“EMPOWERING EXCELLENCE AND SUCCESS”

SUPPORT STAFF
HANDBOOK
DISTRICT INFORMATION

- Mission Statement
- Welcome to Pendergast
- Who to Call
- Administration
- Absences & Substitute Coverage
- District Calendar
- Resignation
- School Addresses
- Salary Schedule
- Sample Work Agreement/Contract
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.
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
# 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 (Certified Staff)</td>
<td>Laura Stockmar</td>
<td>(623) 772-2231</td>
</tr>
<tr>
<td>Human Resources Specialist (Support Staff)</td>
<td>Maribel Solano</td>
<td>(623) 772-2234</td>
</tr>
<tr>
<td>Benefits Specialist</td>
<td>Barb Aquino</td>
<td>(623) 772-2233</td>
</tr>
<tr>
<td>Insurance/Leaves</td>
<td>Julie Chairez</td>
<td>(623) 772-2235</td>
</tr>
<tr>
<td>Executive Assistant to Human Resources</td>
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<tr>
<th>PAYROLL</th>
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<tbody>
<tr>
<td>Payroll Supervisor</td>
<td>Lorraine Smith</td>
<td>(623) 772-2225</td>
</tr>
<tr>
<td>Payroll Accountant</td>
<td>Amanda Molina</td>
<td>(623) 772-2226</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
Who do I call if I am unable to report to work?

In the event you are unable to report for work, you should contact your supervisor prior to the start of the work day.

Do I need to arrange for a substitute?

Please ask your principal/supervisor if you should arrange for substitute coverage in the event of an absence.

If your position requires substitute coverage, in addition to calling your supervisor, you will also need to call the support staff substitute absence line at

(623) 772-2237

- You will hear a recorded message from Guest Teacher/Substitute Coordinator.
- Even though you are not a teacher, you need to leave the following information:
  - Your name (please speak slowly, clearly, and spell your last name)
  - Your work location (Desert Mirage, Pendergast, etc.)
  - Your position (instructional assistant, school secretary, general helper, etc.)
  - Your start time and stop time (i.e. 8:00 a.m. to 3:00 p.m.)
## 2020-2021 School Year Calendar
### Pendergast District

<table>
<thead>
<tr>
<th>JULY</th>
<th>AUGUST</th>
<th>SEPTEMBER</th>
<th>OCTOBER</th>
<th>NOVEMBER</th>
<th>DECEMBER</th>
<th>JANUARY</th>
<th>FEBRUARY</th>
<th>MARCH</th>
<th>APRIL</th>
<th>MAY</th>
<th>JUNE</th>
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<td>31</td>
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</tbody>
</table>

### Important Dates
- **New Teachers Report (Orientation):** July 27-28
- **Support Staff Paid Holidays (9-mo employees):**
  - July 29: Labor Day
  - Aug 5: Veterans' Day
  - Sept 7: Thanksgiving Holiday
  - Oct 7, 8 & 9: Winter Recess
  - Oct 12-16: New Year's Day
  - Nov 11: Martin Luther King Day
  - Nov 23-27: April Break
  - December 18:
- **Admin/Support Staff Paid Holidays (12-mo):**
  - Jan 4: Independence Day
  - Jan 18: Labor Day
  - Feb 12: Veterans' Day
  - Feb 15: Thanksgiving Holidays
  - Feb 17-19: Winter Recess
  - Mar 15-19: Martin Luther King Day
  - TBD - Mar. 22 - April 30: President's Day
  - April 2 & April 5: Spring Recess
  - May 25-27: April Break
  - May 27: Memorial Day

### Teacher Days
- **185** Teacher Contract Days
- **180** Teaching Days/Student Attendance
- **261** 12-Month Employee Contract Days
- **187** New Teacher Contract Days

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New Teachers Report (Orientation)
Continuing Teachers Report (Orientation)
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
First Day of School for Students- Third Quarter
Martin Luther King Day (Holiday)
Feb. Recess (No School)
President's Day (Holiday)
Family/Teacher Conferences
Spring Recess
State Testing *TBD
April Break
Early Release Day(s)
Last day of school/Teacher Check-Out
RESIGNATION

I need to resign my position; what should I do?

A goal and priority of the Pendergast School District is to employ and retain quality support staff. Employees who need to resign their position and do so in good standing will be eligible for re-employment.

In the event you find it necessary to resign your position during or at the end of the school year, please notify your supervisor IN WRITING a minimum of two (2) weeks in advance. If your supervisor is unavailable, please submit your resignation to the Human Resources Department.

A resignation form letter is available from school secretaries, department secretaries, and from the Human Resources Department.
<table>
<thead>
<tr>
<th>School</th>
<th>Address</th>
<th>Directions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amberlea</td>
<td>8455 W. Virginia Ave. Phoenix, AZ 85037</td>
<td>Turn right on 91st Ave. to Thomas Rd. Turn left on Thomas to 83rd Ave. Turn right on 83rd Ave. Turn right on Virginia Ave. The school is on the left side of Virginia.</td>
</tr>
<tr>
<td>Canyon Breeze</td>
<td>11675 W. Encanto Blvd. Avondale, AZ 85323</td>
<td>Turn right on 91st Ave. to Thomas Rd. Turn right on Thomas to Avondale Blvd. Turn left on Avondale Blvd. to Encanto. Turn right on Encanto. School is 1/4 mile on the left.</td>
</tr>
<tr>
<td>Copper King</td>
<td>10730 W. Campbell Ave. Phoenix, AZ 85037</td>
<td>Turn left on 91st Ave to Indian School Rd. Turn left on Indian School Rd. to 107th Ave. Turn right on 107th to Campbell Ave. Turn left on Campbell. School is on the right side of Campbell.</td>
</tr>
<tr>
<td>Desert Horizon</td>
<td>8525 W. Osborn Rd. Phoenix, AZ 85037</td>
<td>Turn right on 91st Ave. to Osborn Rd. Turn left on Osborn Rd. School is on the right (between 87th and 83rd Ave.).</td>
</tr>
<tr>
<td>Desert Mirage</td>
<td>8605 W. Maryland Ave. Glendale, AZ 85305</td>
<td>Turn left on 91st Ave. to Maryland Ave. (south of Glendale Rd). Turn right on Maryland Ave. Follow Maryland Ave. around to the school. School is on the right.</td>
</tr>
<tr>
<td>Garden Lakes</td>
<td>10825 W. Garden Lakes Pkwy. Avondale, AZ 85323</td>
<td>Turn left on 91st Ave. to Indian School Rd. Turn left on Indian School to 107th Ave. Turn left on 107th Ave. to Garden Lakes Parkway. Turn right on Garden Lakes Parkway. School is on the left.</td>
</tr>
<tr>
<td>Pendergast</td>
<td>3802 N. 91st Ave. Phoenix, AZ 85037</td>
<td>Located directly behind Administrative buildings.</td>
</tr>
<tr>
<td>Rio Vista</td>
<td>10237 W. Encanto Blvd. Avondale, AZ 85323</td>
<td>Turn right on 91st Ave. to Thomas Rd. Turn right on Thomas Rd. to 107th Ave. Turn left on 107th Ave. to Encanto. Turn Left on Encanto. School is on the right.</td>
</tr>
<tr>
<td>Sonoran Sky</td>
<td>10150 W. Missouri Ave. Phoenix, AZ 85037</td>
<td>Turn left on 91st Ave. to Camelback Rd. Turn left on Camelback Rd. to 101st Ave. Turn right on 101st Ave. to Missouri. Turn left on Missouri. School is on the left.</td>
</tr>
<tr>
<td>Sunset Ridge</td>
<td>8490 W. Missouri Ave. Glendale, AZ 85305</td>
<td>Turn left on 91st Ave. to Camelback Rd. Turn right on Camelback Rd. to 83rd Ave. Turn left on 83rd Ave. to Missouri. Turn left on Missouri. School is on the right.</td>
</tr>
<tr>
<td>Villa de Paz</td>
<td>4940 N. 103rd Ave. Phoenix, AZ 85037</td>
<td>Turn left on 91st Ave. to Indian School Rd. Turn left on Indian School to 103rd Ave. Turn right on 103rd Ave. School is approximately 1 mile on the left side of 103rd Ave.</td>
</tr>
<tr>
<td>Westwind</td>
<td>9040 W. Campbell Rd. Phoenix, AZ 85037</td>
<td>Turn left on 91st Ave. to Campbell Ave. Turn right on Campbell. Turn left on 89th Ave. School is on the left side of 89th Ave.</td>
</tr>
</tbody>
</table>
## Support Staff Service List 2020-2021

<table>
<thead>
<tr>
<th>Level</th>
<th>Position</th>
<th>Level</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>23</td>
<td>Accounting Technician</td>
<td>20</td>
<td>Maintenance Worker</td>
</tr>
<tr>
<td>23</td>
<td>Admin. Assist. for Academic Programs</td>
<td>28</td>
<td>Maintenance Worker - Journeymen</td>
</tr>
<tr>
<td>23</td>
<td>Admin. Secretary to Principal</td>
<td>24</td>
<td>Maintenance Worker - Skilled</td>
</tr>
<tr>
<td>23</td>
<td>Admin. Secretary to Department</td>
<td>23</td>
<td>Medicaid Secretary</td>
</tr>
<tr>
<td>8</td>
<td>Bus Attendant</td>
<td>12</td>
<td>Office Assistant I</td>
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<tr>
<td>5</td>
<td>Bus Driver Trainee</td>
<td>18</td>
<td>Office Technician</td>
</tr>
<tr>
<td>2</td>
<td>Categorical Substitute (Clerical/Maintenance)</td>
<td>34</td>
<td>Parent and Family Educator</td>
</tr>
<tr>
<td>38</td>
<td>Certified Occupational Therapist Assistant</td>
<td>25</td>
<td>Payroll Accountant</td>
</tr>
<tr>
<td>12</td>
<td>Custodian</td>
<td>13</td>
<td>Pride Club Leader Assistant</td>
</tr>
<tr>
<td>26</td>
<td>Executive Assist. to Chief Academic Officer</td>
<td>27</td>
<td>Purchasing Technician</td>
</tr>
<tr>
<td>26</td>
<td>Executive Assist. to Chief Financial Officer</td>
<td>13</td>
<td>Receptionist</td>
</tr>
<tr>
<td>25</td>
<td>Executive Assist to Human Resources</td>
<td>29</td>
<td>SIS Date Control Coordinator</td>
</tr>
<tr>
<td>4</td>
<td>General Helper</td>
<td>20</td>
<td>SIS Registrar</td>
</tr>
<tr>
<td>20</td>
<td>Grounds Maintenance Worker</td>
<td>12</td>
<td>Social Emotional Learning (SEL) Mentor</td>
</tr>
<tr>
<td>12</td>
<td>Health Office Aide</td>
<td>33</td>
<td>Speech Language Pathologist Assistant</td>
</tr>
<tr>
<td>26</td>
<td>Health Technician</td>
<td>12</td>
<td>Translation Aide</td>
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<td>Health Technician LPN</td>
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<td>Transportation Coordinator</td>
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<td>Human Resources Specialist</td>
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<td>Van Driver</td>
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<td>38</td>
<td>HVAC Technician</td>
<td>29</td>
<td>Vehicle Mechanic</td>
</tr>
<tr>
<td>12</td>
<td>Instructional Assistants (All Types)</td>
<td>25</td>
<td>Warehouse Lead</td>
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<td>31</td>
<td>Lead Mechanic</td>
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<td>Warehouse / Delivery Worker</td>
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<td>15</td>
<td>Library Media Technician</td>
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<td>Warehouse / Receiving Clerk</td>
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### Levels

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<tr>
<th>Level</th>
<th>1-18</th>
<th>19</th>
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INDEFINITE TERM APPOINTMENT

1. You are hereby notified that pursuant to action taken at a meeting of the Pendergast Elementary School District No. 92 Governing Board. The execution of this work agreement was authorized at a lawfully convened meeting of the Pendergast Governing Board. This notice of appointment cancels and supersedes all prior employment notice of appointments between the parties and must be revised in writing. You will receive fringe benefits, if any, as approved annually by the Governing Board pursuant to District policy. The wage and hourly rate information included in this notice of appointment is used for budget and payroll purposes only and does not create a contract nor does it create any guarantee of a specific number of days of employment or employment for any specific number of hours per day.

2. You shall comply with the requirements of your job description, Governing Board Policies and related Administrative Regulations. One of these job requirements is that, other than an emergency situation, you will not perform overtime work without receiving prior approval from your supervisor or building administrator. If you do perform overtime work when there is no emergency or when you did not get prior approval from your supervisor or building administrator, you will be paid for the overtime work, but you will also be subject to discipline, up to and including possible termination.

3. This appointment is contingent upon final approval of the 2020-2021 budget as required by Arizona Law (A.R.S. §15-905). The hourly wage stated above is subject to the condition that funding to the District is not reduced. In the event of a budget shortfall the Governing Board may, in its discretion, reduce your wages (although not below the minimum wage), reduce your hours or reduce the number of staff. If the Governing Board reduces hours, it will not reduce the hours more than the equivalent of five (5) days’ pay. The District will give you at least ten (10) working days’ notice of any reduction of wages, hours or staff.

4. If the base support level funding that is made available to the District by the Legislature’s budget for 2020-2021 is more than was assumed in the revenue projection in the preliminary budget, if the District receives additional funds that may be apportioned towards salaries and employee related expenses from whatever source, and the Board, in its sole discretion agrees to allocate such funds towards salaries and employee related expenses, the Board may do so in the following manner. The Board may increase Employee’s salary by an amount not to exceed five percent (5%) of a projected annual salary based upon your hourly wage (“base wage”) or may make a one-time allocation of funds to Employee in an amount not to exceed five percent (5%) of the base wage to supplement Employee’s pay for the fiscal year. The one-time payment may be paid to Employee in a single payment or in multiple payments at such times as may serve the best financial needs of the District.

5. Your employment with the District is at-will. This means that you are entitled to terminate your employment with the District for any reason or for no reason, with or without advance notice. It also means that you have no right of continued employment with the District. In accordance with Governing Board policies, the employment of an at-will employee may be terminated by action of the Governing Board for any reason or for no reason, with or without advance notice, as the Governing Board desires. No employee or Governing Board member has the authority to make any agreement or contract to the contrary. No District Policy or Administration Regulation or item within any District handbook is intended to – and shall not operate to – create any property or contract rights inconsistent with your at-will employment status. Any reference to a term of employment is solely for ease in bookkeeping and does not serve to create a contract or a term employment.

6. This notice of appointment also serves as the District's notice of intent to re-employ you at the beginning of the 2020-2021 school year. This means that you are not entitled to file for unemployment insurance over the summer. If you do apply for unemployment over the summer, claiming you were laid off by the District, you will be considered to have committed fraud against the District and will be subject to discipline and a requirement to reimburse the District for any funds it may be required to pay any portion of your claim or to defend against your claim.

7. If the Employee has retired with the Arizona State Retirement System, Employee shall not accrue credited service, retirement benefits or long-term disability program benefits pursuant to Article 2.1 of Title 38 or under District policy for the period the Employee returns to work. In the event the District terminates Employee for cause, Employee is not entitled to a hearing.
8. You shall not discriminate against any employee, student, parent, contractor or other individual with whom you come in contact while working for the District because of that person’s sex (including sexual preference/identity), race, religion, color, national origin, age or disability.

9. To the extent appropriate for the occasion and as part of the compensation, the District may provide incidental food and beverages at mandatory staff meetings, including in-services and staff development activities/trainings and Board meetings, in order to foster good working relations and encourage and reward staff participation.

10. The offer of appointment is contingent upon the following:
   a. If the position requires possession of valid fingerprint clearance card issued pursuant to Title 41, Chapter 12, Article 3.1 or provide proof of compliance with A.R.S. §15-534(A)(2);
   b. Absence of any charge or conviction of any non-appealable offence listed in A.R.S. §41-1758.03(B) and agreement to immediately notify your supervisor of any criminal charge or conviction which has occurred prior to or occurs during your employment which would affect the continuing accuracy or validity of this statement. Pursuant to A.R.S. § 15-550, if you are arrested for or charged with any non-appealable offense listed in A.R.S. § 41-1758.03(B), you shall immediately report the arrest or charge to your supervisor. Failure to do so shall result in immediate dismissal;
   c. Completion of a satisfactory background investigation, reference checks and verification of previous experience;
   d. Satisfactory clearance through the federal E-Verify program;
   e. Possession of any certificates, endorsements, or licenses requisite for the position;
   f. If driving is required as part of Employee’s position description, you must maintain a valid driver’s license and/or a CDL to operate a school vehicle at all times while you are employed by the District. The District shall be entitled to review your driving record periodically with the Arizona Department of Motor Vehicles and will do so. You may also be required to submit to random drug testing and to also submit to directed drug testing based on reasonable suspicion. Failure to submit to required testing or failure to test negative for drugs and/or alcohol will result in a recommendation for termination of your employment.
   g. Proof of immunization for MMR or Rubeola unless excepted pursuant to any of the reasons stated in A.R.S. §15-873.

11. In addition to any other remedies to which the District may be entitled, District shall not be obliged to pay or compensate you for work performed during any period when such contingencies have not been met, and the District may deduct amounts paid to you attributable to such period from any other monies owed to you by the District.

12. If the notice of appointment is not returned to the District’s Human Resources Office within ten (10) calendar days from the date issued by the Governing Board or includes terms in addition to those authorized by the Governing Board, the undersigned has not accepted employment with the District, and this appointment shall be null and void.

Your acknowledge/signature below signifies that you have read and understood this Notice of Employment and agree to abide by its terms.

______________________________                               _______________________
Signature                                                                                                            Date

PENDERGAST ELEMENTARY SCHOOL DISTRICT NO. 92

By Governing Board:
This contract (“Contract”) made and entered into as of its day of execution hereinafter set forth is between Pendergast Elementary School District No. 92 of Maricopa County, Arizona, acting through its Governing Board (hereinafter referred to as “District”) and (hereinafter referred to as “Employee”).

**Duties**

D1. Unless otherwise notified, Employee will commence the first day of work, and complete work, which is expected to total the number of duty days outlined. Employee agrees to abide by all state and federal laws and Governing Board policies and to perform well and faithfully such duties within the District as the Board, Superintendent, Supervisor and/or Principal of District may assign in accordance with law and the rules and the regulations and policies adopted by the Board for the government of the District. Employee understands the Governing Board has discretion to revise its Board policies and/or procedures and agrees to abide by all policies as adopted by the Board. Employee and the District agree that Employee is a salaried employee and has been determined to be exempt from the Fair Labor Standards Act. If at any time Employee believes that he/she is NOT EXEMPT, Employee shall IMMEDIATELY bring this to the attention of the District Human Resources Department. Because the Employee is in an exempt position, Employee is not entitled to over-time pay. The regular duty schedule for Employee shall be in accordance with the official calendar adopted by the Board. If, however, an emergency or other circumstance as determined and declared by the Governing Board or its authorized designee delays the opening or requires the closing of the schools, the period of time for which the schools are actually in session during the term of this Contract shall be extended, without additional compensation to Employee.

D2. The Employee understands and agrees that there will be occasions requiring the Employee’s presence outside of the regular school days and duty hours, and the Employee will be present and perform any assigned duties, any such duties being part of the Employee’s obligations under this Contract and for which Employee will receive no additional compensation.

D3. Employee specifically agrees that the Superintendent or the Superintendent’s designee will evaluate he/she during the school year. Employee shall have the right to place a response to the evaluation in his/her employment file if Employee disagrees with the evaluation.

D4. Employee understands and agrees that Employee may be transferred to a different site within the District or may be precluded from transferring within the District or may be assigned to different duties. Any transfer of Employee to a different site, to performing different duties, or even being reassigned to home is solely within the discretion of the Superintendent. If Employee is transferred from an exempt position to a non-exempt position, Employee shall immediately notify Human Resources that Employee is no longer exempt.

**Employee Qualifications**

Q1. Employee represents that Employee has obtained all required special licenses and/or certifications so as to fulfill the duties of the position to which the Employee has been assigned. Employee shall maintain the same during the term of this Contract. Employee’s employment may be terminated if these conditions are not satisfied.

Q2. Employee has provided fingerprints to the Arizona Department of Education and maintenance throughout the term of this Contract of a Fingerprint Clearance Card on file with the District, unless the Employee’s employment status does not presently require fingerprinting or a clearance card.

Q3. Employee understands and agrees that Employee is not entitled to compensation for any period during which such license, certificate(s), endorsement(s), fingerprint clearance cards and/or approved area(s) is not maintained and in effect. In addition to any other remedies to which the District may be entitled, District shall not be obliged to pay or compensate Employee for work performed during such period and District may deduct any of that paid to Employee attributable to such period from any other monies owed to Employee by District. Notwithstanding the prior salary restriction where an Employee fails to maintain certification throughout the year, the Employee can be paid at a substitute rate, if applicable.
Salary

S1. In consideration of performance of services pursuant to this contract, the District agrees to pay Employee, in addition to any benefits provided by District policy, the sum of not less than amount listed above. This sum is intended to correspond to Employee’s placement for the 2020-2021 School Year as determined by the employee’s training and experience on record with the District. If the salary recited in this provision is mistaken and not in accordance with an accurate placement on the salary schedule, the accurate placement on the salary schedule shall govern. Employee has an affirmative duty to notify the District of any mistaken amount within thirty (30) days.

S2. In addition to the base salary discussed in subparagraph S1, Employee shall be entitled to a monthly vehicle allowance in the amount of $0.00.

S3. If additional revenues become available to the District through legislative appropriation, state sales tax revenues, or other legal enactment and if those revenues are appropriated, authorized, and/or permitted to be used for teacher salaries during the 2020-2021 School Year, Employee may be given a raise in salary, if so approved by the Governing Board in its sole discretion. Any such salary increase shall be apportioned to employees in a manner that will be determined by the Governing Board, unless the authorizing enactment specifies the method by which the increase is to be distributed.

S4. Employee’s salary is contingent upon final approval of the 2019-2020 budget as required by Arizona Law (A.R.S. §15-905). The above salary is subject to the condition that funding to the District, as provided in the Arizona Revised Statutes or otherwise, is not reduced. In the event the estimate of funds proves to be too high or funding is reduced and/or not appropriated or available from the state, federal government or any other source (including, but not limited to grant funds), then the Governing Board may, in its discretion, reduce salaries or the number of employees.

S5. If the base support level funding that is made available to the District by the Legislature’s budget for 2020-2021 is more than was assumed in the revenue projection in the preliminary budget, if the District receives additional funds that may be apportioned towards salaries and employee related expenses from whatever source, and the Board, in its sole discretion agrees to allocate such funds towards salaries and employee related expenses, the Board may do so in the following manner. The Board may, in its sole discretion, increase Employee’s salary by an amount not to exceed five percent (5%) of the base salary and/or may make a one-time allocation of funds to Employee in an amount not to exceed five percent (5%) of the base salary to supplement Employee’s base salary during the fiscal year. The one-time payment may be paid to Employee in a single payment or in multiple payments at such times as may serve the best financial needs of the District.

Benefits

B1. The Employee shall receive benefits such as, but not limited to, paid leave, vacation (if applicable to position), legal holidays and other benefits in accordance with his or her employment status (i.e. part-time, retired, ten-month, or twelve-month, certificated or support staff) and pursuant to the applicable Governing Board Policies.

B2. To the extent appropriate for the occasion and as part of the compensation, the District may provide incidental food and beverages at mandatory staff meetings, including in-services and staff development activities/training, in order to foster good working relations and encourage and reward staff participation.

Termination

T1. Nothing contained herein shall be construed as a limitation on the District’s ability to evaluate, discipline, suspend (with or without pay), non-renew this Contract or discharge Employee for unprofessional conduct, inadequate performance, violation of District policies or procedures or other reasons that constitute “cause.”

T2. If the Employee has retired with the Arizona State Retirement System, Employee shall not accrue credited service, retirement benefits or long-term disability program benefits pursuant to Article 2.1 of Title 38 or under District policy for the period the Employee returns to work. In the event the District terminates Employee for cause or elects to non-renew Employee’s contract, Employee is not entitled to a hearing.

T3. If Employee resigns without advance Governing Board approval, the resignation will be deemed to be an unprofessional act that may subject Employee to disciplinary action by licensing boards or divisions of the State of Arizona,
up to and including suspension or revocation of certification(s). District may also inform future employers of Employee’s abandonment of the contract and may pursue civil actions for breach of contract.

T4. Employee recognizes the District will incur expenses of securing a replacement and possibly costs for a temporary employee in the event that Employee does not fulfill the obligations under this Contract. Employee and District agree that the amount of liquidated damages which may be assessed against Employee for resigning, with Board approval, during the term of this Contract, shall be in the amount of Twenty-Five Hundred dollars ($2,500.00). By entering into this Contract, Employee agrees that the District, in addition to any other remedies available to it by law, may deduct all or any portion of the amount of the liquidated damages from any money due and owing to Employee from any source, but not to exceed the amount which may be deducted under the Federal Wage Garnishment.

T5. Employee specifically agrees that by signing this Contract, Employee is giving the District permission to withhold funds from any money from any source due and owing to the Employee under the terms of Paragraphs T3 and T4 of this Contract. Employee further agrees that the signature on this Contract shall also act as written and signed permission by the Employee for the District to withhold such funds as indicated above.

T6. During the term of this Contract, the Board and Employee may mutually agree, in writing, to terminate this Contract.

Miscellaneous Provisions

M1. Employee affirms that all Employee’s representations in this Contract, Employee’s employment application and any other document or oral statement submitted to the District concerning qualifications, fitness to perform work and representations about arrest and conviction record are true and accurate.

M2. Employee represents and warrants that he or she has not committed or been convicted of molestation of a child, sexual conduct with a minor, child abuse or any other dangerous crime against children as defined in A.R.S. §13-604.01, A.R.S. §15-534(B) or A.R.S. §41-1758.03(B). Pursuant to A.R.S. §15-550, if Employee is arrested for or charged with a non-appealable offense listed in A.R.S. § 41-1758.03(B), Employee shall immediately report the arrest or charge to Employee’s supervisor.

M3. You shall not discriminate against any employee, student, parent, contractor or other individual with whom you come in contact while working for the District because of that person’s sex (including sexual preference/identity), race, religion, color, national origin, age or disability.

M4. The execution of this Contract was authorized at a lawfully convened meeting of the Pendergast Governing Board. This Contract cancels and supersedes all prior employment contracts between the parties and must be revised in writing.

M5. If this Contract is not returned to the District Human Resources Office within ten (10) calendar days from the date of the employee’s receipt from the date issued by the Governing Board or includes terms in addition to those authorized by the Governing Board, Employee has not accepted employment with the District, and this Contract shall be null and void.

Your electronic signature below signifies that you have read and understood this Notice of Employment and agree to abide by its terms.

PENDERGAST ELEMENTARY SCHOOL DISTRICT 92

By: Governing Board

[Signatures]
PAYROLL

• Payroll Information

• Kronos Time Clock Information

• Pay Schedule

• iVisions Information
PAYROLL INFORMATION

INSURANCE: Voluntary payroll deductions will be made for dependent medical coverage, optional dental, cancer/intensive care, vision, and flex spending accounts. Deductions will vary with your start and end dates and number of deductions. If these payroll deductions cannot be taken from your biweekly pay, the payments will become your responsibility, and adjustments will be made to assure that all funds are collected as needed.

RETIREMENT: Contributions to the Arizona State Retirement system are mandatory for all employees working at least 20 hours per week. The pre-tax contribution rate is currently 12.04% for retirement and a .18% after tax deduction for long-term disability.

DIRECT DEPOSIT: Pendergast School District offers direct deposit to all employees. Forms may be obtained through the Payroll Department. The process takes two (2) payroll periods to become effective. We have a strict policy when it comes to releasing your paycheck, we will NOT release paychecks to anyone but the actual employee.

PROBATIONARY PERIOD: Every support employee has a three month (90) day probationary period. If you are absent during your probationary period your paycheck will be docked by the number of hours you are absent.

HOLIDAYS: Nine-month employees receive seven 10 paid holidays throughout the school year and Twelve-month employees receive 20 paid holidays per school year.

Exceptions: Employees on probation must work the day prior to a holiday to be paid for the holiday. Example –holiday falls on a Monday you must work the Friday before the holiday to be paid. In addition, employees who have used all of their vacation and/or PTO must also work the day before a holiday to be paid for the holiday.

PAID TIME OFF (Also referred to as PTO): As part of the benefits package, all employees earn PTO. Paid Time Off may be used for personal illness, family illness, personal business, etc. Unused PTO accumulates each year and is rolled over into the next school year and continues to do so as long as you are employed with the Pendergast School District.

PTO is earned based on the number of hours you work per day. Example - employees who work eight hours a day will earn 8 hours of PTO per month, employees who work 5 hours per day will earn five hours per month. PTO is credited bi-weekly - and is recorded on your pay check stub.

VACATION: Employees who work 12 months per year earn two-weeks vacation per year based on the number of hours worked per week. Vacation is credited bi-weekly - and is recorded on your pay check stub. Vacation time will increase per district policy.
**NOTE:** There is a two week delay in recording Vacation and PTO balances on your paycheck stub. Therefore, if you are absent the week before or the week of paycheck distribution you must deduct the absence or vacation hours from the balance indicated on your paycheck stub.

**CIVIC:** If you are called to participate in jury duty, notify your supervisor before attending jury duty and turn in the attendance form to your supervisor. If you receive payment for jury duty, we will need a copy of the check stub you receive from the court. You will receive your hourly rate from the district less the amount of compensation paid by the court. The mileage amount that you receive will not be deducted from your district pay. This leave will not be charged against your PTO leave.

**BEREAVEMENT:** Bereavement leave is used in the event that there is a death in the immediate family, up to five (5) days allowed per school year. Please contact your school secretary or the Payroll Department for a list of those considered immediate family. When the employee returns to work we ask that he/she provide the Payroll Department with a copy of the obituary or death certificate. This leave will not be charged against the employee’s PTO leave.

**OVERTIME:** Overtime must be pre-approved by your supervisor. In order to receive overtime pay (1 ½ times your normal rate) you must physically work more than forty hours in one week.

**IMPORTANT:** YOU MUST MAINTAIN A CURRENT ADDRESS WITH HUMAN RESOURCES AND THE PAYROLL DEPARTMENT thus assuring that you receive any correspondence from the district in a timely manner.
Kronos Time Clock Information

Badges
You always need to have them to use the clock. If you don’t have your badge to punch in or out, notify your supervisor so they can fix that punch for you. If you actually lose your badge you will need to get a new one right away. Replacement cost is $5.00 which is done through a payroll deduction.

Time
When you punch in, the time is rounded to the nearest quarter hour. 1 to 7 minutes is rounded back. 8 to 14 minutes is rounded forward. You cannot change the time punched on the clock. Only your supervisor will be able to change it if there is an error.

Punches
- Swipe your badge, picture side away from you. Your name and the time punched will appear on the clock.
- Punch in to start work
- Punch out for lunch
- Punch back in after lunch
- Punch out at end of work day

(If there is an error and the clock won’t read your card please let your supervisor know.)

Schedules
Your normal work schedule is preloaded into the system. If you don’t work your full hours for the day or are absent, your supervisor will see that on your time card and will assign you PTO or Vacation for the time missed. (Please allow a few days for schedules to be loaded in the system)

Blue Buttons on screen
You need to push the blue button first, then swipe your badge to see your information.
- Review Punches - can see punches for the day
- View Schedule - can see schedule for the selected pay period
- View Timecard - can see punches for the selected pay period
- Total Hours - choose pay period and see how many hours worked
- Total Leave - see your balance of PTO and Vacation. This is the button you will probably use the most.

There are several buttons we don’t need to use at this time. We may use them in the future and will do training for them later.
### 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>7/4/20</td>
<td>7/17/20</td>
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<tr>
<td>3</td>
<td>7/18/20 -</td>
<td>7/31/20</td>
<td>8/11/20 Teachers 1st (full) paycheck</td>
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<td>8/1/20 -</td>
<td>8/14/20</td>
<td>8/25/20</td>
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<td>9/25/20</td>
<td>10/6/20</td>
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<td>8</td>
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<td>10/20/20</td>
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<td>12/4/20</td>
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<td>5/18/21</td>
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<td>26</td>
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<td>6/18/21</td>
<td>6/29/21</td>
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<tr>
<td>26</td>
<td>6/19/21 -</td>
<td>6/30/21</td>
<td>TBD special hourly pay</td>
</tr>
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</table>
Accessing Employee Resources Using iVisions

Go to [https://ivisions.pesd92.org/ivisions/](https://ivisions.pesd92.org/ivisions/)

You must login for the first time while on campus through our secure server. Once you are able to log in, you may access the portal on campus and at home; information is available 24/7 via the iVisions Portal. If you are a new user, log in using your ID (Username) and default password `changeme15`. You will be prompted to change your password on the first log in. Your new password must be eight (8) characters in length and can be alpha/numeric. If you do not know your ID (Username), please contact the Help Desk at 623-772-2240. Once you have logged in and changed your password, you will be able to access Employee Resources. Please make sure you remember your new password—it will be needed to access the iVisions Web Portal in the future. For security, when you are finished with your session, please select “Logout”.

iVisions Employee Self-Service features include:

- Information Center
- Personal Profile
- Benefit Enrollment – Plan Details
- Payroll history - pay stubs, tax forms, W-2
- PTO / Vacation Balances
- Contract Acceptance
- Documents
BENEFITS AND LEAVES

- Wellness Programs – Policy GBGCA
- Insurance Benefits Summary
- Accident Reports
- Leave Request Memorandum
- Leave of Absence Summary
Measles (Rubeola)

It shall be a condition of employment that, unless exempted, all employees, including substitutes, shall present proof of immunity to rubeola (measles) prior to reporting for work.

Evidence of immunity to measles shall consist of:

~ A record of immunization against measles with a live virus vaccine given on or after the first birthday; or

~ A statement, signed by a licensed physician or a state or local health officer, that affirms serologic evidence of having had measles.

~ Anyone born prior to January 1, 1957 shall be considered to be immune to measles. (Rubeola)

German Measles (Rubella)

Similarly, unless exempted, all employees, including substitutes, shall present proof of immunity to rubella (German measles) prior to reporting for work.

Evidence of immunity to rubella shall consist of:

~ A record of immunization against rubella given on or after the first birthday; or

~ A statement, signed by a licensed physician or a state or local health officer, that affirms serologic evidence of having had rubella.

General Information

Exempted employees include those with medical contraindications for receiving vaccines and those who refuse immunization for religious reasons.

Nonimmune employees, including those who utilize the exemption, shall, in the event of an outbreak of either disease, be put on leave without pay, or they may use accumulated paid time off during the period they are excluded from work due to the outbreak. If a staff member does not have any earned paid time off, a salary deduction of one (1) contract day will be made for each day of authorized leave used.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 36-624

A.A.C. R9-6-339
R9-6-352
R9-6-704

A.G.O. 188-037
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>
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</thead>
<tbody>
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<td>*Dual Spouse + Dependents</td>
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*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>
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</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>
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<tbody>
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<td>Family</td>
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<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>Retail Pharmacy: 30-day supply</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>
</tbody>
</table>

| Mail Order or Retail Pharmacy: 90-day supply | |
| Generic (Tier 1) | $37.50 co-pay |
| Preferred (Tier 2) | $75 co-pay |
| Non-Preferred (Tier 3) | $125 co-pay |

Prescription Drug Schedule of Benefits – HDHP

<table>
<thead>
<tr>
<th>BENEFIT DESCRIPTION</th>
<th>BENEFIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retail Pharmacy: 30-day supply</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>
</tbody>
</table>

| Mail Order or Retail Pharmacy: 90-day supply | |
| Generic (Tier 1) | $25 co-pay |
| Preferred (Tier 2) | $87.50 co-pay |
| Non-Preferred (Tier 3) | $150 co-pay |

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 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>$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 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>$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>
<th></th>
<th></th>
<th></th>
<th></th>
<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>
<td>$46.58</td>
<td>$27.95</td>
<td>$23.29</td>
<td>$558.96</td>
</tr>
<tr>
<td>$36,000</td>
<td>$2,000</td>
<td>$54.80</td>
<td>$32.88</td>
<td>$27.40</td>
<td>$657.60</td>
</tr>
<tr>
<td>$40,500</td>
<td>$2,250</td>
<td>$61.65</td>
<td>$36.99</td>
<td>$30.83</td>
<td>$739.80</td>
</tr>
<tr>
<td>$45,000</td>
<td>$2,500</td>
<td>$68.50</td>
<td>$41.10</td>
<td>$34.25</td>
<td>$822.00</td>
</tr>
<tr>
<td>$49,500</td>
<td>$2,750</td>
<td>$75.35</td>
<td>$45.21</td>
<td>$37.68</td>
<td>$904.20</td>
</tr>
<tr>
<td>$54,000</td>
<td>$3,000</td>
<td>$82.20</td>
<td>$49.32</td>
<td>$41.10</td>
<td>$986.40</td>
</tr>
</tbody>
</table>
**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>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>12.04%</td>
<td>0.18%</td>
<td>12.22%</td>
</tr>
<tr>
<td>Employer</td>
<td>12.04%</td>
<td>0.18%</td>
<td>12.22%</td>
</tr>
<tr>
<td>ACR – Employer Only</td>
<td></td>
<td></td>
<td>10.21%</td>
</tr>
</tbody>
</table>
PENDERGAST SCHOOL DISTRICT
EMPLOYEE ACCIDENT REPORTING GUIDELINES

Report any injury, no matter how slight to your supervisor immediately.

After being notified, the supervisor will refer the employee to the site nurse (if available) to complete a Supervisor’s Incident Report. The supervisor/nurse will then fax a copy to the Human Resources office @ 623-872-2250 by the end of that workday.

If the injury is of such severity that completion of the Supervisor’s Incident Report is not possible at that time, one must be completed as soon as practical.

A copy of the injury report will be given to the employee to take to Banner Estrella Occupational Health Clinic, if treatment is needed. (Your site supervisor/nurse has office locations/hours.)

Employees must use Banner Estrella Occupational Health Clinic, 9305 W. Thomas Road, Suite 235, or MBI Goodyear, 11419 W McDowell Road, Ste E102, for their initial visit. If you decide to use another doctor after the initial visit you may. Be sure to give your new doctor the worker’s compensation carrier name and billing address:

Arizona School Alliance for Workers’ Compensation, Inc.
P.O. Box 33037
Phoenix, AZ 85012-3037
Policy # 1963-SA-AZ-045
Claims: 888-CLAIM-89

**Please remember, if you go to Banner Estrella Occupational Health Clinic or MBI Goodyear more than once for your incident, you cannot change doctors unless you petition to the Industrial Commission to do so. Contact Barb Aquino / HR at 623-772-2233 for more information regarding this procedure.

The employee must provide to the Human Resources Department documentation of all medical visits and the results of those visits by the first working day following the appointment.

If continued medical treatment is necessary and/or light duty restrictions are necessary, it is the responsibility of the employee to keep Human Resources informed of their current work status.

When an employee is released for full duty, the release must be presented to the Human Resources Department prior to returning to work. A copy of the release will be forwarded to the employee’s supervisor.

Employee Signature

Date

Revised 01/22/2020
**Supervisors Incident Report – Pendergast School District**

Complete and submit this report to Human Resources @ 623-872-2250 within 24 hours from notice of accident. Fatalities must be reported immediately.

### Employee Info

<table>
<thead>
<tr>
<th>NAME:</th>
<th>DATE OF BIRTH:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Home Address:** ____________________________________________

**City:** ____________________________

**SS#:** ____________________________

**State:** ____________________________

**Zip:** ____________________________

**Home Phone:** ____________________________

**School/Dept:** ____________________________

**Job Title:** ____________________________

**Sex:**

- [ ] Male
- [ ] Female

**Marital Status:**

- [ ] Single
- [ ] Married
- [ ] Divorced
- [ ] Widowed

**Date of Hire:** ____________________________

**Reg. Shift:**

- [ ] AM
- [ ] PM

**To:**

- [ ] AM
- [ ] PM

**Pre-employment Physical Completed:**

- [ ] Yes
- [ ] No

**Employment:**

- [ ] Full-Time
- [ ] Part-Time
- [ ] Seasonal
- [ ] Intermittent

**Months:**

- [ ] 10
- [ ] 12
- [ ] Other

**Wage:**

- [ ] $
- [ ] hr
- [ ] wk
- [ ] mth

### Accident Info

**DATE OF INJURY/ILLNESS:** ____________________________

**TIME OF EVENT:** ____________________________ AM

**FATALITY:**

- [ ] Yes
- [ ] No

**Location Description (i.e. parking lot):** ____________________________

**Date Supervisor Notified:** ____________________________

**City:** ____________________________

**State:** ____________________________

**Zip:** ____________________________

**Employee Description of Accident:** ____________________________

**Object or substance that harmed employee (i.e. student, hammer, etc):** ____________________________

**What was employee doing just before incident (be specific):** ____________________________

### Unavoidable Condition

- [ ] Improperly guarded
- [ ] Safety devices inept in service
- [ ] Effective
- [ ] Hazardous arrangement
- [ ] Improper illumination
- [ ] Improper ventilation

### Part of Body

- [ ] Abdomen
- [ ] Ear
- [ ] Groin
- [ ] Shoulder
- [ ] Arm
- [ ] Eye
- [ ] Hand
- [ ] Toe
- [ ] Back
- [ ] Finger
- [ ] Knee
- [ ] Wrist
- [ ] Other:

### Unavoidable Personal Factors

- [ ] Improper attitude
- [ ] Lack of suitable PPE
- [ ] Pre-existing heart weakness
- [ ] Pre-existing hemia
- [ ] Defective eyesight
- [ ] Appears intoxicated
- [ ] Unclassified (give details)
- [ ] Back
- [ ] Finger
- [ ] Knee
- [ ] Other:

### Unsafe Act

- [ ] Faulty "Handling materials incorrectly"
- [ ] Unsafe dress or apparel
- [ ] Disturbing, teasing, or horseplay
- [ ] Work without authority
- [ ] Using defective tools
- [ ] Not following rules or instruction
- [ ] Working on moving machinery
- [ ] Using hands instead of tools
- [ ] Unsafe design or construction
- [ ] Working at unsafe speeds
- [ ] Unsafe loading or unloading
- [ ] Taking unsafe position or posture
- [ ] Failure to use personal protective equipment

### Required Corrections

- [ ] Pre-job training
- [ ] Improve clean-up process
- [ ] Install/save safety guards
- [ ] Discipline employees involved
- [ ] Retraining of all staff
- [ ] Improve enforcement
- [ ] Require PPE
- [ ] Warn employees involved
- [ ] Improve illumination
- [ ] Improve storage arrangement
- [ ] Repair/replace equipment
- [ ] Reinstruct employees involved
- [ ] Improve ventilation
- [ ] Eliminate congestion
- [ ] Require safer materials (explain)
- [ ] Job reassignment
- [ ] Improve inspection process
- [ ] Revise job procedures
- [ ] Improve design/construction
- [ ] Other

### Persons Responsible for Correction

**Complete Date:** ____________________________

**Follow Up With Employee:**

**Comments:** ____________________________

**Date:** ____________________________

**Name:** ____________________________

**Phone:** ____________________________

**Email:** ____________________________

**Signature:** ____________________________

**Name:** ____________________________

**Phone:** ____________________________

**Email:** ____________________________

**Signature:** ____________________________

**Claim submitted to Alliance:**

- [ ] Online
- [ ] Fax
- [ ] Email
- [ ] Mail
- [ ] Other

**Date submitted:** ____________________________

---

**THE ALLIANCE**

Arizona School Alliance for Workers’ Compensation, Inc.

**Supervisors Incident Report**

**DATE:** ____________________________

**PHONE:** ____________________________

**EMAIL:** ____________________________

**Signature:** ____________________________

**APPROVED BY Name:** ____________________________

**Phone:** ____________________________

**Email:** ____________________________

**Signature:** ____________________________

**Claim submitted to Alliance:**

- [ ] Online
- [ ] Fax
- [ ] Email
- [ ] Mail
- [ ] Other

**Date submitted:** ____________________________

---

**THIS FORM IS FOR DISTRICT USE ONLY. EMPLOYER’S REPORT OF INDUSTRIAL INJURY (101) MUST BE SUBMITTED ONLINE OR VIA FAX.**
To: Pendergast Employees

From: 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
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>
</tr>
<tr>
<td>Brothers or sisters</td>
<td>Sons/Daughters-in-law</td>
</tr>
<tr>
<td>Grandparents</td>
<td></td>
</tr>
</tbody>
</table>
PROFESSIONAL GROWTH

- Professional Growth Plan
- Intent to Advance (Form)
- Career Development - Policy GDM
WHAT IS A PROFESSIONAL GROWTH PLAN?
Pendergast School District offers a professional growth plan for all support staff employees. It is an opportunity to earn extra money in two (2) different ways:

1) The Increment Plan

2) The Incentive Grant Plan

SUPPORT STAFF
“INCREMENT PLAN”

You can earn “increments” toward increases in your hourly wage. An increment is a $.25 increase to your hourly wage for as long as you are employed with the district. Once an increment is earned, it is an increase in your hourly wage even if you transfer to a different position.

Increments are earned by taking college level classes. You can earn up to a total of 6 increments during employment with the district, but only one increment per year while employed.

The increments are as follows:
• 12 college credit hours = $.25 per hour increase
• 24 college credit hours = $.50 per hour increase
• 36 college credit hours = $.75 per hour increase
• 48 college credit hours = $1.00 per hour increase
• 60 college credit hours = $1.25 per hour increase
• 72 college credit hours = $1.50 per hour increase

Remember, these classes MUST be LISTED when signing up for the Increment Plan via the BEE in the Know (Available in February each year).

For each year of continuous service in the District (after the third year of employment) the employee earns one (1) longevity credit. Three longevity credits may be used toward each increment.
An incentive grant is a payment of $500 granted to support staff members for completing 50 clock hours of District staff development activities. These activities must be identified in advance as contributing to an incentive grant and relate to the employee’s major or minor work assignment.

**HOW DO I EARN INCENTIVE POINTS?**

- District sponsored classes or workshops, individual or a related series, totaling one (1) or more hours may be identified as incentive points contributing to an incentive grant. These classes and workshops are approved by the Academic Services Department.

- Unused Paid Time Off (PTO) will be applied to the grant at the rate of two (2) incentive points for each eight (8) hours of unused Paid Time Off (PTO) per year. Employees will not lose the unused PTO, but will continue to accrue PTO from one fiscal year to the next. Accrual begins with the current school year.

REMEMBER THAT IN ORDER TO TAKE ADVANTAGE OF THESE PROFESSIONAL GROWTH OPPORTUNITIES, YOU MUST INDICATE THIS ON THE INTENT TO ADVANCE FORM (SEE THE ATTACHED SAMPLE FORM) THAT IS ISSUED TO EVERY EMPLOYEE IN FEBRUARY OF EACH YEAR.

*Per governing board policy, an employee who resigns or whose work agreement is not renewed will be ineligible to apply for or receive the incentive grant. An employee who is on a leave of absence will not be eligible to receive an incentive grant until they return to work.*

*Inquiries regarding district incentive classes should be forwarded to the Academic Services Department.*
Interested in increasing your salary? Apply for Salary Advancement or an Incentive Grant for the year 2020–2021 School Year. **Watch your email for the electronic forms.** They are simple and quick to complete and submit. The deadline for submitting your requests(s) will be announced via email in February 2021.
Support Staff Incentive Grant Award

**Philosophy.** The encouragement of personal excellence among all staff members is a significant part of the District's ongoing commitment to effectiveness. Salary schedules have been designed to provide encouragement. Another form of encouragement for participation in staff development opportunities is the incentive grant.

**Definition.** An incentive grant is a one (1) time payment of five hundred dollars ($500) granted to support staff members for completing fifty (50) clock hours of District staff-development activities that have been identified in advance as contributing to an incentive grant and that relate to the employee's major or minor work assignment.

**Activities eligible for incentive grants:**

- District-sponsored classes or workshops, individual or a related series, that total one (1) or more hours may be identified as contributing to an incentive grant.

- In addition, unused paid time off will be applied to grants at the rate of two (2) clock hours for each eight (8) hours of unused paid time off per year. Accrual begins with the current contract year.

**Activities not eligible for incentive grants:**

- Activities for which credit is granted on the salary schedule.

- Activities conducted during regular school hours.

- Activities not directly related to the employee's performance responsibilities.

- Orientation sessions, faculty meetings, and released-time in-service training programs.

**Mechanics for administering the incentive grant:**

- One (1) incentive point will be awarded to employees for each clock hour of staff development received.
Two (2) incentive points will be awarded to presenters for each clock hour of staff development classes taught.

Activities that may be counted toward the incentive grant will be identified by the Board prior to scheduling of such activities.

The human resources office and the employee working for an incentive grant will receive a record of activities, contact hours, signature of the presenter/chairman, and approval by the curriculum director.

Hours for an incentive grant may not be accumulated over more than five (5) years.

An employee who submits notification by March 1 of intent to complete fifty (50) hours of approved activity, and who completes such activity by the end of the school year, will receive the incentive grant during October of the next contract year.

An employee who has completed the requirements for an incentive grant must be employed by the District in the year following completion of the incentive grant requirements in order to receive the grant.

An employee who is planning to retire must apply for and complete incentive-grant requirements by the end of the year preceding the year of retirement.

An employee who is on approved leave of absence the year following completion of the requirements for the incentive grant will not be eligible for reimbursement for the incentive grant until October following return from leave.

An employee who resigns or whose contract is not renewed will be ineligible to apply for any incentive grant.

There is no limit to the number of incentive grants that an employee may earn; however, not more than one (1) incentive grant will be awarded to an employee in one (1) fiscal year.

The granting of clock hours for unused paid time off accrued during the current fiscal year will begin during the ensuing school year. This provision is not retroactive.
DISTRICT POLICIES

- Business Dress Guidelines
- Sexual Harassment – Policy ACA, ACA-R, ACA-E
- Staff Ethics – Policy GBEA
- Staff Conduct – Policy GBEB
- Staff Conduct with Students – Policy GBEBB
- Drug-Free Workplace – Policy GBEC
- Alcohol Use by Staff Members – Policy GBECB
- Smoking by Staff Members – Policy GBED
- Discipline, Suspension and Dismissal – Policy GDQD
- Use of Technology Resources – Policy IJNDB-R
- Trip Reduction Program
- Additional policies available via the district website
  Governing Board Policy Manual at:

  - [ASBA](#)
  - [Pendergast Policy Manual](#)
  - [SECTION G - PERSONNEL](#)
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.
SEXUAL HARASSMENT

Compliance Officer

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

Complaint Procedure

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

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

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

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

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

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

E-mail address ____________________________________________

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 ________________
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.
- Obeys 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.
G-0750 © GBE

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.
G-0850 © GBEBB

STAFF CONDUCT WITH STUDENTS

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
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.: EEAEEA - Drug and Alcohol Testing of Transportation Employees
ALCOHOL USE BY STAFF MEMBERS

(Illegal Drugs)

The use or possession of intoxicants or illegal drugs on school property or at school events is prohibited.

Any person in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law.

Staff members of the District who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school regulations.

A staff member who apparently has consumed alcoholic beverages or illegal drugs on or off school property and/or before a school activity will not be allowed to be on school property or to participate in school activities. Staff members who violate this policy will be subject to the same penalties as for possession and/or consumption on school property.

*Adopted:* date of manual adoption

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

15-341
The possession or use of tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products is prohibited in the following locations:

- School grounds.
- School buildings.
- School parking lots.
- School playing fields.
- School buses and other District vehicles.
- Off-campus school-sponsored events.

Under the provisions of A.R.S. 36-798.03, a person who violates the prohibition is guilty of committing a petty offense.

The prohibitions do not apply to an adult when possession or use of the tobacco products are for demonstration purposes as a necessary instructional component of a tobacco prevention or cessation program that is:

- Approved by the school.
- Established in accord with Arizona Revised Statute 15-712.

Adopted: February 18, 2014

LEGAL REF.: A.R.S. 13-3622
15-341
15-712
36-798.03
20 U.S.C. 6083

CROSS REF.: JICG - Tobacco Use by Students
KFAA - Smoking on School Premises at Public Functions
G-9300 © GDQD
DISCIPLINE, SUSPENSION, AND DISMISSAL
OF SUPPORT STAFF MEMBERS

(Discipline)

Minor Disciplinary Action

A support staff member may be disciplined for any conduct that, in the judgment of the District, is inappropriate. Minor disciplinary action includes, without limitation thereto, verbal or written reprimands, suspension with pay, or suspension without pay for a period of five (5) days or less. Minor disciplinary action shall be imposed by the support staff member's supervisor. A support staff member who wishes to object to a minor disciplinary action shall submit a written complaint to the supervisor's superior within five (5) work days of receiving notice of the disciplinary action. The supervisor's superior will review the complaint and may confer with the support staff member, the supervisor, and such other persons as the supervisor's superior deems necessary. The decision of the supervisor's superior will be final.

Suspension without Pay for More than Five Days

At-will employees. The employment of an at-will employee may be suspended without pay for a period of more than five (5) days by action of the Superintendent for any conduct by the employee that, in the judgment of the Superintendent, is inappropriate. Before suspending an at-will employee, the Superintendent will inform the employee of intent to suspend the employee and will give the employee an informal opportunity to explain why, in the employee's opinion, the suspension should not be imposed. The Superintendent's decision will be final.

Term employees. The employment of a term employee may be suspended without pay for a period of more than five (5) days by action of the Superintendent for any conduct that, in the judgment of the Superintendent, is inappropriate. If the Superintendent intends to suspend a term employee without pay for more than five (5) days, the notice and hearing procedures prescribed for the dismissal of term employees shall be followed, except that the hearing officer shall be designated by the Superintendent and the findings of the hearing officer shall be a final decision. If the hearing officer finds that there is not cause to suspend the employee without pay for more than five (5) days, the Superintendent may, after reviewing the findings, impose minor disciplinary action. The Superintendent's decision will be final.

Dismissal

At-will employees. The employment of an at-will employee may be terminated by action of the Governing Board for any reason, or for no reason, with or without advance notice, as the Governing Board desires. If the Superintendent recommends that the Governing Board terminate an at-will employee, the recommendation shall be submitted to the Governing Board in writing and a copy of the recommendation shall be delivered to the employee.

Term employees. The employment of a term employee may be terminated for cause by action of the Governing Board at any time prior to the expiration of the term of employment. For the purposes of
General Matters

Failure to object to a disciplinary action or take other action within the time limitations set forth in this policy shall mean that the employee does not wish to pursue the matter further. Complaints filed after the expiration of the applicable time limitation will not be considered.

The filing or pendency of a complaint or other form of grievance pursuant to this policy shall in no way limit or delay action taken by the supervisor or the Superintendent authorized by this policy to take such action.

A complaint relating to minor disciplinary action, suspension without pay for more than five (5) days, or dismissal shall not be processed as a grievance.

None of the procedures of this policy shall alter the status of an at-will employee.

This policy does not apply to:

- Any administrative recommendation or Governing Board action, discussion, or consideration involving the nonrenewal of a term employee.
- Ratings, comments, and recommendations made in the course of an evaluation of a support staff member.
- The decision of the Superintendent to place a support staff member on administrative leave.
- Counseling of or directives to a support staff member regarding future conduct.

Adopted:  date of manual adoption

LEGAL REF.: A.R.S. 13-2911
15-341
15-505
41-770

CROSS REF.: DKA - Payroll Procedures/Schedules
USE OF TECHNOLOGY RESOURCES
IN INSTRUCTION

(Safety and use of Electronic Information Services)

Use of the electronic information services (EIS) requires that the use of the resources be in accordance with the following guidelines and support the education, research, and educational goals of the District. Filtering, monitoring, and access controls shall be established to:

- Limit access by minors to inappropriate matter on the Internet and World Wide Web.
- Monitor the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
- Monitor for unauthorized access, including so-called "hacking," and other unlawful activities by minors online.
- Restrict access by minors to materials harmful to minors.

Content Filtering

A content filtering program or similar technology shall be used on the networked electronic information services (EIS) as well as on standalone computers capable of District authorized access to the Internet. The technology shall at a minimum limit access to obscene, profane, sexually oriented, harmful, or illegal materials. Should a District adult employee have a legitimate need to obtain information from an access-limited site, the Superintendent may authorize, on a limited basis, access for the necessary purpose specified by the employee's request to be granted access.

Education, Supervision, and Monitoring

It is the responsibility of all District employees to be knowledgeable of the Board's policy and administrative regulations and procedures related to the use of technology resources. Employees are further responsible, to the extent prudent to an individual's assignment, to educate, supervise, and monitor student use of the District's online computer network use. District, department, and school administrators shall provide employees with appropriate in-servicing and assist employees with the implementation of Policy IJNDB.

As a means of providing safety and security in direct electronic communications and to prevent abuses to the appropriate use of electronic equipment, all computer access to the Internet through the District electronic information services (EIS) or standalone connection shall be monitored periodically or randomly through in-use monitoring or review of usage logs.
• Take responsibility for assigned personal and District accounts, including password protection.

• Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

Each user will be required to sign an EIS user agreement. A user who violates the provisions of the agreement will be denied access to the information services and may be subject to disciplinary action. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences.

Details of the user agreement shall be discussed with each potential user of the electronic information services. When the signed agreement is returned to the school, the user may be permitted use of EIS resources through school equipment.
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 registered 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

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. For bus route information, call 602-253-5000 or visit 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 [email address] or Caleb Holman 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).

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): __________________________

Date: ______________