



Unified School District # 51

innovate ~ connect ~ educate

2016-2017

Employee Handbook

# CHINO VALLEY UNIFIED SCHOOL DISTRICT # 51

July, 2016

Dear CVUSD Employees,

On the behalf of the Chino Valley School Board members and all of us in the District office, we welcome you to our school system. We are excited to have all of you as part of our team and are confident that *together*, we will provide an environment that enhances the talents of each child and supports their journey to excellence. We will continue to strive to meet our goals this year and we will all work together as a District to make them our priority. Our goal to educate students for the 21st century is moving forward and we are taking major steps to incorporate state standards and district essential learning for all students.

We have engaged the community as an active partner in the life of the school district to achieve a sense of shared ownership for results. We have encouraged two-way communication and begun to strengthen partnerships with our entire community including parents, residents, businesses, community agencies, neighboring school districts and private schools by improving our communication processes.

Finally, we have established an ongoing professional development program that integrates 21st century skills into the instructional practices of the staff that is research based and is aligned with state standards and the District's adopted curriculum program.

This CVUSD Employee Handbook is designed to provide you with comprehensive information about the District's policies, procedures and benefits as outlined in Board policy. Should there be a discrepancy as to language in this handbook and the Board Policy Manual, The Policy Manual shall prevail. Please use it as a reference manual, and if you need additional clarification, we strongly suggest you contact the Superintendent Office.

Please note the Electronic Information Services Users Agreement on page 21 and 22.

Once again, welcome to Chino Valley Unified School District. We are happy to have you as an employee and look forward to working with you.

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CHINO VALLEY UNIFIED SCHOOL DISTRICT MISSION STATEMENT

**Mission Statement:**

*Chino Valley Unified School District innovatively provides for the learning needs of all students, families, staff and community*

**CHINO VALLEY GOVERNING BOARD**



Cyndi Thomas, Penny Hubble, Peter Atonna, Sherry Brown, Daniel Chacon

**All meetings of the Governing Board are open to the public. Employees are encouraged to attend.**

Regular school board meetings are held on the second Monday of each calendar month beginning at 5:00 p.m. If the regular meeting date falls on a holiday or during a break, the meeting will be held on the following Monday. Special meetings may be called whenever deemed necessary by the Governing Board with at least twenty-four hours prior public notice. Unless otherwise posted, all meetings are held at the District Governing Boardroom located at the North East corner of Center Street and Highway 89.

The Governing Board welcomes public input at their meetings. To have an item placed on the agenda, fill out a form and submit it with any appropriate back-up material to the office of the Superintendent **at least six (6) working days prior to the next meeting date.** Forms are available at any school office or the Chino Valley District office.

Meeting agendas will be posted at the District Office and on the District website.

CHINO VALLEY UNIFIED SCHOOL DISTRICT # 51

CHINO VALLEY UNIFIED SCHOOL DISTRICT # 51  
2016-2017 School Year Calendar

**July 2016**

Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31					0 Days	

**August 2016**

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
					14 Days	

**September 2016**

Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
					16 Days	

**October 2016**

Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31				13 Days	

**November 2016**

Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
					15 Days	

**December 2016**

Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
					13 Days	

**January 2017**

Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31			13 Days	

**February 2017**

Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28			15 Days	

**March 2017**

Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
					14 Days	

**April 2017**

Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30					15 Days	

**May 2017**

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
					16 Days	

**June 2017**

Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
					0 Days	

144 Instructional Days  
 Returning Teachers Return August 3, 2016  
 New Teachers Start July 28, 2016  
 Snow Day Makeup April 17, 2017 If necessary  
 District Closed  
 Pay Day 8 additional contract hours for teachers as assigned by principal  
 301 Pay Day

- First and Last Day Of School
- End of Grading Period
- 12 Month Employee Holiday
- No School
- Teacher Pre/Postservice - Student Non Attendance Day
- Teacher Inservice - Student Non Attendance Day
- New Teacher Inservice - Student Non Attendance Day

# CHINO VALLEY UNIFIED SCHOOL DISTRICT # 51

## CHINO VALLEY UNIFIED SCHOOL DISTRICT # 51 2016-2017 School Year Calendar

### Important Dates

#### July 2016

- 4 July 4th Holiday - District Closed
- 28 New Teachers Report
- 28 New Teacher Preservice - No Students  
8 Hour Days

#### January 2017

- 2 New Year's Holiday - District Closed
- 2 - 5 Winter Break
- 16 M.L. King Jr. Day
- 20 Teacher Inservice - No Students  
4 Hour Inservice

#### August 2016

- 1 - 2 New Teacher Preservice - No Students  
8 Hour Days
- 3 Returning Teachers Report
- 3 - 8 Teacher Preservice - No Students  
8 Hour Days
- 9 First Day of School
- 26 Teacher Inservice - No Students  
4 Hour Inservice

#### February 2017

- 20 Presidents' Day

#### September 2016

- 5 Labor Day - District Closed

#### March 2017

- 9 End of 3rd Quarter Grading Period
- 13 - 16 Spring Break
- 24 Teacher Inservice - No Students  
4 Hour Inservice

#### October 2016

- 6 End of 1st Quarter Grading Period
- 10 - 13 Fall Break
- 21 Teacher Inservice - No Students  
4 Hour Inservice

#### April 2017

- 17 Teacher Inservice - No Students  
8 Hour Inservice  
(Snow Day makeup if necessary)

#### November 2016

- 10 Veterans Day Holiday
- 23 - 24 Thanksgiving Holiday - District Closed

#### May 2017

- 25 Last Day of School - 3 hr. Early Release
- 29 Memorial Day - District Closed

#### December 2016

- 22 End of 1st Semester
- 26 - 29 Winter Break
- 26 - 27 Christmas Holiday - District Closed
- 29 New Year's Holiday - District Closed

#### June 2017

- 30 End of Fiscal Year

Approved 12/11/16

CHINO VALLEY UNIFIED SCHOOL DISTRICT # 51

**KEY POLICIES TO REVIEW\***

<b><u>POLICY TITLE</u></b>	<b><u>POLICY CODE</u></b>
Sexual Harassment	ACA
School-Based Management	CFD/R
School & Personal Property Replacement/Restitution	ECAD
Student Transportation In Private Vehicles	EEAG
Accident Reports	EBBB
Staff Ethics	GBEA
Drug Free Workplace	GBEC
Smoking by Staff Members	GBED
Staff Conduct with Students	GBEEB
Staff Participation In Political Activities	GBI
Board Communications with Staff Members	BHC
Staff Grievances	GBK/R
Professional/Support Staff Leave	GCCA
Prof./ Support Staff Leave of Absence Without Pay	GCCC
Prof. Staff Voluntary Transfer of Accrued Sick Leave	GCCG
Teaching About Drugs, Alcohol and Tobacco	IHAMA
Field Trips	IJOA/R
Instructional Resources and Materials	IJ
School Volunteers	IJOC
Technological Resources (Movies/Videos)	IJND/R
Use of Technological Resources in Instruction	IJNDB/R/E
Homework	IKB
Teaching About Controversial/Sensitive Issues	IMB
Student Absences and Excuses	JH
Open/Closed Campus	JHCA
Student Conduct	JIC
Weapons In School	JICI
Hazing	JICFA
Student Fund Raising Activities	JJE/R
Extracurricular Activity Eligibility	JJJ
Corporal Punishment	JKA
Reporting Child Abuse	JLF
Student Safety	JLI
Student Dismissal Precautions	JLIB/R
Student Records	JR/R
Public Concerns/Complaints About Personnel	KEB/R

*\* Employees are responsible for knowing and following all District policies.  
Policy manuals can be accessed at <http://lp.ctspublish.com/asba>*

### **EMPLOYEE INSURANCE BENEFITS**

The health, life, AD&D, vision and dental insurance coverage is paid by the district for contract employees who work thirty (30) or more hours per week. ASBAIT (Arizona School Boards Association Insurance Trust) provides medical and dental coverage. Medical and dental coverages are administered through Meritain Health which will process all claims. Vision coverage is provided by Avesis, Inc. Life and AD&D is provided by MetLife. Questions concerning insurance coverage should be directed to Human Resources.

### **MAJOR MEDICAL BENEFITS**

ASBAIT offers three plans for 2016-2017: Value Gold (District Coverage) has a \$35.00 co-pay for office visits with a \$750 individual and \$1500 family deductible per calendar year if using In-Network providers. Classic Silver (BUY-UP) has a \$30.00 co-pay for office visits with a \$500 individual and \$1000 family deductible per calendar year if using In-Network providers. Classic Gold (BUY-UP) has a \$25.00 co-pay for office visits with a \$300 individual/\$900 family deductible per calendar year for major medical claims only if using In-Network providers. After the deductible has been met, major medical claims will be paid according to the schedule adopted July 1<sup>st</sup>, 2014. All In-Network providers are listed in the white BCBS Provider Directory or on-line at <http://www.bcbs.com/healthtravel/finder.html>

If using a provider Out-Of-Network, please refer to schedule.

**Open Enrollment is in May/June for a July 1<sup>st</sup> effective date.**

### **Chiropractic Care**

Value Gold (District Coverage) has a \$35.00 co-pay. Benefits payable are limited to one thousand, two hundred dollars (\$1200) per calendar year. (In-Network only)

### **Pharmaceutical Card System (PCS)**

Eligible employees will be issued a Prescription Drug Program Card from ASBAIT using the Catamaran Pharmacy Benefit Program and should be presented when purchasing prescription items from participating pharmacies. The Rx card **requires** that generic drugs be dispensed whenever there is a generic available. If a brand name drug is dispensed when a generic is available, the Covered Person will be responsible to pay the brand name co-pay *plus* the difference in the cost of the generic drug and the brand name drug. A 90-Day prescription option for ongoing prescription needs through the mail is also available.



# CHINO VALLEY UNIFIED SCHOOL DISTRICT # 51

## Vision Plan

Vision care through Avesis has a \$10.00 copay per exam and will cost \$0.00 to \$130 for lenses or contacts after copay and standard frames will cost \$50.00 wholesale (\$100-\$150 Retail) . A complete vision exam is available each 12 consecutive months, lenses each 12 consecutive months and frames each 24 consecutive months. Go to [avesis.com](http://avesis.com) for more information.

## Other Insurance

The following section is a brief outline of the group insurance benefits provided by MetLife. Employees 70 or older have a reduced benefit.

<u>Life Insurance</u>	<u>Amount</u>
All employees	\$20,000
Dependents (if dependent coverage in force)	
Spouse	\$10,000
Children	\$ 5,000

## Accidental Death and Dismemberment Insurance

Benefits paid up to 100% of losses that result from accidental death. Please refer to the plan document for other details.

## Dental Plan (Eligible employees will use their medical card issued by ASBAIT)

See [mymeritain.com](http://mymeritain.com) for a detailed schedule of benefits.

## Long-Term Disability

Long-term disability (LTD) insurance is provided for all eligible employees who are participants in the Arizona State Retirement System. This LTD program will provide payment of 66.67% of monthly compensation for employees disabled by accidental bodily injury or sickness.

Benefits may commence on the day following a waiting period during which you have been totally disabled for **six (6) consecutive months**. The district or the State Retirement System provides no short-term disability insurance.

Please visit Human Resources for all applicable forms and information.

## ACCIDENTS - INDUSTRIAL INJURIES

All employees have a responsibility to maintain a safe condition in their work area. If an unsafe condition exists which you cannot correct, it must be reported to your principal/supervisor immediately. If an accident occurs while you are on duty, you are protected under Workmen's Compensation Insurance. *You may not be covered if the accident or injury is not reported within 24 hours.* In the event of an injury and your injury is not life threatening or does not require immediate medical attention, get with your supervisor or site health aide and contact the Alliance on-call triage nurse at 1-888-252-4689. Chino Valley Medical Center is CVUSD's provider of choice.

## CHINO VALLEY UNIFIED SCHOOL DISTRICT # 51

Please **do not** pay any provider for a Workers Comp injury.

### **PAYROLL PROCEDURES AND OPTIONS**

At the beginning of each school year or beginning employment, new employees will complete all necessary payroll forms. If an employee's family status (marriage, divorce, additional children) changes, **it is the responsibility of the employee to notify Human Resources** and complete new applicable forms. **It is also the responsibility of the employee to notify the H.R., in writing**, of any address and/or phone number changes. Please see Change of Address Forms in H.R or on the web at [www.chinovalleyschools.com](http://www.chinovalleyschools.com).

School district employees are required to have a social security number.

Certified employees who are working the usual ten (10 1/2) month school year may elect to be paid under any of these three (3) options:

- A. Bi-weekly installments (Payment during the school year only)
- B. Bi-Weekly installments with balance of contract paid at the conclusion of the school year (Balloon Payment)
- C. Bi-weekly installments paid over a twelve (12) month period.

Classified employees may elect to be paid under options A or B only.

### **PAYROLL, TAXES, DONATIONS AND DIRECT DEPOSIT**

**Gross** wages earned up to a maximum are subject to social security taxation and Medicare tax. Employees will have 11.48% of their gross wages withheld for retirement - 11.34% going into the Arizona State Retirement System and .14% to Long-Term Disability during the fiscal year 2016-2017. The district will match your retirement withholding each pay period. Employees who work 20 hours or more per week for 20 or more weeks in a fiscal year are required to be members of the *Arizona State Retirement System*.

Eligible employees may authorize voluntary deductions for credit union savings/loan payments, insurance for your dependents (on a pre-tax basis or not), tax sheltered annuities, state extracurricular tax credit program, pre-paid legal services, or United Way of Yavapai County. Employees may authorize Direct Deposit to any banking institution(s). For information, contact Canda in the Business Office at (928) 583-5407.

Employees working under a time sheet agreement or who work overtime **must have their time sheets to payroll by 3:00 p.m. on Thursday at the end of the pay period** in order to be processed for the following pay date (refer to the payroll calendar).

CHINO VALLEY UNIFIED SCHOOL DISTRICT # 51

<b>2016-2017 Payroll Calendar-with Teacher 301 Pays</b>			
<b>Period</b>	<b>Pay Period</b>	<b>Date Timesheets Due</b>	<b>Pay Date</b>
1	7/1 - 7/2/16	7/1/2016	7/7/2016
2	7/3 - 7/16/16	7/14/2016	7/21/2016
3	7/17 - 7/30/16	7/28/2016	8/4/2016
4	7/31- 8/13/16	8/11/2016	8/18/2016
5	8/14 - 8/27/16	8/25/2016	9/1/2016
6	8/28 - 9/10/16	9/8/2016	9/15/2016
7	9/11- 9/24/16	9/22/2016	9/29/2016
	<b>Teacher Pay Only</b>	<b>1st Quarter funds 011 &amp; 013 Pay</b>	<b>10/10/2016</b>
8	9/25-10/8/2016	9/6/2016	10/13/2016
9	10/9 - 10/22/16	10/20/2016	10/27/2016
10	10/23 - 11/5/16	11/3/2016	11/9/2016
	<b>Teacher Pay Only</b>	<b>Performance Pay fund 012</b>	<b>11/17/2016</b>
11	11/6 - 11/19/16	11/17/2016	11/22/2016
12	11/20 - 12/3/16	12/1/2016	12/8/2016
	<b>Teacher Pay Only</b>	<b>2nd Quarter funds 011 &amp; 013 Pay</b>	<b>12/15/2016</b>
13	12/4 - 12/17/16	12/15/2016	12/22/2016
14	12/18 - 12/31/16	12/28/2016	1/5/2017
15	1/1 - 1/14/17	1/12/2017	1/19/2017
16	1/15 - 1/28/17	1/26/2017	2/2/2017
17	1/29 - 2/11/17	2/9/2017	2/16/2017
18	2/12 - 2/25/17	2/23/2017	3/2/2017
	<b>Teacher Pay Only</b>	<b>3rd Quarter funds 011 &amp; 013 Pay</b>	<b>3/13/2017</b>
19	2/26 - 3/11/17	3/9/2016	3/16/2017
20	3/12 - 3/25/17	3/23/2017	3/30/2017
21	3/26 - 4/8/17	4/6/2017	4/13/2016
22	4/9 - 4/22/17	4/20/2017	4/27/2017
23	4/23 - 5/6/17	5/4/2017	5/11/2017
	<b>Teacher Pay Only</b>	<b>4th Quarter funds 011 &amp; 013 Pay</b>	<b>5/18/2017</b>
24	5/7 - 5/20/17	5/18/2017	5/25/2017
	<b>Teacher Pay Only</b>	<b>Performance Pay fund 012</b>	<b>6/5/2017</b>
25	5/21 - 6/3/17	6/1/2017	6/8/2017
26	6/4 - 6/17/17	6/15/2017	6/22/2017
27	6/18 - 6/30/17	** 6/19/2017	6/30/2017
		<b>**End of Fiscal Year processing</b>	

All questions regarding payroll should be directed to Canda in the Business Office (583-5407).

### **TEACHING CERTIFICATION**

All teachers **must** have and maintain certification throughout the year. Your Arizona Teaching Certificate must also be *recorded at the Yavapai County School Superintendent's office*, and a copy showing the stamp, furnished to Human Resources. No warrant may be drawn in payment of a teacher's salary unless the teacher is the holder of a legal certification in force for the full term for which payment is demanded. **Please be sure to take care of this before the first day you report to duty.** (NOTE: ALL TEACHERS **MUST** HAVE OFFICIAL TRANSCRIPTS ON FILE IN THE DISTRICT OFFICE).

### **FINGERPRINTING**

All certified employees must obtain and maintain a valid IVP fingerprint card as a condition of their certification and employment. All new classified employees must obtain an IVP fingerprint card upon employment with the District. All existing classified employees must obtain an IVP fingerprint card by July 1, 2016 in order to continue employment with the District. The cost of obtaining a fingerprint card is the responsibility of the employee. The District can take the cost of obtaining the card out of the employee's check if desired. Human Resources can now process all of your fingerprint requirements at the District Office. Please contact April Jelovic at (928) 636-2458 ext. 5421 for an appointment.

### **HORIZONTAL MOVES ON CERTIFIED SALARY SCHEDULE**

Any staff member planning to move horizontally on the certified salary schedule must provide official transcripts to Human Resources. Official transcripts or other written proof must substantiate completion of approved units. Such verification must be filed in the Human Resource office prior to Governing Board submittal. Once official transcripts are verified and the personnel report approved by the Governing Board, a new contract will be generated and pay will be adjusted to the new amount at the quarter. Example: if a staff member in July completes a class or classes that would allow a horizontal move, the increase in pay would begin October. Quarters start as follows: January; April; July; and October.

### **ADVANCEMENT ON CLASSIFIED SALARY SCHEDULE**

Classified employees who have earned a degree or have completed two years in an approved bachelor's program will be placed at an advanced range of the classified salary schedule when proof of such is furnished to Human Resources.

Questions concerning teacher certifications, transcripts, degrees, etc. may be addressed with Human Resources or the Superintendent's Office.

### **EQUAL OPPORTUNITY**

The Chino Valley School District is committed to the fundamental policy of providing equal opportunity in all areas of recruitment, selection, retention, promotion and affirms that there shall be no discrimination against any persons because of race, creed, age, color, sex, physical handicap, religion or national origin.

The district shall seek the best-qualified applicants for each vacant position, regardless of race, color, national origin or sex. Title IX Coordinator for the District is Duane Howard, Superintendent.

### **CERTIFIED EVALUATIONS**

- At the beginning of the school year, the principal shall meet with the school's faculty for the purpose of orienting the teachers to the total evaluation plan. This shall include whether the evaluation is used as a criterion for establishing a teacher's compensation.
- Self-evaluation for the teacher shall be urged. An observation(s) in the classroom shall be completed.
- An opportunity for a conference shall follow each formal observation-visitation.
- A written record shall be made of each formal observation, with a copy to the observed.
- The official evaluation shall be reduced to writing and signed by both the teacher and the evaluator. The teacher's signature shall not mean concurrence. The teacher shall be allowed ten (10) days to write and submit any comments, which shall be attached to the evaluation.
- A copy of the written evaluation shall be transmitted to the teacher within five (5) days after completion of the evaluation, and a copy shall be retained for the principal's file. A third copy shall be placed in the teacher's personnel file and made available to authorized District officers and employees.
- All evaluations shall remain confidential as is provided in A.R.S. 15-537.

### **CLASSIFIED EVALUATIONS**

Classified personnel will be evaluated at least once during the introductory period of employment (90 days) with said evaluation occurring at least 10 working days prior to the conclusion of the probationary period. Evaluations of permanent employees who have completed their probationary period will be conducted at least once annually and not later than January 30th. Additional evaluations may be completed for anyone at any time at the discretion of the supervisor.

Classified personnel shall be allowed ten (10) days to write and submit any comments, which shall be attached to the evaluation.

No employee will be placed in any position wherein direct evaluative or supervisory authority is exercised by a close relative. (*Close relative* is defined as a father, mother, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law.)

Exceptions to the above paragraph may be granted by the Board when it is deemed to be in the best interest of the District. The current assignment of close relatives, although such may be in conflict

## CHINO VALLEY UNIFIED SCHOOL DISTRICT # 51

with this policy at the time of its adoption, may be continued if deemed in the best interest of the District.

### UNDIFFERENTIATED LEAVE

The formula to be applied for computing Undifferentiated Leave shall be: Scheduled hours worked, not including overtime, during a biweekly pay period multiplied by a factor of five one-hundredths (.05) equals hours credited to employee's accrued leave. Fraction of an hour will be rounded up or down to the nearest quarter (1/4) hour, i.e.  $\frac{1}{4}$ ,  $\frac{1}{2}$ ,  $\frac{3}{4}$ , or 00. Total hours earned on a monthly basis shall not exceed eight (8) hours. [Reference policy GCCA](#)

### MEDICAL LEAVE ASSISTANCE PROGRAM

Contract employees who have depleted their accrued leave (leave earned under board policy GCCA and earned vacation, if applicable), as a result of a serious illness or injury to themselves, spouse or child(ren), may request to participate in the Medical Leave Assistance Program. A written request must be submitted to Human Resources, asking to receive donations of sick leave from the sick bank so they may receive income during their period of absence. Only an employee who has twenty (20) or more days of accumulated undifferentiated leave may donate sick leave to the sick bank. Please refer to Policy GCCG for further information and procedures to follow or contact the Human Resources Department at the District Office.

### UNDIFFERENTIATED LEAVE BUYBACK

Except in cases when an employee has been dismissed for cause or the employee does not follow District policy for proper notice and completion of contractual obligations, an eligible staff member who satisfies one of the following conditions shall be compensated for unused accumulated undifferentiated leave at the hourly rate of two-one hundredths of one percent (0.02%) of the employee's **current annualized** rate of pay multiplied by the number of unused accumulated undifferentiated leave hours. [Reference Policy GCCA](#)

#### Eligibility for reimbursement begins:

- When the employee:
  - Terminates employment with the District or
  - Exceeds the maximum amount of allowable accrued hours of nine-hundred sixty (960), or
  - Is deceased while in the employ of the District (paid to the estate of the deceased as soon as possible) or
  - The employee officially retires under the rules of the Arizona State Retirement System

**LEAVES AND ABSENCES (Absent Without Leave) (Policy GCC)**

- An employee shall be deemed "absent without leave" when absent from work because of:
  - Failure to complete an appropriate leave form for any leave, i.e., sick, personal, vacation, emergency, legal, professional, etc., within forty-eight (48) hours of the employees return to work.

No leave is considered to be officially approved until a leave form has been submitted to the employee's immediate supervisor. **(See policy GCC for details)**

**DIRECTIONS FOR REPORTING ABSENCE**

**All employees** must report if they leave work or will not be able to report to their job.

Teachers login to [www.aesopeducation.com](http://www.aesopeducation.com) or call 1-800-942-3767. Login to Aesop and create an absence>choose dates>select a reason>change times>next>add notes to sub or admin if needed and save.

Calling the Aesop line follow the prompt to create an absence.

In addition, teachers must complete the online leave request form that can be found on the District website.

All other employees, not on Aesop, need to call their site and report their absence to the Administrative Assistant or their immediate supervisor. They then must complete the online leave request form.

**VACATION (Policy GDD)**

All full-time personnel employed on 12-month contracts will be entitled to annual vacation with full pay, in accord with the following provisions:

- Twelve (12) Month Employees beginning service will have forty (40) hours of vacation. A Twelve (12)-Month employee with between six (6) and twelve (12) months of continuous contract service will earn an additional days worth of hours of vacation per month, not to exceed forty (40) hours (depending on the number of hours worked per day).
- Employees with uninterrupted contract service of one (1) year and up to and including four (4) years on their anniversary date will have eighty (80) hours of vacation.
- Employees with uninterrupted contract service of five (5) years or more on their anniversary date will have one-hundred twenty (120) hours of vacation.
- Employees with ten (10) years or more of uninterrupted contract service on their anniversary date will have one-hundred sixty (160) hours of vacation.
- Employees working less than 40 hours per week will receive a prorated vacation allocation.

Scheduling of vacation days must be in advance and will take into account service requirements of the school system. Employees will take vacations when, in the judgment of the supervisor of the department, the work permits. All vacation requests must be approved by the supervisor and submitted to the District office for verification of vacation days due.

## CHINO VALLEY UNIFIED SCHOOL DISTRICT # 51

An employee may carry over a maximum of eighty (80) hours of earned vacation each year. Administrators may carry over a maximum of one hundred twenty (120) hours of earned vacation each year. Any vacation over the maximum carry over amount will be converted to undifferentiated leave and added to the employee's accrued undifferentiated leave total.

If, before receiving the vacation to which entitled, an employee is dismissed (except for reason of misconduct or failure to provide proper notice in accordance with Board Policy), laid off, resigns, retires, or deceases while under contract, the employee will be paid in lieu of vacation; provided, however, that in the case of resignation of an employee with less than one year of service, vacation pay allowance will be prorated (Policy GDD).

### **CIVIC/LEGAL LEAVE**

Employees shall be granted civic leave when summoned to jury duty or other mandatory government summons. Only an employee on jury duty may receive the regular salary. It is the responsibility of the employee to reimburse the District for jury duty pay (not including mileage) when such payment is made directly to the employee. Failure to reimburse the District at the completion of the jury duty service will result in a full deduction equal to the number of contract days missed. An employee excused from jury duty shall report to their regular duties as soon as possible. Failure to report for duty will result in a deduction equal to that portion of a contract day missed [A.R.S. 21-236].

The employee must fill out a leave request form **AND** furnish the District Office with a copy of the "Notice of Jury Duty" **PRIOR** to the date of said duty if notified by mail. If notified by phone, the employee **MUST** fill out a leave request form **AND** furnish proof of duty from the court. If the employee does not receive compensation for the first day of jury duty, verification of attendance from the court **MUST** be furnished to the District Office.

**If an employee is a defendant or litigant in court proceedings, (s)he must apply for personal leave.**

### **SNOW DAY PROCEDURES**

In the event of extreme weather conditions, the Superintendent may choose to close or delay the opening of school. Classes will not be held, buses will not run or both may be delayed for two (2) hours depending upon road conditions and predicted weather. Although employees will be contacted through the District's staff/parent notification system in the event of school closure, employees should listen to local radio stations for announcements or check the district web site, [www.chinovalleyschools.com](http://www.chinovalleyschools.com). Twelve-month employees should report to work at regular time, or as soon thereafter as possible, if school is delayed or cancelled. **Any twelve-month employee unable to report to work due to weather must use personal leave or vacation.** Nine and ten month employees should report to work as soon as possible on delayed schedule days, but only if directed by their supervisor when school is cancelled altogether.

### **SABBATICAL LEAVE**

Sabbatical leaves of absence may be authorized by the Board of Governors to teaching personnel when it deems such leave to be reasonable and for good cause and not detrimental to education within the



## CHINO VALLEY UNIFIED SCHOOL DISTRICT # 51

school district. Sabbatical leaves may not exceed a period of one year and up to one-half salary may be granted to those taking such approved leaves. Please refer to Board Policy for complete details.

### **FAMILY AND MEDICAL LEAVE ACT OF 1993**

The **FMLA** requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees who have been employed by the District at least twelve (12) months, or one (1) contract year and who have completed at least one thousand two hundred fifty (1250) hours of service immediately prior to the time the leave is to commence shall be eligible for FMLA leave.

Unpaid leave must be granted for **any** of the following reasons:

- to care for the employee's child after birth or placement for adoption or foster care
- to care for the employee's spouse, child or parent who has a serious health condition;
- or, for a serious health condition that makes the employee unable to perform the employee's job

The employee may be required to provide advance leave notice and medical certification. The employee ordinarily must provide 30 days notice when the leave is "foreseeable." An employer may require medical certification to support a request for leave because of a serious health condition and may require a fitness for duty report to return to work.

Certain job benefits are protected and most employees will be restored to their original or equivalent position with equivalent pay and benefits.

**Per policy GCCC; The District shall require the repayment of any health care premiums paid by the District for continuing coverage during the period of the FMLA leave if the employee fails to return to work after the FMLA leave expires and the failure to return is not due to circumstances beyond the employee's control.**

Notices, explaining the Act's provisions, are posted at each school, in the district office, and transportation department. Additional information may be obtained by contacting the nearest office of the Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor. A sample letter for request of a FMLA leave of absence is provided on the next page.

If you are planning on using FMLA or requesting a leave of absence, please come by Human Resources for a planning packet and authorization forms.

**SAMPLE**

# Medical Leave of Absence / Disability Coordination Agreement

Date:

I, \_\_\_\_\_, am requesting a \_\_\_\_\_-week leave of absence (LOA) without pay. My absence will begin on \_\_\_\_\_ and I will return to work on \_\_\_\_\_.

I understand that I must notify Human Resources in writing should I return to work sooner than anticipated OR if I cannot return to work on the afore mentioned return date. I also understand that a doctor's release should be filed with Human Resources on my first day back to work.

**Type of Leave (Please check appropriate reason)**

**Family Medical Leave (FMLA):**

- Own serious health condition (not work related)
- Care for newborn/placed child
- Maternity Leave
- Care for parent/spouse/child w/serious health condition

**Non-Medical Leaves (LOA):**

- Family
- Jury Duty
- Personal
- Military

Last Day Worked:

First Day of Leave:

Expected Return to Work:

Actual Return to Work Date:

Last Day of Paid Leave:

**Continued Benefits Coverage**

Benefits are automatically continued for any employee going on a Family Medical Leave (FMLA) status up to 12 weeks. If applicable, employees will be expected to make any dependent premium payment(s). This will be handled as usual through payroll deductions. If employees are not receiving a paycheck, they will need to make arrangements for premium payment while out on leave. Employees will stop accruing leave time if their leave lasts longer than thirty (30) days. If the Leave lasts longer than three (3) months, Governing Board approval must be acquired and the employee may elect benefits continuation at their own expense. The employee must notify the H.R. Representative at that point.

**Agreement**

My signature on this document signifies that I have received copies of all applicable forms and understand the effect of my leave on my benefits. I understand that, if possible, I am expected to contact my H.R. Representative to confirm my availability at least one (1) week prior to my expected return date or by March 1<sup>st</sup>, whichever occurs first. If I do not contact my H.R. Representative on or before the above return date I am considered to have voluntarily resigned on the scheduled last day of the leave. I understand that maternity leave, and medical/disability leave is automatically applied towards that allowed by the Federal Family Medical Leave Act and any other state act. A request for an extension of my Leave of Absence must be received prior to the expiration of the original LOA. Any extension must be approved by my H.R. Representative. An extension of a Medical LOA must be accompanied by a written statement by my attending physician (GCCC-EA).

Per policy GCCC; The District shall require the repayment of any health care premiums paid by the District for continuing coverage during the period of the FMLA leave if the employee fails to return to work after the FMLA leave expires and the failure to return is not due to circumstances beyond the employee's control.

I have read and understand the above information.

		Superintendent
Employee Signature	Date	
H.R. Director Signature	Date	

## TRANSFERS

The district encourages the upward mobility of all personnel and will provide information about available job openings that may provide promotions or jobs of greater satisfaction for interested personnel. A district transfer request form can be found at [www.chinovalleyschools.com](http://www.chinovalleyschools.com). This does not preclude the Superintendent from exercising his/her prerogative of moving staff within the confines of their building or between buildings for purposes of curriculum and/or instructional improvement.

## WORK SCHEDULES

Classroom teachers' work hours shall be established by each building principal. Lunch shall be taken at the time students are released as the individual school duty schedule allows. Anytime it is necessary to leave or arrive at times other than those designated, prior arrangements must be made with the principal.

Full-time-classified employees work 30 or more hours per week. Supervisors, as required by the individual job needs, will establish reporting times. Part-time employees' work schedules will be established at the time of hire.

## TIME CLOCK

For the 2016-2017 School Year CVUSD has all classified staff using an electronic time clock. Please see your supervisor for details.

## VERIFICATION OF EMPLOYMENT

Human Resources will give start dates, salary, current working status and rehire eligibility over the phone. All detailed requests for verification of employment or salary must be submitted to the Business Office, in writing. The employee's signature authorizing verification of employment must be present on such requests.

## USE OF PERSONAL VEHICLE

The school district has district vehicles for business use. Employees should call the Transportation Department to schedule a vehicle when at all possible. Staff member responsibilities regarding **transport of students** in a personal vehicle are detailed in Policy EEAG and IJOA.

## REIMBURSEMENT OF TRAVEL EXPENSES

Employees must submit a School Expense Travel Claim and purchase order in order to receive reimbursement for mileage, lodging and meal expenses. Mileage will be reimbursed at the standard rate set by the Arizona Department of Revenue, currently 44.5 cents per mile for privately owned motor vehicles. Lodging and meal reimbursement rates are based on the Federal Per Diem Rates. See Business Office for details. **Receipts are required for lodging and meal reimbursements (all meal reimbursement receipts must be itemized)**. Lodging for conferences will be limited to the cost of the conference facility. Contact the Business Office in advance of travel for restrictions. (Reference USFR Memorandum No. 210.) If meal reimbursement is requested for less than a 24 hour period, IRS rules it is taxable income and should go through Payroll.

## **BLACKBOARD CONNECT**

The *Blackboard Connect*® service is helping educators improve communication via streamlined, efficient, automated communication leveraging the power of the *Blackboard Connect*® hosted, time-sensitive mass notification engine. The *Blackboard Connect*® service enables school administrators to record, schedule, send, and track personalized voice and e-mail messages to thousands of students, parents, and staff in minutes.

The *Blackboard Connect*® service offers a bundled set of emergency communication, survey, and community outreach notification tools designed to help schools at all levels improve awareness, increase involvement, and audit communication on a regular basis.

*Blackboard Connect*® service may be used on a limited basis by classroom teachers. See your building principal for details.

*Each user when signing the ACKNOWLEDGEMENT at the end of the Employee Manual shall agree to allow the District to send mass communications to your personal phones.*

## **TECHNOLOGY**

The Technology Department is located on the Chino Valley High School campus.

All Technology requisitions, price comparisons, leasing and brand names are reviewed by the Technology Department. The Chino Valley School District only purchases Apple products, Google Chrome Devices, and Dell Computers. Hewlett Packard printers are the preferred printers to be ordered.

All computer related repairs should go through the ITS Department before sending out of the District for repair. Parts purchased by the Technology Department will be charged to the Site for which the repairs were completed.

**It is against District Policy to install software on your individual computer.** All District computers must have only licensed software installed on them. If you have a software program that you want to install on your local client, you may donate it to the District, and the licensing will be kept on file at the Information Technology office.

## **RECEIVING YOUR E-MAIL OFFSITE**

The District utilizes Gmail as its email provider. Your e-mail address is in the following format:

*Username@chinovalleyschools.com*

### **Accessing Your Account: Easy as 1-2-3**

1. If: You are a CVUSD Employee or Board Member:  
Type in this URL=><http://mail.chinovalleyschools.com>
2. Enter your email address in the User ID field
3. Enter your Password in the Password field and click the Login button. THAT'S IT!

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## **ALWAYS LOG OFF!**

Log off at the end of your session. This is important to the system. Click on the Logoff button.

All computer and computer related donations must be routed through the Technology Department.

Questions concerning technology policies and procedures should be directed to the Network Administrator at (928) 583-5426

## **2016-2017 Technology Staff**

Larry Fullmer	Network Administrator	x 5426	All sites
Titus Overmyer	Technician	x 5596	CVHS
Richard Brown	Technician	x 5696	HMS/TECC
Michael Schoenfeld	IT / Ed Tech	x 5796	DRS

## **ELECTRONIC INFORMATION SERVICES USER AGREEMENT**

### **(Appropriate Use of Electronic Information Services)**

Acceptable use of the electronic information services (EIS) requires that the use of the resources support education, research, and educational goals of the district. The user must:

- Use the EIS for educational purposes only.
- Agree not to knowingly submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially inaccurate, or illegal material.
- Abide by all copyright regulations. The use of all software must be in compliance with State and Federal law and CVUSD's software licenses. *\*Violating United States copyright law by illegal reproduction of software can be subject to civil damages of as much as \$100,000.00 and criminal penalties, including fines and imprisonment.*
- Have software and hardware products installed or run on CVUSD client computers approved by the IT Department.
- Understand that many services and products available for a fee and assume the responsibility for any expenses incurred without District authorization.
- Acknowledge that the school district specifically denies any responsibility for the accuracy of the information. While the district will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information service (EIS) is used and bears the risk or reliance on the information obtained.
- Not reveal the home addresses or personal phone numbers.
- Understand that electronic mail or direct electronic communication is not private. CVUSD reserves the right to monitor electronic communications.
- Not use EIS for commercial purposes.
- Follow the District's code of conduct.
- Not attempt to harm, modify, or destroy software or hardware or interfere with system security and district servers. Servers on the CVUSD network are the sole responsibility of the Information Technology Department (IT). Any additions or changes made to software or hardware must be submitted to the District Information Technology Department.

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**In addition, acceptable use for Employees is extended to include requirements to:**

- Maintain supervision of students using EIS. Understand that students are responsible for complying with their own EIS User agreement.
- Agree to directly log on and supervise the account activity when allowing others to use a personal account.
- Take responsibility for personal accounts, including password protection.
- Protect the confidentiality of all passwords, the filtration override password (where applicable) user ID's, and personal identification numbers (PIN's) assigned to or created by employee, to prevent the use of personal accounts by unauthorized persons.

*Each user when signing the ACKNOWLEDGEMENT at the end of the Employee Manual shall agree to the terms and conditions of this EIS User Agreement. A user who violates the provisions of the terms and conditions may be denied access to the information services and may be subject to disciplinary action. Accounts may be closed and files deleted at any time.* The District is not responsible for any service interruptions, data loss, changes or consequences.

**\*\*Please note that this agreement is valid and enforceable for the entire time the employee is working for CVUSD.\*\***

All employees must read Policy EGAEA & Policy EGD regarding the regulation and use of email and technology services.

### **DISPOSAL AND TRANSFER OF INVENTORY**

An Inventory Transfer and Disposal Form (see next page) must be completed for any inventory items, which are unusable or broken and need to be removed from inventory. Required information includes:

- School
- Department/Teacher/Room
- Tag Number
- Reason for Disposition
- Signature/Date

For equipment transfers, use the same form and include transfer information.

Contact the Business Office to schedule pick up of inventory items for auction, disposal or transfer.

## INVENTORY TRANSFER AND DISPOSAL FORM

Tag# \_\_\_\_\_ Description \_\_\_\_\_ Ser.# \_\_\_\_\_

Requester \_\_\_\_\_ Date \_\_\_\_\_

**TRANSFER:** Moved from: \_\_\_\_\_  
School Dept. Bldg.# Room#

Moved to: \_\_\_\_\_  
School Dept. Bldg.# Room#

Moved by: \_\_\_\_\_  
Name Date Computer Entry Date

All equipment etc., listed on the inventory for your room, that is moved to another location, i.e. another room, building or school, **MUST** have a Transfer Form completed (including repairs to Technology).

**DISPOSAL:**

\_\_\_\_\_  
School Bldg # Rm # Date Disposed Disposed by (Name)

Circle why/how: Sold Traded Junked Lost Returned Stolen Other

(Describe)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
School supervisor sign to approve disposal Date

\_\_\_\_\_  
Computer entry by Date

*If more than one item is to be transferred or disposed of, please list on back of this page.*

**WOMEN'S HEALTH & CANCER RIGHTS ACT OF 1998 REQUIRED ANNUAL NOTICE**

Your ASBAIT plan, as required by the Women's Health and Cancer Rights Act of 1998, provides benefits for mastectomy-related services including all stages of reconstruction and surgery to achieve symmetry between the breasts, prostheses, and complications resulting from a mastectomy, including lymphadenitis. Call Meritain Health at 1-866-300-8559 for more information. (Meritain is the District's healthcare third party administrator)

**MANDATORY REPORTING OF FIREARMS/WEAPONS ON CAMPUS**

The 41st Arizona Legislature passed H.B. 2131 in 1994. This new law increased the penalty for selling or giving a firearm or ammunition to a minor and a legal duty for all school personnel to report all violations of the weapons law, which occur on school premises. Such report must be to a peace officer who is required to report the violation to DPS. Additionally, a report should immediately be made to school administrators of any knowledge of firearms/weapons on school grounds. A copy of the complete new law is on file at each school office.

**MANDATORY REPORTING OF CHILD ABUSE/NEGLECT**

A.R.S. 13-3620 requires: "Any...nurse...teacher...counselor or other employees of the School District or any other person having responsibility for the care or treatment of children whose observation or examination of any minor discloses reasonable grounds to believe that a minor is or has been the victim of injury, sexual abuse pursuant to section 13-1406....[this includes an extensive listing of possible signs of abuse & neglect]...shall immediately report or cause reports to be made of this information to a peace officer or to child protective services in the Department of Economic Security...Reports shall be made forthwith by telephone or in person forthwith and shall be followed by a written report within seventy-two hours....The law continues to define in length requirements of reporting."

The full text of A.R.S. 13-3620 can be reviewed at the following website: [www.azleg.state.az.us/ars](http://www.azleg.state.az.us/ars). All school personnel should be aware of this requirement for reporting suspected abuse and/or neglect. Principals in each school and Directors will have a procedure for employees to follow when reporting.

**REHABILITATION ACT (SECTION 504)**

Section 504 is an Act, which prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. The Act defines a person with a disability as anyone who:

- has a mental or physical impairment that substantially limits one or more major life activity (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working),
- has a record of such impairment; or,
- is regarded as having such impairment.

In order to fulfill its obligation under Section 504, CVUSD #51 recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system.



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The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (**FERPA**) also specifies rights related to educational records. This act gives the parent or guardian the right to:

- inspect and review his/her child's educational records;
- make copies of these records;
- receive a list of all individuals having access to those records;
- ask for an explanation of any item in the records; and,
- a hearing on the issue if the school refuses to make the amendment

If you have questions regarding the Rehabilitation Act, please feel free to contact Steve Novak, the Section 504 coordinator for Chino Valley Unified School District.

### **COMPLAINT/GRIEVANCE PROCEDURE**

It is the policy of the district that all complaints and grievances of its employees be solved as expeditiously and fairly as possible and at the lowest possible level of mediation. It is to be understood by all that complaints and grievances are to be considered as a normal happening in any functioning organization and that in no case should an individual feel threatened or be intimidated by having considered that one should be so filed.

Before filing a formal written grievance, the grievant must attempt to resolve the matter by one (1) or more informal conferences with the immediate supervisor. The first of these informal conferences must be conducted within ten (10) days after the employee knew, or should have known, of the act or omission giving rise to the grievance. A second or any subsequent conference must occur within five (5) days after the initial informal conference, or any subsequent conference.

An expedient procedure shall be used when grievances are presented. A grievance shall mean a complaint by the employee that there has been a misrepresentation or misapplication of personnel policies, which directly affects the employee. A grievance must be initiated within thirty-days from the time the employee knew or should have known of its occurrence.

The grievance procedure shall be as follows:

- Level I: Within fifteen (15) days after the employee knew, or should have known, of the act or omission giving rise to the grievance, the grievant must present the grievance in writing to the immediate supervisor. The grievance shall be a clear, concise statement of the circumstances giving rise to the grievance, a citation of the specific article, section, and paragraph of the policy or regulation that directly and specifically governs the employee's terms and conditions of employment that are alleged to have been violated, the decision rendered at the informal conference, and the specific remedy sought.

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The immediate supervisor shall communicate a decision to the employee in writing within five (5) days after receiving the grievance.

Within the above time limits either party may request a personal conference to attempt to resolve the matter.

Level II: In the event the grievant is not satisfied with the decision at Level I, the decision may be appealed to the Superintendent within five (5) days after receipt of the decision.

The appeal shall include a copy of the original grievance, the decision rendered, and a clear, concise statement of the reasons for the appeal. The Superintendent shall communicate a decision within five (5) days after receiving the appeal. Either the grievant or the Superintendent may request a personal conference within the above time limits.

Level III: If the grievant is not satisfied with the decision at Level II, the grievant may, within five (5) days, submit an appeal in writing to the Superintendent for consideration by the Governing Board

For more details, see Board Policy GSK and Regulation GBK-R

### PURCHASING POLICIES

The district Governing Board adopts a policy conforming to state law regarding the purchasing procedures. Following is a summary of purchasing policies of Chino Valley Unified School District #51. The Governing Board must approve all expenditures.

If an employee plans to use District funds to purchase supplies, equipment or services, this is the procedure that **must** be followed:

- 1) Ask for a Requisition for the item or service to be purchased. The building Principal, Director or his/her designee (usually the School Secretary or Administrative Assistant) will authorize the Requisition. It is to be submitted electronically to the Purchasing Agent. Requisitions need to include item descriptions as well as catalogue numbers. An official Purchase Order will be generated from the Requisition.

**\*\*\*\*NOTE: PURCHASES WITHOUT PRIOR REQUISITIONS AND APPROVED PURCHASE ORDERS WILL NOT BE PAID FOR BY THE DISTRICT.\*\*\*\***

- 2) State law has established procedures that must be followed when purchasing items that cost \$10,000 or above.
  - A. Expenditures of more than \$10,000 or totaling \$10,000 for one vendor or item type District-wide, require three (3) telephone or verbal quotations. Quotation information should be attached to the respective requisition. This policy applies to all types of goods or services unless the Governing Board has identified the vendor as a sole source.
  - B. Expenditures of more than \$50,000 or totaling \$50,000 for one vendor or item type District wide, require a minimum of three (3) written quotations on the vendor's

## CHINO VALLEY UNIFIED SCHOOL DISTRICT # 51

letterhead. This policy applies to all types of goods or services unless the Governing Board has identified the vendor as a sole source.

- C. Procurement of construction or other items costing more than \$100,000 or totaling \$100,000 for one vendor or item type District wide, require sealed bid procedures. The district will comply with all Arizona statutes relating to labor, equipment, supplies or services purchased, leased or contracted. All sealed bids and requests for proposals are issued by the Business Office.
  - D. All goods must be shipped to the ordering site, who checks shipments against purchase orders for accuracy.
- 3) The **Business Office issues Purchase Orders**. Purchase orders are required for all expenditures except exempted items, such as salaries and related costs. **No material may be ordered "on approval" without a purchase order. If an employee orders material without a purchase order, this will be deemed a personal expenditure and the employee will be liable for payment!** Blanket purchase orders may be used for items of a recurring nature, but should indicate the period of time covered and a specified expenditure limit. If an employee exceeds the expenditure limit on a blanket purchase order the purchase order will be closed.
  - 5) A purchase order will be faxed, mailed or emailed with an authorized district signature. The purchase order number must appear on all correspondence, invoices and freight bills. The cost of freight may be added to the invoice but all items must be shipped prepaid.
  - 6) District employees who receive goods and/or services directly (e.g., pick up orders) must verify the quantity and item descriptions for all items received and date the receiving report (pink copy of purchase order) for **the date the merchandise was actually received or the date the services were actually completed.** Return the completed receiving report with packing slips attached to the Business Office.
  - 7) After the receipt of goods and/or services, only an authorized signer may approve invoices for payment. Expenditures will only be processed for payment after written authorization has been received by the Business Office.
  - 8) The business office submits expenditure vouchers to the County School Superintendent's Office where they are checked and the expense warrants are drawn. The warrant is returned to the Business Office where it is mailed to the vendor.
  - 9) If it becomes necessary to cancel an order or items that have been back ordered, the Business Office **must be notified of the cancellation**. If other items will be ordered as replacement, a new purchase order must be issued for the replacement items.

Questions regarding purchases should be directed to Elizabeth Lechner (583-5411) in the Business Office. Questions regarding RFP or Bid's should be directed to Elizabeth.



To: All Chino Valley Unified School District #51 Employees

The District wants to conduct business in a proper and legal fashion. School Districts in general are under the microscope for their purchasing activities and the District wants to maintain, support and promote legal purchasing practices.

Our District wants to eliminate "**After the Fact Procurement.**" An "after the Fact Procurement" occurs when the District receives materials, services or construction prior to a purchase order being issued by the Procurement/Purchasing Department. "After the Fact Procurement" violates the Arizona Revised Statutes, Article 10 of the Arizona Administrative Code (School District Procurement Rules) and the CVUSD Governing Board Policy.

The penalties for "After the Fact Procurements" can be severe. The party responsible for an "After the Fact Procurement" is subject to a criminal conviction and personal responsibility for payment of all costs associated with the purchase.

Attached is a copy explaining what an "After the Fact Purchase" is. Please read and sign proof of notification below and return to the Business Office.

Sincerely,

Rebekka Bartels  
Director of Business Services  
CVUSD #51 Business Office

I, \_\_\_\_\_ (Print Name), have read and understand the policies and procedures as described in the "After the Fact" statement and understand I may be personally responsible for any purchases made by me that are not authorized by the District in advance and have an official purchase order in place.

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Employee Signature

School Site

Date

"AFTER THE FACT PURCHASE ORDERS"

What is it?

An "After the Fact Purchase Order" is any one of the following:

- a) A purchase order that is issued after an item has been received or picked up.
- b) A purchase order that is issued after a service has begun or been completed.
- c) A preview item that is delivered without a purchase order and is then purchased.
- d) Calling in the order to the vendor prior to receiving a copy of the purchase order or at a minimum, an authorized purchase order number.
- e) Sending the purchase requisition to the vendor in advance of the purchase order.
- f) Making reservations or scheduling services without a purchase order.

Why is an "After the Fact Purchase Order" so bad?

- a) A purchase order is the only legal commitment to spend district funds.
- b) A purchase order insures that procurement rules have been followed for the purchase and that budget funds have been properly approved.
- c) Phoning or faxing your order in with a requisition leads to double shipments that may have to be charged to the school site.
- d) Our auditors will note an "After the Fact Purchase" as a violation of the procurement rules.

What can we do?

- a) Wait until you have your purchase order in hand before ordering any goods or allowing any services to begin.
- b) Submit "services" and "registrations" requisitions at least two weeks prior to start of services and list actual start date of contract or the actual conference dates.
- c) Contact the Business Office if you need any help expediting your order.
- d) If you are not sure about a particular purchase, contact the Business Office.

What should we not do?

- a) Do not phone or fax in purchase requisitions.
- b) Do not list start date on contract as the date you signed the consultant contract.
- c) Do not allow a consultant to begin working without a purchase order.
- d) Do not order a preview item without a purchase order.
- e) Do not make any reservations without a purchase order.

CHINO VALLEY UNIFIED SCHOOL DISTRICT #51

AFTER THE FACT PURCHASE DOCUMENTATION REQUEST  
(First Time Offenders Only)

An "After the Fact Procurement" occurs when an associate of Chino Valley Unified School District orders materials and/or services prior to a purchase order being issued by the Procurement/Purchasing Department.

The Procurement/Purchasing Department recently received your school or departments requisition (or invoice) # \_\_\_\_\_ for process of this "After the Fact Procurement".

Since an "After the Fact Procurement" violates the Arizona Revised Statutes, Article 10 of the Arizona Administrative Code (School District Procurement Rules), the Uniform System of Financial Records (USFR), and District policy, the following Questions must be answered before your requisition (or invoice) will be considered for processing.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Site/Department: \_\_\_\_\_ Vendor: \_\_\_\_\_

Why is this requisition 'After the Fact'?

If the "After the Fact" could not have been prevented, why? (*A lack of planning does not justify an "After the Fact"*)

What specific steps will be taken to insure that a similar situation doesn't happen again?

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Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

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Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

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Director of Business Services Signature \_\_\_\_\_ Date \_\_\_\_\_

**AZEDS & SCHOOLMASTER**

The Arizona Department of Education requires Districts to submit student-level data to ensure "precise student counts, accurate tracking of mobility and dropouts, and accurate measurement of student progress." This information is used to determine the amount of money a school district receives to operate its schools. Chino Valley Unified School District #51 purchased the SchoolMaster software program to enable teachers and administrators to provide ADE with crucial data for the Arizona Education Data Standards Student Data System.

**Accurate accounting of student data using SchoolMaster is extremely important to the District. Every certified employee and some classified personnel will be required to know and use SchoolMaster for data reporting to ADE.** It is mandatory that employees required to use SchoolMaster receive appropriate training to ensure that the District's reports are accurate and timely. For employees new to the system, learning SchoolMaster is mandatory - and one of the first work assignments. Each Principal will have information about the best source of professional development for employees in the school. The District's Student Data Coordinator, Kathleen Little, will arrange for training as needed. For questions about SchoolMaster or AZEDS contact Kathleen Little at 583-5420.

**SCHOOLMASTER: GRADEBOOK**

Teaching staff will utilize Gradebook, a component of SchoolMaster, to record and maintain grades. For questions regarding Gradebook, contact Mike Schoenfeld, IT/Ed Tech at x5796.

## ACKNOWLEDGEMENT

This 2016-2017 version of the employee handbook has been prepared for your information and understanding of the policies, philosophies and practices, and benefits of the Chino Valley Unified School District. Please read it carefully. Upon completion of your review of this handbook, sign the statement below, and return it to Human Resources by the due date. A copy of this acknowledgment appears at the back of the handbook for your records.

I, \_\_\_\_\_, have read a copy of the Chino Valley Unified School District's Employee Manual ([www.chinovalleyschools.com](http://www.chinovalleyschools.com)) that outlines the goals, policies, benefits and expectations of CVUSD, my responsibilities as an employee, and the *Electronic Information Services User Agreement*.

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the employee handbook. I understand this handbook is not intended to cover every situation that may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits and expectations of CVUSD.

Information presented in this manual is a brief summary only. More information on these plans can be found in plan documents and CVUSD Policy Manuals. If any discrepancies occur between information in this manual and the actual plan documents or policy manual, the plan documents and/or policy manual will prevail.

I understand that the CVUSD Employee Handbook is not a contract of employment and should not be deemed as such.

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(Employee signature)

Return a signed hardcopy of this page to

H.R. by: September 1st, 2016