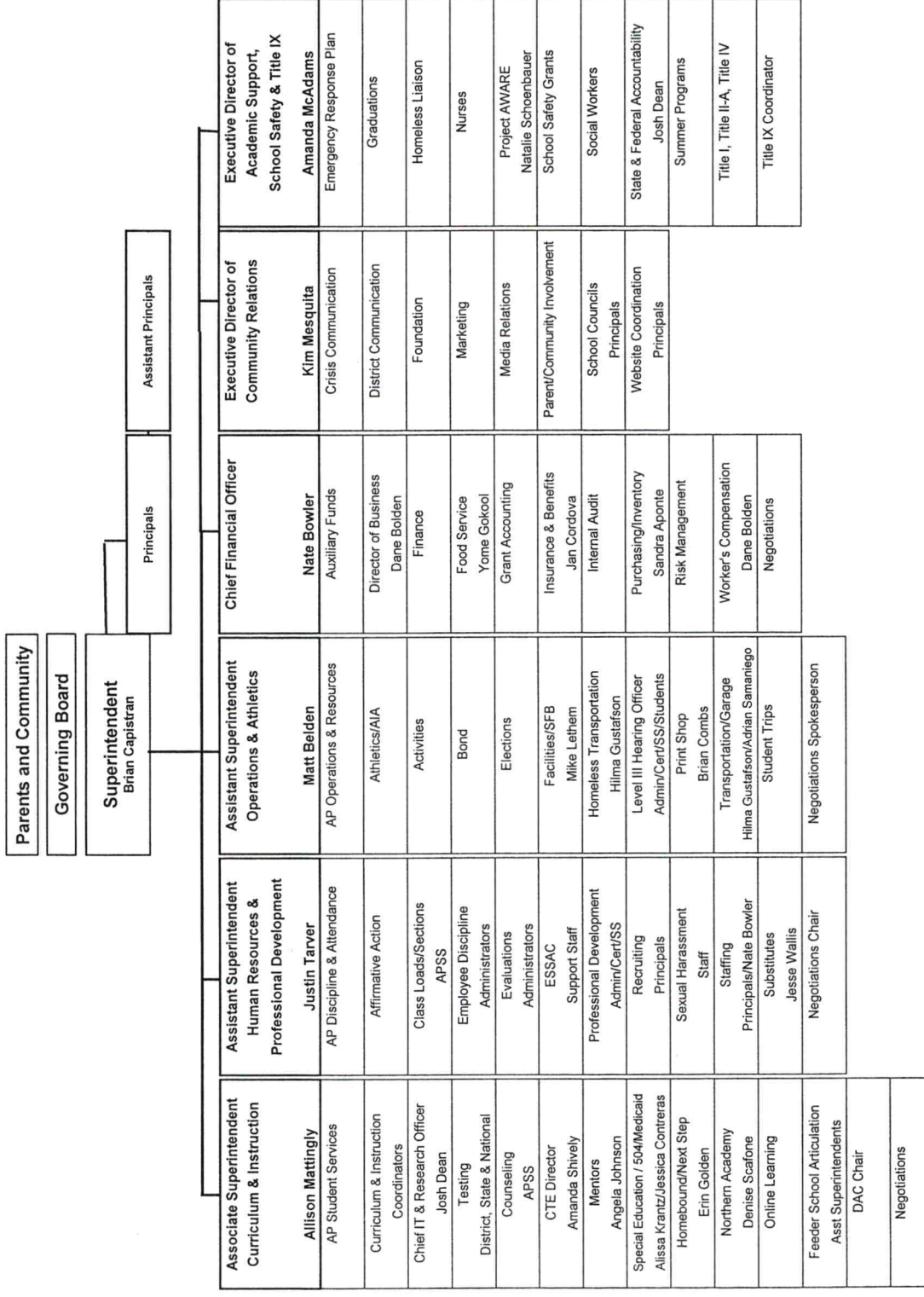
- Leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Human Resources Rev. 8/23

# SECTION E

## MISCELLANEOUS INFORMATION & FORMS

**2023-2024**  
**GLENDALE UNION HIGH SCHOOL DISTRICT**





## SECTION E - MISCELLANEOUS INFORMATION

### District Office Responsibility Directory Glendale Union High School District 2023 – 2024

Brian Capistran: Superintendent	435-6060
Allison Mattingly: Associate Superintendent of Curriculum & Instruction	435-6054
Matt Belden: Assistant Superintendent of Operations, Athletics & Transportation	435-6689
Justin Tarver: Assistant Superintendent of Human Resources & Professional Development	435-6018
Amanda McAdams, Ph.D.: Executive Director of Academic Support, School Safety & Title IX	435-6056
Kim Mesquita: Executive Director of Community Relations	435-6019
Nate Bowler: Chief Financial Officer	435-6692
Charity Aguilera: Coordinator of Language Arts	435-6289
Sandra Aponte: Director of Purchasing	435-6020
Dane Bolden: Director of Business	435-6085
Jessica Coates: Coordinator of Online Learning	435-6044
Brian Combs: Print Shop Supervisor	435-6062
Jan Cordova: Employee Benefits Specialist	435-6036
Danny Cox: Coordinator of World Languages, Fine Arts	435-6097
Josh Dean, Ph.D.: Chief Information-Technology & Research Officer	435-6049
Ceily Erie: Coordinator of EL, Read 180	435-6063
Yome Gokool: Administrator of Food/Nutrition Services	435-6016
Erin Golden: Coordinator of Special Education, 504, Homebound, Next Step, STUCO	435-6051
Matt Griffith: Coordinator of Math	435-6687
Hilma Gustafson: Transportation Supervisor	435-6075
Fred Holguin: Special Projects Crew Supervisor	435-6055
Angela Johnson: Lead Mentor	435-6200
Alissa Krantz: Director of Special Education	435-6089
Mike Lethem: Facilities Supervisor	435-6098
Tracy Mayfield: Coordinator of Career & Technical Education	435-6283
Margaret Mott: Coordinator of Science, PE	435-6092
Haley Rubio: Coordinator of Social Studies, AP, Dual Enrollment	435-6696
Adrian Samaniego: Lead Mechanic	435-6061
Denise Scafone: Administrator of Northern Academy	915-8613
Amanda Shively: Director of Career & Technical Education	435-6282
Stephanie Slover: Administrator of Next Step	435-6280
Donald Waymire: Supervisor of HVAC	435-6053

**GLENDAL UNION HIGH SCHOOL DISTRICT**  
**School Year Calendar for 2023-2024**

**First Semester**

		<b><u>Students</u></b>	<b><u>Teachers</u></b>
New Teacher Staff Development	July 17-28		up to 10 days
Student Registration	July 24-28		
Teacher Orientation	July 31 -Aug.4		5 days
School Begins	August 7		
Labor Day	September 4		
End of 1 <sup>st</sup> Quarter	October 6	44 days	49 days
Fall Break	October 9-13		
Veterans' Day	November 10		
Thanksgiving Break	November 23-24		
Semester Finals	December 20-21		
End 1 <sup>st</sup> Semester / 2 <sup>nd</sup> Quarter	December 21	<u>46 days</u>	<u>46 days</u>
Office Open*	December 22		
*no students, teachers or counselors			
<b>1<sup>st</sup> Semester Totals</b>		<b>90 days</b>	<b>95 days</b>

Winter Break December 25 – January 5

**Second Semester**

Teacher Workshop / Registration	January 8 (no students)		
2 <sup>nd</sup> Semester Begins	January 9		
Martin L. King, Jr. Day	January 15		
Presidents' Day	February 19		
End of 3 <sup>rd</sup> Quarter	March 15	47 days	48 days
Spring Break	March 18-22		
Senior Finals	May 16-17		
Semester Finals	May 21-22		
End 2 <sup>nd</sup> Semester / 4 <sup>th</sup> Quarter	May 22	<u>43 days</u>	
Teachers Last Day	May 23		<u>44 days</u>
<b>2<sup>nd</sup> Semester Totals</b>		<b>90 days</b>	<b>92 days</b>
<b>Total Semester Days</b>		<b>180 days</b>	<b>187 days</b>
<b>Holidays / Breaks</b>		<b><u>29 days</u></b>	<b><u>28 days</u></b>
<b>School Year</b>		<b>209 days</b>	<b>215 days</b>

**Holiday/Break Schedule**

September 4	Labor Day	1 day
October 9-13	Fall Break	5 days
November 10	Veterans' Day	1 day
November 23-24	Thanksgiving	2 days
Dec. 25- Jan. 5	Winter Break	11 days (12 for Students)
January 8	No Students	1 day
January 15	MLK Day	1 day
February 19	Presidents' Day	1 day
March 18-22	Spring Break	<u>5 days</u>
<b>Total</b>		<b>28 days</b>

**Graduation Dates**

May 20, 2024  
May 21, 2024  
May 22, 2024

Adopted by the Governing Board October 7, 2020

GLENDAL UNION HIGH SCHOOL DISTRICT

Traditional Holiday Schedule 2023-24

DATE	HOLIDAY/RECESS	STATUS FOR STAFF
July 4, 2023		
Tuesday	Independence Day	Schools/Offices Closed
September 4, 2023		
Monday	Labor Day	Schools/Offices Closed
October 9-13, 2023		No School/Offices Open
Monday – Friday	Fall Break	Maint./Cust. On Duty
November 10, 2023		
Friday	Veterans' Day	Schools/Offices Closed
November 23, 2023		
Thursday	Thanksgiving Day	Schools/Offices Closed
November 24, 2023		
Friday	Thanksgiving Recess	Schools/Offices Closed
December 22, 2023		
Friday	No Teachers / No Students	No School / Offices Open
December 25, 2023		
Monday	Winter Recess	Schools/Offices Closed
December 26, 2023		Schools/Offices Closed
Tuesday	Winter Recess	Maint./Cust. On Duty
December 27, 2023		Schools/Offices Closed
Wednesday	Winter Recess	Maint./Cust. On Duty
December 28, 2023		Schools/Offices Closed
Thursday	Winter Recess	Maint./Cust. On Duty
January 1, 2024		Schools/Offices Closed
Monday	Winter Recess	Maint./Cust. On Duty
January 2, 2024		Schools/Offices Closed
Tuesday	Winter Recess	Maint./Cust. On Duty
January 3, 2024		Schools/Offices Closed
Wednesday	Winter Recess	Maint./Cust. On Duty
January 4, 2024		Schools/Offices Closed
Thursday	Winter Recess	Maint./Cust. On Duty
January 5, 2024		No School/Offices Open
Tuesday	No Students	Maint./Cust. On Duty
January 15, 2024		
Monday	Martin L. King, Jr. Day	Schools/Offices Closed
February 19, 2024		
Monday	Presidents' Day	Schools/Offices Closed
March 18-22, 2024		Schools/Offices Closed
Monday - Friday	Spring Break	Maint./Cust. On Duty
May 27, 2024		
Monday	Memorial Day	Schools/Offices Closed



## TEACHERS, STAFF & ADMINISTRATION

### Computer/Network Responsibilities & Acceptable Use:

The Glendale Union High School District computer and network communication systems are to assist in the collaboration and exchange of information among schools, school offices, parents, students and teachers. The goal is to promote educational excellence in the use of the network system and the Internet. The use of student, teacher, staff or administrative assigned accounts must be in support of education and research within the educational goals of the school

#### Responsibilities for Teachers, Staff or Administration:

- Report any misuse of the network to the IT Coordinator. All rules of conduct described in the Student Handbook apply when students are on the network or when using the district computers or software. The student handbook should be used as a guide for referring students to the Assistant Principal for Discipline and Attendance.
- If you assist in setting up a web based email or chat account for a student, you must notify a parent/guardian that this has occurred. This may be done in a beginning of the year class information packet. If students are using the account for class purposes it is your responsibility to monitor appropriate use.
- If you teach students how to create web pages and/or how to post web pages on the Internet, you must notify the parent that this has occurred. This may be done in a beginning of the year class information packet. If students are using the webpage for class purposes it is your responsibility to monitor appropriate use.
- Before posting any pictures of students, student generated work or student names, parent permission must be given in writing. Do not use student last names, addresses or phone numbers.
- A student's use of the network and Internet requires the acceptance of the Student Contract; you should review the contract with students (it is contained within the student handbook). The IT Coordinator will decide appropriate use of the network. If a student has used the network inappropriately, a teacher, administrator or the IT Coordinator may close an account or limit access (and or software) within an account at any time.

#### Acceptable Use of Computer/Network systems by Teachers, Staff or Administration

1. Prohibited and unacceptable uses include, but are not limited to:
  - a) Transmission of any material in violation of any federal or state laws and/or district policies. Some examples are copyrighted material, threatening or obscene material or material protected by trade secret.
  - b) Commercial activities by for-profit institutions
  - c) Use of product advertisement or political lobbying
  - d) Any use which shall serve to disrupt the use of the network by other users
  - e) Any use of another user's account
  - f) Allowing another user to use your account or passwords
  - g) Attaching any device to the network without approval of the IT Coordinator
  - h) Installation of non district supported software is prohibited
2. Security. If you identify a security problem, notify the IT Coordinator at once.
3. You are expected to abide by the generally accepted rules of network etiquette and any school or district policies. Use of the network should be limited to educational uses.



## STAFF DRESS GUIDELINES

The dress guidelines for the Glendale Union High School District staff are designed to reflect high standards of professionalism and respect for the community and fellow employees with whom we interact. Our attire should be conservative, contemporary, well-maintained, pressed and clean. Clothing should strike a balance between comfort and a professional appearance. All employees are expected to follow these guidelines. Building administrators/supervisors are responsible for the consistent enforcement of these guidelines.

The following describes what is acceptable and unacceptable for men and women who work in District facilities.

Exceptions may be made for special projects/special circumstances when granted permission by the principal in advance.

### Professional Attire

Men: Male employees are expected to wear dress slacks, Dockers or khaki-type pants; dress shirts, collared, button shirts, polos, sweaters, school t-shirts; a belt if belt loops are present; socks and shoes or dress boots. Neckties are encouraged on a daily basis and are required at Open House, Future Freshmen Night, Graduation, Honors & Awards ceremonies.

Women: Female employees are expected to wear skirts, blouses, tops, school t-shirts, sweaters, dresses, slacks, mid-calf Capri pant outfits and shoes/dress sandals.

### Spirit Fridays

Men: During "Spirit Fridays" it is acceptable for male employees to wear Dockers or khaki-type pants, jeans (of any color, but not torn, tattered or faded), dress or polo shirts or school t-shirts, a belt if belt loops are present, socks and shoes, dress boots or athletic shoes/dress sandals.

Women: During "Spirit Fridays" it is acceptable for female employees to wear clothing described under professional attire, as well as Dockers, mid-calf Capri pant outfits, school t-shirts, collarless knit tops, jeans (of any color, but not torn, tattered or faded) socks and athletic shoes.

Teachers are encouraged to wear coordinated school colors on "Spirit Fridays."

The dress code will be relaxed during local school spirit week and other specially-designated occasions so that teachers may participate in "dress-up days".

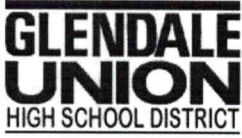
### Unacceptable Attire

The following items of attire are unacceptable at any time:

Shorts, spandex, leggings, mini-skirts (more than 3 inches above the knee), plunging necklines, sweatshirts (except school sweatshirts), sweatpants, bare midriffs, uncollared t-shirts (except school shirts), shoulder straps less than 3 inches wide, backless or see through shirts/blouses, beach-style sandals/flip-flops and visible body piercing (excluding pierced ears).

### End-of-Semester/Orientation/Summer Workshop Attire (no student contact)

When attending a local school/district workshops where there is no student contact, teachers may dress casually, striking a balance between comfort and professionalism. Jeans, shorts, t-shirts and sandals are acceptable.



## Business Office Memorandum

To: All District Staff

From: Dane Baxter – Director of Business

July 1, 2023

Subject: **Campus Safety – Footwear Guidelines**

Upwards of 40% of workers compensation claims are due to falling, slipping, tripping or strains. According to our workers compensation insurance provider, proper footwear will reduce the frequency and severity of these types of injuries. The goal is to keep our employees safe, reduce absences and reduce insurance claims.

It is also important to note that GUHSD's workers compensation insurance premium is a cost to the district that rises as industry rates and our claims increase.

With these considerations in mind, the following footwear guidelines are in effect:

**Maintenance Staff** – Non-steel toed safety/work boots, covers ankle.

**Custodial Staff** – Slip resistant sole, chemical resistant upper (leather or leather-like upper), closed-toed, closed-heeled. Athletic/Tennis shoes are unacceptable.

**Transportation, Cafeteria, Parking Lot Attendants** – Slip resistant, closed-toed, closed-heeled.

Unacceptable Footwear:

High heels, slippers, sandals of any type, flip-flops, open-back tennis shoes, foot gloves, and clogs.

All footwear must be in good condition. Torn uppers and worn soles are an indication that footwear is in need of replacement.

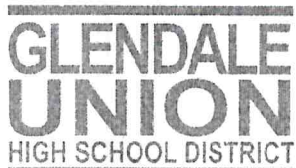
Questions regarding appropriate and safe footwear should be directed to your supervisor.

**All other Staff Positions (Administrative, Certified, and Support)**

It is recommended that all staff wear slip resistant footwear. Staff is asked to dress professionally.

Unacceptable Footwear:

Beach style sandals/flip-flops, slippers, and foot gloves.



#### ADMINISTRATIVE CENTER

7650 N. 43<sup>rd</sup> Avenue  
Glendale, AZ 85301-1661  
Tel 623.435.6000  
Fax 623.435.6078  
www.guhsdaz.org

#### GOVERNING BOARD

Patty Kennedy, President • Laura Arita, Clerk  
Patti Hussey • Pam Reicks • Natalie Veidmark

#### SUPERINTENDENT

Brian Capistran

### **Voluntary Termination and Arizona State Retirement System Application for Withdrawal of Contributions and Termination of Membership**

When an employee voluntarily terminates employment with the district and decides to withdraw contributions and terminate membership with the ASRS (Arizona State Retirement System), the former employee must meet the assurances stated on the application. Furthermore, the former employee does not intend to work for any ASRS employer for a period of six (6) months.

Page 2 of the ASRS Application for Withdrawal of Contributions and Termination of Membership states (in part) the following:

- I am no longer employed with any ASRS employer
- I am neither under contract, nor do I have any verbal or written agreement for employment in the future with an ASRS employer
- Any person who knowingly makes any false statement with an intent to defraud the ASRS is guilty of a Class 6 felony in accordance with Arizona Revised Statute § 38-793

I, \_\_\_\_\_, have read and understand that if I voluntarily terminate employment and apply to withdraw contributions and terminate membership with the ASRS that:

- (1) I am no longer employed with any ASRS employer
- (2) I am neither under contract, nor do I have any verbal or written agreement for employment in the future with an ASRS employer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Termination

\_\_\_\_\_  
Administrator Name

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date



GLENDAL UNION HIGH SCHOOL DISTRICT #205

DIRECT DEPOSIT NETPAY AUTHORIZATION

☐

Start

☐

Stop

☐

Change

Employee Name \_\_\_\_\_ Position \_\_\_\_\_ Campus \_\_\_\_\_

Last four of SS# \_\_\_\_\_ Email for Direct Deposit Receipt to be sent \_\_\_\_\_

Name of Bank or Credit Union \_\_\_\_\_

**YOU MUST ATTACH** a Bank/Credit Union ***automatic deposit form*** or a ***voided check*** to set up direct deposit.

Please circle type of account:      Checking      or      Savings

I hereby authorize the Glendale Union High School District to initiate credit entries to my/our account (indicated above) and the depository named above to credit the same such account. This authority is to remain in full force and effect until the Glendale Union High School District has received written notification from me of its termination. I also understand that the Glendale Union High School District or depository named above may reverse the credit to my/our account in the event of a misdirected credit or overpayment of wages.

*Note: Please contact the Payroll Dept. at 623-435-6037 or 623-435-6038 immediately if your account is defrauded/closed.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

PDF 12/1/2019

**NOTE: If the required bank documentation is not attached, your direct deposit will not be set up. Instead, a Rapid debit pay card will be created for you that you can pick up from Payroll at the GUHSD District Office.**

**ALSO NOTE: It can takes up to two weeks for payroll to set up a direct deposit netpay account once we receive the documentation.**



**GLENDAL UNION HIGH SCHOOL DISTRICT #205**  
**Personal Computer Purchase Advance**

Name \_\_\_\_\_

Employee Number  
Required \_\_\_\_\_

Location \_\_\_\_\_

Employee number is located on upper left hand corner of payroll stub.  
Last 4 digits of social security number may also be used.

Description of Equipment

Cost\*


\*Cost of equipment must reflect actual cost.

Sales Tax

Total


Vendor Name

--

An invoice evidencing payment **MUST** be submitted.

Total of all advances may not exceed the lesser of **half the balance of contract or \$3,000.**

All advances are subject to state and federal withholding, OASI, and state retirement contributions.

I hereby authorize the GUHSD Payroll Department to advance \$ \_\_\_\_\_ from my contract for the \_\_\_\_\_ school year. I realize the amount of the advance will be reduced from the balance of my contract for the year, which will reduce my biweekly pay. In keeping within state guidelines, I realize that this agreement will be considered invalid and the full amount of the Personal Computer Purchase Advance (PCPA) must be returned to the District if evidence of purchase is not provided with this form or within 30 days after the receipt of the PCPA.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Payroll Department Use Only**

Deduction Amount

Deduction Start Date

Receipt Received


\_\_\_\_\_  
Administrator of Accounting Approval

GLENDALE UNION HIGH SCHOOL DISTRICT  
APPLICATION FOR CHANGE OF SALARY BASE  
**SICK LEAVE EARLY BUY BACK**  
**CERTIFICATED**

NOTICE TO CERTIFICATED EMPLOYEES: THIS FORM IS TO BE USED IF YOU ARE REQUESTING A CHANGE IN SALARY DUE TO SICK LEAVE EARLY BUY BACK. The district allows teachers to exchange 30 days of sick leave for an increase of 7% of the MA base to the teacher's contract. This increase is applicable for one year at a time and may be exercised as often as the employee requests under the following terms.

\_\_\_ Employee must have 15 years in the district.

\_\_\_ Employee must maintain a minimum of 30 days-accrued sick leave after the exchange.

It is necessary that we have up-to-date information concerning your salary base. Please complete the following and sign and return the form to YOUR SCHOOL SECRETARY, prior to the last day of school.

I am requesting a salary base change for the \_\_\_\_\_ school year.

Location \_\_\_\_\_

Name \_\_\_\_\_

Employee Number \_\_\_\_\_  
or last 4 digits of SSN

Signature \_\_\_\_\_

Date \_\_\_\_\_

Principal/Administrative Signature \_\_\_\_\_

Date \_\_\_\_\_

Return to Human Resources

**FOR DISTRICT OFFICE USE ONLY**

Base Change Approved \_\_\_\_\_ Date \_\_\_\_\_ By \_\_\_\_\_

Word/PDF 04/17/2018