

SUPPORT STAFF GUIDE

2023-2024

**GLENDALE
UNION**
HIGH SCHOOL DISTRICT

OUR MISSION

To empower all students for
the choices and challenges of
the twenty-first century.

WELCOME

Welcome to the Glendale Union High School District. We are very proud to say that GUHSD is among the finest school districts in our state and country. And we are pleased to welcome you as a member of a professional staff that provides the highest quality education for our students.

Since Glendale High School opened in 1911, our district has grown to nine high schools and three alternative programs. Serving over 16,000 students from a 60 square-mile area of Phoenix and Glendale, our entire district-wide staff is comprised of approximately 800 certificated and 700 support personnel.

We have provided policies and guidelines that will clarify your rights, responsibilities, and the District's regulations, and they are included in this Support Staff Guide. You are encouraged to read the guide, which contains a wide variety of information that you will find very helpful. Your school secretary and media center directors have copies available for you to refer to. The guide is also available on the district website.

Please join us in our commitment to excellence in our schools. We know our employees make the difference, and we offer you our encouragement and support.

The GUHSD Governing Board

PREFACE

The Glendale Union High School District is governed by citizens from your school community—a local government. Five people who live within the district's boundaries are elected by GUHSD voters and serve a four-year term on the Governing Board. Our Governing Board prescribes and enforces rules for governing GUHSD schools that are consistent with laws and rules presented by the State Board of Education. (ARS: 15-341)

Your Governing Board holds open meetings at which the policies of GUHSD are adopted or revised. Proposed new or revised policies are considered by the Governing Board at three consecutive meetings before a vote is taken. Any person may arrange to address the Board for the purpose of influencing its decision concerning a policy.

PURPOSE

This book is published as a useful guide for GUHSD support staff to provide you with general district information, and details about:

Employment and Wages
Benefits
Working Conditions
General Information
Employee Assistance

It is a compilation of policies, procedures and benefits that directly affect you. Its purpose is to make relevant information readily available to the support staff. It is a document subject to periodic revision.

It is the intention of the GUHSD Governing Board and administration to review proposed changes with the Educational Support Staff Advisory Committee in order to receive and consider their input and advice prior to amendment, deletion, or alteration.

IS THIS GUIDEBOOK FOR ME?

The answer is YES if your job classification appears on one of the following support staff pay schedules:

- HVAC Crew
- Custodial and Maintenance
- Food Service
- Clerical
- Skilled Maintenance
- Instructional Assistants
- Substitutes in These Areas
- Transportation Personnel

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SECTION A

Governing Board Policies

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 support staff 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 (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 Number
Absence for the Purpose of Voting	GBI
Absences, Employee	GCC, GCCA, GCCC, GCCD, GCCE, GCCH, GCMC
Accrued Sick Leave, Voluntary Transfer of (Medical Leave Assistance Program)	GDC
Additional Conditions of Employment	BBBA, GBEAA

Affirmative Action Program	GCF, GCF-ED, GDF
Child Abuse Reporting	JLF, JLF-E
Communicable Disease	GBGC, GBGCB, GBGCB-E, JLCB-R, JLCC, JLCCA
Disciplinary Action	GDQD
Drug-Free Workplace, Substance Abuse Standards & Procedures for Drug & Alcohol Testing for Employees	GBEC, GBEC-EA, GBEC-EB
Due Process	GBK
Early Retirement Program	GCQE
Employment Practices/Staff Hiring	GCF, GCF-EA, GCF-EB, GCF-R, GCFC, GCFC-E, GCFE, GCFE-E
Employment/Re-employment	GCF, GDF
Evaluation	GDO
Grievances	GBK
Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Policy	GBJA
Holidays	GCD, GDD
In-Service Training	GDH
Leave of Absence	GCCA, GCCC, GCCD
Longevity & Retirement, Recognition of	GCQE
Maternity Leave	GCCA
Receiving Gifts	GBEAA, GBEB, JP
Resignation of Support Staff Members	GDQB
Retirement, Regular	GCQE
Salary – Term & Hours of Employment	GDB, GDBA, GDBD
Salary Plans & Deductions	GDB, GDBA
School Holidays & Recesses, Official	GCD
Sexual, Racial and Other Harassment	ACA, ACA-E, ACA-R, ACAA, ACAA-R, JII, JII-EA, JII-EB, JII-R, JK-EC, JLIF
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Staff Transfer, Staff Assignment & Staff Reduction	GCK, GCQA, GDJ, GDQ
Student Violence / Harassment / Intimidation / Bullying	JICK, JICK-EA, JICK-EB, JICK-R
Suicide Prevention	IHAMD
Supplemental Services Contract	GCB, GDB
Supplementary Pay/Overtime, Support Staff	GDBC
Termination	AC, ECA, GBA, GBEB, GBEC, GDQD
Vacations & Holidays	GCD, GDD
Workers' Compensation	GBGD, GBGD-E, GBGD-RA

SECTION B

Employee Benefits Package

BENEFITS	Hours of Work Per Week	Vacation	Paid Legal Holidays (See Appendix B)	Sick/Discretionary Days	Health/Dental Insurance	Retirement	Life Insurance	Off for Winter/Spring Recess	Considered Full-Time Employee	Bereavement/Leave of Absence	Off for Fall Break	Compensatory Time /Overtime
FOOD SERVICE	Less than 20	N	N YES after 5 yrs	N	N	N	N	Y	N	N	Y	N
TRANSPORTATION	20-29	N	Y	Y	N	Y	N	Y	N	Y	Y	Y
BUS AIDES	30+	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
CAMPUS AIDES	40	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
CUSTODIAL/MAINTENANCE & DISTRICT CREWS	40	Y	Y	Y	Y	Y	Y	N	Y	Y	N	Y
INSTRUCTIONAL ASSISTANTS	32.5 to 40	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
CLERICAL 12 MO	40	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y
CLERICAL 10 MO	40	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
PRINT SHOP PERSONNEL	40	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y
SUBSTITUTES IN THESE AREAS	As Needed	N	N	N	N	N	N	Y	N	N	Y	N

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.

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.

UNEMPLOYMENT INSURANCE COMPENSATION

The Employment Security Law of Arizona provides for payments of unemployment insurance to unemployed workers who meet all eligibility requirements of the law. The district pays taxes into a special fund to provide unemployment benefits for former employees who may qualify.

ARIZONA STATE RETIREMENT SYSTEM

Employees working twenty (20) hours or more each week are eligible for state retirement benefits through the Arizona State Retirement system. The employer (GUHSD) and the employee contribute equal amounts to the retirement fund during the tenure of the employee. If the employee leaves the district, or at the time of retirement, benefits are paid based upon age, years of service and/or the amount of the contributions. Enrollment forms and claim forms are available through the district Human Resources office and/or the retirement system.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA) PRIVACY POLICY- POLICY GBJA

This policy is pursuant to prescribed regulations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The District recognizes its obligations to comply with the regulations, which call for the rights of privacy regarding protected health and medical information. The HIPAA privacy officer, along with designated staff, is responsible for assuring that the regulations provided for under HIPAA are administered and communicated pursuant to HIPAA regulations.

Protected Health Information (PHI) is information that relates to a health or medical condition or care of an individual or to the payment for care, which information permits the identification of the individual. This could be an employee, an employee's spouse or family member. Examples of PHI include reports of diagnosis and treatment submitted with a benefit claim form, records related to an eligibility determination by a claims administrator, or a statement generated by a health insurance company reflecting payment for specific medical care.

The HIPAA Privacy Rule confers rights upon employees with respect to their protected health information (PHI). Each employee has the right to receive a notice explaining how the District will use PHI and how the employees will exercise other rights under the HIPAA Privacy Rule.

From time to time, the District obtains and/or is the recipient of medical information, records or documents regarding employees. Except as set forth below, the information, records and documents may not be disclosed without proper authorization or permission unless it is 1) subject to subpoena and/or 2) excluded from coverage of the privacy rule.

The privacy rights of employees include the right to review and copy PHI; to amend PHI which is erroneous, inaccurate or outdated; to receive an accounting of certain disclosures of PHI; and to lodge complaints with the privacy officer and/or with the federal Department of Health and Human Services.

Retaliation for having filed a complaint is prohibited.

Human Resources Rev. 8/23

SECTION C

General Information

THINGS YOU SHOULD KNOW:

Who your Insurance Committee representative is: 623-435-6036

Who your Educational Support Staff Advisory Committee representative is: 623-435-6074

What your payroll options are: 623-435-6038

THINGS YOU SHOULD HAVE ACCESS TO:

- A salary schedule: 623-435-6009, Section E of this guidebook.
- A district calendar: 623-435-6006, Section E of this guidebook.
- A holiday schedule: 623-435-6006, Section E of this guidebook.
- Insurance information: 623-435-6036
- The Governing Board Policy Manual: Available on the district website at www.guhsdaz.org (Governing Board→Policy Manual→links to ASBA PolicyBridge).
- This Support Staff Guide: Also available online at www.guhsdaz.org (Resources→Employee Resources→Support Staff Guide). In addition, your local campus administration, school secretary, and Media Center each have a copy of the guide for you to consult.

RESPONSIBILITIES TO ...

Students

The students are our first responsibility. Without students we would be without jobs. Whenever we come in contact with our students, they should receive our personal attention. Every effort should be made to meet their needs and to answer the questions of our students. We should respect students and be alert to give service.

Co-Workers

The principal is in charge at each campus and he or she deserves our full cooperation. The staff at each site, including administrators, teachers, instructional assistants, food service, maintenance/custodial, and secretarial/clerical should be one entity working together to give our students the best climate for a quality education.

Your Supervisor

Be present and punctual each day. The responsibilities of your position are outlined in your job description. Work to the best of your ability and perform whatever task is assigned to you.

Yourself

As a member of the support staff, be proud of yourself and present yourself as a friendly, cooperative person. Be eager to learn all aspects of your job and the district. Always be willing to help others. Accept responsibility. Be willing to learn new skills and ideas.

The School Community

Be friendly and helpful. Consideration for the feelings and opinions of others is always appreciated. To whomever you meet, you are a representative of the school district. Be knowledgeable and aware of district policy.

9-MONTH EMPLOYEES (INSTRUCTIONAL ASSISTANTS & JOB COACHES)

Contracts are generated from an hourly pay rate. The district will issue prorate contracts for 9-month employees who work 6.5 hours or more per day. There will be a 5-day delay in instituting pay, which allows the district to avoid overpayment should the employee resign.

The prorated contract pay for the entire year is calculated and then spread out over the entire school year to give the employee an even bi-weekly pay check without the variations that occur over the periods of the year in which the employee is not paid. These periods include intersession, fall break, winter break and spring break.

Like the 10 month employees below, 9 month employees may choose the 20 or 26 pay plan option.

10-MONTH EMPLOYEES

May choose the 20- or 26-pay plan. Pay will be paid on the 26 pay plan if no other plan is chosen. If the 26-pay plan is chosen, the employee will receive an amount equal up to 5 pays with the final contract pay for the year.

YOUR PAYCHECK

GUHSD employees who are on contract are automatically paid every two weeks. A schedule is issued every year so you will know exactly when to expect a check. Employees who are not on contract must submit a time sheet to their supervisor each week. They are also paid every two weeks. To receive extra-duty pay or overtime pay contract employees also must submit time sheets to their supervisor.

DIRECT DEPOSIT

You can direct deposit your paycheck to most banks, savings and loan associations, or credit unions. Call any one of our payroll employees for complete information and direct deposit forms.

PAYROLL DEDUCTIONS

Payroll must have your written authorization to begin or discontinue any payroll deduction. It is your responsibility to make sure that all official forms have been completed, signed, and filed with the payroll office.

HOLIDAY PAY

Support staff employees working 20 or more hours per week qualify for holiday pay when they work the day before and the day after a paid district holiday. Employees are discouraged from using discretionary leave or vacation time on the day before or the day after a holiday. Should an employee find that circumstances require their absence, the employee is **required** to follow the steps listed below:

1. The employee seeks prior approval from his/her supervisor.
2. The supervisor will determine if the employee can use discretionary leave or vacation time and will discuss with the district administrator/principal whether or not the employee qualifies for holiday pay. The principal will decide in cases involving instructional assistants and the clerical staff. The district administrators will decide in cases involving food service, transportation and maintenance/custodial employees.
3. The district supervisor/principal will notify the payroll department using a specific code to note holiday pay.

Support staff employees who work less than 20 hours per week and who have worked for the district for less than 5 years do not qualify for holiday pay.

However, during the summer hourly employees are paid for holidays if a) they have an average work day of 4 hours or more per day OR have been employed by GUHSD a minimum of 5 years, b) they work a valid summer assignment (summer school, ESY, Project SHARP, garage) and c) they have worked the day before and the day after a holiday break.

HELPFUL COMMITTEES

There are several areas where you can have input by either serving on a committee or communicating with your committee representatives. Here is a list of committees which serve you. A contact person is listed for each committee.

EDUCATIONAL SUPPORT STAFF ADVISORY COMMITTEE

Justin Tarver, Assistant Superintendent of
Human Resources & Professional Development: 623-435-6018
Jesse Wallis, Substitute Coordinator: 623-435-6074

SUPPORT STAFF PROFESSIONAL GROWTH COMMITTEE

Justin Tarver, Assistant Superintendent of
Human Resources & Professional Development: 623-435-6018
Jesse Wallis, Substitute Coordinator: 623-435-6074

INSURANCE COMMITTEE

Jan Cordova, Employee Benefits Supervisor: 623-435-6036

If you want to know how you can serve or how you can contact your representative for any one of these committees, please call the person listed.

WHAT IS ESSAC & WHAT DOES IT DO?

The Educational Support Staff Advisory Committee (ESSAC) meets on a regular basis to address non-monetary issues that affect support personnel and to assist in developing solutions to the concerns of support staff members across the district. It is comprised of approximately 20 support personnel from a variety of areas, including secretarial and clerical, instructional assistants and custodial and maintenance. A building principal also serves on the committee.

All support personnel may communicate concerns to their site representative for discussion at the Educational Support Staff Advisory Committee meetings. To find out who your site representative is, contact your school secretary or Human Resources at 623-435-6074.

“ACHIEVEMENT ABOVE ALL”

Support personnel district-wide, with the exception of those employees on the administrative salary schedule, are eligible to receive the Educational Support Staff Achievement Above All award. To be eligible for nomination, an employee should:

- Act as a role model for other employees
- Have a sense of loyalty to their department, school, and district
- Go beyond the normal job expectations
- Make extraordinary contributions to the district.

Every campus, and the district office, will recognize a support staff employee with the award each school year. Any member of the GUHSD staff can nominate an employee for the award through their supervisor. Recipients will be honored, along with the teacher and student Achievement Above All award winners, at a Governing Board meeting.

PERSONAL APPEARANCE

We know that you want to feel good about yourself and your job. Appropriate attire for your position is an excellent way to reflect credit to your school, your department, and your work community.

Suggestions can be made concerning proper attire which helps ensure your safety. In certain areas, safety attire includes closed-toe shoes and shirts with sleeves, or jewelry limited to button-type earrings. Hygiene is important in every position, but particularly important for our food service employees. The district provides 2 shirts to new maintenance employees and one new shirt each following year. Maintenance employees should check with their supervisors regarding their allowance. The shirts have collars, 1 pocket, buttons, and will be tucked in and made of industrial quality.

We are all representatives of the district—striving to present a professional image to whomever we come in contact. In some work areas, jeans and sweatshirts are appropriate—in some they are not. Short-shorts and t-shirts which display alcohol, pornography, or suggestive words or phrases are never considered professional attire.

Professionalism and feeling good about yourself is often proper attire and hygiene. We know you want to be a part of a professional staff which speaks well about the school district which is educating the children in your community.

DISTRICT OFFICE DRESS GUIDELINES

The dress guidelines of the Glendale Union High School District Office 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. Department 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 at the district office.

PROFESSIONAL ATTIRE

MEN: Male employees are expected to wear dress slacks, Dockers or khaki-type pants; dress shirts (with ties when appropriate), collared polo shirts that are tucked in or sweaters; a belt if pant loops are present; socks and shoes.

WOMEN: Female employees are expected to wear skirts, blouses, sweaters, dresses or slacks and complimentary shoes.

CASUAL ATTIRE (FRIDAYS AND SUMMER)

MEN: During “casual Fridays” and during the summer months when professional attire is relaxed because of the heat, it is acceptable for male employees to wear Dockers or khaki-type pants, well-maintained jeans; dress or polo shirts or district/departmental t-shirts which are tucked in; a belt if pant loops are present; socks and athletic shoes.

WOMEN: During “casual Fridays” and during the summer months when professional attire is relaxed because of the heat, it is acceptable for female employees to wear clothing described under professional attire, as well as Dockers, well-maintained jeans, district/departmental t-shirts, collarless knit tops, socks and athletic shoes.

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, sweatpants, bare midriffs, t-shirts without collars (except district/departmental), shoulder straps less than 3 inches wide, backless or see-through shirts/blouses, beach-style sandals/thongs, tattoos, and visible body piercing (excluding earrings).

SAFETY APPAREL

The district will provide for staff members only such apparel as will serve to safeguard the person from hazards of laboratory, shop or kitchen. Safety apparel is to be supplied in the interest of the general health, safety, and sanitation of the school community.

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.



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.

SMOKING

ARS 36-798.03 prohibits the use or possession of tobacco products on school grounds, inside school buildings and at school sponsored events. Violation of this law is considered a petty offense punishable with a fine up to \$300.00.

DRUG/ALCOHOL TESTING A.R.S.15-513 and 28-414.02

Employees of the Glendale Union High School District are expected and required to report to work on time and in appropriate mental and physical condition for work. It is our intent and obligation to provide a drug-free, healthful, safe and secure work environment.

For complete information on drug/alcohol testing, call the Human Resources department at 623-435-6017 and ask for a copy of the procedures.

DRUG/ALCOHOL COMMUNITY REFFERAL NUMBERS

Community Information and Referral Services (24-hour hotline) 2-1-1

Information/referral hotlines with multiple sites:

- Alcoholics Anonymous 602-264-1341, 623-937-7770
- Cocaine Anonymous 602-279-3838
- Narcotics Anonymous 480-897-4636
- Terros 602-685-6000
- TASC (Treatment Assessment Screening Center) 602-254-7328

Hospital programs with free assessment and referral:

- Banner Thunderbird Behavioral Health Center 602-254-4357

Other hotlines:

- Crisis Response Network 1-800-631-1314
- Empact (24-hour suicide hotline) 480-784-1500
- UMOM New Day Centers 602-841-5799

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.



ADMINISTRATIVE CENTER

7650 N. 43rd 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

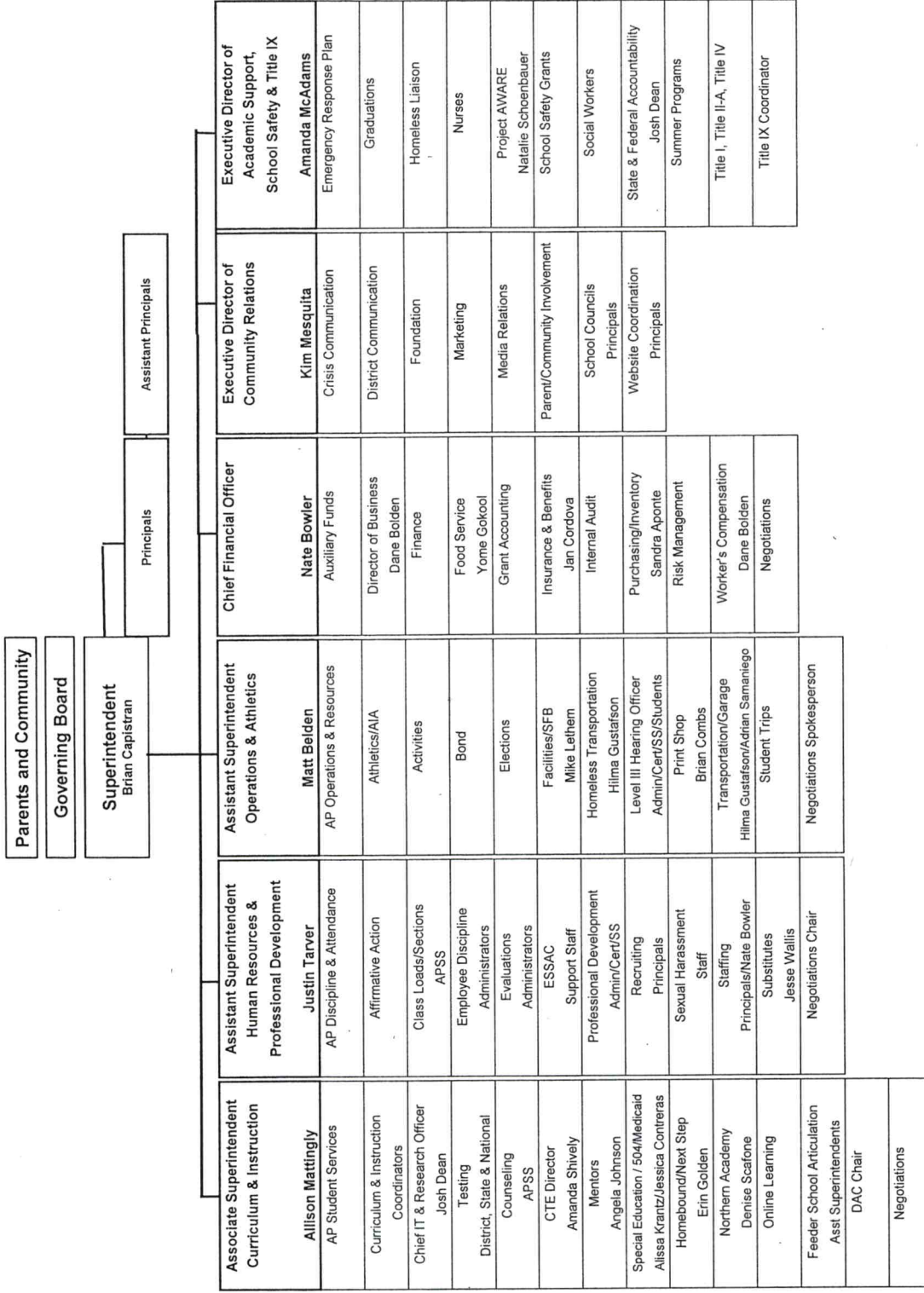
SECTION D

Organizational Chart

&

**Directory of District Office
Responsibilities**

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

SECTION E

**Salary Schedule &
Related Provisions,
Instructional Assistant Workday,
Yearly Schedules & Calendars**

**GLENDAL UNION HIGH SCHOOL DISTRICT
GLENDAL, ARIZONA**

SALARY SCHEDULE

AND

RELATED PROVISIONS

FOR

SECRETARIAL AND CLERICAL EMPLOYEES

FOOD SERVICE EMPLOYEES

CUSTODIAL AND MAINTENANCE EMPLOYEES

TRANSPORTATION EMPLOYEES

2023-2024

ADOPTED

July 5, 2023

SUPPORT STAFF SALARY SCHEDULE
2023-2024

The following salary schedules shall become effective as of July 1, 2023, and shall not be considered retroactive. These salaries shall be in effect through June 30, 2024.

GENERAL PROVISIONS APPLICABLE TO EMPLOYEES IN ALL CLASSIFICATIONS:

1. Changes in classifications and salary adjustments shall be determined in the following manner:
 - a. Requests for change of assignment shall be made to the Human Resources Office. Persons who make such requests will be interviewed and will be considered for change of assignment.
 - b. Unrequested transfers may be made by the Human Resources Office when such a transfer is considered to be in the best interest of the District.
 - c. Salary adjustments for a change to a higher schedule at the start of a new fiscal year shall be made by placing the employee on the new schedule at a level equal to or greater than the salary (excluding longevity stipend) being received and then advancing one step (if increments are granted). If reclassification occurs during the fiscal year, the new salary shall result in an increase of at least \$40 per month or the next higher step will be granted. Longevity considerations will be advanced again after appropriate salary placement has been determined.
 - d. Annual step increases are awarded by the Governing Board on July 1 of each school year. Probationary employees who have not completed the 90-day probationary period will not be granted step increases until the following fiscal year.
 - e. Salary adjustments for a change to a lower schedule shall be made by moving the person to the new schedule and a corresponding step comparable to the employee's present salary.
2. Support staff members entering Glendale Union High School District from outside the district may, as an exception, be placed on Step 3 of the Support Staff Salary Schedule. A recommendation must be made in writing by the Principal and approved by the Human Resources Office.
3. Staff contracted through ESI (Educational Services Inc.) will be paid the higher of 70% of current salary OR step 1 of respective salary schedule. Six (6) sick leave days will be granted for 12 month employees and four (4) sick leave days will be granted for all others.

ASRS retired staff newly hired or re-hired with the district cannot exceed step 5 of respective salary schedule.

Percentage increases to base salary amounts will continue as approved by the Governing Board. ASRS retired staff are not eligible for step advancement beyond step 5 or longevity increases. Allowances, Stipends and Extra Duty will be paid at 100%.

4. All 12-month employees shall be entitled to two weeks vacation (10 working days) between the first and fifth years of service. With the completion of five years of service, the employee will be entitled to three weeks vacation (15 working days). With the completion of the tenth year of service, the employee will be entitled to four weeks vacation (20 working days).

All 12-month support staff 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. In accordance with Policy GDD, vacations are to be taken at the convenience of the district.

5. A holiday schedule for all support staff shall be established each year. (See GUHSD Support Staff Guide Book.) Employees scheduled to work 20 hours or more shall be paid for the following holidays which occur within the employee's start and end dates: Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day, and Independence Day.

After five (5) years of employment, all part-time regular employees who work less than 20 hours per week will be paid for legal holidays which occur during the beginning and ending dates of their employment.

6. All support staff are protected by Worker's Compensation Insurance for injuries sustained while fulfilling the duties of their jobs. Should an injury occur, the Nurse's office, Worker's Compensation office and the immediate supervisor shall be notified immediately.
7. All support staff employees scheduled to work 20 or more hours per week will contribute to the Arizona State Retirement System and can participate in all benefits as prescribed by law.
8. All contractual employees, working 30 hours or more per week, will be covered by 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 by the district. 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.)
9. Sick leave is accrued as follows:
 - a. Employees working 20 or more hours per week
 - 12 month employees = 14 days a year
 - 10 month employees = 12 days a year
 - 9 month employees = 11 days a year

20-29 hours per week = 11 days a year (hours per day worked = hours accrued per day in sick leave).

This sick leave may be accumulated without limitation.

b. Employees working less than 20 hours per week

Accrue 1 hour of sick leave for every 30 hours worked.

Total accrued leave may not exceed 40 hours.

No other leave provisions identified in this salary schedule apply.

Staff will earn number of leave days per the table above for the school year. The first ten (10) days of absence will be granted to staff as discretionary leave with the 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.

10. Support staff employees may exchange 30 days of accrued sick leave for a one-year increase of **\$1,646** to the employee contract. The employee must have worked 15 years with the district and must maintain a minimum of 30 days of accrued sick leave after the exchange. All part-time support staff employees would be pro-rated by the number of hours worked.

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.

11. Overtime and/or compensatory time will be compensated only for time worked over 40 hours. Overtime will be paid to employees at a rate of time and one-half. Pre-approved compensatory time may accumulate at a rate of time and one-half and may be used for time off or payment upon resignation/retirement.

Under district guidelines, employees may accumulate up to 40 hours of compensatory time. Hours beyond 40 should be used at the earliest convenience of both the district and employee. Under Department of Labor guidelines, individuals may not accumulate in excess of 240 hours of compensatory time.

12. Callout/Callback/Catering Rate will be paid on the following schedule:

- a. If called out on a work day = minimum of 2 hours pay;
- b. Excluding meetings, if called out on a non-work day/holiday = minimum of 3 hours pay;
- c. If called out on a non-work day for a meeting = minimum of 2 hours pay.

13. Support staff attending district committee meetings or instructional workshops will be paid at their regular rate of pay. Over 40 hours in a work week will constitute overtime.

14. 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 equal to the number of accumulated sick leave days multiplied by .485 times the daily rate (based on 238 days) for maintenance/custodial Maint. III, Step 1.

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 .0107 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	\$68.42	Year 20	\$75.97	Year 25	\$83.52
Year 16	\$69.93	Year 21	\$77.48	Year 26	\$85.03
Year 17	\$71.44	Year 22	\$78.99	Year 27	\$86.54
Year 18	\$72.95	Year 23	\$80.50	Year 28	\$88.05
Year 19	\$74.46	Year 24	\$82.01	Year 29	\$89.55

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.

15. Support staff qualified for benefits are able to request parental leave to care for children up to three (3) years of age. Included is the right to use sick leave without documented illness up to thirty (30) consecutive working days as accrued leave per child or per adoption incident.

16. Professional growth credit toward a salary stipend increase may be awarded to support staff upon completing their first year of full-time employment with the district. A salary stipend of \$250 will be added to the employee's annual salary after completing six college credits or 90 seminar hours of coursework *relevant to their current position*. Master's-level and pre-100-

level courses are not eligible. Employees may apply for two stipends, totaling \$500, in one fiscal year. Four salary stipends, for a total of \$1,000, may be granted during an employee's career. The employee must receive an A or B for the course or, if no grade is offered, a certificate of completion. The employee enrolls in the course, pays the tuition and/or fees and applies for approval through the Professional Growth Committee. At the end of the course, the employee submits a grade report or certificate of completion and, *if approved by the committee*, receives a salary stipend.

Alternatively, support staff employed full-time for at least one year may apply for tuition reimbursement for coursework *relevant to their current position*. Support staff enrolled in a program of study leading to a bachelor's degree in secondary education, or a post-baccalaureate certificate in secondary education, may also apply for tuition reimbursement. Approved 100- and 200-level courses are reimbursed at the district's current community college reimbursement rate. Approved 300- and 400-level courses will be reimbursed at the district's current university reimbursement rate. Master's-level and pre-100-level courses are not eligible. The employee enrolls in the course, pays the tuition and/or fees and applies for approval through the Professional Growth Committee. At the end of the course, the employee submits a grade report with a final grade of A or B and, *if approved by the committee*, receives a tuition reimbursement check.

17. Notification of openings within the District shall be posted in prominent places throughout the District in order that interested persons may apply.
18. Other information concerning personnel practices is contained in the Board Policy Book and/or GUHSD Support Staff Guide Book.

PROVISIONS FOR PROBATIONARY EMPLOYEES:

1. All new support staff employees are to be hired on a probationary basis for a period of three (3) months. During the probationary period, their performance will be evaluated in writing by their supervisor at 30 days, 60 days and 90 days. Any time during this 90-day period, the employee may be released because of deficient performance, inadequate skills, lack of qualifications or other employment problems.
2. Health insurance benefits will be made available to a qualifying probationary employee on the first of the month following the successful completion of a minimum of ten (10) working days. (Beginning with the 2010 school year, qualifying probationary employees will be charged \$100 for employee major medical insurance coverage.)
3. Initial employment or re-employment after a twelve (12) month break from the district shall be on a probationary basis during which an investigation of previous employment and history will be conducted. Each new employee will be informed that he/she will be fingerprinted and a background check will be made. If the employee refuses to cooperate, refuses to be fingerprinted, is found to have falsified information during the application process or is discovered through the background investigation to be unfit to work with children, the employee may be dismissed.

PROVISIONS FOR SUBSTITUTE EMPLOYEES

Substitutes are employees who are replacing a contractual employee during the contractual employee's absence. Substitute employees schedules are as follows:

<u>Secretarial and Clerical Employees</u>	<u>Hourly Pay</u>
Schedule 1	\$15.62
Schedule 2	\$15.87
Schedule 3	\$17.36
Schedule 4	\$18.43
<u>Food Service</u>	<u>Hourly Pay</u>
Schedule 3	\$ 13.85
<u>Custodial and Maintenance Employees</u>	<u>Hourly Pay</u>
Schedule 1	\$15.06
Schedule 2	\$16.08
<u>Bus Drivers</u>	<u>Hourly Pay</u>
	\$17.64

The substitute pay for all classifications not listed shall be established from the salary schedule based on Step 1 for the classification of the contractual employee who is absent. Substitutes get Prop 206 leave when they are sick. Substitutes do not qualify for vacation, or medical benefits. Exceptions may be made for long-term extended substitutes as recommended by the Human Resources administrator.

Retired substitute educational support staff employees will be paid on Step 3 of the appropriate salary schedule when they substitute within the district.

SECRETARIAL AND CLERICAL

2023-2024

Clerical Aides and Parking Lot Attendants		\$14.13/hour until Dec 2023 and adjusted to Min Wage Jan 2024 if higher												Longevity	
SCHEDULE		1	2	3	4	5	6	7	8	9	10	1		2	
1	Attendance Assistant COOP Assistant Director Receptionist (Hourly)	2,718 15.62	2,852 16.39	2,989 17.18	3,130 17.99	3,260 18.74	3,368 19.36	3,476 19.98	3,589 20.63	3,705 21.29	0 0.00	137 0.79	272 1.56		
2	Attendance Secretary Accts. Payable Clerk Assistant Buyer Behavior Coach Career Center Specialist Career Transition Service Support Counseling Secretary Credentials Secretary Instructional Assistant O/R Secretary Spec. Prog. Secretary Transition Specialist (Hourly)	2,762 15.87	2,898 16.66	3,038 17.46	3,171 18.22	3,306 19.00	3,444 19.79	3,557 20.44	3,669 21.09	3,782 21.74	3,903 22.43	137 0.79	272 1.56		
3	Bookstore Manager Campus Tech. Asst. COOP Director Data Process. Operator Food Service Secretary Printer Trans. Secretary (Hourly)	3,020 17.36	3,152 18.11	3,287 18.89	3,422 19.67	3,564 20.48	3,695 21.24	3,815 21.93	3,934 22.61	4,058 23.32	4,184 24.05	137 0.79	272 1.56		
4	Accounting I Accounting Specialist Admin. Asst. Sch. Safety Admin. Admin. Asst. to CTE Dir. Admin. Asst. to Principal Buyer Communications Asst. District Curriculum Secretary Facilities Secretary IT Communications Manager Parent Community Liason Payroll Clerk Personnel Records Spec. Special Educ. Secretary Substitute Coordinator (Hourly)	3,206 18.43	3,344 19.22	3,479 19.99	3,617 20.79	3,749 21.55	3,886 22.33	4,011 23.05	4,134 23.76	4,262 24.49	4,392 25.24	137 0.79	272 1.56		
5	Admin. Asst. to CFO, Assoc./Asst. Supt. Sign Language Intrpr. Speech Lang. Pathology Asst. (Hourly)	3,635 20.89	3,778 21.71	3,927 22.57	4,068 23.38	4,204 24.16	4,348 24.99	4,483 25.76	4,628 26.60	4,779 27.47	4,934 28.36	137 0.79	272 1.56		
6	Admin. Asst. to Supt/ Gov. Bd. (Hourly)	4,195 24.11	4,345 24.97	4,493 25.82	4,646 26.70	4,799 27.58	4,952 28.46	5,114 29.39	5,274 30.31	5,441 31.27	5,612 32.25	137 0.79	272 1.56		

Rates based on a 261 day year (12 months)

PROVISIONS FOR SECRETARIAL/CLERICAL

1. There shall be four 12-month clerical employees at each school.
2. Office personnel will be permitted to work extra-duty assignments at the designated rate of pay for extra-duty assignments (ticket sellers, workers at games and activities).
3. Clerical employees are obligated to an 8-hour day except the last working day of each week, they are obligated to a 7 1/2-hour day.

Longevity 1: Support staff must have worked 17 years with GUHSD. The longevity 1 stipend will go into effect the 18th year.**Longevity 2:** Support staff must have worked 19 years with GUHSD. The longevity 2 stipend will go into effect the 20th year.

(Longevity stipend may be earned at any step on the salary schedule)

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

CUSTODIAL & MAINTENANCE STAFF

2023-2024

SCHEDULE		1	2	3	4	5	6	7	8	9	10	Longevity	
CUSTODIAL & MAINTENANCE SCHEDULE												1	2
1	Custodian	2,620	2,740	2,853	2,975	3,088	3,209	3,311	3,417	3,526	3,637	137	272
	(Hourly)	15.06	15.75	16.40	17.10	17.75	18.44	19.03	19.64	20.26	20.90	0.79	1.56
2	Maintenance III	2,798	2,931	3,069	3,211	3,349	3,489	3,598	3,712	3,833	3,959	137	272
	(Hourly)	16.08	16.84	17.64	18.45	19.25	20.05	20.68	21.33	22.03	22.75	0.79	1.56
3	Maintenance II	2,956	3,088	3,231	3,369	3,505	3,644	3,765	3,881	4,020	4,146	137	272
	(Hourly)	16.99	17.75	18.57	19.36	20.14	20.94	21.64	22.30	23.10	23.83	0.79	1.56
4	Maintenance I	3,069	3,211	3,349	3,489	3,628	3,767	3,881	4,008	4,137	4,272	137	272
	(Hourly)	17.64	18.45	19.25	20.05	20.85	21.65	22.30	23.03	23.78	24.55	0.79	1.56
5	Asst. Facilities Spvr Dispatch/Router/Trainer	3,643	3,797	3,959	4,115	4,279	4,437	4,571	4,718	4,867	5,021	137	272
	(Hourly)	20.94	21.82	22.75	23.65	24.59	25.50	26.27	27.11	27.97	28.86	0.79	1.56
DISTRICT OFFICE SKILLED MAINTENANCE SCHEDULE													
6	Auto Mechanic District Special Crew	3,715	3,871	4,029	4,180	4,339	4,491	4,638	4,786	4,941	5,100	137	272
	(Hourly)	21.35	22.25	23.16	24.02	24.94	25.81	26.66	27.51	28.40	29.31	0.79	1.56
SKILLED TECH SCHEDULE													
7	Computer Repair HVAC Garage Lead	3,798	3,958	4,115	4,223	4,379	4,540	4,732	4,881	5,035	5,196	137	272
	(Hourly)	21.83	22.75	23.65	24.27	25.17	26.09	27.20	28.05	28.94	29.86	0.79	1.56

Rates based on a 261 day year (12 months)

PROVISIONS FOR CUSTODIAL/MAINTENANCE EMPLOYEES

1. Custodial and maintenance personnel will be on a 40-hour work week.
2. Night custodial lead will receive an additional \$80 per month and remain on the custodial schedule.
3. Maintenance workers assigned to bus driver duties shall be reimbursed the full cost of a commercial driver's license and the full cost of a renewal.

TRANSPORTATION STAFF

		1	2	3	4	5	6	7	8	9	10	Longevity	
												1	2
1	Bus Drivers	17.64	18.45	19.25	20.05	20.85	21.65	22.30	23.03	23.78	24.55	0.79	1.56
2	Spec.Ed. Bus Aides or minimum wage, whichever is greater	14.32	14.84	15.37	15.97	16.49	17.01	17.79	18.37	0.00	0.00	0.79	1.56

PROVISIONS FOR TRANSPORTATION EMPLOYEES

1. Employees involved in transporting students must submit to an annual drug test. Additionally, bus drivers must pass an annual physical examination.
2. Hours assigned to employees fluctuate to meet the transportation needs of the Glendale Union High School District.
3. Minimum Wage will be adjusted in January 2024.

Longevity 1: Maintenance/transportation staff must have worked 17 years with GUHSD. The longevity 1 stipend will go into effect the 18th year.

Longevity 2: Maintenance/transportation staff must have worked 19 years with GUHSD. The longevity 2 stipend will go into effect the 20th year.

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

FOOD SERVICE SCHEDULE 2023 - 2024

		1	2	3	4	5	6	7	8	9	10	Longevity	
												1	2
1	School Supervisor* School Food Pgm Spec.* (Hourly)	32,747	34,206	35,692	37,150	38,663	40,098	41,327	42,686	44,018	45,427	137 1,370 0.79	272 2,720 1.56
2	Lead/Production Lead (Hourly)	15.13	15.82	16.54	17.26	17.83	18.38	19.16	19.73	0.00	0.00	0.79	1.56
3	Cafeteria Asst. Sched. 1 (Hourly)	12.63	12.86	13.10	13.27	13.55	14.09	14.50	14.98	15.76	16.26	0.79	1.56
		Steps 1-6 will be paid \$14.13/hour through Dec 2023 and adjusted to min wage in Jan 2024 if higher											

PROVISIONS FOR FOOD SERVICE

1 Probationary period is 90 days.

2 Hours assigned to cafeteria employees will fluctuate to meet the needs and sales volume of the cafeterias.

3 Minimum Wage will be adjusted in January.

Longevity 1: Food service staff must have worked 17 years with GUHSD. The longevity 1 stipend will go into effect the 18th year.

Longevity 2: Food service staff must have worked 19 years with GUHSD. The longevity 2 stipend will go into effect the 20th year.

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

Contract for Food Service Supervisors will be based on 193 work days from 7-24-23 through 5-22-24.
193 work days, 21 paid holidays (214 paid days) and 5 non-work days (fall break)

***Food service supervisors and the mentor manager** are exempt employees as defined by the Fair Labor Standards Act (FLSA) under the U. S. Department of Labor guidelines.

**GLENDAL UNION HIGH SCHOOL DISTRICT
GLENDAL, ARIZONA**

SALARY SCHEDULE

AND

RELATED PROVISIONS

FOR

SCHOOL NURSES & SOCIAL WORKERS

2023 – 2024

ADOPTED

July 5, 2023

GENERAL PROVISIONS

1. School nurses and social workers will be on the same holiday schedule as certified personnel.
2. Contract for school nurses and social workers shall be based on 196 work days from 7-19-23 through 5-24-24.

196 work days, 21 paid holidays (217 paid days) and 5 non-work days (fall break)
3. Work day shall consist of an 8-hour day including lunch time.
4. Nurses will be paid the workshop rate for Saturday in-service of staff in CPR.
5. Substitute nurses shall be paid at a base rate of \$144.00 per day. Long term substitute nurses shall be paid at a base rate of \$168.00 per day.
6. The nurse and social worker facilitator will be paid a stipend of \$1,489 (4% of Index Base).
7. Professional 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.

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.

8. Professional staff may exchange 30 days of accrued sick leave for an increase of 7% of the Index Base his increase is applicable for one year at a time and may be exercised as often as the employee requests under the following terms: The employee 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.

9. 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 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 employed for the district dies, then such payment shall be made to the estate of the deceased employee. There is 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.

Total sick leave balance at time of conversion will be multiplied by the conversion factor to determine the new/updated leave balance.

10. All contract employees contribute to the Arizona State Retirement System and to social security and can participate in all benefits as prescribed by law.
11. All contractual full-time employees will be covered by 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 by the district. 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.)

12. Prior experience may be recognized up to the fifth (5th) step on the salary schedule if the person has served in a comparable position within the last five (5) years. This is actual recognition of five years of prior experience. A recommendation must be made by the immediate supervisor and approved by the Human Resources Office for advanced placement to be effective.
13. Extra-duty pay schedule is added to the social worker salary agreement. The extra-duty hourly rate will be .11% of the MA step 1 of the social worker salary schedule. The social workers and assistant principals for discipline and attendance will recommend activities outside of the social workers' contract for which extra duty may apply. Executive Council must approve the final list of accepted extra-duty activities. All extra duty must be preapproved and signed off by the local school principal. (Added when 2005 Tentative Agreement was adopted.)
14. 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 staff newly hired or re-hired with the district can be placed up to step 7 of respective salary schedule.

Percentage increases to base salaries amounts will continue as approved by the governing board Employees are not eligible for step advancement or longevity. Allowances, Stipends and Extra Duty will be paid at 100%.

15. Other information concerning personnel practices is contained in the Board Policy Book.

**School Nurses & Social Workers
2023-2024 SCHOOL YEAR**

STEP	LPN	BS	BS + 15	MA	MA + 12	Index Base: 37,225
1	35,557	44,447	46,047	47,648	48,765	
2	37,642	47,052	48,653	50,254	51,370	
3	39,726	49,658	51,259	52,859	53,976	
4	41,811	52,264	53,864	55,465	56,582	
5	43,896	54,870	56,470	58,071	59,188	
6	45,980	57,475	59,076	60,677	61,793	
7	48,065	60,081	61,682	63,282	64,399	
8	50,149	62,687	64,287	65,888	67,005	
9	52,234	65,292	66,893	68,494	69,611	
10	54,319	67,898	69,499	71,100	72,216	
11	56,403	70,504	72,105	73,705	74,822	
11 1/4	56,924	71,155	72,756	74,357	75,473	
Longevity 1		2,606	Longevity 2		5,211	

Longevity 1: Staff must have worked 19 years in education with 14 years in GUHSD.

The longevity stipend will go into effect the 20th year.

Longevity 2: Staff must have worked 25 years in education with 20 years in GUHSD.

The longevity stipend will go into effect the 26th year.

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

The Glendale Union High School District recognizes the scope and responsibility school nurses and social workers and, therefore, are classified as professional staff.

**GLENDAL UNION HIGH SCHOOL DISTRICT
GLENDAL, ARIZONA**

SALARY SCHEDULE
AND
RELATED PROVISIONS
FOR
ATHLETIC TRAINERS

2023 – 2024

ADOPTED
July 5, 2023

GENERAL PROVISIONS

1. Athletic Trainers will have the following days for holidays: Labor Day (1), Veteran's Day (1), Thanksgiving (2), Winter Break (4), Martin Luther King Day (1), President's Day (1), and Spring Break (1), for a total of 11.
2. Contract for Athletic Trainers shall be based on 208 work days from 7-24-23 through 5-24-24.

208 work days and 11 paid holidays (219 paid days)

3. Athletic trainers are required to have a cell phone available at all times. The district will provide a \$300 expense allowance to cover district use.
4. Professional 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.

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.

5. Professional staff may exchange 30 days of accrued sick leave for an increase of 7% of the Index Base his increase is applicable for one year at a time and may be exercised as often as the employee requests under the following terms: The employee 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.

6. 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 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 employed for the district dies, then such payment shall be made to the estate of the deceased employee. There is 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.

Total sick leave balance at time of conversion will be multiplied by the conversion factor to determine the new/updated leave balance.

7. All contract employees contribute to the Arizona State Retirement System and to social security and can participate in all benefits as prescribed by law.
8. All contractual full-time employees will be covered by 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 by the district. 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.)

9. Prior experience may be recognized up to the fifth (5th) step on the salary schedule if the person has served in a comparable position within the last five (5) years. This is actual recognition of five years of prior experience. A recommendation must be made by the immediate supervisor and approved by the Human Resources Office for advanced placement to be effective.
10. Extra-duty pay schedule is added to the social worker salary agreement. The extra-duty hourly rate will be .11% of the MA step 1 of the social worker salary schedule. The social workers and assistant principals for discipline and attendance will recommend activities outside of the social workers' contract for which extra duty may apply.

Executive Council must approve the final list of accepted extra-duty activities. All extra duty must be preapproved and signed off by the local school principal. (Added when 2005 Tentative Agreement was adopted.)

11. 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 staff newly hired or re-hired with the district will be placed on step 7 of respective salary schedule.

Percentage increases to base salaries amounts will continue as approved by the governing board Employees are not eligible for step advancement or longevity. Allowances, Stipends and Extra Duty will be paid at 100%.

12. Other information concerning personnel practices is contained in the Board Policy Book.

**Athletic Trainers
2023 - 2024 SCHOOL YEAR**

STEP	BS	BS + 15	M.A.	MA + 12	Index Base: 37,225
1	44,447	46,047	47,648	48,765	
2	47,052	48,653	50,254	51,370	
3	49,658	51,259	52,859	53,976	
4	52,264	53,864	55,465	56,582	
5	54,870	56,470	58,071	59,188	
6	57,475	59,076	60,677	61,793	
7	60,081	61,682	63,282	64,399	
8	62,687	64,287	65,888	67,005	
9	65,292	66,893	68,494	69,611	
10	67,898	69,499	71,100	72,216	
11	70,504	72,105	73,705	74,822	
11 1/4	71,155	72,756	74,357	75,473	
Longevity 1		2,606	Longevity 2		5,211

Longevity 1: Athletic Trainers must have worked 19 years in education with 14 years in GUHSD. The longevity stipend will go into effect the 20th year.

Longevity 2: Athletic Trainers must have worked 25 years in education with 20 years in GUHSD. The longevity stipend will go into effect the 26th year.

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

INSTRUCTIONAL ASSISTANT WORKDAY

An Instructional Assistant's work day will be 6.5 hours, excluding lunch. Exceptions may be made when students have special needs that require an instructional assistant for a longer period of time. This could happen through Special Ed. I.E.P.'s or when an assistant is needed to be with a student before or after school. On an annual basis, exceptions must be submitted by the principal for approval to the district office person responsible for the specific programs such as Special Ed, Title I, and ELL.

SAMPLE SCHEDULE:

PERIODS	6.5 HOURS	7 HOURS	8 HOURS
START	7:45	7:30	7:00
1	8:00	8:00	8:00
2	9:00	9:00	9:00
3	10:00	10:00	10:00
4	11:00	11:00	11:00
LUNCH 35 MINUTES	12:00	12:00	12:00
6	12:40	12:40	12:40
7	1:40	1:40	1:40
END OF CLASS	2:35	2:35	2:35
END	2:50	3:05	3:35

GLENDAL UNION HIGH SCHOOL DISTRICT

Beginning/Ending Dates for 2023-24 Traditional Calendar

Exempt Employee Group	Work Days	Holidays	Non-Work Days	Fiscal Calendar Days	Beginning	End
Teacher	187	0	27	214	7/31/23	5/22/24
Nurse	196	21	5	222	7/19/23	5/22/24
Food Service Supervisor	193	21	5	219	7/24/23	5/22/24
Psychologist	192	21	6	219	7/24/23	5/22/24
(does not work last day of 1st semester.)						
Dist. Curriculum Coordinator	237	23	0	260	7/1/23	6/30/24
Social Worker	196	21	5	222	7/19/23	5/22/24
Athletic Trainer	208	11	0	219	7/24/23	5/22/24

Non-Exempt Employee Group	Work Days	*Paid Holidays	Non-Work Days	Fiscal Calendar Days	Beginning	End
12-Month Employee:						
Maintenance	245	15 plus vacatior	0	260	7/1/23	6/30/24
Clerical	242	18 plus vacatior	0	260	7/1/23	6/30/24
(12 month clerical employees will make up 40 hours which they are obligated to work during winter and spring breaks by accumulating 27 hours of comp time.)						
10-Month Employee	203	17	10	230	7/17/23	5/31/24
Clerical Assistant	193	5	21	219	7/24/23	5/21/24
Instructional Assistant	185	5	23	213	7/31/23	5/21/24
(Instructional Assistants are not required to work the last day of each semester and 1st day of 2nd semester.)						
Bus Driver & Bus Assistant	185	5	21	211	7/24/23	5/21/24
Food Service	180	5	21	206	7/31/23	5/21/24
Part-Time Worker	As Needed	Time sheet only				
Substitute	As Needed					

*All offices are closed during winter and spring recess.

*Twelve-month secretarial/clerical employees will make up 3 days of winter break and 2 days of spring break by working overtime during the year.

*Maintenance and Custodial employees are obligated to work 5 days during winter break and 3 days during spring break.

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

First Semester

		<u>Students</u>	<u>Teachers</u>
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 st 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 st Semester / 2 nd Quarter	December 21	<u>46 days</u>	<u>46 days</u>
Office Open*	December 22		
*no students, teachers or counselors			
1st Semester Totals		90 days	95 days

Winter Break December 25 – January 5

Second Semester

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

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>
Total		28 days

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 Monday – Friday	Fall Break	No School/Offices Open 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 Tuesday	Winter Recess	Schools/Offices Closed Maint./Cust. On Duty
December 27, 2023 Wednesday	Winter Recess	Schools/Offices Closed Maint./Cust. On Duty
December 28, 2023 Thursday	Winter Recess	Schools/Offices Closed Maint./Cust. On Duty
January 1, 2024 Monday	Winter Recess	Schools/Offices Closed Maint./Cust. On Duty
January 2, 2024 Tuesday	Winter Recess	Schools/Offices Closed Maint./Cust. On Duty
January 3, 2024 Wednesday	Winter Recess	Schools/Offices Closed Maint./Cust. On Duty
January 4, 2024 Thursday	Winter Recess	Schools/Offices Closed Maint./Cust. On Duty
January 5, 2024 Tuesday	No Students	No School/Offices Open 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 Monday - Friday	Spring Break	Schools/Offices Closed Maint./Cust. On Duty
May 27, 2024 Monday	Memorial Day	Schools/Offices Closed

SECTION F

**Workers' Compensation
&
Medical Leave Assistance Plan**

WORKERS' COMPENSATION

Policy GBGD (see also GBGD-E, GBGD-RA)

Purpose

The purpose of this administrative regulation is to provide guidance to District employees injured while performing their normal work duties. In accordance with Governing Board Policy and Arizona Revised Statute 23-908(F) the District may direct injured workers to a physician or clinic chosen by the District, who shall make one examination of the injured employee in order to ascertain the character and extent of the injury. Workers are free to choose their own doctor after this examination.

Procedures Following an Injury

If the injury is life threatening obtain the quickest medical treatment, then as soon as possible continue the following procedures.

Employee shall:

- Notify supervisor as soon as possible.
- Within twenty-four (24) hours of injury, report to the school nurse/District facilities secretary. The nurse may provide initial first aid and will obtain information for filing the injury report.
- The initial visit for medical treatment must be made to a provider from the District insurance carrier's provider network.
- Following each treatment, report and provide copies documenting medical treatment to supervisor/school administration. This would include all medical directives as to days off from work, work restrictions and future appointments. (The school should forward copies to District Medicaid Specialist for review and filing with Personnel Department).
- Provide supervisor/school administration with copies of all return to work authorizations prior to returning to work.
- Contact the District payroll department if any payments are received from the insurance carrier.
- Upon returning to work, notify District payroll department to verify leave reinstatement and reactivate payroll status.

School Nurse shall:

- Provide needed first aid.
- File injury report with District Medicaid Specialist and Industrial Commission of Arizona (ICA).

Medicaid Specialist shall:

- File claim with District insurance carrier.

Benefits

Once a claim has been accepted for benefits, the insurance carrier will pay one hundred percent (100%) of all reasonable medical expenses related to the work injury.

If the employee is off work eight (8) or more calendar days as a result of the injury, the employee can receive compensation benefits for lost wages until the physician says the employee is able to work.

Compensation payments are based on two-thirds percent ($66 \frac{2}{3}\%$) of the employees' average monthly wage (which cannot exceed the statutory maximum of two thousand four hundred dollars [\$2,400] per month).

Light Duty/Modified Duty

The District recognizes that it is beneficial to the District and the employee to return to work as soon as possible. In some cases the worker may be able to only perform part of their job duties. In these cases an employee is encouraged to return to work under the following conditions:

- The employee supervisor/school administration must determine the duties performed are meaningful and beneficial to the District.
- Employee provides written medical directions outlining any restrictions.
- The duties performed are not expected to re-injure or adversely affect the employees' recovery.

Accumulated Sick Leave Benefit:

- An employee absent from work due to *valid* workers' compensation injuries will receive regular pay during the period of absence for a maximum period equal to the employees' accumulated sick leave as of the date of injury.
- Discretionary days are used first.
- This benefit only covers the initial absence from date of injury to return to work, unless extended by the Governing Board.
- This benefit does not apply to physician visits or an absence after the employee returns to work, unless extended by the Governing Board.
- All compensation benefit payments received by the employee from the insurance carrier during this period *must* be transferred to the District payroll department.
- Upon the employee's return to his/her assigned job, the number of days charged against the employee's accumulated sick leave will be restored but not to exceed the number of accumulated days as of the date of injury.

- Days may only be restored once unless extended by the Governing Board. An employee does not earn sick leave during the period of absence.

Industrial Commission of Arizona and Appeals

If an employee disagrees with the insurance carrier regarding the claim or benefits, the employee may contact the ICA. The employee may request a hearing regarding the disagreement.

- The ICA is primarily responsible for monitoring the activities of insurance carriers and for deciding disputes that arise between claimants, employers and insurance carriers. It receives claims from attending physicians and injured workers. It notifies the appropriate insurance carrier and employer so that the claim can be processed.
- The Claims Division ensures that workers' compensation claims are processed in accordance with existing state laws and rules.
- The Hearing Division resolves legal disputes that arise in workers' compensation cases. A wide variety of issues may be referred to the Hearing Division, ranging from compensability, continuing benefits, supportive care, reopening of claims, and loss of earning capacity.

12/1/2010

GLENDAL UNION HIGH SCHOOL DISTRICT

Human Resources Department
7650 N. 43rd Avenue
Glendale, AZ 85301
(623) 435-6000

VERIFICATION OF SERIOUS ILLNESS OR INJURY

In order for an employee: _____
(Name) (Soc Sec #)

to qualify for the Medical Leave Assistance Plan, the Glendale Union High School District, requires written verification by a licensed health care practitioner of serious illness or injury requiring an employee to be confined to bed or to his/her home.

Please furnish the information requested below:

1. Nature of the illness/injury.

2. Beginning date of serious illness or injury _____

3. Expected date employee may return to work _____

(Signature of Health Practitioner) Date _____

Typed or Printed Name _____

Telephone # _____ Federal Tax ID# _____

9/04

GUHSD

Medical Leave Assistance Plan Request

Directions

Please read carefully the requirements for participation in the Medical Leave Assistance Plan listed below. Sign and submit the request to Justin Tarver, Assistant Superintendent of Human Resources & Professional Development, along with the verification of serious illness or injury form signed by your licensed health care practitioner.

Employee Name _____ Date _____

School/Department _____ Soc. Sec. # _____

I request to participate in the Medical Leave Assistance Plan and verify the following:

1. I have depleted my discretionary, accrued, personal and/or vacation leave as a result of a serious illness or injury.
2. I understand that my "serious illness or injury" must be verified by my licensed health practitioner." (Ordinarily, childbirth is not considered a serious illness.)
3. I understand that any donated leave will become my permanent property and will not be returned if unused.
4. I understand I do not qualify for this plan once I qualify for long-term disability.
5. I give my permission, if necessary, for the Assistant Superintendent of Human Resources to verify or request additional information and/or documentation from the office of my attending health practitioner.
6. Based on the latest medical prognosis, I anticipate I will need _____ days.
7. I understand that it is possible for my need for sick leave to be posted so that other employees may be made aware of my need.

Check one of the following:

_____ I request that my need for sick leave be posted in schools/departments.

_____ I do not wish that my need for sick leave be posted in schools/departments. I understand that people wishing to donate must do so within ten (10) working days of the approval of the request.

Employee Signature _____ Date _____

Assistant Superintendent of Human Resources _____

Date _____

Approved _____ Disapproved _____

Return to: GLENDALE UNION HIGH SCHOOL DISTRICT
Human Resources (Confidential)
7650 N. 43rd Avenue
Glendale, AZ 85301

CERTIFICATION OF HEALTH CARE PROVIDER
EMPLOYEE OR FAMILY MEMBER – SERIOUS HEALTH CONDITIONS

Dear Health Care Provider:

The Glendale Union High School District appreciates your help in ensuring that our employees are eligible to take federally mandated Family and Medical Leave. Please complete this form in as much detail as possible. This form and all documentation related to the employee's medical condition will be kept confidential and maintained in the employee's medical records file. You may be contacted for more specific information in order to process this employee's request. Thank you for your time and help in this matter.

1. **Employee's Name:** _____
2. **Patient's Name:** (if different from employee): _____
3. **Patient's relationship to employee:** ☐Parent ☐Child ☐Spouse
4. The attached list describes what is meant by a "serious health condition" under the Family and Medical Leave Act. Does the patient's condition qualify under any of the categories described? If so, please check the most appropriate category below:
 - ☐ 1) **Hospital Care**
 - ☐ 2) **Absence Plus Treatment**
 - ☐ 3) **Pregnancy**
 - ☐ 4) **Chronic Conditions Requiring Treatments**
 - ☐ 5) **Permanent/Long-term Conditions Requiring Supervision**
 - ☐ 6) **Multiple Treatments (Non-Chronic Conditions)**
 - ☐ 7) **The patient's condition does not fit any of the categories**
 - ☐ 8) **Qualifying military exigency for spouse, child, or parent who is on duty or has been notified of an impending call or order to active duty by the Armed Forces in support of a contingency operation.**
 - ☐ 9) **Service member Caregiver Leave for Covered Service member. To care for spouse, child, parent or next of kin (blood relative) who is covered service member with serious illness or injury incurred while on active duty. (Certification of health care provider required.)**

Describe briefly the medical facts which support your certification, including a brief statement as to how the medical facts meet the criteria checked above: (If you require additional space, please staple additional sheets to this form.)

1. **Condition:**

2. **Date Condition Commenced:** _____
3. **Probable Duration of Condition (and probable duration of the patient's present incapacity if different):**

4. **Required treatment (if treatment requires the employee to work intermittently or less than a full schedule as a result of the condition, please indicate the schedule of treatment required and probable duration:**

5. **If the condition is a chronic condition or pregnancy state where the patient is presently incapacitated and the likely duration and frequency of episodes of incapacity:**

6. **If additional treatments will be required for the condition, provide an estimate of the probable number of such treatments:**

CARE OF FAMILY MEMBER:

1. If leave is required to care for a family member of the employee with a serious health condition, does the patient require assistance for basic medical or personal needs or safety, or for transportation? Please indicate the probable duration of this need.

2. If no, would the employee's presence to provide psychological comfort be beneficial to the patient or assist in the patient's recovery? Please indicate the probable duration of this need.

3. If the patient will need care only intermittently or on a part-time basis, please indicate the probable duration of this need.

Signature of Health Care Provider

Type of Practice

Address

Telephone Number

**TO BE COMPLETED BY THE EMPLOYEE NEEDING FAMILY LEAVE TO
CARE FOR A FAMILY MEMBER:**

State the care you will provide and an estimate of the period during which care will be provided, including a schedule if leave is to be taken intermittently or if it will be necessary for you to work less than a full schedule:

Signature of Employee

Date

SERIOUS HEALTH CONDITION LIST

The list below describes what is meant by a "serious health condition" under the Family and Medical Leave Act. Does the condition for which the employee is requesting Medical Leave qualify under any of the categories described? Please check the most appropriate category on the front of this form and complete the rest of the form.

- 1) **Hospital Care** – inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.
- 2) **Absence Plus Treatment** – A period of incapacity of more than three consecutive calendar days (including any subsequent treatment of period of incapacity relating to the same condition), that also involves:
 - a) Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider, or
 - b) Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider
- 3) **Pregnancy** – Any period of incapacity due to pregnancy or prenatal care.

- 4) **Chronic Conditions Requiring Treatments** – A chronic condition which:
- a) Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider:
 - b) Continues over an extended period of time (including recurring episodes of a single underlying condition; and
 - c) May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.)
- 5) **Permanent/Long-term Conditions Requiring Supervision** – A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.
- 6) **Multiple Treatments (Non-Chronic Conditions)** – Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment such as cancer (chemotherapy, radiation, etc.) severe arthritis (physical therapy), kidney disease (dialysis).
- * incapacity is defined to mean inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery therefrom.

If you have any questions regarding this form, contact Human Resources (623) 435-6017

Return to: Supervisor/Principal (for signature) then
District Office, Justin Tarver, Asst. Superintendent of Human Resources & Professional Development (for approval)

**GLENDALE UNION HIGH SCHOOL DISTRICT
FAMILY AND/OR MEDICAL LEAVE REQUEST**

Dear Employee:

In accordance with federal and state mandated law, the Glendale Union High School District has instituted the ability for eligible employee's to request and take Family Medical Leave. Please check the appropriate reason below for your leave request. Requests for leave outside of this definition should be made in writing to your supervisor with a copy to Personnel. You will find further information in the Teacher or Support Staff Guidebook. The attached Certification of Health Care Provider must be completed by the Health Care Provider for medical leave. Please complete this form in as much detail as possible. All documentation related to the employee's medical condition will be kept confidential and maintained in the employee's medical records file. The district may require additional information in order to process this request. If you have any questions, contact Human Resources.

1. Employee's Name: _____ **School** _____ **Date** _____

2. Reason for Family Leave Request:

- ☐ The birth and care of a newborn child.
(“Certification of Health Care Provider” must be submitted in conjunction with Request)
- ☐ The placement of a child with the employee for adoption or foster care.
(“Letter from the Adoption Agency or Social Services Agency” must be submitted in conjunction with Request)
- ☐ In order to care for an immediate family member defined as a child, an employee's spouse or an employee's parent who suffers from a serious health condition.
(“Certification of Health Care Provider” must be submitted in conjunction with Request).
- ☐ The employee's own serious health condition.
(“Certification of Health Care Provider” must be submitted in conjunction with Request)
- ☐ Qualifying military exigency for spouse, child, or parent who is on duty or has been notified of an impending call or order to active duty by the Armed Forces in support of a contingency operation.
- ☐ Service member Caregiver Leave for Covered Service member. To care for spouse, child, parent or next of kin (blood relative) who is covered service member with serious illness or injury incurred while on active duty.
(Certification of health care provider required.)

3. Begin and End Dates of Leave Request: _____

Must be completed in order for request to be considered. (The employee shall have the responsibility to notify their Supervisor and the Personnel Department in the event any dates are needed for Family Leave change.)

4. An intermittent or Reduced Leave Schedule may be requested for the serious illness of the employee or immediate family member, if medically necessary. Please specify the requested schedule below and include information from the health care provider on the “Certification of Health Care Provider” form.

5. Employees may utilize all of their paid leave prior to leave without pay. Please indicate the categories of leave you plan to use while on Family and Medical Leave.

_____ Sick Leave Days _____ Discretionary Leave Days _____ Accrued Vacation Days
_____ Medical Assistance Leave Bank _____ Leave Without Pay

Address and Phone Number While On Leave: _____

Employee Signature: _____ **Date:** _____

Principal/Supervisor: _____ **Date:** _____

*(Supervisory signature indicates knowledge of request.
Official approval of request will come from Human Resources)*

Asst. Superintendent of Human Resources: _____ **Date:** _____

SECTION G

Department of Labor Standards

DEPARTMENT OF LABOR WAGE AND HOUR STANDARDS

1. Nonexempt employees may not begin work prior to their normal work day or extend work beyond normal quitting time without prior authorization from their supervisor. Under this ruling nonexempt employees are expected to begin the work day punctually and to end the work day at the designated time. In the event of an emergency situation, which requires overtime work, the supervisor must be notified in advance if possible; but must be notified as soon as possible after the overtime work is commenced or completed.
2. Nonexempt employees are required to take a lunch break. Employees are not required, expected or approved to work through these lunch breaks. Under this interpretation, employees may not answer telephones or do other activities related to their work during these periods.
3. Weekly time sheets must be maintained for all employees. Preapproved overtime/comp time must be reflected on the time sheets when reported in order for an individual to receive credit/be paid. All time sheets must reflect the employee's signature and the supervisor's approval of all hours worked.
4. Special events (activity work) is NOT subject to overtime pay. Based upon the Department of Labor's ruling, it is considered seasonal and sporadic and not part of the employee's normal work and, therefore, not subject to the overtime/comp time calculations except for bookstore managers. Because bookstore managers' regular job closely aligns with the ticket seller activities, bookstore managers must be paid time and one-half for hours worked at events unless the time is spent on activities other than the selling of tickets and handling of cash.
5. Non-exempt employees may only coach one season during the school year, due to the requirement that extra duty would be "sporadic and seasonal."
6. TWELVE MONTH CLERICAL EMPLOYEES CAN ACCUMULATE 27 HOURS OF COMP TIME TO COVER PAY FOR WINTER BREAK AND SPRING BREAK. THIS TRANSLATES INTO 40 HOURS OF ACCRUED COMP TIME.
7. THE DISTRICT HAS SET A LIMIT OF 40 HOURS OF ACCRUED COMP TIME AT ANY GIVEN TIME.
8. THE DISTRICT IS NOT REQUIRED TO PROVIDE PAID BREAKS FOR EMPLOYEES.

GLENDAL UNION HIGH SCHOOL DISTRICT

Human Resources

FROM: Justin Tarver
Assistant Superintendent of Human Resources & Professional Development

RE: Fair Labor Standards Guidelines

DATE: August 1, 2023

The purpose of this memo is to outline several important guidelines from the Department of Labor that govern some of the working conditions of our support staff (instructional assistants).

1. Instructional assistants cannot work more than their allotted time (typically 6.5 hours per day/32.5 hours per week) without compensation and prior approval from an administrator. Compensation can include money or time. Because our district does not pay overtime, we compensate overtime with comp time/flex time whenever overtime is mandated and approved.
2. Under no circumstances are instructional assistants to work "off the clock." Under the Fair Labor Standards Act, all non-exempt (hourly) employees must be compensated for all hours they work.
3. This district favors the use of flex time over comp time in an emergency situation when an assistant is required to work beyond their allotted daily time. Flex time allows some flexibility in terms of the number of hours per day an assistant may work, as long as the total for the week does not exceed their normal limit.
Example: A supervisor needs an assistant to work late on Monday because new students need to be tested. Flex time gives the supervisor the discretion to allow the assistant to arrive later or leave early later in the same week to "compensate" for the extra time worked on Monday.
4. The use of flex time must be approved by the teacher to whom the assistant is assigned. Its use cannot prevent required services from being offered. It does offer the employee a way to take care of personal needs without losing salary or using discretionary leave. Flex time offers the supervisor some leeway in handling unforeseen or emergency needs with students and department members.
5. In the event that comp time is accumulated, the assistant should use it within a reasonable time period not to exceed one school year. Fair Labor Standards suggest that the amount of comp time should be capped at 40 hours so the employee is not faced with a situation whereby they have accumulated more than they can "spend".

Please call the Human Resources department (623-435-6017) if you have any questions.

SECTION H

**Sexual, Racial
& Other Harassment**

SEXUAL HARASSMENT

Policy ACA (see also ACA-E, ACA-R, ACAA, ACAA-R, JII, JII-EA, JII-EB, JII-R, JK-EC, JLIF)

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

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

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

Sexual harassment may include, but is not limited to:

- Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons.
- Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
- Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; suggesting that probation will be failed; implying or actually withholding grades earned or deserved; or suggesting that a scholarship recommendation or college application will be denied.
- Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee; or engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
- Offering or granting favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, et cetera, in exchange for sexual favors.

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

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

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

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

Adopted: December 1, 2010

LEGAL REF.: A.R.S. 41-1461 *et seq.*

20 U.S.C. 1681, Education Amendments of 1972, Title IX

20 U.S.C. 1703, Equal Employment Opportunity Act of 1972

42 U.S.C. 2000, Civil Rights Act of 1964 as amended, Title VII

CROSS REF.: AC - Nondiscrimination/Equal Opportunity

GBA - Equal Employment Opportunity

GCQF - Discipline, Suspension, and Dismissal of Professional Staff Members

GDQD - Discipline, Suspension, and Dismissal of Support Staff Members

IHBA - Special Instructional Programs and Accommodations for Disabled Students

JB - Equal Educational Opportunities

JII - Student Concerns, Complaints and Grievances

JK - Student Discipline

JKD - Student Suspension

KED - Public Concerns/Complaints about Facilities or Services

KFA - Public Conduct on School Property

SEXUAL HARASSMENT

Policy ACA-R (see also ACA, ACA-E, ACAA, ACAA-R, JII, JII-EA, JII-EB, JII-R, JK-EC, JLIF)

Compliance Officer

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

Complaint Procedure

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

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

If the person alleged to have violated policy is a teacher or an administrator, the due process provisions of the District's Policy GCQF shall apply, except that the supervising administrator may be assigned to conduct the hearing. In cases of serious misconduct, dismissal or suspension proceedings in accordance with A.R.S. 15-539 *et seq.* may be initiated.

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

If the person alleged to have violated policy is a student, the Superintendent may impose discipline in accordance with policies JK, JKD and JKE.

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

Timelines

The complaint must be filed within thirty (30) calendar days after the complaining party knew or should have known that there were grounds for a complaint/grievance.

Once the written complaint has been filed using the forms provided by the District, the Superintendent shall require the immediate supervisor or site administrator to investigate and respond in writing to the complaining party within five (5) working days.

If the immediate supervisor or site administrator does not respond, the Superintendent will have ten (10) additional working days to respond in writing to the complaining party.

If the Superintendent does not respond within the established time, then the complaining party may request in writing that the issue be brought before the Board. The Board will then review the record of the investigation and have thirty (30) days to respond to the complaining party in writing.

SECTION I

Substance Abuse Policy & Child Abuse Reporting

DRUG-FREE WORKPLACE

Policy GBEC (see also GBEC-EA, GBEC-EB)

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

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

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

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

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

Adopted: December 1, 2010

LEGAL REF.: A.R.S. 13-2911
 13-3401 *et seq.*
 15-341 41
 U.S.C. 702, Drug-free workplace requirements for Federal grant recipients.
 21 C.F.R. 1308.11 *et seq.*
 34 C.F.R. Part 85

CROSS REF.: EEAEAA - Drug and Alcohol Testing of Transportation Employees

REPORTING CHILD ABUSE / CHILD PROTECTION Policy JLF (see also JLF-E)

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

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

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

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

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

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

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

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

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

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

A person who furnishes a report, information, or records required or authorized under Arizona Revised Statutes or a person who participates in a judicial or administrative proceeding or investigation resulting from a report, information or records required or authorized under Arizona Revised Statutes is immune

REPORTING CHILD ABUSE / CHILD PROTECTION

Policy JLF (continued)

from any civil or criminal liability by reason of that action unless such person has acted with malice or unless such person has been charged with or is suspected of abusing or neglecting the child or children in question.

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

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

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

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

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

Adopted: November 5, 2014

LEGAL REF.:

A.R.S.

8-201

13-1404 *et seq.*

13-1410

13-3019

13-3212

13-3506

13-3506.01

13-3552

13-3553

13-3608

13-3619

13-3620

13-3623

15-514

46-451

46-454

CROSS REF.:

GBEB - Staff Conduct

GBEBB - Staff Conduct With Students

JKA - Corporal Punishment

SECTION J

Support Staff Professional Growth Plan

SUPPORT STAFF PROFESSIONAL GROWTH PLAN

Office of Origin: Human Resources

Adopted: April 1991

Revised: Mar. 1993, May 1998, Sep. 2000, Sep. 2003, Feb. 2004, Sep. 2004, Dec. 2004, Aug. 2014

PURPOSE

This plan is designed to accomplish the following:

1. Offer more effective service to the district.
2. Support employees aspiring to become teachers.
3. Retain qualified support staff.
4. Encourage high standards of job performance.
5. Provide additional financial rewards.

COMPENSATION OPTIONS

The Support Staff Professional Growth Plan was developed so that support staff employees may:

1. accumulate credits toward additional compensation through salary schedule stipend(s) upon completion of 6 approved incentive credits or college credits, or
2. request reimbursement for an approved course, workshop or seminar.

ELIGIBILITY

All full-time educational support staff are eligible to participate in the program after one year of full-time employment with the District. (Employees hired prior to 12-17-04 will have the eligibility period waived.)

REIMBURSEMENT AGREEMENT

Support staff employees who participate in the teacher prep tuition reimbursement program are expected to accept a teaching position with the district upon receiving their certification, assuming a position is available, and to teach for the district for a minimum of two years. If they leave the district before completing their certification program, or before completing two years of teaching for the district, they will be required to repay the district the full amount of tuition reimbursement received. To receive approval for tuition reimbursement after February 1, 2005, support staff employees will be required to sign a binding agreement to this effect.

COMMITTEE

The Support Staff Professional Growth Committee will consist of:

1. The Administrator of Human Resources.
2. Committee members may represent the following areas: maintenance/custodial, office/secretarial, food service, instructional assistants and transportation.
3. A Human Resources secretary shall attend meetings to record decisions, facilitate discussion and monitor budget balances.

4. The committee will maintain two budgets:
 - a. One for current job-related professional growth,
 - b. and another for tuition reimbursement for those enrolled in a bachelor's degree program in Secondary Education or a post-baccalaureate program to become certified in Secondary Ed.

Salary schedule stipends awarded for professional growth credits are funded through the M&O budget and do not affect the Committee's two working budgets

Members of the committee will serve two year terms and may serve more than one term. The Administrator of Human Resources will be a permanent member.

The committee will meet to review applications once a month during the school year or as frequently as new business requires.

APPLICATION (Prior approval of courses)

Applications will be accepted on a first come, first served basis for the available funds.

Eligible support staff must submit an application form for approval of courses prior to course completion to be eligible for reimbursement or salary schedule credit.

The committee may allow one reimbursement exception notice for courses taken without prior approval. Courses taken without prior approval after an exception notice has been issued will be denied.

The committee will notify each employee of approval/disapproval of a course or workshop within five working days of the application review.

TUITION REIMBURSEMENT

Eligible support staff must receive a grade of "A" or "B" in an approved course to be eligible for tuition reimbursement. Books and other non-tuition expenses are not reimbursable.

Courses/Workshops Related to Your Current Job: Approved college classes will be reimbursed at the district's current community college reimbursement rate. Registration fees for approved workshops/seminars may also be reimbursed. The applicant must take the courses/workshops on their own time. College courses taken as part of a degree program other than Secondary Education are not eligible for reimbursement.

Secondary Education Courses (community college): Approved community college courses will be reimbursed at the district's current community college reimbursement rate. Applicants must provide proof of enrollment in a program leading to a bachelor's degree in secondary education (remedial coursework is not reimbursable) or a post-baccalaureate secondary education certificate (no master's level coursework).

Secondary Education Courses (university): Approved 100- and 200-level courses taken at a university are reimbursed at the district's current *community college* reimbursement rate. Approved 300- and 400-level courses taken at a university will be reimbursed at the district's current university reimbursement rate. Applicants must provide proof of enrollment in a program leading to a bachelor's degree in secondary education (remedial coursework is not reimbursable) or a post-baccalaureate secondary education certificate (no master's level coursework). Coursework taken as

part of a master's degree program is not reimbursable.

INCENTIVE CREDIT / SALARY SCHEDULE STIPEND

A salary schedule stipend is an additional amount added to an employee's regular annual salary. Once awarded, a stipend remains on the employee's salary for as long as they are employed in a support staff position with the district.

One incentive credit is awarded for one college/university semester hour (the equivalent of 15 hours of class time). Approved workshops, classes and seminars that are not for college credit are awarded one seminar hour for each verified hour of professional development study. One incentive credit is awarded for 15 seminar hours

A salary schedule stipend of \$250 will be awarded for six incentive credits (six semester hours of college credit or 90 seminar hours). An employee may earn up to four stipends, equaling a maximum of \$1,000, during their career with the district. No more than two stipends (\$500) may be earned in one fiscal year

There is no time limit on the accumulation of incentive credits. Eligible support staff employees must receive a final grade of "A" or "B" in an approved course to be eligible for incentive credit toward a salary schedule stipend. A passing grade for courses taken Pass/Fail is acceptable.

Incentive credit must be earned during an employee's own time and at their own expense. Any classes, workshops and seminars, paid for by the district will not be eligible for incentive credit. With the approval of the employee's immediate supervisor, support staff may be granted unpaid time off to attend professional growth classes, workshops and seminars during the workday. A substitute will not be provided during the absence of an employee attending such training.

To be awarded in the same fiscal year, salary stipends must be approved by Human Resources by September 15. Salary stipends approved after that deadline will take effect at the beginning of the next fiscal year, on July 1.

Previous Credit: Employees may receive up to six incentive credits for verifiable college hours or seminar hours earned during their first year of fulltime employment with GUHSD, prior to becoming eligible for the Support Staff Professional Growth Program. An application for previous credits may be submitted to the Committee upon completion of the first year of fulltime employment. Reimbursement for previous credit is not available.

Instructor Credit: Credit will be granted to support staff instructors within the district who teach an approved in-service or professional growth course.

An employee who is an instructor for an in-service course or workshop will be awarded twice the credit that the participants receive. The maximum credit that can be earned by an instructor from one course or workshop is six credit hours. Any exceptions to the maximum credit earned must be pre-approved by the Administrator of Human Resources and the Professional Growth Committee.

1. 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.
2. Instructors will be responsible for maintaining participant attendance records, and a participant evaluation form. These must be submitted to the Administrator of Human Resources upon the conclusion of the course.
3. Professional growth courses must provide a minimum of 15 instructional hours.

4. Any support staff employee wishing to teach a professional growth course must apply to the Professional Growth Committee for topic approval.
5. Upon approval of the topic, the instructor will provide the Professional Growth Committee with a course content packet for approval. Handouts, activities and other instructional materials should be included in this packet.
6. Upon approval of the syllabus, the Committee will notify ESSAC, so that the class can be offered through the Professional Growth program.

PROCEDURES – How the Professional Growth Plan Works

1. **APPLY:** For professional growth reimbursement or credit, eligible staff must complete and submit an application and all necessary paperwork for each class **prior to completion of the class**. Funds are available on a first come, first served basis. (See section *How To Apply* for details.) All documentation—including paid receipt, coursework list and enrollment in a teacher preparation program (where applicable)—must accompany the application in order for the review to be completed. Master's level and pre-100-level courses are not eligible.
2. **APPROVAL:** The Committee will review each application for approval. The applicant will receive notification of the committee's decision in writing from the Human Resources office. Approval will be determined based on available funds at the time of application review.
3. **SUBMIT GRADES:** Upon application approval and course completion, a grade report should be sent to the Human Resources office for credit or reimbursement. Employees must earn an "A" or "B" in a course to receive salary credit or reimbursement.
4. **ELIGIBLE COURSES:** Coursework must be related to the applicant's current job or be prerequisite or upper division classes leading to a bachelor's degree in Secondary Education (remedial coursework is not reimbursable) or a post-baccalaureate Secondary Education certificate (no master's level coursework). Coursework taken as part of a bachelor's degree program other than Secondary Education is not reimbursable. Coursework taken as part of a master's degree program is not reimbursable or eligible for a salary stipend. *Tuition is reimbursed at the district's current community college reimbursement rate for classes taken at ANY local college or university except for upper-division courses (300-400 level, such as EDU-302) required for secondary teacher certification. In this case, tuition will be reimbursed at the district's current university reimbursement rate.*

HOW TO APPLY FOR REIMBURSEMENT/INCENTIVE CREDIT

Tuition fee **reimbursement requires prior approval** by the Support Staff Professional Growth Committee. Reimbursement may not be given without prior approval.

Before taking the course or workshop:

1. Complete the "Support Staff Professional Growth Application Form"
(Forms are available from your school secretary or the district Human Resources office.)
 - a. request salary credit or tuition reimbursement
 - b. indicate class, school, completion date, number of credits
 - c. indicate reason for taking class:
 - related to current job
 - secondary teaching certificate (include verification of secondary education major)
 - d. request prior credit approval (for incentive credit/salary stipend only)

- e. attach paid tuition receipt, seminar registration or workshop invoice.
2. Have the completed application signed by your principal.
3. Submit the signed application along with proof of payment showing class title and fee, or verification of workshop hours and cost, to the Human Resources office at District Office.

The Professional Growth Committee will review each application for approval of credit or reimbursement. A written decision will be provided to the applicant. Applications denied by the committee may be appealed to the Administrator of Human Resources for review.

Upon completion of the course or workshop:

1. Submit a copy of eligible grades (transcript, certificate or grade report, etc.) and the approved application for salary credit or reimbursement.
Note: Employees must earn an "A" or "B" in a course to receive salary credit or reimbursement.
2. Upon receipt of verification of completion or appropriate grade, the Human Resources office will initiate the salary credit or reimbursement.
3. Salary credit applications: Verification of successful completion of the course or workshop must be received by the Human Resources office no later than September 15 for the increment to be effective during the same fiscal year.

HOW TO APPLY FOR PREVIOUS CREDIT

1. Employees may receive up to 6 incentive credits for verifiable college hours earned during their first year of fulltime employment with GUHSD, prior to becoming eligible for the Support Staff Professional Growth Program.
2. An application for previous credits may be submitted to the Committee upon completion of the first year of fulltime employment. Verification of completion, such as transcripts or a certificate of completion, and a grade report (when applicable) must be attached.
3. Prior credit requests can be approved for salary credit only. Reimbursement of class tuition is not available.

APPEAL PROCESS

Any decision regarding salary credit/tuition reimbursement may be appealed in writing to the Support Staff Professional Growth Committee.

Employees wishing to appeal a decision by the Support Staff Professional Growth Committee must submit written appeal to the Human Resources department within ten days of receiving the initial decision.

The appeal should state the decision being appealed and the rationale for the reviewing the decision.

The Support Staff Professional Growth Committee will review the initial decision. If the initial decision is changed, the employee will be notified in writing after the next meeting of the committee.

Applications denied by the committee may be appealed to the Administrator of Human Resources for review.

HOW TO CALCULATE YOUR NEW SALARY (after earning salary stipends)

Step 1: What is your annual salary? Annual salary \$ _____

Step 2: Earn a salary stipend or stipends. Add stipend(s) \$ _____

6 credits	12 credits	18 credits	24 credits
\$250	\$500	\$750	\$1,000

Step 3: Receive annual salary plus earned stipend(s) each year while employed as a GUHSD support staff employee. New Annual Salary \$ _____

DEFINITIONS

Certificate program - Coursework leading to a certificate in a specialized academic area; for example, Developmental Disabilities. Generally offered at the community college level.

Degree program - Course of study leading to an Associate or Bachelor's degree.

ESSAC - Educational Support Staff Advisory Committee.

Grade report - Official record from a college or university of credit earned and grade awarded.

Incentive credit / salary credit - The accumulation of college credit hours or seminar hours.

Lower-level coursework - Courses with a prefix in the 100 or 200 range (such as EDU-221).

Prior approval - Approval for a course or workshop before it is completed.

Prior credit or previous credit - Credit earned during an employee's first year of full-time employment with GUHSD, prior to becoming eligible for the Support Staff Professional Growth Program.

Professional growth - Courses or workshops that provide an employee with new knowledge or skills related to their current position or to becoming a high school teacher.

Reimbursement - Repaying an employee for course tuition or workshop registration fees.

Reimbursement rate - Amount per college credit that the district will reimburse an employee for tuition. The cost of textbooks and other fees are not reimbursable.

Salary stipend - An additional amount added to an employee's regular annual salary. (\$250.00 for six incentive credits.)

Support staff - Non-certified and non-administrative employees.

Teacher certification - Coursework required to be licensed by the State of Arizona to teach.

Upper-level coursework - Courses with a prefix in the 300 or 400 range (such as EDU-332).

TUITION REIMBURSEMENT AGREEMENT

I, _____, hereby agree to the following:

By accepting tuition reimbursement as a participant in the Support Staff Professional Growth Program, I understand that I am committing to teach for the Glendale Union High School District for a minimum of two years upon receiving my teaching certification. It is the intent of the program that I will fulfill all requirements for certification immediately after receiving my bachelors in secondary education or completing my post-baccalaureate coursework in secondary education.

I understand, moreover, that if I withdraw from the program due to voluntary or involuntary termination of employment before fulfilling my two-year teaching commitment, I will be required to repay the district the full amount of tuition reimbursement I received.

I agree to make such payment in full at the time my employment ends with the district. In the event I do not make such payment in full upon demand, upon referral of this debt by the district to an attorney and/or collection agency, I further agree to pay interest from the date of my separation from the district, attorney's fees and other collection-related costs, in addition to the balance I owe.

An exception to this agreement may be made if, upon receiving my teaching certification, Glendale Union cannot offer me a position for which I am qualified.

I have enrolled in a program at _____ (*name of college or university*) leading to a bachelor's degree in secondary education or a post-baccalaureate secondary education certificate. At the end of this program, I plan to teach _____ (*subject area*).

My signature below also acknowledges my understanding that remedial coursework and master's-level coursework are not reimbursable.

Employee's Signature _____ Date _____

Principal's Name _____

Principal's Signature _____ Date _____

District Administrator's Name _____

District Administrator's Signature _____ Date _____

GLENDAL UNION HIGH SCHOOL DISTRICT

SUPPORT STAFF PROFESSIONAL GROWTH PROGRAM
Tuition Reimbursement & Salary Stipend Application Form

This form may be used a) for partial tuition reimbursement for support staff enrolled in a program of study to become a high school teacher and b) for salary stipend credit for support staff taking classes relevant to their current position with the district. Under some circumstances, partial tuition reimbursement may be requested for current job-related coursework. Please see Section J of the *Support Staff Guide* for more information.

BEFORE BEGINNING YOUR CLASS: Please complete this form and submit it to your principal for their signature. If you do not have a principal at your worksite, please ask your immediate supervisor to sign it. After that, the form should be submitted to the Support Staff Professional Growth Committee, c/o Human Resources at District Office. Please submit a separate form for each class. NOTE: Remedial and Master's-level classes are not eligible.

AFTER COMPLETING YOUR APPROVED CLASS: Please submit a copy of your final grade report to Human Resources to receive the reimbursement or salary stipend credit. If a letter grade is awarded for the class, you must receive a final grade of A or B. For non-graded classes, a certificate of completion is required.

Name _____ Position _____

Worksite _____ Date of Hire _____ Date Submitted _____

I. I am applying for the following class, in which I am **CURRENTLY ENROLLED**:

Course # / Name _____

College / School _____ Credits / Seminar Hours _____

Date to Be Completed _____

Application for: Tuition Reimbursement _____ or Salary Stipend Credit _____

Are you studying to become a high school teacher? Yes _____ No _____

If yes, what subject do you plan to teach? _____

Reason for taking class, if not teacher prep: _____

II. I am applying for salary stipend credit for the following **PREVIOUSLY COMPLETED** class, which was taken during the first year after my hire date. (A maximum of 6 credits/90 seminar hours can be awarded.)

Course # / Name _____

College / School _____ Date Completed _____

Credits / Seminar Hours _____ Grade Earned (if any) _____

EMPLOYEE SIGNATURE I understand that if I am requesting tuition reimbursement to become a high school teacher, I will be subject to repayment of reimbursed funds as explained in Section J of the *Support Staff Guide*.

PRINCIPAL / SUPERVISOR SIGNATURE _____

The chairperson of the Support Staff Professional Growth Committee will sign and date, indicating approval or disapproval. Questions? Please contact Human Resources at 623-435-6074.

Approved / Disapproved Signature: _____ Date _____

Comments _____

v.05-2023