

Label



CERTIFIED

EMPLOYEE HANDBOOK

2008-2009

Madison School District #38
5601 N. 16th Street
Phoenix, AZ 85016

Certified Employee Handbook

ALPHABETIC INDEX

<u>TOPIC</u>	<u>PAGE</u>	<u>TOPIC</u>	<u>PAGE</u>
Absence Reporting and Arrangements for Substitutes	7	National Board Certification	20
Absent Without Leave	7	Parent/Teacher Conferences	32
Assignments.....	7	Pay for Performance	21
Benefits – Employer-paid	15	Paychecks.....	21
Class Size	29	Perfect Attendance Addendum.....	22
College Credits.....	15	Personnel Records	9
Committees and Meetings	29	Procurement	32
Communicable Diseases	30	Professional Growth	32
Continuing and Non-continuing Status	7	Professional Staff Hiring	9
Custody Issues.....	30	Professional Staff Work Load (Prof Day).....	33
Disciplinary Action Against Professional Staff ...	8	Public Complaints about Personnel.....	33
District Office Directory	3	Reduction in Teaching Staff.....	10
Dress Code	31	Release Time for MDCTA Leadership.....	34
Evaluation of Teachers	8	Resignation	10
Extra Duty Pay	15	Retirement	22
Fingerprinting	9	Sabbatical Leave	24
Flexible Spending Accounts.....	15	Salary Range	24
FMLA (Family and Medical Leave Act).....	16	School Year	34
Garnishment.....	16	Sexual Harassment	34
Grievance.....	31	Site Phone Numbers and Addresses	2
ID Badge	9	Smoking/Substance Abuse.....	34
Insurance - Disability	16	Special Subject Full-Time Teacher.....	34
Insurance - Medical, Dental, and Life	16	Staff Development	34
Introduction	1	Substitute Teacher Responsibilities	11
Jury Duty or Military Leave	17	Supplementary Pay	25
Leave.....	17	Suspension/Dismissal.....	11
Leave: Life Passage Events	19	Tax Sheltered Annuity (TSA).....	25
Leave: Personal Leave	18	Teacher Collaboration Time (TCT).....	35
Leave of Absence	19	Transfers.....	11
MDCTA.....	31	Tuition Reimbursement.....	25
Medical Leave Assistance Program	19	Tutoring.....	26
Multiple School Assignments	31	Workers' Compensation	26

SECTION 1 – EMPLOYMENT	5
SECTION 2 – COMPENSATION/BENEFITS	13
SECTION 3 – GENERAL INFORMATION	27
ADDENDUMS	37

- | | |
|--|--|
| <ul style="list-style-type: none"> • Absence Reporting Instructions • Calendar – School Year • IBN Agreement • Letter of Intent • MDCTA Officers • Medical Rates – 26 Pay • Medical Rates – 21 Pay • Performance Based Compensation System | <ul style="list-style-type: none"> • Pre-Approval for Out-of-District Courses/Standards of Acceptable Credit • Pay Schedule - Teacher • Pay Schedule - Extra Duty • Salary Range - Certified • Salary Range – ECP/Nurse • Salary Range - OT/PT/Speech-Psych • Teacher Evaluation Instrument |
|--|--|

Certified Employee Handbook

SECTION INDEX

TOPIC	PAGE	TOPIC	PAGE
Introduction	1	Tax Sheltered Annuity (TSA)	25
Site Phone Numbers and Addresses	2	Tuition Reimbursement	25
District Office Directory	3	Tutoring	26
		Workers' Compensation	26
SECTION 1 – EMPLOYMENT	5	SECTION 3 – GENERAL INFORMATION	27
Absence Reporting and Arrangements for Substitutes	7	Class Size	29
Absent Without Leave	7	Committees and Meetings	29
Assignments	7	Communicable Diseases	30
Continuing and Non-continuing Status	7	Custody Issues	30
Disciplinary Action Against Professional Staff ...	8	Dress Code	31
Evaluation of Teachers	8	Grievance	31
Fingerprinting	9	MDCTA	31
ID Badge	9	Multiple School Assignments	31
Personnel Records	9	Parent/Teacher Conferences	32
Professional Staff Hiring	9	Procurement	32
Reduction in Teaching Staff	10	Professional Growth	32
Resignation	10	Professional Staff Work Load (Prof Day)	33
Substitute Teacher Responsibilities	11	Public Complaints about Personnel	33
Suspension/Dismissal	11	Release Time for MDCTA Leadership	34
Transfers	11	School Year	34
		Sexual Harassment	34
SECTION 2 – COMPENSATION/BENEFITS..	13	Smoking/Substance Abuse	34
Benefits – Employer-paid	15	Special Subject Full-Time Teacher	34
College Credits	15	Staff Development	34
Extra Duty Pay	15	Teacher Collaboration Time (TCT)	35
Flexible Spending Accounts	15	ADDENDUMS	37
FMLA (Family and Medical Leave Act)	16	• Absence Reporting Instructions	
Garnishment	16	• Calendar - School Year	
Insurance - Disability	16	• Interest Based Negotiations (IBN) Agreement	
Insurance - Medical, Dental, and Life	16	• Letter of Intent	
Jury Duty or Military Leave	17	• MDCTA Officers	
Leave	17	• Medical Rates – 26 Pay	
Leave: Personal Leave	18	• Medical Rates – 21 Pay	
Leave: Life Passage Events	19	• Performance Based Compensation System	
Leave of Absence	19	• Pre-Approval for Out-of-District Courses/Standards of Acceptable Credit	
Medical Leave Assistance Program	19	• Pay Schedule - Teacher	
National Board Certification	20	• Pay Schedule - Extra Duty	
Pay for Performance	21	• Salary Range – Certified	
Paychecks	21	• Salary Range – ECP/Nurse	
Perfect Attendance Addendum	22	• Salary Range – OT/PT/Speech/Psychologist	
Retirement	22	• Teacher Evaluation Instrument	
Sabbatical Leave	24		
Salary Range	24		
Supplementary Pay	25		

CERTIFIED EMPLOYEE HANDBOOK
2008-2009

INTRODUCTION

This handbook represents a summary of the existing Governing Board policies and regulations applicable to Madison Elementary School District #38 ("District") certificated employees. These procedures are intended only to be guidelines for employees and management. This handbook is provided for certificated personnel for information and direction only.

In the event that the procedures summarized in this handbook conflict with or are different from Governing Board policies or regulations, the Governing Board policies and regulations shall prevail. The Governing Board has authority to alter Governing Board policies and regulations, and such amendments shall supersede the procedures outlined in this handbook.

2008 CERTIFIED IBN TEAM

The Interest Based Negotiations Team included the following:

<u>Name</u>	<u>Position</u>	<u>Site</u>
Yolanda Mason	Teacher	Camelview
Pam Duty	Teacher	Park
Christopher Sheehan	Teacher	Park
Cheryl Allen	Teacher	Simis
Tim Ham	Superintendent	District Office
Jeff Gadd	Assistant Superintendent	District Office
Susan Doyle	Principal	Meadows
Denise Donovan	Principal	Heights
Cheryl Anderson	Facilitator	

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

Madison School District #38
SITE PHONE NUMBERS AND ADDRESSES

MADISON #1
5525 N. 16th Street
Phoenix, AZ 85016

Gr 5 - 8

School Office..... 602-664-7100
Nurse..... 602-664-7120
Cafeteria..... 602-664-7180
MCC Room 602-664-7170
Fax 602-664-7199

MADISON CAMELVIEW #2
2002 E. Campbell
Phoenix, AZ 85016

Gr Pre-K - 3

School Office..... 602-664-7200
Nurse 602-664-7220
Cafeteria 602-664-7280
MAC Room 602-664-7270
Fax 602-664-7299

MADISON SIMIS #3
7302 N. 10th Street
Phoenix, AZ 85020

Gr Pre-K - 4

School Office..... 602-664-7300
Nurse..... 602-664-7320
Cafeteria..... 602-664-7380
MAC Room..... 602-664-7370
Fax 602-664-7399

MADISON ROSE LANE #4
1155 E. Rose Lane
Phoenix, AZ 85014

Gr Pre-K - 4

School Office..... 602-664-7400
Nurse 602-664-7420
Cafeteria 602-664-7480
MAC Room 602-664-7470
Fax 602-664-7499

MADISON PARK #5
1431 E. Campbell
Phoenix, AZ 85014

Gr 4 - 8

School Office..... 602-664-7500
Nurse..... 602-664-7520
Cafeteria..... 602-664-7580
MCC Room 602-664-7570
Fax 602-664-7599

MADISON MEADOWS #6
225 W. Ocotillo
Phoenix, AZ 85013

Gr 5 - 8

School Office..... 602-664-7600
Nurse 602-664-7620
Cafeteria 602-664-7680
MCC Room 602-664-7670
Fax 602-664-7699

MADISON HEIGHTS #8
7150 N. 22nd Street
Phoenix, AZ 85020

Gr Pre-K - 4

School Office..... 602-664-7800
Nurse..... 602-664-7820
Cafeteria..... 602-664-7880
MAC Room..... 602-664-7870
Fax 602-664-7899

MADISON TRADITIONAL ACADEMY **Gr K - 5**
5251 N. 16th Street
Phoenix, AZ 85016

School Office..... 602-745-4000
Fax 602-745-4099

MAINTENANCE & TRANSPORTATION
1130 E. Bethany Home Road
Phoenix, AZ 85014

Maintenance Office 602-664-7700
Maintenance Fax..... 602-664-7799
Transportation Office..... 602-664-7701
Transportation Fax 602-664-7777

DISTRICT OFFICE
5601 N. 16th Street
Phoenix, AZ 85016

Office..... 602-664-7900
Fax 602-664-7999

DISTRICT OFFICE DIRECTORY

DISTRICT OFFICE MAIN NUMBER	664-7900
JOB LINE	664-7979
FAX - Administrative Services.....	664-7999
FAX - Educational Services & Community Education	664-7998
Administrative Services Department	664-7913
Community Education Director	664-7935
Community Education Accounting Coordinator.....	664-7939
Community Education Administrative Secretary	664-7932
Community Education Front Desk.....	664-7956
Community Education Program Manager	664-7937
Curriculum & Instruction Administrator.....	745-3726
Assessment.....	664-7926
Curriculum & Instruction Administrative Secretary	664-7925
Instructional Materials Center.....	664-7934
Science Resource Center	664-7989
Educational Services Department.....	664-7929
Printer.....	664-7951
Finance Director.....	664-7916
Accounting Coordinator.....	664-7905
Accounts Payable.....	664-7918
Benefits	664-7960
Buyer.....	664-7990
Payroll/Benefits Supervisor	664-7908
Warehouse	664-7950
Food and Nutrition Services Director	664-7910
Food Services Accounting Coordinator.....	664-7909
Food Services Secretary	664-7919
Food Services Secretary/Caterer	664-7953
Human Resources Administrator	664-7920
Human Resources - Certified	664-7938
Human Resources - Classified.....	664-7921
Receptionist.....	664-7955
Information Services Director	664-7904
Admin Computer Support Technician	664-7922
Computer Technician	664-7936
Computer Technician	664-7940
Instructional Technology Specialist.....	745-3725
Student Support Database Technician.....	664-7907
Marketing & Information Director	664-7943
School Improvement & Federal Programs Director.....	664-7933
Special Education Director.....	664-7912
Special Education Administrative Secretary.....	664-7927
Special Education Secretary/Student Records	664-7958
Superintendent's Office.....	664-7903

SECTION 1

EMPLOYMENT

SECTION 1 – EMPLOYMENT

Absence Reporting and Arrangements for Substitutes

Each employee is responsible for notifying the eSchool Solutions Substitute and Employee Management System of all absences at the earliest possible time, regardless of whether a substitute is needed. If a Pre-Approval for Leave Form has been filled out and signed by your administrator, and you have notified the eSchool Solutions Sub System, you have fulfilled the requirements of absence notification. If you report an absence that has not been pre-approved, you must call your administrator/supervisor no later than one hour prior to the start of your professional day. See **Addendum – Absence Reporting** for instructions on how to use this system. (Policy GCGB-R)

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)

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)

Continuing and Non-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. A non-continuing teacher who receives notice of the district's intention not to offer a teaching contract does not have the right to a hearing. Notice of intention not to reemploy must be sent on or before April 15.

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. (A.R.S. §15-536.A, B, C; Policy GCJ)

Disciplinary Action Against Professional Staff

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)

Evaluation of Teachers

The process of evaluation for professional staff members is to improve the quality of instruction and the learning experiences of students and to strengthen the abilities of professional staff. 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.

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. If the teacher is on an improvement plan, they may not request a specific change. However, they may request an additional evaluator, not of their choice.

Evaluations shall be made no less than two times per year for all teachers. Prior to October 1, the administrator at each school will hold a meeting with all teachers to be evaluated to review the process. (Policy GCO) (IBN 07)

Lesson Planning is essential to teaching and learning in every classroom. It is expected that planning occur on a daily basis to ensure high quality teaching and learning. For the evaluation process, the district expects the teacher will submit one lesson plan each week during the two months that the teacher is scheduled for an announced and unannounced observation. There will be a total of eight lesson plans turned in utilizing the district lesson plan components. Lesson Plans need to be submitted at the time of the scheduled pre-conference, before an announced/scheduled observation. Lesson plans need to be submitted at least one day prior to the scheduled post-conference following an unannounced observation for scoring with the evaluation instrument. It is at the discretion of the site administrator to require additional lesson plans. (IBN 08) See **Addendum – Teacher Evaluation Instrument**.

Ground Rules for Improvement Plan

Rules to be used any time an improvement plan is written for a teacher by a supervisor:

- 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)

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. 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)

ID Badge

A district ID badge will be issued upon employment at no charge. All employees are required to wear their 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.

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)

Professional Staff Hiring

All employees are hired by the Governing Board upon recommendation of the Superintendent. 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)

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

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 continuing teacher's status if that teacher has previously attained continuing teacher status 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.

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. Exit surveys shall be offered in electronic or hard copy format. Human Resources will collect and compile data and forward results to MDCTA and administration. (Policy GCQC, IBN 06, IBN 08)

Substitute Teacher Responsibilities

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.

Suspension/Dismissal

Suspension and dismissal of professional staff members will be governed by State law. A certificated teacher who has been employed by the school district for more than the major portion of three consecutive school years who receives notice of intent to dismiss or suspend without pay for a period of time greater than ten school days shall have the right to a hearing and decision by the governing board. (Policy GCQF; A.R.S. §15-539.A, C, G)

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.

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 procedures outlined in district regulations. (Policy GCK, GCK-R)

Transfers: 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.

Transfers: 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.

Transfers: 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.

Transfers: Voluntary Transfers

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

Participation:

Teachers who have attained continuing teacher status and those not working on improvement plans are eligible to apply for voluntary transfer. Non-continuing teachers may apply to voluntary transfer with the approval of current site administrator and prospective site principal of interest in open position.

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.
- 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 timeframe of February 15-28 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:
 - A. Certification/Endorsement
 - B. Highly Qualified
 - C. Evaluations
 - D. Interviews
 - E. Seniority
 - F. Final placement is at discretion of the principal

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

It is the teacher's responsibility to contact Human Resources to be apprised of vacancies. Voluntary transfer opportunities close the last day of school. Vacancies are listed on the Job Line (602-664-7979). (Policy GCK-EA, GCK-EB)

SECTION 2

COMPENSATION & BENEFITS

SECTION 2 – COMPENSATION & BENEFITS

Benefits - Employer-paid

State Retirement	District matches 8.95% employee contributions.
Long Term Disability	District matches 0.50% employee contributions. LTD covered under AZ State Retirement.
Social Security	District matches 7.65% deductions for all employees.
Health/Life/STD	District pays for benefited employees.
Workers' Compensation	District pays premium based on percentage of gross salary for all staff.

College Credits

Teachers are placed in the proper lane and advanced from one lane to another by the accumulation of district approved semester hours of college and/or district credit, with transcript. Accumulation of college credits will be in line with the teacher salary range. 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 Human Resources by February 1 of each year for movement across the salary range for the next fiscal year. **Transcripts are due by September 30.** 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 – Letter of Intent.**

Credit for out-of-district courses taken for movement across the salary range 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 – Pre-approval.**

Teachers shall only be compensated for pre-approved graduate hours completed after a Master's degree for movement from Lanes III through VI. (IBN 08)

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)

Flexible Spending Accounts

Employees who are eligible for district medical insurance are also eligible to participate in a Flexible Spending Account under Internal Revenue Code Section 125. The employee may set aside pre-tax income to pay for eligible unreimbursed medical or dependent care expenses. The maximum amount for medical expenses is \$5,000. The maximum amount for dependent care expenses is \$5,000. Participation does not continue from year to year. Employees must enroll during open enrollment for each year of participation. New hires may enroll within 30 days of hire for a pro-rated maximum amount. Changes cannot be made during the plan year unless the employee has an eligible change in family status. Any funds remaining in the account at the end of the year will be forfeited.

FMLA (Family and Medical Leave Act)

An employee who has worked for the district for at least 12 months, and at least 1,250 hours during the previous 12 months, may request up to 12 weeks of unpaid, job-protected leave during a 12-month period for any of the following reasons:

- Birth and care of an employee's newborn child
- Placement of a child with the employee for adoption or foster care
- Caring for an employee's child, spouse, or parent who has a serious health condition
- The employee's own serious health condition that makes the employee unable to perform the functions of the job (Policy GCCC)

• An employee receiving paid leave (sick, vacation, etc.) during FMLA absence will continue to accrue leave and receive district-paid insurance coverage. An employee on unpaid FMLA leave does not accrue leave and is responsible for insurance premiums. After FMLA leave expires, the employee may receive insurance through COBRA.

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)

Insurance - Disability

The district provides Short-term Disability coverage to permanent employees working .50 FTE or more. Short-term Disability provides income protection for a covered non-occupational injury, illness, or pregnancy, if the employee is disabled for 90 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. The LTD plan provides income protection during disability resulting from a covered injury, illness or pregnancy if the employee is totally disabled for over 180 consecutive days.

Insurance - Medical, Dental, and Life

Madison School District provides medical insurance to permanent certified employees contracted for .50 FTE or more. Dependent coverage is available at the employee's expense. Eligibility for coverage is the first day of the month following the date of hire. The employee must submit an enrollment form to initiate coverage. The coverage period for the medical plan is July 1 through June 30. See **Addendum – Medical Rates**.

Dental plans are also available and are paid by the employee. The coverage period for the dental plan is July 1 through 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.

Optional insurance carries from year to year. Changes to health insurance and dental insurance coverage can only be made during open enrollment unless the employee has a change in family status (e.g., marriage, birth, death).

Personnel on paid leave receive full insurance benefits. Personnel on unpaid leave may purchase insurance, and are responsible for premium payments.

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 notify Human Resources of 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 range. 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)

Leave

Teachers working .50 FTE or more accrue 12 leave days per contract year. Less than full contract year employees accrue leave on a pro-rata basis. Leave is granted and deducted in multiples of full or half days. Teachers accrue 0.6 leave days in each of the first 20 pay periods. Leave accruals shown on pay stubs for contracted employees reflect the accrued balance as of the end of the prior pay period. Unused leave accumulates from year to year. An employee receiving paid leave continues to accrue leave. An employee on unpaid leave does not accrue leave.

Upon resignation, termination, or retirement, a certified or administrative employee with at least five years of continuous district service will receive one-half the current substitute daily rate of pay for accumulated leave days, up to a maximum of 120 days.

Leave may be used for personal illness, family illness, bereavement, religious holidays, or personal leave. Leave may include other excused absences, such as medical or dental appointments that cannot be scheduled on non-duty days. An employee who is off work due to illness may be required to submit a physician's note verifying the illness. The employee should request FMLA or leave of absence following three days of continued absence due to illness.

Leave may only be used on a budgeted workday during the employee's regular work assignment during which the leave is earned. (Example: an employee working a summer position may not use leave accrued during a school year assignment.)

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, employee shall notify principal of the anticipated length of absence, and keep 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 Human Resources Administrator for consideration.

Employees are allowed absence for bereavement up to a maximum of six days per occurrence. Bereavement leave for longer than six days requires approval of the Human Resources Administrator. Bereavement leave is available regardless of the relationship of the deceased person to the employee. (IBN 07)

Employees will be allowed days of absence chargeable to accrued leave (not personal leave) for religious observances.* An employee must be on paid status the day before and after a holiday to be paid for the holiday. 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 Perfect Attendance Addendum.

Absences beyond accrued leave will be docked in the next pay period following the overuse. Employees may take leave already accrued.

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

Leave: 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 more than one supervisor, each one must approve the request for a personal leave day.

Personal leave may not be used on a duty day before or after a holiday. 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.)

Employees may take up to and including four consecutive personal days per semester. An employee may request five or more days for extenuating circumstances if he/she has not taken five or more consecutive personal leave days within the past three years.

Teachers are not allowed 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 not allowed to take personal leave on TCT days. (Policy GCCB, M&C 03, M&C 05)

Leave: 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:

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

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

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 school principal or supervisor 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 must 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 school principal or supervisor, the employee will be notified in writing of the decision. An appeal of the decision may be made to the Human Resources Administrator. Submittal of a request does not guarantee approval.

Leave of Absence

A leave of absence must be applied for in writing to the Governing Board through Human Resources. Leave of absence will be granted when it is deemed to be reasonable, for a good cause, and not detrimental to education within the district. Leave 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. An 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)

An employee on unpaid LOA does not accrue leave and is responsible for insurance premiums. The employee may receive insurance through COBRA.

Medical Leave Assistance Program

The district recognizes that non-job-related, seriously incapacitating, and extended illnesses and injury may exhaust accrued leave of employees. The district has an assistance program for such situations based upon voluntary transfer of accrued leave.

Employees may request donations of leave by submitting a letter to Human Resources requesting leave assistance along with verification of serious illness/injury. The letter should indicate whether the employee’s name may be used in the MLA notice.

If an employee chooses to donate days, a Sick Leave Donation Form must be completed and submitted to Human Resources. 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 is 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 accrued during use of banked leave.
- All unused banked leave will expire at the end of each contract year.

Voluntary contributions:

- An employee who has more than 20 days accumulated leave may voluntarily contribute 1 to 5 leave days per written MLA request, if after the donation he/she has at least 20 leave days remaining. Multiple contributions may be made, per year, provided the employee retains 20 leave days. Such contribution must be from current accrued leave, the value of which will be determined by the number of days multiplied by the daily base teacher salary. (IBN 06)
- Certified staff may only contribute days to other certified staff due to the difference in salary base.
- An employee contributing leave to the medical leave assistance program must acknowledge voluntary release of the leave and the value it represents. Donated days will be utilized according to the order in which they are received by Human Resources. Human Resources will return unused donated leave to the donor employee. (IBN 08)

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 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)

National Board Certification

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 Interest Based Negotiations process. Individuals interested in applying for NBC should contact the Educational Services office.

- The NBC addendum for the 2008-2009 school year is \$2,000.
- Teachers who attain their National Board Certification during the 2008-2009 school year will receive an addendum of \$1,000.
- The Doctorate degree addendum for the 2008-2009 school year is \$1,000.

Each teacher who is an official candidate for National Board Certification status will be allowed two days of professional leave for the completion of parts of the required writing components under the following criteria:

- Tuesdays and Thursdays will be the only available leave days due to a severe shortage of substitutes statewide.
- Arrangements must be made at least two weeks prior to a requested writing day.
- If the NBC candidate/teacher has a preferred substitute who is available on the requested date, please indicate when applying for leave.
- Obtain your school administrator's signature of approval prior to submitting your Pre-approval for Leave form and mark it as Professional leave.

Pay for Performance

Pay for performance plans are available at each school for school-wide performance pay. See **Addendum – Performance Based Compensation System**.

Paychecks

Employees are paid biweekly according to the pay schedule set by the district payroll office. Each employee is responsible to check their pay stub to verify the accuracy of earnings and benefit deductions, especially following any change in assignment. Every effort is made to process payroll accurately. An employee who believes an error has been made should notify payroll promptly. Overpayments will be docked from future pays or otherwise returned by the employee. Underpayments will be corrected.

Contract employees working less than 52 weeks may elect one of the following payment options. Any change to the election must be made prior to the first duty day of the fiscal year. An employee who does not submit an election will be paid on the 21 Pay Option.

1. 26 Pay Option: 1/26 of annual salary paid biweekly throughout the school year, with balance paid in one lump sum at the end of the contract.
2. 21 Pay Option*: 1/21 of annual salary paid biweekly throughout the school year for all contract days.

* For 2008-09, the 21 Pay Option is actually 22 paychecks due to school start/end dates.

Payroll deductions are as follows. Optional deductions, once in effect, will continue until canceled or changed in writing by the employee. (Policy DKB)

REQUIRED Deductions

- Federal Withholding
- Arizona State Withholding Tax
- Social Security (OASI/FICA)
- Arizona State Retirement System Plan (ASRS)
- ASRS Long Term Disability (ASRS LTD)

OPTIONAL Deductions

- Dental Benefits
- Flex Spending Plan
- Vision Insurance
- AFLAC Insurance
- Term Life Insurance
- United Way

OPTIONAL Deductions

- Health Insurance buy-ups
- Health Insurance for dependents
- Deferred Compensation 457 Plan
- Tax Sheltered Annuity 403(b)
- Short Term Disability (STD)
- Credit Union/Direct Deposit
- AEA/MDCTA Professional Dues

Perfect Attendance Addendum

Employees who do not use any leave and are in attendance every workday in a semester qualify for a perfect attendance addendum of \$250 per 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 bereavement leave, regardless of relationship of deceased person to employee, without affecting eligibility for the perfect attendance addendum.

Retirement

Application for retirement should be submitted to the Human Resources Department by February 1 of the fiscal year prior to retirement so that adequate funds can be budgeted. Any employee with an accumulation of the required points needed for retirement as stated in the Arizona State Retirement System handbook may apply for retirement. Points are defined as age plus years of service in Arizona as approved by the Arizona State Retirement System.

Participation in the early retirement 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 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 reserves the right to modify or discontinue 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.

Retirement: Normal Retirement

Normal retirement is the earliest you may retire with a full benefit, as calculated by the ASRS benefit formula. A normal retirement date occurs under the earliest of the following circumstances:

- At age 65.
- At age 62 with 10 or more years of credited service.
- At any combination of years of credited service and age, totaling 80 points.

Example: 20 years of credited service at 60 years of age equals 80 points.

Retirement: Early Retirement

Early retirement may be taken with a reduced benefit, as calculated by the ASRS benefit formula. Early retirement may occur at age 50 or after, with five or more years of credited service.

Retirement: 10 Years Continuous District Service

Ten years of continuous district service for leave buy back and insurance benefits upon retirement is defined as 10 continuous years of service with the Madison School District and must be immediately prior to retirement. Employees whose service equals at least nine years and six months as of July 1 of each year will be considered eligible. Leave of absence is not considered an interruption of continuous service but does not count as employment credit.

Retirement: Leave Buy Back

The maximum accumulation of leave for leave buy back upon retirement is 120 days.

Upon resignation, termination, or retirement, a certified employee with at least five years of continuous district service will receive one-half the current substitute teacher daily rate of pay for accumulated leave days, up to a maximum of 120 days.

A certified employee with 10 or more years of continuous district service will receive pay for accumulated leave days (120 days maximum) upon retirement at the following rate:

Retirement by June 30, 2010 - the daily rate of pay for a first year teacher

Retirement after June 30, 2010 - the daily rate of pay for a substitute teacher

The Arizona State Retirement System states that any employee who was part of ASRS prior to 1984 is allowed to use leave buy back as earnings counted toward their final retirement calculation. Employees that have been in ASRS prior to 1984 will be “grandfathered” into the FY08 formula for leave buy back: Accumulated leave x age or point differential factor 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

Retirement: Insurance

The district will support the life insurance and low cost health insurance plan available through the Arizona State Retirement System, up to age 65, upon retirement of an employee working 30 hours or more per week who has 10 or more years of continuous district service. The district will contribute the difference in premium between the actual premium charged for the retiree and the amount contributed to the retiree for retiree medical coverage by the Arizona State Retirement System. Coverage under the district’s medical plan shall be discontinued on the first of the month following retirement for the retiree and covered dependents. The district will not support any insurance payment for retirees on a return to work option.

Retirement: Returning Retirees

Certified employees may join the substitute pool and be called as needed by the district.

District retirees signing a half school year or longer contract shall be compensated at their daily salary at the time of retirement, calculated to the length of the new contract. Non-cumulative personal leave will be accrued based upon the length of the contract. The cost of insurance is paid by the retiree. The retiree may remain on the district's medical plan during the time of employment by the district. There is no guarantee of contract renewal.

Non-district retirees signing a half school year or longer contract shall be compensated on the applicable row (education level) at the mid-point of the row. Salary shall be calculated to reflect the daily rate of pay prorated to the length of the contract. No benefits are provided for non-district retirees other than non-cumulative personal leave. There is no guarantee of contract renewal.

Retirees are not eligible for the Perfect Attendance addendum.

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)

Salary Range

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

The salary range 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 up to ten years for substantiated experience. For difficult to fill positions, full experience may be given with Superintendent approval.

Previous verified experience recognized for the purpose of placement on the salary range is defined as any previous full-time certificated teaching in a K-12 institution within the previous ten years. No new hire will exceed the maximum range in any educational column. 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. Special circumstances will be reviewed at the discretion of the Human Resources Administrator.

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 ranges for all employees are set each year by the Governing Board through an "Interest Based Negotiations" process where recommendations are made to the Superintendent and the Board. Certified personnel are represented by their recognized organization. (Policy HA-R)

Supplementary Pay

When Madison parent-teacher and/or other Madison-connected organizations hire district employees for district-approved special services on school premises outside their normal duties, payment is to be made by Madison School District. Employer-paid benefits must be deducted from the amount covered by the organization.

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

Tax Sheltered Annuity (TSA)

Benefited employees may participate in a Tax-Sheltered Annuity 403(b) and/or 457(b) plan through a district-approved TSA vendor. Participants make pretax contributions to a TSA through payroll deduction, which allows the employee to reduce taxable income while saving for retirement.

Employees may contact an approved TSA vendor from the list in the appendix for more information about employer-sponsored retirement plans. A Salary Reduction Agreement, available from the district office, must be submitted to the payroll department.

District approved TSA Vendors for 403(b) and 457(b) plans, effective October 1, 2008:

<u>Vendor</u>	<u>Phone Number</u>	<u>Website</u>
AIG Retirement	602-674-2600	http://www.aigretirement.com
ING Retirement Plan	602-328-8600	http://www.ingretirementplans.com
Met Life Retirement & Savings	480-607-6900	http://www.metlife.com
Security Benefit Group	480-557-9727	https://www.securitybenefit.com

Tuition Reimbursement

The Board recognizes its responsibility to provide opportunity for continued 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 range.
2. Coursework submitted has 15 contact hours per credit.
3. Coursework has prior approval of the Principal and Assistant Superintendent for Educational Instruction, and is for a need designated by the district.
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 by an official transcript indicating a grade of "B" or better (or "pass" on a pass/fail course). Transcripts must be turned in by September 30.

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 release from the contract prior to its completion. A maximum of 12 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, IBN 04, 06)

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)

Workers' Compensation

District employees injured while in the course and scope of employment are protected under Arizona workers' compensation laws. The employee must report any injury to their supervisor or the school nurse. Failure to report an injury in a timely fashion, regardless of how slight, may result in the claim being denied. A Supervisor's Incident Report must be submitted to the District Office.

If medical treatment is needed, the employee must obtain treatment at an approved Occupational Clinic. These facilities specialize in industrial injuries and do not charge a fee/co-pay for a valid work-related injury. Emergency care should be sought for life-threatening injuries. Prompt treatment is important for recovery and for a claim being accepted for benefits.

Copies of status reports from each doctor visit are to be submitted to the District Office. An employee who will miss work due to an injury must keep their supervisor and the District Office informed of their status on a regular basis. An employee placed in off-work status must bring a doctor's release to return to duty.

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.

Industrial Leave Compensation Schedule:

Time Missed	Industrial Compensation	District Compensation
1 to 7 calendar days	None	Regular pay from accrued leave
8 to 13 calendar days	2/3 of regular pay	1/3 of regular pay from accrued leave
14 or more calendar days	2/3 of regular pay, retroactive to 1 st day	1/3 of regular pay from accrued leave

The employee shall provide a copy to the District Office of each industrial compensation payment received. An employee may not receive a combined amount from industrial compensation and the district which exceeds the employee's regular pay.

If an employee receives industrial compensation while off work, the regular salary from the district is reduced by two-thirds, with one-third paid by the district from the employee's accrued leave. If the employee does not have sufficient accrued leave, a leave of absence may be requested. An employee who will be off work for more than three consecutive calendar days and is eligible for FMLA should immediately request FMLA leave. (Policy GBGC, EBBB-RA)

SECTION 3

GENERAL INFORMATION

SECTION 3 – GENERAL INFORMATION

Class Size

Staffing shall be based on the suggested average of 22 students in kindergarten, 25 in first and second grades, 28 in third and fourth grades, and 32 in fifth through eighth grade homerooms. (Policy IIB-R)

Committees and Meetings

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)

Committees may be formed to meet district goals. The district will limit after school curriculum meetings to two hours. 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 89, 98)

District Professional Council (DPC)

The Madison School District Professional Council, comprised of the Superintendent and the Recognized Organization Executive Committee, will hold regularly scheduled 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)

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 meetings (special meetings will be held as needed).

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

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)

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. When a meeting is called, the time needs to be used effectively for all. (WW 92)

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, whenever possible. In the event this becomes 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.

Professional Staff Meetings

The Superintendent will arrange for and hold staff meetings as the need may arise. This authority may be delegated to principals. All teachers are required to attend any such meetings unless officially excused by the principal or the Superintendent prior to the meeting.

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. (Policy GCMC, M&C-96/97)

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 Human Resources Administrator 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 district 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)

Custody Issues

An employee asked to testify on behalf of one parent of a district student must insist that such testimony can only be given after having been served with a lawful subpoena. Testimony will be limited to factual matters in which the employee has a license or professional capacity to serve. The employee must immediately notify the principal upon receipt of a subpoena in reference to any student. The employee should check the student's records to see if any special custody situations exist.

Dress Code

All staff members are expected to dress and maintain a general appearance that reflects their position and does not detract from the educational program of the school. Employees must always consider that their employment places them in the position of role models for students. The Governing Board expects the dress and appearance of all staff to be professional in nature and to set a standard for student attire. Although employees have the basic freedom to express their individuality, basic expectations must be met. Staff members are expected to observe standards of dress and grooming appropriate for a professional in a school setting. (GBEB-RB)

Minimally, professional standards of dress shall observe the following guidelines:

- Clothing should be free of frays, holes, or tears and should not expose undergarments, breasts, excessive cleavage, chests, or midriffs.
- Spaghetti straps and tank tops are not appropriate unless worn with a jacket or shirt.
- Clothing shall not display profanity or profane or obscene gestures, nor shall it support alcohol, cigarettes, drugs, or sexual activity. Clothing should be free of political messages while staff members are on duty.
- Skirts, skorts and dresses should be mid-thigh or longer.
- Shorts and exercise clothing are not appropriate except for physical education teachers and for certain field trips (to be approved by principal).
- Capris and dress slacks are acceptable.
- Rubber or foam flip-flops are not acceptable footwear.
- No visible piercing with jewelry, other than earrings.
- Each site will work with site Professional Council and Building Administration to determine whether/when blue jeans are appropriate.

Grievance

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. The suspension or dismissal of employees is not a grievable matter. Assignment, reassignment, or transfer of an employee to another position or duties is not grievable beyond the Superintendent unless there is a reduction in compensation or the Superintendent requests that it go to the Board. Failure to file a grievance within 15 days after the employee knew, or should have known, of the circumstances upon which the grievance is based shall constitute a waiver of that grievance. (Policy GBK, GBK-R)

MDCTA

The Madison District Classroom Teachers' Association became a local affiliate of the Arizona Education Association in 1954. Teachers of the Madison School District join and support each other in MDCTA. Any employee interested in joining MDCTA may contact the MDCTA president. See **Addendum – MDCTA Officers**.

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)

Parent/Teacher Conferences

Parent-teacher conferences will be held in the fall and spring. Half day release times will be designated for parent-teacher 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 half-days 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 are expected to be on campus until the end of the regular instructional day. The exact date is set by the Superintendent and Assistant Superintendent. (For 2008-2009 the date is December 19, 2008.) (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)

Procurement

All employees are required to follow procurement procedures for any district purchase. Key points are listed below. For additional information on correct procedures, staff should check with the school secretary or the finance department.

- Never order, purchase, or receive any materials, services, or equipment without a valid purchase order! **Failure to comply may result in disciplinary action up to and including termination of employment.**
- The district is not authorized to pay any invoice that is not preceded by a valid purchase order.
- The district is not authorized to reimburse any employee for any expenditure not associated with a valid purchase order.

Professional Growth

Teachers are 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)

Professional Staff Work Load (Professional Day)

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.

Teachers in grades K-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.

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.

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, 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.

The professional day (for teachers not assigned to supervisory duty) will be established as beginning 15 minutes prior to the first bell ringing to send students to class and 15 minutes after student dismissal.

In order to ensure the safety of students and the security of school campuses, principals may assign equitable duties before school, during the school day, or after school. 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 GCM, GCMD) (IBN 07)

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 both 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. Depending on the severity of the complaint, it can go directly to the Human Resources Department.

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)

Release Time for MDCTA Leadership

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

School Year

Teacher contracts will be 205 days. For 2008-2009, the contract starts August 6, 2008, and includes each Monday through Friday until May 22, 2009, including holidays and 183 working days, with the exception of the following non-duty days: October 30 and 31, 2008 and January 2, 2009. Students will attend school 180 days. See **Addendum - Calendar**.

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)

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 Human Resources Administrator. (Policy ACA)

Smoking/Substance Abuse

The use or possession of tobacco is strictly prohibited in all district buildings, on all district property and in all district vehicles. Employees are expected and required to report to work on time and in appropriate mental and physical condition for work.

The use or possession of intoxicants or illegal drugs on school property or at school events is prohibited. 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. (Policy GBEC, GBECA, GBED)

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. 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. (92, 06)

Staff Development

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 range.

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.

An employee attending a meeting or conference must obtain approval from administration at least 5 days prior to the event (whenever such prior request is possible).

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

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

All absences for staff professional development and in-service education programs are to be coordinated through 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, GCCE-R)

For school business leave where there are no fees involved, teachers should fill out a Pre-Approval for Leave form. For a professional meeting or conference which requires a fee, a Professional Leave Request form must be submitted.

Teacher Collaboration Time (TCT)

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.

ADDENDUMS

- Absence Reporting Instructions
- Calendar - School Year
- Interest Based Negotiations (IBN) Agreement
- Letter of Intent
- MDCTA Officers
- Medical Rates – 26 Pay
- Medical Rates – 21 Pay
- Performance Based Compensation System
- Pre-Approval for Out-of-District Courses/Standards of Acceptable Credit
- Pay Schedule – Teacher
- Pay Schedule – Extra Duty
- Salary Range – Certified
- Salary Range – ECP/Nurse
- Salary Range – OT/PT/Speech/Psychologist
- Teacher Evaluation Instrument