



MESA PUBLIC SCHOOLS

**2012-2013  
EMPLOYEE HANDBOOK**



**MESA**  
PUBLIC SCHOOLS

# MESA

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## PUBLIC SCHOOLS

### 2012-2013 GOVERNING BOARD

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### 2012-2013 SUPERINTENDENCY

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*The employee handbook was produced for the Human Resources  
Department as a service of the District Print Shop.*

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# MESA PUBLIC SCHOOLS

## OUR VISION

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Mesa Public Schools  
Unprecedented Excellence in Education



## OUR MISSION

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The mission of Mesa Public Schools is to develop a highly educated and productive community, one student at a time.



## OUR CORE VALUES

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In Mesa Public Schools, we believe...

- ...each child is important.
- ...learning is our focus.
- ...collaboration and innovation are indispensable.
- ...sound fiscal stewardship is essential.
- ...diversity increases our opportunities.
- ...success is expected and celebrated.

# 2012-2013 EMPLOYEE HANDBOOK

Mesa Public Schools is committed to providing unprecedented excellence in education. We believe in holding all students to high academic expectations and providing the resources and support to ensure that each student is equipped with the skills, attitudes and values necessary for success in life. Our outstanding staff members are dedicated to providing the best educational programs and support services.

Mesa Public Schools has 82 schools 51 elementary, nine junior high schools, six comprehensive high schools and 16 choice and success schools. Enrollment in the 200-square-mile district is expected to exceed 63,000 students in the 2012-13 school year.

A community that cares about education, a quality staff and exceptional students make Mesa Public Schools one of the finest public school districts in the nation.

The contents of this handbook are for general information and guidance only and may be modified at any time by the district depending on the particular circumstances of any given situation. It is expressly understood that the contents of this handbook **do not constitute the terms of a contract of employment.**

Nothing contained in this handbook shall be construed as a guarantee of continued employment beyond the period of employment set forth in any contract of employment entered into by any classified contract employee with the district.

The employment of any noncontract employee is on an “at will” basis. This means that the employment relationship may be terminated at any time by either the employee, upon giving proper notice, or the district for any reason not prohibited by law.

Any oral or written representations to the contrary of the above statements are invalid and should not be relied upon by any prospective or existing employee.

For additional information for various employee groups, refer to the appropriate working conditions and benefits documents.

**MESA**  
PUBLIC SCHOOLS  
*An Equal Opportunity Organization*

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# DISTRICT POLICIES & PROGRAMS

## ABSENCES, HOLIDAYS, VACATIONS & LEAVES

The Governing Board believes that the continued success of the school is based on the cumulative performance of each and every staff and support member. To foster a thorough and efficient education for all students and to provide a sound model for students to emulate, the Governing Board believes that good attendance is essential.

Teachers must record their absences in *SmartFindExpress* (SFE) and notify their unit administrator as soon as they know they will be absent.

Certificated employees must notify their immediate supervisor of an absence and the reason for the absence no later than 2 hours before the start of their regular workday. The employee will also be responsible for reporting to the immediate supervisor, by 3:00 p.m. on the day of the absence, whether he/she will return to work the next day. Failure to do so will be just cause for disciplinary action, including deduction of salary.

Classified employees must notify their immediate supervisor of an absence at the earliest opportunity, but in no case later than his/her scheduled start time. The employee will also be responsible for giving the reason and expected date of return. Failure to do so will be just cause for disciplinary action, including deduction of salary.

**An absence report must be submitted for any absence for all employees who accrue sick/vacation leave.**

## ABANDONMENT OF EMPLOYMENT

Whenever an employee, not on authorized leave, fails to report to work for three consecutive working days without notice to the supervisor, the district shall deem the employment abandoned. The district shall treat abandonment as voluntary termination, and the employee shall not be entitled to a hearing.

## ATTENDANCE RECOGNITION PLAN

Teachers and contract classified employees with perfect attendance, and the top five schools with outstanding teacher attendance, are recognized each year by the Governing Board. Teachers and contract classified employees with perfect attendance for one year receive a letter of recognition and a certificate. Employees with perfect attendance for five years and ten years receive a plaque.

The top five schools with outstanding teacher attendance receive an engraved plaque and additional supply money for teachers.

## **HOLIDAYS**

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### **CLASSIFIED**

Twelve-month contract employees shall receive the following holidays:

Independence Day .....	1 day	Martin Luther King Jr./	
Labor Day .....	1 day	Civil Rights Day .....	1 day
Veterans Day .....	1 day	Presidents' Day .....	1 day
Thanksgiving .....	2 days	Spring Break .....	2 days
Semester Break .....	7 days	April Break .....	1 day
		Memorial Day .....	1 day

Short-term contract employees shall receive the same holidays occurring during their work term that are scheduled for teachers in the approved school calendar. In addition, any short-term employee, whose contract is longer than that of the teacher contract and includes a district approved holiday, shall receive that holiday as well.

All part-time personnel (less than 30 hours per week), working a minimum of eight months shall receive nine holidays beginning with the sixth year of continuous employment. This includes 12-month part-time employees.

These holidays will be taken as follows, and included in the employee's regular paychecks, with no absence report required:

Veterans Day	Presidents' Day
Thanksgiving (2 days)	Spring Break (2 days)
Semester Break (2 days)	April Break

Beginning with the ninth year of continuous employment, two additional holidays will be granted and will be taken at Semester Break.

Beginning with the 14th year of continuous employment, two additional holidays will be granted. One will be on Labor Day and one will be on Martin Luther King Jr./Civil Rights Day.

Employees who are off contract immediately prior to or following a scheduled holiday will not receive that holiday. Employees will only receive holidays occurring during their normal work term.

In the event of an emergency, a substitute holiday may be declared by the Governing Board.

The number of paid holidays may be decreased by a reduction in available district funds.

## **VACATIONS**

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### **CLASSIFIED**

Twelve-month contract employees earn vacation days as follows:

1-5 years continuous contract service. . . . .	1 day per month
6-10 years continuous contract service . . . . .	1 ¼ days per month
11-15 years continuous contract service. . . . .	1 ½ days per month
16 or more years continuous contract service. . . . .	1 ¾ days per month

Twelve-month contract personnel may accumulate up to 36 vacation days. Days accrued over 36 will be converted to sick leave. Employees may make written appeal to the superintendent to accrue more than 36 vacation days.



If an employee changes from a 12-month position to a short-term position (less than 12 months), the employee will be reimbursed for accrued vacation at the time of the contract change.

Short-term contract employees (less than 12 months), do not accrue vacation. Those short-term contract employees accruing more than one day of vacation per month during the 1994-95 school year will continue to accrue the additional  $\frac{1}{4}$ ,  $\frac{1}{2}$  or  $\frac{3}{4}$  days at the normal accelerating 6-, 11-, and 16- year intervals listed for 12-month contract employees.

Short-term contract employees who have not used their accrued vacation by December 31 of the following year will automatically have those days converted to their sick leave account.

Vacation may be taken at a reasonable time with prior approval of an immediate supervisor.

If an employee's request to take vacation is denied, he/she may file a written appeal to the assistant superintendent for human resources for reconsideration. This appeal must be received by the assistant superintendent for human resources at least five working days prior to the starting vacation date requested.

## **SICK LEAVE**

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Certificated employees earn a maximum of 11 days of sick leave per year.

Classified contract employees earn one day of prorated sick leave per contract month.

Classified employees who work between 20 and 29 hours a week accrue prorated sick leave beginning the first calendar month beginning with the sixth year of continuous employment in MPS. An employee must be employed in an active status 51 percent of the workdays in any month to earn an accrual for that month. Accruals will occur on the final district work day of each month.

Sick leave is cumulative. It may be used only for:

- Personal illness or injury
- Preventive medical examination
- Illness in immediate (household) family
- Bereavement or family critical illness
- Childbirth/adoption/foster care placement
- Personal leave (two days certificated, three days classified)
- Twelve-week family/medical leave and long term medical leave

For purposes of bereavement or family critical illness, family is defined as the employee's:

- |                           |                             |
|---------------------------|-----------------------------|
| * Spouse                  | * Children or stepchildren  |
| * Parent                  | * Father-in-law             |
| * Mother-in-law           | * Brother or brother-in-law |
| * Sister or sister-in-law | * Grandparent               |
| * Grandchildren           | * Son- or daughter-in-law   |
| * Others on appeal only   |                             |

Employees using sick leave must submit an absence report statement. By signing the absence report statement, the employee verifies that the absence complies with district policy and regulation.

Reports detailing individual employees' absences can be printed from Kronos at the sites on an "as-needed" basis. Any employee request to challenge the accuracy of the records on sick leave must be submitted in writing to the district Payroll Department. Records may be challenged for no more than 15 months prior to the date of the challenge.

Sick leave is earned during active employment. Therefore, the advancement and credit of sick leave days may cease during a long-term leave of absence. Employees who abuse the privilege of sick leave are subject to disciplinary action including limitation of leave, termination of leave or dismissal.

## **REIMBURSEMENT FOR UNUSED SICK LEAVE**

Reimbursement for unused sick leave will be paid for no more than 220 days, including any days sold back to the district. The total number of accrued sick leave hours divided by eight (8) hours determines the total number of days that will be reimbursed.

Employees who have accumulated in excess of 175 days of sick leave will be entitled to sell up to eight days a year back to the district at the level of reimbursement in effect at the time the days are sold back. For additional information, refer to the current working conditions and benefits document.

### ***CERTIFICATED***

Employees who terminate by retirement, death or reduction in force and have at least five continuous years with the district, and those who resign with at least seven continuous years with the district, will be paid \$60.00 rate for each full day of unused sick leave. Those who resign with at least five continuous years of service will be paid \$30.00 for each full day of unused sick leave.

An employee who terminates employment and is eligible for sick leave reimbursement may have their reimbursement prorated over their last year of employment.

### ***CLASSIFIED***

Classified employees who receive sick leave as a benefit of employment, and who have at least five years of service with the district at the conclusion of the individual's last year of employment, will be reimbursed for unused sick leave days upon termination. The rate of reimbursement will be twice the hourly pay found in step 45-3 of the salary schedule per full day of unused sick leave. This benefit will be prorated for those employees working less than forty (40) hours per week.

Reimbursement for sick leave may be made either in a lump sum payment at the end of the contract or spread over the contract year.

## **PERSONAL LEAVE DAYS**

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### ***CERTIFICATED***

A maximum of five days per year may be granted to each contract employee for personal leave. The first two days of personal leave will be deducted from the employee's sick leave unless otherwise requested by the employee on the initial PARF or travel request. The remaining three days of personal leave will not be deducted from accumulated sick leave. These days will be used only after the two personal days deducted from sick leave have been used unless all sick leave has been exhausted or otherwise indicated. All full-time employees and those part-time employees on a contract greater than .5 using these additional personal leave days will be charged \$85 per day. All employees on a contract of .5 or less will be charged an amount equal to \$42.50 per day. Prior approval from the principal or supervisor must be obtained, and, to ensure uniformity, all requests are reviewed by a designee of the superintendent. Personal leave will not be granted on the first or last day of employment during a school year. It cannot be used immediately preceding or following a regularly scheduled holiday or October break. An appeal is available.

Personal leave may not be accumulated from year to year and will not be granted to employees on an extension of contract or on a furlough day.

When employees are unable to appear for work because of circumstances beyond their control, the employee may use personal leave only if the employee's immediate supervisor is notified prior to the time of absence and if the employee was unable to make other arrangements to appear for work.

Employees who do not use personal leave days which are deducted from their sick leave during any contract year may accrue one additional day of sick leave at the conclusion of that contract year, as outlined in the working conditions and benefits document.

The district reserves the right to restrict personal leave when the impact would disrupt the educational process.

No more than five off-contract days will be approved per employee during one school year. Employees will be docked their daily rate of pay for each off-contract day taken.

All listed conditions which apply to personal leave also apply to the use of off-contract days.

Other than for an approved leave of absence, it is expected that employees not be absent using personal leave and/or off-contract days for more than five consecutive days during the school year.

### ***CLASSIFIED***

Three days of personal leave may be granted to each employee who earns sick leave. It will be charged to the employee's current sick leave. Prior approval from the immediate supervisor must be obtained by the employee. However, employees may submit a late request in cases of an emergency. Approval procedures will be completed within 48 hours of the employee's return to work.

Personal leave may not be accumulated from year to year.

Bus drivers who do not accrue sick leave may be granted up to two days of leave without pay upon written request submitted to the director of transportation, at least two working days in advance. If request for leave is disapproved, appeal will be heard by the assistant superintendent for business services.

In times of inclement weather or equipment breakdown which restricts the ability of the employee to perform the normal duties of his/her job, directors may allow (but will not require) employees the immediate use of personal leave.

Other than for an approved leave of absence, it is expected that employees not be absent using personal leave and/or off-contract days for more than five consecutive days during the school year. No more than five off-contract days will be approved per employee during his/her contract term. Employees will be docked for each off-contract day taken.

The district reserves the right to restrict personal leave when the impact would disrupt the educational process.

## **FMLA LEAVE**

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The Family and Medical Leave Act (FMLA) of 1993 requires employers to grant eligible employees up to 12 weeks of job-protected leave during a 12-month period for any of the following reasons:

- for incapacity due to pregnancy, prenatal care or childbirth;
- 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 his/her job.

Eligible employees are those who have been employed by the district for a cumulative total of 12 months and who have completed at least 1,250 hours of service in the 12-month period immediately prior to the time the leave is to commence.

Whenever an employee uses leave that is potentially FMLA-qualifying, the district will inquire further of the employee or the employee's spokesperson to ascertain whether the leave qualifies as FMLA leave. Whenever the district has acquired knowledge that the leave is being taken for an FMLA-required reason, Human Resources will (within five business days, absent extenuating circumstances) provide the employee the FMLA rights notice indicating that the time off work is counting against his/her family and medical leave entitlement.

Any leave period taken pursuant to Workers' Compensation for an employee's own work related injury or illness that qualifies as a serious health condition will be credited against the employee's FMLA leave entitlement.

Eligible employees will be required to use accrued sick leave, vacation and personal leave during the FMLA leave. A husband and wife who work for the district

and are eligible employees are permitted to take only a combined total of 12 weeks of FMLA leave during any rolling 12-month period under certain circumstances. Please see Administrative Regulation GBBB-R(1) for specific details regarding substituted leave and combined leave.

Employees will request FMLA leaves by letter forwarded to Human Resources through the employee's immediate supervisor. Requests are to be made at least 30 days prior to commencement of leave or as soon as practicable after the need for leave is known.

Whenever an employee fails to provide the district with medical certification for return to work within five consecutive working days of exhaustion of all applicable leave options, the district may dismiss the employee on the basis of inability to perform employment functions. The employee will not be entitled to a hearing.

Direct any questions regarding leaves of absence to the Human Resources Department.

### **LONG-TERM LEAVE**

Long-term leaves of absence may be granted by the Governing Board to continuing certificated employees and contract classified employees who have been employed by the district for at least three consecutive one-year employment contracts. Examples of this type of leave include:

- Long-term medical leave
- Continuing education leave
- Hardship leave
- Political Leave for elected office

In addition, personal leaves of absence may be granted to certificated employees who have six consecutive years of full-time service in the district.

Sabbatical leaves of absence to continue professional education may be granted to teachers who have been employed in the district for seven consecutive years.

Employees will request long-term leaves by letter forwarded to Human Resources through the employee's immediate supervisor. Requests are to be made at least 30 days prior to commencement of leave.

Long-term leave or a combination of leaves will not exceed 12 months in a rolling 36-month period unless a longer period is required by federal law or regulation.

For details regarding long-term leaves of absence, refer to the Governing Board Policy GBBB and accompanying administrative regulations. Direct any questions regarding leaves of absence to the Human Resources Department.

### **WORKER'S COMPENSATION-RELATED ABSENCES**

Arizona's Worker's Compensation law provides compensation benefits for employees who have an approved claim for a work-related injury. Employees who are absent due to a work-related injury are required to use accrued sick leave, if available, for these absences to a maximum of 7 calendar days.

## **PROFESSIONAL LEAVE**

Paid professional leave may be granted to classified and certificated employees if it is considered by the district to be of value to the district. Requests should be submitted to the employee's immediate supervisor on a Travel Request at least ten days in advance. The request will be forwarded through proper channels to the appropriate assistant superintendent for a final decision.

Each school is granted professional leave days for certificated employees on the basis of one day of professional leave for each four teachers (full-time equivalence). These are standard professional days. An equal amount of days called supplemental professional days are available. These are not funded from the district substitute account but from other funds available to the school administrator. Other categories of professional leave are central office department and superintendency. These days are allocated at the discretion of the department or a member of the superintendency, with approval of the Assistant Superintendent for Human Resources. When a travel request is submitted, it must be marked in the appropriate box as to which kind of professional leave is being used. An employee has no individual right to professional leave days.

Professional leave and travel funds may be granted to certificated and classified employees for classroom observations, educational conferences, conventions, seminars, workshops, or any other area of professional development requested by the district.

## **COURT DUTY LEAVE**

An employee required to serve as a juror will receive leave during the period of jury duty. Employees, other than part-time classified employees who have been employed by the district for less than five consecutive years and are not accruing sick leave, will receive leave for jury duty with pay. There is no penalty for missing regular employment. However, any money received for jury duty is deducted from base salary to avoid duplication of pay, provided that this requirement will not apply if the combined number of hours of jury duty and work would exceed the number of regularly scheduled work hours for the workday.

Court duty leave begins only when the court orders an employee to report for jury duty. Court duty leave is not paid if the employee is not required to report to the court.

An employee who has completed jury duty must return to work if there are at least two hours remaining in the workday, provided that this requirement will not apply if the combined number of hours of jury duty and work would exceed the number of regularly scheduled work hours for the workday. Absences for jury duty are approved only when appearance is required and when verified by appropriate certification provided by court facility.

An employee subpoenaed as a witness in court will lose no salary, vacation time, sick leave or other benefits as a result of being required to appear before the court.

An employee who is a victim of a crime may request leave without pay to attend any court proceeding at which the perpetrator of that crime has a right to attend.

The employee must provide his or her supervisor with a copy of the notice from a law enforcement agency regarding his or her rights as a crime victim and a copy of the notice of any scheduled proceeding.

## **VOTING**

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An employee entitled to vote at a primary or general election may receive paid leave to vote if there are less than three consecutive hours between the opening of the polls and the beginning of the employee's regular work hours or between the end of the employee's regular work hours and the closing of the polls. Such time off must be arranged in advance with the employee's supervisor.

## **MILITARY LEAVE**

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An employee who is a member of the Arizona National Guard and Reserve or of another Armed Forces branch will be granted a leave of absence with pay for active duty or training. The leave will be granted for a period of time not to exceed 30 working days in any two consecutive calendar years. The employee is required to submit a PARF to the Human Resources Department through the employee's immediate supervisor to ask for leave. A copy of the military orders must be submitted.

## **ALTERNATIVE PROGRAMS**

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The district invites employees to voluntarily participate in alternative programs and pilot projects. Innovation, by its nature, requires departure from established ways of doing things. It may be necessary for employees to accept deviations from the traditional working hours and other conditions established by Governing Board policy and working conditions and benefits documents with employee groups for alternative programs and pilot projects to have a chance to succeed.

## **CHILD ABUSE REPORTING**

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All employees who, when acting in the scope of their employment, develop a reasonable belief that a child is or has been a victim of child abuse must immediately report or cause a report to be made to Child Protective Services (CPS) or police. Each school has a child abuse reporting team for processing suspected cases of physical abuse, neglect or sexual abuse. School employees who need information about their child abuse reporting obligations or who suspect that a student may be a child abuse victim should consult with the principal or other team member. Reports of child abuse are confidential records.

## **CONFLICT OF INTEREST**

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Arizona conflict of interest laws and district policy prohibit district employees from participating in any district decision or vote where the employee or the employee's relative has a substantial interest in that decision. "Substantial interest" means any monetary interest or any legal or ownership interest, either direct or indirect, except a remote interest. "Relative" means a spouse, child, child's child, parent, grandparent, brother or sister and their spouses, and parent, brother, sister or child of a spouse.

Arizona law prohibits employees from selling goods or services to the district as a vendor unless the contract was awarded through public competitive bidding.

Arizona law and district policy prohibit employees from accepting gifts from any individual, group or entity doing, or desiring to do, business with the district. The acceptance of any business-related gratuity is specifically prohibited, except for widely distributed advertising items of nominal value and expenses of business meetings.

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## CONTRACTS

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### ***CERTIFICATED***

Contracts for non-exclusionary probationary teachers and teachers who have gained continuing status are offered by the Governing Board, usually between March 15 and May 15 for the following school year. Contracts are to be signed and returned within 15 days of receipt.

Notice of the Governing Board's intention not to re-employ a teacher is given to the teacher on or before April 15. It includes the reasons for that decision.

Any certificated employee hired on an exclusionary contract has no expectation of continued employment beyond the contract period.

The daily rate of pay for teachers with extended contracts is computed by dividing the current contractual salary by 207.

Continued employment with the district is contingent upon completion of Acquired Knowledge modules as required by the district.

### ***CLASSIFIED***

Classified employees working 30 hours or more per week receive contracts. Contracts are to be signed and returned to the Human Resources Department within 15 days of receipt. Failure to do so makes the contract void. Employees who work less than 30 hours a week do not receive contracts.

Contract classified employees have no legitimate expectation of employment at the end of the contract period.

The employment of noncontract classified employees is on an "at will" basis.

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## DISCIPLINARY ACTION POLICY

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Governing Board policies GCPD and GDPD contain references to misconduct and procedures for administering appropriate discipline to employees who engage in misconduct. Disciplinary action ranges from a written warning or letter of reprimand to dismissal.

An employee must report to his or her supervisor within 48 hours any arrest, charge, citation, indictment, information, complaint, conviction, or plea agreement involving (A) a felony, regardless of its nature or seriousness; or (B) a misdemeanor involving drugs or alcohol (including, without limitation, driving while impaired) or moral turpitude (including, without limitation, indecent exposure and any offense that may require an offender to register as a sex offender). Failure to report any such criminal matter constitutes unprofessional conduct and may result in immediate termination of employment. For more detailed information, refer to Governing Board policies GCPD and GDPD and accompanying regulations.



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## **DISPUTE RESOLUTION**

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A claim is an assertion by an employee or group of employees who have been negatively affected by a decision of a supervisor that endangers the complainant's health or safety or that violates, misinterprets, or inequitably applies a law, policy, regulation, administrative decision or any provision of the appropriate working conditions and benefits documents.

The guidelines for dispute resolution are included in the appropriate working conditions and benefits documents for the employee groups.

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## **DRUG-FREE WORKPLACE**

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Any property or location at which the work, activities and/or business of the district is conducted is declared to be a drug-free workplace. This means:

All employees are absolutely prohibited from unlawfully manufacturing, distributing, selling, possessing or using alcohol or drugs in the workplace.

“Drugs” include narcotic drugs (including cocaine), dangerous drugs (including hallucinogenic substances, stimulants, depressants, anabolic steroids), opiates (including heroin and morphine), marijuana, peyote, vapor-releasing substances containing a toxic substance, and prescription-only-drugs except if used as prescribed by a licensed physician.

No employee will use alcohol within four hours of reporting to the job. No employee will use drugs (without medical authorization) within such time prior to reporting to the job that any effect or evidence of such use remains or can be detected.

The district has an alcohol/drug-testing program for all employees. For more detailed information, refer to Governing Board Policy GBKB and accompanying regulations.

Each employee will abide by the district's drug-free workplace policy as a condition of employment.

Any employee arrested, cited or charged with a drug- and/or alcohol-related criminal offense (e.g., a D.U.I.), whether a felony or a misdemeanor, must notify his or her immediate supervisor no later than 48 hours after such event. The term “charge” includes a charge, indictment, information, or complaint. Any conviction for a drug- and/or alcohol-related criminal offense must be reported to the district, in writing, no later than five days after the conviction. Any employee arrested, cited, charged with, or convicted of any such offense who fails to notify his or her immediate supervisor will be subject to disciplinary action, including termination. For details, refer to Governing Board policy GBKB and accompanying regulations.

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## **DUE PROCESS**

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Mesa Public Schools contract employees have all civil rights guaranteed by the United States Constitution. These rights are acknowledged and protected by policies and regulations adopted by the Governing Board.

## **ELECTRONIC INFORMATION SERVICES/RESOURCES**

Employees will use the district's Electronic Information Services/Resources (EIS) in support of education, educational research and the educational goals of the district. EIS includes databases, network services, electronic mail and any other computer-accessible source of information. Any employee who abuses or misuses EIS or fails to follow district policies, procedures and guidelines governing EIS may be denied access and may be subject to disciplinary action.

The administration may review files, including electronic mail, in the district's computerized databases and to monitor EIS utilization at any time without notice or permission. Employees do not have any expectations of privacy in their use of EIS, nor any expectations of privacy for any communication or information sent, retrieved or stored by or on EIS or any other component of EIS. For additional information, refer to Governing Board Policy GBSA and the accompanying regulation.

## **EMERGENCY INFORMATION**

Employees will have emergency information on file in the Human Resources Department, including the name, telephone number and address of the person to be notified in the event of an emergency. It is the employee's responsibility to keep emergency information up to date.

## **EMPLOYEE BENEFITS & RISK MANAGEMENT**

### ***BENEFITS***

The district recognizes that employees have different needs based on personal and family circumstances. The district offers a broad array of benefit options designed to meet those diverse needs.

#### ***HEALTH BENEFITS***

- Three medical plans
- Two dental plans
- Behavioral health benefits
- Health Saving Account
- Health Care Flexible Spending Account
- Vision plan

#### ***INCOME PROTECTION***

- Short-term disability
- Long-term disability (ASRS)
- Basic and supplemental life insurance
- Unemployment compensation
- Workers' compensation

#### ***RETIREMENT RELATED BENEFITS***

- Social Security
- Arizona State Retirement
- Retirement savings programs (403(b) and 457(b) plans)

#### ***MISCELLANEOUS BENEFITS***

- Employee Assistance Program (EAP)
- Long-Term Care Insurance
- Group auto insurance
- Dependent care Flexible Spending Account
- Pet care insurance
- Gym membership discounts

The Employee Benefits Department provides benefits communications in many ways. We encourage you to become familiar with the following resources:

- Benefits Internet site – links to resources, including the Plan Document, summary comparisons of benefits options, forms and benefits provider websites. Access this site through the MPS home page.
  - ✕ Click on Departments
  - ✕ Click on Employee Benefits

The following communications can be accessed through the benefits internet site:

- Benefits Online Enrollment System – provides information on employee’s benefits elections including rates and coverage levels.
- *Employee Benefits and Safety Journal* – published quarterly and posted online during the school year.
- *MPS Win Wellness Newsletter* – Published monthly during the school year.

Listed below are the primary companies providing benefits services to MPS employees and their families.

**Arizona State Retirement System** . . . . . 602-240-2000  
[www.azasrs.gov](http://www.azasrs.gov)

**Employee Benefits Department** . . . . . 480-472-7222  
[Benefits@mpsaz.org](mailto:Benefits@mpsaz.org)  
[www.mpsaz.org/benefits](http://www.mpsaz.org/benefits)

**Dental Plans**

Cigna PPO Dental Plan. . . . . 800-244-6224  
[www.cigna.com](http://www.cigna.com) or [www.mycigna.com](http://www.mycigna.com)

Total Dental Administrators (TDA) - Dental HMO . . . . . 602-266-1995  
 or 888-422-1995  
[www.TDA dental.com](http://www.TDA dental.com)

**Medical Plans** (administered by Cigna)

EPO Plan (OAP In-Network Plan) . . . . . 1-800-Cigna24  
 HDHP Plans (Cigna Choice Plans) . . . . . or 1-800-244-6224  
 Health Savings Account . . . . . [www.cigna.com](http://www.cigna.com) or  
 Including Pharmacy for all medical plans . . . . . [www.mycigna.com](http://www.mycigna.com)  
 Mail Order (Home Delivery) Pharmacy. . . . . 1-800-285-4812

**Flexible Spending Accounts - Healthcare and Dependent Care**

Allegiance Flex Advantage (a Cigna company). . . . . 1-877-424-3570  
[www.allegianceflexadvantage.com](http://www.allegianceflexadvantage.com)

**Vision Service Plan** . . . . . 800-877-7195  
[www.vsp.com](http://www.vsp.com)

## ***EMPLOYEE SAFETY***

Safety and accident studies reveal that over 80 percent of all accidents and injuries are preventable if the individual had followed safe work practices. Employees are expected to work safely.

### **SAFE WORK AREAS**

Employees are responsible for ensuring their work area is safe and for making regular safety inspections of all equipment used in the work area. If there are unsafe conditions in their area, precautions should be implemented to ensure safety until the conditions are corrected. If equipment is unsafe it is not to be used until it has been repaired. All unsafe conditions and equipment are to be reported to the unit administrator or immediate supervisor, who will initiate the proper action to have them corrected.

### **SAFETY TRAINING**

Employees are to comply with safety and health standards, rules, and regulations. All employees shall be required to take online chemical safety training as a condition of employment.

In addition, periodic safety trainings may be required by the Occupational Health and Safety Administration. These sessions are designed to help the employee recognize hazards in the workplace. When these training sessions are held, attendance is mandatory.

### **HIV AND OTHER COMMUNICABLE DISEASES**

Because of increases in the general population of HIV and other communicable diseases, the district has instituted "universal precautions," which are recommended by the Centers for Disease Control.

To safeguard students and staff, employees are instructed to regard all body fluids as potentially infectious; to avoid direct contact if possible; to wear gloves if necessary; to wash hands thoroughly; and to report injuries to the nurse.

The district provides, free of charge, hepatitis B vaccinations (three-shot series) to employees who, according to the OSHA blood born pathogens standard, may have occupational exposure. For more information, contact Risk Management at (480) 472-0366.

Whenever in a position to do so, employees will not allow students to touch blood or body fluids. When handling blood and other body fluids, employees will follow precautionary measures consistent with the "universal precautions" set forth in the district Health Services Procedures book under Communicable Disease. Parents may review educational materials on communicable diseases and "universal precautions."

For more information, call your school nurse or the district's Health Services Department. Phone (480) 472-0562.

### **IMMUNIZATIONS**

Employees must show proof of immunizations required by Governing Board policy or state statute. Proof of immunization for rubella or rubeola must be provided unless the employee falls within one of the exceptions provided in Governing Board Policy GBE.

## **INJURY REPORTING**

Employees injured in the course and scope of employment must immediately report the injury to their supervisor. First aid should be sought from the school nurse or other available staff member trained in first aid. If the injury is life threatening, paramedics should be summoned by calling 911. If the injury requires medical attention, the employee should go to:

### **Concentra Medical Center**

1959 S. Val Vista Drive  
Suite 106  
Mesa, AZ 85204  
(480) 545-1398  
Hours: 8:00 a.m. – 5:00 p.m.  
Monday – Friday

### **Concentra Medical Center**

1710 W. Southern Ave  
Mesa, AZ 85202  
(480) 644-7900  
Hours: 8:00 a.m. – 6:00 p.m.  
Monday – Friday  
Hours Saturday: 8:00 a.m. - 12:00 noon

After hours or weekends, go to 24 hours facility:

### **Concentra Airport Location**

1818 E Sky Harbor Circle  
Phoenix, AZ 85034  
(602) 244-9500

A supervisor's report of industrial injury is required to be immediately completed by the employee and his/her supervisor for all injuries whether treatment is first aid only or requires medical attention by a health care professional.

Any use of physical force by a district employee must be in accordance with Governing Board Policies JGAA and GBEA. Please refer to these policies for more detailed information on the use of physical force for defense of self, others or property.

## **VEHICLE SAFETY**

Employees operating vehicles on district business, in addition to following traffic laws, are expected to be courteous to other drivers and pedestrians. Always practice defensive driving techniques. Drivers should perform a vehicle safety inspection prior to operation and report any deficiencies to Vehicle Maintenance.

All vehicle accidents will be immediately reported to the district's Risk Management office at 480-472-0365 and a vehicle accident report will be completed by the employee and his/her supervisor. If the accident is in the public right of way, police should be contacted to investigate the accident. Seatbelts should be worn by all occupants of the vehicle except for those vehicles designed without these devices.

## **EMPLOYEE INPUT**

Employees are encouraged to use the regular chain of command in providing input. Employees may also give input on practices in the use of personnel or in the distribution or use of materials by submitting, in writing, their ideas to the associate superintendent. Employees may present their views to the Governing Board through channels as prescribed in the Governing Board policies and regulations.

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## EMPLOYMENT OF RELATIVES

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There is no district policy prohibiting the employment of both husband and wife, or close relatives. However, they may not be employed in or transferred to the same school, department or building, and employees are not to be supervised by members of their families. This policy also applies to part-time employment. Exceptions may be made only with permission from the superintendent.

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## EQUAL OPPORTUNITY

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Federal law prohibits discrimination in employment based on race, color, religion, sex, national origin, disability or age.

It is the policy of the district to provide equal opportunities in employment regardless of national origin, race, religion, age, sex, handicap/disability or color.

Federal law also protects students from discrimination in any educational program or activity on the basis of race, color, national origin, sex or handicap. An employee who witnesses discriminatory behavior toward a student or who receives a complaint of discrimination from a student must report the discriminatory behavior or complaint in accordance with Governing Board Policy JB.

The Assistant Superintendent for Human Resources is the district's compliance officer with respect to Title IX (gender-based discrimination), Title VI (race, color, ethnicity and national origin-based discrimination), Title VII (race, color, religion, sex and national origin-based discrimination in the workplace), Section 504 of the Rehabilitation Act (handicap-based discrimination) and the Americans With Disabilities Act (disability-based discrimination) regarding employees. If an employee feels that he or she has been discriminated against on the basis of gender, race, color, ethnicity, national origin, handicap or disability, or if an employee has questions that can't be answered at his or her school or department, the employee should contact Human Resources at 63 E. Main Street, 2nd Floor. Phone (480) 472-0412.

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## EVALUATION

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### ***CERTIFICATED***

All certificated employees will be evaluated in accordance with state statute and district policy.

### ***CLASSIFIED***

New classified contract employees serve a probationary period of six months, at full pay. Then, with a satisfactory evaluation, they are placed on regular status for the remainder of the contract period. Employment is "at will" during this probationary period.

Employees who have been in a classified job less than three years have an annual performance review. This includes the supervisor's recommendations for reemployment. Additional reviews may be conducted if deemed necessary by the supervisor.

Classified employees who have signed contracts for the same position for at least three years are evaluated once every two years. However, the employee or the supervisor

may initiate an evaluation any time during the contract year. All other employees are evaluated annually.

When transferring from one classified position to another, a work evaluation is completed by the supervisor at the end of three months.

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## **EXIT INTERVIEW**

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Each certificated and classified contract employee who terminates employment will be asked to complete an exit feedback form. Exit interviews for non-contract employees will be conducted at the department or school level.

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## **MEDICAL LEAVE ASSISTANCE PROGRAM**

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Employees who have depleted their accrued sick and vacation leave as a result of their prolonged illness or injury may apply for donations through the Medical Leave Assistance Program. If qualified they may receive donations of sick leave from other employees so their income will continue during their period of prolonged illness or injury. Employees must complete a Medical Leave Assistance Program Request form, and have a physician complete a Verification of Prolonged Illness or Injury form (available in Human Resources). Both forms must be submitted to the Assistant Superintendent for Human Resources. Requests for donations will be distributed by Human Resources and posted at each work site. Requests are also posted on the Human Resources intranet web site. Donations may not be solicited in any other manner or on an individual basis. Requests may be made once per semester.

Donor employees may donate sick leave only within the time frame indicated on the posting, and if they have 30 or more days of accumulated sick leave. Donor employees may donate no more than five days of sick leave in any contract year. Donor employees will use a Sick Leave Donation form to designate the donation in the name of the employee to receive the donation. Sick leave donation forms are available at work sites. This form is also available to download from the Human Resources Intranet web site.

Once approved, donated leave will not be returned or reimbursed to the donor employee. All donated leave becomes the permanent property of the receiving employee, unless said employee is released to return to work earlier than originally stated by his/her physician and has a balance in excess of 10 donated days. Days of leave, not the actual wage of the donor employee, will be donated. Donations will not be allowed to be made to an employee's immediate supervisor or evaluator.

No employee will be eligible for the Medical Leave Assistance Program after he/she qualifies for long-term disability coverage or, if the employee has not applied for long-term disability coverage, after he/she has been absent for 180 consecutive calendar days.

## **MESA FOUNDATION FOR EDUCATIONAL EXCELLENCE**

Mesa Foundation has helped MPS employees promote student achievement, attendance and well-being since 1986. The foundation funds:

- \* grants of up to \$1,000 for special classroom projects
- \* musical instruments and repairs, elementary after-school choruses, and the districtwide elementary and junior high Honor Band and Orchestra performance
- \* Battle of the Books
- \* mentoring activities
- \* scholarships for prekindergarten and Kids Corner child care
- \* shoes, clothing, eyeglasses, head-lice treatment, and emergency medical and dental care
- \* textbooks for MPS graduates in Mesa's Grow Your Own Teachers program
- \* MPS Volunteer of the Month recognition

Tax-deductible contributions are welcomed year-round. Mesa Foundation is not a United Way agency, but employees may designate the foundation on their Mesa United Way pledge forms. A Dollar Makes a Difference is the foundation's payroll deduction program. Employees may donate a dollar or more from their regular paychecks.

For more information, logon to [www.mpsaz.org/mesafoundation](http://www.mpsaz.org/mesafoundation), or call (480) 472-0220.

## **NAME & OTHER CHANGES**

Changes in name, address and phone number should be reported immediately to the Human Resources Department so that district records are current. It is required that you show an updated Social Security card before a name change can be made. This is to ensure that your contributions to Social Security will be properly credited to your record with the Social Security Administration. The Personal Data Change form is available to download from the Human Resources Intranet web site.

Employees who contribute to the Arizona State Retirement System (ASRS) are responsible to report name and/or address changes to ASRS.

## **OVERTIME/COMPENSATORY TIME**

### ***CLASSIFIED***

Nonexempt employees will not work more than 40 hours per week without prior authorization from the appropriate assistant superintendent. Employees working in excess of 40 hours per week will be paid overtime either in the form of monetary compensation or compensatory time off. Compensatory hours accrued in one contract year must be used by December 31 of the following contract year. Compensatory time accrued shall not exceed 120 hours. Details regarding the use of overtime and compensatory time are found in Governing Board Policy GDK and the accompanying regulation.



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## PAYCHECKS

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The Payroll Department issues paychecks in compliance with the provisions of Arizona Revised Statutes. The pay schedule established pays Certificated employees, such as Counselors, Teachers and Psychologists, for work completed through payday. Administrators, Supervisors and Classified hourly employees are paid one week behind. Pay checks are distributed every other Thursday. The first payday of the fiscal year is the second Thursday of July.

Certificated employees may choose one of two ways in which to receive paychecks. Employees may have their salary spread evenly over the nine months of the school year, or they may opt to receive smaller payments during the year with a “balance of contract” payment at the end of the school year.

Employees eligible for these options must complete a Method of Payment form at the time of hire. If no selection is made, full pay will be received during the months worked. The method of payment you chose cannot be changed during a contract year. Changes for the following year must be made no later than two (2) weeks prior to the contract start date. Changes will only be made when a new form is submitted, authorizing the change. The Method of Payment form is available on the Human Resources intranet page.

Employees have the responsibility to let the district know if their paycheck has errors. If there are any questions or concerns, employees should contact the Payroll Department as soon as possible.

Many banks, credit unions and savings and loan associations now offer direct deposit of paychecks to checking or savings accounts. Contact the Payroll Department for details.

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## FEDERAL & STATE TAXES

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Each employee completes a Withholding Exemption Certificate, or W-4 form, when starting to work for the district. This determines the amount of federal taxes to be deducted from gross pay. The state A-4 Withholding Election form must also be completed when starting to work for the district. This determines the amount of state tax that will be deducted. Employees must contact the Payroll department when any changes occur in either withholding.

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## PAYROLL DEDUCTIONS

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Standard paycheck deductions include federal and state income tax, Social Security and Arizona State Retirement payments. In addition to these deductions, the online check stub also shows how much was deducted for credit union savings or loan payments, insurance for employee and dependents, income protection, savings bonds, retirement savings programs, purchased service from Arizona State Retirement, or contributions to the Mesa Foundation for Educational Excellence or United Way.

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## PERSONAL PROPERTY

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Employees who bring personal property to the workplace for use on their jobs will clearly mark the property with the employee's name. The district is not responsible for employee's personal property. In case of fire, theft or other loss, the district's insurance program will not generally protect personal property brought to the workplace.

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## PERSONNEL ACTION REQUEST FORM (PARF)

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The electronic PARF is used to obtain approval for personnel requests, such as hiring, additional pay, leave requests, etc. The PARF originates at the site and, after approval by the site administrator, is then routed electronically through appropriate channels to the Human Resources department for final approval. Human Resources reviews each PARF for content as it relates to guidelines established by working conditions and benefits documents, governing board policy and regulations. Nothing submitted on a PARF should be considered final until approved by Human Resources.

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## PERSONNEL FILES

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The Human Resources Department maintains a master file for all employees. Materials placed in an employee's file after employment may be reviewed by making an appointment with a Human Resources Department administrator. The employee will have a right to respond to all materials filed and will submit the response, within 10 working days, to the Human Resources Department where it will be filed. Unless the employee has given written permission to the district, the district will not release employee home addresses and telephone numbers to the public, except as required by law. As required by state law, the district will make available the resume of a teacher upon the request of a parent or guardian of a student enrolled in the school where the teacher is assigned.

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## PROPERTY OF DISTRICT

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It is the responsibility of all employees to protect and care for district property. Employees who have district property in their classroom or office are responsible for maintaining an inventory of it in the unit administrator's or immediate supervisor's office. The inventory is necessary to prove any loss sustained through fire or other disasters.

Employees have no expectation of privacy in their use of district property. The district has the right, without notice or permission, to search lockers, desks and other property belonging to the district and to review and delete information contained in the district's voice-mail system and the district's Electronic Information Services system, which includes electronic mail.

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## PURCHASING POLICY

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Employees often need to buy supplies or services during the school year. If the district is to assume the cost of purchases, a requisition must be submitted to obtain an official purchase order. This must be done before the purchase is made, not after. **A district purchase order is the only official authorization to a vendor to provide goods or services.**

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## RESEARCH & PUBLISHING

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Employees may, within the scope of their employment, develop original works of authorship or patentable inventions or ideas. Unless the employee follows established procedures for district waiver of its proprietary interest in copyright and patentable materials developed within the scope of employment, such materials are the property of the district. For details, refer to Governing Board Policy GBQB and the accompanying regulation.

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## RESIGNATIONS

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### ***CERTIFICATED***

Certificated employees who plan to resign at the end of their contracts must submit a letter of resignation at least 30 days in advance. The letter and a PARF should be sent to the Human Resources Department.

Certificated staff members may request release from their contracts during the school year due to unforeseen circumstances, such as a health condition or a hardship. A resignation of this kind may be approved by the Governing Board, providing a suitable replacement is found.

### ***CLASSIFIED***

Classified employees who wish to resign must submit a letter of resignation at least two weeks in advance in order to be considered eligible for rehire. The letter and a PARF should be sent to the Human Resources Department.

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## SALARIES FOR CERTIFICATED STAFF

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*Salary Schedule information can be found on the Human Resources web page.*

*Salary schedules and movement for education and/or experience may be impacted by a reduction in available district funds.*

The salary schedule for teachers is based on preparation, experience and professional development in-service courses. Extra-factor pay is also given for department supervision, coaching and other responsibilities in music, publications, drama, etc.

Teachers employed for the school year are placed on the salary schedule according to the years of experience gained after receiving the bachelor's degree. Up to five years of credit for full-time contractual teaching experience is granted unless directed otherwise by the Superintendent.

Longevity advances will not occur if experience steps are not approved.

For teachers on the old transition salary schedule who have been at Range 7, Step 14; Range 8, Step 14; or Range 9, Step 14 of the salary schedule for four or more years at the conclusion of the previous school year, salaries are calculated at 102 percent of the appropriate figure on the salary schedule.

For teachers on the old transition salary schedule who have been at Range 7, Step 14; Range 8, Step 14; or Range 9, Step 14 of the salary schedule for nine or more years at the conclusion of the previous school year, salaries are calculated at 104 percent of the appropriate figure on the salary schedule.

For teachers on the old transition salary schedule who have been at Range 7, Step 14; Range 8, Step 14; or Range 9, Step 14 of the salary schedule for 11 or more years at the conclusion of the previous school year, salaries are calculated at 106 percent of the appropriate figure on the salary schedule.

A summary of the guidelines for salary credit for certificated employees is included here. Refer to Administrative Regulation GCBA-R for complete information. Accrual of earned salary credit hours can be applied to the new salary schedule only. If the certificated employee is being paid on the transition salary schedule, courses may be taken for professional growth, but no movement on the transition salary schedule is available. Credit for the courses taken can be given only when movement to the new salary schedule occurs.

Graduate, undergraduate and professional advancement credit hours must be earned prior to September 1, and official transcripts of the credit or degree must be submitted to the Human Resources Department before December 1 for salary credit that year.

An electronic PARF must be submitted before taking a course to receive approval for salary credit for the hours earned. All required fields must be completed on the PARF prior to sending.

Proper salary credit will be granted when all paperwork is in order and the official transcripts have been received in the Human Resources Department. **It is the responsibility of the employee to monitor the process to ensure the salary credit is received. An approved PARF, prepared in the Human Resources Department, assures that the process is complete.**

Salary schedule credit may be granted for district-sponsored in-service workshops and travel for professional growth. One hour of salary credit is awarded for every 16 hours spent in district-approved in-service programs. In-service credits may also be earned in half units (i.e., eight clock hours equal one-half credit). A PARF need not be submitted for district-sponsored in-service courses; the instructor's class roster, which is submitted at the conclusion of the course, is proof of satisfactory completion. Salary credit may also be granted for participation in approved professional travel that demonstrates educational benefit for the employee and the district. A proposal and a PARF must be submitted in advance for approval of salary credit **for professional travel**. Refer to the Professional Growth Opportunities Notebook for complete information.

It is important to the employee and the district that salary credit records are up to date. Please direct questions to Human Resources. Phone (480) 472-0408.

## **CREDIT FOR MORE EDUCATION**

Employees who are enrolled in a master's, education specialist's or doctoral degree program must file a program of study with their unit administrator and the Human Resources Department for approval. Salary credit is given for all courses PARF'd and completed which appear on the approved program of study.

Only courses taken after completion of all the requirements for a master's degree will be allowed for salary credit beyond the master's degree. Courses or in-service programs

taken prior to or during the same period that degree requirements are being fulfilled **cannot** be counted as additional credits beyond the degree. Exception: Required course credits for the SEI, ESL/Bilingual endorsement for all certificated employees may be counted beyond the master's degree if these courses are not a part of the approved course of study for the master's degree being pursued.

Graduate hours earned that are accepted by a nationally accredited college or university on an advanced degree program may also be approved for salary credit. There are certain limitations, however. No more than nine semester hours will be approved in any one school semester. This total includes in-service as well as college credit courses (Appeal available).

An employee cannot receive credit for more than six semester hours for which a grade of "C" is received. No credit is given for less than a "C." No credit is given for courses that are repeated, although an appeal is available on this point.

Approved graduate courses may be limited to the employee's major-minor area of assignment or if the purpose for taking the course is to improve service to the district. These kinds of classes include instructional skill courses that deal with methods, materials and recent developments related to the employee's assignment, classes related to better understanding of child behavior, how children learn, how children differ and the child as a member of society.

Also acceptable are courses that deal with child growth and development, special education, behavior problems, psychology and sociology. In addition, classes focusing on better understanding of the role of education and the educational process, philosophy, history of education, curriculum, administration, supervision, and guidance and counseling are acceptable.

Eighteen semester hours may be approved for extension credit from colleges or universities outside Arizona (Appeal available). Finally, requests for credit on the salary schedule for graduate hours earned prior to employment with the district must be submitted **within the first contract year of employment with the district.**

Credit will be given for graduate hours taken at the request of the unit administrator, with normal district approval, in order for the employee to qualify to fill a district need, even though the course does not fulfill advanced degree requirements. The PARF must be noted with the words "district request," and the course work must be completed within one year of the date of approval. Approval must be obtained **prior to enrollment.**

Undergraduate hours may be accepted under certain conditions. Only those undergraduate hours taken while employed by the district are approved for salary credit. No more than 12 hours of undergraduate credit can be approved, although an appeal is available. Credit is given for undergraduate SEI, ESL/Bilingual courses, and these classes count as part of the 12 undergraduate credits. **Prior approval is required for all undergraduate courses.** Approval is not given for courses that are considered deficiencies on your provisional certificate when initially hired with the district.

## **TRANSCRIPTS**

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Because of the provisions of the salary schedule, NCLB Highly Qualified Requirements, and ADE Certification guidelines it is necessary to have a complete set of **official transcripts of all college credits** on file in the Human Resources Department. Employees taking classes or earning an additional degree must complete the course work prior to September 1. Official transcripts showing these credits must be on file in the Human Resources Department prior to December 1 to receive salary credit that year.

## **SALARIES FOR CLASSIFIED STAFF**

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*Salary Schedule information can be found on the Human Resources web page.*

*Salary schedules and movement for experience may be impacted by a reduction in available district funds.*

On all classified schedules, step changes for eligible employees are made on July 1 of any year unless movement on salary schedule is frozen for that year. Personnel must be employed by the first working day of the second semester to qualify for a step change.

## **LONGEVITY PAY**

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Classified employees hired prior to July 1, 1997, are eligible for longevity earnings. The 1991/1992 year, 2003/2004 year, 2009/2010 year, 2010/2011 year and the 2011/2012 year are not counted toward longevity earnings. Longevity is awarded per Section 31, Salary Schedule, in the Working Conditions and Benefits document for classified employees.

Longevity advances will not occur if experience steps are not approved.

## **SEXUAL HARASSMENT**

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The district forbids sexual harassment of or by any employee. Sexual harassment means any unwelcome sexual advance, request for sexual favors or verbal, written or physical conduct of a sexual nature by an employee, student, volunteer, vendor or contractor.

Employees who engage in sexual harassing behavior on district property or while acting as a member of the school community will be subject to disciplinary action, which may include dismissal.

Any employee believing to be sexually harassed as a result of employment-related circumstances should lodge a complaint with an appropriate supervisor or the Assistant Superintendent for Human Resources.

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## TEACHING CERTIFICATES

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### ***CERTIFICATED***

All certificated employees must have a valid Arizona certificate properly recorded with the Human Resources Department. The certification must meet both NCLB Highly Qualified and ADE certification guidelines for the position for which they have been hired.

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## TELEPHONE CALLS

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If an employee's school or department has a telephone line authorized for direct long-distance dialing, the employee must obtain permission from the unit administrator or immediate supervisor before placing the call.

All staff making personal long-distance calls from district phones must use calling cards, credit cards or other means so that the district is not billed for any personal call.

Staff who use district-provided cell phones must reimburse the district for all personal calls.

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## TOBACCO PRODUCTS

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Arizona law prohibits smoking and tobacco products on school grounds, including school buildings, parking lots, athletic fields, school vehicles, and school-sponsored events that occur off school grounds. Smoking is permitted only in the designated areas of district facilities that are not located on school grounds.

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## TRANSFERS

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### ***CERTIFICATED***

There are two kinds of teacher transfers — obligatory and voluntary. Both are processed through the Human Resources Department each spring. Work begins on transfers after school boundaries are set by the Governing Board, enrollment projections are finalized, by school, for the coming year and the allocation of teachers per school is determined. For secondary schools, student registration must take place before transfers begin.

Obligatory transfers are handled first. There are several situations that cause teachers to be designated as obligatory transfers. Decrease in enrollment at a given school and special teacher or district needs may necessitate transfers.

Teachers designated as obligatory transfers will be notified by their unit administrator or the appropriate assistant superintendent. If an employee disagrees with the decision, a right of appeal is available through the Human Resources Department to the superintendent.

Consideration is given to all voluntary transfer requests. When teachers, who are highly qualified and appropriately certified, ask to move from one position to another, the district tries to satisfy their requests, although it may not always be possible. Requests are granted only when they are deemed to be in the best interest of the district.

## ***CLASSIFIED***

Employees who want to transfer to an entry-level or lateral position within the district must submit an Entry Level/Lateral Transfer Request form, with the immediate supervisor's signature, to the Director of Classified Personnel between October 1 and March 15.

Positions above entry level are advertised for at least five working days, after all employees who qualify for lateral transfer to those positions have been given an opportunity to interview. Employees should call the job hot line. Phone (480) 472-7200 and listen for instructions to hear job announcements. Positions are posted on the district web site at [www.mpsaz.org/hr/job\\_openings/class](http://www.mpsaz.org/hr/job_openings/class).

Employees must have served in a contract position for at least six months to be considered for transfer, unless the transfer is judged to be in the best interest of the district.

Employees who transfer serve a 90-day probation in their new position. At the end of the probation, the employee may remain in the new position if found qualified. If not, the employee may be transferred back to the old position, if it is still available, or may be dismissed.

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## **TUITION REIMBURSEMENT PROGRAM**

Eligible employees may be entitled to tuition reimbursement by successfully completing courses at a nationally accredited university, college, community college or approved trade or professional school. Requests must be submitted electronically on a Personnel Action Request Form (PARF) directly to Human Resources. Those requests must be received within one week of the first class session. Specific guidelines are available on the Human Resources intranet site. Funding is limited and is available on a first come first serve basis.

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## **WEAPONS**

Governing Board policy prohibits any employee from using, displaying or knowingly carrying or possessing any dangerous instrument or deadly weapon on district property or at district functions.

It is not a violation of policy for an employee to have a firearm in a vehicle so long as the weapon is not loaded **and** is in a locked container within the vehicle **and** the vehicle is under the sole control of the employee **and** is not visible from outside the vehicle.

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## **WORKDAY**

### ***CERTIFICATED***

The definition of the teacher day is worked out at the building level and submitted to the superintendent for approval. Classroom teachers should be on the job 30 minutes before and 30 minutes after regular classes, for not less than seven and one-half hours on campus, excluding lunch. Other certificated employees work eight hours per day excluding lunch.



## ***CLASSIFIED***

Full-time classified employees work eight hours per day. Meal breaks are not included in that eight hours. A minimum uncompensated meal break of 30 minutes and a maximum of 60 minutes is required for all full-time employees.

Full-time classified employees also have a 15-minute rest period or “break” twice a day. Classified employees who work four to seven hours a day, in a continuous block of time are permitted one 15-minute break. Administrators/supervisors will determine the rest period schedule.

Employees must record all hours worked in the Kronos timekeeping system. Employees will not clock in or out for another employee. The record of time worked must be signed by both the employee and by the administrator/supervisor. Refer to Governing Board Policy GDK and the accompanying regulation for additional information.

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## **WORKING CONDITIONS**

An employee is encouraged to communicate to the employer whenever the employee believes working conditions may become intolerable to the employee and may cause the employee to resign. Under A.R.S. § 23-1502, Arizona Revised Statutes, an employee may be required to notify an appropriate representative of the employer in writing that a working condition exists that the employee believes is intolerable, that will compel the employee to resign or that constitutes a constructive discharge, if the employee wants to preserve the right to bring a claim against the employer alleging that the working condition forced the employee to resign.

Under the law, an employee may be required to wait for 15 calendar days after providing written notice before the employee may resign if the employee desires to preserve the right to bring a constructive discharge claim against the employer. An employee may be entitled to paid or unpaid leave of absence of up to 15 calendar days while waiting for the employer to respond to the employee’s written communication about the employee’s working condition.

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## **WORKPLACE HARASSMENT**

The District strictly forbids workplace harassment of or by any employee. Workplace harassment includes sexual harassment or any other unwelcome verbal, written or physical conduct that denigrates or shows hostility or aversion towards an individual on the basis of race, color, national origin, age, sex, sexual orientation, religion, disability, marital status or pregnancy.

Any employee who causes workplace harassment on district property or while acting as a member of the school community will be subject to disciplinary action, which may include dismissal.

Any report of workplace harassment will be treated in a confidential manner to the extent possible. Any employee who is aware of workplace harassment must report such behavior. Please refer to Governing Board Policies GBCX and JFD for more information.

## 2012-2013 VARIOUS PAY PERIOD ENDING DATES

PAID ON	CERTIFIED HOURLY & CLASSIFIED HOURLY TO COVER DAYS	ADMINISTRATORS & SUPERVISORS TO COVER DAYS	CERTIFIED TO COVER DAYS
7/12/12	6/22-6/30/12		
7/12/12	7/01-7/05/12	7/01-7/05/12	
7/26/12	7/06-7/19/12	7/06-7/19/12	
8/09/12	7/20-8/02/12	7/20-8/02/12	7/27-8/09/12
8/23/12	8/03-8/16/12	8/03-8/16/12	8/10-8/23/12
9/06/12	8/17-9/30/12	8/17-9/30/12	8/24-9/06/12
9/20/12	8/31-9/13/12	8/31-9/13/12	9/07-9/20/12
10/04/12	9/14-9/27/12	9/14-9/27/12	9/21-10/04/12
10/18/12	9/28-10/11/12	9/28-10/11/12	10/05-10/18/12
11/01/12	10/12-10/25/12	10/12-10/25/12	10/19-11/01/12
11/15/12	10/26-11/08/12	10/26-11/08/12	11/02-11/15/12
11/29/12	11/09-11/22/12	11/09-11/22/12	11/16-11/29/12
12/13/12	11/23-12/06/12	11/23-12/06/12	11/30-12/13/12
12/27/12	12/07-12/20/12	12/07-12/20/12	12/14-12/27/12
1/10/13	12/21/12-1/03/13	12/21/12-1/03/13	12/28/12-1/10/13
1/24/13	1/04-1/17/13	1/04-1/17/13	1/11-1/24/13
2/07/13	1/18-1/31/13	1/18-1/31/13	1/25-2/07/13
2/21/13	2/01-2/14/13	2/01-2/14/13	2/08-2/21/13
3/07/13	2/15-2/28/13	2/15-2/28/13	2/22-3/07/13
3/21/13	3/01-3/14/13	3/01-3/14/13	3/08-3/21/13
4/04/13	3/15-3/28/13	3/15-3/28/13	3/22-4/04/13
4/18/13	3/29-4/11/13	3/29-4/11/13	4/05-4/18/13
5/02/13	4/12-4/25/13	4/12-4/25/13	4/19-5/02/13
5/16/13	4/26-5/09/13	4/26-5/09/13	5/03-5/16/13
5/30/13	5/10-5/23/13	5/10-5/23/13	BOC* 5/17-5/30/13
6/13/13	5/24-6/06/13	5/24-6/06/13	
6/27/13	6/07-6/20/13	BOC* 6/07-6/20/13	
7/11/13	6/21-6/30/13		
7/11/12	7/01-7/04/13	7/01-7/04/13	

\*BOC Balance of Contract



# MPS - WIN!

## Mesa Public Schools

Wellness  
Involvement Now!

## MPS-WIN! WELLNESS INVOLVEMENT NOW!

Mesa Public Schools cares about the health and well-being of our employees. The district's wellness program, MPS-WIN! Wellness Involvement Now! provides assistance and creates opportunities for employees to lead healthier lifestyles. One of the goals of the MPS-WIN! program is to create a culture of wellness throughout the Mesa community. The wellness program works together with health providers, government agencies, district programs, and district partners to provide a wide-variety of services to employees including:

- **Online Health Risk Assessment:** Receive a personalized report of your current health status and an action plan to reduce your health risks.
- **Wellness Classes:** We can help you coordinate a class at your site, or you may join one of the many classes held throughout the district all year. Some of the topics include weight loss, diabetes education, tobacco cessation, stress management, self-care, and financial planning.
- **Gym Membership Discounts:** A list of participating gyms, rates and sign-up information is available online.
- **Online Health Tools & Resources:** Find helpful articles, newsletters, assessments and links to many resources.
- **Fitness Challenges:** Participate in the exercise competitions held throughout the year, in one of the many weekend walk-a-thons, or one of our sports teams.
- **Preventive Health:** Free on site flu shots, and various health screenings held throughout the district.
- **Stress Management:** Take advantage of the services offered by the Employee Assistance Program. In addition, the MPS-WIN! website offers information on local resources.
- **Annual Health Fair:** Learn about all of the benefit options available to you by speaking directly with representatives from our benefits carriers, and participate in the free health screenings, and educational programs.

*Check the website often for updates about the latest activities, contests, and incentives to improve your well-being.*

**[www.mpsaz.org/wellness](http://www.mpsaz.org/wellness)**

MESA  

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PUBLIC SCHOOLS  
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