AJUSD SUBSTITUTE HANDBOOK AND GOVERNING BOARD POLICY AGREEMENT

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, we encourage you to become familiar with the AJUSD Substitute Handbook, Reporting Child Abuse and the AJUSD Governing Board Policy Manual which contain the following policies:

- Staff Ethics: GBEA
- Staff Conduct: GBEB, GBEB-RA, GBEB-RB, GBEB-E
- Staff Conduct with Students: GBEBB
- Drug Free Workplace: GBEC
- Employee Assistance: GBGC, (GBGC-E)
- Sexual Harassment: ACA
- Use of Technology Resources: IJNDB, IJNDB-E, (IJNDB-R)

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. New substitutes are required to complete three (3) training modules – Blood Borne Pathogen Exposure Prevention, Sexual Harassment: Staff to Staff, and Boundary Invasion, within 30 days of your hire date. Returning substitutes are required to complete one (1) assigned training module within 30 days of your return date. You will receive an e-mail from SafeSchools with details on how to complete the course(s). Module(s) are to be completed within the 30 days in order to remain active in Aesop.

Signature below verifies that:

- I am aware that these policies are available on the District website at www.ajusd.org under the “About Us” tab then the “District Policies” link.
- I am aware that the 2019-2020 AJUSD Substitute Handbook is also available on the District website. To access the substitute handbook go to “Employment” on left column then click, look to the right to the links for either the Substitute Teacher/Aide Handbook or Substitute Nurse Handbook.
- I understand that it is my responsibility to become familiar with all of the District policies and procedures contained with the AJUSD Substitute Handbook.
- I understand that if I have any questions regarding any policies or procedures, I should bring them to my administrator or the Human Resources Department for clarification.

__________________________________________  __________________________
Name (Please Print)  Job Title

__________________________________________  __________________________
Employee Signature  Date

Vision: Arizona's 1st choice for education... Every student, diploma in hand, prepared to contribute to our world.