Certified Staff Handbook
WELCOME TO THE PENDERGAST SCHOOL DISTRICT!

We are excited to welcome you as a member of our outstanding team of teachers, support personnel, and administrators – all committed to empowering excellence and success for all of our students.

We are delighted to have you join the team as an educator in our district. The Pendergast School District staff is committed to supporting each other and working together collaboratively to accomplish our goals. To support our newest colleagues, we have a new educator orientation and staff development program to assist you in your professional growth and to help you become familiar with the Pendergast beliefs about teaching, learning, and working together.

We are looking forward to your success as a member of our educational team and are committed to providing you with any assistance you may need as a Pendergast educator.

Congratulations and welcome!

Sincerely,

Ms. Patti Tussey
Chief Human Resources Officer
DISTRICT INFORMATION

General Information

- Mission Statement
- “BEE in the Know”
- Who to Call
- Administration
- Payroll Information
- Salary Schedule
- District Calendar
- Trip Reduction Program
- Straight Talk (Common Terms and Acronyms used in PESD)
- Adult Immunization Information
- Useful Websites

Insurance And Leaves Of Absence

- Benefits Information
- Leave of Absence Summary
- Leave of Absence Memorandum
VISION:  Empowering Excellence and Success

MISSION STATEMENT:  Pendergast Elementary School District provides a quality education for all students so they can compete globally in their future endeavors and aspirations.

BELIEF STATEMENT:  Pendergast sets high expectations! We provide diverse educational experiences for all students to have the knowledge, skills and opportunities that prepare them for the future.
WE BEE-LIEVE IN YOU!

Read Dr. DeBlieux’s weekly address to the district and stay connected to the entire PESD community through PESD’s super fantastic weekly email newsletter “BEE in the Know.”

All departments share weekly information in this important and informative newsletter. Please know that the district does not send out “all staff” emails therefore, the BEE is your source of connecting district-wide.

You will receive notification each week.
# RESOURCE LIST

## Need help?

Please use the directory for your specific Human Resources or Payroll needs.

<table>
<thead>
<tr>
<th>HUMAN RESOURCES</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Human Resources Officer</td>
<td>Patti Tussey</td>
<td>(623) 772-2232</td>
</tr>
<tr>
<td>HR Systems &amp; Employment Coordinator</td>
<td>Laura Stockmar</td>
<td>(623) 772-2231</td>
</tr>
<tr>
<td>(Certified Staff)</td>
<td></td>
<td><a href="mailto:lstockmar@pesd92.org">lstockmar@pesd92.org</a></td>
</tr>
<tr>
<td>Human Resources Specialist (Support</td>
<td>Maribel Solano</td>
<td>(623) 772-2234</td>
</tr>
<tr>
<td>Staff)</td>
<td></td>
<td><a href="mailto:msolano@pesd92.org">msolano@pesd92.org</a></td>
</tr>
<tr>
<td>Benefits Specialist Insurance/Leaves</td>
<td>Barb Aquino</td>
<td>(623) 772-2233</td>
</tr>
<tr>
<td>Executive Assistant to Human Resources</td>
<td>Julie Chairez</td>
<td>(623) 772-2235</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:JChairez@pesd9.org">JChairez@pesd9.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PAYROLL</th>
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</thead>
<tbody>
<tr>
<td>Payroll Supervisor</td>
<td>Lorraine Smith</td>
<td>(623) 772-2225</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:lsmith@pesd92.org">lsmith@pesd92.org</a></td>
</tr>
<tr>
<td>Payroll Accountant</td>
<td>Amanda Molina</td>
<td>(623) 772-2226</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:amolina@pesd92.org">amolina@pesd92.org</a></td>
</tr>
</tbody>
</table>
PENDERGAST ELEMENTARY SCHOOL DISTRICT NO. 92
3802 N. 91st Ave.
Phoenix, AZ 85037
(623) 772-2200

ADMINISTRATION

GOVERNING BOARD
- Susan Serin  President
- Jete White  Vice-President
- Jose Arenas  Member
- Martin Quezada  Member
- Hilda Ortega-Rosales  Member

OFFICE OF SUPERINTENDENT
- Dr. Lily DeBlieux  Superintendent
- Jennifer Cruz  Chief Academic Officer
- Joanne Fimbres  Chief Financial Officer
- Patti Tussey  Chief Human Resources Officer

DISTRICT ADMINISTRATORS
- Matthew Poag  Director of Budget and Finance
- Jamie Triolo  Director of Food Services
- Andrew Wallen  Director of Assessment & Program Development
- Gwyneth Marr  Director of Curriculum & Innovation
- Regina Robles  Director of Maintenance
- Amy Christopher  Director of School Improvement & Program Development
- Gwendolyn Parker  Director of Special Education
- Ezra Williams  Director of Technology
- Caleb Holman  Director of Transportation
-  Director of Purchasing & Warehouse

SITE ADMINISTRATORS
- Marisa Barrio  Amberlea
- Lori Pizzo  Canyon Breeze
- Janine Ambrose  Copper King
- Debra Cruz  Desert Horizon
- Matt Williams  Desert Mirage
- Jill Helland  Garden Lakes
- Michael Woolsey  Pendergast
- Siobhan McCarthy  Rio Vista
- Joseph Jacobo  Sonoran Sky
- Brian Winefsky  Sunset Ridge
- Abraham Gonzalez  Villa de Paz
- Rod Henkel  Westwind
PAYROLL INFORMATION 2020-2021 SCHOOL YEAR

When will I receive my first paycheck?

- The first paycheck for this year is being issued on **Tuesday August 11th, it is a full paycheck.** For more information, see complete schedule of payroll dates. **New hires - this check will not be direct deposited.** It will take two paychecks after you have submitted the required form for your deposit to begin.

- **New Teacher Orientation will be paid on August 11th.** Your completed form must be turned into the Payroll department **no later than Friday July 31st.** Please sign & turn the form in as soon as possible.

How are my paychecks divided?

- If you choose **“Annualized” 26 pays (balance of contract).** Your contract will be divided into 26 pays. You will receive 21 equal paychecks throughout the school year then you will receive one balance of contract check (that equals 5 paychecks) on June 1, 2021.

- If you choose **“No summer” 22 pays** – Your contract will be divided and distributed in 22 equal paychecks with the final paycheck being paid on June 1, 2021.

*IF YOU WOULD LIKE TO CHANGE YOUR ELECTION, PLEASE CALL OR SEE ME THIS WEEK*

When will I receive my final paycheck of the 2020-2021 school year?

- June 1, 2021 (this is the next payroll after the school year has ended) this check will be direct deposited.

When will voluntary payroll deductions begin?

- All optional medical/insurance deductions and/or flex spending accounts will begin on the first paycheck dated **August 11, 2020** and will continue for 20 consecutive paychecks.

Do I contribute to a Retirement Plan?

- **Yes, to the Arizona State Retirement System** - All employees who work 20 or more hours per week are **required** to pay into this mandatory retirement system. Contribution rates for 2020-2021 are 12.04% for Retirement and 0.18% for Long Term Disability.

May I have my paycheck be direct deposited?

- You may elect to have your paycheck automatically deposited into your checking or savings account. This process takes **two payroll checks to become effective.** You must submit a completed direct deposit form to **start, stop, or change to another bank account at any time.**

- Once started, your direct deposit stub will be sent to your district e-mail every payday on Tuesday morning.
Does the district provide paid time off for illness and/or personal days?

- Yes, full-time teachers who work the full school year, are credited with ten (10) days of Paid Time Off (usually referred to as PTO). Teachers who work part-time are credited with (5) days of Paid Time Off. Teachers hired for less than a full school year will receive pro-rated Paid Time Off days.

- Any absent day used for jury duty, bereavement leave, or a pre-approved professional/conference day are not counted against your Paid Time Off.

  * Verification of jury duty and bereavement leave is required

What if I am absent and have used all of my Paid Time Off (PTO) days?

- In the event you are absent from work and have used all of your available PTO days, your following paycheck will be adjusted for the unpaid day based on your “daily rate of pay”.

Does the district provide for Professional absences?

- Yes, pre-approved conferences outside the district are available to teachers with prior approval from your Principal. Please complete all necessary paperwork and make arrangements to have your classroom covered for the day. Your school secretary can help you with this process.

iVisions Portal - Payroll Information / Employee Resources

- **Compensation** - you can view and print your paycheck by pay date or calendar year. You will also have access to print a current or prior W-2 form after the forms have been posted in iVisions.

- **Attendance** - you may review the PTO days that have posted to your account by clicking on the magnifying glass. Please check this often for verification of your absences.

- **Tax Withholding Forms** – Tax forms are required from each employee. You can view your current tax elections and submit changes to your tax withholding for Federal and/or State taxes electronically.

- **Profile** – you can view and request a change of address, phone number, change your emergency contacts, and view other personal information. Please keep your address current at all times.

- **Information Center** – you will find current payroll notices as well as useful information/forms including; 2020-21 payroll schedule, Tax Credit payroll deduction, Direct Deposit form, Request for Bereavement Leave, Payroll Leave of Absence Procedures and Health Care Provider information.

If you have any questions about this information, please call or email **Lorraine Smith - Payroll Supervisor** at lsmith@peds92.org or 623-772-2225.
Pendergast School District  
2020 - 2021 school year

<table>
<thead>
<tr>
<th>Pay Period #</th>
<th>From</th>
<th>Through</th>
<th>You will be paid on this Tuesday</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>7/1/20</td>
<td>7/3/20</td>
<td>7/14/20</td>
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<td>2</td>
<td>7/4/20</td>
<td>7/17/20</td>
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<td>3</td>
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<td>8/11/20</td>
<td>Teachers 1st (full) paycheck</td>
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<tr>
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<td>8/1/20</td>
<td>8/14/20</td>
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<td>8/29/20</td>
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<td>6/19/21</td>
<td>6/30/21</td>
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The Teacher annual salary shall include monies as provided by ARS §15-952. For the 2020-2021 school year, the amount to be paid throughout the year with the teacher salary is $2,600. In the event the District does not receive monies, the salary shall not include these funds.

The District and the Teachers have no expectations of such funds being available in future years. Any funds received under ARS §15-977 are for one-year only and not subject to overall budget reduction restrictions as described in ARS §15-544.

Teachers, Counselors and Psychologists who have a Ph.D. will receive $1,000 added to the base salary.

<table>
<thead>
<tr>
<th>Level</th>
<th>Level II</th>
<th>Level III</th>
<th>Level IV</th>
<th>Level V</th>
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<td>BA+30</td>
<td>MA+B+45</td>
<td>MA+15</td>
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<td>$38,100</td>
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<td>$39,500</td>
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<td>$39,300</td>
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<td>$40,700</td>
<td>$41,400</td>
<td>$42,100</td>
<td>$42,800</td>
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<tr>
<td>Entry w/301</td>
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<td></td>
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<td>$43,500</td>
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**NEW HIRE PLACEMENT - CREDIT FOR EXPERIENCE AND EDUCATION**

Experience Credit: Experience credit is only granted for previous full-time teaching experience at a % dependent upon number of years.

Education Credit: Education credit is granted when:
1. Course is taken after degree conferred
2. Course is graduate level

New Teacher Addendum: $960. Addendum only for teachers new to the district since January of the previous year who attend New Teacher Orientation (NTO).

The following positions require a MASTERS Degree for entry level and do not receive 301 monies.

<table>
<thead>
<tr>
<th>Counselors</th>
<th>Psychologists</th>
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<tr>
<td>Entry</td>
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<td>$46,000</td>
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<tr>
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<td>Ph.D.</td>
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<td>$65,000</td>
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## 2020-2021 School Year Calendar

### Pendergast District

<table>
<thead>
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<th>July 2020</th>
<th>August 2021</th>
<th>September 2021</th>
<th>October 2021</th>
</tr>
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<tbody>
<tr>
<td>S M T W T F S</td>
<td>S M T W T F S</td>
<td>S M T W T F S</td>
<td>S M T W T F S</td>
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<td>20 21 22 23 24 25 26</td>
<td>11 12 13 14 15 16 17</td>
</tr>
<tr>
<td>26 27 28 29 30 31</td>
<td>30 31</td>
<td></td>
<td>25 26 27 28 29 30 31</td>
</tr>
</tbody>
</table>

**JULY**
- New Teachers Report (Orientation) **July 27-28**
- Support Staff Paid Holidays (9-mo employees)
  - Labor Day Sept 7
  - Veterans' Day Nov 11
  - Thanksgiving Holiday Nov 25-27 (3 days)
  - Winter Recess Dec 24 & 25
  - New Year's Day Jan 1
  - Martin Luther King Jan 18
  - April Break April 2

**AUGUST**
- First Day of School for Students
- Labor Day (Holiday)
- Family/Teacher Conferences
- Fall Recess
- Veterans' Day (Holiday)
- Thanksgiving Holidays
- End of Semester - Early Release for students
- Winter Recess
- Martin Luther King Day (Holiday)
- Feb. Recess (No School)
- President's Day (Holiday)
- Family/Teacher Conferences
- Spring Recess
- State Testing *TBD
- Early Release Day(s)
- Last day of school/Teacher Check-Out

**SEPTEMBER**
- Teacher days = 185
- Student days 180

**OCTOBER**
- Support Staff Paid Holidays (9-mo employees)
  - Labor Day Sept 7
  - Veterans' Day Nov 11
  - Thanksgiving Holiday Nov 25-27 (3 days)
  - Winter Recess Dec 24 & 25
  - New Year's Day Jan 1
  - Martin Luther King Jan 18
  - April Break April 2

**NOVEMBER**
- Support Staff Paid Holidays (9-mo employees)
  - Labor Day Sept 7
  - Veterans' Day Nov 11
  - Thanksgiving Holiday Nov 25-27 (3 days)
  - Winter Recess Dec 24 & 25
  - New Year's Day Jan 1
  - Martin Luther King Jan 18
  - April Break April 2

**DECEMBER**
- Support Staff Paid Holidays (9-mo employees)
  - Labor Day Sept 7
  - Veterans' Day Nov 11
  - Thanksgiving Holiday Nov 25-27 (3 days)
  - Winter Recess Dec 24 & 25
  - New Year's Day Jan 1
  - Martin Luther King Jan 18
  - April Break April 2

**JANUARY**
- Support Staff Paid Holidays (9-mo employees)
  - Labor Day Sept 7
  - Veterans' Day Nov 11
  - Thanksgiving Holiday Nov 25-27 (3 days)
  - Winter Recess Dec 24 & 25
  - New Year's Day Jan 1
  - Martin Luther King Jan 18
  - April Break April 2

**FEBRUARY**
- Support Staff Paid Holidays (9-mo employees)
  - Labor Day Sept 7
  - Veterans' Day Nov 11
  - Thanksgiving Holiday Nov 25-27 (3 days)
  - Winter Recess Dec 24 & 25
  - New Year's Day Jan 1
  - Martin Luther King Jan 18
  - April Break April 2

**MARCH**
- Support Staff Paid Holidays (9-mo employees)
  - Labor Day Sept 7
  - Veterans' Day Nov 11
  - Thanksgiving Holiday Nov 25-27 (3 days)
  - Winter Recess Dec 24 & 25
  - New Year's Day Jan 1
  - Martin Luther King Jan 18
  - April Break April 2

**APRIL**
- Support Staff Paid Holidays (9-mo employees)
  - Labor Day Sept 7
  - Veterans' Day Nov 11
  - Thanksgiving Holiday Nov 25-27 (3 days)
  - Winter Recess Dec 24 & 25
  - New Year's Day Jan 1
  - Martin Luther King Jan 18
  - April Break April 2

**MAY**
- Support Staff Paid Holidays (9-mo employees)
  - Labor Day Sept 7
  - Veterans' Day Nov 11
  - Thanksgiving Holiday Nov 25-27 (3 days)
  - Winter Recess Dec 24 & 25
  - New Year's Day Jan 1
  - Martin Luther King Jan 18
  - April Break April 2

**JUNE**
- Support Staff Paid Holidays (9-mo employees)
  - Labor Day Sept 7
  - Veterans' Day Nov 11
  - Thanksgiving Holiday Nov 25-27 (3 days)
  - Winter Recess Dec 24 & 25
  - New Year's Day Jan 1
  - Martin Luther King Jan 18
  - April Break April 2

### Notes
- **Teacher days = 185**
- **Student days = 180**
- **12-month Employee Contract Days**
- **New Teacher Contract Days**
- **Teaching Days/Student Attendance**

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### Support Staff Paid Holidays (9-mo employees)

- Labor Day: July 4, Sept 7
- Thanksgiving Holiday: Nov 25-27
- Winter Recess: Dec 24 & 25
- New Year's Day: Jan 1
- Martin Luther King Day: Jan 18
- April Break: April 2

### Admin/Support Staff Paid Holidays (12-mo)

- Independence Day: July 4
- Labor Day: Sept 7
- Veterans' Day: Nov 11
- Thanksgiving Holidays: Nov 25 - 27
- Memorial Day: May 31

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### Key Dates
- **New Teachers Report (Orientation)**: July 27-28
- **Support Staff Paid Holidays (9-mo employees)**
  - Labor Day: July 4
  - Veterans' Day: Nov 11
  - Thanksgiving Holiday: Nov 25-27
  - Winter Recess: Dec 24 & 25
  - New Year's Day: Jan 1
  - Martin Luther King Day: Jan 18
  - April Break: April 2

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### Support Staff Paid Holidays (9-mo employees)

- Labor Day: July 4
- Thanksgiving Holiday: Nov 25-27
- Winter Recess: Dec 24 & 25
- New Year's Day: Jan 1
- Martin Luther King Day: Jan 18
- April Break: April 2

### Admin/Support Staff Paid Holidays (12-mo)

- Independence Day: July 4
- Labor Day: Sept 7
- Veterans' Day: Nov 11
- Thanksgiving Holidays: Nov 25 - 27
- Memorial Day: May 31
Trip Reduction Program

If you use an alternative mode of transportation (carpool, bus, bike, walk) to get to work at least one day per week, you are eligible to participate in the Pendergast Trip Reduction Program (TRP). To sign up, see your site coordinator, or contact Luis Cuevas for the name of your contact person.

To participate in our program you must register! Here’s a list of great incentives this program offers:

- Prize Drawings - We will have monthly drawings for Harkins Theatres Movie Passes.
- First time registered participants, new alternative mode users (AMU’s) will receive a one time Harkins Theatre Movie Pass.
- Guaranteed Emergency Ride Home Program - In the event of an emergency, all AMU’s will be give a ride home by a staff person or someone from transportation. See site coordinator for more information.
- Preferred Parking for Carpoolers - Each site has carpool spaces available for registererd carpoolers. To park in these spots, you must be registered.
- Bike Racks/Secure Bike Parking - We have bike racks and/or indoor bike parking at all of our sites - see your site coordinator for exact locations.
- Showers and Lockers - Available to all of our bicyclist and walkers at each site.
- Additional incentives available when you register at [www.sharetheride.com](http://www.sharetheride.com)

Thank you for doing your part to help clean the air. Together we can make a difference!

For information on finding a carpool partner, call Valley Metro Rideshare at 602-262-7433 or visit [www.sharetheride.com](http://www.sharetheride.com). For bus route information, call 602-253-5000 or visit [www.valleymetro.org](http://www.valleymetro.org).

Thank you for your assistance with the Trip Reduction Program. For any further information or assistance with the Trip Reduction Program please contact Luis Cuevas [lcuevas@pesd92.org](mailto:lcuevas@pesd92.org), or Caleb Holman [cholman@pesd92.org](mailto:cholman@pesd92.org).
TRAVEL REDUCTION PROGRAM
PARTICIPATION INCENTIVES

Do you know that if you become an Alternative Mode User (AMU) – carpool, ride your bicycle, bus or walk – to get to and from work, you are eligible for several benefits that are not offered to your co-workers who drive alone?

Below are a few examples of the rewards you can earn by being an AMU.

1. Once you are a registered AMU you can enter our prize drawings. When you share the ride to work, bus, bike or walk, you can enter to win a pair of Harkins Theatre movie passes in our monthly drawings.
2. All new AMU’s will be given a prize of (1) Harkins Theatre movie pass.
3. We provide preferential parking for carpoolers located near the employee entrance. Two spaces are available on a first-come, first-serve basis but you must be a registered AMU and have a carpool dash tag to use them.
4. Showers are available for employees who bike or walk to work. Ask your secretary for location.

To become a Registered Alternative Mode User, please complete the Alternative Mode User Registration Form below or see your secretary.

For information on solutions for your drive alone commute, visit ShareTheRide.com or call Valley Metro Commute Solutions at 602.262.7433 (RIDE).

ALTERNATIVE MODE USER REGISTRATION FORM

Yes! Sign me up as a registered Alternative Mode User (AMU). Date: ____________

I understand that I am now eligible to participate in the Guaranteed Ride Home program and all the other incentives associated with the Trip Reduction Program when I use an alternate mode of transportation.

Name: _________________________ School/Dept: __________________________

Home Zip Code: ________________ Are you a new AMU? ☐ Yes ☐ No

I expect to be an AMU__________ Days per week __________ month.

I will (check all that apply):
☐ Carpool ☐ Vanpool ☐ Bus/Light Rail ☐ Bike ☐ Walk ☐ Other: ______________________

Please register my vehicle to park in the carpool parking. I understand the policies & procedures for using these spaces. License Plate Number(s): ______________________

CARPOOL | VANPOOL | BUS | LIGHT RAIL | TELEWORK | BIKE | WALK
# STRAIGHT TALK

## Common Terms and Acronyms Used in the Pendergast Elementary School District

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>301 (Prop 301)</strong></td>
<td>Arizona voters approved Proposition 301 in 2000 to increase the sales tax and provide more resources for education programs, including new accountability measures. School districts, including Pendergast, use the funds primarily for teacher compensation related to measurable performance goals based on criteria established by the school (301 Plan) and district.</td>
</tr>
<tr>
<td><strong>AIMS (Arizona Instrument to Measure Standards)</strong></td>
<td>A standards-based test that measures the progress of Arizona students towards mastering Arizona standards for reading, writing and mathematics. Science was added in 2007. All Arizona public school students (grades 3-8) are given the AIMS test in April.</td>
</tr>
<tr>
<td><strong>ARS (Arizona Revised Statutes)</strong></td>
<td>The law. Citations of ARS refer to laws approved/modified by the Arizona legislature, including those that guide public education.</td>
</tr>
<tr>
<td><strong>ASRS (Arizona State Retirement System)</strong></td>
<td>The Arizona State Retirement System provides retirement benefit plans for District employees. Employees and the District pay a percentage of employee income into the system to fund retirement.</td>
</tr>
<tr>
<td><strong>AYP (Adequate Yearly Progress)</strong></td>
<td>An accountability determination at school sites and the District level provided through the Federal No Child Left Behind Act (NCLB). The determination is based on a complex criteria that includes standardized test results, attendance, percentage of those tested, as well as test results of language learners, special education and others groups.</td>
</tr>
<tr>
<td><strong>AZ LEARNS (Arizona LEARNS)</strong></td>
<td>The state accountability system designed to meet the requirements of the Federal No Child Left Behind Act. It provides data for gauging school performance, resulting in assignment of an Achievement Profile ranging from Excelling, Highly Performing, Performing Plus, Performing, Underperforming and Failing to meet academic standards.</td>
</tr>
<tr>
<td><strong>AZELLA (Arizona English Language Learner Assessment)</strong></td>
<td>The language proficiency assessment used in Arizona to identify English Language Learners and to measure annual growth.</td>
</tr>
<tr>
<td><strong>Boys Town</strong></td>
<td>The Boys Town Education Model is being implemented on many Pendergast campuses to teach and reinforce social skills and behaviors that students can use in the classroom, on the campus and in their daily lives. Developed in 1979 and research-based, the model is designed to improve discipline and promote student responsibility.</td>
</tr>
<tr>
<td><strong>BT/ET (Beginning Teacher / Evolving Teacher)</strong></td>
<td>The District provides Beginning Teachers (first year teachers) and Evolving Teachers (2nd year teachers and teachers new to the District) with an extensive orientation and on-going workshops to support their growth and success. New teachers also are assigned District mentors.</td>
</tr>
</tbody>
</table>
| **DIBELS**  
*Dynamic Indicators of Basic Early Literacy* | A series of diagnostic screening tests administered to students to determine reading development and proficiency. Three benchmark assessments are administered in fall, winter and spring. Also used to monitor student growth and suggest interventions for struggling readers. |
| **ELC**  
*Early Learning Center* | The District provides the Early Learning Center for children of employees. Licensed by the State of Arizona Health Services Department, the program provides childcare for children six weeks of age to kindergarten. Operational hours are 7 a.m. to 5 p.m. throughout the school calendar. The facility is located on the grounds of the Pendergast Learning Center, 3841 N. 91st Ave. |
| **ESL**  
*English as a Second Language* | Other terms used include ELL (English Language Learners), EL (English Learners) and TESOL/ESOL (Teaching English to Speakers of Other Languages) to refer to students who have another language as their first language. |
| **FMLA**  
*Family & Medical Leave Act* | The Family and Medical Leave Act (FMLA) provides employees who qualify with up to 12 work weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons that may include: serious employee health issues; birth or adoption of a child or placement of a child; caring for a child, spouse or parent with a serious health condition. See Human Resources for more information. |
| **GLAD**  
*Guided Language Acquisition Design* | This is an approach for building units of study that incorporates ELL strategies within a content area while developing English language skills. |
| **HIPAA**  
*Health Insurance Portability and Accountability Act* | This federal legislation, primarily aimed at preserving health coverage for workers/families when they change jobs, includes protection and privacy of personal health information. |
| **IBA**  
*Interest-Based Approach* | The Pendergast District uses the Interest-Based Approach to leadership, problem solving and decision making. The underlying belief is that relationships are as important, or more important, than the issues that are encountered. It is a collaborative approach that focuses on individual interests (rather than positions) and the interests of other parties to find a common ground. |
| **IDEA**  
*Individuals with Disabilities Education Act* | This is the federal law that governs how states and public agencies provide early intervention, special education and related services to children with disabilities. It addresses the educational needs of children with disabilities from birth to age 18 (or 21). |
| **IEP**  
*Individual Education Plan* | An Individualized Education Program (IEP) is designed to meet each child's unique needs. All students who receive special education and related services must have an IEP. |
<p>| <strong>iTeachAZ</strong> | The iTeachAZ Pendergast Program is an innovative, accelerated program for prospective teachers offered in Pendergast through a unique partnership of Arizona State University and the Pendergast Elementary School District. The iTeachAZ Pendergast program, one of several similar programs offered in conjunction with ASU, provides an 18-month path to a degree and teacher certification. The Pendergast District is the home site for all ASU course work and field experiences for its students. |
| <strong>Jump Start</strong> | The summer Jump Start programs is offered as a pre-Kindergarten opportunity for young children to get ready for their school experience. The program, intended for students to get an early start on literacy, introduces children to social experiences, learning and curriculum exercises and fun activities. |
| <strong>LRE</strong> <em>(Least Restrictive Environment)</em> | Least Restrictive Environment is part of the Individuals with Disabilities Education Act. This means that a student who has a disability should have the opportunity to be educated with nondisabled peers to the greatest extent possible. |
| <strong>Marzano</strong> <em>(Robert Marzano)</em> | Marzano’s book, “Classroom Instruction that Works: Research-Based Strategies for Increasing Student Achievement” has been an umbrella for district initiatives and staff development. |
| <strong>IT</strong> <em>(Information Technology)</em> | This is the Technology Department in the District that coordinates and manages all of the computer and telecommunications hardware, software and equipment. The department vision: To promote academic excellence by providing the best in classroom technology and support. |
| <strong>ESSA</strong> <em>(Every Student Succeeds Act)</em> | Requires teachers in Title I schools to be “appropriately certified” through being in compliance with certification requirements established by the State of Arizona. Board rule R7-2-607(J) requires teachers in grades 6-12 whose primary assignment is an academic subject area to pass the appropriate Board adopted subject knowledge exam, and further requires these teachers to have the area(s) of demonstrated proficiency specified on the certificate. Therefore, teachers who were designated as “highly qualified” through the AZ high, Objective, Uniform, State Standard of Evaluations (HOUSSSE) rubric in a content area, or through 24 semesters hours of coursework in the subject area, may not qualify as “appropriately certified” under ESSA. |
| <strong>Pendergast</strong> <em>(Charles H. Pendergast)</em> | The school district was named to honor Charles H. Pendergast, an early settler and farmer in the West Valley and a strong supporter of education. He served on the Board of the West End School (1885), the first school in the West Valley of Maricopa County. |
| <strong>PEER</strong> <em>(Pendergast Employer-Employee Relations)</em> | A representative group of employees and District administrators, PEER meets throughout the year to address issues primarily related to salary, benefits and working conditions. PEER does not address individual employee concerns. It uses the Interest-Based Approach for its discussions. |
| <strong>PEP</strong> <em>(Pendergast Enrichment Program)</em> | PEP is the district-wide program for gifted and talented students. |
| <strong>PLC</strong> <em>(Pendergast Learning Center)</em> | Located at 3841 N. 91st Avenue, across from the District Office, the Learning Center is home to a number of education-supported departments for the District. Departments housed there include Educational Services/Special Education, Technology and is also the site of the District's Early Learning Center (a childcare center for employees’ children). Also, Charlie’s Café is located at the center of the facility for breakfast and lunch. The center features a complex of spaces available for teacher training, workshops, professional development and meetings for District and community members. |</p>
<table>
<thead>
<tr>
<th><strong>PLC (Professional Learning Community)</strong></th>
<th>Based on the work by Richard DeFour and Robert Eaker, all Pendergast District schools have established Professional Learning Communities to meet the needs of students and staff. A learning community is results-oriented and based on a shared mission, vision and value system for its members. The learning community can be school-wide, grade level, subject area or vertical teams. The PLC provides structure and process for the staff to utilize data to impact student achievement and student success.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PST (Problem Solving Team)</strong></td>
<td>A Problem-Solving Team is a school-based group composed of various school personnel, such as teachers, guidance counselors, school psychologists, and administrators, who provide assistance to children who are having academic or behavioral difficulties in school. The team is responsible for implementing a problem-solving approach to identify and intervene in response to students’ needs within the arena of general education. In Pendergast, the Assistant Principal facilitates the Problem-Solving Team.</td>
</tr>
<tr>
<td><strong>PTO/PTA (Parent Teacher Organization/Association)</strong></td>
<td>The PTO or PTA is a partnership of school and community that provides support and resources for school materials, events and activities.</td>
</tr>
<tr>
<td><strong>PTO (Paid Time Off)</strong></td>
<td>Twelve-month employees earn up to 12 days (approximately 1 day per month) Paid Time Off for illness and personal days for family or personal needs. Other employees earn PTO on a pro-rated basis.</td>
</tr>
<tr>
<td><strong>RTI (Response to Intervention)</strong></td>
<td>Response to Intervention is the framework to provide data-driven interventions to improve the academic and behavior skills of all students. School-based teams (Professional Learning Communities) use assessment and other data to provide high quality instruction to meet the individual learning needs of students. This often involves small group instruction.</td>
</tr>
<tr>
<td><strong>SDAIE (Specially Designed Academic Instruction in English)</strong></td>
<td>These are strategies that are designed for ELL students that have acquired some proficiency with the English Language.</td>
</tr>
<tr>
<td><strong>SEI (Structured English Immersion)</strong></td>
<td>Staff training which is mandated by the state and coordinated and presented in the Pendergast District through the Language Services Department.</td>
</tr>
<tr>
<td><strong>TAP Evaluation System</strong></td>
<td>Under the Teacher Advancement Program (TAP) Rubric, teacher performance is measured by, observation of instructional practice, analysis of student learning, and application of effective instructional methods. The TAP Rubric itself is researched based collection of best instructional practices and procedures in the classroom, while the observation process is the collection of evidence from the observed lesson in the classroom by the Evaluator.</td>
</tr>
<tr>
<td><strong>Title 1</strong></td>
<td>Federal funds provided to schools to help students who are behind academically or who may possibly fall behind. Based on the number of low-income children, as well as the free and reduced lunch program.</td>
</tr>
</tbody>
</table>
Adult Immunizations

Adults may receive immunizations at the Public Health Clinic, located at 1645 E. Roosevelt Street in Phoenix. The clinic accepts walk-ins on Wednesdays and Thursdays from 1:00 p.m. to 4:00 p.m., or you may call to schedule an appointment.

- **Eligibility:** adults over age 18
- **Cost:** consultation fee per patient per visit, plus additional fees per dose of vaccine
- **Contact:** 602-506-6068 or 1645 E. Roosevelt Street in Phoenix
Useful Web Sites

District Web Page
www.pesd92.org

Absence Management Online
(formerly AESOP)
www.aesoponline.com

Arizona Department of Education
www.ade.state.az.us

Certification Information
www.ade.az.gov/certification

AEPA Testing Information
www.aepa.nesinc.com
INSURANCE AND LEAVES OF ABSENCE
INSURANCE BENEFITS SUMMARY / COST SHEET – 2020-21

Welcome to the Pendergast Elementary School District. As a benefit-eligible employee, the District offers you a comprehensive benefit program that is an important part of your total compensation. Certified staff employed for twenty (20) or more hours per week and support staff employed for thirty (30) or more hours per week are eligible for insurance benefits. If you elect coverage for yourself, your eligible dependents can also be enrolled for coverage. Eligible dependents include your lawful spouse and dependent child(ren) up to age 26 for medical and dental insurance. The District also provides all eligible employees with Basic Life and Accidental Death and Dismemberment Insurance at no cost. You are provided with one-time your annual salary up to $200,000 with a minimum coverage of $20,000.

UnitedHealthcare (UHC) EPO Medical Plans

The District offers eligible employees the UHC $750 EPO Plan and the HDHP (High Deductible Health Plan). The Plans use the UnitedHealthcare PPO network. This PPO plan is part of a group of hospitals, physicians and other health care providers contracted to furnish medical care at negotiated costs. Use of PPO providers is referred to as “In-Network.” By receiving your care and services from a provider in the network, you will receive a higher level of benefits and, therefore, have less out-of-pocket expense.

UHC $750 EPO Medical Plan

Doctor and specialist visits are provided for a co-pay without needing to meet the deductible first. The plan has a $750 single / $2,250 family calendar year deductible and calendar year out-of-pocket maximum of $6,000 single / $12,000 family.

- Primary care physician is not required
- Referral to specialist is not required
- Employee chooses a physician or specialist from the UnitedHealthcare network
- $25 co-pay Primary Care (use premium care physician – Tier 1) / $35 co-pay (non-premium care)
- $35 co-pay Specialist (use premium care physician – Tier 1) / $45 co-pay (non-premium care)

If you choose a provider that is NOT part of the PPO network, the services received will not be covered.

<table>
<thead>
<tr>
<th>UHC $750 EPO Medical Plan</th>
<th>10-Month Employees Payroll Deduction 20 pay periods</th>
<th>12-Month Employees Payroll Deduction 24 pay periods</th>
<th>Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$0.00</td>
<td>$0.00</td>
<td>Paid by District $7278.60</td>
</tr>
<tr>
<td>Employee + Dependents</td>
<td>$408.66</td>
<td>$340.55</td>
<td>$8173.20</td>
</tr>
<tr>
<td>*Dual Spouse + Dependents</td>
<td>$44.73</td>
<td>$37.28</td>
<td>$894.60</td>
</tr>
</tbody>
</table>

*Dual Spouse applies only if both husband and wife work more than 30 hours per week for the District.
UHC HDHP Medical Plan

By offering this High Deductible Health Plan, the District is providing you a choice in how you manage your health care costs. You are also able to contribute tax-free dollars to a Health Savings Account (HSA). Your HSA will be set up with OPTUM Bank. OPTUM Bank will help you and your family build your health savings.

The District will fund $650 toward the employee deductible. This plan has a $1,400 single / $2,800 family calendar year deductible and calendar year out-of-pocket maximum of $6,000 single / $6,850 family.

- Primary care physician is not required
- Referral to specialist is not required
- Employee chooses a physician or specialist from the UHC network
- Primary Care & Specialist Care is paid at 80% after deductible

<table>
<thead>
<tr>
<th>UHC HDHP Medical Plan</th>
<th>10-Month Employees Payroll Deduction 20 pay periods</th>
<th>12-Month Employees Payroll Deduction 24 pay periods</th>
<th>Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$0.00</td>
<td>$0.00</td>
<td>Paid by District $7272.12</td>
</tr>
<tr>
<td>Employee + Dependents</td>
<td>$405.02</td>
<td>$337.52</td>
<td>$8100.36</td>
</tr>
<tr>
<td>*Dual Spouse + Dependents</td>
<td>$41.42</td>
<td>$34.51</td>
<td>$828.24</td>
</tr>
</tbody>
</table>

*Dual Spouse applies only if both husband and wife work more than 30 hours per week for the District.

Delta Dental – PPO Dental Plan

The Delta Dental Plan allows you to access any licensed dental provider. Using an “In-Network” dentist, you will receive two (2) routine oral exams & cleanings and two (2) sets of bite wing x-rays per calendar year. There is a $25 deductible for Employee coverage and $75 deductible for Family per calendar year. If you go outside the network or use a Premier Dentist, the deductible is $50 for Employee and $150 for Family. Maximum benefit per calendar year is $1,500. Lifetime Orthodontia Maximum is $1,000 for children 8-19 years of age.

<table>
<thead>
<tr>
<th>Delta Dental Plan</th>
<th>10-Month Employees Payroll Deduction 20 pay periods</th>
<th>12-Month Employees Payroll Deduction 24 pay periods</th>
<th>Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$0.00</td>
<td>$0.00</td>
<td>Paid by District $394.32</td>
</tr>
<tr>
<td>Employee + Spouse</td>
<td>$19.72</td>
<td>$16.43</td>
<td>$394.32</td>
</tr>
<tr>
<td>Employee + Child</td>
<td>$21.69</td>
<td>$18.08</td>
<td>$433.80</td>
</tr>
<tr>
<td>Family</td>
<td>$39.44</td>
<td>$32.86</td>
<td>$788.64</td>
</tr>
<tr>
<td>*Dual Spouse + Dependents</td>
<td>$19.72</td>
<td>$16.43</td>
<td>$394.32</td>
</tr>
</tbody>
</table>

*Dual Spouse applies only if both husband and wife work more than 30 hours per week for the District.
Prescription Drug Schedule of Benefits – $750 PPO Plan

**Mandatory Generic Program**
Your prescription drug benefit is administered by OptumRx. The Plan requires that Retail Pharmacies dispense Generic Drugs when available. Should a Covered Person choose a Brand Name Drug rather than the Generic equivalent, the Covered Person will be responsible for the cost difference between the Generic and Brand Name Drug in addition to the Brand Name Drug copay, even if a DAW (Dispense As Written) is written by the prescribing physician. The Covered Person’s share of the Prescription Drug cost does not apply towards the Plan’s Out-of-Pocket Maximum, except under the HDHP Plan.

<table>
<thead>
<tr>
<th>BENEFIT DESCRIPTION</th>
<th>BENEFIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: There is no coverage under the Plan for Prescription Drugs obtained from a Non-Participating pharmacy. Eligible pharmacies include: Fry's, Walgreens, Walmart and Sam's Club.</td>
<td></td>
</tr>
<tr>
<td><strong>Retail Pharmacy: 30-day supply</strong></td>
<td></td>
</tr>
<tr>
<td>Generic (Tier 1)</td>
<td>$15 co-pay</td>
</tr>
<tr>
<td>Preferred (Tier 2)</td>
<td>$30 co-pay</td>
</tr>
<tr>
<td>Non-Preferred (Tier 3)</td>
<td>$50 co-pay</td>
</tr>
<tr>
<td>Specialty (Tier 4)</td>
<td>$50/$100/$150</td>
</tr>
<tr>
<td><strong>Mail Order or Retail Pharmacy: 90-day supply</strong></td>
<td></td>
</tr>
<tr>
<td>Generic (Tier 1)</td>
<td>$37.50 co-pay</td>
</tr>
<tr>
<td>Preferred (Tier 2)</td>
<td>$75 co-pay</td>
</tr>
<tr>
<td>Non-Preferred (Tier 3)</td>
<td>$125 co-pay</td>
</tr>
</tbody>
</table>

Prescription Drug Schedule of Benefits – HDHP

<table>
<thead>
<tr>
<th>BENEFIT DESCRIPTION</th>
<th>BENEFIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: There is no coverage under the Plan for Prescription Drugs obtained from a Non-Participating pharmacy. Eligible pharmacies include: Fry's, Walgreens, Walmart and Sam's Club.</td>
<td></td>
</tr>
<tr>
<td><strong>Retail Pharmacy: 30-day supply</strong></td>
<td></td>
</tr>
<tr>
<td>Generic (Tier 1)</td>
<td>$10 co-pay</td>
</tr>
<tr>
<td>Preferred (Tier 2)</td>
<td>$35 co-pay</td>
</tr>
<tr>
<td>Non-Preferred (Tier 3)</td>
<td>$60 co-pay</td>
</tr>
<tr>
<td>Specialty (Tier 4)</td>
<td>$50/$100/$150</td>
</tr>
<tr>
<td><strong>Mail Order or Retail Pharmacy: 90-day supply</strong></td>
<td></td>
</tr>
<tr>
<td>Generic (Tier 1)</td>
<td>$25 co-pay</td>
</tr>
<tr>
<td>Preferred (Tier 2)</td>
<td>$87.50 co-pay</td>
</tr>
<tr>
<td>Non-Preferred (Tier 3)</td>
<td>$150 co-pay</td>
</tr>
</tbody>
</table>

**Mutual of Omaha Group Life Insurance**

The employee is provided, at no cost, Basic Life and Accidental Death and Dismemberment Insurance in the amount of one-time their annual salary with a minimum of $20,000. This coverage is administered through Mutual of Omaha Life Insurance Company. Employees may also purchase additional Voluntary Term-Life Insurance and include their spouse and children.

**OPTIONAL BENEFIT PLANS**

The following plans are optional. Employees may elect to purchase any or all at group rates:
Sun Life Financial (DHMO) - Supplemental Dental Insurance

This dental program is a “managed-care” plan, offering comprehensive benefits through a network of Plan dentists provided by United Dental Care of Arizona, Inc. The managed care features includes no deductibles or claims to file, no annual maximums, no waiting periods. Pre-existing conditions are covered. The dental plan also includes a vision care program that provides discounts on eye exams, eyeglasses, contact lenses and other prescription eyewear when provided by participating providers.

<table>
<thead>
<tr>
<th>Sun Life Financial DHMO – with specialty care</th>
<th>10-Month Employees Mail Deduction</th>
<th>12-Month Employees Payroll Deduction</th>
<th>Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20 pay periods</td>
<td>24 pay periods</td>
<td></td>
</tr>
<tr>
<td>Employee Only</td>
<td>$6.52</td>
<td>$5.43</td>
<td>$130.32</td>
</tr>
<tr>
<td>Employee + 1 Dependent</td>
<td>$10.55</td>
<td>$8.79</td>
<td>$210.96</td>
</tr>
<tr>
<td>Employee + Family</td>
<td>$16.16</td>
<td>$13.46</td>
<td>$323.04</td>
</tr>
</tbody>
</table>

VSP – Vision Service Plan

VSP is a non-profit PPO offering professional vision care and high quality lenses and frames. Benefit forms are not required. The VSP provider office handles all benefit and eligibility inquiries on behalf of the patient.

<table>
<thead>
<tr>
<th>Vision Service Plan Coverage</th>
<th>10-Month Employees Payroll Deduction</th>
<th>12-Month Employees Payroll Deduction</th>
<th>Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$7.72</td>
<td>$6.43</td>
<td>$154.32</td>
</tr>
<tr>
<td>Employee + One</td>
<td>$12.35</td>
<td>$10.29</td>
<td>$246.96</td>
</tr>
<tr>
<td>Employee + Children</td>
<td>$12.61</td>
<td>$10.51</td>
<td>$252.12</td>
</tr>
<tr>
<td>Employee + Family</td>
<td>$20.33</td>
<td>$16.94</td>
<td>$406.56</td>
</tr>
</tbody>
</table>

Sun Life Financial – Short-Term Disability

This insurance provides a monthly benefit when you are totally disabled as a result of a covered accident or sickness. Benefits start on the sixth day of total disability and continue while you are disabled, but not to exceed 180 days for any one total and continuous period of disability. Your premium is based on your monthly benefit and annual gross salary.

<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$6,480</td>
<td>$360</td>
<td>$9.86</td>
<td>$5.92</td>
<td>$4.93</td>
<td>$118.32</td>
</tr>
<tr>
<td>$9,180</td>
<td>$510</td>
<td>$13.97</td>
<td>$8.39</td>
<td>$6.99</td>
<td>$167.64</td>
</tr>
<tr>
<td>$13,500</td>
<td>$750</td>
<td>$20.55</td>
<td>$12.33</td>
<td>$10.28</td>
<td>$246.60</td>
</tr>
<tr>
<td>$18,000</td>
<td>$1,000</td>
<td>$27.40</td>
<td>$16.44</td>
<td>$13.70</td>
<td>$328.80</td>
</tr>
<tr>
<td>$21,600</td>
<td>$1,200</td>
<td>$32.88</td>
<td>$19.73</td>
<td>$16.44</td>
<td>$394.56</td>
</tr>
<tr>
<td>$27,000</td>
<td>$1,500</td>
<td>$41.10</td>
<td>$24.66</td>
<td>$20.55</td>
<td>$493.20</td>
</tr>
<tr>
<td>$30,600</td>
<td>$1,700</td>
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457(b) Deferred Compensation / 403(b) Tax-Sheltered Annuities / Roth 403(b) After Tax

Contributions, which are pre-tax dollars, can be invested in either a 457(b) deferred compensation plan, 403(b) tax-sheltered annuity or Roth 403(b) after-tax plan. All plans have the ease of contributing through payroll deduction and can be started at any time. Approved providers are: VOYA, MetLife, Security Benefit, Plan Member Services, National Life Group and AXA Equitable Life Insurance Company.

Colonial Life – Cancer / Accident / Hospital Insurance

Plan provides protection for you and your family against the additional expenses associated with cancer-specified diseases, accidental injury or hospitalization.

**Basic Flexible Spending Account (FSA)

The flexible spending account plan allows certain qualified benefits for health care and dependent (child) care reimbursement to be deducted directly from your paycheck before taxes, therefore, reducing your taxable income. Dependent childcare (daycare) or elder care expenses is limited up to $5,000 a year per family before tax and Health Care reimbursement is limited to $2,750 a year per family before tax.

**Participation in the Basic Flexible Spending Account is only available at the beginning of the school year. Employees hired mid-year must wait until the next open enrollment period to enroll in these plans.

Retirement – ASRS / Arizona State Retirement System

Contribution rates for all ASRS members in the defined benefit plan are effective through June 30, 2020.

<table>
<thead>
<tr>
<th></th>
<th>Retirement Pension &amp; Health Insurance Benefit</th>
<th>Long-Term Disability Income Plan</th>
<th>Total</th>
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<td>12.22%</td>
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<td>0.18%</td>
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<tr>
<td>ACR – Employer Only</td>
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<td>10.21%</td>
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</table>
To: Pendergast Employees

From: Barb Aquino, Benefits Specialist

Subject: Leave Requests - FMLA, Medical & General

The following steps should be taken when applying for a leave:

1. Contact your benefits specialist to confirm if you are eligible to take a leave.

2. Contact the Benefits Specialist in the Human Resources Department to arrange an appointment to obtain the leave request form and for specific information regarding conditions of your leave prior to requesting the leave. Thirty days (30) notice is required for all Family & Medical leaves if the leave is foreseeable.

3. An employee may use any available PTO and or/vacation during the leave. Benefit deductions missed because PTO pay has been exhausted will need to be made up by the employee.

4. The leave may begin at an earlier date if the individual becomes physically incapable of performing assigned duties. Please notify the Benefits Specialist if this should occur.

5. In case of a delay in the scheduled date for planned childbirth or planned surgery, the leave may begin at a later date if employee substantiates the ability to continue to work and the District is able to adjust arrangements for a long-term substitute.

6. If you are on a Medical Leave and need an extension of your leave you must submit to Human Resources a new a note from your physician. You must also submit a new leave calendar to payroll.

7. If your leave is a Family & Medical leave that has extended beyond 12 weeks, you will also need to request a new leave application from Human Resources for a Medical Leave extension and submit a certification from your health care provider.

NOTE:

Insurance Premiums - While out on an approved medical or general leave, you are responsible for paying the insurance premiums for yourself and/or your dependents. You may be offered a continuation of coverage under an approved leave, except as noted under FMLA. Failure to submit payment could result in loss of benefits.

Childbirth - In order for any medical expenses incurred by your newborn to be a covered benefit, the employee must complete an enrollment form within 31 days from the date of birth. This form must be returned to the Employee Benefits Office immediately.
LEAVE OF ABSENCE EXPLANATION AGREEMENT

The following items have been explained to me:

♦ Available PTO/vacation days can be used while on leave, but are not required to be used.

♦ While on unpaid leave, I understand I will not earn PTO time (or vacation, if applicable).

♦ Payroll will adjust my paycheck according to the payroll calendar that I have submitted. If I fail to return a payroll calendar, all available PTO will be used. Once my PTO time has been exhausted my paycheck will stop. If I have questions about my pay, I will contact payroll directly.

♦ FMLA leaves are granted for employees with one year (1250 hours) of service. FMLA leaves are granted for a serious medical condition for self, a child, parent or spouse. Care for a sibling does not fall under FMLA guidelines unless the sibling is in the active military.

♦ An employee taking FMLA leave shall be entitled to have the same health care plan in which the employee is currently participating in while on leave.

♦ The District shall require the repayment of any health care premiums paid by the District for continuing coverage during the period of the FMLA leave if the employee fails to return to work after the FMLA.

♦ Any voluntary benefit deductions missed by an employee while on leave who has exhausted PTO will need to be made up by employee upon return.

♦ While on leave the employee is prohibited from doing any work from home nor shall the employee be on the work premises during their leave other than to go to Human Resources.

♦ While on leave the employee’s district email shall not be used to do any work. The employee may use email to contact Human Resources.

♦ I understand that it is my responsibility to keep my supervisor and the Human Resources Office updated on the current status of my leave. I understand that failing to obtain documentation requested from Human Resources to support my leave can result in the inability of payroll to use PTO time while on leave.

♦ I understand and agree to all of the above mentioned statements. They have been explained to me fully and I have a complete understanding of these facts.

♦ The leave packet has been explained to me in detail and I understand what is required of me to complete the request for leave.

__________________________________________________________________________  ______________
Employee Signature           Date
PENDERGAST SCHOOL DISTRICT
Leave of Absence Summary

The District offers three individual types of leave of absence for all Certified staff and for Support staff who work 30 hours or more per week. The Human Resources Department will advise each employee regarding their eligibility for requested leave. The three types of leaves are as follows:

**Family and Medical Leave of Absence (FMLA)**
FMLA requires employers to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons; i.e., to care for a child after birth or adoption, a serious health condition of the employee or to care for an immediate family member with a serious health condition. Employees are eligible if they have worked for the District for at least one year and for 1,250 hours over the previous 12 months. District health insurance is maintained throughout the leave, however the employee is responsible for any dependent coverage or voluntary benefit premiums. (Detailed information of the Family and Medical Leave Act of 1993 is available from the Human Resources office)

**Medical Leave of Absence other than FMLA**
Medical leave is granted to employees who have a medical condition, which makes them unable to perform the functions of their position, but do not meet the requirements for a Family and Medical Leave. District health insurance is maintained while the employee is on a “paid” status. After all PTO is utilized and the employee is on “unpaid” status, the employee may continue their insurance at their own cost under the District plan if they wish to continue their medical insurance until they return. This leave request must be processed through Human Resources and the Governing Board. Part-time support staff employees working less than 30 hours a week are not eligible for an official leave of absence. They may request time off due to a medical condition. Medical verification is required and there is no job protection during this time away from work.

**General Leave of Absence**
General leave is for any other reason than those stated above. District health insurance is maintained, if applicable, in the same manner as for a Medical Leave. This leave request must be processed through Human Resources and the Governing Board.

---

**THINGS TO REMEMBER WHEN REQUESTING A LEAVE**

- All leave requests must be made prior to the leave date and thirty days (30) notice is required for all Family and Medical leaves, if foreseeable.
- Consult with immediate supervisor first regarding type of leave desired.
- Contact the Human Resources Department to obtain proper leave request forms and specific information regarding the conditions of your leave.
- Leave requests will only be considered if all the required forms are completed in full and returned to the Human Resources office in a timely manner.
- An employee has the option of using any available PTO during a leave.
- If the leave is unpaid, no PTO will be earned throughout the leave.
- A request for leave of absence shall not be denied by the District if the employee is entitled to the leave under Family and Medical Leave Act. All other requests for leave may be granted or denied by the District, at its discretion.
BEREAVEMENT LEAVE

The District understands that an employee who sustains a death in the family needs time off for mourning and making various arrangements. The District allows up to five (5) days of bereavement leave per year. Employees should notify their immediate supervisor as soon as possible when the need for this leave occurs. Within 5 days of returning to work, the employee must submit written proof of the family member’s death. Written proof may be provided in the form of:

- Obituary
- Death Certificate
- Signed statement from the doctor

For all purposes of bereavement and other leaves, *family* shall include:

<table>
<thead>
<tr>
<th>Spouse</th>
<th>Grandchildren</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children</td>
<td>Parents of Spouse</td>
</tr>
<tr>
<td>Parents</td>
<td>Brothers or sisters of spouse</td>
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<td>Sons/Daughters-in-law</td>
</tr>
<tr>
<td>Grandparents</td>
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</tbody>
</table>
CERTIFICATE INFORMATION

- Department of Education – Address and Directions
- Certificate/Certification Information
- Certificate Online Renewal Link
- General Information
ARIZONA DEPARTMENT OF EDUCATION
CERTIFICATION OFFICE

BUSINESS ADDRESS: 1535 West Jefferson Street
Phoenix, AZ  85007

HOURS:  8:30 a.m. – 4:30 p.m.
Monday – Friday

DIRECTIONS: I-10 East to I-17 South (stay to the right)
You will be heading South for a short time
Exit at the Jefferson Exit
Make a Left (you will be heading east)
The ADE Building is on the South side of the
road just past the 16th Avenue traffic light. The
visitor parking lot is on the east side of the
building, directly off Jefferson.

MAILING ADDRESS: P.O. BOX 6490
Phoenix, AZ  85005-6490

PHONE NUMBER: (602) 542-4367

EMAIL: Certification@azed.gov

WEB SITE:  www.azed.gov/educator-certification
Certificate Information/Requirements

Fingerprints

- **First time applicants for Arizona certification must obtain a fingerprint clearance card from the Department of Public Safety (DPS)**
  - Contact Human Resources at (623) 772-2235 regarding fingerprint information or call DPS at (602) 223-2279.

Testing

**Professional Knowledge:**

- Required of all applicants for a teaching certificate.
- Two levels of the Professional Knowledge test:
  - Elementary and Secondary.

**Subject Knowledge:**

- Required to be certified in the specific subject area being taught.
  - If a test is offered in the area being taught, it must be taken and passed to be considered Appropriately Certified to teach the particular subject/area
  - If there are no specific subject area tests, a test must be taken and passed in either Elementary or Secondary.

**NOTE:** If you have taken and passed teacher proficiency exams in another state, you should contact the Department of Education at (602) 542-4367, and check to see if the out of state test(s) can be credited toward required tests in Arizona.

- National Evaluation Series testing information: [www.nestest.com](http://www.nestest.com)

Certificates

Teaching Certificates

Requirements and Information:

- Early Childhood Education, Birth – Age 8 or Grade 3 [PDF]
- Elementary Education, K-8 [PDF]
- Middle Grades Education, 5-9 [PDF]
- Secondary Education, 6-12 [PDF]
- Arts Education, PreK-12 [PDF]
- Physical Education, PreK-12 [PDF]
- Athletic Coaching, 7-12 [PDF]
- Native American Language, PreK-12 [PDF]
- Specialized Secondary Certificate STEM 6-12 [PDF]
- Subject Matter Expert Certificate 6-12 [PDF]
- Early Childhood Special Education, Birth through Grade 3 [PDF]
Deficiencies
Deficiencies are requirements listed on the certificate that must be met before another certificate can be issued.

The most common deficiencies are:

- Arizona and/or U.S. Constitution (3 years to complete unless you are teaching History or Social Studies, 1 year to complete)
- Professional Knowledge and/or Subject Knowledge tests
- Fingerprint Clearance
- SEI Requirements (if applicable)
- Phonics Requirement

Contact Human Arizona Department of Education for information to remove deficiencies.

RENEW YOUR CERTIFICATE ONLINE

To view and renew your Arizona certificates online, visit AzEDCert our new educator portal.

General Information

Official transcripts and a fingerprint clearance card, or proof of submitted fingerprints, must accompany all applications for certification.

The Human Resources Office monitors all teaching certificates within the district and sends reminder notices of expiration dates. This is a courtesy service that our Human Resources Office provides; however, it is your responsibility to acknowledge any reminder notices and meet all requirements to maintain validity of your teaching certificate.

Questions? Please contact the Arizona Department of Education at (602) 542-4367 or Human Resources at (623) 772-2229.
GUEST TEACHER INFORMATION

- Absence Information
- Absence Management Instructions at a Glance
- Absence Management Phone Instructions
- Absence Management Quick Start Guide
ABSENCE INFORMATION

What do I do if I need to be absent from school?

- You report your absence using the Absence Management system.

What is Absence Management?

- Absence Management is an automated, web-based substitute placement and absence management system the District uses to secure the services of a guest teacher when the regular classroom teacher is absent.

How does Absence Management know I will be absent?

- When a teacher needs to report an absence, he/she enters the absence into the Absence Management system. The absence information can be entered via the Internet or by phone.

How does Absence Management find a guest teacher to fill the absence?

- Guest teachers search for assignments that have been entered into the Absence Management system. They can search via the Internet or by phone. Also, the automated phone system will make calls to guest teachers the night before and the morning of any unfilled absences.

How will my school know I will be absent?

- Your school administrator views all absence information (for his/her site) via the Internet.

What if my absence does not require a guest teacher?

- You are still required to report your absence using the Absence Management system. You can select an option indicating whether or not a guest teacher will be needed.

How do I initially register with Absence Management?

1. Human Resources will enter your information (name, social security number, phone number, grade level and school site), into Absence Management. Upon completion, you will be issued an I.D. Number (your phone number with area code) and a PIN Number (the last four digits of your social security number).

2. Call Absence Management (1-800-942-3767) and record your name, grade level and subject area.
ABSENCE MANAGEMENT
INSTRUCTIONS AT A GLANCE

HOW TO ENTER AN ABSENCE
(For detailed instructions, please refer to the Absence Management QuickStart Guide)

STEP ONE – Record Your Name and Title

1. Call the toll-free Absence Management number: 1-800-942-3767

2. When prompted, enter your I.D. Number (your phone number with area code) and your PIN Number (the last four digits of your social security number).

3. You will hear: “I do not have a recording of your name and title on file. To create this recording, please select personal options (option #5) from the main menu.” Follow the prompts to record and save your name and title. Example of what you need to record:

   Mary Smith, 1st Grade
   Name               Title

STEP TWO – You Are Now Ready to Enter an Absence (you have two choices)

You can report your absence by calling Absence Management at 1-800-942-3767 and following the step-by-step instructions,

OR

You can go online at www.frontlinek12.com/aesop. To enter your absence online:

- Enter your I.D. Number and PIN Number in the Login section.

- When an absence is necessary, Paid Time Off (PTO) is for self or family illness or medical appointments which can’t occur outside of this work day. All other reasons require PRIOR approval.

- Click on Create an Absence

- Select your absence day(s) by clicking the date on the Calendar.

  Note: You can select multiple days individually or you can click and drag to select a range of dates.

- Substitute Required – Always defaults to YES, unless you are in a position that never requires a guest teacher. If you do not need substitute coverage, select NO.
• Choose your **Absence Reason** by clicking on the drop-down arrow. You are able to enter absences for Paid Time Off (PTO), or Civic / Jury Duty. If you have an absence for any other reason, contact me or your school secretary.
  
  o For Professional Leave you must have separate and prior approval. See site secretary or contact Guest Teacher Coordinator.

• **Time** – Select Full Day, Half Day AM or Half Day PM

• **Notes** can be left for your guest teacher or for your administrator (i.e Lesson plans will be on my desk).

• **Browse** – You can enter attachments for your guest teacher here.

• When finished, click **Create Absence**. You have now completed the posting of your absence.

It is very important to review the **QuickStart User Guide** and to become familiar with all the functions of the Absence Management system.

**“TIPS” TO SUCCESSFUL USE OF AESOP**

• **Be sure to record your name, grade level and subject area.**

• **Enter your absence into Absence Management as soon as you know you will be absent.**

**Additional Information**

There is a 7:00 am cut-off time. If your absence is not posted prior to that time on the date of your absence, you will need to contact me or your school secretary to enter your absence for you.

You can cancel unfilled absences. If the absence has been filled with a guest teacher, we ask that you give them a courtesy call to let them know the assignment is being cancelled. You may then give me a call, and I will delete the absence request.

If you have lined up a guest teacher in advance of your absence, **DO NOT** enter it in Absence Management. Once your absence is posted, it is open for anyone to pick up, and we never remove one guest teacher in favor of another. Instead, please contact me, and I will enter your absence and assign the guest teacher you want.
Absence Management

SIGNING IN

To log in to the absence management application, type aesoponline.com in your web browser’s address bar.

The Sign In page will appear. Enter your ID/username and PIN/password and click Sign In.

RECOVERING CREDENTIALS

If you cannot recall your credentials, use the recovery options or click the “Having trouble signing in?” link for more details.

CREATING AN ABSENCE

You can enter a new absence from your absence management home page under the Create Absence tab.

Enter the absence details including the date of the absence, the absence reason, notes to the administrator or substitute, etc. and attach any files, if needed. You can then click Create Absence.
MANAGING YOUR PIN AND PERSONAL INFORMATION

Using the “Account” option, you can manage your personal information, change your PIN number, upload shared attachments (lesson plans, classroom rules, etc.), manage your preferred substitutes, and more.

GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or need more information about a specific topic, click Help Resources and select Frontline Support. This opens a knowledge base of help of training materials.

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also create absences, manage personal information, check absence reason balances, and more, all over the phone.

To call the absence management system, dial 1-800-942-3767. You’ll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

Over the phone you can:

- Create an absence (within the next 30 days) – Press 1
- Review upcoming absences – Press 3
- Review a specific absence – Press 4
- Review or change your personal information – Press 5

If you create an absence over the phone, please note the confirmation number that the system assigns the new absence, for future reference.
DISTRICT POLICIES

- Staff Ethics – Policy GBEA
- Staff Conduct – Policy GBEB
- Staff Conduct with Students – Policy GBEBB
- Professional Dress/Business Dress Guidelines
- Drug Free Workplace – Policy GBEC
- Sexual Harassment – Policy ACA, ACA-R, ACA-E
- Discipline, Suspension, and Dismissal – Policy GCQF
- Conflict of Interest – Policy GBEAA

All employees are expected to become familiar with the Governing Board Personnel Policies which are located at:

http://policy.azsba.org/asba/Z2Browser2.html?showset=allmanuals

- Pendergast Elementary School District No. 92
  - SECTION G – PERSONNEL
(Statement of Ethics for School Employees)

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

The school employee:

~ Makes the well-being of students the fundamental value of all decision making and actions.

~ Maintains just, courteous, and proper relationships with students, parents, staff members, and others.

~ Strives for the maintenance of efficiency and knowledge of developments in the employee's field of work.

~ Fulfills job responsibilities with honesty and integrity.

~ Directs any criticism of other staff members or of any department of the school system toward improving the District. Such constructive criticism is to be made directly to the school administrator who has the responsibility for improving the situation.

~ Supports the principle of due process and protects the civil and human rights of all individuals.

~ Obey local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.

~ Implements the Governing Board's policies and administrative rules and regulations.

~ Shall not endorse any product of any type in a manner that will identify the staff member in any way as an employee of the District.

~ Refrains from using school contacts and privileges to promote partisan politics, sectarian religious views, or selfish propaganda of any kind.

~ Pursues appropriate measures to correct any laws, policies, or regulations that are not consistent with sound educational goals.

~ Avoids using position for personal gain through political, social, religious,
economic, or other influence.

~ Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.

~ Stresses the proper use and protection of all school properties, equipment, and materials.

~ Honors all contracts until fulfillment or release.

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

Adopted: date of manual adoption

LEGAL REF.: A.A.C. R7-2-205
STAFF CONDUCT

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

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

~ Removal from school grounds.

~ Both civil and criminal sanctions, which may include, but are not limited to, criminal proceedings under Title 13, Chapter 29, Arizona Revised Statutes.

~ Warning.

~ Reprimand.

~ Suspension.

~ Dismissal.

~ Having consideration given to any such violations in the determination of or establishment of any pay or salary in later contracts or employment, if any.

Reporting Suspected Crimes or Incidents

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

A person who is employed by the School District or is an applicant for employment with the School District, who is arrested for or charged with any nonappealable offense listed in section 41-1758.03, subsection B and who does not immediately report the arrest or charge to the person's supervisor or potential employer is guilty of unprofessional conduct and the person shall be immediately dismissed from employment with the School District or immediately excluded from potential employment with the School District. A person dismissed from employment for failure to report being arrested for or charged with a nonappealable offense has no right to appeal under the provisions of A.R.S. 15-539, subsection G. Prior to an action to terminate for failure to report, an employee will be given the opportunity to provide a written explanation of circumstances or events which they believe mitigate the failure to report.
Use of Physical Force by Supervisory Personnel

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

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

Adopted: December 1, 2009

LEGAL REF.:  
A.R.S.  
13-2911  
13-3102  
13-3111  
13-3411  
15-341  
15-342  
15-507  
15-509  
15-514  
15-521  
15-539  
15-550  
38-531  
38-532  
41-770

LEGAL REF.:  
A.A.C.  
R7-2-205

CROSS REF.:  
GCF - Professional Staff Hiring  
GCMF - Professional Staff Duties and Responsibilities  
JIC - Student Conduct  
JK - Student Discipline  
KFA - Public Conduct on School Property
Employees are expected to exercise general supervision over the conduct of students, not only while in the schoolroom, but also before and after school, during recess, and at school-sponsored events. At all times teachers and other staff members will accord students the dignity and respect that they deserve, and avoid embarrassing any student unnecessarily.

Students are expected to regard all school employees as individuals who are employed to provide direct or indirect contributions to learning. While students are to have considerable latitude in making choices for themselves, they shall be required to respect the rights of all school employees and other students, and interference with those rights will not be tolerated.

Students shall not have the right to interfere with the efforts of instructional staff members to coordinate or assist in learning, to disseminate information for purposes of learning, or to otherwise implement a learning program. Nor shall a student have the right to interfere with the motivation to learn or the learning activities and efforts of other students. No student shall have the right to interfere with or disrupt any employee's work activities.

All personnel employed by the District are expected to relate to students of the District in a manner that maintains social and moral patterns of behavior consistent with community standards and acceptable professional conduct.

Relationships between staff members and students that include "dating," "courtship," or "romantic involvement" are prohibited. These behaviors deviate from ethical or professional standards and shall be deemed unacceptable and contrary to the expectations of District governance.

Staff/student relationships shall reflect mutual respect between staff members and students and shall support the dignity of the entire profession and educational process.

Violations of the above shall be considered serious and may result in severe disciplinary action.

Adopted: date of manual adoption

LEGAL REF.: A.R.S.
15-321
15-341
15-514

CROSS REF.: JIC - Student Conduct
BUSINESS DRESS GUIDELINES FOR PENDERGAST DISTRICT EMPLOYEES

All employees in the Pendergast Elementary School District are representatives of the district in the job they perform. It is expected that all employees will dress in a manner that reflects the professionalism of the department they represent. An employee’s dress and grooming affects both the public’s impression of our business and internal morale.

Employees are expected to dress in a manner that is normally acceptable in business environments. Employees should not wear suggestive attire, jeans, athletic clothing, shorts, sandals, T-shirts and similar items of casual attire that do not present a businesslike appearance. Some teaching positions such as physical education are expected to be well groomed but may wear attire that is different from the expectations of other teachers. Other exceptions would be special events or field trips that require different attire as determined by the principal.

Some examples of Business or Business Casual are:

- Slacks/Pants of non-denim material
- Dresses, skirts of modest length
- Dress sport shirts, knit shirts with a collar
- Capri pants (mid-calf length and loose fitting)
- Sandals appropriate for office wear
- Ties & scarves

Radical departures from conventional dress or personal grooming and hygiene standards are not permitted. Visible tattoos and body piercing other than ears are not considered conventional business appropriate.

There will be announced “casual” days when employees dress may be more casual than the normally required business casual. Designated “casual” is quite different from weekend casual. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing, athletic wear, or similarly inappropriate clothing.

Summer is defined as the day students leave school until the day students return to school. During the summer, business casual dress is acceptable.

Examples of “Casual” and Summer dress are:

- Skorts and modest sundresses

Examples of dress that is never appropriate for the office except on the rare occasion when a special assignment would require an employee to dress down to accomplish a task are:

- Athletic clothing, athletic footwear, shorts, T-shirts, crop tops, flip-flops and spandex.
DRUG - FREE WORKPLACE

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

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

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

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

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

Adopted: date of manual adoption

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

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

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

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

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

Sexual harassment may include, but is not limited to:

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

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

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

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

*Adopted:* date of manual adoption

**LEGAL REF:**
- A.R.S. 41-1461 *et seq.*
- 20 U.S.C. 1681, Education Amendments of 1972, Title IX

**CROSS REF:**
- AC—Nondiscrimination/Equal Opportunity
- GBA—Equal Employment Opportunity
- IHBA—Special Instructional Programs and Accommodations for Disabled Students
- JB—Equal Educational Opportunities
- KED—Public Concerns/Complaints about Facilities or Services
SEXUAL HARASSMENT

Compliance Officer

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

Complaint Procedure

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

If after the initial investigation the Superintendent has reason to believe that a violation of policy has occurred, the Superintendent shall determine whether to hold an administrative hearing and/or to recommend bringing the matter before the Board. If there is reason to believe that the Superintendent has violated policy, the complaint shall be made to the President of the Governing Board.

If the person alleged to have violated this regulation is a teacher or an administrator, the due-process provisions of the District’s Policy GCQF shall apply, except that the supervising administrator may be assigned to conduct the hearing. In cases of serious misconduct, dismissal or suspension proceedings in accordance with A.R.S. 15-531 et seq. may be initiated. If the person alleged to have violated this regulation is a classified employee, the Superintendent may impose discipline under Policy GDQD if the evidence so warrants. The Superintendent also may impose a suspension without pay, or recommend dismissal, or other appropriate discipline.

If the Superintendent’s investigation reveals no reasonable cause to believe that this regulation has been violated, the Superintendent shall so inform the complaining party in writing.
SEXUAL HARASSMENT

COMPLAINT FORM
(To be filed with the compliance officer as provided in ACA-R)

PLEASE PRINT:

Name ___________________________ Date ____________

Address ___________________________________________________________________________

Telephone __________________________ Another phone where you can be reached ________

During the hours of ___________________________________________________________________

I wish to complain against:

Name of person, school (department), program, or activity: _______________________________

_________________________________________________________________________________

Address ___________________________________________________________________________

Specify your complaint by stating the problem as you see it. Describe the incident, the participants,
the background to the incident, and any attempts you have made to solve the problem. Be sure to
note relevant dates, times, and places.

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________
Date of the action against which you are complaining

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<td>A-0331.2</td>
<td>1994 by Arizona School Boards Association</td>
<td>ACA-E</td>
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If there is anyone who could provide more information regarding this, please list name(s), address(es), and telephone number(s).

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<th>NAME</th>
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The projected solution
Indicate what you think can and should be done to solve the problem. Be as specific as possible.
I certify that this information is correct to the best of my knowledge.

Signature of Complainant ____________________________________________

The compliance officer, as designated in ACA-R shall give one copy to the complainant and shall retain one copy for the file.
GCQF
DISCIPLINE, SUSPENSION, AND DISMISSAL
OF PROFESSIONAL STAFF MEMBERS

Scope of District’s Authority to Discipline an Employee for Misconduct

The District may exercise its authority to discipline an employee for misconduct that occurs:

~ During the course of the employee’s work day;

~ While the employee is on District property or while participating in school or work related events;

~ Before or after regular work hours if the employee is engaged in activities on behalf of the District;

~ Off campus and during nonworking hours, if there is a sufficient relationship between the employee’s conduct and the District’s legitimate interest in protecting the school community from harm; and

~ In any other circumstance in which the District can lawfully exert its authority to discipline an employee for misconduct.

Examples of Possible Consequence for Misconduct

This policy is not intended to restrict or eliminate the discretion traditionally afforded to supervising administrators to determine whether discipline is appropriate. Supervising administrators are expected to exercise discretion in determining whether a particular alleged violation merits discipline. Possible consequences for misconduct may include non-disciplinary action and/or disciplinary action.

Nondisciplinary actions include, but are not necessarily limited to:

~ Informal consultations or counseling;

~ Verbal warnings;

~ Letters of direction or memoranda containing directives or instructions for future conduct;

~ Evaluation procedures or the resulting evaluations;

~ Reassignments by the Superintendent; or
Civil and/or criminal reporting.

Disciplinary actions include, but are not necessarily limited to:

~ Letters of reprimand;
~ Suspension with or without pay for up to ten (10) school days;
~ Suspension without pay for more than ten (10) school days; or
~ Dismissal.

Letters of Reprimand/Suspension with or without Pay for up to Ten Working Days

The following procedures will be followed when a situation arises that may result in the imposition of a letter of reprimand or suspension with or without pay for up to ten (10) working days:

~ **Notice of Charge.** The designated District-level administrator will provide the employee with verbal or written notice of the charges against the employee.

~ **Opportunity to Respond** (hearing). The employee will be provided the opportunity to provide his/her response to the charges. The employee will also be offered the opportunity to provide the administrator with any relevant documents and the names of any witnesses having relevant information.

~ **Complete Investigation.** The administrator will conduct any further investigation that appears necessary to help ensure that the information upon which the proposed disciplinary action is based is complete and accurate.

~ **Decision Regarding Discipline.** The administrator will make a decision regarding what disciplinary action, if any, to impose.

~ **Written Notice Regarding Discipline.** If the administrator decides no discipline is warranted, the administrator will provide this information in writing to the employee. If the administrator decides to issue a letter of reprimand or impose a suspension with or without pay for up to ten (10) working days, the administrator will provide the employee with written notice of the decision. The written notice should contain the following information:

  ~ A statement of the disciplinary action being taken.
  ~ The factual basis for the disciplinary action.
  ~ Any special conditions or limitations to be placed upon the employee
during the disciplinary period, if any (i.e., requirement to remain off District property during period of suspension).

~~ Notice that the employee may prepare a written response and that the employee's written response will be attached to the notice of disciplinary action.

~~ A statement that the written notice regarding discipline will be placed in the employee's personnel file.

~~ Notice of the employee's right to appeal the decision.

~ **Employee’s Signature on Notice of Discipline.** The employee will be directed to sign the notice of disciplinary action to affirm receipt of the document. The employee’s signature on the notice will not be deemed to signify the employee’s agreement with its contents.

~ **Appeal of Discipline.** The employee may appeal the disciplinary decision within ten (10) calendar days of the date of the decision or the right to appeal is waived. The appeal must be submitted to the Superintendent, and contain any relevant documents and include the following information (to the extent necessary to support the employee's appeal):

~~ A detailed explanation of what facts, if any, the employee believes the administrator omitted, misunderstood or improperly considered in the decision making process.

~~ A detailed explanation of what conclusions, if any, the employee believes the administrator incorrectly or improperly made based upon the facts at issue. (i.e., why the disciplinary action is not warranted or is too harsh).

~~ A detailed explanation of what violations of procedure, or law, if any, the employee feels the administrator committed relative to the investigation of the employee’s misconduct or the disciplinary decision.

~~ Any other information the employee believes is relevant to the matter.

*Note:* If the discipline was imposed by the Superintendent, the employee’s appeal will be considered a request for reconsideration by the Superintendent.

~ **Stay of Discipline Pending Outcome of Appeal.** Imposition of the disciplinary action will be postponed pending the outcome of the appeal process. However, the Superintendent may temporarily reassign the employee with pay pending the outcome of the appeal process if the Superintendent deems the reassignment to be in the best interest of the District.
~ **Decision on Appeal.** The Superintendent may make a decision regarding the
appeal based upon the written record, or may invite the parties to meet for the
purpose of presenting additional information, clarification or explanation. The
Superintendent's decision is final, unless the Superintendent has affirmed his/her
own decision on appeal. If the Superintendent has affirmed his/her own decision on
appeal, the employee may then request that the Superintendent submit the appeal
to the Governing Board. The Governing Board may choose to consider the appeal
itself or may appoint a hearing officer to do so.

~ **Written Decision on Appeal.** The Superintendent or hearing officer will make
every effort to provide the parties with a written response to the appeal within
fourteen (14) working days from the date the appeal was submitted. If the
Governing Board is considering the appeal, the Governing Board will generally act
upon the appeal at the next regularly scheduled Board meeting following submission
of the appeal or as soon thereafter as is practicable.

**Long Term Suspension**
**or Dismissal**

In the case of suspension without pay for more than ten (10) school days or dismissal,
employees will be afforded the notice, hearing and appeal procedures set forth in the
appropriate statutes.

Adopted:  date of manual adoption

**LEGAL REF.:**
A.R.S.
13-2911
15-203
15-341
15-342
15-350
15-503
15-507
15-508
15-514
15-536
15-538
15-538.01
15-539
15-540
15-541
15-542

**CROSS REF.:**
DKA - Payroll Procedures/Schedules
GCJ - Professional Staff
Noncontinuing and Continuing Status
GCO - Evaluation of Professional Staff Members
Employment of Close Relatives

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

A dependent of a Board member (a person more than half of whose support is obtained from a Board member) cannot be hired in the District except by consent of the Board. The spouse of a Board member cannot be employed by the District.

Business Relations

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

Vendor Relations

No employee of the District will accept gifts from any person, group, or entity doing, or desiring to do, business with the District. The acceptance of any business-related gratuity is specifically prohibited, except for widely distributed, advertising items of nominal value.

This policy should not be construed to deem unacceptable inexpensive novelty advertising items of general distribution. Acceptance of business meals and holiday gifts for general consumption are acceptable under this policy.

District Purchases from Employees

The District is required to follow the school district procurement rules for all purchases of goods or services from District employees regardless of dollar amount. The District may acquire equipment, material, supplies, or services from its employees only under an award or contract let after public competitive bidding [A.R.S. 38-503; A.G.O. 106-002]. The requirement applies to any purchase using District monies, including extracurricular activities fees, tax credit contributions, and monies held in trust by the District such as student
activities monies, when a District employee acts as the vendor. Oral and written quotations do not satisfy the public competitive bidding requirements.

Adopted: date of Manual adoption

LEGAL REF.:  
A.R.S.  
15-323  
15-421  
15-502  
38-481  
38-501 *et seq.*  
38-503  
A.G.O.  
I06-002  
Attorney General Arizona Agency Handbook, Appendix 8.1, Conflict of Interest Disclosure Memorandum

CROSS REF.:  
**BCB** - Board Member Conflict of Interest  
**DJE** - Bidding/Purchasing Procedures
GCCA
PROFESSIONAL / SUPPORT STAFF
SICK LEAVE

Sick leave for District personnel is a designated amount of compensated leave that is to be granted to a staff member who, through personal or family illness, injury, or quarantine, is unable to perform the duties assigned.

Each full-time staff member shall be credited with a sick leave/paid time off allowance at the following rate:

- Twelve (12) month employment: twelve (12) days annually
- Ten (10) month employment: ten (10) days annually
- Nine (9) month employment: nine (9) days annually

The unused portion of such allowance shall have unlimited accumulation.

Support staff members shall earn a paid time off allowance at the rate of one (1) day per month up to ten (10) or twelve (12) days, determined by contract length.

Professional staff paid time off for the current contract year shall become available at the beginning of the contract period, upon reporting for work, and may be used on an unearned basis for the current year.

When a staff member exhausts all days of accumulated sick leave, an unpaid leave of absence must be requested, pursuant to District policy.

Sick leave/paid time off of any staff member who does not serve a full school year shall be prorated at the rate of one (1) day per month.

If an employee does not wish to return to her duties following childbirth, an extended leave of absence must be requested, consistent with existing District policy.

Upon request, the staff member shall inform the Superintendent of the following:

A. Purpose for which sick leave is being taken.

B. Expected date of return from sick leave.
C. Where the staff member may be contacted during the leave.

**Use of Earned Paid Sick Time**

Earned paid sick time/paid time off shall be provided to an employee by an employer for:

A. An employee's mental or physical illness, injury or health condition; an employee’s need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; an employee's need for preventive medical care;

B. Care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive medical care;

C. Reasons related to child care, domestic violence, sexual violence, abuse or stalking, and legal services as described in A.R.S. 23-373.

Earned paid sick time/paid time off shall be provided upon the request of an employee. Such request may be made orally, in writing, by electronic means or by any other means acceptable to the employer. When possible, the request shall include the expected duration of the absence.

When the use of earned paid sick time is foreseeable, the employee shall make a good faith effort to provide notice of the need for such time to the employer in advance of the use of the earned paid sick time and shall make a reasonable effort to schedule the use of earned paid sick time in a manner that does not unduly disrupt the operations of the employer.

An employer that requires notice of the need to use earned paid sick time where the need is not foreseeable shall provide a written policy that contains procedures for the employee to provide notice. An employer that has not provided to the employee a copy of its written policy for providing such notice shall not deny earned paid sick time to the employee based on non-compliance with such a policy.

An employer may not require, as a condition of an employee's taking earned paid sick time, that the employee search for or find a replacement worker to cover the hours during which the employee is using earned paid sick time.
Earned paid sick time may be used in the smaller of hourly increments or the smallest increment that the employer's payroll system uses to account for absences or use of other time.

For earned paid sick time of three (3) or more consecutive work days, an employer may require reasonable documentation that the earned paid sick time has been used for a purpose covered by A, B, or C, above. Documentation signed by a health care professional indicating that earned paid sick time is necessary shall be considered reasonable documentation for purposes of this section.

As defined in statute (A.R.S. 23-371), "family member" means:

A. Regardless of age, a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands *in loco parentis*, or an individual to whom the employee stood *in loco parentis* when the individual was a minor;

B. A biological, foster, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood *in loco parentis* when the employee or employee's spouse or domestic partner was a minor child;

C. A person to whom the employee is legally married under the laws of any state, or a domestic partner of an employee as registered under the laws of any state or political subdivision;

D. A grandparent, grandchild or sibling (whether of a biological, foster, adoptive or step relationship) of the employee or the employee's spouse or domestic partner; or

E. Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

*Notice:*

A. Employers shall give employees written notice of the following at the commencement of employment or by July 1, 2017, whichever is later: employees are entitled to earned paid sick time and the amount of earned paid sick time, the terms of its use guaranteed in statute, that retaliation against employees who request or use earned paid sick time is prohibited, that each employee has the right to file a complaint if
earned paid sick time as required by statute is denied by the employer or the employee is subjected to retaliation for requesting or taking earned paid sick time, and the contact information for the commission where questions about rights and responsibilities under can be answered.

B. The required notice required shall be in English, Spanish, and any language that is deemed appropriate by the Industrial Commission of Arizona.

C. The amount of earned paid sick time available to the employee, the amount of earned paid sick time taken by the employee to date in the year and the amount of pay the employee has received as earned paid sick time shall be recorded in, or on an attachment to, the employee's regular paycheck.

D. The Industrial Commission of Arizona shall create and make available to employers, in English, Spanish, and any language deemed appropriate by the commission, model notices that contain the information for employers' use in complying with the statute.

E. Employer violation of the notice requirements shall be subject to a civil penalty as prescribed in A.R.S. 23-364.

Use of Sick Leave/Paid Time Off for Personal Business

Requests for paid time off for personal business must be received at least four (4) working days prior to the first day of leave, and must be approved by the Superintendent (Designee).

Requests shall be acted upon in order of receipt. Availability of substitutes may limit the number of requests granted at any one (1) time.

Paid time off for personal business will not be granted, unless prior approval has been granted by the Superintendent for extenuating circumstances, during the following periods:

A. On the day immediately preceding or following a holiday or vacation.

B. During the first two (2) weeks of school or the last two (2) weeks of school.
C. No more than ten percent (10%) of the staff or other groupings of employees may take paid time off at one time.

Requests shall be acted upon in order of receipt, and the availability of substitutes, if necessary, may limit the number of requests granted at any one time.

The employee shall inform the Superintendent of the following:

A. Expected date of return from sick leave/paid time off.

B. Where the employee may be contacted during the sick leave/paid time off.

Accrual:

A. Employees of an employer with fifteen (15) or more employees shall accrue a minimum of one (1) hour of earned paid sick time for every thirty (30) hours worked, but employees shall not be entitled to accrue or use more than forty (40) hours of earned paid sick time per year, unless the employer selects a higher limit.

B. Earned paid sick time shall begin to accrue at the commencement of employment or on July 1, 2017, whichever is later. An employer may provide all earned paid sick time that an employee is expected to accrue in a year at the beginning of the year.

C. An employee may use earned paid sick time as it is accrued, except that an employer may require an employee hired after July 1, 2017, to wait until the ninetieth (90th) calendar day after commencing employment before using accrued earned paid sick time, unless otherwise permitted by the employer.

D. Employees who are exempt from overtime requirements under the Fair Labor Standards Act of 1938 (29 United States Code section 213(A)(1)) will be assumed to work forty (40) hours in each work week for purposes of earned paid sick time accrual unless their normal work week is less than forty (40) hours, in which case earned paid sick time accrues based upon that normal work week.

E. Earned paid sick time shall be carried over to the following year, subject to the limitations on usage indicated above for employees of
employers with fifteen (15) or more employees and employees of employers with fewer than fifteen (15) employees. Alternatively, in lieu of carryover of unused earned paid sick time from one (1) year to the next, an employer may pay an employee for unused earned paid sick time at the end of a year and provide the employee with an amount of earned paid sick time that meets or exceeds the requirements in statute that is available for the employee's immediate use at the beginning of the subsequent year.

F. If an employee is transferred, but remains employed by the same employer, the employee is entitled to all earned paid sick time accrued and is entitled to use all earned paid sick time as provided in this section.

G. When there is a separation from employment and the employee is rehired within nine (9) months of separation by the same employer, previously accrued earned paid time that had not been used shall be reinstated. Further, the employee shall be entitled to use accrued earned paid sick time and accrue additional earned paid sick time at the re-commencement of employment.

H. When a different employer succeeds or takes the place of an existing employer, all employees of the original employer who remain employed by the successor employer are entitled to all earned paid sick time they accrued when employed by the original employer, and are entitled to use earned paid sick time previously accrued.

I. At its discretion, an employer may loan earned paid sick time to an employee in advance of accrual by such employee.

Any employer with a paid leave policy, such as a paid time off policy, who makes available an amount of paid leave sufficient to meet the accrual requirements of this section that may be used for the same purposes and under the same conditions as earned paid sick time under this article is not required to provide additional paid sick time.

Sick Leave/Paid Time Off Buyback

The District provides for reimbursement for unused sick leave/paid time off upon retirement. All staff members must notify the human resources office, in writing, of their intention to request such reimbursement not later than March 15 of the year preceding their final year of employment.
A staff member who misses the March 15 deadline due to an emergency situation, such as severe medical problems causing retirement, and who requests reimbursement for unused sick leave/paid time off may have such request reviewed by the Superintendent. The Superintendent will make a recommendation to the Board. The Board's decision for approval or denial of such application will be final. Lack of District financial capability will be a valid reason for denying late applications.

Reimbursement will be made for professional and support staff at the rate of earning such paid time off, according to the following schedule:

A. A staff member who has completed a minimum of five (5) continuous years of employment with the District will be reimbursed at the rate of one-fourth (1/4) daily rate of pay of $90.00 for each unused paid time off day.

B. A staff member who has completed a minimum of ten (10) continuous years of employment with the District will be reimbursed at the rate of one-half (1/2) of the daily rate of pay of $90.00 for each unused paid time off day.

C. A staff member who has completed a minimum of fifteen (15) continuous years of employment with the District will be reimbursed at the rate of three-fourths (3/4) of the daily rate of pay of $90.00 for each unused paid time off day.

D. A staff member who has completed a minimum of twenty (20) continuous years of employment with the District will be reimbursed at the rate of one hundred percent (100%) of the daily rate of pay of $90.00 for each unused paid time off day, not including the allotment for the final year's work.

E. A staff member who has completed a minimum of twenty-five (25) continuous years of employment with the District will be reimbursed at the rate of one hundred twenty-five percent (125%) of the daily rate of pay of $90.00 for each unused paid time off day, not including the allotment for the final year's work.

F. A staff member who has completed a minimum of thirty (30) continuous years of employment with the District will be reimbursed at the rate of one hundred fifty percent (150%) of the daily rate of pay.
$90.00 for each unused paid time off day, not including the allotment for the final year's work.

Reimbursement for unused sick leave/paid time off may be accomplished in one (1) of the following manners:

A. A lump sum paid two (2) weeks after the final pay voucher.

B. The reimbursed amount distributed equally during the final year's pay vouchers. This option is only available to professional staff, with ten (10) or more years of continuous service, who submit their request for reimbursement of unused paid time off to the human resources office by March 15 in the year preceding their final year of employment.

If circumstances require an individual to use paid time off included in the reimbursement, the compensation will be reduced accordingly.

Sick leave/Paid time off is provided for all employees, to permit employees to be absent without loss of pay when they are not feeling well. Potential reimbursement for unused paid time off should not encourage employees to report for work when their presence would not be in the best interest of others. Administrators may request that anyone reporting for work in a questionable state of health use paid time off rather than be at work.

**Insurance Continuation**

Certificated staff members who resign at the end of their current contract has the option of using five (5) days of unused sick leave/paid time off to pay for health insurance through July 31. To qualify for this option a letter of resignation must be submitted to the human resources office twenty (20) calendar days or more prior to the end of their current contract. The employee shall not be reimbursed for those five (5) days.

A retiring certificated staff member who is not on an early retirement contract and who is receiving a sick leave/paid time off buyback may use five (5) sick leave/paid time off days for insurance coverage during the months of June or July. The employee shall not be reimbursed for those five (5) days.

Nothing in statute shall be construed as requiring financial or other reimbursement to an employee from an employer upon the employee's termination, resignation, retirement or other separation from employment for accrued earned paid sick time that has not been used.
Retaliation Prohibited

It shall be unlawful for an employer or any other person to interfere with, restrain, or deny the exercise of, or the attempt to exercise, any right protected in statute.

An employer shall not engage in retaliation or discriminate against an employee or former employee because the person has exercised protected rights. Such rights include but are not limited to the right to request or use earned paid sick time pursuant to the statute; the right to file a complaint with the commission or courts or inform any person about any employer's alleged violation; the right to participate in an investigation, hearing or proceeding or cooperate with or assist the commission in its investigations of alleged violations and the right to inform any person of his or her potential rights.

It shall be unlawful for an employer's absence control policy to count earned paid sick time taken as an absence that may lead to or result in discipline, discharge, demotion, suspension, or any other adverse action.

Protects of this section shall apply to any person who mistakenly but in good faith alleges violations of this policy based on the supporting statutes.

Adopted: April 17, 2018

LEGAL
A.R.S.
15-187
15-502
23-363
23-364
23-371
23-372
23-373
23-374
23-375

CROSS REF.: GCBA - Professional Staff Salary Schedules
It is the policy of the School District to take reasonable and lawful measures to protect students and staff members from the transmission of communicable diseases. The Superintendent is authorized to adopt such procedures as are necessary to implement this policy in a manner consistent with state and federal laws.

**Exclusion from School**

A staff member who has a communicable disease shall be excluded from school only if the staff member presents a direct threat to the health or safety of others in the school workplace. The outbreak control measures and other directives of the Department of Health Services (DHS) and local health agencies shall be acted upon as the best medical knowledge and judgments with regard to the exclusion of a staff member who has a communicable disease that is addressed by DHS regulations. The communicable diseases specifically addressed by DHS regulations are listed at A.A.C. R9-6-203 et seq.

A staff member who has a chronic communicable disease, such as tuberculosis or HIV/AIDS, shall not be excluded unless a significant risk is presented, to the health and safety of others, which cannot be eliminated by reasonable accommodation. The Superintendent shall consult with legal counsel and health professionals, as necessary, to ensure that exclusion of a staff member with a chronic communicable disease will not violate the staff member's rights under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act.

The school nurse or other person designated by the Superintendent must reassess a staff member who is excluded from school because of a communicable disease before the staff member returns to work. The District may require a physician's written medical release as a condition for the staff member's return to work.
Reporting and Notification

The District shall report by telephone to its local health agency each diagnosed and suspected case of a communicable disease as set out in Regulation JLCB-R.

If an outbreak of a communicable disease occurs in a school setting, the Superintendent or the school nurse shall promptly inform staff members who are known to have special vulnerability to infection. The District does not assume any duty to notify an employee of health risks caused by the presence of a communicable disease in the school setting unless the at-risk employee has notified the District of the conditions when notification is needed.

Confidentiality

The District shall make reasonable efforts to maintain the confidentiality of staff members’ medical conditions. All medical information relating to employees is confidential. The identity of a staff member who has a communicable disease and/or the nature of the communicable disease may be disclosed only to:

A. Staff members who must have such information to carry out their duties under this policy; or

B. Staff members or students (or their parents/guardians) who must have such information to protect themselves from direct threat to their health or safety.

Inquiries or concerns by staff members or others regarding communicable diseases or a staff member who is known or believed to have a communicable disease shall be directed to the Superintendent or the school nurse.

Universal Precautions

The District shall follow the "Universal Precautions Standard" set forth in the attached Exhibit GBGCB-E to protect employees who are at risk of being exposed to blood and body fluids in the course of their work.
Food Service Workers

The District shall follow the guidance of the U.S. Department of Health and Human Services concerning infectious and communicable diseases transmitted through the handling of food, and special precautions required for food services workers.

HIV/AIDS

Current medical information indicates that HIV can be transmitted by sexual intercourse with an infected partner, by injection of infected blood products, and by transmission from an infected mother to her child in utero or during the birth process. None of the identified cases of HIV infection in the United States are known to have been transmitted in a school setting or through any other casual person-to-person contact. There is no evidence that HIV is spread by sneezing, coughing, shaking hands, hugging, or sharing toilets, food, water, or utensils. According to best medical knowledge and judgments, the use of the "universal precautions" and other procedures that implement this policy are sufficient to protect staff members and students from transmission of HIV at school.

Adopted: date of Manual adoption

LEGAL REF.:
A.R.S.
36-621
36-624
A.A.C.
R9-6-203 et seq.
R9-6-355
29 U.S.C. 794 et seq., Rehabilitation Act, (Section 504)
42 U.S.C. 12101 et seq. (Americans with Disabilities Act)
29 C.F.R. 1630.1 et seq. (ADA guidelines)
29 C.F.R. 1910.10 et seq. (OSHA Universal Precautions Standard)

CROSS REF.:
GBGC - Employee Assistance
GBGCA - Wellness Programs
JL CB-R - Immunizations of Students
DISTRICT FORMS

• Use of Technology Agreement and Release of Liability Form

• Notification of Intent to Advance

• Request to Transfer

• Course Approval Form
Employee Use of Technology Agreement and Release of Liability Form

Please read carefully. Each employee who is authorized to use district technology shall sign this Use of Technology Agreement annually as an indication that he/she has read and understands the agreement and agrees with the provisions written in the Agreement.

ACCEPTABLE USE
The District authorizes district employees to use technology owned or otherwise provided by the district as necessary to fulfill the requirements of his or her position. The district expects all employees to use technology responsibly to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that employees may access through the system.

The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Use of Technology Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district makes no guarantee that the functions or services provided by or through the district will be without defect. In addition, the district is not responsible for financial obligations arising from unauthorized use of the system.

TECHNOLOGY RESOURCES COVERED BY THIS AGREEMENT
District technology includes, but is not limited to, computers, laptops, the district’s computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

EMPLOYEE OBLIGATIONS AND RESPONSIBILITIES
I agree:

- to use district technology safely, responsibly, in a lawful manner, in accordance with Pendergast Elementary School District Policy GBEF – Staff Use of Digital Communications and Electronic Devices, and primarily for work-related purposes;
- any incidental personal use of district technology shall not interfere with district business and operations, the work and productivity of any district employee, or the safety and security of district technology;
- the district is not responsible for any loss or damage incurred by an employee as a result of his/her personal use of district technology;
- to report security issues (such as any compromise of the confidentiality of any login or account information) or misuse of district technology to the Superintendent or designee if I become aware of any such issues or misuses;
- I am responsible for its proper use at all times and I should be the only person using technology issued to me;
- to abide by District policies, other applicable laws, and regulations governing the use of district technology.
I agree not to:

- share my assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned;
- obtain access to the files or equipment of others, access electronic resources by using another person's name or electronic identification, or send anonymous electronic communications;
- attempt to access any data, documents, emails, or programs in the district’s system for which they do not have authorization; and
- use district technology for improper purposes, including, but not limited to, use of district technology to:
  - access, post, display, or otherwise use material that is discriminatory, defamatory, obscene, sexually explicit, harassing, intimidating, threatening, or disruptive;
  - disclose or in any way cause to be disclosed confidential or sensitive district, employee, or student information without the prior authorization from a supervisor;
  - engage in personal commercial or other for-profit activities without permission of the Superintendent or designee;
  - engage in unlawful use of district technology for political lobbying;
  - infringe on copyright, license, trademark, patent, or other intellectual property rights;
  - intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission, changing settings on shared computers);
  - install unauthorized software; and
  - engage in or promote unethical practices or violate any law or Board policy, administrative regulation, or district practice.

**PRIVACY**

Because use of district technology is intended for use in conducting district business, I understand I have no expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses within the jurisdiction of the district. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Employees should be aware that, in most instances, their use of district technology (such as web searches or emails) cannot be erased or deleted.

All passwords created for and used on any district technology are the sole property of the district. The creation or use of a password by an employee on district technology does not create a reasonable expectation of privacy.

**PERSONALLY OWNED DEVICES**

I understand that if I use a my own technological device, including but not limited to computers, laptop, cell phone, tablet, etc., to access district technology or conduct district business, I shall abide by all applicable Board policies, administrative regulations, and this Use of Technology Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.
RECORDS
I understand any electronically stored information generated or received which constitutes a district or student record shall be classified, retained, and destroyed in accordance with state and federal law, Pendergast Elementary School District policy JR - Student Records, or other applicable policies and regulations addressing the retention of district or student records.

CONSEQUENCES FOR VIOLATION
I understand that any violations of the law, Board policy, or this Use of Technology Agreement may result in revocation of an employee’s access to district technology and/or discipline, up to and including termination. In addition, violations of this law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.

EMPLOYEE ACKNOWLEDGEMENT
I have received, read, understand, and agree to abide by this Use of Technology Agreement, GBEF Staff Use of Digital Communications and Electronic Devices, and other applicable laws and district policies and regulations governing the use of district technology.

I understand that there is no expectation of privacy when using district technology or when my personal electronic devices use district technology. I further understand that any violation may result in revocation of user privileges, disciplinary action, and/or appropriate legal action.

I hereby release the district and its personnel from any and all claims and damages arising from my use of district technology or from the failure of any technology protection measures employed by the district.

__________________________________________________  
Employee signature                                       Date
________________________________________________________________
Employee name (Please print)  Position and Site or Department
STAFF USE OF DIGITAL COMMUNICATIONS AND ELECTRONIC DEVICES

Social media is the use of web-based and mobile technologies to communicate through interactive dialogue. Social media technologies include but are not limited to blogs, picture-sharing, vlogs, wall-postings, e-mail, instant messaging, music-sharing, crowdsourcing, voice over IP (VoIP), Facebook, LinkedIn, My Space, Twitter, You Tube, and any successor protocol to transmit information. Mobile technologies are any devices that: transmit sounds, images, texts, messages, videos, or electronic information; electronically records, plays, or stores information; or accesses the Internet, or private communication or information networks. Current examples are Smartphones such as BlackBerry, Android, iPhone, and other such mobile technologies and subsequent generations of these and related devices.

The Governing Board recognizes how web-based and mobile technologies are fundamentally changing opportunities to communicate with individuals or groups and how their use can empower the user and enhance discourse. The Board equally recognizes that the misuse of such technologies can be potentially damaging to the District, employees, students and the community. Accordingly, the Governing Board requires all employees to adhere to adopted policies and to utilize digital communications and electronic devices in a professional manner at all times.

The Board establishes the following parameters:

District employees

A. shall adhere to all Governing Board policies related to technologies including but not limited to the use of District technology, copyright laws, student rights, parent rights, the Family Educational Rights and Privacy Act (FERPA), staff ethics, and staff-student relations;

B. are responsible for the content of their posting on any form of technology through any form of communication;
C. shall only use District controlled and approved technologies when communicating with students or parents;

D. shall ensure that technologies used to communicate with students and District staff are maintained separate from personal technologies used to communicate with others;

E. shall not use District owned or provided technologies to endorse or promote a product, a cause or a political position or candidate;

F. in all instances must be aware of his/her association with the District and ensure the related content of any posting is consistent with how they wish to present themselves to colleagues, community members, parents and students;

G. shall not use District logos or District intellectual property without the written approval of the Superintendent;

H. shall use technologies to enhance and add value to communications with all recipients and be respectful of those with whom they communicate;

I. shall immediately report all misuse or suspected misuse of technology to their direct supervisor/administrator who in turn will immediately report to the Superintendent;

J. shall comply with all applicable records management parameters established by Arizona State Library, Archives and Public Records.

The Superintendent shall communicate the above to all employees of the District at the beginning of each school year and to newly hired employees as part of the hiring process.

The Superintendent shall establish which technologies are approved for use by employees to communicate with parents and students. Approved technologies shall be communicated to the Board and employees prior to the start of every school year, to newly elected Board members prior to taking office, and to newly hired employees as part of the hiring process.
The Superintendent shall determine which records retention and management guidelines as established by the Arizona State Library, Archives and Public Records are applicable to this Board policy and communicate these guidelines to the Board and employees prior to the start of every school year, to newly elected Board members prior to taking office, and newly hired employees as part of the hiring process.

Violations of this policy may result in disciplinary action up to and including termination and may constitute a violation of federal or state law in which case appropriate law enforcement shall be notified. The Superintendent shall report violations of this policy to the Board and shall make reports to the appropriate law enforcement agency when determined necessary.

Adopted: date of Manual adoption

LEGAL REF.:
A.R.S.
15-341
15-514

CROSS REF.:
GBEA - Staff Ethics
GBEB - Staff Conduct
GBEBB - Staff Conduct With Students
GCQF - Discipline, Suspension, and Dismissal of Professional Staff Members
GDQD - Discipline, Suspension, and Dismissal of Support Staff Members
IJNDB - Use of Technology Resources in Instruction
JIC - Student Conduct
CERTIFIED STAFF

SALARY ADVANCEMENT

Interested in increasing your salary?

Apply for Salary Advancement!

Watch for the electronic form in the “Bee in the Know” in February/March (second semester of school year).

- Submit the form prior to the posted deadline
- Submit “Official” transcripts to the HR Resources Office no later than 4:00 p.m. on September 15th (after the start of new year).

Watch the “BEE in the Know” for more information or call the HR Office at x2235.
CERTIFIED AND SUPPORT STAFF

$500 INCENTIVE GRANT

Upon the accumulation of 50 Incentive Points, employees can request a $500 Incentive Grant. In order to qualify for the grant, employees must indicate his/her intent to Human Resources using the electronic form that is available for a limited period of time in February/March (second semester). Access to this form will be available through the District “BEE in the Know.”

How are Incentive Points earned?

Incentive Points are earned as follows:

1. You receive two incentive points for each eight (8) hours of unused PTO earned during a school year (If you earn 80 PTO hours in a school year and only use 40, you would earn 10 incentive points for that year).

   EXAMPLE: Earned 80 hours, Used 40 hours, 40 unused hours divided by 8 = 5 eight hour days - you will earn 2 points for each 8 hour day for a total of 10 incentive points.

2. Taking a Professional Development Course that has been pre-approved by Educational Services for Incentive Points. (Note: Not all professional development courses earn incentive points. In order to determine if a professional development course is approved for Incentive Points, your course certificate would indicate – good for "X" number of incentive points).
CERTIFIED REQUEST TO TRANSFER FORM

**Note:** Use this form only for a lateral move (“like” positions). When seeking an administrative position, please complete and submit an online “Internal” application through PESD’s Employment webpage.

**Instructions:**

1. An employee seeking transfer to a vacancy within current school or from school to school must complete this form, sign, and present to current administrator.
2. Administrator must receive form before the **posted deadline**.
3. **Complete a form for each requested position transfer.**
4. The current administrator will enter request into the tracking system alerting the transfer site administrator to take action.
5. The transfer site administrator schedules an interview with employee (employee must be Appropriately Certified for grade level/subject).
6. **Following the interview, transfer site administrator notifies employee and HR of recommendation.**

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<th>Current Grade/Subject</th>
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**Request transfer to:**

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Reason for Transfer:

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<th>Signature (Current Principal)</th>
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<th>Employee Signature</th>
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CERTIFIED STAFF REQUEST FOR COURSE APPROVAL

NAME: ____________________________ LOCATION: ____________________________

Please Print

DATE: ____________________________

Note: Masters program and/or graduate level courses (500 or above) taken at ASU, ASU West, NAU, U of A, or Grand Canyon University do not require pre-approval.

COURSEWORK DESCRIPTION

All coursework (with the exception of those noted above) must receive pre-approval to qualify for credit on the Certified Salary Schedule and must be graduate level (500 or above).

University offering Course: ____________________________

Name of Course: ____________________________ Course #:

Dates of Course: From: ________ To: ________ Number of Semester Hours: ________

Have you previously taken this course? YES [ ] NO [ ]

How will taking this course improve delivery of instruction and/or service to students?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Employee Signature: ____________________________ Date: ____________________________

Verification of satisfactory completion of coursework (Official Transcript) MUST be submitted to the Human Resources office.

Course approved for credit on Certified Salary Schedule: YES [ ] NO [ ]

Signature Personnel Administrator: ____________________________ Date: ____________________________
FINANCE AND PURCHASING
(See your site administrator for Financial Services Process Manual details.)

- Financial Services Department Directory
- Cash Handling Guidelines and Purchase Order Processing
- Tax Credit
- Field Trip Guidelines
- Conference and Travel Procedures
- Guidelines for All Supplies and Equipment Donations Though Donorschoose.org or Private Donors
# Financial Services Extension Listing

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Extension</th>
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<tbody>
<tr>
<td>Joanne Fimbres</td>
<td>Chief Financial Officer</td>
<td>x 2220</td>
</tr>
<tr>
<td>Vivian Soza</td>
<td>Executive Assistant to Chief Financial Officer</td>
<td>x 2209</td>
</tr>
<tr>
<td>Matthew Poag</td>
<td>Director of Budget and Finance</td>
<td>x 2217</td>
</tr>
<tr>
<td>Lorraine Smith</td>
<td>Payroll Supervisor</td>
<td>x 2225</td>
</tr>
<tr>
<td>Donna Talal</td>
<td>Accounting Specialist</td>
<td>x 2223</td>
</tr>
<tr>
<td>Amanda Molina</td>
<td>Payroll Accountant</td>
<td>x 2226</td>
</tr>
<tr>
<td>Krystal Burnham</td>
<td>Accounting Technician</td>
<td>x 2222</td>
</tr>
<tr>
<td>Andrea Aponte</td>
<td>Accounting Technician</td>
<td>x 2228</td>
</tr>
<tr>
<td>Sylvia Binion</td>
<td>Receptionist</td>
<td>x 2200</td>
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<td></td>
<td><strong>Director of Purchasing/Warehouse</strong></td>
<td>x 2218</td>
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<tr>
<td>Keith Reagor</td>
<td>Property Control Clerk</td>
<td>x 2389</td>
</tr>
<tr>
<td>Louie Morales</td>
<td>Warehouse Lead</td>
<td>x 2385</td>
</tr>
<tr>
<td>Alex Broughton</td>
<td>Warehouse Delivery</td>
<td>x 2385</td>
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<tr>
<td>Rony Rubio</td>
<td>Warehouse Delivery</td>
<td>x 2385</td>
</tr>
<tr>
<td>Daniel Robbins</td>
<td>Warehouse Delivery</td>
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Cash Handling Guidelines

The purpose and objective of this internal document is to provide uniform policies, procedures and standards for cash handling to assist appropriate personnel in performing their assigned duties.

District Policy D-3300, DM states:
“Monies collected by school employees and by student treasurers shall be handled in accordance with prudent business procedures as outlined by the U.S.F.R. All monies collected shall be receipted, accounted for, and directed without delay to the proper location of deposit.

In no case shall money be left overnight in school buildings, except in safes provided for safekeeping of valuables.”

The failure to comply with District policy and the mishandling of cash collections by District personnel may result in disciplinary action.

PROCEDURES

The following procedures are in accordance with the Uniform System of Financial Records and shall be followed in order to comply with statutory requirements. Cash includes currency, coin, and checks. Cash received shall be properly accounted for as follows:

- **Fund 850:** Student Activities - revenues generated from student club fund raising events, book fairs and yearbook sales
- **Fund 525:** cash collected from students for field trips and equipment rentals
- **Fund 526:** revenues generated from the $5.00 student activity fee and tax credit donations for extra-curricular activities.
- **Fund 530:** revenues collected from private organizations for a specific purpose or objective
- **Fund 555:** revenues collected for lost textbooks and library books
Cash Handling Process

1. All cash shall be turned in daily to the school secretary for safeguarding and prompt recording.
   ➢ A written or electronic receipt will be completed for all cash collections.
   ➢ The teacher or club sponsor is responsible for completing the cash receipt student log or cash collections form to accompany the cash receipts.
   ➢ In no case shall money be left unattended or stored in desk drawers or cabinets.
   ➢ The school secretary shall review the forms for accuracy and prepare a receipt to be given to the teacher, parent or customer.

2. All cash shall be stored in the safe overnight.
   ➢ Access to the safe shall be limited to the following positions: Principal, Assistant Principal, Secretary, and Office Assistant II.
   ➢ Two people shall be present when accessing the safe.
   ➢ A safe log will be used to record the placement of items into and removed from the safe.
   ➢ Cash receipts stored in the safe shall be accompanied by the cash collections form or student log to ensure proper accounting of deposit.

3. All cash shall be deposited intact daily if over $1,000 accumulated or at least weekly.
   ➢ In no circumstance shall cash collected be used to pay for services or supplies. A purchase order must be requested for all purchases.
   ➢ All cash receipts to be deposited with the County Treasurer shall be sent to the District Office in a locked deposit bag.
      All money except Student Activities receipts.
   ➢ All Student Activities receipts shall be picked up by armored car every Friday at each site.
GIFTPDONATION RECEIPT

Today's Date: __________________________ Date of Donation: __________________________

Donor Name: ________________________________________________________________

Address: _____________________________________________________________________

City: ___________________ State: ___________ Zip: ______________

Telephone: { } __________________________________________________________________

Cash / Check Donation Amount: $ __________________________

Non-cash item(s): All items received will be inventoried, tagged and evaluated. All project donations shall comply with District standards for instructional materials, furniture and technology equipment. Any items that cannot be supported by the District will be returned to the donor or surplus.

Quantity: __________________ Description: __________________________________________

______________________________________________________________________________

Purpose / Intended use by school: ________________________________________________

______________________________________________________________________________

______________________________________________________________________________

School Name: ___________________ Administrator: ___________________________

(Non-stamped signature)

Department (if applicable) ___________________ Received By: _______________________

______________________________________________________________________________

Total estimated value of non-cash item(s): _________________________________________

Financial Services Department Approval: __________________________ Date: ______________

Approved by Governing Board: __________________________ Date: ______________

Acknowledgment sent by: __________________________________ Date: ______________
Guidelines for All Supplies and Equipment Donations Through Donorschoose.org or Private Donors

★ All project/donations request shall comply with District standards for instructional materials, furniture and technology equipment.

★ All donated items need to be presented to the Principal for District approval.

★ If approved, the items will be sent to the appropriate departments to be inventoried, tagged and evaluated.

★ Any items that cannot be supported by the District will be returned to the donor or surplused.

(Personal technology equipment is not supported by the District. All technology equipment must become District property to be permitted for instructional use.)

Guidelines for Donorschoose.org

★ Consult with the appropriate district department prior to requesting ANY donation.

★ All items must be shipped to the District Warehouse for proper inventory.

★ All technology items will be sent to IT, prior to releasing to school site. IT will determine whether these devices are suitable to be added to our network.

★ All items received become District property and will be inventoried as required.

★ Please submit a Gifts and Donations Approval Form for all projects funded. The itemized list of goods to be received shall be attached and submitted with the form. The form will be submitted to the District Governing Board as per policy.
Tax Credit
(Extracurricular Activities)

The Site/Department secretary must provide the donor with a receipt. **Forward all funds** along with the **Tax Credit Form** to the district office with all supporting documentation.

District office will provide official receipt and thank you letter.

**Athletics (801)**
**Fine Arts (802)**
**General Activities (803)**
**Greatest needs (810)**

Reference the Cash Handling guidelines
“BEE”-lieve in Your School & Reduce Your Tax Bill
SUPPORT YOUR LOCAL SCHOOLS & RECEIVE A DOLLAR-FOR-DOLLAR STATE TAX CREDIT

The Arizona Tax Credit Program (Arizona Revised Statute 43-1089.01) allows each taxpayer to donate up to $200 for a single individual or a head of household per year to public schools and up to $400 if married and filing a joint tax return. That money can go directly to the public school of your choice, reducing your taxes by the amount donated.

Your Tax Credit donation will help support many optional programs including:

**ATHLETICS**
- Basket ball
- Track
- Volleyball
- Soccer

**FINE ARTS**
- Drama
- Dance
- Music
- Art

**GENERAL ACTIVITIES**
- Field Trips
- Tutoring
- Educational Clubs
- Enrichment Programs

**PLEASE APPLY MY TAX CREDIT TO THE FOLLOWING SCHOOL (Please check one):**

- [ ] Amberlea
- [ ] Desert Horizon
- [ ] Desert Mirage
- [ ] Pendergast
- [ ] Pendergast
- [ ] Sunset Ridge
- [ ] Sunset Ridge
- [ ] Villa de Paz
- [ ] Villa de Paz
- [ ] Westwind
- [ ] Westwind

Amount Donated:  
- [ ] $200 Single
- [ ] $400 Married
- [ ] Other Amount: $

Name (Print):

Address: ____________________________  City: ____________________________  Zip: ____________________________

Daytime Phone Number: ____________________________

I want to support:  
- [ ] Athletics
- [ ] Fine Arts
- [ ] General Activities
- [ ] Greatest Needs

You will be mailed a receipt. Tax credit contributions must be received by April 15, 2019. Contributions received from January 1, 2019 through April 15, 2019 may be claimed on your Arizona State Tax Return in either the 2019 or 2019 tax year.

Please send this form along with your check payable to:

Pendergast Elementary School District #92 / Attn: Tax Credit
3802 North 91st Avenue, Phoenix, AZ 85037
Receipts are to be provided by the employee collecting the $5 fee, and tracked utilizing the Cash Handling Tracking Form.

The Site/Department secretary will then count & verify funds utilizing the Cash Handling Deposit Form. The employee collecting the funds and the secretary verifying the funds are required to sign the Cash Handling Deposit form as verification of accuracy. (Dual Control)

Forward all supporting documentation to the district office.
(Receipt, Tracking Form and Deposit Form)

$5 Extracurricular Activities Fee (804)

Please reference the Cash Handling guidelines.
Field Trip - Cash Handling Process

Use appropriate form designated for:
- In-State Field Trip Form
- Out-of-State Form

Field Trip Guidelines – Teacher in Charge

- Approval from administrator required (Form included)
- Track all funds utilizing the Cash Handling Tracking Form
- Funds for the event must be collected at least 1 week prior to event date.
- Please reference cash handling guidelines.

Site / Department Secretary

- Secure and schedule transportation for the event. Confirm transportation cost and process the requisition for transportation.

- Process requisition for entrance fee, attach all supporting documents (quotes/rates).

- Submit all funds with all backup documentation (Reference Cash Handling)

- Funds collected must match the quote rate for the entrance fee.
Field Trips

The Field Trip Process Outline

1. Contact vendor and inquire about:
   a. Date (check with school calendar)
   b. Cost (students/teachers/chaperones)
   c. Handicap Accessibility
   d. Bus parking fee
   e. Any other necessary details
   f. Set up tentative date with location to reserve spot.

2. Complete district form: "Process on Securing a Field Trip" & turn into principal.

3. Once field trip is approved (secretary will put a copy in your box), recontact location to confirm date and obtain a quote.

4. Secretary submits:
   a. Requisition with Quote attached for P.O.
   b. Request to Transportation Department
      (secure departure/arrival time if not within the normal schedule)
   c. Secretary will confirm the Field Trip date is secured with transportation

5. Collect student permission forms and money. Collect exact amount as listed on the quote. If additional funds need to be collected for transportation, please note on separate line using the same receipt.
   a. Collecting Money: Use "Cash Handling Tracking Form"

For each student: Write one receipt: White Copy (Student) Pink Copy (You) Yellow Copy (attach to tracking form). Write information on tracking form (esp. Receipt Number!)
The Field Trip Process Outline Continued

6. All funds are required to be turned into district office **(2 weeks prior is preferred)**:
   a. Use "Cash Handling Deposit Form", count money and complete the form.
      Attach yellow receipts.
   b. **Together**, you and the secretary will verify what has been listed on the
      deposit form and sign.
   c. All monies will be deposited with District Office.

7. ~1 week prior to trip:
   a. Confirm you have a P.O. from district
   b. Ask secretary to confirm with transportation they have the:
      i. Correct number of busses needed / wheelchair access if needed
      ii. Correct departure time

8. Housekeeping (~1 week prior to trip)
   a. Contact cafeteria with lunch count
   b. Email nurse to check for students who have special medication

9. Day of field trip, bring:
   a. District P.O. (Admittance Ticket)
   b. Student Permission Slips
   c. Lunches
   d. Nurse Items:
      i. Special Medication and First Aid Bag

10. Transportation departure and return time does not vary! Please be ready.

11. At no time will cash be used to pay at the door.
Conference and Travel Procedures

**Conference Request Form:** must be completed electronically and approved *prior* to any arrangements being made.

**Attach:** Conference Request Form, and the Conference Agenda, to the requisition.

**Deadline for Approvals:**

- **In-State** – 30 days prior to the departure date.

- **Out-of-State or Overnight** - 60 days prior to departure date.

**Mileage**
If traveling outside of the district boundaries, please include a print out of MapQuest to your mileage claim expense form. **Two signatures are required (Traveler and Supervisor) on each claim form along with accounting code.**

Travel Expense Form included.

Section 5
CONFERENCE REQUEST FORM

☐ Submission Date: ________________________ ☐ Requisition Number: ________________________

Date completed request submitted to Principal/Supervisor
Requestor will be notified when approved

Attendees (Attach List if Necessary): ______________________________________________________

Conference Title: _______________________________________________________________

Conference Date(s): ______________________

Conference Location: ______________________________________________________________

Conference Registration Fee: _________________________________________________________

☐ Conference Brochure/Agenda Must Be Attached (Verify documents attached)

☐ Conference Registration Forms Must Be Attached (Verify documents attached)

Purpose of the Trip: _________________________________________________________________

Justification Summary: ______________________________________________________________

How will this conference directly support or provide knowledge for the department that your position supports?

Upon return from the conference, each attendee will be responsible for reporting the knowledge that they received to their supervisor.

Vendor: __________________________ Address: __________________________

City: __________________________ State/Zip: __________________________

Phone: __________________________ E-mail /Fax: __________________________

Funding Account: __________________________ Department / Site: __________________________

☐ In-State Thirty (30) days prior to the departure date (no overnight stay)

☐ Out-of-State Sixty (60) days prior to the departure date. Any overnight stay (In-State or Out-of-State)

Check all that apply, and following conference attach the necessary documentation/receipts for this event:

☐ Registration Fee ☐ Room Expenses ☐ Personal Car (travel/mileage)

☐ Airfare ☐ Meals

Supervisor: __________________________ Date: __________________________ ☐ Approved ☐ Disapproved

Cabinet: __________________________ Date: __________________________ ☐ Approved ☐ Disapproved

Superintendent / Designee: __________________________ Date: __________________________ ☐ Approved ☐ Disapproved

Governing Board: __________________________ Date: __________________________ ☐ Approved ☐ Disapproved

Financial Services Department Use: Requestor notified on: __________________________

☐ E-Mail/Faxed PO ☐ Mailed PO ☐ Registered On-line: __________________________

YES / NO