

July 31, 2023



MARY C. O'BRIEN
ACCOMMODATION SCHOOL DISTRICT
EMPLOYEE HANDBOOK
2023/2024

3740 N. Toltec Road
Toltec, AZ 85131
Phone: (520)-450-4466

Jill Broussard, Superintendent
Marty Bassett, Associate Superintendent

July 31, 2023

Employee Acknowledgement

I have read and understand the Employee Handbook for Mary C. O'Brien Accommodation School District for the 2023-2024 school year. In addition to the guidelines in this handbook, please become familiar with the content and structure of the Governing Board Policy Manual for our School District. You can find handbooks, Staff Conduct, and Board Policies on the District Website at www.pinak12.org.

Name (printed): _____

Signature: _____

Date: _____

Please print off this page only and submit it by Friday, September 15, 2023, to the District Office.

EMPLOYEE HANDBOOK

Table of Contents

INTRODUCTION

History, Vision, Mission & Belief Statements	6
Site Addresses	8
Governing Board, Superintendent, Administrators, & Staff	9
District Calendar & Important Dates	10

EMPLOYMENT REQUIREMENTS

Pre-Employment Requirements	11
Oath of Office	11
Immigration and Naturalization Information	11
Fingerprinting and Conviction Information	11
Immunization Requirements	12
Selective Service Registration	12
Employee Annual Training & Acknowledgment of Understanding	12
Conflict of Interest	12
Bus Driver Requirements	13
Employment Classification	14
Certification	14
Professional Development	15

GENERAL INFORMATION

Policies & Procedures	16
Direct Deposit	16
Personal Information Update	16
Staff Email	17
Staff Mailboxes	17
Telephones	17
Technology	17
Staff Conduct	18

July 31, 2023

Staff Conduct with Students	18
Staff Workload	18
Staff Meetings	19
Standard School Hours	19
Additional Duties	19
Supervision of Students	20
Supervision of Students – YJC	20
Lesson Plans	20
Moment of Silence	21
Smoking	21
Grievance Procedure	21
Drug Free Workplace	21
Staff Dress Code	21
Maintenance Requests	21
Use of School Vehicles	22
License Requirements	22
Student Transportation	22
Field Trips	22
Purchasing	23
PTO	23
Vacation	25
Cabinet Members	25
Holiday	25
Attendance and Absenteeism	25
Attendance and Absenteeism – YJC	26
Bereavement	26
Jury Duty	27
Military Duty	27
Other Leaves without Pay	27
Fair Labor Standard Act	28
Assignment & Transfers	28
Discipline & Termination	28
Resignation	28
Staff Evaluation	28
Reporting Child Abuse	29
Sexual Harassment	29
Emergency Procedure	29
Volunteers K-12	29
Medicine to Students	30
Benefit Information	30

INTRODUCTION:

This handbook represents a summary of existing district practices, Governing Board policies, and regulations applicable to the Accommodation District of Pinal County; a political subdivision of the State of Arizona (“District”) support staff employees. These procedures are intended only to be guidelines for employees and management. This handbook is provided for personnel for information and direction only. The Governing Board has the authority to alter Governing Board policies and regulations, and such amendments shall supersede the procedures outlined in this handbook.

This handbook is not intended to be and should not be taken by employees as a contract of guarantee of employment for any specific or unspecified period. It is essential that all school personnel be familiar with this handbook. You are encouraged to refer to it frequently.

Access to the District’s policy book may be found at pinalk12.org, or at the District Office.

Mary C. O'Brien Accommodation School District No. 90

Mary C. O'Brien Accommodation District #90 (MCOB #90) was established in 1948 to provide a school for students in the "New Camp" area at Eleven Mile Corner. The school was originally called the Eleven Mile Corner Accommodation School. It has since been named for Miss Mary C. O'Brien who was Pinal County School Superintendent for 26 years (1950-1976).

The school at Eleven Mile Corner served as the home of the Pinal Special Education (PSE) consortium for 46 years (1964-2010). Students with disabilities were served with many innovative programs focused on the needs of the students. As local school districts developed programs for special education students, the need for PSE diminished and the Pinal Special Education consortium disbanded in 2010.

Following the closing of Pinal Special Education, Mary C. O'Brien Elementary School has continued to serve as a K-6 elementary school for students in the area. Mary C. O'Brien Elementary has received recognition as an "A+ School of Excellence" by the Arizona Education Foundation and has achieved a letter grade of "A" as determined by the Arizona Department of Education.

In 1994, the Pinal County School Office purchased the Villa Oasis School, a former private school, and established an alternative high school on that campus. The Pinal County Superintendent oversees the Villa Oasis Interscholastic Center of Education (VOICE) as an alternative school within Mary C. O'Brien Accommodation District #90.

In 1993, an education program was placed in the Pinal County Juvenile Detention Center (HOPE School) and at the Pinal County Jail (Esperanza School). The two schools in Florence are commonly referred to as Secure Care programs. These two programs are NOT operated as part of the Mary C. O'Brien Accommodation District #90 and have separate budgets from MCOB #90.

In 2022, MCOB Preschool was established. MCOB Preschool is housed on the MCOB Elementary Campus and licensed by the Arizona Department of Child Services. The Preschool is a separate entity than the MCOB Elementary, but the students are integrated into the MCOB Elementary School and program.

July 31, 2023

Pinal County Superintendent, Jill Broussard, oversees both Mary C. O'Brien Accommodation District #90 and the Secure Care programs. Mrs. Broussard serves as the "board" for MCOB #90 and Secure Care which includes adopting the budget and all policies which govern the programs. In addition, the Pinal County Superintendent directs the Pinal County Education Service Agency (Pinal ESA) – managed by Associate Superintendent, Joel Villegas; and the Pinal County School Office (Pinal CSO) managed by Deputy Superintendent, Tonya Taylor.

Associate Superintendent, Marty Bassett, manages the day-to-day operations of Mary C. O'Brien Accommodation District #90 and the Secure Care programs as school superintendent. The schools operate like any other schools in the state of Arizona. Lisa Raymond serves as principal at Mary C. O'Brien Elementary, Ector Rodriguez as principal at Villa Oasis, and Julie Niven as principal at HOPE and Esperanza. The School District Business Manager is Sherree Ramirez, Technology Specialist is Jacob Aguayo, Director of Human Resources is Michelle Gonzalez, and Plant Manager/Director of Transportation is Jesse Salazar. Please contact Marty Bassett with any questions or comments regarding the school programs.

Vision

Shaping our Future

Mission Statements

Fostering Learning, Achievement and Success.

July 31, 2023

Mary C. O'Brien Elementary School

Physical Address:
1400 N. Eleven Mile Corner Road,
Casa Grande, AZ 85194
T: (520)-450-4400
Mailing Address:
3740 N. Toltec Road Eloy, AZ 85131



Mary C. O'Brien Preschool

Physical Address:
1400 N. Eleven Mile Corner Road, Casa Grande,
AZ 85194
T: (520)-450-4400
Mailing Address:
3740 N. Toltec Road Eloy, AZ 85131

It is the mission of Mary C. O'Brien Elementary School to develop and maintain a positive educational learning environment in which the full potential of the student can be realized. To this end, the combined resources of the school, staff, partners in education and parents are brought together to enable students to be successful and gain the skills necessary for life.

Villa Oasis High School

Physical & Mailing Address:
3740 N. Toltec Road Eloy, AZ 85131
T: 520-450-4500



Villa Oasis Interscholastic Center for Education (V.O.I.C.E.) is a program of the Pinal County School Superintendent's Office which provides academic/occupational education and social skills training in a safe, supportive environment. V.O.I.C.E. serves families with youth grades 9-12 at risk of not completing their secondary education and seeks the empowerment of students through the development of skills and experiences essential for responsible, independent living.

Hope School

Youth Justice Center
1410 E. Diversion Dam Road Florence, AZ 85132
T: (520)-866-4037

Hope School provides an educational program that offers diverse services for juveniles in a secure setting that enables students to make a successful transition back to the community. Hope School believes that all youth are capable of success. No exceptions.

Esperanza School

971 N Jason Lopez Circle
Building C Florence, AZ 85132



Esperanza School provides an educational program that offers diverse services for juveniles and adults in a secure setting that enables students to make a successful transition back to the community.

The educational program offers young people, temporarily incarcerated at the Detention Center, the opportunity to continue the educational process begun in their home school districts. Through this program, the student detainees will also transition back into their home districts upon release from the Detention Center. Working in cooperation with regular and special education teachers, as well as counselors in the school districts, the Pinal County Secure Care Programs assist the student detainees to get back on track.

Mary C. O'Brien Accommodation School District #90 Governing Board

Jill Broussard

Superintendent

Superintendent and Administrators

Mr. Marty Bassett	Associate Superintendent
Mrs. Lisa Raymond	Elementary School Principal
Mr. Ector Rodriguez	High School Principal
Ms. Julie Niven	Esperanza and Hope School Principal
Mrs. Sherree Ramirez	Business Manager
Mrs. Michelle Gonzalez	HR Director / Board Secretary
Mr. Jesse Salazar	Plant Operations & Transportation Director
Mr. Jose Calderon	Food Services Director

Mary C O'Brien Accomodation School District
2023-2024



July 23

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May 24

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June 24

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July 24

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August 24

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Adopted 1/19/2023

- No School
- Teacher In-Service/No School
- MCOB Elementary Early Release
- Villa Early Release
- Summer School
- Semester Begins
- Quarter Ends
- District Office Closed/No School
- PTO Blackout

Teachers

213 Contracted Days

9/10 Month Employees

Works when school is in session.
Paid for hours worked

12 Month Employees

247 Work Days
14 Paid Holidays

ADE Reporting

181 Student Days
9/29 40th Day
1/18 100th Day

Report Cards

10/6/2023
12/20/2023
3/8/2024
5/22/2024
45 1st Quarter student days
45 2nd Quarter student days
45 3rd Quarter student days
46 4th Quarter student days

IMPORTANT DATES

- District In-Service @ MCOB cafeteria, 8am – July 31, 2023
- Mandated Training Videos – due to HR within 60 days of In-Service
- District Policy Forms conflict of interest, PTO donation etc.

PRE-EMPLOYMENT REQUIREMENTS

Professional and Support Staff Requirements and Qualifications (Policy Reference #GDFA-E & #GDCA-E)

Each employee must sign a statement acknowledging the following:

I, _____, being duly sworn, do hereby certify that I have never been convicted of or admitted in open court or pursuant to a plea agreement committing, and am not now awaiting trial for committing, any criminal offenses in the state of Arizona, or similar offenses in any other jurisdiction.

Oath of Office (Policy Reference #GCFE)

In compliance with A.R.S. 38-231, all employees are required at time of employment to sign an oath affirming support of the Constitution of the United States and the Constitution and Laws of the State of Arizona. The person taking the oath shall file a copy of the acknowledged oath in the District office. The District office shall keep such copy on file if the employee remains employed by the District and for a period of 5 years after termination of employment with the District.

Immigration and Naturalization Information (Policy Reference #GCF and #GDF)

The Immigration Reform and Control Act of 1986 (IRCA) requires that all new employees, both regular and casual, establish their eligibility for employment in the United States. This federal law applies to U.S. citizens as well as to foreign nationals. An Employment Eligibility Verification (Form I-9) must be completed within three (3) business days of the employee's hire date. Employees who do not provide the necessary documentation within three (3) business days must be discharged.

Fingerprinting and Conviction Information (Policy Reference #GDFA)

In compliance with A.R.S. 15-512, all personnel hired by Mary C. O'Brien Accommodation School District after January 1, 2015, are required to acquire an IVP Fingerprint Card. If personnel do not hold a valid IVP Fingerprint Clearance Card at the time of selection, the candidate's fingerprints shall be submitted with proof of payment within 20 days of hire date.

Immunization Requirements (Policy Reference #G-1411 GBGCA-R)

Unless legally exempted, all staff members must show proof of immunity to measles and rubella. A waiver is available to employees that cannot locate their childhood immunization schedule.

Selective Service Registration

In compliance with A.R.S. 38-201, which became effective September 30, 1988, all new male employees born in 1960 or later must show proof of Selective Service registration to secure employment with the Pinal Accommodation District. (Legal Ref.: A.R.S. 38-201)

Employee Annual Training & Acknowledgment of Understanding (Policy Reference #GBEAA)

The Governing Board may require annual employee training to ensure District policies are communicated to employees and acknowledged as received and understood. Each employee will be required to complete district training at the beginning of each school year.

Conflict of Interest (Policy Reference #GBEAA)

No person employed by the District may be directly supervised by a close relative (father, mother, son, daughter, sister, brother, or spouse). This policy will apply for summer or part-time work as well as for full-time employment.

A dependent of a Board member (a person more than half of whose support is obtained from a Board member) cannot be hired in the District except by consent of the Board. The spouse of a Board member cannot be employed by the District.

Any employee who has, or who's relative has, a substantial interest in any decision of the District shall make known this interest in the official records of the District and shall refrain from participating in any manner as an employee in such a decision.

Refrain from participating in any manner means more than just refraining from making a final decision. It means participating in any way in the process leading up to a decision. An employee with a conflict of interest must not make recommendations, give advice, or otherwise communicate in any manner with anyone involved in the decision-making process.

July 31, 2023

No employee of the District will accept a gift or benefit from any person, vendor, group, or entity doing, or desiring to do, business with the District as described in Policy DJ, Purchasing (Purchasing Ethics Policy).

The District must comply with competitive purchasing rules for any acquisition of goods or services from District employees regardless of the dollar amount. The District may acquire equipment, material, supplies, or services from its employees only under an award or contract let after public competitive bidding [A.R.S. 38-503; A.G.O. 106-002]. The requirement applies to any purchase using District monies, including extracurricular activities fees, tax credit contributions, and monies held in trust by the District such as student activities monies, when a District employee acts as the vendor. Oral and written quotations do not satisfy the public competitive bidding requirements.

The District will investigate allegations of inadequate disclosure of substantial interests and/or inappropriate participation when a substantial interest may exist.

Bus Driver Requirements (Policy Reference #EEAE)

Bus drivers employed by the District who provide transportation services for the District shall comply with applicable provisions of the Commercial Motor Vehicle Safety Act of 1986 and all applicable requirements of the state of Arizona.

The District will assume the cost of required physical examinations, and the drivers will assume the cost of obtaining a valid commercial driver's license s as required by law. Legal Ref.: A.S.R. 28-3228)

EMPLOYMENT CLASSIFICATIONS

Exempt: Exempt employees are not paid or given compensation time for hours worked more than 40 during the week. Normally, executive, administrative, professional, and faculty positions are exempt. Certified are classified as Exempt employees

Non-Exempt: Non-exempt employees are eligible for compensatory time or overtime pay as required by federal law, at one- and one-half times the hours worked more than a 40-hour week. Your supervisor must complete all overtime and time worked above your contracted hours by filling out the Support Staff Workload Form in advance to the hours worked (see exhibit A). Support personnel fall under the non-exempt classification.

Support Staff Employees: All employees of the District who are not required by state law or by a District policy, regulation, or job description to possess teaching certificates from the Arizona Department of Education. All support personnel are either term employees or at-will employees of the District.

At Will Employee: An at-will employee is a support staff member who is employed by the District for no specific term and who has no right of continued employment. The employment of an at-will employee may be terminated by action of the Governing Board without advance notice. (Policy Reference #GDB)

CERTIFICATION

All teachers and administrators are required to obtain and maintain a valid Arizona Teaching Certificate in the appropriate area for which they are employed. Once the Teaching Certificate is received, it must be registered with the Pinal County Superintendent to be valid. This can be accomplished by providing the original document to the District Office for forwarding to the County.

Legislation requires all teachers and administrators to possess a valid and appropriate Fingerprint Clearance Card through the Arizona Department of Public Safety for renewal or conversion of any certificate through the State Board of Education. Please note that it can take several weeks for the Arizona Department of Public Safety to process the Fingerprint Clearance Card.

July 31, 2023

Applications for the renewal or conversion of Arizona Teaching Certificates should be submitted to the Arizona Department of Education, Certification Division, no sooner than six months prior to the expiration date of the certificate. Refer to www.ade.az.gov/certification/. Renewals can also be done online through the Arizona Department of Education Educator Portal at <http://www.azed.gov/educator-certification/azedcert/>.

Each staff member is responsible for ensuring that their certification, fingerprint clearance card and licenses are valid and up to date. A copy of current records must be provided to the Human Resources Office. Teachers cannot teach in the classroom without a valid teaching certificate!

PROFESSIONAL DEVELOPMENT

Professional Staff Development (Policy Reference #GCI)

The Pinal County School Superintendent recognizes its responsibility to provide opportunity for the continual professional growth of its certificated staff. Such opportunities include, within budgetary limitation, special in-service training courses, workshops, school or program visits, conferences, professional library, and assistance from supervisors and consultants.

In line with such opportunities, the Pinal County School Superintendent encourages educational research by staff members when the conduct of the project does not conflict with the major functions of the schools.

Professional Days (Policy Reference #GCCE)

The annual school calendar allows for district planned in-service days. All certified staff are required to attend sessions offered on these days. At-will staff may be required to attend sessions if determined by the Superintendent. Requests for professional days will be acted upon based on the availability of the substitutes and the degree of disruption it places on the academic program. Professional leave will not be granted on the day immediately preceding or following a holiday.

Request to attend a professional conference shall be submitted through an absence request for professional leave along with a description of the workshop and the relevance of the workshop to his/her work. This request shall be submitted to a minimum of twenty (20) days prior to the conference or in accordance with the registration deadline to administration so the request can

be approved or denied, and the district office can complete the required paperwork.

If the academic goals of the program warrant training in a particular area, the administration may request that an employee attend additional workshops for the benefit of the program.

GENERAL INFORMATION

Policies and Procedures

It is the responsibility of the employee to be familiar with the District's Policies and Procedures. A copy of the District Policy Manual is available at the District Office, also accessible via the Internet at Arizona School Boards Association's website <https://policy.azsba.org/asba/browse/pinalcounty/pinalcounty/root>

Direct Deposit

Employees may have their paychecks deposited automatically to their bank each pay period. The form can be found on the PCSOMCOB website. Once the form is submitted to the Payroll Department at the District Office, it will take 3 pay cycles to take effect. Direct Deposit Receipts will be sent to school email address.

Employees who opt out of direct deposit will receive a district supplied bank card where wages will be deposited. For any special payroll where live checks are generated employees are responsible for picking them up at the District Office. Paychecks will not be mailed to home addresses if payday happens to fall on a holiday or vacation unless written arrangements are made with the district office. Paychecks are not distributed in advance. Contact the Payroll Department with any questions regarding payroll and related services.

Personal Information Update

During the school year, each employee is required to verify a Personal Information Update sheet. It is imperative that employees keep the District Office aware of any changes in their address, phone number, etc.

If you have a change of address, a "Personnel Data Change Form" will need to be completed and submitted to the District Office. Your payroll and personnel information will not be changed without this form. Contact the District Office to request this form.

Staff E-Mail

Staff members are to check e-mail three times a day (when arriving at work, lunch, and before they leave work in the afternoon.) Outlook is the District primary email.

Staff Mailboxes

Mailboxes are placed in the administration office and copy room. Private and confidential information shall be limited to the locked mailboxes in the administration office. All other general information will be available in the open boxes provided in the copy room. Personnel are responsible for checking their mailboxes on a regular basis to keep current on any information placed there for them. The fee for a lost mailbox key is \$5.00.

Telephones

Personnel may use the school telephone for school-related business calls. Personal use of the telephone shall be limited to emergencies only. All staff shall discourage personal calls during working hours. Cellphones shall be turned off during instructional hours. Personal callers may leave a message that may be returned outside of instructional hours.

Answering calls from parents during instruction is discouraged. The front office will forward all phone calls to school voicemail. Teachers can call the parents back when there is a break in instruction, before school, or after school. Any information regarding pick up or lunches received by the office staff from parents prior to 11:45 a.m. will be emailed to the teacher.

Paraprofessionals are not to be released from assigned duties to receive or make personal phone calls except in emergency situations or during teacher designated break periods.

Technology (Policy Reference #GBEF)

All employees must agree to use the District's technology to support personal education objectives within the educational goals and objectives of the Pinal County Accommodation School District. Inappropriate use may result in the cancellation of use of information services and/or appropriate disciplinary actions. Employees shall not submit, publish, display or retrieve materials forbidden by statutes, laws or District Policies and regulations. All employees must sign and abide by the District's Technology User Agreement, a copy of which is attached. (Per Governing Board Policy IJNDB, IJNDB-R, IJNDB-E)

Staff Conduct (Policy Reference #GBEA)

All employees of the district are expected to conduct themselves in a manner consistent with effective and orderly education and to protect students and program property.

All employees of the Program are expected to maintain high standards in their school relationships. These standards must be idealistic and at the same time practical, so that they can apply reasonably to all district staff members. All district employees must make the wellbeing of students the fundamental value of all decisions and actions.

Staff Conduct With Students (Policy Reference #GBEBB)

All personnel employed by the program are expected to relate to students of the program in a manner that maintains social and moral patterns of behavior consistent with community standards and acceptable professional conduct.

Staff Workload (Policy Reference GCL)

All professional staff members shall report to their duty stations on time each workday and shall, as scheduled, be available there until the designated time(s) they are scheduled to leave. The Superintendent may alter or extend the school day for meetings, special events, and activities.

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.

To ensure the safety of students and the security of school campuses, teachers may be assigned supervisory duties during the teaching day. These duty assignments shall be considered a regular part of a teacher's duties and shall be fulfilled accordingly.

Teachers will perform duties other than classroom teaching. Extra duty assignments will be made by the Superintendent.

The normal workweek for support staff personnel will not exceed forty (40) hours per week. Typically, the week will be based in eight (8) hours per day, five (5) days per week; however, the Superintendent may designate other workweek structures to meet varying conditions and needs of the District. Employees will be notified at least one week in advance of any modification to the workweek plan.

Individual employee work schedules will be based on the position held by the respective employees and on program needs as identified during the employment process.

An employee may work overtime, provided that advance authorization is obtained from the supervisor in charge, or, in the case of an emergency, authorization is obtained immediately upon the completion of the work or as soon thereafter as practicable.

Staff Meetings (Policy Reference GDLB)

Staff Meetings are held regularly in the afternoons. All certified staff are required to attend. If for any reason, an employee cannot be at the meeting, he/she shall notify the principal and be responsible for acquiring the meeting information and handouts from other staff members. Personal appointments shall be made on days other than the regularly scheduled faculty meetings.

- MCOB 3:15 p.m. – 4:30 p.m.
- VILLA 3:30 p.m. - 4:30p.m.
- HOPE/ESPERANZA: 1:00-4:00 PM WEDNESDAY

Standard School Hours

Specific school hours are determined by the site administrator. For general purposes, the school day is as follows:

- Villa Oasis High School 7:45 a.m. to 3:45 p.m.
- Mary C. O'Brien Elementary School 7:45 a.m. to 3:45 p.m.

Additional Duties

All personnel may be required to attend meetings that demand a time commitment that extends beyond the hours designated on the daily schedule. Attendance at staff, curriculum and in-service meetings are a part of the professional responsibility of the staff. In addition, due to the nature of the program, student activities may require scheduling outside of the regularly scheduled school day. As adult chaperones are required for these activities, all staff members will be expected to participate as deemed necessary.

Whenever circumstances warrant that classes are dismissed early, school canceled, or employees leave early, the Superintendent shall be consulted before action is taken.

Supervision of Students

When students are in school, engaging in school sponsored activities or traveling to and from school-on-school buses, they are responsible to the school and the school is responsible for them.

Supervision shall include being within the physical presence and whenever possible, within a direct line of vision of the students so that school personnel will have a reasonable opportunity to control the behavior and assist the students if necessary.

Teachers will be responsible for their classes at all times. At no time shall students be left unsupervised. Students are not to be sent on errands from the school premises. Staff are expected to arrive at duties on time and engage in active supervision. If a staff member cannot be on duty, they must inform the administration in advance. Teachers are to maintain supervision of students when using technology during instruction. Teachers should be in line of sight of the student's monitors.

Youth Justice Center Supervision of Students

Supervision of students in the secure care classroom shall include being in the physical presence and wherever possible, within a direct line of vision of students so that school personnel will have a reasonable opportunity to manage the behavior and assist students if necessary. Teachers shall be ready in classrooms upon the start of the school day and work directly with detention staff in the management of the classroom.

Teachers will be responsible for their classes. Students should not be left in the classroom without a detention officer present. Students are not permitted to leave the classroom without an officer. If needed, a teacher may leave the classroom if an officer is present for a short break as needed. If a student is causing disruption, the teacher should notify the principal immediately to determine the next steps with the secure care staff.

Lesson Plans

All teachers shall provide lesson plans for substitutes and during emergency absences. The plans shall include students lists, class schedule, emergency procedures, clear directions, and extra work for spare time. The administrator may request weekly lesson plans as needed.

Intended homework shall be included in the lesson plans. Homework shall follow the recommendation of 10 minutes per grade level per night.

Moment of Silence

According to the Arizona Revised Statutes (15-522), teachers shall provide a moment of silence at the start of each school day to meditate privately. During that time, no activities shall take place and silence shall be maintained. (Legal Ref.: A.R.S 15-522)

Classes will be led for the Pledge of Allegiance and a Moment of Silence each day prior to 8:20 a.m. Please have your students ready.

Grievance Procedure (Policy Reference #GBK, GBK-R)

A grievance is a complaint by a District employee alleging a violation or misinterpretation, as to the employee, of any District policy or regulation that directly and specifically governs the employee's terms and conditions of employment. All criticism of the District shall be directed to the lowest level. If the issue is not resolved, the employee shall then have the option of filing a grievance.

Smoking (Policy Reference #GBED)

District employees are prohibited from the use or possession of tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or other vapor products on or in district grounds, buildings, and vehicles or at off campus, district sponsored events. Time is not available during the workday to afford time to leave campus for a "smoke break".

Drug Free Workplace (Policy Reference #GBEC, GBECB)

No employee shall unlawfully manufacture, distribute, dispense, possess, or use on, in or prior to the arrival of the workplace, alcoholic or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance.

Staff Dress Code (Policy Reference #GBEB-R)

We are professionals and we will dress professionally. All staff serve as role models and are expected to dress professionally and be appropriate for an employee's position and function.

Maintenance Requests

Maintenance requests for all district property shall be submitted online via the PCSOESA website. The maintenance administrator will consider each request for approval, scheduling and purchasing if necessary. Verbal requests will not

be accepted. Each employee shall set procedures to maintain his/her workspace in a neat, orderly manner.

Use of School Vehicles (Policy Reference #EEB)

No school vehicle shall be used for personal business unless the personal business is incidental to a school-related trip. On a space-available basis, an employee's family may be included on an out-of-town trip if approval is granted by the Superintendent. Only the Pinal County School Superintendent or District employees may drive the vehicle. A school vehicle shall not be taken to an employee's home at night unless the employee has permission from the Superintendent.

License Requirements

Persons employed in positions which require them to drive District vehicles are required to have or obtain the appropriate Driver's License for the vehicle operated before or immediately following employment and must maintain a valid license while driving of District vehicles remains a job requirement. Costs associated with licensing will be borne by the employees.

Staff must have proof of a valid driver's license, current insurance, and a satisfactory driving record for the previous 3 years on record in the district office prior to driving any district vehicle.

Student Transportation

During school or program sponsored functions, students may be transported only in program approved vehicles operated by program authorized personnel.

Field Trips (Policy Reference #IJOA)

The administration views field trips as a beneficial learning experience, which expands upon the student's knowledge base and educational experience. Field trips are approved by the administration when an educational purpose is identified. A lesson plan must be submitted indicating the purpose, goals, and objectives as well as activities that will result from the field trip.

The field trip must be directly related to the curriculum and serve as a definite learning experience, as well as a motivational experience.

The students must be prepared for the observations they will make on the trip.

The students must be given a follow up assignment which will help them assimilate the knowledge they have gained on the trip.

The Teacher shall submit a field trip request online. (Note: "Destination" must include the city and the physical address of the field trip site.

Administration will then consider the request for approval. If approved the request will be forwarded to transportation for approval and scheduling.

The request must be submitted a minimum of 2 weeks in advance. Last-minute requests will not be approved. All students attending a field trip shall have a permission slip on file that ensures that the students' parents are aware of the date, purpose, destination, and time of return.

Emergency medical information for each child shall be taken.

An adequate number of responsible adult chaperones must accompany students on field trips. The minimum ratio of chaperone to student ratio shall be 1:6.

Parent chaperones shall be asked to supervise other students in addition to his/her own. Parent chaperones may use district transportation to and from the event. Other children of parent chaperones may not attend the fieldtrip.

Purchasing (Policy Reference #DGA)

All purchases shall be requested by submitting a Purchase Order Request. The request shall be submitted one week (or two weeks if payment requires a check) in advance to the appropriate administrator for approval. All vendor information shall be completed, and a description or use of the item shall be included. Requests will be approved based on the function of the items requested and available funds. The administrator will then submit the request to the District Office to be processed.

If an employee is given the purchase order for pick up, a receipt of purchase shall be submitted to the District Office upon return to campus or the employee will be held responsible for the bill. No purchase changes may occur without prior authorization from the District Office.

PTO (Policy Reference #GCCA)

Paid Time Off (PTO) is a program that provides paid time off from work for employees for personal illness, personal business, and vacation. One of the purposes of this Program is to comply with the Fair Wages and Healthy Families Act.

Scheduled time off - any absence from work, which is requested and approved by the supervisor at least four (4) working days in advance.

Unscheduled time off - any absence from work, which is not scheduled or approved at least four (4) working days in advance.

Paid time off should be scheduled and approved by the staff member's supervisor when possible. No more than ten percent (10%) of the teaching staff or other groupings of employees may take scheduled time off at any one time

Requests shall be acted upon in order of receipt, and the availability of substitutes, if necessary, may limit the number of requests granted at any one (1) time.

Scheduled time off during the following periods is at the discretion of the Superintendent and will require appropriate documentation:

On the day immediately preceding or following a holiday, scheduled school break or vacation.

During the first two (2) weeks of the school year or the last two (2) weeks of school.

An Employee who uses unscheduled time off during the following periods shall be required to provide documentation from a licensed, qualified medical healthcare provider.

On the day immediately preceding or following a holiday, scheduled school break or vacation.

During the first two (2) weeks of work or the last two (2) weeks of school.

Employees must have accrued paid time off to take scheduled day(s) off. When a staff member exhausts all days of accumulated paid time off, an unpaid leave of absence must be requested, pursuant to District policy.

When an employee has a pattern of multiple unscheduled absences or three (3) or more consecutive days of unscheduled absences, the supervisor may require documentation to determine if the time away from work falls under another leave type including but not limited to FMLA. In general, however, the employee has the responsibility to provide any appropriate documentation that affects his/her attendance.

Any employee who can be shown to have willfully violated or misused the District's Paid Time Off policy or misrepresented any statement or condition will

be subject to discipline, which may include reprimand, suspension, and/or dismissal.

Vacation

All regular twelve (12) month support staff employees shall accumulate vacation pay at the rate of (1) working day per month during the first year of employment. Thereafter, vacation shall be accumulated at the rate of one and one-fourth (1-1/4) working days per month, with the accumulated maximum of fifteen (15) days, at which time no more vacation can be earned. As accumulated vacation days are used and drop below fifteen (15) days, an eligible employee may again accumulate vacation up to the maximum limit. Vacations shall be taken as approved by the program administrator.

Twelve-month certified teachers in the Juvenile Justice Schools earn four (4) weeks of vacation. Vacation pay must be used within the same fiscal year and does not carry over.

Cabinet Members (Policy Reference #GCD)

Twelve-month administrative cabinet members who are not paid through the Pinal County general fund earn four (4) weeks of vacation, which shall be taken when school is not in session. If workloads disallow vacations as established, the administrator may approve vacation days during the school year.

Cabinet members cannot have more than 40 days of vacation banked at any time, vacation will not continue to accrue if a Cabinet member has 40 days of vacation banked. In order to get full accrual, you cannot have more than 35 days at the end of each quarter.

Holiday

Employees shall have legal holidays during the school year and noted on the District Calendar in conformance with Arizona Revised State Statutes. Uncompensated days off will be established by the Pinal County School Superintendent and noted on each year's District calendar.

Attendance and Absenteeism

All personnel are required to document his/her presence by using the [Kronos](#) time clock system. Classified are to clock in/out daily and in/out for lunch. Certified Staff are to clock in at the beginning of their scheduled day.

When an employee is absent due to illness, he/she shall submit their absence in Kronos as soon as possible for approval from his/her supervisor. Any time an employee is required to leave the school prior to his/her regularly assigned dismissal time, he/she must notify their supervisor immediately and submit the absence request in Kronos. All employees requesting to be late, leave early, or needing a full day's absence, will notify their supervisor.

Certified staff will work directly with the principal and the administrative assistant to secure coverage for their class. The teacher shall provide instruction for a substitute teacher prior to the absence.

If an employee knows he /she will be absent, late or need to leave early, an absence request shall be completed and submitted to his/her supervisor as soon as possible so arrangements can be made for coverage.

Certified Staff are responsible for providing instructions for a substitute teacher. The employee shall speak with the administrative assistant or leave a message by 6:00 a.m. A substitute folder must be updated regularly to include updated information including class list, schedule, list of supplemental materials, "who to ask", emergency procedures and the responsibilities and schedule for the paraprofessionals.

Youth Justice Absence Procedure

All policies governing leave are found in the Pinal County programs policy book. All personnel are required to document his/her presence by using the Kronos time clock system. Classified are to clock in/out daily and in/out for lunch. Certified Staff are to clock in at the beginning of their scheduled day.

When an employee is absent due to illness, he/she shall submit their absence in Kromos as soon as possible for approval from his/her supervisor. Any time an employee is required to leave the school prior to his/her regularly assigned dismissal time, he/she must notify their supervisor immediately and submit the absence request in Kronos. All employees requesting to be late, leave early, or needing a full day's absence, will notify their supervisor.

Certified staff will work directly with the principal and the administrative assistant to secure coverage for their class. The teacher shall provide instruction for a substitute teacher prior to the absence.

Bereavement (Policy Reference #GCCH, GDCH, GCCA)

An employee may be granted, upon request to the Superintendent, up to five (5) days of leave per year, with pay, to be used in the event of death of an employee's family member.

Extensions of bereavement leave may be granted upon personal request to the Superintendent. If approved, all such extensions of bereavement leave shall be deducted from the employee's accrued paid time off (PTO).

In the absence of any accumulated paid time off (PTO), and upon request, the Superintendent may approve an unpaid leave of absence for each day of extended bereavement leave used.

Jury Duty (Policy Reference GCCD)

Employees will be provided leave for regularly called jury duty and to appear as a witness in court, other than as a litigant, for reasons not brought about through the convenience or misconduct of the employee. The employee shall submit a written request for an approved absence no less than ten (10) working days prior to the beginning date of the leave or as a witness.

Only the regular salary may be received by an employee on jury duty. It is the responsibility of the employee to reimburse the program for jury duty payment that is made directly to the employee. Failure to reimburse the program at the completion of the jury duty service will result in a full deduction equal to the number of contract days missed. An employee excused from jury duty after being summoned shall report for regular duty as soon as possible. Failure to report for duty will result in a deduction equal to that portion of a contract day missed. Legal Ref.; A.R.S. 21-236

Military Leave (Policy Reference GCCD)

An employee who is a member of the Military Reserve or National Guard shall be entitled to a leave of absence without loss of time, pay or efficiency rating when engaged in field training. (A.R.S. 26-168 and 38-610). It is the responsibility of the employee to notify the Superintendent at least ten (10) days prior to the beginning of such leave except when such notification is not possible.; Legal Ref.: A.R.S. 26-168, 38-610

Other Leaves Without Pay (Policy Reference GCCC)

Upon recommendation of the Superintendent and approval by the Governing Board, leave without compensation, increment, seniority, or tenure credit may be granted for a period of up to one year. The applications for and granting such

leaves of absence shall be in writing. In addition, a classified staff on such leave shall notify the district human resources department office by April 1st of the school year as to intent to return to employment in the district. Failure to notify the district will be considered an abandonment of position.

Fair Labor Standards Act (Policy Reference #GDL – R)

Nonexempt employees who work more than 40 hours per week shall be awarded “compensatory time” at the rate of one and one-half hours for each hour of overtime work. In cases of emergency, when the employee cannot be immediately released for this time and one-half compensation, the Superintendent will make the decision as to paying the employee at the rate of time and one-half or having the employee take the time off at a future date within the same pay period. The immediate supervisor must approve the hours before the employee works overtime or, in the case of an emergency, immediately upon the completion of the work or as soon thereafter as possible.

Assignments & Transfers (Policy Reference #GCK)

The Superintendent determines all staff assignments and transfers of employees for the effective operation of the district. Such transfers and assignments may be probationary, temporary, or permanent.

The preferences of the employees may be taken into consideration in making assignments and transfers; however, the best interests of students and the District will be given the highest priority. Within each individual school, the principal, with the approval of the Superintendent, may reassign classified employees.

Discipline & Termination (Policy Reference #GDQD, #GCQF)

A staff member may be disciplined or terminated for any conduct that, in the judgment of the District, is inappropriate, a violation of Governing Board Policy, or a violation of state or federal laws or regulations. Supervisors shall follow the Board policy in issuing discipline. Support staff members may be terminated for any reason or no reason as at will employees.

Resignation (Policy Reference #GCQC & #GDQB)

At-will Employees voluntarily terminating their service with the District are expected to give advanced notice of not less than ten (10) working days. This notice should be submitted to the supervisor in writing and should specify both the last day of work and the reason for the termination. Authorized unused vacation credit will be paid to employees with the last paycheck.

Staff Evaluations (Policy Reference #GCO & #GDO)

All personnel shall be evaluated by the appropriate administrator. A written evaluation of the effectiveness of each support staff member shall be completed during the first year of employment and no later than ninety (90) days after the first day of work. A second first-year evaluation will not be later than the anniversary date of employment. At least once each year thereafter, an evaluation shall be conducted. The evaluation will be used to increase job proficiency and for recommending continued employment.

Reporting Child Abuse (Policy Reference #JLF)

Any school personnel or any other person who reasonably believes that a minor is or has been the victim of physical injury, child abuse, or neglect that appears to have been inflicted upon the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature or who reasonably believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant who is protected under A.R.S. 36-2281 shall immediately report or cause reports to be made of such information to a peace officer or to the Department of Child Safety (DSC), except if the report concerns a person who does not have care, custody, or control of the minor, the report shall be made to a peace officer only. Such reports shall be made immediately by telephone or in person and shall be followed by a written report within seventy-two (72) hours. The Department of Child Safety (DCS) can be contacted at (888) 767-2445.

Sexual Harassment (Policy Reference #ACA)

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

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

Emergency Procedures

In the event of a medical emergency, the present adults are to render immediate first aid as needed while another adult obtains medical assistance. The school nurse, or in his/her absence other emergency medical assistance, will document the incident in writing and submit a copy to the administration.

Volunteers K-12 (Policy Reference #IJOC)

Volunteers can make many valuable contributions to the students and educational programs of the District. If parents/guardians or community members would like to volunteer, they will need to complete a Volunteer Application which can be picked up at the District Offices. Pursuant to Arizona state law, no volunteer can work prior to clearance of their fingerprints

Medicines to Students: (Policy Reference #JLCD)

Parent or guardian must provide written permission to administer the medication to the student. Medication must be prescribed by a physician or health care provider. Medication must come to the school office in the prescription container as put up by the pharmacist.

Written directions from the physician or pharmacist must state the name of the patient, the name of the medicine, the dosage, and the time it is to be given. An administrator may designate a school employee other than the RN to administer the medication.

Medication must be kept in its original containers in a locked medicine cabinet. Each administration of prescription drugs must be documented, making a record of the student having received the medication. The nurse will provide appropriate forms to the designee to record distribution of all medications. The school nurse will provide prescription medications for each student in an individually labeled envelope. Changes to medication will be noted on the outside of the envelope as changes occur.

It is strongly advised that certified teachers become familiar with the medications provided by your students. Any time staff has questions regarding the medications provided, do not hesitate to question the school nurse.

BENEFIT INFORMATION

Medical Benefits (Policy Reference #GDBD)

The district currently provides three health plans to employees, two are at no cost to employees. Optional dependent coverage is available at the employee's expense. Medical benefit is provided to all employees working thirty (30) or more hours per week, questions concerning this program should be forwarded to the benefits coordinator at the District Office.

July 31, 2023

Note: The effective date of insurance for certified employees is the first of the month following the hire date. Termination of benefits is the first of the month following termination date.

Note: The effective date of insurance for classified employees for medical is 60 days, first of the next month, Dental, Vision, & Life Insurance, 90 days, first of the following month.

Dental Benefits

Dental Insurance is not employer paid. The district does not contribute to the premiums and is the responsibility of the employee. Optional dependent coverage is available at the employee's expense.

Vision Benefits

Vision Insurance is not employer paid. The district does not contribute to the premiums and is the responsibility of the employee. Optional dependent coverage is available at the employee's expense.

Life Insurance

A life insurance policy is provided for all employees working thirty (30) hours or more per week.

In the event of the death of an employee, the legal heirs of the deceased employee shall be awarded, as soon as possible, the District Life Insurance Policy Death Benefit and any accrued salary benefits earned by the employee.