Vision: AJUSD empowers students by providing them with the knowledge, skills, and ingenuity to pursue their dreams and make a positive difference in the world.
About Our Governing Board

The Administrative Team is proud to have five capable, concerned individuals who represent our District in service to our community, our schools and our children. Our Governing Board believes that the special needs of children can be best met through the utilization of a team approach in making educational decisions; therefore, the Board and the Administrative Team work as partners for the benefit of students in our District.

Each member of our Governing Board is dedicated to the development and implementation of sound educational policies and instructional programs that provide opportunities for every student to explore his or her environment develop effective social skills, master the basic tools of learning, enhance his or her self-esteem and refine specific talents, as well as acquire acceptable moral values and attitudes.

Apache Junction Unified School District No. 43

Governing Board
Jodi Ehrlich, President
Cami Garcia, Vice-President
Chelsea Connolly, Member
Dena Kimble, Member
Christa Rizzi, Member

District Administration
Dr. Krista Anderson, Superintendent

Notice of Nondiscrimination

The Apache Junction Unified School District does not discriminate on the basis of race, color, national origin, sex, (including orientation) age, or disability in admission, or access to, or treatment, or employment in its policies, procedures or practices, in compliance with Title VI, Title III, Title IX, Section 504 and the Americans with Disabilities Act.
# District Administration Contact Information

## SUPERINTENDENT’S OFFICE
Dr. Krista Anderson, Superintendent  (480) 982-1110, ext. 2005  krista.anderson@goaj.org  
Edna Goff, Executive Assistant  ext. 2005  egoff@goaj.org

## BUSINESS OFFICE
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Sandra Bohr, Auxiliary Accounts Coordinator  ext. 2001  sbohr@goaj.org  
Carrie Childress, Accounts Payables Coordinator  ext. 2015  cchildre@goaj.org

## EDUCATIONAL SERVICES/SPECIAL EDUCATION
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Robyn Gonzales, Elem. Curriculum Manager  ext. 2039  rgonzale@goaj.org  
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## FOOD SERVICES
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## HUMAN RESOURCES
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Lisa Harrison, Human Resources Analyst  ext. 2018  lharriso@goaj.org  
Roxann Leavitt, Payroll/Benefits Coordinator  ext. 2016  rleavitt@goaj.org  
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Dianna Storms, Substitute Coordinator  ext. 2047  dstorms@goaj.org  
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## MAINTENANCE
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## PROJECT HELP
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## PUBLIC RELATIONS
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**PURCHASING**
Cheryl Williamson, Purchasing Technician  (480) 982-1110, ext. 2224  cwilliam@goaj.org

**TECHNOLOGY DEPARTMENT**
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Lonnie Trotter, System Administrator  ext. 2050  ltrotter@goaj.org
Jennifer Cameron, Tech  ext. 5223  jcameron@goaj.org
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**TRANSPORTATION**
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John Howard, Fleet Supervisor  ext. 2217  jhoward@goaj.org
Maggie Vera, Transportation Operation Supervisor  ext. 2237  erizo@goaj.org
Monica Palencia, Office Manager  ext. 2203  mpalenci@goaj.org
AJUSD Employee Handbook and Board Policy Agreement
2019-2020

The Human Resources Department would like to assist employees to succeed professionally within our organization while also promote the general welfare of all. Personnel policies adopted by the Governing Board are to serve as guidelines for successful functioning of the District. With this in mind, please become familiar with the AJUSD Employee Handbook and the AJUSD Governing Board Policy Manual which contains the following policies:

Staff Ethics                      GBEA
Staff Conduct                     GEBE, GBEB-RA, GBEB-RB, GBEB-E
Staff Conduct with Students       GEBEB
Digital Communications            GBEF
Drug Free Workplace               GBEC
Employee Assistance               GBGC, GBCC-E
Leaves and Absences               GCC, GCCA, GCCC, GCCD
Sexual Harassment                ACA
Student Violence/Harassment       JICK
Used of Technology Resources     IJNDB, IJNDB-E

Employees of AJUSD are also required to complete training modules through SafeSchools each year. The purpose of the training is to provide employees with information to assist meeting District expectations while promoting a positive, safe work environment. Each employee is required to complete four (4) training modules – Blood Borne Pathogen Exposure Prevention, Sexual Harassment: Staff to Staff, Sexual Misconduct: Staff-to-Student, and Boundary Intrusions, within the first 30 days of the school year or of your hire date.

Employees will be notified via email when the training modules are ready for completion. The communiqué will also provide directions for accessing the modules and the completion due date(s).

Your signature below verifies that:
• I am aware that AJUSD Policies are available on the District website at www.ajusd.org under the “About Us” tab then the “Board Policies” Link.
• I am aware that the 2019-2020 AJUSD Employee Handbook is available on the District website. To access the employee handbook go to the “Staff” tab, then access the “Staff Intranet Login,” then click the “Filing Cabinet”, under quick links, then the “Human Resources-Intranet” link, then the “Manuals & Handbooks” folder.
• I understand that it is my responsibility to become familiar with all of the District policies and procedures contained with the AJUSD Governing Board Policies.
• I understand that I am required to complete all training SafeSchools modules within the first 30 days of the school year or of my hire date.
• I understand that if I have any questions regarding the contents or changes, I should bring them to my administrator or Human Resources Department for clarification.

___________________________________________
(Please Print) Name

___________________________________________
School and/or Department

___________________________________________
Signature

___________________________________________
Date
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Message to All Apache Junction Unified School District Employees

The beginning of a new school year, like the dawning of a new day, reminds us that the future holds infinite because you deserve it. The opportunity to refuel over the summer is a necessary component of the important work that you do. I know that we are about to begin a great school year filled with hope, vision, and excitement. As we begin this New Year, I wish everyone the greatest success as we welcome over 3,500 students to their educational journey of 2019-2020.

This year will begin our efforts as outlined in our AJUSD Strategic Plan. Our Strategic Plan will be the blueprint that will lead the district over the next three years in the areas of Academic Excellence, Culture of Continuous Improvement, Community Engagement, and Examine and Evaluate Systems. Through intentionality in our actions the district will begin to make movement in improving learning outcomes for all students. In addition, through the strategic planning process our district developed a new Mission, Vision, and Core Values that will guide the manner we do our work in the district.

I do not need to remind you of how important your job is for our children in Apache Junction Unified School District. Your students need your wisdom and your care. My hope is that you and our students will think of our schools as places where community of learners comes together to do interesting and important work. I hope that you attempt new things this year and that you challenge your students with hard and interesting questions. We at the district office will, in turn, provide the structure to support your ability to make great things happen.

In closing, I know each of us wants to make a difference in the lives of our students. As we move forward with our efforts, I invite you to think about something written so long ago but something that still resonates today. Emerson said, “Whatever you do, you need courage. Whatever course you decide upon, there is always someone to tell you that you are wrong. There are always difficulties arising that tempt you to believe your critics are right. To map out a course of action and follow it to an end requires some of the same courage that a soldier needs. Peace has its victories, but it takes brave men and women to win them.” I am confident that we will do whatever it takes to create a path filled with success and accomplishment as, together, we launch the best year yet for Apache Junction Unified School District.

I hope that each of you enjoys the remaining days of summer. I look forward to a year filled with stories of great success and great learning.

Sincerely,

Dr. Krista Anderson
Superintendent
Motto: Our Kids * Our Community
REACHING for the Future!

Mission: AJUSD provides our students with a caring and inclusive educational experience that fosters academic excellence, social and emotional development and provides a challenging learning environment that will prepare them for a productive and fulfilling future.

Vision: AJUSD empowers students by providing them with the knowledge, skills, and ingenuity to pursue their dreams and make a positive difference in the world.

Core Values: Relationships
Equity
Accountability
Caring
Honesty
Inclusive
Nurturing
Growth

Strategic Goals:
• Academic Excellence
  o Develop and implement strong educational programs that ensure academic success for every student.
• Culture of Continuous Improvement
  o Identify and deploy programs that empower students, staff, and parents to attain high performance throughout the educational system.
• Community Engagement
  o Establish systems that enhance internal and external communication and increase participation in AJUSD offerings by all stakeholders.
• Examine an Evaluate Systems
  o Provide high-quality operational services that are essential to the educational success of students.
SECTION II: DISTRICT POLICIES, PROCEDURES, & GENERAL INFORMATION

Appropriate Attire Guidelines (GBEB)
All employees are expected to dress professionally and appropriately for their position. All staff members shall be physically clean, neat, and well-groomed and dress in a manner reflecting professional assignments that does not detract from the educational program of the school. If you have questions about what is acceptable, please check with your immediate supervisor.

Child Abuse – Mandatory Reporting Guidelines (JLF)
All school personnel (certified and classified employees) have a legal obligation to report a child's non-accidental injury, abuse or neglect. Arizona's reporting statute is intended to protect children as its first priority. Child abuse may take on many forms, including physical (injury that was not accidental in nature), neglect (basic needs such as food, clothing, medical attention or shelter are not provided), or sexual (physical contact, exploitation, prostitution, etc.).

Individuals making a report are protected from liability if the report ultimately turns out to be unfounded. The law does not require the school employee to conduct an investigation before making a report. It is the responsibility of CPS and the Police to investigate the allegations. A verbal report must be made to Child Protective Services and the Police Department immediately when abuse is suspected; a written report must be made no more than 72 hours later. District employees who have witnessed or suspect child abuse shall:

- Contact the appropriate authorities
- Contact their principal or director to notify him/her that a report has been made.
- The principal or director will then contact the Superintendent's Office.

Concealed Recording Devices
In order to promote employee trust in the workplace and to foster more constructive communication between employees, whether between supervisors and subordinates or peers, the Apache Junction Unified School District prohibits employees from possessing, installing or using concealed recording devices of any kind while on District property or while on duty for the District, unless specifically authorized by the Superintendent.

While on District property or while on duty for the District, an employee is prohibited from playing audio or video recordings of another employee, which were made without knowledge of the subject employee, unless the recording is played as part of his or her District duties or specifically authorized by the Superintendent. Supervisors may record conversations or interviews with employees when required by policy or otherwise appropriate for preserving a record. Supervisors will inform the employee(s) that a recording is being made, and will have the recording device in plain view. In such cases, the employee may also record the conversation or may obtain a copy of the recording by providing a blank tape.

Disciplinary Action (GCQF/GDQD/GCMF)
In conjunction with District Policies and Arizona Law, the Superintendent or his/her designee has the authority to warn, recommend demotion, suspension or dismissal, of any employee upon recommendation of the employee’s immediate supervisor.

Termination of personnel is at the discretion of the Governing Board based upon recommendation of the Superintendent or his/her designee. Causes include, but are not limited to, the following: dishonesty; failure to obey state law, federal law or district policies and procedures; harassment; immorality; incompetence;
inefficiency; insubordination; lack of cooperation; neglect of duty or unprofessional conduct. (For a complete list please see Board Policy GCQF)

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

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

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

**Drug-Free/Tobacco Free Workplace (GBEC/GBED)**
Apache Junction Unified School District is a drug-free workplace. The District recognizes that substance abuse in the workplace is a major concern. By reducing drug and alcohol use we will improve the safety, health and productivity of our employees as well as the students we serve. As a drug-free workplace, we are able to:
- Provide a safe and healthy working environment for all employees;
- Provide a safe and healthy educational environment for our students;
- Comply with Federal and State health regulations; and
- Prevent accidents.

The use, possession, sale, transfer, purchase or being under the influence of alcoholic beverages, illegal drugs or other intoxicants by employees at any time on District premises or while on District business is prohibited. Employees must not report for duty or be on District property while under the influence of, or have in their possession while on District property, any alcoholic beverage, marijuana or illegally obtained drug, narcotic or other illegal substance.

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.

As a condition of employment, each employee shall abide by the terms of the District policy respecting a drug-free workplace. Employees in violation of the terms of this policy will be subject to discipline, which may include, but is not limited to, dismissal and/or referral for prosecution.
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 days that such conviction has occurred.

The District will approach employees who are engaged in the non-medical use of drugs and/or the abuse of alcohol in a constructive, supportive manner, and in a supportive environment. Employees seeking assistance for substance abuse problems will be referred to the appropriate agencies upon request. The District's health insurance provider offers an employee assistance program. For additional information, please refer to your Statement of Benefits.

In compliance with the District's Drug Free Workplace policy, all Apache Junction School District property is tobacco-free. There are no designated smoking areas on District property.

**Emergency Response Plan (EBC)**

The District has an Emergency Response Plan in place. The written portion of the Plan consists of a handbook, a manual, and a support material. The handbook defines specific emergencies and the type of response. The manual outlines specifics such as an emergency chain of command, drills, and evacuation guidelines. Mandatory training sessions are conducted District-wide by the District Emergency Response Coordinator.

**Grievances (GBK)**

Governing Board policy defines a grievance as “a complaint” by a District employee alleging a violation, misinterpretation…of existing District policy or regulation that directly and specifically governs the employee’s terms and conditions of employment.” To provide a method of effectively resolving disputes, formal procedures have been established. Employees are expected to attempt to resolve all complaints with their immediate supervisor, following the chain of command.

If the complaint is grievable (pertaining to the employee's pay or working conditions) and it becomes necessary to address it further, the required forms may be obtained from the Human Resources Department.

**Employee Conduct and Ethics (GBEA/GBEB)**

All employees are expected to maintain high standards in their professional relationships. These standards must be idealistic and at the same time practical, so they can apply reasonably to all staff members. Employees acknowledge that the schools belong to the public they serve; however, every employee assumes responsibility for providing leadership in the school and community. This responsibility requires the employee to maintain standards of exemplary conduct. Staff members are responsible for:

- Acquainting themselves with the provisions, rules, regulations and applicable information contained within the policies of the Governing Board Policy Manual.
- Maintaining order and carrying out all orders given by the Superintendent concerning maintenance of order.
- Conduct in a manner consistent with effective and orderly education.
- Dressing appropriately and maintaining a general appearance to reflect their position.

**Employee Handbook**

Information contained in this Handbook applies to all employees of Apache Junction Unified School District. It is presented as information only. Contents should not be interpreted as an employment agreement between the District and any employee, Certified or Classified, nor does it imply continued employment. Nothing contained within this Handbook should be interpreted to supersede Governing Board Policy. Any verbal or written representations to the contrary of the above statements are invalid and should not be relied upon by any
prospective or existing employee. It is the employee's responsibility to read, and become familiar with, the policies and procedures contained within this handbook.

**Name/Address/Information Changes**
Changes to an employee’s address and/or telephone number must be reported in writing to the Human Resources Department in order for the employee’s personnel records and insurance information to be updated. Name change requests must be accompanied by an updated driver’s license, or court documents. The forms are available on the Human Resources link of the District Website at [www.ajusd.org](http://www.ajusd.org). Certified employees must also update their teaching certificates and fingerprint clearance cards with new information with the Department of Education.

Before the name can be changed on payroll records, a copy of the updated social security card must be on file in the Pinal County School Office. Changes of name and/or beneficiary must be reported to the State Retirement Office via their website, [www.azasrs.gov](http://www.azasrs.gov).

**Transfers (GCK/GDJ)**
Staff members may apply for transfer or reassignment, when a vacancy exists. Generally, transfers will not be approved during the school year unless the needs of the District dictate such approval. Applications are accepted electronically on the District website.

It is the policy of the Board that personnel shall be assigned on the basis of their qualifications, the needs of the District, and their expressed desires. When it is not possible to meet all three (3) conditions, personnel shall be assigned first in accordance with the needs of the District, second where the Superintendent determines the employee is most qualified to serve, and third as to the expressed preference of the employees. The resolution of any conflicts over the need for a transfer shall be based on what is best for the instructional program, the needs of the students, and the overall needs of the District as defined by the Superintendent.

**Conflict of Interest (GBEAA)**
No person employed by the District may be directly supervised by a close relative.

Any employee who has, or whose relative has, a substantial interest in any decision of the District must report this to the Superintendent and shall refrain from participating as an employee in any such decision.

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

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

**Fingerprinting/Employee Arrest Notification (GCF/GCFC/GDF/GDFA)**
Arizona Revised Statute 15-512 requires all District employees and volunteers to be fingerprinted. Certified employees must maintain a valid fingerprint clearance card during the valid period of their certificates. Fingerprint clearance cards are issued by the Department of Public Safety (DPS). Fingerprinting results containing questionable items may result in termination of employment.
Employees, coaches or volunteers who are arrested for any offense other than a minor traffic violation must notify the Human Resources Department within 24 hours of the arrest.

Harassment (ACA/GCQF/GDQD)
The District strives to provide an environment for employees and students that are free from harassment based on or motivated by religion or religious beliefs, race, color, physical limitations, ethnicity or gender. All individuals associated with the District, including, but not necessarily limited to, the Governing Board, administration, staff, students and members of the public while on campus, are expected to conduct themselves at all times so as to provide an atmosphere free from any type of harassment.

Harassment may, depending on all the circumstances, be defined as:

- Verbal or physical threats;
- Words that by their very utterance inflict injury or tend to incite an immediate breach of the peace;
- Use of language that is plainly offensive (examples of such language may include racial or ethnic slurs or epithets; lewd, vulgar or obscene language);
- Physical acts of aggression or intimidation; or
- Verbal or physical conduct relating to an individual's race, ethnicity, religion, gender, disability or national origin that is sufficiently severe, persistent or pervasive to limit a student's ability to participate or benefit from the educational program or the employee’s ability to perform his/her duties as required; or create an intimidating, hostile or offensive educational environment.

Students or employees involved in harassment activities shall be subject to disciplinary consequences. For a student, disciplinary consequences may range from informal conferences to suspension from school or expulsion from the District, and may include involvement with their parents in school or District counseling sessions regarding harassment. For employees involved in such activities, disciplinary consequences can include a verbal warning, a letter of instruction, short or long-term suspension, and/or termination with or without prejudice.

Any employee who personally observes harassment type activities toward students or other employees, and reasonably suspects that such behavior is harassment, or who receives a complaint of student or employee harassment that the employee reasonably suspects warrants or requires further action, shall promptly report the activities or the complaint to the Principal, Department Supervisor or District designee.

Employees, who feel they have been discriminated against or in any manner harassed, should immediately report such incidents, following District procedure, without fear of reprisal. Confidentiality will be maintained to the extent permitted by the circumstances. Complaints should be addressed utilizing one or more of the following options:

- Contacting the immediate supervisor (or teacher);
- Contacting the next higher level of management above the immediate supervisor (or building principal); and/or
- Contacting the Human Resources Department.

Harassment (Sexual) (ACA)
All individuals associated with the District, including, but not necessarily limited to, the Governing Board, administration, staff, students and members of the public while on campus, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment is contrary to basic standards of conduct between individuals and is prohibited by the Equal Employment Opportunity Commission.
Sexual harassment consists of one or more of the following:

- Unwelcome sexual advances, requests for sexual favors or verbal or physical conduct of a sexual nature. This includes making such advances or requests utilizing e-mail, cell phone text-messaging, or any other means of communication;
- Making threats of reprisal explicitly or implicitly, sexual favor becomes a term or condition of employment;
- Using coercive sexual behavior to control or affect the career, salary or performance review of another employee; and/or
- Unreasonably interfering with work performance or creating an otherwise offensive working environment.

These criteria apply when made by a member of the school staff to a student or to another staff member or when made by one student to another student or to a staff member.

Employees who feel they have been discriminated against on the basis of sex, sexually or in any manner harassed, should immediately report such incidents following District procedure, without fear of reprisal. Confidentiality will be maintained to the extent permitted by the circumstances. Complaints should be addressed utilizing one or more of the following options:

- Contacting the immediate supervisor (or teacher);
- Contacting the next higher level of management above the immediate supervisor (or building principal); and/or
- Contacting the Human Resources Department.

Hazardous Materials/Chemicals

All chemicals brought onto campus must be checked in at the office and accompanied by a Material Safety Data Sheet (MSDS), available in every school and department. No hazardous chemicals are to be brought onto District property unless directed by administration. In case of a chemical spill or other hazardous materials emergency, please follow cleanup procedures indicated on the MSDS and immediately notify the Director of Facilities at Ext. 2215, or the District Emergency Contact at Ext. 2002.

Health-Related Issues (GBGCB)

Disease control and prevention measures are implemented to minimize transmission of communicable diseases. This is intended for the health and welfare of all students and employees as mandated by the Arizona Department of Health Services. Preventive measures may include exclusion from school. Such measures will be taken by the Superintendent upon the advice of the County Health Department and in cooperation with the school nurse. Staff members may be excluded from school as a result of actual or suspected communicable disease and must be reassessed by the school nurse or the Superintendent’s designee before returning to work. Reporting communicable diseases will be done in accordance with the law. Confidentiality will be maintained to the extent that the safety of the employee with the communicable disease, co-workers and students are not compromised.

Immunizations (GBGCA)

Employees born after December 31, 1956, must show proof of immunization from measles/mumps/rubella. Employees of the Special Education Preschool, including Preschool Bus Aides and Preschool Bus Drivers, must also show proof of immunization against diphtheria and tetanus and negative tuberculosis testing. Those who
are unable to show proof of MMR immunization will be subject to leave without pay in the event of a measles outbreak within the District. Blood tests confirming immunity will be accepted in lieu of proof of vaccination.

**Job Sharing**
Job sharing is permitted by the District when it is in the best interests of the District. The only restriction is that classified employees do not work more than 40 hours per week. No benefits are offered to job share employees regardless of prior status.

**Personnel Files (GBJ)**
Personnel files are the property of the District. The Human Resources Department maintains a master file for all District employees. Employees who wish to review their personnel files must do so in the presence of a representative from the Human Resources Department or the Superintendent's Office. Employees may review materials placed in their files with advance notice and are permitted to submit a written statement regarding any material found in the file. If an employee needs a copy of documents contained in the file, a written request must be submitted, at least 24 hours in advance, to the Personnel File Manager. Forms are available on the District website Intranet under Human Resources. Professional employees are required to supply the District office with current and complete official transcripts of all college credits. It is the duty and responsibility of each certificated employee to keep such certification current.

**Posting Vacancies**
All job openings, except those related to a Superintendent's approved reorganization, shall be posted on the District’s web site.

**Protection of District or Personal Property (ECAD/EDB)**
It is the responsibility of all employees to protect and care for school property and to arrange their work areas in such a way as to promote both safety and efficiency. The District is not responsible for loss, breakage or any other type of damage to personal property that may be incurred while on District premises.

**Cellular Phones (EDC)**
District cellular phones issued to administrative and supervisory personnel are the employee's responsibility. Cell phones are not to be given or loaned to other District employees, students or to individuals who are not employed by the District. Cell phones are to be used for District-related business. If a cell phone is lost or stolen it should be reported immediately to the Purchasing Department at Ext. 2018.

Individuals who resign or retire will turn in their cellular phones prior to their departure. To ensure accurate District record keeping and to prevent loss, all cellular phones must be reassigned through the Purchasing Department.

**Keys (ECA)**
District keys are the employee’s responsibility and are not to be given or loaned to any student or individual not employed by the District. Employees who give or loan their keys will be subject to disciplinary action. Employees will turn in their keys to the principal on the last day of their contract or if on an approved extended leave of absence. During non contract months, employees can check out keys in the school office when needed. Employees who resign must turn in their keys to their immediate supervisor or to the Human Resource Department.
Removal of District Property (EDC)
District-owned materials assigned to employees are to be kept in the work area. District policy prohibits employees from removing any school property from District premises without the permission of their Supervisor.

Purchasing (DJE)
Employees may need to purchase supplies or services in relation to their positions with the District. Any job-related purchase must be requisitioned prior to the time the purchase is made. Employees who fail to follow this procedure may be required to assume the financial responsibility for the item(s).

Internet – Electronic Information Services Use (IJNDB)
Use of the District’s Internet is subject to the following guidelines. For additional information regarding use of the Internet/EIS, please refer to Governing Board Policy IJNDB-R and IJNDB-E. The user:
- Must not obtain or distribute information that is not educational in nature;
- Must not submit, publish, display, or retrieve defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, or illegal materials;
- Must abide by all copyright regulations;
- Must not reveal home addresses or phone numbers;
- Must understand that electronic mail is not private;
- Must understand that he/she is responsible for any expenses incurred while using services or products not authorized by the District;
- Not use the EIS for commercial purposes;
- Must not attempt to harm, modify, or destroy software, or interfere with system security;
- Must take responsibility for personal accounts, including agreeing to directly log on and supervise the account activity when allowing others to access a personal account.
- Must not disclose personal and District accounts including password protection.

Technology Agreement - Apache Junction Unified School District Acceptable Use Policy
All employees will sign a notice stating that they accept the terms of the Apache Junction Unified School District Acceptable Use Policy which outlines the appropriate use of the District’s electronic information system. The signed notices will be placed in the employees’ personnel files.

Staff Use of Digital Communications and Electronic Devices (GBEF)
The Governing Board recognizes how web-based and mobile technologies provide 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.

District employees:
- 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;
- Are responsible for the content of their posting on any form of technology through any form of communication;
 ➢ Shall only use District controlled and approved technologies when communicating with students or parents;
 ➢ Shall ensure that technologies used to communicate with students and District staff are maintained separate from personal technologies used to communicate with others;
 ➢ Shall not use District owned or provided technologies to endorse or promote a product, a cause or a political position or candidate;
 ➢ 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;
 ➢ Shall not use District logos or District intellectual property without the written approval of the Superintendent;
 ➢ Shall use technologies to enhance and add value to communications with all recipients and be respectful of those with whom they communicate;
 ➢ Shall immediately report all misuse or suspected misuse of technology to their direct supervisor/administrator who in turn will immediately report to the Superintendent.

**Transportation Requests** (EEAF) *(Available online at www.ajusd.org in the employee resources section under “Trip Tracker”)*
The Transportation Department makes every effort to accommodate all District requests for transportation. To ensure that scheduling can be done efficiently and effectively, please follow these steps.

 ➢ All requests MUST be made using the TripTracker system.
 ➢ Fill out the TripTracker request form completely. All requests MUST be submitted at least four weeks prior to the date of the trip. If the request cannot be submitted within this timeline, please explain why with a comment in the NOTES section of the TripTracker request form.
 ➢ The travel request will be sent to the Superintendent’s Office for further approval.
 ➢ The requester will receive an e-mail from the TripTracker system when the trip has been approved.

**Waiver of Privacy** (GCF/GDF)
The District reserves the right to investigate the credit rating, background, references, driving record and Police record of all applicants and employees. Information obtained prior to employment, such as reference or background check information will not be available for the employee to review at any time. The District also maintains the right to inspect any personal belongings brought into the workplace by employees.

**Workday – Certified and Classified** (GCL/GDL)
The definition of the workday of both certified and classified staff is determined at building or department level by the immediate supervisor. Work schedules are determined by the site Administrator or Director. Employees are expected to work the number of hours specified on their work agreement or contract; however, overtime may occasionally be required. **If overtime is required, it must have prior approval by the immediate supervisor and the Director of Human Resources.**

Professional staff members are expected to be in their respective rooms or work areas as the schedule prescribes so that they may see students, parents, and/or attend to other duties as assigned. Family members are not allowed in teacher work areas during scheduled duty hours.

Full-time classified staff who work eight (8) hours per day are allowed a half-hour lunch break. Lunch break schedule is determined by the site Administrator or Director. The accumulation of or time off in lieu of break
time from one day to the next is not permitted. Lunch or breaks may not be accumulated to start the day late or end the day early. The supervisor may also adjust work schedules to allow for emergencies.

The principal or director has the right to define the work schedule for all certified and classified employees in his/her school or department.

**SECTION III: EMPLOYEE CONTRACTS, CERTIFICATION & EVALUATIONS**

**Certificate Renewal – Certified Employees (GCFC)**

It is the responsibility of the employee to be aware of the necessary requirements for appropriate certification. The employee is responsible for being aware of his/her certification and fingerprint card expiration dates. The Department of Education (ADE) requires all teachers and certified administrators to maintain current certificates and fingerprint cards.

Certification renewal and conversion forms may be obtained from the Arizona Department of Education web page at [www.azed.gov](http://www.azed.gov) or by calling the Department of Education Teacher Certification Unit at (602) 542-4367. The ADE requires documentation of professional development activities or college/university credits for standard certificate renewals. It is the responsibility of each certified staff member to keep track of in-service hours accumulated toward recertification. If professional development activities are used to renew a certificate, the employee must bring proof of those activities to the Human Resources Department so that the renewal form may be signed. Any college/university credit used for renewal must be documented by original transcripts submitted to the Department of Education.

Once a certificate is renewed, the *original* must be submitted to Human Resources so it can be recorded by the Pinal County School Office. Failure to submit a certificate or failure to have a current certificate will result in the employee being placed on unpaid leave during any time the employee does not hold a valid certificate or fingerprint clearance card. Also, failure to maintain a current certificate will result in the County not releasing funding until the certificate is current and recorded. Original certificates will remain in employees’ personnel file unless an employee signs a request form to remove it.

**Contract Renewal - Certified Employees (GCB/GCF)**

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

**Contract/Work Agreement Renewal – Classified Employees (GDB)**

Contracts/Work agreements for classified personnel are offered annually prior to July 1 for the following year. Contracts/Work agreements must be signed and returned to the Human Resources Department within 10 AJUSD calendar days. Failure to return a signed contract/work agreement within the designated timeline will be considered as a resignation.

**Evaluations–Certified Employees (GCO)**

Evaluations in the Apache Junction Unified School District are based on the belief that their main purpose is to improve performance. They are designed to identify areas for professional growth and record professional strengths.
Certified employees are evaluated according to probationary status. A teacher’s first three years in the District are probationary. Formal evaluations are conducted at least twice per year. Following three consecutive years of full-time, contracted employment, successful teachers are placed on Continuing Teacher status and evaluated at least once per year. All teachers may be evaluated more than required at the administrator’s discretion.

Although the focus is on professional growth, data obtained during the evaluation process may be used in dismissal proceedings. In such an instance, formal, advanced notification is given in accordance with Arizona law. Please refer to the Teacher Evaluation Instrument Handbook for additional information on certified evaluations. This can be found on the AJUSD Staff Intranet under the Human Resources Department tab.

**Evaluations–Classified Employees (GDO)**

Evaluations in the Apache Junction Unified School district are based on the belief that their main purpose is to improve performance. They are designed to identify areas for professional growth and record professional strengths.

Classified employees are evaluated annually. The evaluation includes the supervisor’s recommendations for retention, performance improvement, and salary increase. Employees whose performance falls below District standards and who fail to improve may be dismissed or non-renewed for the following year. Additional evaluations may be scheduled by the immediate supervisor at his/her discretion. Please refer to the AJUSD Staff Intranet under the Human Resources Department tab for a copy of the Classified Evaluation.

**Mandatory Staff Development (GHC/GCI)**

All Certified employees new to the District are required to complete mandatory staff development courses within the first year of employment. These include areas of technology, curriculum, reading, and special education. Employees may be required to attend additional Prospector University courses if needed. Please note that most mandatory staff development classes do not count toward professional growth for salary schedule movement.

All classified and certified employees are required to complete training modules through Safe Schools each year. A link to the website will be sent to your district email within the first 30 days of employment or at the start of your contract. The Safe Schools link will contain the required trainings modules. Both classified and certified staff will complete staff development yearly as offered.

**Professional Growth for Certified or Classified Movement on the Salary Schedule (GCI)**

| Processing Guidelines – By February 15th: | Submit Application for Additional Pay form accompanied by official transcripts (please submit these together) to Human Resources. Your new placement will appear on the next contract issued by the District. |

**Prospector University/Workshops/Seminars/Conferences**

- Enrollment for Prospector University classes may be found on the District website under the staff intranet.
- Out-of-district workshops, seminars, and/or conferences must relate and be applicable directly to the teacher’s current teaching assignment, must be equal to college graduate work, and have an instructor qualified to teach on the college level.
- Proof of attendance and completion of assigned work for the course must be submitted and verified by the instructor.
The maximum number of credits earned in such courses counted toward salary differentials is up to 90 clock hours (the equivalent of six (6) college credits – 15 hours equals one (1) college credit).
The employee must be able to verify that the workshop, seminar, and/or conference were attended on his/her own time and expense. If the District compensates the employee in any way for attending any course, no credit will be granted for movement on the salary schedule.

Lower Division College Credit
Credit may be granted for lower division college credits. These courses must be applicable to the teacher’s current teaching assignment, and/or count toward a state identified endorsement. Approval from the Human Resources Director is recommended prior to enrolling in any lower division class(es).
The district will accept a maximum of six (6) credit hours of lower division courses (classes below 500 levels) toward movement on the salary schedule with each professional growth application.

Ineligible for Professional Growth Movement
Post-baccalaureate classes required to meet Arizona Teacher Certification requirements, example: The Arizona Constitution any other classes needed to move from a provisional to standard certificate
Any in-service that is attended during your normal working day hours
Any summer class, workshop, seminar, conference or course in which you are receiving compensation.

Recertification (GCFC)
The state of Arizona requires professional development to renew standard teaching credentials.
When recertifying with the Arizona Dept. of Education, you may claim all in-service hours for recertification for workshops, seminars, conferences, classes, etc. even if you were paid for your attendance.
You must sign in on the class attendance roster in order to receive credit for the in-service class(es).

Eligible Coursework: Professional Growth Movement
Only Prospector University clock hours and accredited college/university credits are accepted for professional growth unless prior approval is granted by the Human Resources Director. Teachers must be enrolled in a Master’s, Education Specialist’s or Doctoral Degree program or earning graduate-level hours from an accredited college, university or advanced degree program. Graduate courses are defined as courses above your current degree, working toward the next level (for example: 500 level or higher for those holding a Bachelor's Degree). These courses are limited to the major/minor area of assignment or instructional skill courses dealing with methods, materials and recent developments related to the teaching assignment; classes related to better understanding of child behavior; how children learn; how children differ or children as members of society; courses in child growth/development, special education, psychology, sociology, guidance counseling, philosophy, history of education, curriculum, computer classes, administration, supervision and instruction. Credit for audited courses or post-baccalaureate program classes for certification purposes (i.e. Arizona Constitution) are ineligible for salary schedule movement. Undergraduate hours may be accepted under certain conditions. (See above Lower Division College Credit).

Please note: Increased professional growth is granted for completed coursework only. You will not be paid in advance for coursework. You must provide official transcripts prior to issuance of your contract, work agreement or addendum.
No salary schedule movement shall be granted for committee work, curriculum development, summer District in-services or any other work for which the employee received a stipend or addendum, or for staff development classes or seminars taken during the regular workday (in-District or out-of-District.)

**Professional Growth for Classified Movement on the Salary Schedule**

Apache Junction Unified School District encourages on-going education for all staff through Prospector University, the local college, or other pre-approved workshops/seminars. An addendum will be given for every 15 college credit hours or a combination of up to 90 clock hours (the equivalent of six (6) college credits - 15 hours equals one (1) college credit) through Prospector University or other pre-approved workshop, seminar or in-service and college credits earned. (Example: Nine college credits plus 90 clock hours qualify for movement.)

College courses and in-service clock hours must apply toward improved job performance in the employee's current position, progress toward a specific job-related degree program, or betterment of the employee's position. Coursework will not be approved for remedial college-level classes taken to gain entry into a degree program or courses taken to acquire skills the employee must have to be employed in that position. If the employee is subject to an obligatory transfer where acquisition of these skills is District-mandated, the employee will be permitted to earn professional growth credit.

The employee must be able to verify that the seminar, conference or workshop will be attended on his/her own time and expense. Per Governing Board Policy, if the District compensates the employee for attending in-service courses, no credit is granted for professional growth. This includes work for which the employee received a stipend or addendum, or for staff development classes or seminars taken during the regular work day (in-District or out-of-District.)

Classified employees must complete the following steps in order to receive professional growth. Professional growth forms are available on the District Website. Please note: *Increased professional growth is granted for completed coursework only. You will not be paid in advance for coursework. You must provide official transcripts prior to issuance of your contract, work agreement or addendum.*

<table>
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<tr>
<th>Processing Guidelines – By February 15th:</th>
<th>Submit Application for Additional Pay form accompanied by official transcripts (please submit these together) to Human Resources. Your new professional growth placement will appear on the next contract or work agreement.</th>
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**Proposition 301/Performance Pay**

In November 2000, voters approved Proposition 301, which increased the State’s sales tax to provide additional monies for education programs within school districts. Because a district receives its monies based on its number of students, the amount varies each school year. AJUSD uses a combination of performance factors to determine the percentage of Prop 301 compensation which is paid at the end of the school year. Participation in the AJUSD 301 Performance Pay Program is voluntary and is available to certificated staff members working at schools with regular school contracts in certified positions. This would include Counselors and Speech Pathologists, but exclude Psychologists.

**Salary Schedule Placement for Certified Personnel** (GCBA)

The District teacher salary schedule is built upon preparation, experience and professional growth. Addenda are given for additional responsibilities such as coaching or sponsorships. Proposition 301 Performance Pay is available to new and continuing teachers.
New and returning teachers will be placed on the salary schedule according to verified years of teaching experience after becoming certified to teach. AJUSD currently awards a maximum of five (5) of verified teaching experience.

A teacher must have six consecutive months or more of contracted experience to be credited with one year of teaching experience.

**Salary Schedule Placement for Classified Personnel (GDBA)**
The classified salary schedule applies to all classified, non-exempt employees. The employee's experience, training and qualifications determine initial placement. Generally, credit is granted for up to five (5) years of applicable, job-related experience. Depending on the needs of the District, placement on a higher step may be granted. Movement is not based upon seniority, but upon satisfactory job performance.

**At-Will and Term Employees – Verification of Employment Status (GDB)**
All non-certificated employees shall be considered at-will employees, regardless of full or part-time status or length of work year. These employees are categorized as non-exempt in accordance with the Fair Labor Standards Act (FLSA). All Governing Board policies addressing at-will employment shall apply to these individuals.

All non-certificated employees whose positions are classified at the level of Director or Administrator are categorized as exempt in accordance with the FLSA. All Governing Board policies addressing term employment shall apply to these individuals.

**Compensatory Time (GDL)**
No classified non-exempt employee is to work, volunteer, supervise or donate any hours over the normal 40-hour workweek without the approval of his or her immediate supervisor. The administrator in charge of your school or department and the Director of Human Resources must approve all compensatory time in advance. Records must be kept on the Compensatory Time Record Form, which can be obtained from your school or department secretary. It must show date, time worked, a detailed reason for overtime, total hours of compensatory time earned and must be signed by the building/department administrator. A copy of the running time record log will be submitted to Human Resources at the end of each month in which time was either earned or used. Employees violating regulations of the FLSA may be subject to disciplinary action. Absences that are entered in AESOP prior to submitting the Compensatory Time Record Form to Human Resources will be deducted from the two (2) personal time or accrued vacation days. If the individual does not have accrued vacation days, the absence will be deducted from his/her paycheck.

Non-exempt employees may accrue up to 240 hours of compensatory time at the rate of one and one-half hours for each hour physically worked over 40 hours per week for which overtime is required. No compensatory time will be accrued during weeks containing a paid holiday, or when vacation or other paid leave is used unless the employee actually works more than 40 hours. If an employee exceeds the 240 hour limit, he or she is entitled to overtime pay at the rate of time and one-half for each overtime hour worked above the 40-hour workweek. Upon termination of employment, employees having unused compensatory time will be paid at a rate not less than the average rate earned during the past three years of employment or the final regular rate earned, whichever is higher. The principal or director may require the employee to use banked compensatory time prior to requesting the use of paid vacation or sick leave.
**Resignation/Release from Contracts for Certified (GCQC)**
The Governing Board expects all employees to honor their contracts. Resignation after signing this contract is an unprofessional act as provided by law, A.R.S. §15-545, unless the employee receives advance permission from the Governing Board to resign. Employees who leave their employment without submitting an advance request to resign AND receiving a vote of approval by the Board may be reported to the Arizona State Board of Education for action on their certificate based on job abandonment. Unless the Board votes to approve the resignation, an employee who resigns or leaves employment after signing this contract shall pay the District up to the sum of two thousand five hundred dollars ($2,500.00) in liquidated damages, as determined by the Board, not as a penalty, as a reasonable fee for the cost of recruiting and hiring a replacement. Employee authorizes this sum to be taken out of his/her final paycheck or any other amount owed to Employee by District after receipt of resignation or a failure to report for duty. The District may take action, including filing of a lawsuit to collect the liquidated damages. At its sole discretion, the Governing Board may waive this payment if the Employee’s non-performance of this contract results from circumstances beyond the Employee’s control, from an agreement for resignation in lieu of dismissal, or based on other circumstances at the discretion of the Board. Requests to resign from a position must be in writing and submitted to the Principal or Human Resources Department for Board approval consideration. If approved, Human Resources will provide the required Exit Forms.

**Resignation/Release from Contracts/Work Agreements for Classified (GDQB)**
The Governing Board expects all employees to honor their contracts/work agreements. Classified employees are at-will and may resign without notice; however, a two (2) week notice is preferred. Employees are required to submit a signed letter of resignation which includes the last date of work. This must be given to the principal or supervisor, and a copy sent to the Human Resources Department for processing. A copy will then be given to the Superintendent and Governing Board.

As an at-will employee, employment may be terminated by the District, with or without cause by written notice.

**Resignation/Exit Procedures**
On the last day of employment, each employee must complete an Exit/Check out form (available on the District Intranet under the Human Resources tab.) Exiting employees must return all school/district issued keys, uniforms, ID badge, phone, computer, or other District issued property to the school or department administrator.

The employee must bring the completed Exit/Check out form to the Payroll Department at the District Office to pick up the final paycheck. The final paycheck will be a live check and will not be direct deposited. It is important that any documents saved on the C or M Drives are transferred to a flash drive or to a personal email. This would include any Google docs or file folders created in the goaj.org email account. Email accounts will be deleted and all saved docs will be erased the day after your last day of work.

**Reduction in Forces (RIF) (GCQA/GDQA)**
The Governing Board may reduce the number of personnel in the District if there are more employees than needed positions.
SECTION IV: BENEFITS, PAYROLL, VOLUNTARY DEDUCTIONS & RETIREMENT

Benefits Eligibility (GCBD/GDBD)
Employees working 30 or more hours per week are eligible for benefits.

Insurance - Health, Dental, Vision and Supplemental
The enrollment year for all insurances is July 1 through June 30. Once you enroll, you may not make changes in coverage until the next open enrollment unless a life-changing event occurs. Life changing events include: marriage, spouse's employment/insurance changes, divorce, birth or adoption. You may make changes within 30 days of the event by completing a change form and attaching proof of change (adoption papers, birth certificate, custody papers, and loss of current coverage beyond your control). For information please contact the District Payroll & Benefits at Ext. 2016 and 2019.

COBRA
If medical coverage is lost due to retirement, termination, reduction of hours or other qualifying events, the employee has the right to continue group health coverage without interruption for up to 18 months. Dependents may be eligible to continue coverage for 36 months for other qualifying events. COBRA benefits must be identical to those held at the time of loss of coverage. Additional insurance may not be purchased through COBRA unless the election is made during open enrollment period. For more information, please contact the Benefits Specialist at ext. 2017.

Cafeteria 125 Plan (Flexible Spending Accounts) (not a Health Savings Account-HSA)
The District offers a 125 Flexible Spending Account plan (FSA) which allows the employee to designate a minimum of $250.00 and a maximum as determined annually by the IRS of taxable income on a pre-tax basis to pay for out-of-pocket dental and vision expenses. You may also use this for medical expenses if you are not enrolled in an H.S.A. health plan. Dependent Care FSA is also available.

Health Insurance
The Apache Junction Unified School District provides health insurance for its employees through UnitedHealth Care (UHC). Employees have a choice of two high deductible plans with health savings account (H.S.A.) options. The District contributes toward the health insurance cost of each full-time, benefits-eligible employee. Benefit eligibility for new employees begins the first of the month following employment. Dependent children can be covered until the age of 26.

Optional Dental and Vision Coverage
The District offers optional dental insurance through Cigna, an HMO plan, and Delta Dental a PPO plan. Two Vision plans are offered through Vision Service Plan (VSP) and United Health Care.

Life Insurance/Supplemental Insurance
District paid life insurance coverage for eligible employees in the amount of $50,000 per employee and $5,000 coverage for spouse and/or dependent children. The coverage is provided through Sun Life Insurance Company.

Voluntary Insurance Programs
Voluntary insurance is also available for AJUSD Employees. These include but are not limited to supplemental life insurance, Colonial Accident and Critical illness insurance, and short term disability. For a complete list of benefits or if you wish to purchase additional coverage, please contact a District Payroll Coordinator at ext. 2016 or 2019.
Payroll
The Payroll Department handles time slips, paychecks, benefits, optional payroll deduction items and tax-related issues for all employees. Questions concerning these items should be directed to the Payroll Coordinators at Ext. 2016 or 2019.

Paychecks
Payday is every other Friday. Paychecks are sent to the school/department supervisors every other Friday for distribution. If the Friday of distribution falls on a school holiday, checks are distributed the Thursday prior or Payroll is open during specified hours so employees may pick up their checks. If not picked up, paychecks are mailed to the employee’s home. Pay information is available online through the iVisions pay portal. Certified employees and contracted classified school-year employees may choose how their pay is disbursed. All of the salary can be spread evenly over the contract or the employee may receive smaller payments during the fiscal year with a large “balance of contract” payoff in May. This action cannot be requested after the beginning of the school year and is re-elected each year when the contract is signed.

Deductions
Standard deductions include: Federal and State income tax; Social Security/Medicare; Arizona State Retirement Fund and LTD payments for employees working 20 plus hours a week as designated by the State of Arizona. Each check stub shows the amount deducted for these areas. In addition, you may authorize the Payroll Department to make various other deductions such as direct deposits, credit union, tax-sheltered annuity, etc. It is the employee’s responsibility to notify Payroll, in writing, of additions, deletions, voluntary deductions or changes to his or her tax deduction status by completing a W-4 or A-4 form or submitting your change through iVisions.

Income Tax
A Withholding Exemption Certificate (W-4 form) must be completed by each employee upon employment. This determines how much Federal tax is deducted from the employee’s gross pay. From the iVisions’s portal, employees may download forms for a new W-4 when corrections must be made (i.e. address, name, number of exemptions, etc.), or submit your changes through iVisions.

The Payroll Department will notify employees of changes to income tax laws. To ensure compliance with Federal and State tax regulations, each employee is encouraged to read all Payroll Department memos. In January, a Federal W-2 form is sent to each employee indicating the amount of salary received and the amount of taxes withheld during the calendar year.

Social Security
Every employee of the Apache Junction Unified School District must have a Social Security Number. Gross wages are subject to 7.65% FICA, which is matched by the District. This deduction is divided into two parts for reporting purposes and shows on your check stub as Social Security and Medicare deductions.

Retirement
The District is governed by Arizona laws relating to retirement and is part of the Arizona State Retirement System. Membership is mandatory for employees working 20 or more hours a week. For additional information, please contact ASRS at (602) 240-2000 or visit their Website at www.azasrs.gov.

Tax-Sheltered Annuities
As an employee of a public, non-profit institution, you are eligible to participate in a tax-sheltered annuity plan
(403B TSA and 457B) which allows you to defer receiving a portion of your current year’s earnings and delay paying income tax on that portion. Questions regarding tax-sheltered annuities should be directed to your insurance agent, financial advisor or Payroll. Payroll will provide you with agent contact information.

**Time slips**

All on-call, non-contracted temporary, and part-time employees must complete a time slip reflecting actual time worked, up to and including the last day reported on each form. (Please see pay day schedule)

**Work Injuries - Worker’s Compensation**

All District employees qualify for insurance coverage by the Arizona Industrial Commission if injured on the job. To insure proper coverage, the employee must immediately report the injury to the school office or department supervisor. Compensation for lost wages begins on the eighth missed workday. Two-thirds of the employee’s normal salary will be compensated. In some instances, immediate payment of medical bills is made. The Arizona Industrial Commission handles each qualifying accident or illness individually. When an injury occurs, the employee may use available sick leave until compensation, if approved, begins. No sick leave or vacation days are accumulated while on Worker’s Compensation leave.

Employees who are off work more than five days must complete a Worker's Compensation Leave Request form. Copies of this form are available in Human Resources and Departments.

**Reporting Accidents While on Duty**

District employees are responsible for arranging their work area to reduce safety hazards and promote efficiency. If an accident occurs while on duty, the employee is protected under Worker’s Compensation. Any injury sustained by an employee, no matter how slight, must be reported immediately to the principal or supervisor. If not reported, employees may not be eligible for compensation. To report an injury, employees (preferably with their supervisor) must call 1-888-252-4689; and press 2 after the prompt for the triage nurse. Instructions will be provided for either at-home care or a referral to the district’s preferred occupational health clinic. If the injury is severe or life-threatening, call 911 or have the injured employee taken to the nearest emergency room.

**Approved Facilities – Initial Work Injury Visit** (The following East Valley facilities are approved by The Alliance for your initial work injury visit)

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**SECTION V: LEAVES – PAID/UNPAID (GCC/GDC)**

**Absence Reporting** (GCCA)

ALL District employees, assigned an Aesop I.D. and PIN number, must report absences through Aesop, the District’s automated absence reporting system before the employee’s work shift or workday. You must enter your absence in Aesop via internet at www.frontlineK12.com/aesop or by telephone at (800) 942-3767. Absences requiring substitute coverage must be entered by 5:00 a.m. All absences must be entered into the District’s automated system even if you do not require a substitute. Some absences require prior approval and
should be entered in Aesop as soon as possible so that the supervisor may view your request online and approve or deny your absence. AESOP cannot assign a substitute for absences requiring prior approval (defined in next paragraph) until the supervisor manually clicks the “Approve” button in AESOP.

Absences requiring prior approval include vacation, comp time, district days (defined as district approved activity within district boundaries), professional days (defined as district approved activity outside district boundaries), jury duty, personal days, and doctor’s appointments. Employees are requested to arrange medical appointments on their own time if possible. Absences not requiring prior approval but still must be entered into Aesop are illness, family illness, and bereavement. Failure to follow absence reporting procedures through Aesop may result in loss of pay or disciplinary action.

**When you have six (6) consecutive absences, the Human Resources Department requires a completed Leave of Absence Request Form and Certification of Health Care Provider Form from the employee’s physician which places the employee on a medical leave.**

Each full-time staff member shall be credited with a sick leave allowance at the rate of ten (10) days per year. The unused portion of such allowance shall accumulate to a maximum of two hundred (200) days for staff employed prior to the 2019-2020 school year at which time no more sick leave can be accumulated. As accumulated sick leave days are used and drop below two hundred (200) days, an eligible employee may again accumulate sick leave up to the maximum limit.

**Absent Without Leave (GCC)**

An employee will be absent without leave if the absence is for:

- A reason that conforms to a current policy but the maximum days provided is exceeded.
- A reason that does not conform to current policy.
- Failure to report to work without prior notification to the Superintendent or designee.

Employees will not be compensated for time lost due to absence without leave. Employees who are absent without leave are subject to discipline. Employees who were unable to obtain prior approval due to unusual circumstances and such approval is denied upon their return will not be compensated.

**Bereavement (GCCH)**

Upon arrangement with your supervisor, leave may be granted for emergencies involving a death of a family member. This would include: spouse, children, parents, brothers, sisters, grandparents, grandchildren, and or any of the above as related by marriage (mother-in-law, step-child, etc.). If bereavement does not qualify under Board Policy GCCH, benefited eligible employees may use the allowable five (5) days from sick leave accrual for personal use. An employee may be granted up to five (5) days bereavement leave per year, with pay, to be used in the event of death of an employee’s family member. Extensions of bereavement leave may also be granted. If approved, an extension will be deducted from the employee's earned sick leave. If the employee has no accumulated sick leave, the Superintendent may approve an unpaid leave of absence for each day of extended bereavement leave.

**Leaves of Absence (GCCC)**

The Governing Board may grant non-medical and medical leave of absences for a period of up to one year. Employees must complete a Leave of Absence Request Form and submit it to the Human Resource Department for approval if you have had or expect to have, six (6) consecutive absences. Employees requesting a medical leave must complete a Certification of Health Care Provider and a Leave of Absence Request form. A
supervisor may request documentation, i.e. doctor’s note, upon an employee accruing three (3) consecutive absences. The medical certificate should be provided within fifteen (15) days after the FMLA leave commences. Forms are available on the District website Intranet under Human Resources. **Employees that are approved for an extended leave of absence of more than twelve (12) weeks must turn in their district keys and/or badge at the beginning of the extended leave of absence.** Sick or vacation days may not be accrued while on a leave of absence. Employees will not earn holiday pay while on leave with the exception of those on FMLA leave. Medical leaves of absences will be terminated upon an employee’s acceptance of long-term disability. Employees on any type of leave are restricted from accepting positions with other districts. Employees who accept other employment may have their leave revoked. Should it be necessary to extend a leave of absence, the employee is required to:

- Send an email to Human Resources to request a leave extension.
- Provide documentation from your physician on his/her letterhead or prescription pad with specific dates.
- The Superintendent or Governing Board will review the information for approval.

**Professional/Support Staff Voluntary Transfer of Accrued Sick Leave (GCCG)**

An employee whose leave days (sick, personal, vacation) have been depleted, and who will not be able to work due to a "serious illness or injury" anticipated to last for the continuous period of time of four (4) weeks or more as determined by the employee's licensed health care practitioner, may request access to the "medical leave assistance program." For the purpose of this policy, **serious illness or injury** is defined as a "non-work-related illness." Ordinarily, childbirth is not considered a serious illness.

To be eligible to donate sick leave days, an employee must maintain thirty (30) or more days of accumulated sick leave. A donor may donate no more than five (5) days of sick leave in any one (1) contract year.

Donated sick leave days will be used by the recipient in the time-stamped order in which the donations are received. Unused donated sick leave time will be returned to the donor(s).

No employee shall be eligible for the medical leave assistance program after having qualified for short-term or long-term disability coverage or for Worker's Compensation.

**Extended Leave**

Insurance coverage for extended leave of absences is the responsibility of the employee. The District contribution for health care coverage will cease and the employee will be responsible for the full cost of insurance plan. If the employee chooses to continue coverage, the premium is prorated on a daily basis for each calendar day or month for which no sick leave is available to cover the absence. It is the responsibility of the employee to make payments in a timely manner. Insurance coverage terminates automatically 10 days after non-payment of premium by the employee. Employees who are on extended medical leave must make arrangements with Payroll to pay for their selected coverage prior to going on leave. If an employee chooses not to pay for medical coverage and there is a lapse of coverage over 30 days, coverage cannot resume until the next open enrollment. The employee and dependents, if eligible, must follow procedures for determining insurability, which includes obtaining a physical (at personal expense) from a physician chosen by the District. Employees who become eligible for long-term disability may purchase COBRA insurance from the District.

Whether planning to return or resign, each employee on a leave of absence is required to give written notice of intent regarding his or her return to the District on or before February 15 of the leave year. Such notice of intent should be directed to the Human Resources Department. Employees who choose to take an extended leave of
absence are not guaranteed return to their original position but may be reassigned, if necessary, with no reduction of pay or benefits.

**Family Medical Leave Act (FMLA) (GCCC)**

To be eligible, the employee must have been employed by the Apache Junction Unified School District for 12 consecutive months and worked a minimum of 1,250 hours during that period. The District uses the rolling backward method to calculate FMLA time starting from the first day of the leave. A husband and wife working for the District may be limited to a total of twelve (12) weeks of leave during each fiscal year for the birth of a child or the placement of a child for adoption or foster care and to care for an employee’s parent with a serious health condition.

Eligible employees may take up to 12 weeks of unpaid, job-protected leave for specified family and medical reasons. Qualifying events for FMLA are:

- The birth or placement of a child of an employee.
- The placement of a child with an employee for adoption or foster care.
- The care of an immediate family member (parent, spouse or child under the age of 18 or an adult child who cannot care for himself/herself) because of a serious health condition.
- The inability of an employee to perform the functions of the position because of a serious health condition.

During FMLA leave, the District will maintain group health insurance coverage for the eligible employee. The employee is still responsible for payment of his/her portion of the coverage selected, including, but not limited to: optional dental, vision, or family coverage. The District will require the employee to pay health insurance coverage should the leave of absence extend beyond 12 weeks. Should the employee choose to resign during the FMLA leave, the employee may be required to repay the health contributions made on his/her behalf of the during the leave of absence.

All vacation and sick leave earned by the employee must be used concurrently with days taken at the beginning of FMLA. Sick leave and vacation time may not be used to extend FMLA beyond 12 weeks. Individuals who request placement on FMLA, or who are placed on FMLA by the District, must complete a Request for Leave of Absence form and Certification of Healthcare Provider form. Employees will receive written notice of their eligibility for FMLA and be advised of any requirements for compliance. *It is the responsibility of the employee to read this information and to comply with all requirements.*

**Military Duty (GCCD)**

If an employee is called to active duty in the armed forces, he/she will be given military leave from their job. Personnel returning from military leave granted by the District during a national emergency will be placed on the salary schedule appropriate to the combined years of service with the District and military service. Employees who are absent for two weeks on active duty for National Guard or Reserve training are required to submit a leave request to their immediate supervisor with a copy of the military orders attached.

**Professional Leave/Sabbatical Leave (GCCE/GCCF)**

The Superintendent or his/her designee may grant Professional leave with pay whenever it is considered to be of value to the District. Professional leave may be granted for classroom observations, special meetings and seminars or any other professional development. Written requests for professional days must be submitted at least 10 working days in advance.
Sabbatical leave may be available to teachers who have worked seven successive years in the District. A written request must be filed with the Superintendent’s office. August leave must be filed by March 1. January leave must be filed by October 1.

Worker's Compensation-Related Leave
All employees who are on a Worker's Compensation-related leave of more than five (5) days must complete an AJUSD Worker’s Compensation Leave of Absence form. Please see Human Resources for this form.

Worker's Compensation-related leave is subject to the following conditions:

- The employee may not accept other employment during this period.
- Upon meeting the required timeline for Worker's Compensation benefits to begin, the employee will receive 66 2/3 % of his or her regular pay, up to the maximum amount of $748 per two weeks.
- No sick or personal days or vacation time accrue while on Worker's Compensation leave.

Certification of Health Care Provider (GCCC)
Employees who go on FMLA because of a serious health condition are required to have a Certification of Health Care Provider form completed by their physician to ensure compliance with FMLA guidelines. Forms are available on the District’s web page.

A “serious health condition” means an illness, injury, impairment, or physical condition that involves inpatient care in a hospital, hospice, or residential medical facility or outpatient care with continuing care by a licensed physician.

Jury Duty/Court Appearances (GCCD)
Employees who are required to serve on a jury may do so without a loss of salary. The remuneration received for each day of jury service is deducted from the base salary to avoid duplication of pay. Upon returning from jury duty, please provide the Payroll Department with this information. An employee who is subpoenaed as a witness in court and will be absent more than 10 days may be required to utilize vacation time, sick time or personal leave. The employee may also go on unpaid leave.

Personal Leave (GCCB)
Employees who have the sick leave benefit may use five days from their sick leave accrual for personal use. If unused, they will continue to accrue as sick days. The employee is required to notify the supervisor in writing a minimum of four (4) days prior to requesting personal days, but it is not necessary for the supervisor to know the reason for the request. The supervisor will make final approval based upon school or departmental needs. Governing Board Policy prohibits the use of personal days immediately prior to or following a holiday or break, as well as the first two weeks and last two weeks of the school.

An employee requesting personal time during restricted personal days as noted above, must make the request by e-mail to the principal or department head first. If the request is approved by the principal/director, he/she will forward the email to the Superintendent for final approval.

Sick Leave Benefit–Certified/Classified (GCCA)
While the District realizes there are absences due to illness, employees are expected to be on the job as much as possible. After 10 days of absence, whether due to illness, personal leave, professional growth, etc. staff may not be involved in any activities which will remove them from the classroom and/or position unless recommended by the principal/supervisor and approved by District administration.
Ten (10) days of sick leave are available to all full-time employees; five (5) of these days may be used as personal days. Sick leave accrues at a rate of one-half (.5) day per pay period and may accrue up to 200 days. Employees who use or exceed accrued sick time will have days deducted first from accrued vacation time if applicable. If no vacation days are available, the employee will be docked their daily rate of pay. Likewise, if an employee exceeds accrued vacation days, days will be deducted from personal days. If no personal days are available, the employee will be docked their daily rate of pay. For Certified employees, full time employment is defined as working at least three-fourths of a regular teaching contract. For Classified employees, the minimum deduction is one-fourth day of your work day. Sick leave may be used for personal illness or illness of a member of the immediate family. This would include: spouse; children; parents; brothers or sisters; grandparents; grandchildren; parents of spouse; brothers or sisters of spouse; sons-in-law or daughters-in-law, preventative medical exams and extended bereavement leave. If you have six (6) consecutive absences, the Human Resources Department requires a Leave of Absence Request Form and a Certification of Health Care Provider Form from the employee’s physician which places the employee on a medical leave.

Less than full day absences are to be entered into AESOP using quarter of a day increments. The minimum deduction for certified employees requiring substitutes is a half day (4.0 hours).

To be eligible to use sick days, an employee must have earned those days. Individuals abusing the use of sick days are subject to disciplinary action up to and including termination.

Sick days are not accrued while the employee is on any type of leave of absence. No payment will be made for breaks outside of accrued leave.

All employees who work less than 30 hours a week earn Paid Sick Time (PST) at the rate of one (1) hours per every 30 hours worked. You may use your PST after meeting a 90-day waiting period. You may use up to 40 hours each fiscal year if available. To request payment of your PST, you must select Paid Sick Time in the AESOP system. All other AESOP entries, such as illness and family illness among others are entered for supervisor’s informational purposes only. PST is not eligible for payout upon leaving the district.

**Sick Leave/Vacation Buyout**

Employees who have completed their fifth consecutive contracted year of service in the District will, upon leaving, be paid $50 for each unused sick day, up to 50 days. Employees who have completed their tenth consecutive contracted year of service in the District will, upon leaving, be paid $50 for each unused sick day, up to 100 days. Employees who were hired prior to July 1, 2011 and have completed their fifteenth contracted year of consecutive service will, upon leaving, be paid $85 for each unused sick day up to 200 days.

Buyback rates for vacation days vary according to the employee's daily rate of pay at the conclusion of employment or upon retirement.

**Vacation Administrators, Exempt, Classified (GDD)**

260-day and 12-month administrative and exempt employees who work 30 or more hours per week earn vacation days at the rate of one day per month. Vacation is accrued on a daily basis. It cannot be used until earned. Twelve (12)-month certificated administrators and directors earn four (4) weeks of vacation per school year (fiscal year). Vacation may accumulate as accrued through the fiscal year, but no more than sixty (60)
days may be carried over to the subsequent year. Any number of vacation days accumulated over sixty (60) days will be forfeited by the employee on June 30 so that the employee starts a school year with no more than sixty (60) days of vacation leave. Vacation shall be scheduled when school is not in session, unless the administrator requests an exception from the Superintendent, which in its sole discretion may determine that an exception will be granted.

For Classified employees, vacation allocations are based upon contract years completed with the District. Employees completing one to five contract years earn 12 vacation days. Employees completing six to 10 contract years receive 15 vacation days. Employees completing 11 or more contract years earn 18 vacation days. Eleven (11) month administrators will earn five (5) days vacation days. Vacation time may accumulate to a maximum of thirty-six (36) days for classified employees and sixty (60) days for administrators. Any vacation days above the maximum limit after June 30 each year will be forfeited. Any vacation days that are accrued when an employee is in a full-time benefited position, and then transfers to a non-benefited position, retains the vacation days as “deferred days”. These days will be paid out when the employee resigns/terminates employment with the district or may be used as paid days off with the supervisor’s approval. A maximum of 36 days for non-administrator and 60 days for administrators may be paid out upon leaving employment.

No more than the equivalent number of vacation days earned during a contract year may be used in a 12-month period. Classified vacation leave requests must receive the approval of the immediate supervisor prior to the vacation days being taken. Requests which create an undue hardship for the school or department (for example: multiple employees absent from a school or department at the same time; vacations covering more than two consecutive work weeks, etc.) may be modified or denied at the discretion of the supervisor.

**Vacation Hardship Withdrawal**

Employees are required to submit a request to the Superintendent for which they could be approved for a pay-out of up to 20 earned days at 50% of their daily rate of pay. The hardship may only be used by an employee once tenured with AJUSD and utilization will be placed in their personnel file.

**Voting**

Employees are granted time off for the purpose of voting if there are less than three consecutive hours between the opening of the polls and the beginning of the regular work day or between the end of the school day and the closing of the polls. No deductions will be made from compensation or sick leave for this absence. Employees must request this time from their immediate supervisor prior to voting.
## Classified Salary Schedule

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**Board Approved:** April 9, 2019
Appendix C
Salary Schedule – Certified (2019-2020)

Certified Teacher Salary Schedule

In addition to salary schedule, teachers are eligible for performance pay (Proposition 301).

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<td>$63,634</td>
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<td>$57,499</td>
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<td>$64,985</td>
<td>$66,935</td>
<td>$68,943</td>
<td>$71,011</td>
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</table>

Note: New employees will be placed by HR upon hiring.

Board Approved: April 9, 2019
### Appendix D

**Pay Dates for 2019-2020**

<table>
<thead>
<tr>
<th>PAY #</th>
<th>Time slip Hours worked &amp; Absences taken</th>
<th>Will be paid</th>
<th>Will be logged</th>
<th>EACH PAY WEEK RUNS THURS THROUGH WED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>06/20/19 to 06/30/19</td>
<td>07/12/19</td>
<td></td>
<td>No insurance deductions during the month of July for all employees</td>
</tr>
<tr>
<td>1</td>
<td>07/01/19 to 07/03/19</td>
<td>07/12/19</td>
<td></td>
<td>1st Contract Pay for Full Year employees</td>
</tr>
<tr>
<td>2</td>
<td>07/04/19 to 07/17/19</td>
<td>07/26/19</td>
<td></td>
<td>First Vol Insurance Deduction</td>
</tr>
<tr>
<td>3</td>
<td>07/18/19 to 07/31/19</td>
<td>08/09/19</td>
<td></td>
<td>FIRST CONTRACT PAY - Teachers &amp; most School Year Employees</td>
</tr>
<tr>
<td>4</td>
<td>08/01/19 to 08/14/19</td>
<td>08/23/19</td>
<td></td>
<td>First Vol Insurance Deduction</td>
</tr>
<tr>
<td>5</td>
<td>08/15/19 to 08/28/19</td>
<td>09/06/19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>08/29/19 to 09/11/19</td>
<td>09/20/19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>09/12/19 to 09/25/19</td>
<td>10/04/19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>09/26/19 to 10/09/19</td>
<td>10/18/19</td>
<td></td>
<td>No insurance deductions for timecard EE's</td>
</tr>
<tr>
<td>9</td>
<td>10/10/19 to 10/23/19</td>
<td>11/01/19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>10/24/19 to 11/06/19</td>
<td>11/15/19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>11/07/19 to 11/20/19</td>
<td>11/29/19</td>
<td></td>
<td>1st 1/2 of Dec/May addenda</td>
</tr>
<tr>
<td>12</td>
<td>11/21/19 to 12/04/19</td>
<td>12/13/19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>12/05/19 to 12/18/19</td>
<td>12/27/19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>12/19/19 to 12/31/19</td>
<td>01/10/20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>01/02/20 to 01/15/20</td>
<td>01/24/20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>01/16/20 to 01/29/20</td>
<td>02/07/20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>01/30/20 to 02/12/20</td>
<td>02/21/20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>02/13/20 to 02/26/20</td>
<td>03/06/20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>02/27/20 to 03/11/20</td>
<td>03/20/20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>03/12/20 to 03/25/20</td>
<td>04/03/20</td>
<td></td>
<td>No insurance deductions for timecard EE's</td>
</tr>
<tr>
<td>21</td>
<td>03/26/20 to 04/08/20</td>
<td>04/17/20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>04/09/20 to 04/22/20</td>
<td>05/01/20</td>
<td></td>
<td>2nd 1/2 of Dec/May addenda</td>
</tr>
<tr>
<td>23</td>
<td>04/23/20 to 05/06/20</td>
<td>05/15/20</td>
<td></td>
<td>Final Vol Insurance Deduction</td>
</tr>
<tr>
<td>BOC</td>
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<td>05/22/20</td>
<td></td>
<td>School Year BALANCE OF CONTRACT PAY (4 or 5 Pays)</td>
</tr>
<tr>
<td>24</td>
<td>05/07/20 to 05/20/20</td>
<td>05/29/20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>05/21/20 to 06/03/20</td>
<td>06/12/20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>06/04/20 to 06/17/20</td>
<td>06/26/20</td>
<td></td>
<td>(301 $ estimated pay date)</td>
</tr>
<tr>
<td>27</td>
<td><em>06/18/20 to 06/30/20</em></td>
<td>07/10/20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

** If your contract extends beyond the last day of school, your balance will be paid on the next regular pay date after the ending date of your contract.
Listed below are classified employee’s holidays and breaks for the 2018-2019 school year. Under each, there is an explanation of classified employees who work/don’t work during these holidays and breaks. A schedule with beginning and ending dates for each position was included with the work notice. In order to receive pay, the paid holidays must fall within the date limits of the notice of the full-time employee.

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT/WORK SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 4, 2019</td>
<td>Independence Day - Paid holiday for all 260 employees</td>
</tr>
<tr>
<td>September 2, 2019</td>
<td>Labor Day – Paid holiday for employees</td>
</tr>
<tr>
<td>Sept. 30-11, 2019</td>
<td>Fall Break – Certified and classified employees do NOT work.</td>
</tr>
<tr>
<td>October 12, 2019</td>
<td>Fall Break for 260 employees.</td>
</tr>
<tr>
<td>November 11, 2019</td>
<td>Veteran’s Day – Paid holiday for employees.</td>
</tr>
<tr>
<td>November 27-29, 2019</td>
<td>Thanksgiving break – Paid holiday for 30 plus hours employees.</td>
</tr>
<tr>
<td>December 24-Jan. 4, 2019</td>
<td>Winter Break - Certified and classified employees do NOT work.</td>
</tr>
<tr>
<td>Dec. 24-25, and 31 Jan 1</td>
<td>Winter Break – Paid holiday for 30 plus hour employees.</td>
</tr>
<tr>
<td>January 1, 2020</td>
<td>Civil Rights Day – Paid holiday for 30 plus hour employees</td>
</tr>
<tr>
<td>January 20, 2020</td>
<td>Presidents’ Day – Paid holiday for 30 plus hour employees.</td>
</tr>
<tr>
<td>February 17, 2020</td>
<td>Spring Break – Certified and classified employees do NOT work.</td>
</tr>
<tr>
<td>March 9-20, 2020</td>
<td>Spring Break for 260 employees.</td>
</tr>
<tr>
<td>March 20, 2020</td>
<td>Paid break for 30 plus hours employees.</td>
</tr>
<tr>
<td>April 10, 2020</td>
<td>Memorial Day – Paid holiday for 30 plus hour employees.</td>
</tr>
<tr>
<td>May 25, 2020</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** 240 Admin./certified employees works two (2) days of each break and 260 employees work 4/10’s of each break.
Appendix E

Insurance and Benefit Provider Contact Information
(2019-2020)

District employees have direct access to insurance company representatives. For questions concerning payment of claims, your benefit eligibility, or to request forms please contact Member Services directly at the following toll-free numbers:

Medical: United Healthcare HSA 2700 866-314-0335
United Healthcare HSA 1350
www.myuhc.com
Optum Bank (HSA Savings Account) 800-791-9361

Dental: Cigna ........................................ 800-Cigna24
www.Cigna.com
Delta Dental 800-352-6132
www/deltadental.com

Vision: United Health Care Vision 866-314-0335

H.S.A.Card Optum Bank 1-800-791-9361
Or visit www.myuhc.com

Flex Card BASIC 800-444-1922, ext. 1
• check card balance: www.BenefitsPaymentSystem.com

Life Insurance: Sun Life.............................. 800-247-6875

For your convenience, the District web site, www.ajusd.org, has links to all insurance companies and the Arizona State Retirement System. To find these links, click on the Benefits Quick Link on the home page.

TDD (Hearing Impaired) ............ 602-240-5333
www.azasrs.gov
Apache Junction Unified School District No. 43
District Directory

District Administration Center
1575 West Southern Avenue
Apache Junction, AZ 85120
(480) 982-1110

Dr. Krista Anderson  Superintendent of Schools  Ext. 2005
Heather Wallace  Executive Director  Ext. 2048
Cindy Reichert  Finance Director  Ext. 2017
Susan Doyle  Human Resources/Payroll Director  Ext. 2002
Courtney Castelhano  Secondary Curriculum Manager  Ext. 2046
Robyn Gonzales  Elem. Curriculum Manager  Ext. 2039

Schools
Apache Junction High School
2525 South Ironwood Drive
Apache Junction, AZ 85120
Dr. Christopher Lineberry, Principal, ext. 2303

Cactus Canyon Junior High School
801 West Southern Avenue
Apache Junction, AZ 85120
Chad Cantrell, Principal, ext. 2403

Desert Vista Elementary School
3701 East Broadway Avenue
Apache Junction, AZ 85119
Patricia Smith, Principal, ext. 2903

Four Peaks Elementary School
1785 North Idaho Road
Apache Junction, AZ 85119
Phyllis Bellemare, Principal, ext. 2803

Peralta Trail Elementary School
10965 East Peralta Road
Gold Canyon, AZ 85118
Natalie Clement, Principal, ext. 3203

Departments
Facilities/Maintenance Department
2535 South Ironwood Drive
Apache Junction, AZ 85120
Larry Hill, Director, ext. 2216

Food Services Department
2535 South Ironwood Drive
Apache Junction, AZ 85120
Karen Warhus, Director, ext. 2201

Technology Department
1575 West Southern Avenue
Apache Junction, AZ 85120
Renee Jackson, Director, ext. 2051

Transportation Department
2535 South Ironwood Drive
Apache Junction, AZ 85120
Lori Jioras, Director, ext. 2204