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The employee handbook was produced for the human resources department as a service of the district print shop.
Our Promise

Every student in Mesa Public Schools is known by name, served by strength and need, and graduates ready for college, career and community.

2023 Student Outcomes and Goals

• 90% proficiency in third-grade reading
• 90% proficiency in eighth-grade math
• 90% proficiency in 11th-grade English language arts
• 95% graduation rate
• All students meet growth targets annually
• All students are socially and emotionally strong, prepared and supported

Three Big Ideas

Focus on learning
Build collaborative teams
Focus on results

Four Guiding Questions

What do our students need to know?
How will we know they learned it?
What do we do if they don’t?
What do we do if they do?
Mesa Public Schools is committed to providing unprecedented excellence in education. We believe in holding all students to high academic expectations and providing the resources and support to ensure that each student is equipped with the skills, attitudes and values necessary to succeed in life. Our outstanding staff members are dedicated to providing the best educational programs and support services.

Mesa Public Schools has 82 schools, including 50 elementary, nine junior high schools, six comprehensive high schools, and 15 choice and success schools and programs. Enrollment in the 200-square-mile district is expected to exceed 62,000 students in the 2019-20 school year.

A community that cares about education, a quality staff and exceptional students make Mesa Public Schools one of the finest public school districts in the nation.

The contents of this handbook are for general information and guidance only and may be modified at any time by the district depending on the particular circumstances of any given situation. It is expressly understood that the contents of this handbook do not constitute the terms of a contract of employment.

Nothing contained in this handbook shall be construed as a guarantee of continued employment beyond the period of employment set forth in any contract of employment entered into by any classified contract employee with the district.

The employment of any non-contract employee is on an “at will” basis. This means that the employment relationship may be terminated at any time by either the employee, upon giving proper notice, or the district for any reason not prohibited by law.

Any oral or written representations to the contrary of the above statements are invalid and should not be relied upon by any prospective or existing employee.

For additional information for various employee groups, refer to the appropriate working conditions and benefits documents.
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Absences, holidays, vacations & leaves

The Governing Board believes that the continued success of the school is based on the cumulative performance of each and every staff and support member. To foster a thorough and efficient education for all students and to provide a sound model for students to emulate, the Governing Board believes that good attendance is essential.

Teachers must record their absences in SmartFindExpress (SFE) and notify their unit administrator as soon as they know they will be absent. SmartFindExpress (SFE) is available online at mps.eschoolsolutions.com.

Certificated employees must notify their immediate supervisor of an absence and the reason for the absence no later than two hours before the start of their regular workday. Employees will also be responsible for reporting to their immediate supervisor, by 3 p.m. on the day of the absence, whether they will return to work the next day. Failure to do so will be just cause for disciplinary action, including deduction of salary.

Classified employees must notify their immediate supervisor of an absence at the earliest opportunity, but in no case later than their scheduled start time. Employees will also be responsible for giving the reason and expected date of return. Failure to do so will be just cause for disciplinary action, including deduction of salary.

**Leave must be approved by an administrator and reported through the time-keeping system for hourly employees and in the employee web portal for all other employees.**

ABANDONMENT OF EMPLOYMENT

Whenever an employee, not on authorized leave, fails to report to work for three consecutive working days without notice to the supervisor, the district shall deem the employment abandoned. The district shall treat abandonment as voluntary termination, and the employee shall not be entitled to a hearing.

ATTENDANCE RECOGNITION PLAN

Teachers and contract classified employees with perfect attendance, and the top five schools with outstanding teacher attendance, are recognized each year by the Governing Board. Teachers and contract classified employees with perfect attendance for one year receive a letter of recognition and a certificate. Employees with perfect attendance for five years and 10 years receive plaques.

The top five schools with outstanding teacher attendance receive engraved plaques and additional supply money for teachers.
HOLIDAYS

CLASSIFIED

Twelve-month contract employees receive the following holidays:

- Independence Day .................................. 1 day
- Labor Day ............................................. 1 day
- Veterans Day ........................................ 1 day
- Thanksgiving Break ............................... 2 days
- Semester Break .................................... 7 days

MLK/Civil Rights Day ............................... 1 day
- Presidents Day .................................... 1 day
- Spring Break ...................................... 2 days
- Spring Holiday .................................... 1 day
- Memorial Day ..................................... 1 day

Short-term contract employees (those with contracts less than 12 months in length) shall be paid for the following holidays occurring during their work term:

- Labor Day ............................................. 1 day
- MLK/Civil Rights Day ............................... 1 day
- Thurs. & Fri. Fall Break ......................... 2 days
- Presidents Day .................................... 1 day
- Veterans Day ....................................... 1 day
- Spring Break ...................................... 3 days
- Thanksgiving Break ............................... 2 days
- Spring Holiday .................................... 1 day
- Semester Break .................................... 9 or 10 days

(If contract ends after Memorial Day)

All part-time personnel (less than 30 hours per week), working a minimum of eight months, receive nine holidays beginning with the sixth year of continuous employment. This includes 12-month part-time employees.

These holidays are taken as follows, and included in the employee's regular paychecks, with no absence report required:

- Veterans Day
- Semester Break (two days)
- Spring Break (two days)
- Thanksgiving Break (two days)
- Presidents Day
- Spring Holiday

Beginning with the ninth year of continuous employment, two additional holidays are granted and are taken at Semester Break.

Beginning with the 14th year of continuous employment, two additional holidays are granted. One is Labor Day and one is MLK/Civil Rights Day.

Employees who are off contract immediately prior to or following a scheduled holiday do not receive that holiday. Employees only receive holidays occurring during their normal work term.

In the event of an emergency, a substitute holiday may be declared by the Governing Board.

The number of paid holidays may be decreased by a reduction in available district funds.
VACATIONS

CLASSIFIED
Twelve-month contract employees earn vacation days as follows:

1-5 years continuous contract service ............................................. 1 day per month
6-10 years continuous contract service ............................................. 1 \(\frac{1}{4}\) days per month
11-15 years continuous contract service ............................................. 1 \(\frac{1}{2}\) days per month
16 or more years continuous contract service ..................................... 1 \(\frac{3}{4}\) days per month

Twelve-month contract may accrue vacation days up to the following maximum:

1-5 years continuous contract service ............................................. 36 days
6-10 years continuous contract service ............................................. 39 days
11-15 years continuous contract service ............................................. 42 days
16 or more years continuous contract service ..................................... 45 days

Days over the indicated number of maximum days will be converted to sick leave. Employees with accumulated vacation who leave the district for any reason will be reimbursed for accrued vacation days not to exceed 36 days.

Employees may make written appeal to the superintendent to accrue more than 36 vacation days.

If an employee changes from a 12-month position to a short term position (less than 12 months), the employee will be reimbursed for accrued vacation up to 36 days at the time of the contract change.

Short-term contract employees (less than 12 months) do not accrue vacation. Those short-term contract employees accruing more than one day of vacation per month during the 1994-95 school year continue to accrue the additional \(\frac{1}{4}\), \(\frac{1}{2}\) or \(\frac{3}{4}\) days at the normal accelerating six-, 11- and 16-year intervals listed for 12-month contract employees.

Short-term contract employees who have not used their accrued vacation by Dec. 31 of the following year automatically have those days converted to their sick leave account.

Vacation may be taken at a reasonable time with prior approval of an immediate supervisor.

If employees' requests to take vacation are denied, they may file written appeals to the associate superintendent of human and capital resources for reconsideration. Appeals must be received by the associate superintendent of human and capital resources at least five working days prior to the starting vacation date requested.
SICK LEAVE

Certificated employees earn a maximum of 11 days of sick leave per year.

Classified contract employees earn one day of prorated sick leave per contract month.

Classified employees who work between 20 and 29 hours a week accrue prorated sick leave beginning the first calendar month beginning with the sixth year of continuous employment in MPS. An employee must be employed in an active status 51 percent of the workdays in any month to earn an accrual for that month.

For all other employees, the district will properly account for and provide employees earned paid sick time (EPST) in accordance with the Fair Wages and Healthy Families Act. More information can be found in District Policy Regulation GBBD-R(0).

Sick leave is cumulative. It may be used only for:

- Personal illness or injury
- Preventive medical examination
- Illness in immediate (household) family
- Bereavement or family critical illness
- Childbirth/adoPTION/foster care placement
- Personal leave (see page 5 and 6 for number of days)
- Twelve-week family/medical leave and long-term health leave

For purposes of bereavement or family critical illness, family is defined as the employee’s:

- Spouse
- Parent
- Mother-in-law
- Sister or sister-in-law
- Grandchildren
- Children or stepchildren
- Father-in-law
- Brother or brother-in-law
- Grandparent
- Son- or daughter-in-law
- Others on appeal only

Classified employees using sick leave must report leave through the time-keeping system. Certified employees using sick leave must report leave through the employee web portal. By reporting the leave, employees verify that the absence complies with district policy and regulation.

Reports detailing individual employees’ absences can be printed from the time-keeping system at the sites on an as-needed basis. Any employee request to challenge the accuracy of the records on sick leave must be submitted in writing to the district payroll department. Records may be challenged for no more than 15 months prior to the date of the challenge.

Sick leave is earned during active employment. Therefore, the advancement and credit of sick leave days may cease during a long-term leave of absence. Employees who abuse the privilege of sick leave are subject to disciplinary action, including limitation of leave, termination of leave or dismissal.
REIMBURSEMENT FOR UNUSED SICK LEAVE

The district will not reimburse an employee for unused EPST during or upon termination of employment. Unused sick leave credited as the employee’s EPST for a fiscal year will be eligible for reimbursement according to the Sick Leave Rules and the current agreement or Working Conditions and Benefits document for the employee group in which the employee is a member.

For eligible employee groups, reimbursement for unused sick leave is paid for no more than 240 days, including any days sold back to the district. The total number of accrued sick leave hours divided by eight (8) hours determines the total number of days that are reimbursed.

Employees who have accumulated in excess of 175 days of sick leave are entitled to sell up to eight days a year back to the district at the level of reimbursement in effect at the time the days are sold back. For additional information, refer to the current working conditions and benefits document.

CERTIFICATED CONTRACT EMPLOYEES

Employees who terminate with at least five continuous years of employment with the district are eligible for sick leave reimbursement. The amount of reimbursement for each full day of unused sick leave is determined according to the guidelines prescribed in Article 31 of the Working Conditions and Benefits document for certificated employees. The reimbursement is $55.00 per full day of sick leave unless the notice of resignation or retirement is received prior to the notification dates and employment terms outlined in Article 31. If the dates and terms are met then the reimbursement rate is increased to $60.00 per full day of sick leave.

Employees who terminate employment and are eligible for sick leave reimbursement may have their reimbursement prorated over their last year of employment.

CLASSIFIED

Classified employees who receive sick leave as a benefit of employment, and who have at least five years of service with the district at the conclusion of their last year of employment, are reimbursed for unused sick leave days upon termination. The rate of reimbursement is $43.00 per full day of unused sick leave. This benefit is prorated for employees working less than 40 hours per week.

The reimbursement is paid for no more than 220 days unless notice of resignation or retirement is received with 30 days notice. The maximum reimbursement is 240 days.

Reimbursement for sick leave may be made either in a lump sum payment at the end of the contract or spread over the contract year.
PERSONAL LEAVE DAYS

Employees who earn sick leave in accordance with District Policy GBBD-R(2) are allowed personal leave. Employees who do not earn sick leave but have EPST available may use EPST for qualifying reasons as required by the Fair Wages and Healthy Families Act.

CERTIFICATED

A maximum of seven days per year may be granted to each contract employee for personal leave. The days of personal leave are deducted from the employee’s sick leave. Prior approval from the principal or supervisor must be obtained. Personal leave is not granted on the first or last day of employment during a school year. It cannot be used immediately preceding or following a regularly scheduled holiday or October Break. An appeal is available.

Other than for an approved leave of absence, it is expected that employees will not be absent using personal leave and/or off-contract days for more than five consecutive days during the school year.

Personal leave is not accumulated from year to year and is not granted to employees on an extension of contract or on a furlough day.

When employees are unable to appear for work because of circumstances beyond their control, the employee may use personal leave only if the employee’s immediate supervisor is notified prior to the time of absence and if the employee was unable to make other arrangements to appear for work.

Employees may use personal leave to observe recognized religious holidays.

Employees who do not use personal leave days, which are deducted from their sick leave, during any contract year may accrue one additional day of sick leave at the conclusion of that contract year, as outlined in the working conditions and benefits document.

The district reserves the right to restrict personal leave when the impact would disrupt the educational process.

No more than five off-contract days will be approved per employee during one school year. Employees will be docked their daily rate of pay for each off-contract day taken.

All listed conditions that apply to personal leave also apply to the use of off-contract days.

CLASSIFIED

Personal leave is granted to each employee who earns sick leave. It is charged to the employee’s current sick leave. 12 month employees are granted three (3) days per year. Short term contract employees are granted five (5) days per year. Prior approval from the immediate supervisor must be obtained by the employee. However, employees may submit a late request in cases of an emergency. Approval procedures will be completed within 48 hours of the employee’s return to work. Employees may use personal leave to observe recognized religious holidays.

Personal leave may not be accumulated from year to year.

Bus drivers who do not accrue sick leave may be granted up to two days of leave without pay, upon written request submitted to the director of transportation at least two working days in advance. If the request for leave is disapproved, an appeal is heard by the assistant superintendent of business and support services.

In times of inclement weather or equipment breakdown that restricts the ability of employees to perform the normal duties of their job, directors may allow (but will not require) employees the immediate use of personal leave.

Other than for an approved leave of absence, it is expected that employees will not be absent using personal leave and/or off-contract days for more than five consecutive days during the school year. No more than five off-contract days will be approved during the employee’s contract term. Employees are docked for each off-contract day taken.

The district reserves the right to restrict personal leave when the impact would disrupt the educational process.
FMLA LEAVE

The Family and Medical Leave Act (FMLA) of 1993 requires employers to grant eligible employees up to 12 weeks of job-protected leave during a 12-month period for any of the following reasons:

- For incapacity due to pregnancy, prenatal care or childbirth
- To care for the employee’s child after birth, or placement for adoption or foster care
- To care for the employee’s eligible family member (spouse, son, daughter or parent) who has a serious health condition
- For a serious health condition that makes employees unable to perform their job

Eligible employees are those who have been employed by the district for a cumulative total of 12 months and who have completed at least 1,250 hours of service in the 12-month period immediately prior to the time the leave is to commence.

Whenever an employee uses leave that is potentially FMLA-qualifying, the district inquires further of the employee or the employee’s spokesperson to ascertain whether the leave qualifies as FMLA leave. Whenever the district has acquired knowledge that the leave is being taken for an FMLA-required reason, human resources will (within five business days, absent extenuating circumstances) provide the employee the FMLA rights notice indicating that the time off work is counting against the employee’s family and medical leave entitlement.

Any leave period taken pursuant to Workers’ Compensation for an employee’s own work-related injury or illness that qualifies as a serious health condition is credited against the employee’s FMLA leave entitlement.

Eligible employees are required to use accrued sick leave, vacation and personal leave during the FMLA leave. A husband and wife who work for the district and are eligible employees are permitted to take only a combined total of 12 weeks of FMLA leave during any rolling 12-month period under certain circumstances. Please see Administrative Regulation GBBD-R(1) for specific details regarding substituted leave and combined leave.

Employees request FMLA leaves by letter forwarded to human resources through the employee’s immediate supervisor. Requests are to be made at least 30 days prior to commencement of leave or as soon as practicable after the need for leave is known.

Whenever an employee fails to provide the district with medical certification for return to work within five consecutive working days of exhaustion of all applicable leave options, the district may dismiss the employee on the basis of inability to perform employment functions. The employee is not entitled to a hearing.

Direct any questions regarding leaves of absence to the human resources department.
LONG-TERM LEAVE

Long-term leaves of absence may be granted by the Governing Board to continuing certificated employees and contract classified employees who have been employed by the district for at least three consecutive one-year employment contracts. Examples of this type of leave include:

- Long-term health leave
- Continuing education leave
- Hardship leave
- Political leave for elected office

In addition, personal leaves of absence may be granted to certificated employees who have six consecutive years of full-time service in the district.

Employees request long-term health leave by letter forwarded to human resources through the employee’s immediate supervisor. Requests are to be made at least 30 days prior to commencement of leave.

Employees request continuing education hardship, political or personal leave with an application that can be obtained by contacting the human resources department.

Sabbatical leaves of absence to continue professional education may be granted to teachers who have been employed in the district for seven consecutive years.

Applications for sabbatical leave must be submitted by January 20 to be considered for the subsequent school year and for leave for the second semester must be submitted by September 1.

The maximum duration of long-term leave will be computed on the basis of workdays. The duration of any long-term or combination of leaves used during a rolling 36-month period will not exceed the total number of workdays in one contract year for the employee’s position.

For details regarding long-term leaves of absence, refer to the Governing Board Policy GBBD and accompanying administrative regulations. Direct any questions regarding leaves of absence to the human resources department.

WORKERS’ COMPENSATION-RELATED ABSENCES

Arizona’s Workers’ Compensation law provides compensation benefits for employees who have an approved claim for a work-related injury. Employees who are absent due to a work-related injury are required to use accrued sick leave, if available, for these absences up to a maximum of seven calendar days.

PROFESSIONAL LEAVE

Paid professional leave may be granted to classified and certificated employees if it is considered by the district to be of value to the district. Requests should be submitted to the employee’s immediate supervisor on a travel request at least 10 days in advance. The request is forwarded through proper channels to the appropriate administrator for a final decision.

Each school is granted professional leave days for certificated employees on the basis of one day of professional leave for each four teachers (full-time equivalence). These are standard professional days. An equal amount of days called supplemental professional days are available. These are not funded from the district substitute account but from other funds available to the school administrator. Other categories of professional leave are central office department and superintendency. These days are allocated at the discretion of the department or a member of the superintendency, with approval of the associate superintendent of human and capital resources. When a travel request is submitted, the appropriate box must be marked to indicate which kind of professional leave is being used. An employee has no individual right to professional leave days.

Professional leave and travel funds may be granted to certificated and classified employees for classroom observations, educational conferences, conventions, seminars, workshops or any other area of professional development requested by the district.
COURT DUTY LEAVE
An employee required to serve as a juror receives leave during the period of jury duty. Employees, other than part-time classified employees who have been employed by the district for less than five consecutive years and are not accruing sick leave, receive leave for jury duty with pay. There is no penalty for missing regular employment. However, any money received for jury duty is deducted from base salary to avoid duplication of pay, provided that this requirement does not apply if the combined number of hours of jury duty and work would exceed the number of regularly scheduled work hours for the workday.

Court duty leave begins only when the court orders an employee to report for jury duty. Court duty leave is not paid if the employee is not required to report to the court.

An employee who has completed jury duty must return to work if there are at least two hours remaining in the workday, provided that this requirement does not apply if the combined number of hours of jury duty and work would exceed the number of regularly scheduled work hours for the workday. Absences for jury duty are approved only when appearance is required and when verified by appropriate certification provided by the court facility.

An employee subpoenaed as a witness in court loses no salary, vacation time, sick leave or other benefits as a result of being required to appear before the court.

An employee who is a victim of a crime may request leave without pay to attend any court proceeding at which the perpetrator of that crime has a right to attend.

The employee must provide his or her supervisor a copy of the notice from a law enforcement agency regarding his or her rights as a crime victim and a copy of the notice of any scheduled proceeding.

VOTING
An employee entitled to vote at a primary or general election may receive paid leave to vote if there are less than three consecutive hours between the opening of the polls and the beginning of the employee's regular work hours, or between the end of the employee's regular work hours and the closing of the polls. Such time off must be arranged in advance with the employee's supervisor.

MILITARY LEAVE
An employee who is a member of the Arizona National Guard and Reserves or of another armed forces branch is granted a leave of absence with pay for active duty or training. The leave is granted for a period of time not to exceed 30 working days in any two consecutive calendar years. The employee is required to submit an application to ask for the leave. The application form is available from the human resources department. A copy of the military orders must be submitted with the application.

Alternative programs
The district invites employees to voluntarily participate in alternative programs and pilot projects. Innovation, by its nature, requires departure from established ways of doing things. It may be necessary for employees to accept deviations from the traditional working hours and other conditions established by Governing Board policy, and working conditions and benefits documents with employee groups, for alternative programs and pilot projects to have a chance to succeed.
Child abuse reporting

Under Arizona law, school district personnel who, when acting in the scope of their employment, develop a reasonable belief that a child is or has been a victim of child abuse must immediately report or cause a report to be made to a law enforcement officer or the Department of Child Safety (DCS), depending on the circumstances. “Immediately” means without delay. Employees who need information about their child abuse reporting obligations or who suspect that a student may be a child abuse victim should consult with the principal, their supervisor, or the MPS Director of School Safety and Security. Reports of child abuse are confidential records.

Conflict of interest

Arizona conflict of interest laws and district policy prohibit district employees from participating in any district decision or vote in which the employee or the employee’s family member has a substantial interest. “Substantial interest” means any monetary interest or any legal or ownership interest, either direct or indirect, except a remote interest. “Family member” means a spouse, domestic partner, persons residing in same household, and persons related by blood, adoption, or marriage to the employee (including children, stepchildren, grandchildren, parents, stepparents, siblings and their spouses).

Arizona law prohibits employees from selling goods or services to the district as a vendor unless the contract was awarded through public competitive bidding.

Arizona law and district policy prohibit employees from accepting gifts from any individual, 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 and expenses of business meetings.

Contracts

CERTIFICATED

Contracts for non-exclusionary probationary teachers and teachers who have gained continuing status are offered by the Governing Board, usually between March 15 and May 15, for the following school year. Contracts are to be accepted within 15 days of receipt.

Notice of the Governing Board’s intention not to re-employ a teacher is given to the teacher and includes the reasons for that decision.

Any certificated employee hired on an exclusionary contract has no expectation of continued employment beyond the contract period.

The daily rate of pay for teachers with extended contracts is computed by dividing the current contractual salary by 207.

CLASSIFIED

Classified employees working 30 hours or more per week receive contracts. Contracts are to be accepted within 15 days of receipt. Failure to do so makes the contract void. Employees who work less than 30 hours a week do not receive contracts.

Contract classified employees have no legitimate expectation of employment at the end of the contract period.

The employment of non-contract classified employees is on an “at will” basis.
Disciplinary action policy

Governing Board policies GCPD and GDPD contain references to misconduct and procedures for administering appropriate discipline to employees who engage in misconduct. Disciplinary action ranges from a written warning or letter of reprimand to dismissal.

An employee must report to his or her supervisor, within 48 hours, any arrest, charge, citation, indictment, information, complaint, conviction or plea agreement involving (A) a felony, regardless of its nature or seriousness; or (B) a misdemeanor involving drugs or alcohol (including, without limitation, driving while impaired) or moral turpitude (including, without limitation, indecent exposure and any offense that may require an offender to register as a sex offender). Failure to report any such criminal matter constitutes unprofessional conduct and may result in immediate termination of employment. For more detailed information, refer to Governing Board policies GCPD and GDPD and accompanying regulations.

Dispute resolution

A claim is an assertion by an employee or group of employees who have been negatively affected by a decision of a supervisor that endangers the complainant’s health or safety or that violates, misinterprets or inequitably applies a law, policy, regulation, administrative decision or any provision of the appropriate working conditions and benefits documents.

The guidelines for dispute resolution are included in the appropriate working conditions and benefits documents for the employee groups.

Drug-free workplace

Any property or location at which the work, activities and/or business of the district is conducted is declared to be a drug-free workplace. This means:

All employees are absolutely prohibited from unlawfully manufacturing, distributing, selling, possessing or using alcohol or drugs in the workplace.

“Drugs” include narcotic drugs (including cocaine), dangerous drugs (including hallucinogenic substances, stimulants, depressants and anabolic steroids), opiates (including heroin and morphine), marijuana, peyote, vapor-releasing substances containing a toxic substance, and prescription-only drugs except if used as prescribed by a licensed physician.

No employee will use alcohol within four hours of reporting to the job. No employee will use drugs (without medical authorization) within such time prior to reporting to the job that any effect or evidence of such use remains or can be detected.

The district has an alcohol/drug-testing program for all employees. For more detailed information, refer to Governing Board Policy GBKB and accompanying regulations.

Each employee will abide by the district’s drug-free workplace policy as a condition of employment.

Any employee arrested, cited or charged with a drug- and/or alcohol-related criminal offense (e.g., a DUI), whether a felony or a misdemeanor, must notify his or her immediate supervisor no later than 48 hours after such event. The term “charge” includes a charge, indictment, information or complaint. Any conviction for a drug- and/or alcohol-related criminal offense must be reported to the district, in writing, no later than five days after the conviction. Any employee arrested, cited, charged with, or convicted of any such offense who fails to notify his or her immediate supervisor will be subject to disciplinary action, including termination. For details, refer to Governing Board policy GBKB and accompanying regulations.
Due process
Mesa Public Schools contract employees have all civil rights guaranteed by the United States Constitution. These rights are acknowledged and protected by policies and regulations adopted by the Governing Board.

Emergency information
Employees will have emergency information on file in the human resources department, including the name, telephone number and address of the person to be notified in the event of an emergency. It is the employee's responsibility to keep emergency information up to date. Information can be modified on the Employee Self Service Web Portal.

Employee benefits

BENEFITS
The district recognizes that employees have different needs based on personal and family circumstances. The district offers a broad array of benefit options designed to meet those diverse needs.

HEALTH BENEFITS
• Three medical plans
• Two dental plans
• Behavioral health benefits
• Health savings account
• Healthcare flexible spending account
• Vision plan

INCOME PROTECTION
• Short-term disability
• Long-term disability (ASRS)
• Life insurance
• Unemployment compensation
• Workers’ compensation

RETIREMENT RELATED BENEFITS
• Social Security
• Arizona State Retirement
• Retirement savings programs
  (403(b) and 457(b) plans)

VOLUNTARY BENEFITS
• Employee Assistance Program (EAP)
• Group auto insurance
• Dependent care flexible spending account
• Pet care insurance
• Hospital Indemnity
• Critical Illness
• Accident insurance

We encourage you to become familiar with the following resources to help you understand your benefits:
• Benefits webpage – links to resources, including the plan document, summary comparisons of benefit options, forms and benefit provider websites. mpsaz.org/benefits
• Online Enrollment System – provides information on employee benefits elections, including rates and coverage levels
• Summary Plan Document
• Benefits and Enrollment Guide

The district cares about the health and well-being of our employees. Visit mpsaz.org/wellness to view upcoming activities during the school year and resources to guide you in your wellness journey.
The primary companies providing benefits services to MPS employees and their families are:

**Arizona State Retirement System** ................................................................. 602-240-2000
azasrs.gov

**Employee benefits department** ................................................................. 480-472-7222
Benefits@mpsaz.org
mpsaz.org/benefits

**Dental plans** (administered by Cigna) ........................................................... 800-244-6224
Dental Plan (DHMO & PPO)
cigna.com or mycigna.com

**Medical plans** (administered by Cigna)
- OAP In-Network Plan
- HDHP Plans (Cigna Choice Plans) ......................................................... 1-800-244-6224
cigna.com or mycigna.com
- Health Savings Account, including pharmacy for all medical plans
- Flexible Spending Accounts - Healthcare and Dependent Care

**Mail Order (Home Delivery) Pharmacy** ................................................. 1-800-285-4812

**Vision service plan** ............................................................................... 800-877-7195
www.vsp.com

**Short term disability** *(administered by Dearborn National)* ....................... 1-877-348-0487

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**EMPLOYEE SAFETY**

Safety and accident studies reveal that more than 80 percent of all accidents and injuries would have been prevented if the individual had followed safe work practices. Employees are expected to work safely.

**SAFE WORK AREAS**

Employees are responsible for ensuring their work area is safe and for making regular safety inspections of all equipment used in the work area. If there are unsafe conditions in their area, precautions should be implemented to ensure safety until the conditions are corrected. If equipment is unsafe, it is not to be used until it has been repaired. All unsafe conditions and equipment are to be reported to the unit administrator or immediate supervisor, who will initiate the proper action to have them corrected.

**SAFETY TRAINING**

Employees are to comply with safety and health standards, rules and regulations. All employees are required to take online chemical safety training as a condition of employment.

In addition, periodic safety trainings may be required by the Occupational Health and Safety Administration (OSHA). These sessions are designed to help the employee recognize hazards in the workplace. When these training sessions are conducted, attendance is mandatory.
HIV AND OTHER COMMUNICABLE DISEASES

Because of increases in the general population of HIV and other communicable diseases, the district has instituted universal precautions, which are recommended by the Centers for Disease Control.

To safeguard students and staff, employees are instructed to regard all body fluids as potentially infectious, to avoid direct contact if possible, to wear gloves if necessary, to wash hands thoroughly and to report injuries to the nurse.

The district provides, free of charge, Hepatitis B vaccinations (three-shot series) to employees who, according to the OSHA blood-borne pathogens standard, may have occupational exposure. For more information, contact Risk Management at 480-472-0366 or visit our webpage.

Whenever in a position to do so, employees will not allow students to touch blood or body fluids. When handling blood and other body fluids, employees will follow precautionary measures consistent with the universal precautions set forth in the district health services procedures book under Communicable Disease. Parents may review educational materials on communicable diseases and universal precautions.

For more information, call your school nurse or the district’s health services department. Phone 480-472-0562.

INJURY REPORTING

Employees injured in the course and scope of employment must immediately report the injury to their supervisor. First aid should be sought from the school nurse or other available staff member trained in first aid. If the injury is life threatening, paramedics should be summoned by calling 911. If the injury requires medical attention, the employee should go to:

<table>
<thead>
<tr>
<th>Concentra Medical Center</th>
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<tbody>
<tr>
<td>1959 S. Val Vista Drive</td>
<td>1710 W. Southern Ave.</td>
</tr>
<tr>
<td>Suite 106</td>
<td>Mesa, AZ 85202</td>
</tr>
<tr>
<td>Mesa, AZ 85204</td>
<td>480-644-7900</td>
</tr>
<tr>
<td>480-545-1398</td>
<td>Hours: 8 a.m. – 6 p.m.</td>
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<td>Hours: 8 a.m. – 5 p.m.</td>
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<td>Monday – Friday</td>
<td>Saturday: 8 a.m. - noon, 365 days a year</td>
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</table>

After hours or weekends, go to this 24 hour facility:

Concentra Airport Location
1818 E. Sky Harbor Circle • Phoenix, AZ 85034
602-244-9500

A supervisor’s report of industrial injury is required to be immediately completed by the employee and his/her supervisor for all injuries whether treatment is first aid only or requires medical attention by a healthcare professional.

Any use of physical force by a district employee must be in accordance with Governing Board policies JGAA and GBEA. Please refer to these policies for more detailed information on the use of physical force for defense of self, others or property.
VEHICLE SAFETY

Employees operating vehicles on district business, in addition to following traffic laws, are expected to be courteous to other drivers and pedestrians. Always practice defensive driving techniques. Drivers should perform a vehicle safety inspection prior to operation and report any deficiencies to Vehicle Maintenance.

All vehicle accidents must be immediately reported to the district’s risk management office at 480-472-0365, and vehicle accident reports must be completed by employees and their supervisors. If the accident is in the public right of way, police should be contacted to investigate the accident. Seat belts should be worn by all occupants of the vehicle except for vehicles designed without seat belts.

Employee self service web portal

The Employee Self Service Web Portal (the Portal) can be found at https://ivisions.mpsaz.org/ivisions/. You will use your Active Directory username and password to establish an account on the Portal. On the Portal you are able to:

- Accept your contract
- Update your address, phone or emergency contact information
- View your accruals and request time off (hourly employees would do this in TCP)
- View your check stubs and tax forms

Employee input

Employees are encouraged to use the regular chain of command in providing input. Employees may also give input on practices in the use of personnel or in the distribution or use of materials by submitting, in writing, their ideas to the deputy superintendent. Employees may present their views to the Governing Board through channels as prescribed in the Governing Board policies and regulations.

Employment of family members

An employee will not exercise direct control over another employee who is a family member, and employees who are family members will not work in the same school or in the same department. An employee has direct control over a family member if the employee is in the direct line of authority, no matter how far removed, to make or participate in the decision regarding the family member, including employment, compensation, discipline, assignments, supervision and other working conditions.

If either of the foregoing conflicts arise, the employee will notify and discuss it with the superintendent. An exception may be approved by the superintendent if it is determined that the risks presented by a conflict are not significant or cannot be avoided without causing substantial harm to the district’s operations.
Equal employment and education opportunity
Federal law and Governing Board policy prohibit discrimination, including harassment, in employment based on race, color, ethnicity, national origin, religion, sex or gender, sexual orientation, disability, age, or marital status.

Federal law and Governing Board policies prohibit discrimination, including harassment, in any education program or activity on the basis of race, color, ethnicity, national origin, religion, sex or gender, sexual orientation, disability, or marital status and protects students from bullying or hazing. Employees who witness such discrimination, harassment, bullying, or hazing or receive a complaint of such conduct toward a student must promptly report the matter to an appropriate school or district administrator.

The associate superintendent of human and capital resources is the district’s compliance officer with respect to Title IX (gender-based discrimination), Title VI (race, color, ethnicity and national origin-based discrimination), Title VII (race, color, religion, sex and national origin-based discrimination in the workplace), Section 504 of the Rehabilitation Act (handicap-based discrimination) and the Americans With Disabilities Act (disability-based discrimination) regarding employees. If an employee feels that he or she has been discriminated against on the basis of gender, race, color, ethnicity, national origin, handicap or disability, or if an employee has questions that can’t be answered at his or her school or department, the employee should contact human resources at 63 E. Main St., 2nd Floor. Phone 480-472-0412.

Evaluation

CERTIFICATED
All certificated employees are evaluated in accordance with state statute and district policy.

CLASSIFIED
New classified contract employees serve a probationary period of six months, at full pay. Then, with a satisfactory evaluation, they are placed on regular status for the remainder of the contract period. Employment is “at will” during this probationary period.

Employees who have been in a classified job less than three years have an annual performance review. Additional reviews may be conducted if deemed necessary by the supervisor.

Classified employees who have signed contracts for the same position for at least three years are evaluated once every two years. However, the employee or the supervisor may initiate an evaluation anytime during the contract year. All other employees are evaluated annually.

When transferring from one classified position to another, a work evaluation is completed by the supervisor at the end of three months.

Exit interview
Each certificated and classified contract employee who terminates employment is asked to complete an exit survey form. Exit interviews for non-contract employees are conducted at the department or school level.
Medical leave assistance program

Employees who have depleted their accrued sick, personal and vacation leave as a result of their prolonged illness or injury may apply for donations through the medical leave assistance program. In addition, employees who qualify for family medical leave due to a family member’s prolonged illness or injury, and who have depleted their accrued sick, personal and vacation leave as a result may also apply for donations. For the purpose of the medical leave assistance program, a family member is defined as in the Family Medical Leave Act (FMLA) as a spouse, child or parent. If qualified, they may receive donations of sick leave from other employees so their income continues during their period of prolonged illness or injury. Employees must complete a medical leave assistance program request form and have a physician complete a verification of prolonged illness or injury form (available in human resources). Both forms must be submitted to the associate superintendent of human and capital resources. Requests for donations are posted on the human resources webpage on a weekly basis. Donations may not be solicited in any other manner or on an individual basis. Requests may be made once per semester.

Donor employees may donate sick leave only within the time frame indicated on the posting, and if they have 30 or more days of accumulated sick leave. Donor employees may donate no more than five days of sick leave in any contract year. Donor employees use sick leave donation forms to designate the donation in the name of the employee to receive the donation. This form is available to download from the human resources webpage.

Once approved, donated leave is not returned or reimbursed to the donor employee. All donated leave becomes the permanent property of the receiving employees, unless they are released to return to work earlier than originally stated by their physician and have a balance in excess of 10 donated days. Days of leave, not the actual wage of the donor employee, is donated. Donations are not allowed to be made to an employee’s immediate supervisor or evaluator.

Employees are not eligible for the medical leave assistance program after they qualify for long-term disability coverage or, if they have not applied for long-term disability coverage, after they have been absent for 180 consecutive calendar days.

Mesa Public Schools Foundation

Mesa Public Schools Foundation has helped MPS employees promote student achievement, attendance and well-being since 1986. The foundation funds:

• Grants for special classroom projects
• Musical instruments and repairs
• Mentoring activities
• Scholarships for prekindergarten and Xplore child care
• Shoes
• Eyeglasses, exams and repairs
• Dental care
• MPS Spotlight Recognition program

Tax-deductible contributions are welcomed year-round. The foundation is not a United Way agency, but employees may designate the foundation on their Mesa United Way pledge forms. Change Makes Change is the foundation’s payroll deduction program. Employees may donate from their regular paychecks.

For more information, log on to mpsaz.org/foundation, or call 480-472-0524.
Name and other changes
Changes in name, address and phone number should be reported immediately to the human resources department so that district records are current. It is required that you show an updated Social Security card before a name change can be made. This is to ensure that your contributions to Social Security will be properly credited to your record with the Social Security Administration. The personal data change form is available to download from the human resources webpage for name changes. Address changes should be submitted through the employee self service web portal.

Employees who contribute to the Arizona State Retirement System (ASRS) are responsible to report name and/or address changes at AZASRS.gov.

Overtime/compensatory time

CLASSIFIED
Non-exempt employees will not work more than 40 hours per week without prior authorization from the appropriate administrator. Employees working in excess of 40 hours per week are paid overtime either in the form of monetary compensation or compensatory time off. Compensatory hours accrued in one contract year must be used by Dec. 31 of the following contract year. Compensatory time accrued shall not exceed 120 hours. Details regarding the use of overtime and compensatory time are found in Governing Board Policy GDK and the accompanying regulation.

Pay
The payroll department issues paychecks in compliance with the provisions of Arizona Revised Statutes. The pay schedule established pays all employees one week behind. Pay is distributed every other Thursday.

Certificated employees may choose one of two ways in which to receive pay. Employees may have their salary spread evenly over the nine months of the school year, or they may opt to receive smaller payments during the year with a balance-of-contract payment at the end of the school year.

Employees eligible for these options must complete a method of payment form at the time of hire. If no selection is made, full pay is received during the months worked. The method of payment you chose cannot be changed during a contract year. Changes for the following year must be made no later than two weeks prior to the contract start date. Changes will only be made when a new form is submitted, authorizing the change. The method of payment form is available on the human resources webpage.

Employees have the responsibility to let the district know if their pay has errors. If there are any questions or concerns, employees should contact the payroll department as soon as possible.

Banks, credit unions, and savings and loan associations offer direct deposit of pay to checking or savings accounts. All pay is now either direct deposit to a checking or savings account or to a rapid!PayCard. Information for rapid!PayCard can be found at www.mpsaz.org/payroll/paycard

FEDERAL & STATE TAXES
Each employee completes a withholding exemption certificate, or W-4 form, when starting to work for the district. This determines the amount of federal taxes to be deducted from gross pay. The state A-4 withholding election form must also be completed when starting to work for the district. This determines the amount of state tax that will be deducted. Employees must contact the payroll department when any changes occur in either withholding.
Payroll deductions
Standard paycheck deductions include federal and state income tax, Social Security, Medicare and Arizona State Retirement System contributions. All other voluntary deductions can be seen on the online paycheck stub. Employees can access check stubs online using active directory credentials at iVisions.

Personal property
Employees who bring personal property to the workplace for use on their jobs must clearly mark the property with the employee’s name. The district is not responsible for employees’ personal property. In case of fire, theft or other loss, the district’s insurance program does not generally protect personal property brought to the workplace.

Personnel Action Request (PAR)
The electronic PAR is used to obtain approval for personnel requests, such as hiring, additional pay, leave requests, etc. The PAR originates at the site and, after approval by the site administrator, is then routed electronically through appropriate channels to the human resources department for final approval. Human resources reviews each PAR for content as it relates to guidelines established by working conditions and benefits documents, Governing Board policy and regulations. Nothing submitted on a PAR should be considered final until approved by human resources.

Personnel files
The human resources department maintains a master file for all employees. Materials placed in an employee’s file after employment may be reviewed by making an appointment with a human resources administrator. The employee has a right to respond to all materials filed and submits the response, within 10 working days, to the human resources department, where it is filed. Unless the employee has given written permission to the district, the district does not release employee home addresses and telephone numbers to the public, except as required by law. As required by state law, the district makes available the résumé of a teacher upon the request of a parent or guardian of a student enrolled in the school where the teacher is assigned.

Property of district
It is the responsibility of all employees to protect and care for district property. Employees who have district property in their classroom or office are responsible for maintaining an inventory of it in the unit administrator’s or immediate supervisor’s office. The inventory is necessary to prove any loss sustained through fire or other disasters.

Employees have no expectation of privacy in their use of district property. The district has the right, without notice or permission, to search lockers, desks and other property belonging to the district and to review and delete information contained in the district’s voice-mail system and the district’s Electronic Information Services system, which includes email.

Purchasing policy
Employees often need to buy supplies or services during the school year. If the district is to assume the cost of purchases, a requisition must be submitted to obtain an official purchase order. This must be done before the purchase is made, not after. A district purchase order is the only official authorization to a vendor to provide goods or services.
Research and publishing

Employees may, within the scope of their employment, develop original works of authorship or patentable inventions or ideas. Unless the employee follows established procedures for district waiver of its proprietary interest in copyright and patentable materials developed within the scope of employment, such materials are the property of the district. For details, refer to Governing Board Policy GBQB and the accompanying regulation.

Resignations

CERTIFICATED

Certificated employees who plan to resign at the end of their contracts must submit a letter of resignation at least 30 days in advance. The letter and a Personnel Action Request (PAR) should be sent to the human resources department.

Certificated staff members may request release from their contracts during the school year due to unforeseen circumstances, such as a health condition or a hardship. A resignation of this kind may be approved by the Governing Board, providing a suitable replacement is found.

CLASSIFIED

Classified employees who wish to resign must submit a letter of resignation at least two weeks in advance in order to be considered eligible for rehire. The letter and a PAR should be sent to the human resources department.

Salaries for certificated staff

The annual salary of a professional staff employee will be the sum of the following compensation elements approved annually by the Governing Board for the employee's professional staff work group:

- Base salary
- Experience and/or education factors
- Additional factors, if any, for the employee's position

Compensation elements, and the amounts allocated to them, for the previous school year are subject to amendment by the Governing Board for the following year.

The professional staff employee's contractually assigned position will determine his or her placement in one of the following professional staff work groups:

- Teachers, student advisors, counselors, nurses, audiologists
- Occupational therapists, physical therapists, speech language technicians, and school psychologists
- Speech language pathologists
- JROTC
- Administrators
- Department specialists

For complete details, please refer to Governing Board policy GCBA and accompanying regulation.
Salaries for classified staff

The annual salary of a support staff employee will be the sum of the following compensation elements approved annually by the Governing Board for the employee’s work group:

- Base salary or hourly rate, with adjustments for the employee’s range or level within the work group
- Experience and/or education factors
- Additional factors, if any, for the employee’s work group or position

Compensation elements, and the amounts allocated to them for the previous school year, are subject to amendment by the Governing Board for the following year.

The support staff employee’s contractually assigned positions will determine his or her placement in one of the following support staff work groups:

- Classified Hourly
- Classified Supervisor
- Classified Director

For complete details defer to Governing Board policy GDBA and accompanying regulations.

Sexual harassment

The district forbids sexual harassment of or by any employee. Sexual harassment means any unwelcome sexual advance, request for sexual favors or verbal, written or physical conduct of a sexual nature by an employee, student, volunteer, vendor or contractor.

Employees who engage in sexual harassing behavior on district property or while acting as a member of the school community will be subject to disciplinary action, which may include dismissal.

Any employee who believes he or she is the victim of sexual harassment as a result of employment-related circumstances should file a complaint with an appropriate supervisor or the associate superintendent of human and capital resources as outlined in Governing Board Policy GBCX.

Teaching certificates

All certificated employees must hold a valid Arizona certificate properly recorded with the human resources department. The certification must meet the Arizona Department of Education (ADE) certification guidelines for the position for which they have been hired.

Additionally, all certificated employees must possess a valid IVP fingerprint clearance card issued by the Arizona Department of Public Safety fingerprinting division. For details, refer to Governing Board policy, GCA and the accompanying regulation.
Technology resources & use

Employees use district technology resources to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and staff. Technology resources include the web and internet services, networks, circuits, databases, email and other computer-assessable information, and the devices and accounts provided for access.

Employees should keep account user names and passwords confidential. The use of technology resources is governed by applicable state and federal laws and district policies. Failure to comply with these laws and policies may result in loss of access and disciplinary action.

Employees should have no expectation of privacy in their use of district technology resources. The district may review files and emails and monitor use. Information created on or transmitted through district technology resources is subject to the provisions of the applicable public records statues.

For additional information, refer to Governing Board policy GBSA and the associated regulation.

Telephone calls

If an employee's school or department has a telephone line authorized for direct long-distance dialing, the employee must obtain permission from the unit administrator or immediate supervisor before placing the call.

All staff making personal long-distance calls from district phones must use calling cards, credit cards or other means so that the district is not billed for any personal call.

Tobacco products

Arizona law prohibits smoking and tobacco products on school grounds, including school buildings, parking lots, athletic fields, school vehicles and school-sponsored events that occur off school grounds. Smoking, including electronic cigarettes, is permitted only in designated areas of district facilities that are not located on school grounds.
Transfers

CERTIFICATED
There are two kinds of teacher transfers — obligatory and voluntary. Both are processed through the human resources department each spring. Work begins on transfers after school boundaries are set by the Governing Board, enrollment projections are finalized, by school, for the coming year and the allocation of teachers per school is determined. For secondary schools, student registration must take place before transfers begin.

There are several situations that cause teachers to be designated as obligatory transfers. Decrease in enrollment at a given school and special teacher or district needs may necessitate transfers.

Teachers designated as obligatory transfers are notified by their unit administrator or the appropriate superintendent team member. If an employee disagrees with the decision, a right of appeal is available through the human resources department to the superintendent.

Consideration is given to all voluntary transfer requests. When teachers, who are appropriately certified, ask to move from one position to another, the district tries to satisfy their requests, although it may not always be possible. Requests are granted only when they are deemed to be in the best interest of the district.

CLASSIFIED
Positions above entry level are advertised for at least five working days. Positions are posted on the district website at mpsaz.org/careers.

Employees must have served in a contract position for at least six months to be considered for transfer, unless the transfer is judged to be in the best interest of the district.

Employees who transfer serve a 90-day probation in their new position. At the end of the probation, the employee may remain in the new position if found qualified. If not, the employee may be transferred back to the old position, if it is still available, or may be dismissed.

Weapons
Governing Board policy prohibits any employee from using, displaying or knowingly carrying or possessing any dangerous instrument or deadly weapon on district property or at district functions.

It is not a violation of policy for an employee to have a firearm in a vehicle as long as the weapon is not loaded and is in a locked container within the vehicle and the vehicle is under the sole control of the employee and the weapon is not visible from outside the vehicle.
CERTIFICATED
The definition of the teacher day is worked out at the building level and submitted to the superintendent for approval. Classroom teachers should be on the job 30 minutes before and 30 minutes after regular classes, for not less than seven and one-half hours on campus, excluding lunch. Other certificated employees work eight hours per day excluding lunch.

CLASSIFIED
Full-time classified employees work eight hours per day. Meal breaks are not included in that eight hours. A minimum uncompensated meal break of 30 minutes and a maximum of 60 minutes is required for all full-time employees.

Full-time classified employees also have a 15-minute rest period or “break” twice a day. Classified employees who work four to seven hours a day, in a continuous block of time are permitted one 15-minute break. Administrators/supervisors will determine the rest period schedule.

Employees must record all hours worked in the district’s timekeeping system. Employees will not clock in or out for another employee. The record of time worked must be reviewed for accuracy by both the employee and by the administrator/supervisor. Refer to Governing Board policy GDK and the accompanying regulation for additional information.

Working conditions
An employee is encouraged to communicate to the employer whenever the employee believes working conditions may become intolerable to the employee and may cause the employee to resign. Under A.R.S.§ 23-1502, Arizona Revised Statutes, an employee may be required to notify an appropriate representative of the employer in writing that a working condition exists that the employee believes is intolerable, that will compel the employee to resign or that constitutes a constructive discharge, if the employee wants to preserve the right to bring a claim against the employer alleging that the working condition forced the employee to resign.

Under the law, an employee may be required to wait for 15 calendar days after providing written notice before the employee may resign if the employee desires to preserve the right to bring a constructive discharge claim against the employer. An employee may be entitled to paid or unpaid leave of absence of up to 15 calendar days while waiting for the employer to respond to the employee’s written communication about the employee’s working condition.

Workplace Harassment
The district strictly forbids workplace harassment of or by any employee. Workplace harassment includes sexual harassment or any other unwelcome verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual on the basis of race, color, ethnicity, national origin, religion, sex or gender, sexual orientation, disability, age, marital status or pregnancy.

Any employee who causes workplace harassment on district property or while acting as a member of the school community is subject to disciplinary action, which may include dismissal.

Any report of workplace harassment is treated in a confidential manner to the extent possible. Any employee who is aware of workplace harassment must report such behavior. Please refer to Governing Board policies GBCX and JFD for more information.
## VARIOUS PAY PERIOD ENDING DATES 19-20

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*Non-Thursday Pay Date*
EXEMPTIONS: The Fair Wages and Healthy Families Act (the “Act”) does not apply to any person who is employed by a parent or a sibling; any person who is employed performing babysitting services in the employer’s home on a casual basis; or any person employed by the State of Arizona or the United States government.

ENTITLEMENT AND AMOUNT: Beginning July 1, 2017, employees are entitled to earned paid sick time and accrue a minimum of one hour of earned paid sick time for every 30 hours worked, subject to the following limitations:
- Employees whose employers have less than 15 employees may only accrue or use 24 hours of earned paid sick time per year.
- Employees whose employers have 15 or more employees may only accrue or use 40 hours of earned paid sick time per year.
Employers are permitted to select higher accrual and use limits.

TERMS OF USE: Earned paid sick time may be used for the following purposes: (1) medical care or mental or physical illness, injury, or health condition; or (2) a public health emergency; and (3) absence due to domestic violence, sexual violence, abuse, or stalking. Employees may use earned paid sick time for themselves or for family members. See Arizona Revised Statutes § 23-373 for more information.

RETTALIATION & DISCRIMINATION PROHIBITED: Employers are prohibited from discriminating against or subjecting any person to retaliation for: (1) asserting any claim or right under the Act, including requesting or using earned paid sick time; (2) assisting any person in doing so; or (3) informing any person of their rights under the Act.

ENFORCEMENT: Each employee has the right to file a complaint with the Industrial Commission’s Labor Department alleging that an employer has violated the Act. Certain time limits apply. A civil action may also be filed as provided in the Act. Violations of the Act may result in penalties.

INFORMATION: For additional information regarding the Act, you may refer to the Industrial Commission’s website at www.azica.gov or contact the Industrial Commission’s Labor Department: 800 W. Washington, Phoenix, Arizona 85007-2022; (602) 542-4515.
Mesa Public Schools cares about the health and well-being of our employees. The district’s wellness program provides assistance and creates opportunities for employees to lead healthier lifestyles. One of the goals of the wellness program is to create a culture of wellness throughout the Mesa community. The wellness program works with healthcare providers, government agencies, district programs and district partners to provide a wide variety of services to employees including:

- **Online health risk assessment:** Benefited employees may receive a personalized report of your health status along with tips for living a healthier lifestyle.

- **Wellness classes:** We can help you coordinate a class at your site, or you may join one of the many classes conducted throughout the district all year. Some of the topics include weight loss, diabetes education, tobacco cessation, stress management, nutrition and financial planning.

- **Online health tools & resources:** Find helpful articles, newsletters, assessments and links to many resources.

- **Fitness challenges:** Participate in physical activity competitions throughout the year.

- **Preventive health:** Free on-site flu shots and various health screenings are offered throughout the district.

- **Stress management:** Take advantage of the services offered by the Employee Assistance Program. In addition, the website offers information on local resources.

- **Financial wellness:** Use easy-to-follow; step-by-step tool available to help you meet your personal financial goals.

CHECK THE WEBSITE OFTEN FOR UPDATES ABOUT THE LATEST ACTIVITIES, CONTESTS AND INCENTIVES TO IMPROVE YOUR WELL-BEING.

mpsaz.org/wellness