"EMPOWERING EXCELLENCE AND SUCCESS"

SUPPORT STAFF

HANDBOOK
DISTRICT INFORMATION

- Mission Statement
- Welcome to Pendergast
- Who to Call
- Administration
- Bee in the Know
- Absences & Substitute Coverage
- District Calendar
- Resignation
- School Addresses and Map
- Salary Schedule
- Sample 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.
RESOURCE LIST

Need help?

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

**HUMAN RESOURCES**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Human Resources Officer</td>
<td>Patti Tussey</td>
<td>(623) 772-2232</td>
<td><a href="mailto:ptussey@pesd92.org">ptussey@pesd92.org</a></td>
</tr>
<tr>
<td>Human Resources Systems &amp; Employment Coordinator</td>
<td>Laura Stockmar</td>
<td>(623) 772-2231</td>
<td><a href="mailto:lstockmar@pesd92.org">lstockmar@pesd92.org</a></td>
</tr>
<tr>
<td>Human Resources Specialist Support Staff</td>
<td>Maribel Solano</td>
<td>(623) 772-2234</td>
<td><a href="mailto:msolano@pesd92.org">msolano@pesd92.org</a></td>
</tr>
<tr>
<td>Benefits Specialist Insurance/Leaves</td>
<td>Barb Aquino</td>
<td>(623) 772-2233</td>
<td><a href="mailto:baquino@pesd92.org">baquino@pesd92.org</a></td>
</tr>
<tr>
<td>Administrative Assistant to Human Resources Department</td>
<td>Julie Chairez Ramirez</td>
<td>(623) 772-2235</td>
<td><a href="mailto:jchairez@pesd92.org">jchairez@pesd92.org</a></td>
</tr>
</tbody>
</table>

**PAYROLL**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Supervisor</td>
<td>Lorraine Smith</td>
<td>(623) 772-2225</td>
<td><a href="mailto:lsmith@pesd92.org">lsmith@pesd92.org</a></td>
</tr>
<tr>
<td>Payroll Accountant</td>
<td>Amanda Molina</td>
<td>(623) 772-2226</td>
<td><a href="mailto:amolina@pesd92.org">amolina@pesd92.org</a></td>
</tr>
</tbody>
</table>
## ADMINISTRATION

### GOVERNING BOARD

- Susan Serin  President
- Hilda Ortega_Rosales  Vice-President
- José Arenas  Member
- Senator Martin Quezada  Member
- Jete White  Member

### OFFICE OF SUPERINTENDENT

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

### DISTRICT ADMINISTRATORS

- Aracely Soto  Director of Budget and Finance
- Jamie Triolo  Director of Food Services
- Regina Robles  Director of Maintenance
- Amy Christopher  Director of School Improvement & Program Development
- Gwendolyn Parker  Director of Special Education
- Caleb Holman  Director of Transportation
- Karen Barden  Purchasing Coordinator

### SITE ADMINISTRATORS

- Marisol Silva  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
- Belinda Quezada  Villa de Paz
- Rod Henkel  Westwind
ABSENCES

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.)
<table>
<thead>
<tr>
<th>2019-2020 SCHOOL CALENDAR</th>
<th>Revised</th>
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<tr>
<td>JULY</td>
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<tr>
<td>2019-2020 SCHOOL CALENDAR</td>
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<td>AUGUST</td>
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<td>SEPTEMBER</td>
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<td>22 23 24 25 26 27 28</td>
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<td>OCTOBER</td>
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<td>22 23 24 25 26 27 28</td>
<td></td>
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<tr>
<td>29 30 31 32</td>
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</tbody>
</table>

**Teacher days = 186**  
**Student days = 180**  
**12 month = 262**

**Support Staff Paid Holidays (9-mo employees)**
- **January 1:** Labor Day, New Year’s Day
- **March 9-13:** Martin Luther King Day
- **April 10:** Spring Recess
- **May 22:** Memorial Day
- **December 25:** Christmas Day

**Admin/Support Staff Paid Holidays (12-mo)**
- **July 4:** Independence Day
- **September 2:** Labor Day
- **November 11:** Veterans’ Day
- **November 27-29:** Thanksgiving Holiday
- **December 23-26:** Christmas Break
- **December 30-31:** New Year’s Day

Subcommittee: PEER reviewed 3.2.19

SOURCE: MINUTES OF THE GOVERNING BOARD

ADOPTED: 4/2/19 ***
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.
## DIRECTIONS TO ALL SCHOOLS FROM DISTRICT OFFICE

<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 623-772-2900</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 623-772-2610</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 ¼ mile on the left.</td>
</tr>
<tr>
<td>Copper King</td>
<td>10730 W. Campbell Ave. Phoenix, AZ 85037 623-772-2580</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 623-772-2430</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 623-772-2550</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 623-772-2520</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>Rio Vista</td>
<td>10237 W. Encanto Blvd. Avondale, AZ 85323 623-772-2670</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 623-772-2640</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 623-772-2730</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 623-772-2490</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 623-772-2700</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 2019-2020

<table>
<thead>
<tr>
<th>Level</th>
<th>Position</th>
<th>Level</th>
<th>Position</th>
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<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>
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<tr>
<td>23</td>
<td>Admin. Secretary to Department</td>
<td>19</td>
<td>McKinney-Vento/Foster Resource Liaison</td>
</tr>
<tr>
<td>32</td>
<td>Before/After School Care Program Lead</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>
</tr>
<tr>
<td>23</td>
<td>Bus Driver / Bus Driver Trainer / Substitute</td>
<td>13</td>
<td>Office Assistant II</td>
</tr>
<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>25</td>
<td>Payroll Accountant</td>
</tr>
<tr>
<td>19</td>
<td>Community Outreach Liaison</td>
<td>13</td>
<td>Pride Club Leader Assistant</td>
</tr>
<tr>
<td>12</td>
<td>Custodian</td>
<td>22</td>
<td>Pride Club Site Leader</td>
</tr>
<tr>
<td>19</td>
<td>ELD Instructional Assistant</td>
<td>13</td>
<td>Receptionist</td>
</tr>
<tr>
<td>26</td>
<td>Executive Assist. to Chief Financial Officer</td>
<td>29</td>
<td>SIS Date Control Coordinator</td>
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<tr>
<td>25</td>
<td>Executive Assist. to Human Resources</td>
<td>20</td>
<td>SIS Registrar</td>
</tr>
<tr>
<td>20</td>
<td>Grounds Maintenance Worker</td>
<td>33</td>
<td>Speech Language Pathologist Assistant</td>
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<tr>
<td>12</td>
<td>Health Office Aide</td>
<td>12</td>
<td>Translation Aide</td>
</tr>
<tr>
<td>31</td>
<td>Health Technician Aide</td>
<td>25</td>
<td>Transportation Coordinator</td>
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<tr>
<td>26</td>
<td>Human Resources Specialist</td>
<td>18</td>
<td>Van Driver</td>
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<tr>
<td>38</td>
<td>HVAC Technician</td>
<td>25</td>
<td>Warehouse Lead</td>
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<tr>
<td>12</td>
<td>Instructional Assistants (All Types)</td>
<td>18</td>
<td>Warehouse / Delivery Worker</td>
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<td>31</td>
<td>Lead Mechanic</td>
<td>18</td>
<td>Warehouse / Receiving Clerk</td>
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<tr>
<td>15</td>
<td>Library Media Technician</td>
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### Levels

<table>
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<tr>
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<th>17</th>
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<td>$19.05</td>
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<td>$21.74</td>
<td>$22.93</td>
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**Note:** Level 1 to 18 will increase to $12.05 per hour in January 2020 to comply with Proposition 206

07/01/2019
2019-2020 Pendergast Elementary School District No. 92
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 2019-2020 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 2019-2020 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 ten percent (10%) 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 ten percent (10%) 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 2019-2020 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 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:
PAYROLL

- Payroll Information
- Kronos Time Clock Information
- Time Clock Diagram/Sample Time Card
- Sample Paycheck Stub
- 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 11.48% for retirement and a .12% 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 or Human Resources Departments. 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 paid holidays throughout the school year. Ten-month employees receive 18 paid holidays per school year. Twelve-month employees receive 19 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.
Your name and time punched will appear on screen when swipe is good.

To use this screen, push button 1st, then swipe badge to get your information.

Red line means **Cannot use at this time**.

Swipe badge picture side away from you.

Won't need number keys at this time.

Press **ESC** to exit screen after viewing your choice.
### Kronos Timecard Sample

This is what your supervisor sees in the computer.

#### Timecard

<table>
<thead>
<tr>
<th>Date</th>
<th>Pay Code</th>
<th>Amount</th>
<th>In</th>
<th>Transfer</th>
<th>Out</th>
<th>In</th>
<th>Transfer</th>
<th>Out</th>
<th>Shift</th>
<th>Daily</th>
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</thead>
<tbody>
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<td></td>
<td></td>
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</tr>
<tr>
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#### Accruals

- **Account 113/615/1000/000**
  - Pay Code: PTO Hourly
  - Amount: 2.25

- **Account 113/615/1000/000**
  - Pay Code: Regular
  - Amount: 65.0

- **Account 113/615/1000/000**
  - Pay Code: Combined...
  - Amount: 67.25

#### Paid Time Off

- **1.52 Hour**
### How to Read Your Payroll Stub

**Your position:** General Helper  
**Regular Hours Worked:** 80.000 Hours  
**Over:** .500 Hours  
**Regular hourly rate:** $8.32  
**Over: 0.500 Hours @** $6.24  
**Overtime if any:**

**Reg. hours worked X hourly rate:**  
**Reg. hourly rate X 1 ½:**  

**Total Pay:**  
671.84 (Fiscal)  
9,574.24 (Calendar)  
671.84 (Current pay period only)

**State Retirement Contribution:** 244.84 - 14.77 -  
**Health Net Insurance:** 8.12 -  
**Standard Social Security:** 702.65 - 45.28 -  
**FICA Medical:** 164.33 - 10.59 -  
**ASRS Long Term Disability:** 55.57 - 3.62 -  
**State Withholding Tax:** 112.65 - 5.53 -  
**Federal Withholding:** 512.14 - 25.12 -  
**Workmen’s Comp High Risk:** .0000 - .00 -  

**Total Deductions:** 8.12 - 1,972.18 - 113.03 -  

**NET CHECKS:** 92559005  
625.45

**TAX MARTIAL STATUS:** S EXEMPTIONS 04  
**LOCATION:** MAINT MAINT 001

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<tr>
<th></th>
<th>Teachers balance of contract</th>
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</thead>
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<tr>
<td></td>
<td>special hourly pay</td>
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Accessing Employee Resources Using iVisions

Go to 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. I88-037
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) PPO Medical Plans**

The District offers eligible employees the UHC $500 PPO 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 $500 PPO Medical Plan**

Doctor and specialist visits are provided for a co-pay without needing to meet the deductible first. The plan has a $500 single / $1,500 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
- $20 co-pay Primary Care (use premium care physician – Tier 1) / $30 co-pay (non-premium care)
- $30 co-pay Specialist (use premium care physician – Tier 1) / $40 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 $500 PPO 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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<td>Employee + Dependents</td>
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<td>$299.64</td>
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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 $1100 toward the employee deductible.** This plan has a $1,350 single / $2,700 family calendar year deductible and calendar year out-of-pocket maximum of $6,000 single / $6,850 family.

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

<table>
<thead>
<tr>
<th>UHC HDHP Medical Plan</th>
<th>10-Month Employees Payroll Deduction 20 pay periods</th>
<th>12-Month Employees Payroll Deduction 24 pay periods</th>
<th>Annual Cost</th>
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<tbody>
<tr>
<td>Employee Only</td>
<td>$0.00</td>
<td>$0.00</td>
<td>Paid by District $6,279.24</td>
</tr>
<tr>
<td>Employee + Dependents</td>
<td>$349.71</td>
<td>$291.43</td>
<td>$6,994.20</td>
</tr>
<tr>
<td>*Dual Spouse + Dependents</td>
<td>$35.75</td>
<td>$29.79</td>
<td>$714.96</td>
</tr>
</tbody>
</table>

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

**Delta Dental – PPO Dental Plan**

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

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

*Dual Spouse applies only if both husband and wife work more than 30 hours per week for the District.
Prescription Drug Schedule of Benefits – $500 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>
<tr>
<td>Mail Order or Retail Pharmacy: 90-day supply</td>
<td></td>
</tr>
<tr>
<td>Generic (Tier 1)</td>
<td>$37.50 co-pay</td>
</tr>
<tr>
<td>Preferred (Tier 2)</td>
<td>$75 co-pay</td>
</tr>
<tr>
<td>Non-Preferred (Tier 3)</td>
<td>$125 co-pay</td>
</tr>
</tbody>
</table>

Prescription Drug Schedule of Benefits – HDHP

<table>
<thead>
<tr>
<th>BENEFIT DESCRIPTION</th>
<th>BENEFIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>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>
<tr>
<td>Mail Order or Retail Pharmacy: 90-day supply</td>
<td></td>
</tr>
<tr>
<td>Generic (Tier 1)</td>
<td>$25 co-pay</td>
</tr>
<tr>
<td>Preferred (Tier 2)</td>
<td>$87.50 co-pay</td>
</tr>
<tr>
<td>Non-Preferred (Tier 3)</td>
<td>$150 co-pay</td>
</tr>
</tbody>
</table>

Mutual of Omaha Group Life Insurance

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

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

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

<table>
<thead>
<tr>
<th>Sun Life Financial DHMO – with specialty care</th>
<th>10-Month Employees 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>$9.08</td>
<td>$7.57</td>
<td>$181.56</td>
</tr>
<tr>
<td>Employee + One</td>
<td>$14.53</td>
<td>$12.11</td>
<td>$290.52</td>
</tr>
<tr>
<td>Employee + Children</td>
<td>$14.83</td>
<td>$12.36</td>
<td>$296.52</td>
</tr>
<tr>
<td>Employee + Family</td>
<td>$23.91</td>
<td>$19.92</td>
<td>$478.08</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 $2,700 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, 2019.

<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>11.94%</td>
<td>0.17%</td>
<td>12.11%</td>
</tr>
<tr>
<td>Employer</td>
<td>11.94%</td>
<td>0.17%</td>
<td>12.11%</td>
</tr>
<tr>
<td>ACR – Employer Only</td>
<td></td>
<td></td>
<td>10.41%</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 of the report to the Human Resources office at 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.

⚠ The yellow 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, 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:

The Alliance – Arizona School Alliance for Worker’s Compensation, Inc.
1905 W Washington, Suite 200
Phoenix, AZ 85009
Policy # 1963-SA-045
Claims: 602-452-4529

**Please remember, if you go to Banner Estrella Occupational Health Clinic 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 documentation to the Human Resources Department 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.
**ACCIDENT INFO**

<table>
<thead>
<tr>
<th>Location Description (i.e. parking lot):</th>
<th>Date Supervisor Notified:</th>
<th>On Site: Yes/No</th>
<th>FATALITY: Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accident Address (if not on premises):</th>
<th>City:</th>
<th>State:</th>
<th>Zip:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Description of Accident:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Last Day of Work after Injury:</th>
<th>Date of Return to Work:</th>
<th>Still Off: Yes/No</th>
<th>Validity doubted: Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of First Treatment:</th>
<th>Date Supervisor Notified:</th>
<th>Name of Clinic/ER/Hospital:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Object or substance that harmed employee (i.e. student, hammer, etc):</th>
<th>What was employee doing just before incident (be specific):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ACCIDENT TYPE**

<table>
<thead>
<tr>
<th>Strain/sprain</th>
<th>Chemical Exposure</th>
<th>PART OF BODY</th>
<th>Left</th>
<th>Right</th>
<th>Both</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Abdomen</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SAFETY FACTORS**

<table>
<thead>
<tr>
<th>Improperly guarded</th>
<th>Improper ventilation</th>
<th>Improper illumination</th>
<th>Laceration/puncture</th>
<th>Safety devices inoperative</th>
<th>Lack of suitable PPE</th>
<th>Unclassified (give details):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PERSONS RESPONSIBLE FOR CORRECTION**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REQUIRED CORRECTIONS**

<table>
<thead>
<tr>
<th>Pre-job training</th>
<th>Improved knowledge</th>
<th>Improved enforcement</th>
<th>Install/revise safety guards</th>
<th>Discipline employees involved</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Pretraining of all staff</th>
<th>Improving skill level</th>
<th>Improved illumination</th>
<th>Improve storage arrangement</th>
<th>Repair/replace equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Improve ventilation</td>
<td>Eliminate congestion</td>
<td>Repair safer materials (explain)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Improve inspection process</th>
<th>Revise job procedure</th>
<th>Improve design/Construction</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</table>

<table>
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<tr>
<th>Improve inspection process</th>
<th>Revise job procedure</th>
<th>Improve design/Construction</th>
<th>Other</th>
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To: Pendergast Employees

From: Barb Aquino, Benefits Specialist

Subject: Leave Requests - FMLA, Medical & General

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

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

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

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

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

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

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

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

NOTE:

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

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

The following items have been explained to me:

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

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

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

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

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

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

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

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

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

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

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

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

_________________________________________  __________________
Employee Signature                  Date
PENDERGAST SCHOOL DISTRICT
Leave of Absence Summary

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

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

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

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

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**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:

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<th>Spouse</th>
<th>Grandchildren</th>
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<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>
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PROFESSIONAL GROWTH

- Professional Growth Plan
- Intent to Advance (Form)
- Career Development - Policy GDM
SUPPORT STAFF
PROFESSIONAL GROWTH PLAN

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.*
CERTIFIED AND SUPPORT STAFF

SALARY ADVANCEMENT & INCENTIVE GRANT REQUESTS

2018 – 2019

Interested in increasing your salary? Apply for Salary Advancement or an Incentive Grant for the year 2018–2019 School Year. **Watch your mail 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 2019.
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
SEXUAL HARASSMENT

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

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

- Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or education; or

- Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting such individual; or

- Such conduct has the purpose or effect of substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment may include, but is not limited to:

- Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons.

- Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)

- Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; suggesting that probation will be failed; implying or actually withholding grades earned or deserved; or suggesting that a scholarship recommendation or college application will be denied.

- Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee; or engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.

- Offering or granting favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

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

A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action.
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 © GBEB
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
G-0950 © GBEC
DRUG - FREE WORKPLACE

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

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

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

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

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

Adopted: date of manual adoption

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

CROSS REF.: 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.
Employee Use of Technology Agreement
and Release of Liability Form

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

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

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

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

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

EMPLOYEE OBLIGATIONS AND RESPONSIBILITIES
I agree:

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

I agree not to:

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

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

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses within the jurisdiction of the district. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Employees should be aware that, in most instances, their use of district technology (such as web searches or emails) cannot be erased or deleted. All passwords created for and used on any district technology are the sole property of the district. The creation or use of a password by an employee on district technology does not create a reasonable expectation of privacy.

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

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

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

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

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

__________________________________________________
Employee signature                        Date

__________________________________________
Employee name (Please print) Position and Site or Department
GBEF ©

STAFF USE OF DIGITAL COMMUNICATIONS AND ELECTRONIC DEVICES

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

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

The Board establishes the following parameters:

District employees

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

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

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

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

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

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

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

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

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

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

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

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

Adopted: date of Manual adoption

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

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

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

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

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

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 Luis Cuevas lcuevas@pesd92.org, 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). Date: _____________

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

Name:________________________________ School/Dept: ________________________________

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

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

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

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

CARPOOL  |  VANPOOL  |  BUS  |  LIGHT RAIL  |  TELEWORK  |  BIKE  |  WALK