

Red Rock Elementary School

District No. 5

Employee

Handbook



I. Introduction

This Employee Handbook provides a summary of employee benefits and guidelines with respect to your employment. It does not cover all aspects of your employment with RRSD. You are responsible for reading and understanding this Employee Handbook. If you have any questions, please discuss them with your supervisor.

This Employee Handbook replaces any earlier RRSD Employee Handbook. In addition, this Handbook may be revised from time to time, as needed, without prior notice as business, employment, legislative and/or economic conditions dictate. Any such revisions apply to existing as well as future employees. Revisions will be made as they are approved.

Mission

The Red Rock School District Governing Board has adopted a district mission statement emphasizing a collaborative commitment among all parties in a time of growth and change for the district. The mission statement and supporting vision, goal, and beliefs are listed below.

The mission of Red Rock Elementary School District is to provide comprehensive, success oriented instruction for all students in our growing district. Learning opportunities are designed to maximize each student's potential in the areas of academic ability, social and emotional development, physical well-being, cultural and aesthetic awareness, and community contribution and responsibility. Red Rock School District will continue to pursue and implement scientifically research based educational methods, strategies and technologies.

Vision

Red Rock Elementary School is a professional learning community that ensures each student learns and succeeds in all academic areas and realizes his/her full potential as a positive contributing member of society.

II. District Work Place Standards

Equal Opportunity

It is the State of Arizona's policy to provide equal employment opportunity to all without regard to race, color, religion, sex, age, national origin, disability, genetic information, pregnancy, military or veteran status, or any other status protected by law. All individuals are to be treated in a fair and non-discriminatory manner throughout the employment process.

Reasonable Accommodation of Individuals with Disabilities

The District makes reasonable accommodations to qualified employees with disabilities for the performance of essential job functions without undue hardship to the District. Accommodations are reviewed case by case in accordance with the Americans with Disabilities Act (ADA) and any state or local laws that prohibit disability discrimination.

Mandatory Reporting

The most important responsibility of every professional educator is protecting the welfare of the students in his/her care. The purpose of Arizona's mandatory reporting law, A.R.S. § 13-3620, is to ensure the safety of children. Therefore, educators in the Red Rock School District take their duty to report possible situations of child abuse very seriously. All RRSd staff are to participate in extensive training regarding District policy and Arizona's mandatory reporting law. Below is a brief overview regarding Arizona's mandatory reporting law, which governs personnel of the Red Rock School District.

A.R.S. §13-3620 states "any person 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 on the minor by other than accidental means...shall immediately report or cause reports to be made of this information" to law enforcement of Child Protective Services. If the suspected abuser does not have care, custody or control of the minor, the report shall be made to law enforcement only.

Recent changes in the law no longer require educators to have visible evidence of abuse. Educators may form a reasonable belief that abuse has occurred based on their own observations, information provided by the student, or information provided by a third party. It is not the responsibility of the educator to investigate in order to determine that abuse has occurred; rather, the educator is responsible to make the report to those agencies that have the legal responsibility to investigate and make such a determination.

If an educator makes a report regarding possible abuse, it is the responsibility of law enforcement or CPS, not the educator, to contact the child's parents about the incident. Additionally, any inquiries about the situation will be referred to law enforcement or CPS. School personnel cannot release written documentation regarding a situation being investigated.

In the event that a report ever needs to be made to authorities regarding possible abuse of your child, please be assured that the first priority of educators is the well-being of your child.

Drug Free/Tabaco Work Free Place **A.R.S. 36-798.03**

Our District is dedicated to providing a healthy, comfortable and educationally productive environment for student, staff, and visitors. Our district has implemented a tobacco free environment policy which applies to all students, employees, volunteer, and visitors. The use or possession of tobacco and tobacco products is prohibited in all district buildings, on all district grounds including parking lots, in district vehicles and at district sponsored events, including field trips.

Drug and Alcohol Testing

The District is committed to establishment of a drug and alcohol misuse prevention program that meets or exceeds all applicable requirements of the Omnibus Transportation Employee Testing Act of 1991. Each employee of the District who is required to have a Commercial Driver's License is subject to pre-employment/pre-duty drug and alcohol testing conforming to Department of Transportation guidelines. All offers of employment for drivers with the District will be made contingent upon pre-employment test results. An applicant testing positive for alcohol or controlled substances will not be considered for employment.

Drivers will be tested randomly from a selection pool. Procedures are:

- Employees are placed and remain in the pool for random selection.
- Employees are tested using a valid random selection procedure.
- Employees are tested at least once per quarter.
- Employees are tested without prior notice (dates will not be announced).

Drivers may also be tested following an accident or when the District has reasonable suspicion that they are using drugs or alcohol. "Reasonable suspicion" means that the District believes the behavior, speech, body odor or appearance of a driver while on duty are indicative of the use of alcohol and/or controlled substances. Employees who refuse to submit to drug and alcohol testing or whose test results are positive may be disciplined in accordance with District policies, up to and including termination of employment.

Fingerprinting

Arizona Revised Statute §15-512 requires all district school district employees (Full-time and Part-time) and volunteers to be fingerprinted. **Classified staff and coaches will be fingerprinted at a cost to the employee of \$22.00, paid through payroll deduction.** Certified employees are fingerprinted through state certification procedures. **Volunteers who are not employed by the District will be fingerprinted at no cost to the individual.** **Fingerprinting results may take as long as two months to be returned to the District.** Employee fingerprint checks that contain questionable items may result in termination of employment. Background investigations must be completed prior to any employee or volunteer working for the RRSD.

Grievances

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

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

Harassment (Sexual)

It is the policy of the Red Rock Elementary School District that there be no discrimination against any student or employee on the basis of sex. In keeping with this policy, the District will not tolerate sexual harassment by any of its students. Sexual harassment is a violation of the District's Comprehensive Discipline Policy. The District considers sexual harassment to be a major offense that can result in disciplinary action.

Any unwelcome sexual advance, request for sexual favors or other verbal, written or physical conduct of a sexual nature constitutes sexual harassment when the harassment substantially interferes with a student or employee's performance or creates an intimidating, hostile, or offensive school environment.

Harassment

RRSD is committed to maintaining human dignity and protecting its employees from unlawful harassment, whether it is of a sexual nature or based on race, color, national origin, religion, age, disability, genetic information, gender, pregnancy, military or veteran status or any other status protected by federal and state laws, rules, and regulations. Unlawful harassment in any form, whether verbal, physical or visual, is prohibited and will result in disciplinary action up to and including dismissal.

Americans with Disabilities Act (ADA)

The State of Arizona follows the ADA, as amended, by ensuring equal employment opportunities for qualified persons with disabilities and by providing employees, visitors, and contractors with equal access to facilities, programs, and services.

Student Dismissal Procedures

Under no circumstances should a child be released from the classroom to anyone – not even a parent – unless the teacher has received a call from the office requesting the release. This will ensure the child is not released to an unauthorized person, including a parent without custody, and will make certain the child is properly signed out in the office. Please do not take parents' word they have checked with the office. If anyone comes to your room asking for a child, send them to the office and it will be handled there. Even in the case of a disaster, children can only be released to parents unless we have permission from the parents in writing that their child can be released to someone other than the parents.

Visitors on School Campus

School Board Policy directs that all visitors register at the office to obtain permission to remain on the school grounds or to enter any classroom and to sign out at the office when leaving campus. (A.R.S. 13-2911A) Visitors must state their business and receive a pass before they are allowed to enter any classroom or activity or to remain on campus. If any staff member sees a person on campus without a visitor pass, they need to ask that person to go to the office to obtain a visitor's pass.

Students are not allowed to bring student visitors to Red Rock School. All visitors are treated courteously and are asked to obey existing rules.

Removal of District Property

District-owned materials assigned to employees are to be kept in the work area. District policy prohibits employees from removing any school property from District premises without the permission of their Supervisor.

III. Standards of Conduct

Employee Conduct and Code of Ethics

Unacceptable Activities

RRSD expects each employee to act in a mature and responsible way at all times. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed below, please see your supervisor. Note that the following list of unacceptable activities does not include all types of conduct that can result in disciplinary action, up to and including termination/discharge. Nothing in this list alters the at-will nature of employment for some employees of the District.

1. Violation of any RRSD policy or Procedural Directive.
2. Violation of security or safety rules or failure to observe safety rules or RRSD safety practices; failure to wear required safety equipment; tampering with RRSD equipment or safety equipment.
3. Negligence or any careless action which may endanger the health, safety or well-being of the individual or another person.
4. Being intoxicated or under the influence of a controlled substance, including alcohol, while at work; use, possession or sale of a controlled substance in any quantity while on District premises, except medications prescribed by a physician which do not impair work performance, except cannabis, which cannot be used or possessed even with a prescription.
5. Possession of dangerous or illegal firearms, weapons or explosives on District property or while on duty.
6. Engaging in criminal conduct or acts of violence at any time or making threats of violence toward anyone on District premises or when representing RRSD; fighting, or provoking a fight on District property, or negligent damage to property.
7. Insubordination or refusing to obey instructions properly issued by your supervisor pertaining to your work; refusal to help out on a special assignment or refusing to cooperate in investigations.
8. Threatening, intimidating or coercing fellow employees on or off the premises at any time, for any purpose.
9. Engaging in an act of sabotage; negligently causing the destruction or damage of District property, or the property of fellow employees, customers, suppliers, or visitors..
10. Theft or unauthorized possession of District property or the property of fellow employees; unauthorized possession or removal of any District property, including documents, from the premises without prior permission from management; unauthorized use of District equipment or property for personal reasons; using District equipment for profit.

11. Dishonesty; falsification or misrepresentation on your application for employment or other work records; untruthfulness about sick or personal leave; falsifying reason for a leave of absence or other data requested by RRSD; unauthorized alteration of District records or other documents.
12. Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.
13. Immoral conduct or indecency on District property.
14. Conducting a lottery or gambling on District premises.
15. Unsatisfactory or careless work, failure to meet work productivity or work quality standards.
16. Any act of harassment or retaliation based on disability, race, ethnicity, color, sex, sexual orientation, national origin or ancestry, religion, age, veteran status, HIV status and/or any other protected status as defined by law.
17. Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your supervisor; stopping work before time specified for such purposes.
18. Sleeping or loitering during working hours.
19. Excessive use of telephones or electronic devices for non-business related activities including but not limited to personal calls, text messaging, social networking, etc. .
20. Smoking on District property or in District vehicles.
21. Creating or contributing to unsanitary conditions.
22. Failure to report an absence or late arrival; unauthorized or excessive absences or lateness.
23. Obscene or abusive language toward any supervisor, employee, parent, or student; indifference or rudeness; any disorderly/antagonistic conduct on District premises.
24. Speeding or careless driving of District vehicles.
25. Failure to immediately report damage to, or an accident involving, District equipment.
26. Unauthorized soliciting during working hours and/or in working areas; selling merchandise or collecting funds of any kind for charities or others without authorization during business hours, or at a time or place that interferes with the work of another employee on District premises.
27. Failure to use required timesheets, alteration of your own timesheet or records or attendance documents, punching or altering another employee's timesheet or records, or causing someone to alter your timesheet or records.
28. Sharing or disseminating personal, sensitive, or confidential information about an employee, student, or parent. No employee will disclose confidential information unless legal requirements demand such information be revealed or disclosure is necessary to prevent serious and foreseeable harm.
29. Negligence or any careless action which allows others access to personal or confidential information about employees or students. Willfully providing someone access to personal or confidential information about employees or students.
30. Any other act or omission which impairs or restricts the ability of the District to provide a safe and healthy environment for employees and students.

Social Media Guidelines

At Red Rock Elementary School District, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. Carefully read RRSD Standards of Conduct; Employee Conduct and Code of Ethics Policy, and ensure your postings are consistent with this policy. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar

inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination. This policy applies to all RRSD employees.

Be Respectful

Always be fair and courteous to fellow co-workers, parents, and members of our community. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Be Honest and Accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false. Post only appropriate and respectful content. Maintain the confidentiality of RRSD.

Express only your personal opinions. Never represent yourself as a spokesperson for RRSD. If RRSD is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of RRSD, fellow co-workers, parents, or members of the community. If you do publish a blog or post online related to the work you do or subjects associated with RRSD, make it clear that you are not speaking on behalf of RRSD. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of RRSD."

Using Social Media at Work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your supervisor. Do not use RRSD email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is Prohibited

Red Rock Elementary School District prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media Contacts

Employees should not speak to the media on RRSD behalf without contacting the District Administrator. All media inquiries should be directed to the District Administrator.

Staff Dress Code

All RRSD employees shall dress in a professional manner that reflects positively on their position in the community. All employees shall have an appearance that is appropriate in light of the environment in which they work and the duties of their jobs. Employees must always consider that their employment places them in the position of role models for students. Employees shall be expected to exhibit a professional image to students, parents, and the community. **In no case shall the standards for employees be less than those prescribed for students in the district Student Behavior Handbook.**

IV. Payroll, Benefits, Deductions, Retirement & Leaves of Absence

Benefits Eligibility

Employees hired by Red Rock Elementary School District who are considered full-time (30 or more hours per week) will receive benefits, including general (undesignated) leave and other benefits determined by the District. The District's health care provider is ASBAIT (Arizona School Boards Association Insurance Trust) and claims are paid through Meritain. All benefit eligible employees receive a life insurance policy through Horace Mann. Employees have the option of purchasing additional life insurance coverage for themselves, their spouse and/or dependents through Colonial Life, an independent insurance company.

Dependent Coverage

Employees may purchase dependent coverage for health insurance, dental, vision, and life insurance, subject to a monthly fee via payroll deduction. Voluntary supplementary insurance is available through Colonial Life, an independent insurance company.

COBRA (Consolidated Omnibus Budget Reconciliation Act)

If medical coverage is lost due to termination, reduction of hours, or other qualifying events, the employee has the right to continue group health coverage without interruption for up to eighteen months through COBRA.

Worker's Compensation

All Red Rock Elementary School District employees qualify for insurance coverage by The Alliance if injured on the job. To insure proper coverage, the employee should immediately report the injury to the school office or supervisor. Exact time and location of the injury, and the persons involved and details of the accident must be provided. Compensation for lost wages begins on the 8th (consecutive) missed workday. Sixty-six and two-thirds of the employee's average monthly salary will be compensated. When an injury occurs, the employee may use any available general leave until compensation and/or to supplement for the remaining thirty-three percent of their monthly salary. The district will investigate all accidents involving on-the-job injury.

- I. If you sustained an on-the-job injury, and your injury is not life threatening or does not require immediate medical attention, get with your supervisor or the front office and contact The Alliance on-call triage nurse.

1-888-252-4689 Press 2
(1-888-CLAIM-89)

- II. Please keep your supervisor and HR informed about your visits to the physician. You are required to bring documentation of your visits to the physician within 24 hours of your visit.
- III. If you are required by the physician to be off duty, you must report by phone or in person (if able) to your supervisor and to HR with a progress report of your condition following each doctor visit.
- IV. When you are released by the physician for light duty, the release must be presented to your supervisor and to HR immediately and prior to performing any duties. If modified duty is allowed under your medical care, and modified-work assignments are available within the organization then duties will be assigned accordingly. You may be required to perform duties outside of your normally assigned department or work station.

Payroll Policies and Procedures

General Information:

The district’s payroll department handles pay issues including paychecks and direct deposit set-up, general leave programs, timecards for duties performed other than contracted duties, stipend and extra duty payments, 403-B and tax related issues for all employees, sick bank and extended/medical leave program, verification of employment, and garnishments of levies of wages. Any questions concerning these items should be directed to the payroll department.

Pay Checks

Pay checks are picked up from Data Processing in time to be distributed every other Friday. If a payday falls on a school holiday, an email will be sent prior to the holiday to all employees providing information on distribution of checks.

Paid Holidays

Paid holidays for classified employees are as follows:

Independence Day	12 month employees
Labor Day	10/12 month employees
Veterans Day	10/12 month employees
Thanksgiving Day	10/12 month employees
Christmas Eve	10/12 month employees
Christmas Day	10/12 month employees
New Year’s Eve	10/12 month employees
New Year’s Day	10/12 month employees
MLK Day	10/12 month employees
Memorial Day	12 month employees

10 month employees must work a minimum of 30 hours per week to qualify for paid holidays.

Direct Deposit

Direct Deposit (DD) to your financial institution is available. A voided check or a direct deposit form from your financial institution is required by payroll to establish your deposit. It can take up to a total of one payday before your DD becomes automatic on the second payday. However, if your financial institution rejects the first attempt it will take two (2) paydays before it becomes automatic. Other direct deposit deductions are also available upon request. We highly encourage employees to set up automatic direct deposit. Direct Deposit paystubs are emailed every payday. If you prefer a hardcopy of your direct deposit paystub you must notify the payroll department in writing.

Time Card and Time Keeping System

All support staff employees, except for administration, are considered non-exempt employees for the purpose of the Fair Labor Standards Act (FLSA) and are subject to the following time reporting guidelines:

- Employees must record all hours worked in the timecard sheets provided.
- Employees may not sign in or out for another employee.
- Both the employee and the administrator/supervisor must sign the timecard form to check for discrepancies.

The district offers full-time support staff the following pay options:

- Paid for actual hours worked
- Have their pay prorated throughout the school year with a lump sum in May
- Have their pay prorated throughout the school year and receive summer pay

“Full-time equivalent (FTE)” for support staff employees is eight (8) hours per day or forty (40) hours per week.

Mandatory Payroll Deductions

There are six (6) mandatory deductions that will come out of your pay each pay period. These standard deductions are:

- Federal Income Tax
- Arizona State Income Tax
- Federal Social Security
- Federal Medicare
- Arizona State Retirement (ASRS) – (20 hours or more per week)
- Arizona State Retirement (Long Term Disability) – (20 hours or more per week)

Each pay advice (check stub or direct deposit paystub form) shows the amount deducted for these areas by pay period and as accumulated for the year-to-date. It is the employee’s responsibility to notify the payroll department in writing of any additions, deletions, voluntary deductions or changes to his or her tax deduction status.

Income Tax

- Withholding each employee, upon employment, must complete a withholding exception certificate (Federal: W4; State: A4) that determines how much Federal and State tax will be deducted

from the employee's gross pay. Employees should contact the payroll department for a new W4/A4 when corrections must be made. We are not able to advise you on your withholdings.

- Federal W-2 Form in January, a Federal W-2 form is sent to each employee indicating the amount of salary received and the amount of taxes withheld during the calendar year. It is the employee's responsibility to keep your address current to facilitate delivery of W-2.

Social Security

Every employee of RRSB is required to have a Social Security number. This deduction is divided into two parts for reporting purposes and shows on your check stub as Social Security and Medicare deductions. The payroll department will notify employees of periodic changes to income tax laws. To ensure compliance with Federal and State tax regulations, each employee is encouraged to read all payroll department memos.

Sick/Personal (General) Leave

General leave for District personnel is a designated amount of compensated leave that is to be granted to a staff member for whom, through personal or medical reasons and family illness, injury, or quarantine, is unable to perform duties assigned. General leave may include other excused absences, such as personal day, medical, dental, or optical examination or treatment impossible to schedule on non-duty days. Family, for purposes of general leave, shall include:

- Spouse;
- Children;
- Parents (employee's or spouses);
- Grandparents;
- Grandchildren;
- Siblings;
- Like relations created by marriage (e.g., stepchildren, etc.)

General leave is only for the purpose of personal business, recuperative activities, e.g., obtaining medical care or treatment, procuring medications or other prescribed materials, convalescing at home or at a medical facility, or other therapy or activity prescribed by the employee's physician or health practitioner. General leave should not exceed a period of three (3) consecutive days, unless an approval is granted by the site administrator or supervisor. General leave may not be taken for the purpose of extending the holiday/intersession period. General leave may be used for preventative medical appointments if the employee is unable to schedule the appointment outside his regular work hours. All general leave rolls over to the next fiscal year without a maximum limit.

General Leave Will Not Be Granted During the Following Periods:

- On the day immediately preceding or following a holiday/intersession period unless extenuating circumstances exist. Requests to use general leave the day before or after a holiday/intersession period must be approved by the district administrator or supervisor and submitted in writing to the District office at least ten (10) working days before the date of general leave requested.
- During the first two (2) weeks of school or the last two (2) weeks of school unless the absence is accompanied with a physician's note.

Failure to have an absence pre-approved during these blocked out days may result in loss of daily wages. If illness is the reason for an absence the supervisor has the authority to request a physician's note to verify the excuse for the missed day(s). Failure to provide this document could result in a loss of wages for the day(s). The district administrator or supervisor will have the authority to approve absences that were not pre-approved if they determine that extenuating circumstances were present and therefore the leave time is to be granted. When any staff member exhausts all days of accumulated general leave, an unpaid leave of absence must be requested, pursuant to District policy.

The employee must make a reasonable attempt to notify the immediate supervisor of an absence and the reason for the absence at the earliest opportunity, but in no case later than two hours before the start of his or her regular workday. Leaving a telephone message/text is acceptable notification. Failure to do so may be just cause for disciplinary action including deduction of salary. For planned absences (e.g. professional leave, scheduled medical appointments, general leave, etc.) earlier reporting is expected.

Sick (General) Leave Buyback

An employee who voluntarily terminates employment with the District, prior to reaching retirement, may be compensated by the District for unused accumulated sick leave at maximum of ninety (90) sick leave days at the current substitute daily rate for their employment classification. An employee who is involuntarily terminated or who leaves the District in a manner contrary to District policy will not be compensated for unused accumulated sick leave.

If retiring from the District, the employee must submit a letter of intent to the District Administrator by May 15 of the year prior to retiring.

Maternity Leave

General leave may be used for childbirth during the time the physician verifies that the employee is physically unable to perform her normal duties until the time the physician verifies that her condition is satisfactory to resume her normal work duties. General leave for childbirth will not exceed beyond six (6) weeks after the birth without a physician's verification. If the employee does not wish to return to her work duties, an extended unpaid leave of absence must be requested, consistent with District policy.

Bereavement Leave

An employee may be granted, upon request to the District Administrator, up to three (3) days of leave per year per instance, with pay, to be used in the event of death in the employee's immediate family.

Jury Duty

Employees who are required to serve on a jury may do so without loss of salary. It is the employee's responsibility to reimburse the District for jury duty pay when such payment is made directly to the employee. Typically, it is easiest to cash your checks and provide copies of the payment records to the Payroll Department. The receipt or copies of the payment record should show mileage, other reimbursement of expenses, and jury pay. You are entitled to keep all except the jury pay. Payroll can

deduct the amount received from your pay or you may write a check to the District for the amount of the payment.

Military Leave

An employee who is a member of the Military Reserve or National Guard shall be entitled to leave of absence without loss of pay, time or efficiency rating when engaged in field training. Refer to Board Policy GCCD.

Professional Leave

Professional leave with pay may be granted by the administration whenever it is considered to be of value to the District. Requests must be submitted at least ten (20) days prior to the meeting or conference (whenever such prior request is possible). Refer to Board Policy DKC.

Sabbatical Leave

Sabbatical leave may be granted to teaching and administrative personnel for a maximum of one year. Application for sabbatical leave must be received by March 15. It will be considered within the framework of all applicable law, on the basis of improvement of professional preparation and/or the educational program of the District, current assignment of the individual, value of the leave to the District, and funds that are available.

An employee's sabbatical leave will be governed by applicable Arizona Revised Statutes. Refer to Board Policy GCCF.

Primary Care Visits

Employees are requested to arrange for doctor, dental and similar appointments on their own time. Appointments scheduled during the workday will be charged toward the employee's sick leave.

Leave of Absence

The Governing Board may grant a leave of absence, without pay, to District employees for a period of up to one year. Refer to Board Policy GCCC for more information. You will be required to present a fitness for duty certificate from your doctor to be restored to employment; if such certification is not received in a timely manner your return to work may be delayed until such certificate is provided.

Sick Leave Donation Program

The District recognizes the existence of circumstances under which non-job related, seriously incapacitating, and extended illnesses and injury may exhaust accrued leave of District employees. To provide some measure of relief in such situations, a limited mechanism, based upon voluntary transfer of accrued leave is established. The mechanism is Donated Sick Leave.

The Governing Board authorized a committee comprised of the District Administrator, Assistant Principal and Business Manager to consider sick leave donation requests.

Employees may donate sick leave to an employee who has exhausted all paid leave and has been deemed by the committee to have a catastrophic health issue by submitting a Request to Donate Annual Leave Form.

When the donated sick bank becomes depleted, the human resource/payroll will solicit new contributions for the program in order to replenish.

Sick leave donations will be considered by the committee on an individual basis and not accumulate as a "bank". Any unused donated sick leave will be returned to the donor when the employee is able to return to work or is no longer an employee of the district. If multiple donor's sick leave is involved a percentage will be divided among them.

Limitations:

1. Only contributing full-time (30 hours per week) employees who have been employed by the district for at least one (1) year are eligible to enroll and participate in the sick leave donation program. Part-time, substitute or temporary workers are not eligible to enroll or participate in the program.
2. Each approved applicant is limited to a one-time consecutive use of thirty (30) days max in any school year.
3. For the purpose of this program, a day donated equals a day requested.
4. Days of leave, not the actual wage of the donor employee, will be donated.
5. An employee will not earn/accrue leave during their period of use of donated sick leave.
6. Donated Sick leave may not be used for intermittent absences.
7. Donated sick leave is established to be utilized in circumstances where an employee has a non-job related, seriously incapacitating, extended (catastrophic) illness or injury for a single use not to exceed 30 consecutive days.
8. Employee will not be eligible for donated sick leave after having qualified for short-term disability or long-term disability. Employee must not be eligible for any disability benefits, including but not limited to Social Security, provided at the District's expense.
9. Donated sick leave cannot be used for non-complicated maternity leave for an enrolled employee. Ordinarily, childbirth is not considered a serious illness. A doctor's report is required to verify the qualifying need.

Tax Credit Donations

Arizona law (A.R.S. 43-1089.01) allows taxpayers to receive a tax credit of up to \$200 for a single individual or a head of household and \$400 for a married couple filing a joint return for donations that benefit students in our public schools. That's not just a deduction, it's a tax credit - it reduces what you owe in state taxes, dollar-for-dollar.

When you make your donation to Red Rock Elementary, earmarked for support of one of our many qualifying extracurricular activities. We'll send you a receipt for your records. Then, when you fill out your 2011 Arizona state taxes, you can subtract your donation - up to \$400 - from what you owe in taxes.

All Arizona tax payers are eligible: you do not have to have children within the school district to benefit from this law.

By law, only donations to extracurricular activities, such as, athletics, 8th grade field trip, classroom field trips, special programs and more qualify for the tax credit. Donations must be made to the school district, but directed toward a specific activity or earmarked for "greatest need".

Donations can be designated in multiple ways:

- Designated for a specific child's participation in an extracurricular activity OR
- Designated for a specific program(s) OR
- Designated to be directed to the school(s) that has the greatest need.

Simply fill out the credit form , which can be picked up in the office, or printed off our web site, and make your contribution in at school or mail it, along with your check to the Red Rock School District by December 31.

Family Medical Leave Act (FMLA)

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

Twelve workweeks of leave in a 12-month period for:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or

Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

FERPA

Please note the revised notice of parent rights under the Family Education Rights and Privacy Act, published recently by the Arizona Department of Education Exceptional Education Services, which follows:

ANNUAL NOTIFICATION OF CONFIDENTIALITY RIGHTS REGARDING EDUCATION RECORDS OF STUDENTS WITH DISABILITIES AND THEIR PARENTS

Confidentiality of educational records is a right of public school students and their parents. This right is provided by two federal laws, the Individuals with Disabilities Education Act (IDEA), and the Family Education Rights and Privacy Act (FERPA). Under these laws, "education records" means those records that are: (1) directly related to a

student; and (2) maintained by an educational agency or institution. Of course, educational records are maintained on every child enrolled in public school: The types of information gathered and maintained includes, but is not limited to: the student's and parents' names, address and telephone number; the student's date of place of birth, date of enrollment in school, records from previous schools attended, attendance record, subjects taken, grades, school activities, assessment results, number of credits earned, immunization records, disciplinary records if any, correspondence from parents, and child find and other screening results, including hearing and vision screening results.

In addition, for children with disabilities, educational records should include, among other things, evaluation and testing materials, medical and health information, each annual Individualized Education Program (IEP), notices to parents, notes regarding IEP meetings, parental consent documents, information provided by parents, progress reports, assessment results, materials related to disciplinary actions, and medication agreements.

The information is gathered from a number of sources including the students' parents and the staff of school of attendance. Also, with parental permission, information may be gathered from additional sources including doctors and other health care providers.

The information is collected to assure proper identification of a student and the students' parents and the maintenance of accurate records of the student's progress and activities in school. For children with disabilities, additional information is collected in order to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under part B of IDEA must assure that all stages of gathering, storing, retaining and disclosing educational records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any educational records of a child with a disability must be in accordance with IDEA regulatory requirements.

The federal Family Policy Compliance of the U. S. Department of Education has provided the following notice of parent's rights under FERPA. In accordance with IDEA, the rights of the parents regarding education records are transferred to the student at age 18.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- 1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements of access and notify the parent or eligible student where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.
- 3) Parents or eligible students may ask a school district to amend a record they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the school decided not to amend the records as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 4) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, a school may disclose education records without consent, to officials of another school district in which a student seeks or intends to enroll, if the school states in its annual notification of FERPA rights that it forwards records upon request.

- 5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by a school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20292-4605

A school may designate information in educational records as "directory information" and may disclose it without parent consent, unless notified that the school is not to disclose the information without consent. The law defines "directory information" as follows:

The student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended by the student.

Notice of these rights is available, upon request, on audiotape, in Braille, and in languages other than English may contact the Arizona Department of Education at 602-542-3111.

Military Leave

Paid leave will be granted for up to a total of 30 days in two consecutive federal fiscal years for training or duty in the Arizona National Guard or any branch of the United States Armed Forces. If you request military leave, you are required to submit a copy of your orders for duty with the request.

See Arizona Revised Statutes (A.R.S.) §§ 26-168, 26-171, 38-610 and 38-610.01 for specific information and requirements regarding military.

Professional Leave/Sabbatical Leave

Worker's Compensation-Related Leave

In accordance with Arizona's Workers' Compensation laws, the State provides comprehensive workers' compensation insurance at no cost to you. This protection covers any work-related injury or illness that requires medical treatment or time off work. Workers' compensation insurance generally provides limited benefits to eligible workers in the form of medical treatment and/or compensation for a portion of lost wages.

If you sustain a work-related injury or illness, no matter how minor, you must inform your supervisor and report the injury/illness immediately (within 48 hours of occurrence and after medical treatment is received).

V. Employee Contracts, Certification & Evaluations

Certificate Renewal-Certified Employees

It is the responsibility of the employee to keep an accurate record of when his or her teaching certificate (whether substitute, temporary, or long-term) expires and to complete the renewal process prior to expiration. Renewal forms may be obtained from the Human Resource Department or the Arizona Department of Education at www.ade.az.gov/certiftiavoin. Teachers that allow their certificates to expire must obtain a substitute certificate to remain in the classroom at a reduced rate of \$100 per day with loss of benefits.

Contract Renewal-Certified Employees

Teaching contracts for probationary and continuing teachers are offered by The Governing Board in the spring for the following school year. In accordance with Arizona law, employees are required to sign and return the contract within fifteen (15) days of the date of issue. Failure to return a signed contract within the designated timeline will be considered as a resignation.

Evaluations-Certified Employees

Certified employee evaluation is based off of teacher evaluation tool as well as student academic performance based on District mandated assessment.

Proposition 301/Performance Pay

If the Teacher qualifies to be paid Performance Pay monies pursuant to a Performance Pay Policy to be adopted by the Governing Board on or before September 15, 2015. The Performance Pay Policy shall distribute, among District teachers who qualify for such payments, the monies received by the District pursuant to, and as a result of, Proposition 301 that are required to be allocated for teacher compensation based on performance. If the Teacher qualifies to be paid Performance Pay pursuant to the Performance Pay Policy, the method and timing of payment of such monies, and the amount of such Performance Pay shall be as specified in the Performance Pay Policy.

Resignation/Release from Contract for Certified

The District Governing Board expects all employees to honor their contracts; however, when unforeseen circumstances such as health conditions occur, an employee may be released from his or her contract during the school year. A resignation of this type may be accepted, provided a suitable replacement is found and the Governing Board gives its approval.

The employee must offer a letter requesting a release of contract for Governing Board approval prior to release. This letter must be submitted to the building principal or supervisor. It will then be sent to the Human Resources Department for processing before being given to the Superintendent and Governing Board. The employee will not be released from his or her contract until the Governing Board approves the request.

It is the employee's responsibility to become familiar with the materials contained in this Employee Handbook. By clicking the link below you are acknowledging you have read and understand the contents of the Red Rock District 2016-2017 Employee Handbook.

<https://www.surveymonkey.com/r/Z8BM9GG>