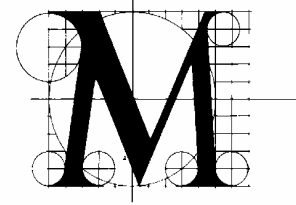


**CERTIFIED
EMPLOYEE
HANDBOOK

2004-2005**



MADISON SCHOOL DISTRICT #38

5601 N. 16th Street
Phoenix, AZ 85016

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*CERTIFIED EMPLOYEE HANDBOOK
2004-2005*

INTRODUCTION

This handbook is designed to be a reference for Madison District certified employees. It contains portions of the personnel policies most often used by staff.

This handbook is presented as a matter of information and direction only. For more detailed information, check the policy referenced at the bottom of each section. Policy books are available for reference in each school office, the M&T Office and at the District Office.

We sincerely hope this handbook will provide you with valuable information and help you understand your rights and responsibilities as a part of the Madison School District.

The Madison District Classroom Teachers' Association and District/Board Meet and Confer Team included the following:

<i>MDCTA</i>	<i>DISTRICT/BOARD</i>
<i>Cheryl Allen</i>	<i>R. Robert Jones</i>
<i>Troy Regis</i>	<i>Linda Califano</i>
<i>John Howard</i>	<i>Matt Devlin</i>
<i>Yolanda Mason</i>	<i>Sue Goltz</i>
<i>Jean Danzer</i>	<i>Marie Sullivan</i>

If you have concerns or questions please contact your local MDCTA representative.

SECTION I – EMPLOYMENT AND TERMINATION

A. Equal Opportunity Employment

Madison School District is an equal opportunity employer. The policy of the district is to prohibit discrimination against an otherwise qualified individual with a disability or any individual by reason of race, color, religion, sex, age, or national origin. (Policy GBA)

B. Professional Staff Hiring

All employees are employed by the Governing Board upon recommendation of the Superintendent. The Board assigns to the Superintendent the process of recruiting staff members. In carrying out this responsibility, the Superintendent may involve other staff members as needed. All personnel selected for employment must be recommended by the Superintendent and approved by the Board. To aid in obtaining the best qualified personnel, the Board adopts the following general criteria, which shall be utilized in the selection process for initial employment:

- There will be no discrimination in the hiring process due to race, color, religion, sex, age, national origin, or disability of an otherwise qualified individual.
- An elementary school candidate should have a major or equivalent in elementary education or in the special area of assignment.
- Candidates for all teaching positions shall be able to deliver quality instruction.
- Each candidate shall provide evidence of meeting state requirements for certification.

Any employee's misstatement of fact that is material to qualifications for employment or the determination of salary shall be considered by the Board to constitute grounds for dismissal.

The Superintendent shall develop and implement procedures that include the following in the employment process:

- Before employment, require documented, good faith efforts to contact previous employers or a person to obtain information and recommendations that may be relevant to the person's fitness for employment.
- Require contact with the Department of Education to obtain information contained in the person's certification record that may be relevant to the person's fitness for employment.
- Provide for fingerprinting of employees covered under this policy and A.R.S. 15-512 and for fingerprint checks pursuant to A.R.S. 41-1750.

The No Child Left Behind act requires the district to notify parents of students whose teacher is not considered highly qualified according to the criteria set forth by law. The district will notify parents of students in those classrooms that their child's teacher is not highly qualified. Each teacher is responsible for meeting the requirements of being highly qualified. (Policy GCF, GCF-R, GCFC)

C. Fingerprinting

All certified personnel to be hired by the district shall be fingerprinted through the Department of Public Safety as part of their certification procedures. Employees who are renewing their certificate will be required to include with their application a Class 1 or Class 2 fingerprint clearance card or documentation that a fingerprint card application has been submitted to the Department of Public Safety. Candidates shall certify on the prescribed notarized forms whether they are awaiting trial on or have ever been convicted of or admitted committing any criminal offense as outlined in district policy.

The district may refuse to hire or may review or terminate personnel who have been convicted of or admitted committing any of these criminal offenses or a similar offense in another jurisdiction. (Policy GCFC)

D. Personnel Records

The District will maintain a complete and current file for each district employee. Employees will be advised of, and will be permitted to review and comment on all information of a derogatory nature to be placed in their personnel file. Employees may review their own files by making a written request to the Superintendent.

It is the duty and responsibility of each teacher to be certified and to keep his/her certification current. (Policy GBJ)

E. Safe Environment/ID Badge

All employees are required to wear their KRONOS ID badge at all times while at any district site. Any employee who loses his/her badge must contact the Human Resources office for a replacement. The employee will be charged a replacement fee.

F. Responsibilities of Substitute Teachers

All substitute teachers in Madison School District are called to duty by the Human Resources office only. Substitute teachers are expected to fulfill the duties and responsibilities of regular teachers. Substitute teachers will report to the school office at the beginning of each day to receive instructions and lesson plans. At the end of the day the substitute teacher will provide the school office with a report of the day's activities and sign the employment sheet as required for remuneration.

Substitute teachers must conform to Arizona Law relative to certification and the Madison School District policy regarding specified duties of teachers, personnel records and attendance.

G. Arrangements for Substitutes and Reporting Absences

Each employee is responsible for notifying the E-Solutions – SEMS (Substitute Employee Management System) of all absences at the earliest possible time, regardless of whether a substitute is needed. See **Addendum A** for detail instructions on how to use this system. (Policy GCGB-R)

H. Teacher Evaluation

The Governing Board considers evaluation of teachers for the improvement of instruction to be one of the principal's most important responsibilities as an educational leader.

The Board believes that the purposes of evaluations are to improve the quality of instruction, to improve the learning experiences of students, and to strengthen the professional abilities of teachers. The evaluation process should be a continuous, constructive, and cooperative experience between the teacher and the evaluator. The appraisal process should be personalized for the individual teacher and should eliminate comparison of one teacher's performance with that of another.

MDCTA will appoint teacher members to be part of the Superintendent's committee on reviewing the teacher evaluation instrument. All committee members will have full participation in development and implementation of the evaluation instrument. (W/W 1995-96)

The principal holds the ultimate responsibility for the evaluation of all teachers assigned on a full-time basis to his/her school. The principal may, in writing, delegate the evaluation of specific teachers to the assistant principal or district administrator.

Prior to October 1, a teacher may request, in writing, a change of evaluator.

Non-continuing-status teachers, by statute, are to be assessed and evaluated at least twice each year, and continuing-status teachers are to be assessed and evaluated every year, with a comprehensive evaluation every three years or as deemed necessary by the administrator.

The PIA (Performance Improvement Agreement) stays as a remedial part of the evaluation instrument. (M&C 1990)

The dates provided for in this calendar are the goals of the Madison School District but shall not be deemed to supersede or modify any provision or date contained in the Arizona Teacher Tenure Act.

Currently four schools are on waiver from the Board adopted teacher evaluation instrument and process. The four schools are Camelview, Rose Lane, Park, and Heights.

Evaluation of Professional Staff - Calendar

April 15: State deadline for notice of non-renewal. See **Addendum B** for additional calendar dates.

Prior to October 1, the administrator at each building will hold a meeting with all teachers to be evaluated to review the process as outlined in Policy, Regulation and Exhibit GCO of the Madison School District Policy Manual. The evaluation instrument is included as **Addendum B** in this handbook. (Policy GCO)

I. Evaluation of Administrators and Psychologists

Continuous evaluation of all aspects of the total educational program, including student progress, personnel, curriculum, and facilities, will include a formal process of evaluating all certified administrators and psychologists. The purpose of this evaluation shall be the improvement of the quality of the educational program in the district. The evaluation will be a cooperative procedure, with the evaluator and the evaluatee having full knowledge of the criteria, process, and results.

The specific format for the evaluation system for certified administrators and psychologists will be developed under the leadership of the Superintendent. (Policy CGO-RA)

J. Assignments

The Superintendent will determine all professional staff assignments. Such assignments shall be based on the needs of the district. No right to school, grade or subject assignment shall be inferred from the standard teacher's contract.

The Superintendent delegates to principals the responsibility for the assignment of teachers within the school. Assignments shall be in accordance with all other policies of the district.

If staffing changes are necessary after the end of the school year, principals shall consult with the teacher(s) affected. If the teacher(s) is not available for consultation, written communication shall be mailed giving the necessary change and the reason for that teacher's selection for reassignment. No teacher shall be required to take an assignment for which he/she is not properly qualified and certified. (Policy GCK, GCK-R)

K. Transfers

The procedure for transfer of professional staff members will be based on the needs of the instructional program. Assignments may be changed to serve the best interests of the district and students.

Professional staff members may apply for transfer or reassignment whether or not a vacancy exists. Generally, transfers will not be approved during the school year unless the needs of the district dictate such approval.

Transfer of certificated personnel from one school to another shall be with the approval of the Superintendent. Prior to a transfer being granted, a conference will be held between the teacher and potential principal.

Teachers' names shall be arranged on a seniority list based on length of service with the district. Length of service shall mean the number of continuous years of service, exclusive of unpaid leaves of absence. Parts of years in excess of one-half shall be considered full years. All teacher assignments shall be based on this list in accordance with the procedures as outlined in district regulations. (**See Timetable for Certified Placements – Addendum C**) (Policy GCK, GCK-R)

1. On-campus Transfers

Participation:

Teachers may only apply for open positions at their site. On-campus transfer placements cannot hinder the placement of surplus teachers and those returning from a leave of absence. Surplus teachers may apply for openings at their site during the on-campus transfer period.

Guidelines:

- Staffing list will be posted with a list of requirements and qualifications for open positions for the site.
- Applicant is to notify site principal of interest in open position.
- Site principal will schedule interview.
- Site principal will make selection and notify applicant of decision.

2. Placement of Surplus and Leave of Absence Teachers

Participation:

- Teachers who were surplus due to reductions in the number of positions district-wide.
- Teachers returning from a year's leave of absence.

Guidelines:

- Applicant is to notify site principal of interest in open position.
- Site principal will schedule interview.
- Site principal will make selection and notify applicant of decision.

3. Voluntary Transfers

(May begin after surplus and leave of absence teachers have been placed.)

Participation:

Only teachers who have attained continuing teacher status and those not working on improvement plans are eligible to apply for voluntary transfer.

Guidelines:

- List of vacancies will be posted daily in each school office, at the district office, and on district e-mail during the voluntary transfer period.
- Postings will include a list of requirements and qualifications.
- Postings will be posted for 3 working days prior to being filled.
- Applicants will submit a Voluntary Transfer Form to their current principal for signature (GCK-EB).
- It is the responsibility of the applicant to submit the signed form to the site principal with the opening.
- All applicants who turn in the Voluntary Transfer Form during the 3-day posting will be interviewed for the requested position.
- Candidates whose request for transfer is not granted will receive from the interviewing principal written notification as to the reason for non-selection.
- Successful candidates will receive written rationale for their selections.

- The criteria for selection will be as follows:
 - Certification/Endorsement
 - Evaluations
 - Interviews
 - Seniority
 - Final placement is at the discretion of the principal.

An employee who feels that there has been a procedural violation has the right to appeal through the grievance process.

The Human Resources department shall maintain a list of vacancies, which will be available to anyone who inquires. It is the teacher's responsibility to contact the Human Resources department to remain apprised of current vacancies throughout the summer. Continuing teachers may apply for any positions that become available prior to the first day of school. All positions that become vacant from the beginning of May until the first day of school will be posted for three days for in-district consideration. If an in-district candidate is not selected, the vacancy will be advertised outside the district. [Vacancies are listed on the Job Line (664-7979)] (Policy GCK-R)

There may be occasions when it is appropriate for a non-continuing teacher to transfer, e.g., when the teacher has had teaching experience prior to employment with the district. In such case, the current site administrator must approve by signing the voluntary transfer form.

4. Part-Year/Part-Time, PDS Students (Cadre), and Student Teachers Participation:

- Teachers employed during the current school year on part-time contracts.
- Teachers whose full-time contracts start after the first working day of the current school year.
- Cadre (formerly PDS Students).
- Student Teachers who did their student teaching in the Madison District.

Guidelines:

- Notify site principal of interest in open position.
- Site principal will schedule interview.
- Site principal will make selection and notify applicant of decision.

5. Ground Rules for Professional Development Plan

These rules will be used anytime a plan is written for a teacher, be it on-campus, surplus or voluntary transfer.

- a. There will be a thorough discussion of expectations of this position regarding skills and experience.
- b. A plan will be in writing, which is mutually developed and agreed upon between the teacher and principal. It will include written documentation of any deficiencies, which will be provided by the principal.
- c. There will be agreement between the teacher and principal on how to document skills and meet the required qualifications.

- d. There is an appeal process available with the superintendent if the teacher does not agree with the principal about his/her plan.
- e. If the district pays for course work, the teacher cannot use those credits for movement across the salary scale. If the teacher pays for the course work those credits will be added to their growth plan for movement over on the salary scale. (CDP 1994)

L. Non-continuing and Continuing Status

Certified teachers who have not been employed by the district for more than the major portion of three consecutive school years are, for purposes of policy, referred to as non-continuing teachers.

Continuing status shall be obtained upon the offering and formal acceptance of the fourth consecutive full time teaching contract.

Administrators are not covered under the terms of the teacher appointment and termination statutes and do not gain credit toward continuing status while occupying administrative positions. (Policy GCJ)

M. Outside Employment

Employees are free to carry on individual work or self-employment projects as long as no district facilities, equipment, or school(s) are used, except as provided by policy, and the outside work or self-employment does not interfere with the employees' performance of district-assigned duties. (Policy GCR)

N. Reduction in Teaching Staff

In accordance with A.R.S. §15-544, the Governing Board may reduce the teaching staff for reasons of economy or lack of pupils. In the event the Board decides to release certified staff members, the following guidelines will be in effect:

Normal attrition due to teacher terminations will be relied upon as the first means of reducing staff.

If attrition does not accomplish the required reduction in the staff, the Superintendent shall submit to the Board recommendations for the termination of specific staff members. The criteria used in formulating these recommendations shall include, but shall not be limited to:

1. Qualifications and certification of staff members to accomplish the district's educational program.
2. Overall teaching experience, academic training, and ability.
3. Past contributions to the educational program of the district.
4. All other things being equal, length of service in the district.

Criteria for selection of staff members to be released will be applied separately to teachers within specialty categories. (Policy GCQA)

Staff members shall be advised of the Board's determinations so that transfer requests of all qualified teachers may be considered prior to the development of the reduction-in-force list.

Teachers RIF'd have rights of reemployment with the most senior being the first rehired. Should a teacher accept a less-than-full-time position in Madison District, that teacher shall remain on the R.I.F. list in his/her original position. Accepting part-time employment shall not remove a teacher's tenure rights if that teacher has previously attained tenure in the district.

Teachers who have been subject to RIF and have not been re-employed by June 1 of the year of RIF may continue with the medical and life insurance coverage at their own expense through the following September. If the teacher is not re-employed by September 30, insurance coverage will terminate.

If a teacher is hired for a position after the first day of the school year, that position is reposted at the end of the year and that teacher is not guaranteed any position. He/she will be RIF'd. People hired after the first day of the school year need to be told in writing that their position is for one year only. (W/W 1995-96)

O. Resignation

All resignations of certified personnel shall be presented in writing to the Board for approval. A release from an uncompleted contract may be granted contingent upon the availability of a well qualified, certified teacher as a replacement. A district retiree conducts exit interviews following resignation. The retiree collects and compiles raw data and forwards results to MDCTA and administration. (Policy GCQC, M&C 04)

P. Disciplinary Action against a Professional Staff Member

The Governing Board prescribes and enforces rules for disciplinary action against professional staff members who engage in conduct that is a violation of the rules, regulations, or policies of the Governing Board but is not cause for dismissal of the staff member or for revocation of their Certificate. (Policy GCQF)

Q. Suspension and Dismissal

Suspension and dismissal of professional staff members will be governed by State law. (Policy GCQF-E)

SECTION II - COMPENSATION

A. Professional Staff Salary Schedule

The salary schedule for teachers in the Madison School District is based on preparation, experience and professional growth in service.

The salary schedule pertains to personnel holding provisional, basic or standard certificates at the elementary or secondary levels. New teachers entering the system with prior teaching service, who have met academic and professional

qualifications for Arizona State Department of Education certification, will be given a maximum credit of five years for substantiated experience.

Previous verified experience recognized for the purpose of placement on the salary schedule is defined as any previous full-time certificated teaching in any public school within the previous ten years. For a teacher to receive credit for previous teaching experience, the teacher must furnish the office of the Superintendent full information concerning the previous teaching records. When the experience has been verified, credit will be given by the district.

Any Madison classroom teacher who leaves the district for up to a one-year period of time and is rehired by the district will retain the years of service accrued prior to leaving the district. This reinstatement of years of service will not be granted, however, if the former employee accepted a teaching position during the one-year absence from Madison School District. (Policy GCBA)

The salary schedules for all employees are set each year by the Governing Board through a "Meet and Confer" process where recommendations are made to the Superintendent and the Board. Certified personnel are represented by their recognized organization. (Policy HA-R) **See Addendum D**

B. Supplementary Pay

When Madison parent-teacher associations and/or other Madison-connected organizations hire regular employees of the district for district-approved special services on school premises outside their normal duties, payment is to be made by Madison School District.

When approval has been given for school-connected and/or other private agencies to use district facilities in the summertime, the sponsoring organization shall pay its personnel who are not on the district's payroll directly. (Policy GCBC-R)

C. Extra Duty Pay

Certain extra duties will be paid on a scale recommended by the Superintendent and reviewed/adopted by the Governing Board on a yearly basis. (Policy GDBC)

D. Pay for Performance

Pay for performance plans are available at each school for school-wide performance pay. Individual pay for performance is currently in place at Camelview, Rose Lane, Park, and Heights. Please check with the school for the individual site plan.

E. Payroll Deductions

REQUIRED Deductions

- Federal Withholding
- Arizona State Withholding Tax
- Social Security (OASI/FICA)
- Arizona State Retirement Plan

OPTIONAL Deductions

- Health Insurance for Dependents
- Dental Benefits
- Flex Spending Plan
- AFLAC Insurance
- Short Term Disability (Fortis)
- Credit Union/Direct Deposit
- Tax Sheltered Annuities
- U.S. Savings Bonds
- United Way
- AEA/MDCTA Professional Dues

All of the above items, once in effect, will continue until cancelled or changed in writing by the employee. (Policy DKB)

Health insurance, dental insurance, and the flex plan can only be changed during open enrollment (the first two weeks of May) for those benefits unless an employee has a change in life status (e.g., marriage, birth, death).

F. Industrial Compensation

All employees shall be covered by worker's compensation insurance for any accident while on assignment, including an accident on school property or while on official business off school property. An employee must report any such accident to the Nurse or Principal's office immediately. A report listing the details of the accident is required by the District Office and the insurance carrier. An accident report form is available at every school office, M&T, and the District Office. If medical treatment is needed, it must be obtained at a designated occupational facility as soon as practicable. Copies of status reports from each doctor visit are to be submitted to the District Office.

Any employee who fails to notify their immediate supervisor of any accident, regardless of how slight, could risk loss of worker's compensation benefits.

Employees are expected to dress appropriately for their job assignment and workstation in order to maintain a safe environment and avoid injury. Appropriate dress includes proper clothing and footwear.

Employees are to report to the nurse or office any accident involving a student while that student is under school responsibility.

INDUSTRIAL LEAVE COMPENSATION

Time Missed	Compensation (Industrial)	Compensation (Madison)	Charge Against Leave
Less than 8 calendar days or 5 working days	None	Regular Pay	Yes
8 - 13 calendar days	Determined by Industrial Commission. Approx. 2/3 of regular pay.	Balance (approx. 1/3) regular pay until leave expires.	Prorated to portion of pay compensated by district, i.e. 1/3 day for 1/3 pay, etc.
14 or more calendar days	Determined by Industrial Commission. Approx. 2/3 of regular pay, retroactive to 1 st day missed.	Balance (approx. 1/3) of regular pay until leave expires.	Prorated to portion of pay compensated by the district, i.e. 1/3 day for 1/3 pay, etc.

Each employee shall notify the payroll department in writing each time a compensation payment is received. A copy of the compensation check must accompany the written notification. IN NO EVENT shall an employee receive a combined salary from Industrial Compensation and Madison School District that exceeds the employee’s regular pay.

G. Garnishment

When a garnishment notice is received from the County School Superintendent, the business office will immediately notify the employee. The entire warrant will be returned to the Maricopa County Treasurer’s Office and collection made in accordance with legal requirements. (Policy DKB)

H. Evaluation of College Credits

Teachers are placed in the proper lane and advanced from one lane to another by the accumulation of semester hours of college and/or district credit. Accumulation of college credits will be in line with the teacher salary schedule. The evaluation of college credit shall be in accordance with the specific regulations established by the district.

A Letter of Intent form must be submitted to the Human Resources office by February 1 of each year for movement across the salary schedule for the next fiscal year. If requesting an advancement of more than one lane, in addition to the Letter of Intent form, a written request must be submitted to the Assistant Superintendent for Educational Services. (Policy GCI-RB, GCI-EA) **See Addendum E**

Credit for out-of-district courses taken for movement across the salary schedule or tuition reimbursement will be granted provided the employee has submitted a Pre-Approval for Out-of-District Courses form prior to taking the course. (Policy GCI-RB, GCI-EB) For a copy of the form and Standards of Acceptable Credit, see **Addendum F**.

I. Tutoring

School buildings are not to be used for private tutoring or classes for which students pay a fee to staff members unless a rental contract has been entered into with the district. Staff members are not permitted to provide tutoring for pay to any students who attend or are registered in any of their own classes. (Policy GCRD)

J. Payment Options

All employees are paid biweekly.

Employees working less than 52 weeks may elect one of two payment options. They are:

1. Approximately 1/26 of the annual salary is received throughout the work year, with a lump sum payment of the amount remaining in the contract received at the end of the work year.
2. Employee is paid biweekly for all contract days on a pro rata basis of the total contract.

K. Half Time Benefits

Teachers working half time or more, earn full medical benefits. Teachers working less than full time earn the percentage of the day worked for leave. For example, if a teacher works 50% of a day, they will earn 50% of a leave day.

L. Tuition Reimbursement

The Board recognizes its particular responsibility to provide opportunity for the continual professional growth of its professional staff. The district shall provide full reimbursement of tuition paid for university coursework when:

1. The teacher applying is on Lane VI of the salary schedule.
2. Coursework submitted has 15 contact hours per credit.
3. Coursework has prior approval of the Principal and Assistant Superintendent for Educational Instruction.
4. Coursework has the potential to assist the teacher in improving instruction or fulfilling requirements necessary for certification in specialized areas of Madison's instructional program.
5. Coursework is accompanied by a receipt and is accompanied by a official transcript indicating a grade of "B" or better (or "pass" on a pass/fail course).

Reimbursement will only be made to teachers who have returned signed contracts for the fiscal year in which reimbursement is to be paid and must be returned to the district if the employee requests that he/she be released from the contract prior to its completion. A maximum of 18 hours per school year will be reimbursed for any teacher. The tuition reimbursement will not exceed the amount charged by the university. (Policy GCI, GCI-EB, M&C 04)

M. Instructional Improvement Fund – Proposition 202

Pending district receipt of Proposition 202 money, there will be an equal distribution of collected funds based on FTE among certified staff in summer 2005. To be eligible for 100% of the base amount, based on the employee's FTE,

the employee must be employed by the first day of the second quarter. Monies derived from Proposition 202 are a yearly-negotiated issue, dependent upon revenues collected and criteria set by the Governing Board. (M&C 05)

SECTION III - EMPLOYEE BENEFITS

A. Medical, Dental, and Life Insurance

Madison School District provides certified employees, contracted for .50 FTE or more on permanent assignment, with group medical insurance, which includes vision, as well as short-term disability. Certified employees working less than .50 FTE have the option of purchasing medical insurance. Dependent coverage is available and will be figured on an 18-pay basis (monthly rate x 12 divided by 18 = deduction per pay). Eligibility for coverage is the first day of the month following the date of hire. The employee must have submitted an enrollment form to initiate coverage.

Dental plans are also available and are paid by the employee. The dental plan coverage is figured on an 18-pay basis (monthly rate x 12 divided by 18 = deduction per pay). Dependent coverage cost varies depending on the plan.

The coverage period for the medical and dental plans is July 1 - June 30.

A teacher who resigns from the district and has completed his/her contract may buy health insurance coverage from the district for July and August by giving back five days of leave, no pro ration. If the teacher does not have five days of leave to buy coverage, coverage will terminate on June 30. If a teacher resigns in July or August, the district will terminate coverage as of June 30 unless the teacher purchases coverage with five days of leave. If the teacher has any voluntary deductions (i.e., dental, dependent medical, AFLAC, etc.) he/she is responsible for the cost of coverage for July and August. (M&C 05)

A life insurance policy in the amount of the employee's contract amount, but not less than \$20,000, is provided by the district for all certified employees working .50 FTE or more.

All optional insurance carries from year to year unless the employee notifies the Human Resources office in writing that they wish to drop coverage. Personnel on paid leave receive full insurance benefits. Personnel on leave without pay may purchase group insurance, but are responsible for premium payments.

B. Disability Insurance

The district provides Short-term Disability coverage to permanent employees working .50 FTE or more. Short-term Disability provides income protection from a covered non-occupational sickness, non-occupational accidental bodily injury, or pregnancy, when the employee is totally disabled for 89 continuous days, up to 180 days.

Employees working .50 FTE or more on permanent assignment receive Long-term Disability coverage through the Arizona State Retirement System. Long-term disability benefits commence on the day following a waiting period during which you have been totally disabled for six consecutive months.

C. Leave of Absence - With Pay

1. Leave

Teachers will be given 12 leave days per contract year. Leave for less than full contract year employees is granted on a pro-rata basis. Leave is granted and deducted in multiples of full or half days, except when an employee is drawing industrial compensation. Unused portions of leave are cumulative from year to year without limit. Upon resignation, teachers with five years district experience will be entitled to 1/2 substitute rate of pay for accumulated leave days. Teachers may accrue a maximum of 120 leave days for retirement reimbursement. (M&C 1991)

Leave may be used for personal illness, family illness, bereavement, religious holidays, or personal leave. Leave may include other excused absences, such as medical, dental, or optical examination or treatment impossible to schedule on non-duty days. The employee may be required to present a physician's certificate of proof of personal illness.

In absences for family illness, all accumulated leave is available if the person is an immediate family member. If the absence is to exceed one week, the employee shall notify the principal as to the anticipated length of absence, and keep the principal informed thereafter. In the case of illness of a relative other than immediate family, employees will be allowed absence for a maximum of six days chargeable to leave. Upon request of the employee, hardship cases shall be referred to the Superintendent for additional consideration.

In absences for bereavement, all accumulated leave is available regardless of relationship of deceased person to employee. (M&C 04)

Employees will be allowed days of absence chargeable to earned leave (not personal leave) for religious observances.* The employee must submit a Pre-approval for Leave Form, naming the religious holiday, through the school principal or supervisor to the Human Resources office not later than one week prior to the absence. *See 2. Perfect Attendance Addendum.

For employees selecting 26 pays, absences beyond earned leave will be docked at the end of the year on the balance of contract paycheck. For employees selecting 22 pays, absences beyond earned leave will be docked in the next pay period following the overuse.

Any employee who can be shown to have willfully violated or misused the district's leave policy or misrepresented any statement or condition will be subject to discipline, which may include reprimand, suspension, and/or dismissal. (Policy GCCA, GCCB) (M&C 05)

2. Perfect Attendance Addendum

Employees who do not use leave and are in attendance every workday in a semester qualify for a perfect attendance addendum: \$175 for 1st semester; \$225 for 2nd semester.

Two days per school year may be taken as religious leave without affecting eligibility for the perfect attendance addendum if:

1. The days are designated as "religious."
2. The teacher applies the first week of each semester to the principal, naming the religious holiday.
3. The days are taken from leave. (CDP 1994)

Up to five days per occurrence may be taken from leave for bereavement, regardless of relationship of deceased person to employee, without affecting eligibility for the perfect attendance addendum.

Employees with Excellent Attendance, one-day absence for the 2nd semester only, qualify for an addendum of \$150. (M&C 04)

3. Personal Leave

An employee may use available leave time for personal, legal, or business matters that require absence during school hours. Personal leave days are deducted from the annual leave allocation. The employee must submit a Pre-approval for Leave form to the principal or immediate supervisor, at least one full day prior to the absence. The administrator must ascertain the probability that a qualified substitute is available prior to approving the absence. As soon as the administrator has approved the request, the employee is responsible for notifying the Human Resources department of details concerning the required substitute. The request shall be forwarded to the Human Resources department with the administrator's recommendation. If an employee has two or more supervisors, each of them must approve the request for a personal leave day.

Personal leave days may not be approved when the anticipated employees' absences in any employee category at a given school would exceed two. The building administrator may approve a personal day for up to two employees per non-blackout day at their respective sites. The building administrator may approve exceptions for special circumstances.

With due consideration of the immediately preceding paragraph, the Superintendent will have discretion to approve leave without pay during orientation week, parent-teacher conference days, the first week of school,

the last week of school, or on the last duty day before or the first duty day after a holiday or vacation. (See Life Passage Events.)

Teachers may take up to and including four consecutive personal days per semester. The option to request five or more days for extenuating circumstances is available to teachers who have not taken five or more consecutive personal leave days within the past three years.

Teachers are asked not to take personal leave on blackout days. The Educational Services department publishes a list of blackout days, which are days designated by the Governing Board and days when substitutes are limited due to the number of teachers out for staff development. Teachers are asked not to take personal leave on TCT days. (Policy GCCB, M&C 03, M&C 05)

Life Passage Events

Personal leave during the first and last weeks of school, before and after school holidays, and all other blackout days are considered for paid leave for family “Life Passage” events, including but not limited to the following:

- Weddings
- Bar/Bat Mitzvahs
- Anniversaries
- Child’s first day of school
- Family Reunions
- Taking child to college
- Christenings
- Baptisms

Other “Life Passage” events will be considered upon application.

Each school is to have a Site Panel consisting of the principal, MDCTA site representative and site classified employee. The Site Panels at the District Office and Maintenance/ Transportation are to consist of a site administrator and two site classified employees. Each site is responsible for reviewing requests on a scheduled basis, as predetermined by the site.

Application for paid personal leave for any of the aforementioned days will be reviewed as follows:

- Employee will submit a request in writing to the site panel a minimum of 30 days prior to the date requested. The request is to include the ‘life passage’ event and date.
- A Madison School District Pre-Approval for Leave form will be attached to the written request.
- If applicable, application must be accompanied by Substitute Teacher commitment statement.
- Within 5 working days of review by the Site Panel, the employee will be notified in writing of the decision. The decisions of the Site Panel are final and the discussions determining the approval/non-approval are to be kept confidential. Submittal of a request does not guarantee approval.

4. Medical Leave Assistance Program

The district recognizes the existence of circumstances under which non-job-related, seriously incapacitating, and extended illnesses and injury may exhaust accrued leave of employees. To provide some measure of relief in such situations, a limited mechanism, based upon voluntary transfer of accrued leave, is established.

Employees may request donations of leave by submitting a Medical Leave Assistance Program Request form along with the Verification of Serious Illness/Injury Form to the Human Resources office.

If an employee chooses to donate days, a Sick Leave Donation Form must be completed and submitted to the Human Resources office. Upon approval of the donation, the Human Resources office will notify the employee and donor(s) by returning a copy of the Sick Leave Donation Form. Days of leave, not the actual wage of the donor employee, will be donated.

Limits:

- The value of banked leave will be limited to the equivalent of the number of contract days multiplied by the daily base salary of a teacher with a B.S. degree and no experience, or less, depending on contributions.
- No employee shall be entitled to receive banked leave by reason of contribution or employment.
- Each approved applicant is limited to the one-time use of no more than 100 consecutive days of the available limited leave from the medical leave assistance program in any school year.
- Additional leave will not be earned/accrued during use of banked leave.
- All unused banked leave will expire at the end of each contract year.

Voluntary contributions:

- Certificated staff members who have 35 or more days of accumulated leave may voluntarily contribute a maximum of 5 days of earned/accrued leave to the medical leave assistance program annually for no more than 3 consecutive years. Such contribution must be from the current year's leave earned/accrued, the value of which will be determined by the number of days multiplied by the daily base teacher salary.
- Each certified staff member contributing leave to the medical leave assistance program must acknowledge an uncoerced, voluntary release of the leave, the value it represents, and that it will not be returned but will expire at the end of the contract year in which it is contributed.

Eligibility (for use of medical leave assistance program). The approved applicant shall:

- Be a full-time teaching employee.
- Have a non-job-related, seriously incapacitating, and extended illness or injury that is anticipated to last for 4 or more weeks.
- Have exhausted all earned/accrued leave of any nature or kind.

- Be presently on unpaid leave status with the district.
- Not be eligible for disability benefits, including but not limited to Social Security, provided at district expense.
- Be one whose return to duty is projected to occur within a period no longer than 6 months. (Policy GCCG)

5. Jury Duty or Military Leave

If an employee is required to serve jury duty during normal work hours, notification must be given to his/her immediate supervisor. The employee will suffer no loss of leave. The employee must file a report with the Human Resources office indicating the hours served on jury duty and the amount of compensation received. That amount will be deducted from succeeding earnings. If the employee is released from jury duty in time to complete at least half a normal workday, the employee is expected to report for duty for the remainder of that workday.

An employee who is a member of the Military Reserve or National Guard is entitled to leave of absence without loss of pay or time when engaged in a two-week summer field training. Such leave will not count as experience to advance on the salary schedule. Persons volunteering for military service, except in time of declared war, will not be considered for long-term military leave. It is the responsibility of the employee to notify the Superintendent or principal when such notice is received. (Policy GCCD)

6. Subpoena

When an employee is absent from duty due to a subpoena rendered as a direct result of the employee's appropriately performed duties in the district or as a result of an action that the employee did not initiate or in which the employee was not at fault, the employee's absence would not lead to loss of pay or leave. In such cases the amount of compensation received for appearing in answer to the subpoena shall be deducted from succeeding earnings of the employee.

If the employee is released from the subpoena responsibility in time to complete at least half of the normal work time for any day, the employee is expected to report for duty for the remainder of that work day.

Absences for subpoenas rendered as a direct action or fault of the employee shall be charged as a personal leave day. If the employee is absent for less than a full day, one-half day personal leave would be charged. If no earned leave time remains, the employee's pay shall be docked. (Policy GCCD-R)

7. Professional Leave

Certified employees selected to attend meetings or conferences at district expense must obtain approval from the Superintendent at least 5 working days prior to the meeting or conference dates (whenever such prior request is possible).

The following guides will be used in granting released time and/or travel expense: (Policy GCCE)

- Value of the meeting or conference.
- Funds available in the appropriate budgets.
- Availability of a substitute, if one is necessary.

8. Staff Professional Development and School Business

All absences for staff professional development and in-service education programs are to be coordinated through the office of the Assistant Superintendent of Educational Services. No absence shall be approved until the Assistant Superintendent has ascertained from the Human Resources office that a qualified substitute is available. All recommendations for released time for professional development or in-service programs shall be filed in the Human Resources office at least one week prior to the anticipated activities. (Policy GCCE-R)

For school business leave for activities such as language arts committee meetings, site based management committees, visitations to other schools, or attendance at a conference where there are no fees or expenses, teachers should fill out a Pre-Approval for Leave form. If the teacher is attending a conference or professional meeting which requires expenses other than the day off, a Professional Leave Request form must be submitted.

The Site Based Management Teams at sites develop their own plans for local staff development for the year. (W/W 1995)

9. Release Time for Teacher Organizational Leadership

The Superintendent each year shall make recommendations to the Board concerning released time for organizational leadership. [Policy GCBD(3)-R(2)]

10. Sabbatical Leave

Sabbatical leave may be granted to teachers to continue their professional education on the basis of improvement of professional preparation and/or the educational program of the district, current assignment of the individual, value of the leave to the district, and funds that are available.

To qualify, the teacher must have been employed by the district for a period of seven consecutive years, and he/she may not have previously been granted a sabbatical leave by the Governing Board. Sabbatical leaves may not exceed a period of one year. Teachers must apply in writing to the superintendent no later than February 1 preceding the year or semester for which leave is requested. (Policy GCCF)

D. Leave of Absence - Without Pay

1. Leave of Absence

A leave of absence must be applied for in writing to the Governing Board through the Superintendent. Leaves will be granted when they are deemed to be reasonable, for a good cause, and not detrimental to education within the district. Leaves granted for reason of illness may begin the day after the date on which all leave has been exhausted. When leave is granted, all rights and benefits are retained and will be available on return to employment. The district cannot, however, guarantee return to original assignment. Each employee receiving a leave of absence is required to give written notice of intent to return at the beginning of the next school year on or before February 1 of the leave year. (Policy GDC/GCCC)

2. Family and Medical Leave Act

The district shall fully comply with the Family and Medical Leave Act. Subject to the conditions set forth in policy and law, any eligible employee of the district may take up to 12 weeks of leave (FMLA) during any one fiscal year (July 1 to June 30), without pay, for any one or more of the following reasons:

- Birth of a child of the employee and in order to care for such child.
- Placement of a child with the employee for adoption or foster care.
- In order to care for the spouse or a son, daughter, or parent of the employee, if such person has a serious health condition.
- Because of a serious health condition that makes the employee unable to perform the functions of his/her position. (Policy GCCC)

E. Absent Without Leave

An employee shall be deemed “absent without leave” when absent from work because of: (1) A reason that conforms to a policy currently in effect but the maximum days provided for in that policy will be exceeded; *or* (2) A reason that does not conform to any policy currently in effect; *or* (3) Failure to report to work without prior notification to the Superintendent or designee. No employee shall be compensated for time lost due to being absent without leave. (Policy GCC)

F. Retirement

Normal retirement date means the earliest of the following:

- The first day of the calendar month immediately following the employee's 65th birthday; *or*
- The first day of the calendar month immediately following the employee's 62nd birthday and the completion of ten years of service; *or*
- The first day immediately following the day that the sum of age and years of total credited services equals 80.

A certified or administrative employee with 5 years of district experience will be entitled to one-half the current substitute teacher daily rate of pay for accumulated leave days (120 days maximum) when retiring from the district.

Insurance benefits for employees and their covered dependents may be discontinued on the first of the month following retirement for employees who are eligible for group medical insurance under another primary insurance carrier. Employees have the option of picking up their medical coverage under the district policy until age 65.

G. Early Retirement Options

Application for early retirement should be made by February 1 of the year prior to retirement so adequate budget funds can be provided. The definition of early retirement, for the purpose of the retirement plan, is:

Employees working 30 hours or more, after 10 *continuous* years of service with the district, who are at least 50 years of age, shall have the opportunity to take early retirement. Employees who have completed 10 continuous years of service with the district and whose age plus years of service equals 80-87 points according to the Arizona Retirement System are also eligible for the benefits of the district's early retirement plan.

The 10 continuous years of service with the district must be immediately prior to entering the early retirement program. Employees whose service equals at least nine years and six months as of July 1 of each year will be considered eligible for the program. Leave of absence is not considered an interruption of continuous service, but leaves of absence do not count as employment credit.

Benefits for employees choosing early retirement shall be as follows: Eligible retirees may be allowed to continue coverage under the medical plan until they become eligible for coverage under another primary carrier if they choose Option B. Participation in medical/life insurance will be determined on a yearly basis by the Governing Board. Medical benefits are those provided in the group insurance contract for active employees who work 30 or more hours per week. The district will contribute the difference in premium between the actual premium charged, as established by the district and its insurance company, and the amount contributed to the retiree for retiree medical coverage by the Arizona State Retirement System for this under Option B.

Dependent coverage may be continued (at the retirees' expense) by early retirees who are on the district's plan. Eligible dependents are defined as those who are not eligible for coverage under another primary insurance carrier and who have been insured prior to the employee's choosing of the early retirement plan. The retiree will contribute the difference in premium between the actual premium charged, as established by the district and its insurance company, and the amount contributed to the retiree for dependent medical coverage by the Arizona State Retirement System.

This benefit provides for the opportunity for personnel who work 30 hours per week to apply, after 10 years of continuous service with the district, for early retirement benefits payable during the succeeding fiscal year, beginning at age 50.

Effective July 1, 1983, the maximum accumulation of leave for retirement purposes will be 120 days.

Any employee with an accumulation of the required points as stated in the Arizona State Retirement System handbook may apply for retirement under Option A or Option B. Points are defined as age plus years of service in Arizona as approved by the Arizona State Retirement System.

It is the intent of this benefit to provide employees with options for early retirement reimbursement. The eligibility requirements and formulas are included in the charts on the following pages.

An employee may terminate participation in Option A, B, or C at any time after completion of any year upon written request to the Human Resources office and approval by the Governing Board. Once having withdrawn, the employee may not re-enter the program except at the discretion of the district. A Personnel Action Report will stipulate the reimbursement amount for accumulated earned leave for Options A, B, or C.

Once an employee's application for retirement has been approved by the Governing Board and the employee has received benefit therefrom, the employee cannot return to full-time employment with the district in succeeding fiscal years.

Pay for accumulated vacation will be handled separately from the provisions of this benefit.

Participation in the early retirement incentive program shall be permitted on a first-come, first-served basis. The Governing Board reserves the right to deny participation in the early retirement program if sufficient funds are not available or if district needs do not justify participation. The provision of an early retirement incentive program by the Superintendent does not alter the nature of the employment relationship between district personnel and the Board, and does not create any right or expectation of continued employment with the district.

The Governing Board expressly reserves the right to discontinue or modify the early retirement program at any time with respect to individuals who have not entered into binding contracts with the district for specific benefits prior to the time that the benefits are modified or discontinued.

Option A:

Eligibility: A minimum of 10 years of continuous service, age 50 through 65, or an accumulation of required points as stated for the retiree by the Arizona State Retirement System. Accumulated leave x age or point differential factor (per the following chart) x current daily salary = reimbursement for accumulated unused leave + service recognition.

Age or Point Differential Factor Chart - (with 10 years of service)

Retirement Age	Age or Point Differential Factor	Points
50-58	0.94	80
59	0.84	81
60	0.74	82
61	0.64	83
62	0.54	84
63	0.44	85
64	0.34	86
65	0.24	87

Service Recognition Chart - Option A Only

Amount	Age	Points
\$3,500	50-60	80-82
\$2,800	61	83
\$2,100	62	84
\$1,400	63	85
\$ 700	64	86

The retiree pays for medical insurance. For employees who become eligible for coverage under another primary insurance carrier, and their covered dependents, the district medical insurance benefit shall be discontinued on the first of the month following retirement. If the retiree leaves in mid-year, the district will cover medical insurance until the first of the following month.

Option B:

Eligibility: A minimum of 10 years of continuous service, ages 50 through 64, or an accumulation of required points as stated for the retiree by the Arizona State Retirement System. Accumulated leave x age or point differential factor (per the following chart) x current daily salary = reimbursement for accumulated unused leave.

Age or Point Differential Factor Chart - (with 10 years of service)

Retirement Age	Age or Point Differential Factor	Points
50-58	0.94	80
59	0.84	81
60	0.74	82
61	0.64	83
62	0.54	84
63	0.44	85
64	0.34	86
65	0.24	87

Insurance benefits as provided for other employees (medical and life insurance) may be provided by the district if the employee works a minimum of 12 days each school year. Retirees who do not work the minimum 12 days will be required to reimburse the district for the cost of insurance. The employee may work up to an additional 28 days with remuneration calculated at the rate of 75% of the daily salary of the employee as stated in the above formula. Retirees must stipulate the number of days they will work upon retirement (12 days minimum; 40 days maximum). Job assignments may change from year to year depending on the needs of the district.

Employees who retired prior to July 1, 2004, or applied for retirement by June 30, 2004, and retire prior to July 1, 2005, will receive the 75% daily rate of pay for each of up to 40 days worked each school year.

Participation in medical/life insurance will be determined on a yearly basis by the Governing Board. The total amount will not exceed the Social Security annual earning limit. A participant remains eligible for consideration under this option until becoming eligible for coverage under another primary insurance carrier.

Option C:

Eligibility: A minimum of 10 years of continuous service, ages 50 through 57. The formula is in lieu of payment for unused leave.

Formula:

- Annual salary x 0.10 at 10 through 14 years of service; or
- Annual salary x 0.15 at 15 through 19 years of service; or
- Annual salary x 0.20 at 20 through 24 years of service; or
- Annual salary x 0.25 at 25 through 29 years of service; or
- Annual salary x 0.30 at 30 or more years of service.

The employee will be required to work 10 days of the following school year in order to receive the retirement benefit. The retiree pays for medical insurance. If the retiree leaves in mid-year, the district will cover medical insurance until the first of the following month. (Policy GCQE)

H. Tax Sheltered Annuities

Employees may participate in Tax Sheltered Annuity Programs, and may choose any annuity carrier operating under federal and state laws from the district's designated list.

An Amendment to Employment Contract form must be submitted in writing no later than August 31 of each fiscal year in order to be effective in the current fiscal year. Employees also have the option of beginning an annuity in January. Employees who have signed an annuity in July may not make a change in January.

Withdrawals for payment toward annuity programs will be divided into 18 pays for employees who selected the "21 pay option." Employees who selected the "26 pay option" may choose either 18 or 24 pays for this deduction. Once the pay deduction option has been selected, it cannot be changed during that fiscal year.

I. National Board Certification

The Madison School District and MDCTA support teachers seeking National Board Certification (NBC) from the National Board for Professional Teaching Standards. NBC encourages teachers to be responsible for their own professional growth by integrating educational practices that elevate the quality of the teaching profession. This program and the NBC addendums are reviewed annually during the Meet and Confer process. Individuals interested in applying for NBC should contact the Educational Services office.

- The NBC addendum for the 2004-2005 school year is \$3,500.
- Teachers who attain their National Board Certification during the 2004-2005 school year will receive an addendum of \$1,750.
- The Doctorate degree addendum for the 2004-2005 school year is \$1,500.

SECTION IV - WORKING CONDITIONS

Any member of the certified staff at the school may contact any member of the school professional council to request that any item of local concern be discussed and appropriate action taken. (Policy CE-R)

A. School Year

Teacher contracts will be 205 days. Contract starts August 10 (1/2 day) and includes each Monday through Friday until May 27 (1/2 day), including holidays and 183 working days, with the exception of the following non-duty days: October 21 and 22, and November 24, 2004. Students will attend school 179 days. (CDP-1994)

Should an emergency force the need to close schools, the school calendar shall be extended to the number of days necessary to maintain the schools in operation for the minimum number of teaching days required by laws. (Policy IC, ID)

B. School Calendar

See **Addendum G** in the back of this book.

C. Professional Staff Work Load (Professional Day)

Teachers will assume all responsibilities relative to assigned duties, classroom planning and maintenance, coordination with other personnel, parent and student conferences, attendance at meetings, and other professional responsibilities.

Teachers will have a minimum of 30 minutes duty free lunch. (M&C 1989)

Classroom planning is meant to include full professional planning, evaluation, and remediation in order to provide a quality instructional program for Madison students.

The teacher's day incorporates not only responsibility to serve on district and local committees but also to be present for in-service education workshops included in

the official district calendar, recommended by school professional councils, district professional councils, the district curriculum committee, or as specified by the Governing Board. All personnel have the responsibility of serving on district committees when appointed by the Superintendent.

Principals may assign equitable duties prior to the school's first regularly scheduled class in the morning as well as following a teacher's last regularly scheduled class in the afternoon. (Policy GCM - W/W 1992)

D. Supervisory Duty

In order to ensure the safety of students and the security of school campuses, teachers may be assigned supervisory duty during the teaching day, prior to the school's first regularly scheduled class in the morning, as well as following a teacher's last regularly scheduled class in the afternoon. These duty assignments shall be considered a regular part of a teacher's duties and shall be fulfilled accordingly. Employees of the district may be required by the Superintendent or immediate supervisor to be present at certain activities. (Registration of students, school district elections, graduation programs, closing of school activities, etc.) (Policy GCMD)

E. Meetings

1. Professional Staff Meetings

The Superintendent will arrange for and hold staff meetings as the need may arise. This authority may be delegated.

Notice of meetings with agendas shall be published two days prior to the time of meeting. All meetings shall be set in a purposeful manner and kept to a length consistent with the importance and purpose of the meeting.

All teachers are required to attend any such meetings unless officially excused by the principal or the Superintendent prior to the meeting. (Policy GCMC – M&C-96/97)

2. Faculty/Grade Level Meetings

Meetings will be scheduled when necessary and will be kept to pertinent and productive agendas as determined by the principal and staff. Tuesday will be designated for faculty meetings. (W/W-1992)

When a meeting is called, the time needs to be used effectively for all. ALT (Administrative Leadership Team) will review yearly effective meeting strategies.

3. Balancing Personal Needs and Professional Meetings

Committees may be formed to meet district goals. The district will limit after school curriculum meetings to two hours. These meetings will begin and end on time. Participants will arrive on time and be prepared to take an active role in the business of the committee. Discussion about the flexible scheduling of meeting times will take place at the first meeting and as the

need arises. The goal(s) of the committee should be accomplished within the committed timeline. (M&C – 97/98)

4. MDCTA Meetings

The second and fourth Monday of each month will be set aside for MDCTA meetings. The Administration will not schedule conflicting mandatory meetings except in an emergency on those days of the month. Teacher study groups and classes will not be offered on the second and fourth Mondays, if at all possible. In the event this should become necessary on a temporary basis, District Professional Council will be notified prior to the event if it is scheduled by the Administration. Any conflicting meetings on the second and fourth Mondays will be considered optional.

5. Planning Time

To address existing educational issues and to integrate the collaborative planning time which will be needed by teachers to meet the future challenges of the district, it is agreed that Tuesday be designated as "School Meeting Day." No other meetings will be scheduled on this day.

It is suggested that one half-hour of this meeting time will be spent by teachers in small groups to resolve problems or to meet other pertinent needs of the group. Upon returning to the faculty as a whole, each group will give a two-minute report as appropriate. The remainder of the half-hour will be principal directed. Principals will make every effort to hold faculty meetings on this day. (W/W-1991)

6. Common Planning Time

At each school common planning time within the school day for teachers who share students is a concern of staff and administration. Because of scheduling concerns, requests in writing by teachers need to be made on or before March 15. Every effort will be made to honor these requests, but final decisions rest with schedulers. Each principal and staff at each school will examine and design a schedule to create common planning time whenever and wherever possible. (W/W 1992) (W/W 1993)

7. Teacher Collaboration Time

Teacher Collaboration Time (TCT) - Early Release will be held on scheduled Wednesday afternoons, with students being released ninety (90) minutes early at their site. This is an opportunity for teachers to work collaboratively within grade levels or content levels to improve their teaching practices. This is part of the teacher contract day. Teachers are not allowed to take personal leave time during TCT.

F. Class Size

Staffing shall be based on an averaging of 20 students in half-day kindergarten, 22 in full-day kindergarten, 25 in first and second grades, 28 in third grade, and 28 in fourth grade.

In grades five through eight, the students would be placed in the fundamental subjects on a basis best suited to the needs of the students. Staffing shall be based on an average of 32 students in fifth through eighth grade homerooms. (Policy IIB-R)

G. Multiple School Assignments

Full-time teachers may not be assigned to more than two schools per day and will be entitled to reimbursement for travel between those schools. Preparation time and lunch shall be provided on the same basis as for non-traveling teachers. (Policy GCK-R)

H. Teacher Load

The schedule for each teacher shall be the responsibility of the principal, under the direction of the Superintendent. Principals are to schedule a thirty-minute lunch period free of duty for every teacher. When this is not possible, the principal will work out an equitable lunch period for all teachers and notify the Superintendent.

Because of the length of the student day for children in kindergarten and because of no provision for special subjects scheduling in the kindergarten program, teachers in kindergarten must be expected to prepare for teaching assignments either before or after school. Teachers in grades 1-4 will be expected to prepare for their teaching assignments before and after school and during scheduled special subjects.

Principals shall schedule at least five duty free preparation periods a week for those teachers assigned to grades 5-8, with one scheduled each day if possible. Teachers' classes and preparation periods shall be scheduled consecutively during the regular school days.

I. Special Subject Full Time Teacher

Special area teachers are professionals who service the needs of students across the district in art, vocal music, instrumental music, P.E. and library. A suggested scheduling criteria will be a maximum of 10 sections of lower-grade class loads per day, 6 sections of upper grade class loads per day, or a reasonable combination of both per day. A meeting will be held by August 15 each year with the Special Subject Teachers to review the projected schedule. The purpose of the meeting will be to gather input from special subject teachers on the schedule. (W/W 1992)

J. Parent/Teacher Conferences

Parent-teacher conferences will be held in the fall and spring. A total of 4 one-half days release times will be designated for planning and implementing the conferences. Any teacher with more than 40 scheduled conferences may apply for an additional one-half day for conferences using a district substitute. (W/W-1992)

Teacher Planning Day: One of the four 1/2 days used for Parent-Teacher conferences will be used for planning/preparation time. The day will come at the end of the first semester. This day is deemed to be an instructional day and teachers will be expected to be on campus until the end of the regular instructional day. The exact date will be set by the Superintendent and Assistant Superintendent. (For 2004-2005 the date is December 17, 2004.) (W/W 1991)

The Superintendent will establish procedures to allow parents of students to schedule conferences with teachers at other times during the year. (Policy IKACA)

Back to School Nights will be held during the first three weeks of the school year. At that time the teacher outlines the instructional program for the coming year.

Report cards to parents concerning student achievement will be made every nine weeks by the teacher, and additional written reports will be made when necessary. Teachers will confer with parents when necessary concerning academic progress and discipline of students. (Policy IKA)

K. In-service

The Board provides, within budgetary limitations, opportunity for the continual professional growth of its professional staff. Such opportunities include special in-service training courses and workshops.

The Superintendent may establish local in-service training courses for teachers and other professional employees in the schools, credit for which may be granted beyond the bachelor's degree in the manner that graduate courses in institutions of higher learning are taken into account. The Superintendent may establish reasonable rules by which to select such courses and designate them for credit (i.e., there must be fifteen contact hours per each unit; the number of credits to be granted for each course shall be determined by the Superintendent.)

The attendance of teachers in these courses shall be recorded, and no credit shall be allowed unless the teacher has successfully completed the assigned work of the course. If the district compensates the staff member for attending in-service training courses, no credit shall be allowed for advancement on the salary schedule.

The Curriculum Committee will file with the Superintendent a recommended in-service education program that will give the opportunity for new teachers, teachers without master's degrees who anticipate placement in lanes IV, V, or VI,

or other teachers the opportunity to acquire Madison credits pertaining to areas of emphasis.

The assistant superintendent annually will make recommendations for funds to be placed in the budget for the provision of substitutes for the teachers who are authorized to visit other schools or to participate in other activities recommended by the principal of the school.

The principal may consider individual requests or may make direct recommendations for the attendance of any staff member for such visitations or activities. Principals will be authorized, within the limits of the budget and available substitutes, for the provision of substitutes.

All absences for staff professional development and in-service education programs are to be coordinated through the assistant superintendent's office. No absence shall be approved until the assistant superintendent has ascertained from the Human Resources office that a qualified substitute is available. All recommendations for released time for professional development or in-service training programs shall be filed in the Human Resources office at least one week prior to the anticipated activities. (Policy GCI, GCI-RA)

L. Committees

The Board encourages employee participation in the decision making for the district. When necessary and applicable, the Superintendent will establish committees to recommend policies and rules for the best functioning of the district. (Policy GBB)

Professional committee participation during the school year is considered part of the professional day. If committees convene during summer, compensation should be received by teachers. Compensation for all committees will be treated equally and will be the same hourly rate as the after school activities program. (M&C 1989)

M. Professional Staff Development

Learning is a life-long process, and a teacher's learning of current research has a positive impact in the classroom. Teachers will be encouraged to annually develop professional growth projects by attendance on a district committee, conference/workshop, standing school committees which meet on a regular basis, or by completing attendance at a district or university level education related class.

This involvement should be reflected in the classroom or in an improved educational environment. If the one-year timeline presents a problem to a teacher, he/she may request a time extension based on his/her own unique needs. This is part of the teacher's performance evaluation; the extension is requested by the teacher of his or her evaluator.

If the evaluator has denied the request for a time extension, the teacher can request a review with the joint review committee. Teachers may maintain attendance on any committee indefinitely; however, such attendance should be limited to ensure continued professional growth. Principals will talk with individuals who are not participating in any district professional growth activity and direct them to participate in conferences, committees, or workshops. Teachers have the option of bringing this issue to a joint review committee made up of an equal number of teachers and administrators. MDCTA will appoint the teachers. (W/W 1995-96)

N. Peer Support/Mentor Program

One of the teacher professional goals may be mentoring new teachers as their 15-hour project. The decision is between the teacher and principal. (W/W 97-98).

O. Site Based Management (SBM)

In order to place the decision making as close to the learner as possible, make use of the talents within the community and of all staff members at the schools, principals shall administer the local schools according to the tenets of the shared decision-making procedures (Site Based Management).

The agreements through shared decision-making shall not be interpreted or applied to deprive teachers of professional advantage heretofore enjoyed unless expressly stated.

In order to ensure that site based management will be effective and successful, time and monies for collaborating and planning will be provided. A SBM Monitoring Committee is part of the Site Based Management Framework. (Policy CFD, W/W 1993)

P. District Professional Council

The Madison School District Professional Council, comprised of the Superintendent and the Recognized Organization Executive Committee, will hold regularly scheduled monthly meetings (special meetings may be called when necessary) for the purpose of discussing matters of general district concern, discussing proposals for change or revision in policies or regulations, and discussing unresolved matters referred from the school professional councils. (Policy CE-R)

Q. School Professional Council

A school professional council will be organized in each district school for the purpose of discussing matters of local concern. Each school professional council will hold regularly scheduled monthly meetings (special meetings will be held as needed).

SECTION V – EMPLOYEE RESPONSIBILITIES

A. Human Immunodeficiency Virus (HIV) and Other Communicable Diseases

Inquiries or concerns by staff members or others regarding communicable diseases or a staff member who is known or believed to have a communicable disease shall be directed to the Superintendent or the school nurse. The district shall make reasonable efforts to maintain the confidentiality of staff members' medical conditions.

A staff member who has a chronic communicable disease, such as tuberculosis or HIV/AIDS, shall not be excluded unless a significant risk is presented to the health and safety of others, which cannot be eliminated by reasonable accommodation. The Superintendent shall consult with legal counsel and health professionals, as necessary, to ensure that exclusion of a staff member with a chronic communicable disease will not violate the staff member's rights.

If an outbreak of a communicable disease occurs in a school setting, the Superintendent or the school nurse shall promptly inform staff members who are known to have special vulnerability to infection. The district does not assume any duty to notify an employee of health risks caused by the presence of a communicable disease in the school setting unless the at-risk employee has notified the district of the conditions when notification is needed. (Policy GBGCB)

B. Drug-Free Workplace

Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is our intent and obligation to provide a drug-free, healthful, safe and secure work environment. (Policy GBEC)

C. Smoking On Premises - Tobacco/Smoke-Free School District

The possession or use of tobacco is strictly prohibited in all district buildings, on all district property and in all district vehicles. This policy applies to all students, employees, and visitors. Signs will be posted in all district buildings and vehicles. (Policy GBED)

D. Alcohol and Other Drugs

Any school employee who is aware of or who suspects a violation of this policy must report all known or suspected activity or observed behaviors to the principal or other appropriate administrator. This includes suspected use, possession or sale/distribution of drugs or paraphernalia on school property or at school sponsored activities off school property.

The school principal or his/her designee shall enforce in a firm, fair, consistent and lawful manner all violations of this policy, in accordance with applicable procedures which are consistent with this policy and appropriate due process, A.R.S. 15-843, pupil disciplinary proceedings and A.R.S. 15-761, handicapped students.

A student suspected to be under the influence of alcohol or other drugs will be referred to the school nurse or other health personnel, to assist in determining whether or not the student is under the influence of a controlled substance. If the principal (or designee) with the assistance of the school nurse finds reasonable cause to believe that the student has used or is under the influence of a controlled substance in violation of this policy, the student shall be disciplined in accordance with this policy, with appropriate due process given.

Parent(s)/legal guardian(s) and law enforcement officials will be contacted in cases where it is apparent that students possess, use, transfer, sell, offer to sell or are under the influence of a controlled substance. In addition to the referral to law enforcement agencies, the school personnel shall investigate the student's case to determine the nature and extent of the student's involvement. Additional referrals may be necessary, based on the results of the investigation. (Policy JICH-R)

1. Teaching About Drugs, Alcohol and Tobacco

The purpose of the instructional program on drugs, alcohol and tobacco is to develop students' ability to make intelligent choices based on facts, and to develop courage to stand by their own convictions. Further, instruction on the nature and harmful effects of alcohol, tobacco, narcotic drugs, marijuana and other dangerous drugs on the human system and instruction on the nonuse and prevention of use and abuse of alcohol, tobacco, narcotic drugs, marijuana and other dangerous drugs shall be included in the courses of study. The program also emphasizes the therapeutic benefit derived from the use of drugs prescribed by a health professional.

All Madison School District teachers and personnel will receive inservice training on tobacco, alcohol, other drugs (TOAD) awareness on an annual basis.

2. Objectives of Substance Abuse Program

- To create an awareness of the total drug problem; prevention; education; treatment; rehabilitation; and law enforcement on the local, state, national and international levels.
- To inform the students of the effect on the body of narcotics, sedatives, hallucinogens, and stimulants through the appropriate classes.
- To relate the use of drugs and alcohol to physical, mental, social and emotional consequences.
- To understand the need for seeking professional advice in dealing with problems related to physical and mental health.
- To understand the personal, social and economic problems caused by the misuse of drugs and alcohol. (Policy IHAMA)

3. Parental Involvement

The Superintendent, in consultation with parents, teachers, and administrators, shall develop a procedure for parental involvement in the school(s). This shall include:

- a) A plan for parent participation in the school designed to improve parent and teacher cooperation in such areas as homework, attendance and discipline.
- b) A method by which parents may learn about the course of study for their children and review learning materials.
- c) A procedure by which parents who object to any learning material or activity on the basis that it is harmful may withdraw their children from the activity or from the class or program in which the material is used. Objection to a learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality or religion.
- d) A plan for parental involvement in tobacco, alcohol or other drug prevention education programs.

Parent means parent or person who has custody of the student. (Policy KB)

SECTION VI – RELATIONS WITH OTHERS

A. Sexual Harassment

All individuals associated with the district, including but not necessarily limited to, the Governing Board, administration, staff, students, and members of the public while on campus, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community or while on school property will be in violation of this policy.

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.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should immediately inform the Superintendent or his designee(s), who shall be named annually by the Superintendent. (Policy ACA)

B. Threats

Any employee who is threatened with harm by an individual or a group while carrying out assigned duties shall immediately notify the building principal or supervisor. The principal or supervisor shall then immediately notify the Superintendent's office of the threat and together they shall take immediate steps in cooperation with the employee to provide every reasonable precaution for the employee's safety. Precautionary steps, including any advisable legal action, shall be reported to the Superintendent's office at the earliest possible time.

The district provides liability insurance to protect employees against general liability resulting from the discharge of their duties. (Policy GBGB-R, EI)

C. Political Activities

The Board recognizes the right of its employees, as citizens, to engage in political activity. School time may not be used for political purposes.

District employees who hold elective or appointive office are not entitled to time off from their school duties for reasons incident to such office, except as such time may qualify under the leave policies of the Board.

The discussion and study of politics and political issues when such discussion and study are appropriate to classroom studies, such as history, current events, political science, the conduct of student elections, and campaigning connected therewith -- are exempt from the provisions of this policy. (Policy GBI)

An MDCTA teacher advocate is available to help teachers in the grievance process. Check with your building MDCTA representative.

D. Public Complaints about Personnel

Complaints concerning district personnel should be directed to the employee first. The employee will have a minimum of five working days in which to reply to the complaint at each administrative level at which the matter is reviewed. If the complainant is dissatisfied with the results, the complaint shall be reviewed by the employee's supervisor. The supervisor will hold a meeting with the two parties to resolve the problem. The employee will be notified of the meeting and any subsequent meetings in advance to allow time to select an observer of the employee's choice.

There is provision in the policy for the complaint to go to the Superintendent for resolution if dissatisfied at the school level. The matter may be referred to the Board within ten working days following the Superintendent's decision. (Policy KEB-R)

E. Grievance

A grievance is a charge by an employee or a group of employees that there has been a violation, inequitable application and/or misinterpretation of the employee's terms and conditions of employment, the Governing Board's policies or regulations and/or administrative procedure.

A grievance procedure is provided to improve relations with employees by securing at the lowest level possible, equitable solutions to problems that arise. A grievance must be informally discussed with the immediate supervisor before initiating formal procedures. During the informal procedure, the employee may have a representative of his/her choice present. The procedure must begin within 10 days of the incident. If it is not resolved at the informal level, the employee may go to the formal level by presenting the grievance in writing to the immediate supervisor within 15 days of the incident. (Policy GBK, GBK-R)

Addendum C

TIMETABLE FOR CERTIFIED PLACEMENT

(The MDCTA will have an active roll in monitoring this entire process.)

1. Human Resources office notifies all teachers regarding Letter of Intent to move across on the salary schedule by *January 7, 2005*.
2. Letter of Intent to move across the salary schedule is due *February 1, 2005*.
3. Human Resources office sends the seniority list to all teachers via e-mail. Principals will post the seniority list. *Day after first Board Meeting in February.*
4. Board approves Projected Teaching Positions list *at first Board Meeting in March (March 1, 2005).*
5. Principals notify teachers who are to be surplus *prior to second Board Meeting in March (March 15, 2005).*
6. Board approves staffing chart (to include school positions, surplus teachers, openings and RIF). *Second Board Meeting in March (March 15, 2005).*
7. Formal notice to surplus teachers and/or RIF. *Day after second Board Meeting in March (March 16, 2005).*
8. On-campus transfers are placed following second Board Meeting in March. *(March 16-April 1, 2005).*
9. Surplus placement. *(April 4-8, 2005).*
10. Openings posted to teachers for voluntary transfer movement. *(April 11-29, 2005).*
11. Principals may consider non-renewed or new candidates on *April 29, 2005.*
12. Placement of RIF, if necessary (tentative staff list). *(May 2, 2005).*
13. Final date for voluntary transfer movement. *July 31.*

If it becomes necessary to deviate from this timetable, all certificated personnel will receive written notification of the changes. If the stated date falls on Saturday or Sunday, the following workday applies. (Policy GCK-EA) (CDP-94)

MADISON SCHOOL DISTRICT #38

PLEASE PRINT NAME: _____

POSITION: _____ SITE: _____

I have received a copy of the 2004/2005 Certified Employee Handbook.

Employee Signature