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**Location**  
Phoenix, AZ

**Effective Date**  
7-1-1984

**Expiration Date**  
June 1985

**Number of Workers**  
1081

**Employer**  
Phoenix Union High School District No. 210

**Union**  
Classroom Teachers Association

**NAICS**  
61

**Sector**  
Local government

**Item ID**  
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**Comments**  
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INTRODUCTION

This handbook is designed as a resource book for teachers in which a teacher can find answers to the more routine questions that may come up in day-to-day operation.

This handbook is also designed to provide every teacher with a copy of the current educational policies, administrative regulations, and procedures approved by the Governing Board after teacher and administrative representatives met and conferred on them.

This handbook is intended to clarify and simplify for you the rights and responsibilities that are yours as a teacher in the Phoenix Union High School District.

Policies are board declarations of philosophic intent subscribed to by the Board and the representative group.

Regulations are guidelines laid down by the Administration in seeking to carry out these policies.

Procedures are the specific operational steps in enacting regulations.

In some chapters, a given topic may be included in both policies and regulations, or regulations and procedures. To assist the reader, topics covered in both the policies section and the regulations section of a chapter are identified by a single asterisk (*) opposite the topic in the policies section. Likewise, a double asterisk (**) will appear opposite the topic in the policies and/or regulations sections if it also appears in the procedures section.

Obviously, no handbook can contain the answers to all questions. It is hoped that it will contain enough to be of help.

The department chairperson, the principal, the campus administrative staff, the Superintendent, and other members of the central staff are all available to you and are quite willing to provide assistance.

The staff in the Personnel Office is, of course, always willing to answer any problems of a personnel nature which arise.

All of our administrative staff are here to assist whenever possible.
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PREAMBLE

It is understood that the attainment of the District goals and objectives requires mutual understanding and cooperation among the Board, Administration, and Teachers.

Accordingly, the Board, through the Superintendent, will designate administrative personnel to meet with teacher representatives and confer on matters that are pertinent to the development of District Educational Policies. Mutual understanding and acceptance of these Educational Policies will be sought prior to implementation or revision by the Board.
GLOSSARY OF TERMS

(a) "Academic credit" shall mean any credit earned as outlined in Chapter 7-b-2-b in this Handbook.

(b) "Board" shall mean the Phoenix Union High School District Governing Board.

(c) "Campus" shall mean the school unit; e.g., Alhambra High School, South Mountain High School, etc.

(d) "Campus supervision" includes, but is not limited to the following: study hall supervision, resource center supervision, campus ground supervision.

(e) "Consensus" shall mean unanimous agreement or no voiced dissent.

(f) "Day" shall mean any day Monday through Friday, exclusive of legal holidays and Board-declared recess days as identified by the official school calendar.

(g) "Department chairperson" shall include the house chairperson, the curriculum coordinators, and the instructional materials center chairperson at Trevor G. Browne High School.

(h) The term "Educational Policies" refers to those items of mutual concern to the study teams for their annual review and which are incorporated into Board policy.

(i) "Emergency" is a situation that could not have been prepared for in advance.

(j) An "interim teacher" is a teacher hired on a regular contract for a period of less than a full year.

(k) A major teaching or service area is defined as that area in which the teacher has a minimum of thirty (30) semester hours, or forty-five (45) quarter units of college preparation.

(l) A minor teaching or service area is defined as that area in which the teacher has met the minimum requirements as outlined in the Policies and Procedures Manual of the North Central Association.

(m) The term "preparation" shall mean the preparation required for teaching a semester course at the same grade level in the same instructional track in the same subject area with comparable instructional materials.

(n) The term "professional compensation" shall mean all salaries and fringe benefits.
(o) A qualified teacher is a teacher possessing a valid Arizona teaching certificate qualifying him/her to teach a subject in his/her major or minor field(s).

(p) "Reassignment" is a change of teaching assignment from one department/program to another department/program on the same campus or the relocation of a teacher from one campus to another campus.

(q) The term "representative group" shall apply to any group of certificated staff members, other than administrative/supervisory personnel, which has requested and received recognition as such by the Board. The request for recognition as a representative group by the Board shall be accompanied by preference cards signed by eligible certificated staff members identifying that group as their choice as a representative group. The number of such preference cards required for such recognition shall be determined by the Board.

(r) "Reprimand" shall mean any written report of disciplinary action taken by administrative personnel against the teacher for infraction of rules or delinquency in professional performance that is included in the teacher's personnel file.

(s) "School District" shall mean the Phoenix Union High School District.

(t) "School year" shall mean the school year as defined by the official school calendar.

(u) "Superintendent" shall mean the Superintendent of Schools of the Phoenix Union High School District.

(v) A "teacher" is defined as a person holding a valid Arizona teaching certificate and/or who is employed by the Board for service as any of the following:

- Classroom Teacher
- Counselor
- Special Resource Teacher (Interdisciplinary teachers; teachers for hard-of-hearing, visually handicapped, speech therapist, and other exceptional student programs)
- Social Worker
- Homebound Teachers
- Opportunity Class Teachers
- Teachers on Special Assignment (A teacher on special assignment is a teacher who has taken an assignment other than their regular assignment)
- Media Specialist
- Psychologist/Psychometrist
- Study Hall Teachers
(w) The term "Team(s)" refers to the study teams (STEP), appointed by
the Board and recognized representative groups respectively, which
meet annually to review the Board's Educational Policies and
recommend to the Board revisions, additions, and deletions.

(x) "Week" shall mean a calendar week.
CHAPTER 1
TEACHER RIGHTS: COLLECTIVE

A. Policies

1. Meeting and Conferring

The Board, through the Superintendent, will designate administrative personnel to meet with teacher representatives and confer on matters that are pertinent to the development of a Teachers' Handbook. Mutual understanding and acceptance of these Handbook provisions will be sought prior to implementation or revision by the Board.

2. Regulations Defining Terms

The Board authorized the administration and representatives of the "representative group" to develop Administrative Regulations that will define the terms used in the Teachers' Handbook.

3. Representation

The Board recognizes the representative group as the primary representative of all members of the certificated staff during their period of employment by the District.

In addition, the Board authorizes the administration and designees of the representative group to list those personnel in Administrative regulations who are members of the representative group.

4. Mutuality of Concern in Fiscal Emergency

The Board and the representative groups recognize that there are external factors which could create a fiscal emergency. Therefore, any serious reduction or significant increase in instructional services occurring as a result of the foregoing will not take place until the groups have been fully informed and have had an opportunity for input into the resolution of the emergency.

5. Review of Handbook

The contents of the Teachers' Handbook will be reviewed annually by the Study Team for Educational Policies to recommend revision, deletions, or additions.
B. Regulations

1. Categories within Representative Group

Those who are identified under the definition of "teacher" or "interim teacher" above, as well as school nurses employed by the District, shall be represented by the representative group. Representation for any new position, the classification of which is not specifically included in the definition of "teacher" or "interim teacher," or is not included in the definition of administrator or supervisor in the Administrative-Supervisory Handbook, shall be determined at the next succeeding "meet and confer" sessions.


A "Teachers' Handbook" shall be printed at the District's expense and made available to each teacher within 105 days of the conclusion of the meet and confer process.

3. Notification of Representative Group Leaders

Each representative group shall provide the Principal of each school with a list of the names of teachers from that faculty selected for any position of leadership on that campus or in the District as soon as possible. This list shall include the Unit Representative of each representative group, the Professional Rights and Responsibilities Representative, and the Chairperson and members of campus and District committees. The Assistant Superintendent for Instruction and the Superintendent shall each receive a copy of each list.

4. Use of School Buildings

Any recognized representative group and its representatives shall have the right to use school buildings at all reasonable hours for meetings, scheduling such use with the Principal (or designee) at the school, provided that this shall not interfere with or interrupt normal school operations. Direct expenses incident to the meeting, other than those normally a part of the school operation, shall be borne by the group.

5. Discussion with Personnel

Duly authorized representatives of the representative groups and the organizations with which the group is affiliated shall be permitted to discuss matters pertaining to group business with District personnel on campus at all reasonable times, provided that this shall not interfere with or interrupt normal operations. Direct expenses of any meeting resulting from such discussions, other than those normally a part of the school operation, shall be borne by the group.
6. Distribution of Material

The recognized representative groups shall have the right to place appropriately identified notices, circulars, and other materials on designated school bulletin boards and in the teachers' mail boxes. At least one bulletin board on each campus shall be reserved exclusively for group material. The group representative on campus (or designee) will assume responsibility for the posting and distribution of the materials for the group. An information copy of the distributed material shall be sent to the Principal (or designee) at the time of the posting or distribution. Material endorsing or opposing a candidate for public office may not be so distributed or posted. The District Courier Service may be used for the distribution of the above material.

7. Review of Administrative Regulations

Prior to the review and revision of the Administrative Regulations at the beginning of each calendar year by the Board, the recognized representative group, through its President, shall present any recommendations for revision to the Superintendent.

8. District Joint Committees

District Joint Committees are advisory and will be established mutually by the Superintendent/designee and the CTA. CTA shall appoint teacher members to the committee. It is assumed that members named to such committees will have authorization to speak for the associations they represent. District Joint Committees shall submit all committee recommendations in writing to the Superintendent for final approval, with copies to the CTA President.

A. Ad Hoc Joint Committees

Ad hoc joint committees are short-term committees which are established for the purpose of studying specific issues that emerge during the school year.

B. Continuing Joint Committees

Continuing joint committees formulate recommendations regarding long-term issues.

Current Continuing Joint Committees are:

1. Professional Growth Committee
2. Summer Workshop Committee

9. Staffing

The CTA shall be involved in decisions that affect local and District staffing projections.
10. The CTA President may submit items directly to the Superintendent for consideration for placement on the Governing Board Study Session Agenda.

C. Procedures on Meetings with CTA Leadership

1. Meetings with Executive Board

The Superintendent and such administrative personnel as s/he shall designate may meet at least once each month with the Executive Board of the representative group. The President of the representative group and the Superintendent (or designee) shall prepare the agenda for the meeting sufficiently ahead of time to permit distribution to the participants at least 48 hours prior to the meeting.

The primary purpose of such meeting is to assist in assessing the progress of the District toward predetermined objectives, to help review the changes in the education process which have been, or are being, or should be made for the improvement of instruction.

2. Resource Personnel

Resource people may be invited to attend the meeting with the prior approval of the Superintendent and the President of the representative group.

3. Minutes

Minutes of the meeting will be prepared and the distribution will be determined by the Superintendent and the President of the representative group (or their designees).

4. Absences for Meeting

The meeting shall be scheduled in such a way as to create the least interference with the school program and so as to require as few absences from the classroom on the part of the teachers as possible.

5. Released Time

If a meeting is held during the school day, the representative group members involved shall be released without loss of pay.

D. Meet and Confer Procedures

1. Meeting Times and Places

The spokespersons for each meet and confer team will meet by February 1 to exchange proposals. Additional proposals and counter proposals may be presented during the meet and confer process.
The first meet and confer session will be held by February 15 with all succeeding sessions to be conducted at times and places mutually agreeable to each party.

A good faith effort will be made to complete all sessions by May 1 of each year.

2. Meet and Confer Team

Each party will select its own representatives and designate a spokesperson who will carry the necessary authority to make proposals, counter proposals, concessions, and to reach tentative agreement on items being discussed subject to approval of all such agreements by the respective constituents.

3. Good Faith

The parties agree that they will make a good faith effort to resolve matters to their mutual satisfaction and agreement.

4. Access to Information

The Administration agrees to make a good faith effort to furnish the representative group available information upon request.

5. Sessions

Meet and confer sessions will be open to the public, unless otherwise mutually agreed upon in advance. The only people empowered to speak are the authorized meet and confer representatives. The public may speak, if desired, after adjournment of the regular meeting.

6. Caucuses

Either party may request a caucus at any time. Caucuses of either party shall be conducted apart from the other party and in private.

7. Agendas

The last item of business at each meet and confer session shall be the setting by mutual agreement of the time, site and agenda of the subsequent meet and confer session or sessions. Once an agenda has been approved by both teams, any additions must have mutual consent.

8. Tentative Agreements

Tentative agreements reached as a result of discussions will be reduced in writing and will have conditional approval of both parties, indicated by the initialing and dating of said agreements by the spokespersons.
9. Ratification

When tentative agreement has been reached by the parties on all meet and confer issues, each party will recommend approval to its constituents. The final agreement will be signed and dated by authorized designees of the representative group and the Governing Board.
CHAPTER 2
TEACHER RIGHTS: INDIVIDUAL

A. Policies

1. Right to Organize

The Board agrees that every certificated employee of the Board shall have the right freely to organize, join, and support any educational organization for the purpose of engaging in concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under law of the State of Arizona, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by the Statutes, applications, regulations, and Constitutions of Arizona and the United States; that it will not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of his/her membership in any representative group, participation in any activities of the group, participation in any grievance, or complaint or proceedings with respect to any terms or conditions of employment.

2. Citizenship Rights

Teachers shall be entitled to full rights of citizenship and no religious or political activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher.

3. Discipline Without Just Cause Prohibited

Teachers shall not be disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional rights and privileges without just cause established through due process.

4. Suspension by Superintendent

A teacher may be suspended from duty without loss of pay by the Superintendent for a period of five (5) days when two or more reprimands are given to the teacher during the same school year for just cause as established through due process.
5. Academic Freedom

The Board, administration, and representative group agree that academic freedom shall be guaranteed to teachers in order to create in the classroom an atmosphere of freedom, which permits students to raise questions dealing with critical issues of the time and maintains an atmosphere conducive to study, investigation, presentation, and interpretation of facts which stress the interplay of ideas. The teacher has the right to express his/her point of view provided the students understand that it is his/her opinion and not to be accepted by them as an authoritative statement. The teacher is responsible for exercising judgment in selecting for objective analysis those relevant issues which contribute to the maturity and understanding of the students involved.

Therefore, each teacher:

Has the freedom to select materials which are supportive of stated instructional objectives; and

Has the responsibility of meeting the needs of students within prevailing district, community, and state standards.

*6. Teacher Files

The Board is pledged to a policy of maintaining "open files" for District employees, other than materials noted as exceptions in the appropriate Administrative Regulations. In addition, copies of the assessment and evaluation of a certificated teacher are confidential and shall not be released or shown to any person except as permitted by Statute or as required by court order.

7. Teacher Assistance

In the case of an assault upon a teacher, or a complaint or suit by third parties as a result of action taken by the teacher while performing his/her duties, the District shall render all reasonable assistance to the teacher in connection with the handling of the incident by law enforcement and judicial authorities.

8. Regulations

1. Reprimands

A teacher to be charged with an infraction of Board policy, Board procedures, handbook language, and/or administrative regulations will be so informed by the appropriate administrator within thirty (30) days of the administrator's first knowledge of the alleged infraction and given at least two days' written notice of a meeting to investigate the
specific actions or infractions which allegedly occurred. A limita-
tion of one calendar year from date of alleged infraction
shall prevail for issuing written notice of a meeting to investi-
gate reprimandable offenses. The teacher shall have the right to
have a representative of his/her choice present at such meeting.
The meeting shall be convened at a time when both the teacher and
the representative can attend. Such representative shall be
identified to the administrator prior to the meeting. Either
party shall have the right at the original hearing to request
that the hearing be reconvened within 72 hours.

All written information on which the charge is based shall be
made available to the teacher with a copy to his/her representa-
tive, unless the teacher requests otherwise in writing.

If, as a result of the meeting, a reprimand is to be issued, it
shall be issued to the teacher in writing within seventy-two (72)
hours after the meeting, with a copy to the representative,
unless the teacher requests otherwise in writing.

Only an administrator authorized to issue a reprimand shall hold
such a meeting.

Certificated employees in the following categories of supervision
and administration are authorized to issue reprimands in areas of
their assigned responsibilities:

- Superintendent
- Assistant Superintendents
- Principals
- Supervisors of Educational Units
- Directors (who have direct line supervision of teachers)

2. Teacher Files

a. A master file of all materials relating to a teacher shall
exist at the District Personnel Office. Copies of the mater-
ials may be available in the Principal's office.

b. All material placed in the teacher's file and originating
within the District shall be available to the teacher at his/
her request for inspection, except as provided in "e" below,
in the presence of the person(s) responsible for keeping the
files.

c. Material originating within the District and which is deroga-
tory to a teacher's conduct, service, character or personal-
ity shall not be placed in a teacher's file unless the
teacher has had an opportunity to read the material. The
teacher shall acknowledge that s/he has read such material by
affixing his/her signature on the actual copy to be filed.
The signature does not necessarily indicate agreement with
the content of the material.
d. The teacher shall have the right to answer any materials
filed. His/her answer shall be submitted to the Principal
and forwarded to the Personnel Office where it will be
filed.

e. All references and information originating outside the Dis-
trict on the basis of confidentiality, and references and
information obtained within the District in the process of
recommending the teacher for employment or change in position
shall not be subject to these Educational Policies and there-
fore shall not be available for inspection by the teacher.

f. The teacher shall have the right to submit material for
his/her file. This material shall be submitted to the Prin-
cipal, forwarded to the Personnel Office where relevant
material will be placed in the teacher’s file. Submitted
material not placed in his/her file shall be returned to the
teacher.

3. Teacher Resignation

Teachers who wish to terminate employment will notify the Dis-
trict Personnel Office in writing, but only after such action has
been reported to and discussed with the Principal concerned.

4. Acceptance of Contract

A teacher shall indicate acceptance of contract for the ensuing
year by signing and returning the contract or by an acceptance in
writing which is delivered to the Personnel Office within thirty
(30) days after the receipt of the contract. A teacher who fails
to return his/her contract within the thirty (30) days shall be
deemed to have resigned.

5. Reduction-in-Force

a. "Reduction-in-force" is defined as that situation in which,
after all possible transfers have been effected, it is still
necessary for the District to reduce the number of certifi-
cated teacher/service personnel.

b. Valid circumstances for reduction-in-force:

(1) Decrease in student enrollment.
(2) Decrease in revenues over which the District has no
control.
(3) Curriculum revision resulting in a reduction of educa-
tional programs.
(4) Consolidation of school districts.
c. If budget adjustments are necessary, the percentage of the reduction in the instructional salary code will not exceed that in the noninstructional salary codes.

d. Procedure for determining which personnel are affected by a specific reduction-in-force:

(1) The Personnel Office shall identify, prior to March 15, insofar as possible, the number of personnel who are planning to retire, resign, go on leave, or return from leave for the following year, and campus, subject, and/or programs so affected.

(2) The Assistant Superintendent for Instruction and the Personnel Office shall determine the campus(es), subject(s), and/or program(s) that will lose staff positions for the ensuing year. Any proposed reduction must be based upon a District-wide standardized registration procedure.

(3) If such reduction is to exceed 1% of the certificated teacher/service personnel of the District, the representative group will be notified in writing and its authorized representatives will be consulted before the reduction is effected.

(4) Seniority shall be the basis for determining which specific personnel will remain.

(5) A list of personnel who are to be laid off shall be presented to the Governing Board for its approval prior to April 15.

(6) Any personnel affected by such reduction-in-force will receive written notice prior to April 15, and a list of personnel to be laid off will be sent to the office of the representative group at the same time.

(7) Nontenured personnel shall be laid off before qualified personnel holding continuing teacher status.

(8) If a tenure teacher on the RIF list becomes competent in a new teaching area, that teacher, upon being rehired by the District to teach in that new area, shall be reimbursed for 75% of the cost of tuition and books for those additional courses taken to meet minimal North Central requirements.

(9) When a teacher with a schedule F assignment is placed on a RIF list, his/her Schedule F assignment will be discontinued at the end of the school year and no recall protection is provided.
Voluntary RIF

Any teacher may voluntarily have his/her name placed on the RIF list. The request must be in writing and submitted to the Personnel Department by April 1. Should a RIF not occur in a Teacher's current seniority area(s) the teacher is not eligible for voluntary RIF. Anyone placed on the RIF list voluntarily will surrender recall rights for one semester. The surrender of recall rights may be extended for one semester periods not to exceed five consecutive extensions.

Upon the first contact for recall for the up-coming semester, a rejection of the position(s) offered the voluntary RIFee will be considered a surrender of recall rights for said semester. All recall rights are automatically reinstated at the end of each semester during the three-year period.

e. How seniority is measured

(1) Seniority shall be determined by the first date of current full-time continuous employment as a teacher for which the teacher was paid. Approved leaves of absence do not break continuity of service. For the purposes of this section, full-time shall mean an assignment of .5 for teachers hired prior to 1980-81. Part-time employment will not count toward seniority for new employees beginning with the 1980-81 school year.

(2) If ties are evident, location on the seniority list shall be determined by the date of approval for hire by the Governing Board. Remaining ties shall be broken by determining the date that the employee signed his/her first contract. Any persisting ties will be broken by referring to the date of the recommendation for hire as it appears on the original personnel action request.

(3) District-wide seniority lists shall be compiled and updated each year by February 1.

(4) Seniority lists shall list each teacher by subject or service area or special program area in which s/he is currently serving in order of length of service within the District. If a teacher wishes to be included in other areas of competency in which s/he has met the minimum North Central Association requirements for teaching or state certification if endorsement(s) are required for assignment, s/he will send a declaration and documentation of additional competency to the Personnel Office within 24 hours after initial notification of being reduced in force. Otherwise, the teacher's length of service will be determined only in the subject, service, or special program area in which s/he is currently serving. Other areas of competency will be considered only if a teacher is in danger of being reduced in force in his/her current area.
(5) Copies of the list will be available in the Personnel Office, in each Principal's Office, and by subject area in the departmental offices. A copy of the list will be sent to the office of the Association.

f. Protection for "personnel on lay-off awaiting recall"

(1) District-wide lists of "personnel on lay-off awaiting recall" shall have a preferred right of reappointment in the order of seniority in the event of an increase in the number of teachers or the reestablishment of services within a period of three years.

(2) A teacher dismissed for reasons of economy or lack of pupils shall have a preferred right of reappointment in the order of seniority in the event of an increase in the number of teachers or the reestablishment of services within a period of three years. This preferred status shall be extended to any teacher as identified in Chapter 2, B. 5, d., 8.

(3) No new personnel, including part-time, interim, resident, or open-end contract personnel, shall be employed for a subject or service area or program until all personnel on lay-off awaiting recall have been provided an opportunity to fill the open position for which they are qualified.

(4) When no position is available for which a person is qualified, s/he shall be given first consideration, based on seniority, for any new position or program for which s/he can become qualified prior to the inception of the position or program. Verification of competency and qualification must be presented to the Personnel Office prior to the issuance of a contract.

(5) Upon reemployment, all rights related to salary and fringe benefits shall be restored. Seniority shall continue to accrue while their names are on the recall list.

(6) A teacher awaiting recall who accepts a part-time assignment as the only position available, shall be offered the first full-time position that becomes available before another teacher awaiting recall with less seniority.

(7) Requirements for teachers awaiting recall

(a) Teachers on recall shall submit an address and telephone number to the Personnel Office indicating where they can be reached during the summer recess, including address and telephone number where they...
can be reached should they leave town). Teachers may authorize the Personnel Office, in writing, to accept a position for them in their absence. The Personnel Office shall supply forms for this purpose.

(b) If a teacher on recall cannot be reached by telephone, a registered letter will be sent to address submitted specifying a reasonable amount of time to respond.

If no address or telephone number is provided, or the teacher fails to respond within the reasonable time specified, the next one on recall will then be offered the position(s) available.

C. Procedures

1. Payroll Deductions

a. Teachers may sign and deliver to the Personnel Office an assignment authorizing deduction of membership dues and assessments of his/her representative group. Authorization shall continue in effect unless such authorization is formally revoked by the teacher in writing and copies thereof are delivered to the group representative and the Personnel Office. The deduction of membership dues upon member's request shall be made in equal amounts from twelve (12) regular pay checks following the receipt and processing of the request, and the Board agrees to remit promptly to the respective group all monies deducted accompanied by a list of teachers from whom the deductions have been made.

b. Teachers may sign and deliver to the Personnel Office authorization for the following payroll deductions and with the deadlines indicated:

Desert School Employees Federal Credit Union - No deadline.
United Fund - December 1.
Health and Major Medical Insurance - dependent coverage.
Thirty (30) calendar days after first day of employment of the current year.
Tax-Sheltered Annuities - No deadline.
U.S. Savings Bonds - No deadline.

Authorization for payroll deduction for other purposes may be mutually agreed upon, subject to the limitations imposed on the District Payroll Office by the Office of the County Superintendent of Schools.
c. An amendment of employment contract for the tax-sheltered annuity provision shall automatically apply to the employment contract for each succeeding school year, except

(1) The amount of salary reduction in this amendment may be changed during the year by giving written notice of at least thirty (30) days prior to the effective date of the change. A new amendment is required to increase or decrease the amount of salary deduction.

(2) Termination of this amendment may be made at any time by giving written notice of at least thirty (30) days prior to the effective date of the termination.

2. Student Discipline

a. A teacher shall be informed when a student is assigned to his/her class whose history of serious behavior deviation, psychological or physical problems indicate that s/he should be given special attention. These notifications shall be made by the Principal or his/her designee within one week of such assignment.

b. Whenever it appears, in the teacher's opinion, that a particular student is continuing disruptive influence in a class, and the student requires professional attention, other than that provided by his/her classroom teachers and counselor, the Principal or his/her designee will take reasonable steps to arrange for appropriate assistance which may include removal from the class.

c. If the continued presence of a student in class is unacceptable to the teacher, the student shall be excluded from the class for the remainder of the period with the appropriate transmittal slip to the designated administrator. The teacher shall furnish the designated administrator with the full particulars of the incident as promptly as his/her teaching obligation will permit.

d. Each referral to the designated administrator shall be in writing. This information shall be furnished on a District form with a copy to be retained by the teacher and a copy to be returned to the teacher indicating the action taken. The designated administrator may request a conference with the teacher.

e. A teacher shall be provided with the opportunity to be included in conferences between parents and the administration when the conferences pertain to the teacher's relationship with one of his/her students.

f. If the teacher has not received a response within three workdays after the submission of the referral, the teacher shall contact the appropriate designated administrator concerning the status of the referral.
g. If, after another three workdays following this contact, the teacher has not received a response to his/her referral and/or inquiry, the teacher may file a complaint with the Campus Committee.

h. After a first and/or second referral, a conference with the teacher, the parent and the designated administrator may be held. After a third or subsequent referral by the same teacher during a semester, the class from which the referral came may be closed. A conference involving the teacher, the parent, and the designated administrator must be held immediately. A decision shall be made as to the action to be taken promptly after the conference and all parties shall be notified. Prior to the third referral, if circumstances warrant, the designated administrator may close the class from which the referral came.

i. If a parent requests the teacher to be present at a conference, the teacher must attend, but may request the Department Chairperson be present. The conferences shall be arranged at a mutually convenient time. Once a teacher has fulfilled his/her responsibility to appear to give direct testimony at a conference requested by a parent, his/her written deposition may suffice in lieu of his/her presence at subsequent conferences relating to the same subject at the option of the Principal.

j. Any case of assault upon a teacher shall be promptly reported to the Board or its designee. The Board shall promptly render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities. Time lost by a teacher in connection with a student disciplinary incident shall not be charged against the sick leave of the teacher.

k. Procedure for suspension of students from school shall be distributed to students and teachers each year.

3. Notice of Resignation

Notice of resignation will be made prior to the close of the school year to become effective at the end of the school year. Only in extreme emergency should a teacher resign less than thirty (30) days prior to the beginning of a new school year. A teacher may be allowed to resign during the school year provided a qualified replacement is available and the teacher gives the Personnel Office at least thirty (30) days' prior notice.

D. General Information

In the absence of District coverage for comprehensive loss of personal property, teachers are advised to acquire adequate coverage on any personal property which may be brought to a campus.
CHAPTER 3
EMPLOYMENT CONDITIONS

A. Policies

1. Requirements for Employment

The selection of teachers for the District is based primarily on (1) evaluation of the written application, transcripts, recommendations; and (2) personal interviews. The Administration will develop a list of basic qualifications subject to Board approval that all teacher applicants must meet.

2. Assignment

The Administration and designees of the representative group are authorized to establish procedures for the assignment of District teaching personnel.

3. Assessment and Evaluation

The Board authorizes the Administration and designees of the representative group to develop regulations and procedures that will assist teachers in the improvement of instruction; to meet their individual responsibilities; and to approve periodic evaluations of all District personnel through a continuing process.

The assessment and evaluation of the performance of District teachers shall be accomplished by the development and adoption of objective assessment and evaluation guidelines and procedures for both probationary and tenure teachers.

4. Equal Employment Opportunity

Employees of the Phoenix Union High School District and applicants for employment within the District will not be discriminated against on the basis of race, creed, religion, sex, national origin, ethnic identity, age, marital status, or handicap.

5. Fair Dismissal

The Governing Board will follow the procedures outlined in the Statutes with regard to dismissal of probationary and tenure teachers.

B. Regulations

1. Employment Requirements

Applicants for teaching positions in the District shall be required to meet the following qualifications:
a. Health Requirements.

(1) All applicants must meet the basic health requirements as specified in the policies of the Board and the State Statutes.

(2) The following medical guidelines make up but one of the many criteria which may determine acceptance or rejection of certificated applicants or District employees.

Certificated District employees may be disqualified because of a physical, mental, or an emotional condition that, in the opinion of the Administration may:

a. Endanger the health or safety of the pupils.

b. Interfere with the applicant's or certificated employee's ability to render effectively the service normally required of the position.

On the basis of guidelines (1) and (2), an employee may be requested to submit evidence of good health. Such evidence may include a skin test or X-ray report, which may be required upon initial employment by the District.

Health examinations requested by the Administration shall be given by the District Medical Advisor and at District's expense.

b. Professional Requirements.

Anyone to be accepted for any teaching position in the District, with the exceptions of the Trade and Industry Section and the Health Occupations Section of the Vocational Education Program, and ROTC instructors, must meet the following professional requirements:

(1) A valid Arizona Certificate for teaching in the secondary schools of the State, as well as any special certification requirements in a particular area, which are commensurate with positions held in the District and must be recorded with the County Superintendent of Schools before the teacher may be issued a contract or receive a salary payment.

(2) Thirty (30) semester hours in the major subject area field, and

(3) A Bachelor's degree or a Master's degree.
c. Specialized Requirements.

(1) Trade and Industry and Health Occupations. A teacher in the Trade and Industry or Health Occupations sections of the District Vocational Education Program may be employed with either a Provisional, a Basic, or a Standard Vocational Certificate.

(2) Business Education. A teacher employed in the Office Education section of the District Vocational Education Program must have not only a valid Arizona teaching certificate, but also a valid Arizona Vocational Certificate in Office Education.

(3) Cooperative Work Experience Education. The minimum requirements for employment in the District as a teacher-coordinator in Distributive Education, Cooperative Office Education, Industrial Cooperative Education, and Home Economics Related Occupations are a valid Arizona teaching certificate and a valid Vocational Certificate with a Cooperative Education endorsement. The required endorsement also would be needed for any other teacher-coordinator including those positions which are state or federally funded.

(4) Instructional Materials Personnel (Librarians and Audio-Visual Coordinators). The minimum requirement for employment of a Librarian is twenty-four (24) semester hours in Library Science, six (6) of which shall be in Audio-Visual education. The minimum requirement of employment of an Audio-Visual Coordinator is a minimum of eighteen (18) semester hours in Audio-Visual Education, with an additional six (6) semester hours in Library Science.

2. Fair Dismissal

a. Any probationary teacher must receive notice from the Governing Board, a member thereof acting on behalf of the Governing Board, or the Superintendent on or before April 15 of the current year stating the Board's intention not to offer a teaching contract or renewal thereof. The notice must incorporate a statement of reasons for not reemploying the teacher. A tenure teacher must be dismissed pursuant to the process outlined in the Arizona Revised Statutes.

3. Assessment and Evaluation

a. The system of assessment and evaluation of the performance of certificated teachers shall involve the development and adoption of objective assessment and evaluation guidelines for the improvement of instruction.
The following elements shall be included:

(1) The establishment of criteria of expected teaching performance in each area of teaching and of techniques for the assessment and evaluation of that performance.

(2) Assessment and evaluation of competence of certificated teachers as it relates to the established criteria.

b. Each assessment and evaluation shall include recommendations as to areas of improvement and/or statements of commendation relative to the performance of the teacher. After transmittal of an assessment, the Principal or Administrative Head of a non-campus unit, or designee, shall confer with the teacher.

4. Probation and Tenure

Under Arizona State School laws, teachers employed in the public school serve in probationary status during the first three years. Probationary teachers who have successfully completed three full years of continuous employment and begin a fourth consecutive contract become tenure or continuing teachers.

The contract of employment of a probationary or tenure teacher for a school year shall be deemed automatically renewed for the next ensuing year unless, on or before April 15, immediately preceding the ensuing school year, the District gives notice to the teacher of the termination of his/her contract.

5. Substitute Assignments

a. When the regularly assigned teacher cannot meet his/her classes, it is essential to the educational welfare of the students that the vacancy be filled in the most expeditious manner possible.

b. Teachers who are ill, or are otherwise unable to report for work, must either notify the Substitute Service Section of the Personnel Office by phone, indicating the reasons for the absence, or notify the Principal or Supervisor of Educational Unit prior to the absence.

c. In the absence of a classroom teacher, every reasonable effort shall be made to fill the vacancy with a qualified substitute teacher.

d. The regular teachers shall have available lesson plans, seating chart where permanent seats are assigned, grade book, and other records and materials in such condition
that the substitute teacher will have every possible aid in his/her work.

e. Teachers who arrange for another teacher to cover a class for one period or more during a school day must obtain written approval from the Principal or designee prior to leaving his/her assignment. Written notice to one's department chair shall be acceptable in emergency situations.

f. Should the teacher fail to notify the Principal's office prior to the end of his/her last teaching period, that s/he will return to work the following day, the substitute will be retained. If such notification is not made and the substitute and the teacher both appear for work the following day, both teacher and the substitute will work that day. In such case, unless the substitute is needed as a substitute in another class, the regular teacher will forfeit an amount of his/her daily pay equal to the substitute's pay. The substitute will then be used in some appropriate manner.

C. Procedures

1. Service or Subjects/Assignments

a. Teachers shall be consulted by the department chairperson regarding the subjects/assignments they would prefer for the following school year. This consultation shall take place prior to development of department assignments. The department chair, the Principal and another administrator selected by the Principal shall develop a departmental schedule based upon consideration of the teachers' stated preference, professional preparation, teaching experiences and staffing needs. These department assignments shall be presented at a departmental meeting where the staff, as a group, reviews it.

b. Within five days after the departmental meeting, any teacher who does not agree to his/her assignment shall meet with the department chair and the Principal and appeal for a change in assignment. Within seventy-two (72) hours after the meeting is concluded, the Principal shall send all participating parties his/her decision, which will include the rationale.

If the teacher is still not satisfied with the assignment, the teacher shall have the right of appeal directly to the Superintendent's designee, who will call a meeting involving the teacher, a representative from the representative group (if the teacher chooses), and the Principal. The meeting will be held within ten work days unless another time is mutually agreed upon. The Superintendent's designee will render a written decision with copies to all participating parties within 72 hours of the meeting. This decision will be final and no further appeal or grievance shall be filed.
c. All teachers shall be given notice of their assignments for the forthcoming year as soon as the master schedule is completed, and in no event later than the first day of the next to last week of school. When changes in schedule must be made after that date, an attempt shall be made to contact the teacher by telephone. If contact is not made by phone, a follow-up letter shall be sent immediately to the teacher, using the summer address left by the teacher in the school office, with a copy to the representative group.

d. Teachers shall normally be scheduled with two preparations per semester. There may be situations in some departments where they will be assigned three preparations. The nature of the Exceptional Student Program classes is such that these limitations will not apply, although the number of preparations will be limited as much as the program permits.

Any teacher may request to have more than three preparations. The request shall be made, in writing, to the department chair, who (after reviewing the matter with the department members) will make a recommendation to the Principal, who will make the decision. All such requests shall be reviewed by the Campus Committee.

A teacher may choose to have more than three preparations if the only other option is a reduction in teaching periods for the teacher.

e. Any assignments in addition to the normal teaching schedule during the regular school year, including Adult Education courses, Driver Education, extra duties enumerated in Schedule F, other than those enumerated in the teachers' contracts, and summer school courses, shall not be obligatory but shall be with the consent of the teacher. Preference in making such assignment shall be given to the teacher regularly employed in the District. Any person who is qualified shall have an equal opportunity for consideration for such assignment.

f. Husband and wife may be assigned to the same campus. In case either spouse accepts an administrative position in the school or a department chair in the department in which the other spouse teaches, the other spouse will be assigned to another campus. Such assignments will be made at a time which will minimize student disruption.
g. A teacher with continuing status may elect to have his/her assignment reduced to an .8 or .6 assignment with a commensurate reduction in salary, but will retain all other benefits and privileges of a continuing teacher, as well as proportionate professional responsibilities. Such reduction in assignment shall be for a period of no less than one semester and may be renewed annually at the teacher’s option. The teacher shall inform the Principal or his/her intention to reduce his/her assignment by October 15 for second semester and by March 15 for first semester or a full year. If unforeseen circumstances arise after the specified date, requests for reduction in assignment can be made to the Personnel Department for consideration after these dates, with a copy of the request to go to the Principal.

2. Surplus Teachers

a. Identification of Surplus Teachers

(1) Surplus is a situation which exists when there are more teachers under contract and assigned to a school than are needed according to District staffing standards as they apply to registration/membership.

(2) Prior to identification of those teachers affected by a Reduction-In-Force, teachers with assignments split between two or more campuses and/or two or more departments, shall declare which campus(es) and/or department(s) of those assigned at the time s/he prefers and shall be given that assignment. This assignment shall not exempt the teacher from surplus or RIF.

(3) Prior to the identification of those teachers affected by a Reduction-In-Force, the Principal may, with consensus of CTA Unit Representative and any teacher directly affected, make such interdepartmental changes that will reduce the number of split assignments between campuses.

(4) The Principal may exempt up to three (3) teachers. The Principal shall transmit to the Unit Chair, prior to any department meeting to identify a surplus situation the name(s) of person(s) so exempted, as well as the rationale behind such exemption(s). No more than three (3) exemptions (as defined above) may be used in any one (1) school year. No more than one (1) exemption may be used in any one (1) department, except two (2) may be used in PE/Health.

b. After Determining That a Surplus Situation Exists:

(1) The Principal or educational unit supervisor will call a meeting of all teachers in the department to seek a volunteer who will declare him/herself surplus. Departmental meetings for the purpose of declaring surplus may be held at any time a surplus situation exists.
(2) If there are no volunteers, a committee shall be formed consisting of the Principal or educational unit supervisor, the department chair, and the unit chairperson (or designee). This committee shall reach a consensus regarding the exemption of individual teachers from surplus declaration, and shall be guided by department needs, except that department chairs shall not be exempt from consideration as surplus teachers.

The reason for any exemptions shall be given to the department members by the Principal.

(3) After the exemptions have been determined, then the department member with the shortest period of service in the District will be declared surplus.

(4) Teachers identified as surplus, shall have their names placed on the master list of teachers available for a new assignment as described in the following section. Their reassignment will be in accordance with the provisions in Chapter 3, Section C-3-a.

(5) The teacher selected for surplus, shall have the right to appeal first to the Principal, and if not satisfied, then to the Assistant Superintendent for Instruction, whose decision is final.

3. Reassignment Status

a. Except under unusual circumstances, a probationary teacher may not apply for a reassignment. Tenure teachers must have served at a campus or educational unit for at least two (2) full years to be eligible to apply for a reassignment, except TBAs and IRSs, who may be reassigned after one semester.

b. There shall be one District reassignment list per subject or service area or special program area. To be reassigned, a teacher must have his/her name appear on the reassignment list (except for Superintendent Initiated Reassignments).

c. There will be seven (7) types of Reassignment Status:

(1) Teacher Initiated Campus Reassignment (TICR)

The teacher who wishes reassignment to another campus must make this request to the Director of Personnel, with a copy to the Principal or educational unit supervisor by December 1 for implementation during the second semester and by March 15 for implementation the following year. This request must specify all campus assignments the teacher would accept.

(2) Teacher Initiated Area Reassignment (TIAR)

The teacher who wishes reassignment to a new teaching area shall make this request to the Director of Personnel, with a copy to the Principal or educational unit
supervisor, by December 1 for implementation during the second semester and by March 15 for implementation the following year. This teacher must sign a statement agreeing to accept one of the available vacancies in the new area.

(3) Teacher Initiated Reassignment Surplus (TIRS)

This is a voluntary request of a teacher to be identified as surplus with a department. The teacher using this to identify must make this request within two days of the departmental meeting to declare surplus.

(4) Involuntary Reassignment Surplus (IRS)

These teachers are those who have been identified as surplus teachers under the surplus teacher identification procedure.

(5) Superintendent Initiated Reassignment (SIR)

The Superintendent may reassign teachers to a new assignment. These may also be referred to as administrative transfers or involuntary transfers. In all reassignments of this type, the Superintendent shall transmit to the teacher the reasons, in writing, at the time of the reassignment.

(6) Return from Extended Leave of Absence (RELA)

These teachers are those who have been on leave of absence from their school for an extended period of time, and are no longer automatically reassigned to the same unit from which they took their leave. (See Chapter 13)

(7) To Be Assigned (TBA)

This category includes those teachers who must be assigned as a result of the elimination of an entire certificated job category, a school closure, teachers hired new to the District after the first 30 days of any semester, and teachers who took the place of a teacher on leave. Administrators would be placed on the reassignment list, if their positions were reduced or eliminated and provided they had previously obtained tenure as a teacher in the Phoenix Union High School District.
4. Posting
   a. Before any reassignments occur, the Personnel Office will have posted in the office of each school or department, a list of all known teaching vacancies in all programs. A copy of this list will also be provided to the CTA Office and will be updated with the CTA as changes are made.
   b. Each open position posted will show: work location and department.
   c. Before any reassignments occur, the Personnel Office will have posted in the office of each school or department, a seniority list for each department/program, which includes all teachers on the reassignment list. A copy of this list will be provided to the CTA Office and will be updated with the CTA as changes are made.
   d. Each department/program reassignment seniority list will show: teacher name, type of reassignment status, and date of hire in seniority order.

5. Assignment
   a. The Personnel Office shall contact the most senior teacher on the appropriate departmental reassignment list, indicate to the teacher the District positions available, and request that the teacher select one of the positions or decline reassignment within a maximum of two (2) school days.
   b. A TICR teacher may decline, but a TIAR, TIPS, IRS, RELA, and TBA must select one of the positions. A SIR teacher must accept the position selected by the Superintendent. If a TICR teacher selects a position, his/her current campus assignment will be listed as a vacancy and the request process shall begin again, starting with the most senior teacher remaining on the appropriate reassignment seniority list. The process will continue until all teachers are assigned.
   c. If a position (which had previously been declared a surplus position) opens at a campus up to thirty (30) days after the opening of school, or the beginning of a semester, the TIRS or IRS teacher reassigned from that campus and department shall have first priority to return. If there is more than one teacher in these categories, the one with the most seniority will be given priority.
   d. Teachers may not be assigned outside the scope of their major or minor field of study. When a teacher is involuntarily assigned or accepts a position outside his/her current teacher area, s/he will be given an opportunity to return to his/her previous teaching area when a vacancy occurs, and his/her seniority would qualify him/her to be the next person to be offered that vacancy. This will be done before further recalls in that teaching or service area with less seniority.
e. Vacancies which occur within the first 30 days of any semester, shall be filled with teachers from the Reassignment List or Reduction-in-Force List. If there are no teachers on the Reassignment or Reduction-in-Force Lists, such vacancies shall be filled with a new hire. If vacancies occur after 30 days into any semester, such vacancies shall be filled from the Reduction-in-Force List. If no qualified teachers are on the Reduction-in-Force List, such vacancies shall be filled with a new hire on a temporary basis until the end of the semester or school year, at which time the position shall be considered vacant.

f. The following procedures will be applicable in any year when, for the ensuing year, ten percent or more of the District's teaching staff are affected by school closure/phase out or surplus.

(1) All teachers, including those new to the department, shall be consulted by the department chairperson at an open department meeting regarding the subjects/assignments they would prefer for the following year. This consultation shall take place prior to May 7, provided all tenure teachers on the Reassignment List for that teaching area have their new assignments. If all tenure teachers in a teaching area have not been reassigned, a new date will be decided upon by the CTA and the administration. The department chair and the department teachers shall develop a tentative departmental schedule based upon consideration of the teachers' stated preference, professional preparation, teaching experience, staffing needs and administrative scheduling directions.

The tentative department schedule will be sent to the administration for utilization in the development of the master schedule.

In case of a disputed assignment, the department chair for the next year and the Principal or designee shall develop a tentative department schedule, based upon consideration of the teachers' stated preference, professional preparation, teaching experience, and staffing needs. A copy of the tentative schedule shall be sent to all teachers in the department within one week of the department meeting.

If a teacher is still not satisfied with his/her assignment, s/he may appeal. (Refer to Chapter 3, C., 1, b - second paragraph.)

(2) The selection of department chairpersons shall not be made prior to the annual department organizational meeting. The election of the department representative who meets with the Principal to select the department chair shall take place at this meeting.
(3) The selection of any open schedule F assignment shall not be made prior to the annual department organizational meeting.

(4) There will not be any Teacher Initiated Campus Reassignments (TICR) or Teacher Initiated Area Reassignments (TIAR) for the next semester.

(5) Newly reassigned teachers who indicate dissatisfaction with their assigned school, shall be contacted in seniority order if/when any positions in their area open, up to 30 days after the opening of schools. The notification of dissatisfaction must be submitted in writing to the Personnel Office within five days after reassignment, and must list schools the teacher would accept. The teacher will be given two opportunities only for reassignment, should an opening occur.

(6) The Personnel Office shall contact the most senior teacher on the appropriate departmental reassignment list, indicate to the teacher the District positions available and request that the teacher select one of the positions within a maximum of one school day.

(7) All teachers hired new to the District for the ensuing year will be placed on the Reassignment List as a TBA at the end of that year.

(8) All teachers shall be given written notice of their assignments for the forthcoming year by the last day of the school year.

g. School Consolidation.

(1) As soon as official action is taken to consolidate schools, the faculties of the two schools will be regarded as one faculty. Handbook language will be followed in determining surplus and in determining assignments and/or subjects to be taught. Department chairs for each newly formed department will be appointed according to Handbook procedure.

h. Consolidation Procedure

(1) If there is more than one teacher at the consolidation campus with the same schedule F assignment other than department chair, requesting continuation of that assignment, the following process shall be implemented:

(a) If it is a single Schedule F assignment (e.g., newspaper, gymnastics, etc.), the teacher with the most District experience in the assignment shall be offered the job.
(b) When more than one coach is assigned to the activity, the varsity coach with the most District experience in the position of varsity coach shall be offered the assignment. All other coaching positions shall be vacated and any faculty member may apply.

(c) In the activities which involve three or more total coaching assignments at least one-third of the coaching staff shall be chosen from the applicants previously holding similar assignments at the school of closure.

(d) There will be no Schedule F exemptions during the implementations of consolidation.

6. Assignment of Personnel on Reduction-In-Force List

After (5) has been completed, the Personnel Office shall contact the most senior teacher on lay-off awaiting recall and proceed as described in Chapter 2,8,5,f.

7. New Hires

a. General Requirements:

   (1) Teaching or service area needs.

   (2) Special qualifications for coaching or cocurricular activities.

   (3) Ethnic awareness.

   (4) Sensitivity to learning styles of students.

   (5) Teaching skills.

   (6) Prior experience.

b. A completed application form must be on file in the Personnel Office before any prospective employee may be considered for employment. Every person interviewed must be given an application form.

c. The selection of certificated personnel is based primarily on:

   (1) an evaluation of the written application, transcripts, recommendations and references, and,

   (2) personal interviews.

   The District interview card must be completed and the original filed in the Personnel Office.
d. When a position is to be filled, all qualified applicants must be considered for the vacant position. Before a new teacher is hired, any qualified teacher identified as surplus must have been assigned, as well as consideration given to teachers requesting reassignment as previously specified.

e. No employee will be employed until a report of either a negative chest X-ray or skin test is received in the Personnel Office.

f. No official commitment exists until the Personnel Action Request has been prepared, submitted to, and approved by the Personnel Office. The Personnel Office will not approve the Personnel Action Request until the applicant has provided the Personnel Office with a valid certificate.

g. Newly hired personnel must have the appropriate certificate(s) recorded with the County Superintendent of Schools prior to the first day of work. The employee cannot be paid for any time worked prior to this recording with the County Superintendent of Schools.

h. All certificated personnel are employees of the District, not a particular school, and may be initially assigned to any unit in the District to positions for which they are qualified.

i. Professional staff may be hired with either a Bachelor's or Master's degree. The District requirements must be met for any given position, which include 30 semester hours of credit in the major subject area in most cases.

j. A team consisting of the department chair and the Principal (or educational unit supervisor), serving as chairperson, shall be involved in the recommendation process.

k. To be assigned to a certificated position in this District, an applicant must have a valid Arizona certificate for the vacant position and meet any specialized certification requirements in a particular area.

l. No certificated personnel will be assigned to teach outside the scope of his/her teaching certificate or major or minor field of study as determined by the North Central Association or State Department requirement needing special endorsement(s).

m. The chief administrator at the unit (i.e., Principal or educational unit supervisor) will have the primary voice in the selection.

n. It is essential that the Affirmative Action file, which contains the applications of women or ethnic minorities who have not been employed, be consulted to determine if qualified
applicants are available in this file. The team will give every consideration to the hiring of applicants from this file.

(1) All members of the selection team are encouraged to consult the Affirmative Action file.

(2) A record must be made indicating that the Affirmative Action file was consulted by at least one member of the recommending team before a vacancy is filled.

8. Hiring Teachers on Open-End Contracts

a. An open-end contract may be issued to a teacher at the beginning of his/her temporary assignment, if it is known that the regular teacher is going to be absent more than 20 workdays. Otherwise, no open-end contract is issued to a teacher until that teacher has substituted 20 consecutive days in the same classroom situation. This applies if the substitute is employed in a "no teacher" situation, or if the period of absence of the regular teacher is expected to be less than 20 days.

b. During those first 20 days, the substitute teacher is paid at the regular daily substitute rate.

(1) The teacher must have at least a Substitute Certificate and be registered on the substitute list.

(2) Each school must submit to Payroll, the weekly substitute pay request form.

(3) Under State Statute, a teacher with only a substitute certificate cannot substitute more than 90 days on any one school year.

c. When the substitute teacher is needed in the same classroom situation for more than 20 consecutive days, the substitute teacher will be placed on an open-end contract, but only under the following conditions:

(1) That teacher must possess at least a provisional or basic Arizona teaching certificate, qualifying the teacher to teach a subject of his/her major or minor field for which s/he is being hired.

(2) A Personnel Action Request must be sent to the Personnel Office requesting that the substitute teacher be placed on open-end contract.

(3) A teacher who has become eligible for or been given an open-end contract during a semester at one school, and then is assigned within five school days to another
another class or school where an extended absence is expected, or where there is a no-teacher situation, shall be issued an open-end or interim contract.

(4) The substitute teacher's work must have been rated satisfactory.

A list of open-end contract teachers shall be sent to the office of the representative group on the first work day of each month.

d. Teachers on open-end contract, as well as substitute teachers, are temporary employees and, therefore, receive none of the fringe benefits accorded regular teachers.

e. The first open-end contract for any teacher in a two-semester school shall be for a period of 30 work days, or until one of the following occurs: (1) the return of the teacher for whom the open-end contract teacher is substituting or (2) the discontinuance of the class or classes in the case of a "no teacher" situation.

f. The open-end contract teacher must be evaluated at least once before a second open-end contract or a regular contract may be offered that teacher. A copy of the evaluation must be on file in the Personnel Office.

g. If an open-end contract teacher is needed beyond the end of the first open-end contract period in a two-semester school, the teacher will receive a regular contract for the remainder of the semester, unless s/he is replacing a teacher who is expected to return from an extended absence before the end of the semester, in which case, a second open-end contract will be issued until the return of the teacher. A teacher on a regular contract under these provisions is eligible for fringe benefits retroactive to the first day of employment. A new Personnel Action Request must be submitted.

h. If an open-end or interim teacher is needed beyond the end of a semester, the teacher will be made a regular employee and eligible for fringe benefits for the full semester.

EXCEPTIONS

(1) The situation where a regular teacher for whom the open-end teacher is substituting will probably return from extended absence sometime during that period.

(2) In cases where uncertainty exists concerning the need for a teacher, a teacher may substitute for up to 20 days, after which time the teacher will be given a regular contract or will be terminated.
i. When a teacher returns from an extended absence, a Personnel Action Request must be sent immediately to the Personnel Office terminating the employment of the teacher on open-end contract.

j. No fringe benefits will be allowed any teacher until s/he becomes a regular employee teaching three periods or more.

k. Any teacher who has taught full-time for more than one-half of the number of school days per the official school calendars - whether under regular contract, open-end contract, or any combination of the two - receives a full year of teaching credit.

(1) His/her first year of probation will have been completed and the three required evaluations must have been completed.

(2) If s/he is not rehired, a letter must be sent and reasons for discontinuance given, since s/he has the rights of a probationary teacher.

(3) S/he receives a year of service credit on his/her next year's salary, if s/he is rehired.

9. Assessment and Evaluation

a. A complete evaluation shall include at least these components:

(1) A Pre-assessment Conference.

(2) A minimum of one 30-minute observation for each assessment.

(3) A Post-assessment Conference.

(4) Follow-up procedures as deemed necessary by the unit administrative head.

b. Any assessment and evaluation made shall be in writing and a copy transmitted to the teacher. The teacher may initiate a written reaction or response to the assessment and evaluation.

c. Assessment and evaluation of the performance of each certificated teacher shall be a continuous process, at least three each year for probationary teachers, and at least every other year for personnel with continuing status.
During the second or third year of the probationary period, a teacher will have the option of choosing an evaluator for one of the formal evaluations. A continuing teacher shall have this option once each four years. In both of the above options, the evaluator shall be chosen from the following: Principal or designee, department chairperson, or subject area coordinator/director.

d. An observation of the teacher in the classroom by the evaluator shall normally continue for a minimum of 30 consecutive minutes. It must precede the preparation of the written evaluation report. All monitoring or observation of the teacher shall be conducted openly and with the full knowledge of the teacher.

e. After transmittal of an evaluation, the evaluator shall confer with the teacher within ten days.

f. The teacher will have ten days after the evaluation conference to submit comments and responses to be attached and filed with the written evaluation.

g. Copies of the assessment and evaluation report of a certificated teacher retained are confidential, do not constitute a public record, and shall not be released or shown to any person except:

(1) To the certificated teacher who may make any use of it.

(2) To authorized District officers and employees for all personnel matters and for any hearing which relates to personnel matters.

(3) Introduction in evidence or discovery in any court action between the Board and the certificated teacher in which either:

(a) The competency of the teacher is at issue.

(b) The assessment and evaluation was an exhibit at a hearing, the result of which is challenged.

The uses of assessment and evaluation records as stated in g.3 above have a time limitation of four years.

h. Within ten days after the post-assessment conference is held, a copy of each confidential evaluation report shall be given to the teacher, one to the Principal, and one forwarded to the Personnel Office for inclusion in the teacher's master file.
i. In addition to the formal assessment and evaluation which results in a written report, any teacher may be observed as the Principal deems advisable for the purpose of improvement of instruction by the department chairperson, the Principal, or his/her designee. Teachers are encouraged to make use of the video-tape recorder for the purpose of self-evaluation. These video-tapes may be reviewed by the department chairperson and/or the Principal, if the teacher wishes.

j. The process of assessment and evaluation shall follow the guidelines as submitted to the State Department of Education as of July 1, 1977.
CHAPTER 4

TEACHING CONDITIONS

A. Policies

**1. Student Teachers**

The Board approves a program whereby opportunity is given teacher trainees to do practice teaching within the District.

The Board encourages the classroom teachers to acknowledge their professional responsibility to participate in and give leadership to student teacher practicum.

2. Holidays and Board-Declared Employee Recess Days

The annual school calendar as approved by the Governing Board shall identify the holidays and Board-declared recess days (including summer recess days) to be observed in the District.

a. Work on Holidays and Board-Declared Employee Recess Days

Employees shall not be required to work on any holiday or Board-declared employee recess day identified in the annual school calendar as approved by the Governing Board, except that all 12-month employees shall be required to work the equivalent of one-half of the Board-declared Christmas and Spring recess periods except as provided in Chapter 7, Section A-12.

b. Employee on District Payroll

If an employee is on the District payroll (i.e., either at work or on an approved leave of absence with pay) either the last workday immediately preceding or the first workday immediately following a holiday or Board-declared employee recess period as identified in the Board-approved school calendar for the year, the employee's compensation will not be diminished because of the holiday or Board-declared recess period.

c. Employee Not on District Payroll

If an employee is not on the District payroll on the last day prior to and the first day immediately following a holiday or a Board-declared employee recess period as identified in the Board-approved school calendar for the year, that employee shall receive no compensation for the holiday or the Board-declared employee recess period.
3. Unexcused Absence from Duty

If an employee is not on duty on any workday(s) and her/his absence is not a result of any approved leave of absence, including sick leave for which the employee is eligible, that employee shall not be paid for such workday(s).

B. Regulations

1. Work Assignments

a. Professional workday and workweek. The professional workday and workweek include many professional activities in which the teacher is involved other than direct student contact in a classroom. However, the main focus of this professional assignment is the classroom and represents the portion of his/her assignment where the greatest amount of time is spent. The teacher must be in the classroom during the periods which are assigned as teaching periods, unless other arrangements have been specifically made with the Principal or designee. Also, the teacher will perform those professional responsibilities necessary to meet the needs of students, and to those professional duties necessary to be effective in the classroom.

(1) The usual professional workday for teachers shall be from 8:00 a.m. to 4:00 p.m., or an equivalent period of time depending on the particular campus schedule and the beginning of the teacher's workday. Teachers who find it necessary to leave campus prior to the end of the workday shall notify the Principal or designee.

(2) The professional workweek for classroom teachers shall include a maximum of 25 teaching periods. For classroom teachers in the Trades and Industry program in the Area Vocational Center, the professional workweek shall consist of a maximum of ten 2-1/2-hour class periods and five preparation periods. Normally, work experience coordinators, except those in the ESP Program, may have a weekly schedule which includes 15 teaching periods and ten periods of student supervision on the job.

(3) The teacher is to be present during those hours when s/he has an assigned responsibility with pupils while school is in session, unless provision for a substitute has been made, with approval of the Principal or designee.
(4) In addition, five preparation periods per week shall be included. The preparation periods are to provide some time daily for preparation by the classroom teacher to carry out his/her responsibility to pupils and for the necessary administrative work related to his/her assignment. It is assumed that the preparation period will be spent on the campus.

(5) The professional workweek for certificated personnel, other than classroom teachers, shall consist first of the presence of these persons during those times when school is in session, especially when they have a student-related responsibility. The professional workweek includes that time scheduled before and/or after the regular school day, including evening hours. The Principal shall work out an appropriate assignment schedule with the service personnel concerned.

(6) All teachers shall be scheduled with a duty-free lunch period.

b. Participation in Staff Meetings. Each teacher will attend all scheduled faculty and department meetings as well as Open House unless other arrangements have been specifically made with the campus administration.

c. North Central Association Evaluation. Each teacher will carry out his/her responsibilities as assigned by the campus administration in preparation for and during North Central Association evaluations.

d. Teachers are expected to assume the responsibility for membership on a committee other than an ad hoc committee or the sponsorship of at least one student club, or class. If the number of teachers available to such sponsorship exceeds the number of needed assignments, then such assignments may be rotated through the faculty from year to year.

e. As professionals who set examples for their students, teachers are expected to conform to the commonly accepted standards of the community.

f. In emergency situations, teachers may be requested by the Principal to assist in campus supervision activities without additional pay during periods when the teacher has no teaching assignment. These requests may be reviewed later by a Campus Committee.
g. Each teacher may make home visits as appropriate for the welfare of his/her students. A teacher who may have occasion, as part of his/her working assignment, to visit the home of a student shall enter the home only if during the entire visit there is present in the home at least one other adult to whom the student is responsible. Moreover, if the teacher judges that his/her safety is threatened, the teacher shall not enter the home, but shall, upon returning to the home campus or office, report the situation to his/her supervisor.

2. Student Schedule Changes

a. All necessary changes (to correct errors, etc.) will normally be completed by the end of the first week of classes and no later than the end of the second week of classes.

b. After the second week, changes of a discretionary nature (on the part of the student) will be completed only under unusual circumstances and only after consultation with the teachers involved and final approval by the Principal or Designee.

3. Class Loads

a. The maximum number of student/teacher contacts per day will be 162, with the following exceptions:

   (1) The departmental average in Physical Education shall be no more than 165 student/teacher contacts per day. Individual teachers shall have no more than 175 contacts per day.

   (2) The departmental average in Music shall be no more than 175 student/teacher contacts per day.

   (3) By a majority vote at a meeting, a department other than Physical Education or Music may recommend to the Principal a department average of not more than 162 student/teacher contacts per day. Limit for an individual teacher in the department shall be 170 students.

   (4) Membership in individual classes will be limited to the number of student stations plus three. This is applicable by the end of the fourth week of classes.

   (5) Student stations for English 1-2, 1-2H, English 3-4WE, General Math 1-2, Math Skills 1, MRT 1-2, and Reading Skills 1-2 shall be twenty-seven (27), student stations for English 1-2WE shall be twenty-five (25).

   (6) The Principal or his/her designee, the Department Chair, and a teacher from the department shall complete a listing of maximum student stations for each classroom. If a question arises concerning the listing, it will be reviewed by the campus committee. This list is to be updated annually.
b. Exceptional Student Program Teachers. Class loads for ESP shall not exceed the following ratios:

<table>
<thead>
<tr>
<th>Program</th>
<th>Student/Teacher Contacts Per Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMH</td>
<td>75:1 student/teacher contacts</td>
</tr>
<tr>
<td></td>
<td>(17:1 contacts per class)</td>
</tr>
<tr>
<td>LD/EH</td>
<td>80:1 student/teacher contacts</td>
</tr>
<tr>
<td>(1) LSL</td>
<td>(16:1 contacts per class)</td>
</tr>
<tr>
<td>(2) Basic English, Math</td>
<td>80:1 student/teacher contacts</td>
</tr>
<tr>
<td>and Reading Classes</td>
<td>(16:1 contacts per class)</td>
</tr>
<tr>
<td>(3) Other Basic Classes</td>
<td>90:1 student/teacher contacts</td>
</tr>
<tr>
<td>(4) Life Skills</td>
<td>(20:1 contacts per class)</td>
</tr>
<tr>
<td>ESP Power Machinery</td>
<td>80:1 student/teacher contacts</td>
</tr>
<tr>
<td>Classes</td>
<td>(16:1 contacts per class)</td>
</tr>
<tr>
<td>EH Self Contained</td>
<td>50:1 student/teacher contacts</td>
</tr>
<tr>
<td>TMH</td>
<td>(60:1 with an aide)</td>
</tr>
<tr>
<td>Hearing</td>
<td>14:1 student/teacher contacts</td>
</tr>
<tr>
<td>Vision</td>
<td>8:1 student/teacher contacts</td>
</tr>
<tr>
<td>Speech</td>
<td>40:1 at any one time</td>
</tr>
<tr>
<td>Work Experience</td>
<td>35:1 student/teacher contacts</td>
</tr>
<tr>
<td>LD/EMH</td>
<td>(1 - 9 = .2 teaching assignment</td>
</tr>
<tr>
<td></td>
<td>(10 - 16 = .4 teaching assignment</td>
</tr>
<tr>
<td></td>
<td>(17 - 23 = .6 teaching assignment</td>
</tr>
<tr>
<td></td>
<td>(24 - 30 = .8 teaching assignment</td>
</tr>
<tr>
<td></td>
<td>(31 - 35 = 1.0 teaching assignment</td>
</tr>
</tbody>
</table>

For initial enrollment, however, the maximum number of student/teacher contacts shall not be more than eight over the maximum student/teacher contacts per day. If this limit is exceeded, then the teacher will notify the Principal. The Principal shall reduce the teacher's load to the specified limits within two days after notification. Class loads must conform to the student stations by the end of the sixth week of classes.

d. For each period of released time or nonteaching assignment for a teacher given as part of the five teaching periods, the maximum number of student/teacher contacts shall be reduced by 32 for those teachers with classes on the 162:1 ratio, and proportionately for teachers with classes with a lesser ratio.

e. Staffing allocations for counseling shall be as follows:

(1) 360 regular students = 1 counselor
(2) 250 ESP students = 1 counselor
(3) The counseling chair shall have no more than 300 students assigned to him/her.

40.
The maximum number of students assigned to a counselor shall not exceed 360. If ESP students are assigned through the department, individual counselor loads shall be proportional to the staffing allocations.

4. Study Hall Assignments

Study Hall proctors specifically hired for study hall supervision shall be assigned a maximum of five periods of duty. No more than two periods may be assigned as teaching periods if they are needed to complete the staffing in the subject area in which the study hall proctor is qualified. S/He will be paid from the regular teacher salary schedule for the teaching period(s). If the study hall proctor is needed for a third teaching period, s/he will be paid as a full-time teacher with an assignment of three teaching periods and two study hall periods.

A full-time regular teacher shall be assigned no more than two periods of campus supervision if there is no teaching assignment available for that teacher. There will be no change in salary as a result of the campus supervision assignment.

A teacher hired as a regular teacher who does not have a fulltime assignment (i.e., less than five periods) shall be assigned no more than two study hall supervision periods, and payment will be made on a pro-rata basis at the appropriate pay rate for each assignment.

5. Work Year

The work year of teachers (other than teachers new to the District who will be required to attend one pre-session orientation day) shall be determined by the official school calendar. Teachers shall be paid additional compensation for employment prior to or after the date scheduled of the official school calendar, except as otherwise provided in the educational policies or their contracts.

6. Released Time for Study Team Members

When a teacher is engaged during the school day as a representative group member of the Study Team on Educational Policies meeting with the administrative member(s) of the Study Team, s/he shall be released from regular duties with no loss of salary.

7. Absence for Grievance Procedure

A teacher participating during the school day in any grievance procedures which are scheduled by the Board and a recognized representative group shall be released from regular duties without loss of salary, with the cost of the substitute to be shared equally between the Board and the group.

8. Absence before and/or after Recess or Holiday

Employees must work the last scheduled workday before and the first scheduled workday after any holiday or recess identified in 41.
the official school calendar(s), unless they are ill. The District reserves the right to require from the employee a certificate signed by a duly licensed physician or Christian Science practitioner to authenticate this type of absence. Only in very unusual circumstances will any other type of absence be excused.

9. Staffing for Student Government

If academic credit is offered for student government, staffing shall be provided according to the District's current school staffing ratio.

10. Nonteaching Duties

The Board will make every effort to reduce nonteaching duties through the use of all available school resources.

11. Funds for In-service Education

The Professional Growth Committee will be encouraged to allocate funds for workshops and other in-service educational opportunities for these purposes.

C. Procedures

1. Planning for Instruction

a. Each department must review all three segments biannually and submit the results, including any revisions, to the Principal (or other administrative head) with a copy to the Assistant Superintendent for Instruction:

(1) Goals for the department.
(2) Objectives for programs or courses.
(3) Performance objectives stated in behavioral terms for each course.

2. Noninstructional Responsibilities

Each teacher will assume reasonable responsibility in the following:

a. Security and care of equipment and materials assigned to him/her. When the room and/or equipment must have shared use, the responsibility must be shared accordingly. District procedures for inventory shall be followed.

b. Security of any keys issued to him/her as an employee of the District.

c. Neat, accurate, and complete records kept in accordance with State laws and Board policies.
d. Submission of timely, neat, accurate, and complete records and/or reports to the campus administrators as required by the campus administrators.

3. Service to Students

a. Each teacher will be available for conferences and student makeup work.

b. Each teacher shall complete a progress report form for all students failing or in danger of failing the semester. This form shall be submitted to the appropriate administrator at least four weeks prior to the end of the semester. This progress does not preclude the possibility of failure if during the last four weeks of the semester, the student's level of performance justifies a failing grade.

c. Each teacher of a senior failing or in danger of failing the final academic term shall make a minimum of two attempts to contact the parent(s) either in a conference or by telephone during the sixth week prior to the end of the term. The teacher is encouraged to make at least one attempt to contact the parent(s) outside the normal school day. All such attempts will be documented. If no contact can be made, the appropriate administrator will be notified immediately.

4. Materials for Substitutes

When a regular teacher is absent, it is his/her responsibility to have available to the substitute, lesson plans and other materials necessary to conduct the activities of the day.

5. Class Loads

a. The Principal or his/her designee the department chair, and a teacher from the department shall complete a listing of maximum student stations for each classroom. If a question arises concerning the listing, it will be reviewed by the Campus Committee.

b. As budget funds are available, every attempt will be made to recognize the need for additional staffing on the basis of one teacher for each 75 students who are at or below stanine 3 on standard reading tests.

6. Use of Preparation Period

During their preparation period, teachers shall have no other assignment except in an emergency situation. The preparation period shall not be used for office hours except in unusual cases.
7. Homeroom Period

A homeroom period may be scheduled one or more times a week. The Campus Committee shall be involved in the planning of the program. The length of the period may be recommended to the Principal, although it shall not be considered one of the teaching periods of the teacher.

8. Faculty Meeting Agenda

The Principal shall schedule a minimum of one faculty meeting per month. The day on which the faculty meeting is scheduled may be shortened. The meeting shall not exceed the duration of the professional work day. Faculty attendance for the full duration of the meeting shall be expected, unless excused through prior Principal approval. The meeting may be cancelled through the mutual concurrence of the Principal, unit supervisor, and the campus representative. The faculty meeting agendas shall be determined by the Principal and the campus representative and appropriately posted at least 24 hours in advance.

9. Emergencies

Emergencies may arise making it necessary for the Principal or his/her designee to assign a teacher to cover a class during his/her preparation period. The teacher shall be relieved from such duty at the earliest possible time. Each emergency may be reported to the C.T.A. campus representative and the Principal by the teacher who was assigned to cover the class.

10. School Calendar Recommendation

The recognized representative group(s) shall submit its recommended calendar(s) to the Superintendent not later than February 15. Each teacher shall be provided a copy of the succeeding year's calendar(s) as soon as possible after approval by the Board.

11. Loss of Keys

Keys shall be duplicated only by District locksmiths. If an employee loses his/her key(s) through negligence for a second time during a school year, s/he shall be subject to reprimand and may be required to share the cost resulting from such loss.

12. In-service Education

a. Recommendations may be suggested to the Professional Growth Committee for topics for workshops, conferences, and programs for teachers during and after school hours, designed to improve the quality of instruction.
b. Teachers may be required to attend scheduled District-wide meetings as needed. These will include any work days or portions thereof set aside for in-service workshops, conferences, and programs for all or part of the instructional staff. The purpose for such District-wide meetings will be presented at a meeting of the CTA Executive Board by the Superintendent. Prior to the scheduling of the District-wide meetings, an agenda shall be developed jointly by teacher and administrator representatives and disseminated to the staff.

c. Campus committees are encouraged to have a standing committee for curriculum development on every campus.

d. Teachers accepting new positions in experimental or innovative programs during the school year may be requested to attend additional in-service orientation sessions.

e. First-year probationary teachers may be required to attend orientation and in-service training programs during the school day.

13. Student Teachers

A teacher requesting a student teacher shall make application through his/her department chair. A teacher must have at least three years of classroom teaching experience before being assigned a student teacher, two years of which must have been completed in the District. The responsibility for coordinating the student teacher program shall be delegated to the Assistant Superintendent for Instruction. In general, teachers should have only one student teacher per year; any exceptions to this practice must be approved by the teacher, his/her department chairperson, his/her Principal, and the Assistant Superintendent for Instruction.

14. Permitting Students to Leave Campus

Permission shall not be granted by a teacher for a student or students to leave campus during the time when school is in session without the prior approval of the Principal or his/her designee.

15. Teachers Assigned to Two Campuses

Teachers who are assigned to two campuses are not required to accept responsibility for class or club sponsorship on either campus and will attend department and faculty meetings only at the school where they have their last assignment of the day. They may arrange for student conferences by appointment rather than have regular office hours. Teachers whose total assignment is comprised of regularly scheduled classes and who travel to two campuses during each school day shall be paid on the regular teachers' salary schedule plus $100.00 per month and a mileage allowance. Other certificated staff members whose assignment requires District travel will not qualify for the $100.00 stipend.
CHAPTER 5

GRIEVANCES

A. Policies

**1. Definition of a Grievance

A "grievance" shall mean a complaint by a teacher, or teachers, that there has been a violation, a misinterpretation, or inequitable application of any of the provisions of the Teachers' Handbook.

2. Purpose

The purpose of a grievance policy is to obtain, at the nearest administrative level, equitable solutions to the problems which may from time to time arise. The Board, administration, and representative group agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

**3. Informal Discussion

Nothing contained herein will be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the Administration and having the grievance adjusted, provided the adjustment is consistent with the educational policies.

4. Reprisals Prohibited

Reprisals shall not be taken against any teacher, any party in interest, any group representative or any other participant in the grievance procedure by reason of such participation.

B. Regulations

1. Definitions

a. An "aggrieved person" is a teacher or group of teachers asserting a grievance.

b. A "party of interest" is an employee who might be required to take action or against whom action might be taken in order to resolve a grievance.

2. Acting Superintendent

In the absence of the Superintendent, the Administrator designated as Acting Superintendent may act in place of the Superintendent.
3. Time Limits

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum. If, at Level One, the time limits are not met by the administration, the grievance will automatically move on to the next level. The time limits specified may be extended by mutual agreement.

If a grievance is filed which might not be finally resolved at Level Three under the time limits set forth herein prior to the end of the school year, and which if left unresolved until the beginning of the following school year could result in irreparable harm to a party or parties of interest, the time limits set forth herein shall be reduced so that the grievance procedure may be concluded prior to the end of the school year.

C. Procedures

1. Informal Procedure

If a teacher feels that s/he has a grievance, s/he shall first make an effort to resolve the problem informally by discussing the matter with the Principal or Supervisor of the Educational Unit.

In this informal procedure, the teacher may 1) discuss the alleged grievance personally, or 2) request a group representative to accompany him/her and request that the group representative act on the teacher's behalf.

2. Formal Procedure

a. Level One - School Principal

(1) If an aggrieved person is not satisfied with the outcome of the informal procedure and if s/he wishes to continue processing the grievance, s/he shall present his/her alleged grievance formally in writing to the Principal or Educational Unit Supervisor.

(2) The aggrieved person or the Principal or the educational unit supervisor may request a conference prior to the rendering of the written decision. The teacher may 1) discuss the alleged grievance personally, or 2) request that a group representative accompany him/her and request that the group representative act on the teachers' behalf.
(3) The Principal or educational unit supervisor, within five days after receipt of the alleged grievance or after the personal conference, shall render a written decision to the aggrieved person with a copy to the appropriate representative of the representative group, unless the teacher submits a personally written request to the Principal or supervisor and the unit PR&R representative that the decision not be sent to the group representative.

b. Level Two - Superintendent (or designee)

(1) If an aggrieved person is not satisfied with the decision concerning the alleged grievance at Level One, s/he may, within five days after the decision is rendered by the Principal or supervisor, file the alleged grievance with the representative group.

(2) The representative group shall make a judgment on the merits of the alleged grievance. If the representative group decides either that the alleged grievance lacks merit or that the decision at Level One is in the best interest of the District, it shall send written notification to the teacher and the appropriate representative of the group. If the group decides that the alleged grievance has merit and the decision at Level One is not acceptable, it shall, within ten days after receipt, refer such grievance in writing to the Superintendent.

(3) The Superintendent (or designee) within ten days from the receipt of the written grievance shall meet with the aggrieved person and the representatives of the group for the purpose of resolving the grievance. The Principal or supervisor who was involved at Level One shall be notified and shall attend the meeting. Arguments and documentations of all parties shall be made in writing at the Level Two hearing and copies thereof shall be given to the Superintendent (or designee) and all interested parties.

The Superintendent (or designee) shall, within five days after this meeting, render a decision in writing to the aggrieved person, the Principal or supervisor and the representative group. If the Superintendent chooses not to act within the five days, the grievance shall be considered adjudicated in favor of the aggrieved person.
c. Level Three - Impartial Advisory Arbitration

(1) If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two, s/he may, within five days after the receipt of the Superintendent's (or designee's) decision, request in writing to the appropriate representative of the representative group that the grievance be submitted to arbitration.

(2) The representative group shall make judgment on the merits of the alleged grievance. If the group decides either that the alleged grievance has merit or that the decision at Level Two is not acceptable it shall, within ten days after receipt of the request, submit the grievance to arbitration by so notifying the President of the Board and the Superintendent in writing.

(3) The Superintendent (or designee) and the President of the representative group (or designee) shall, within five days after the written notice is received, select jointly an arbitrator who is an experienced and impartial person of recognized competence.

If the parties are unable to agree upon an arbitrator within five days, the Superintendent (or designee) and the President of the representative group (or designee) shall agree to call upon either the American Arbitration Association or the Federal Mediation and Conciliation Service for assistance.

(4) The arbitrator shall confer promptly with representatives of the Board and the representative group, shall review the record of prior meetings, and shall hold such further hearings as s/he deems necessary.

(5) The arbitrator will have authority to hold hearings and make procedural rules. The recommendations will be issued within a reasonable time after the date of the close of the hearings or, if oral hearings have been waived, from the date the final statements and evidence are submitted to him/her.

(6) The arbitrator's recommendations shall be submitted in writing as soon as possible to the Board, with a copy to the representative group only, and shall set forth the findings of fact, reasoning and conclusions on the issues submitted. The arbitrator's recommendations shall be consistent with existing Statutes.
(7) The Board shall take official action on the report of the arbitrator within fifteen (15) days after its receipt and shall render its decision in writing to all parties concerned.

(8) All costs for the services of the arbitrator shall be shared equally by the Board and the representative group.

d. All sessions held in connection with the processing of grievances, including arbitration, shall be closed sessions and no news releases shall be made concerning the progress of the hearings.

e. Any party of interest may be represented at any level of the formal grievance procedure by a person, or persons, of his/her own choosing. When a teacher is not represented by the representative group, the group shall have the right to be present and to state its views at any level of the formal grievance procedure.

f. If a grievance affects a group of teachers from more than one school, the representative group may submit such grievance in writing directly to the Superintendent, and the processing of such grievances may be commenced at Level Two. The representative group may process such a grievance even though the aggrieved persons do not wish to do so.

g. All written and printed matter dealing with the processing of a grievance will be filed in the Personnel Office separately from the central office personnel files of the participants.

h. At every level of the formal grievance procedure, the Board agrees to make available to the aggrieved person and representatives, all pertinent information not privileged under law in its possession or control and which is relevant to the issues raised by the grievance.

i. When it is necessary at Level Two or Level Three for a representative designated by the representative group to attend a meeting or hearing called by the Superintendent (or designee) during the school day, the Superintendent's (or designee's) office shall so notify the Principal or such group representatives, and they shall be released without loss of pay for such times as their attendance is required at such meeting or hearing. The cost of substitutes shall be shared equally by the Board and the representative group.
j. No grievance shall be recognized by the Board of the representa­tive group unless it shall have been presented at the appropriate level within thirty school days after the occurrence of the act or condition on which the grievance is based, and if not so presented, the grievance shall be considered as waived.

k. A grievance may be withdrawn at any level without prejudice or record and cannot be reopened.

l. Failure by the aggrieved person at any level to appeal a grievance to the next level within the specified time limits herein shall be deemed to be acceptance of the decision rendered at that level.
A. Policy on Innovative Programs

The Board and the representative group recognize the need for changes and improvements in educational programs. New techniques in staffing and scheduling may involve changes in the length and number of class periods taught, the number of students assigned to a given class, and the length of the school year.
CHAPTER 7
PROFESSIONAL COMPENSATION

A. Regulations

1. Annual Contract

The pertinent salary schedules for all positions will be approved annually by the Board and included in the Teachers' Handbook.

2. Mileage Allowance

The use of personal cars for school business should be limited as much as possible through the use of District-owned vehicles. The first priority for District-owned vehicles is use for student oriented activities, and in no case shall they be assigned for personal use. The assignment of District-owned vehicles will be processed by the administration on each campus.

A teacher, however, may be required in the course of her/his employment to drive a personal car on a regular basis. The teacher will be authorized to receive a mileage reimbursement as permitted by state statute if his/her name has been placed on the eligibility list to receive such reimbursement. Such identification is the responsibility of the campus administration. A teacher required to use a personal car on school business must carry at his/her own expense the minimum insurance requirements of liability coverage of $15,000 per person or $30,000 per accident. Coverage above these minimum requirements is provided through the District liability insurance policy.

3. Maximum Prior Experience Allowance

The maximum prior experience allowance shall be five steps on the salary schedule except as otherwise approved by the Board. Requests for retroactive prior service credit shall not be considered after the end of the first year of teaching in the District. No prior service credit shall be granted for teaching or trade experience obtained more than ten years before employment by the District.

Upon employment by the District, a teacher shall be given credit for each year of prior professional teaching experience in full-time and regular employment in a recognized educational institution or other institution with comparable training, meeting criteria established by the Professional Growth Committee, within the limitations listed in the preceding paragraph. In addition, trade and industry teachers shall be given one step on the salary schedule for each year of the trade experience above the
minimum requirements and for each 25 semester hours of approved college or university credit earned in trade and industry subjects at a recognized institution, within the limitations listed in the preceding paragraph. These hours must be in addition to those required for the standard or regular vocational certificate. Appeals for retroactive prior service adjustment must be initiated within one year after employment with the District. The Professional Growth Committee shall investigate all appeals for prior service credit and shall make a recommendation to the Personnel Office.

4. Specialized Vocational Program Teachers

Trade and Industry, Health Occupations, and other special vocational program teachers shall be hired as follows:

1) Provisional Vocational Certificate Teacher will enter on the appropriate step of the Bachelor's Degree salary schedule.

2) Basic or Standard Vocational Certificate Teacher will enter on the appropriate step of the Master's Degree salary schedule.

3) Teachers with Provisional Certificates must take a minimum of five hours per year towards basic or standard certificate as specified in State certification requirements.

5. Advancement Through Salary Schedule

A teacher shall be advanced through the steps of the salary schedule at the rate of one step per year of service in the District, provided s/he has shown competence in the performance of his/her assigned duties as determined by the Superintendent, except as otherwise provided herein.

6. Requirement for Academic Work

A teacher shall be advanced through the steps of the salary schedule provided s/he has completed the equivalent of four semester hours of academic work in the past five years, except that one hour of equivalent credit may be substituted for one of the four hours of academic credit. Academic credit may be earned in any recognized college or university or a District inservice program approved by the Professional Growth Committee. Credit earned to meet this requirement must be in the areas as provided in the Appendix. The four hours of credit must have been earned prior to September 1 and proof of the completion of the work must be submitted according to established procedures prior to November 1. Teachers new to the District, who have not received four hours of acceptable credit in the preceding five years shall have until September 1 following their second year of employment to have the four hours completed. Any teacher with an MA+72 or doctorate need not meet this four semester hour requirement.
7. Less Than Full-Time Employment

A teacher who has worked full-time in this District for more than one-half of the total days on duty for teachers per the official school calendar(s) shall be advanced one step on the salary schedule for the following year. If full-time employment has been for one-half or less of the total days on duty for teachers per the official school calendar(s), the teacher shall remain on the same step of the salary schedule for the following year.

8. Fractional Workday Assignment

A teacher whose teaching load is more than two periods per day and who is employed by this District for more than half of the total days on duty for teachers per the official school calendar(s) and who has not been terminated before the end of the school year shall be advanced one step on the salary schedule the following year. A teacher whose teaching load has been two periods per day or less shall remain on the same step of the salary schedule for the following year. In either case, the teacher shall receive the fractional part of that salary proportioned to the amount of time he is teaching.

**9. Additional Salary Credit

One additional step on the salary schedule shall be given for completion of 24 semester hours, one step for completion of 48 semester hours, and one step for completion of 72 semester hours (the earned Doctorate and MA+72 are considered equivalent for salary purposes) of approved credit beyond the Master's Degree.

a. Staff members earn a maximum of nine credit hours per college semester during the school year. If more credit hours are desired, approval must be received from department chairperson, supervisor, and Principal.

b. The Professional Growth Committee shall serve as an appeal board on credit approval, making its recommendation to the Assistant Superintendent for Instruction for final approval. Formal request for appeal must be made in writing by the applicant.

10. Curriculum Workshops

For teachers involved in District curriculum workshops between the end of one regular contract year and the beginning of the new contract year, the daily rate of pay for 8:00 a.m. to 4:00 p.m. workshops shall be the daily contract rate for the contract year of 204 days. Pay shall be prorated for less than a full day.
11. Pupil Supervision Work

Teachers shall be paid for pupil supervision work required for activities. For activities outside of the District requiring student supervision, the appropriate amount per activity shall be paid per the other payment schedule.

12. Vacation for Teachers on Twelve-Month Assignment

All teachers working under a 12-month contract will receive a total number of vacation days equal to 23 days' paid vacation plus one-half of the Christmas and Spring recess days.

In those cases where a 12-month contract is not issued, but rather a series of continuing contracts for continuation of a District job assignment (which will exclude summer school, short-term extended assignments into the summer, and summer workshops) which is the equivalent of a 12-month contract, the teacher will accrue vacation from the date of the first such contract on the basis of 1.9 days per month, to a total of 23 days for a 12-month assignment. If a teacher continues under contract in a District job assignment beyond a 12-month period, s/he will continue to accrue vacation until such contracts expire.

The other half of the Christmas and Spring employee recess periods will be counted as vacation days unless the Principal or supervisor specifically requests the teacher to work during the recess period.

Vacation may be taken only after it has been earned (1.9 days per month of service) and only with the prior approval of the Principal or supervisor.

For employees in some 12-month positions which are funded from nonlocal funding from one year to the next, it is mandatory that the earned vacation be taken during the nonlocal funded grant's fiscal year.

C. Procedures

1. Certification - Vocational Education Teachers

   a. Specialized Vocational Program teachers in the areas of Trades and Industry, Health Occupations, and other specialized vocational certificate areas.

      (1) A Provisional Arizona Vocational Certificate is acceptable for initial employment.

      (2) Must meet State certification requirements of earning a minimum of five hours per year towards basic or standard vocational certificate.
(3) An Arizona Secondary Teacher Certificate is not a specific requirement.

(4) A Master's Degree is not required after the third year of employment.

b. Other Vocational Education Teachers

(1) A valid Arizona secondary teaching certificate is required.

(2) The appropriate valid vocational certificate is required in any of the following subject areas:

   (a) Distributive Education
   (b) Home Economics - Consumer and Homemaking
   (c) Home Economics - Related Occupations
   (d) Office Education

c. Teacher-Coordinator Positions

(1) A valid Arizona secondary teaching certificate or vocational certificate is required.

(2) A valid Arizona vocational education certificate with a cooperative education endorsement is required in the following subject areas:

   (a) Distributive Education
   (b) Health Occupation Education
   (c) Home Economics - Related Occupations
   (d) Office Education
   (e) Trade and Technical Education

d. Advancement on Salary Schedule

(1) Specialized Vocational Program teachers in the areas of Trade and Industry, Health Occupations, and other Specialized Vocational Programs.

   (a) Those teachers who hold a Basic Vocational Certificate shall be given one additional step on the salary schedule upon the completion of an additional 24 semester hours, one step for the completion of 48 hours, and one step for the completion of 72 hours beyond the hours required for the Basic Vocational Certificate.

   (b) Academic credit used to secure a Standard Vocational Certificate after the teacher secures the Basic Vocational Certificate may be used toward the first 24-hour increment.
## Schedule D

Salary Schedule for Teachers 1984-85 School Year

<table>
<thead>
<tr>
<th>Step</th>
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<th>Salary</th>
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Prior service credit will be granted on the basis of one step on the salary schedule for each full-time, full-year of prior teaching service with a four year maximum for those hired with a Bachelors Degree, and an eight year maximum for those with a Masters Degree.

No teacher with a Bachelors Degree only may progress beyond the seventh step on the salary schedule. Teachers with the Provisional Vocational Certificate will be placed on the Bachelors Degree salary schedule and may not progress beyond the seventh step. Teachers with the Basic or Standard Vocational Certificates required for employment will be placed on the Masters Degree salary schedule.

A teacher employed with a Bachelors Degree only must earn at least 18 hours of university/college credits (i.e., semester hours) by April 15 of the third year of employment. When a teacher is terminated for failure to complete the 18 hours by April 15, s/he shall be placed on the RIF Recall List if the 18 hours are completed by the opening of the next school year. Acceptable credits must be in an approved graduate program; in the area of a major(s) or minor(s), to meet minimum North Central requirements or an area of current teaching assignment.

If a teacher with a Bachelors Degree only is hired by the Phoenix Union High School District and fails within four additional years after his/her first year of employment to secure a Masters Degree, that teacher will receive no further salary increments until s/he earns the Masters Degree.

During the 10th year of service on the top step of M.A.+72, and each year of service thereafter, a teacher is entitled to a career increment of $550. Likewise, during the 15th year of service and during the 20th year of service on this top step, a teacher is entitled to an additional career increment of $550 at each of those levels of service.
Provisions:

1. Entry level personnel; i.e., personnel hired for 1983-84 at steps 1, 2, 3, 4 and 5, shall move to the appropriate entry level; i.e., steps 1, 2, 3, 4 and 5.

2. All other personnel shall move laterally; i.e., 1983-84 step 10 to 1984-85 step 10(9), 1983-84 step 18 to 1984-85 step 18(17), 1983-84 step 7 to 1984-85 step 7(6).

3. Provisions 1 and 2 apply for 1984-85 only and normal vertical movement for all personnel shall be reinstituted for the 1985-86 school year.

4. Personnel attaining the necessary requirements for an additional increment(s); i.e., completing a Masters Degree, +24, +48 or +72, shall move vertically on the 1984-85 salary schedule.

5. Schedule F - Extra Pay Increments will be determined by multiplying the index factors by steps 6(5) through 11(10) of the Teacher Salary Schedule.

6. Schedule F - Department Chairs will be determined by multiplying the index factors by steps 4(3) through 9(8) of the Teacher Salary Schedule.
1984-85
SCHEDULE F
EXTRA PAY INCREMENTS
(Rounded to closest dollar)

<table>
<thead>
<tr>
<th>INDEX</th>
<th>1</th>
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<td>8</td>
<td>1,576</td>
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<td>1,812</td>
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<td>1,970</td>
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<tr>
<td>7</td>
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<td>1,585</td>
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<tr>
<td>6</td>
<td>1,182</td>
<td>1,241</td>
<td>1,300</td>
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<tr>
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<td>1,083</td>
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</table>

The index is multiplied by Steps 5 through 10 of the Teachers' Salary Schedule.

1984-85
SCHEDULE F
DEPARTMENT CHAIRPERSON
(Rounded to closest dollar)

<table>
<thead>
<tr>
<th>INDEX</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>1,773</td>
<td>1,871</td>
<td>1,970</td>
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<td>9</td>
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<td>8</td>
<td>1,418</td>
<td>1,497</td>
<td>1,576</td>
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<td>1,733</td>
<td>1,812</td>
</tr>
<tr>
<td>7</td>
<td>1,241</td>
<td>1,310</td>
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<td>1,517</td>
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<tr>
<td>6</td>
<td>1,064</td>
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<td>1,241</td>
<td>1,300</td>
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</tr>
<tr>
<td>5</td>
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<td>1,083</td>
<td>1,132</td>
</tr>
<tr>
<td>4</td>
<td>709</td>
<td>748</td>
<td>788</td>
<td>827</td>
<td>867</td>
<td>906</td>
</tr>
</tbody>
</table>

The index is multiplied by Steps 3 through 8 of the Teachers' Salary Schedule.
## Athletic Activities

<table>
<thead>
<tr>
<th>Activity</th>
<th>Grade Level</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archery - Varsity and J.V.</td>
<td></td>
<td>.06</td>
</tr>
<tr>
<td>Badminton - Varsity and J.V.</td>
<td></td>
<td>.06</td>
</tr>
<tr>
<td>Baseball:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Varsity</td>
<td></td>
<td>.08</td>
</tr>
<tr>
<td>J.V.</td>
<td></td>
<td>.06</td>
</tr>
<tr>
<td>Frosh</td>
<td></td>
<td>.06</td>
</tr>
<tr>
<td>Basketball:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Varsity</td>
<td></td>
<td>.09</td>
</tr>
<tr>
<td>J.V. &amp; Varsity Asst. (Combined)</td>
<td></td>
<td>.07</td>
</tr>
<tr>
<td>Frosh</td>
<td></td>
<td>.06</td>
</tr>
<tr>
<td>Cross Country - Varsity, J.V., Frosh (Boys &amp; Girls Combined)</td>
<td></td>
<td>.08</td>
</tr>
<tr>
<td>Football:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Varsity</td>
<td></td>
<td>.10</td>
</tr>
<tr>
<td>J.V. and Other Assistants, including Frosh</td>
<td></td>
<td>.07</td>
</tr>
<tr>
<td>Golf - Varsity and J.V. (Boys and Girls Combined)</td>
<td></td>
<td>.06</td>
</tr>
<tr>
<td>Gymnastics</td>
<td></td>
<td>.08</td>
</tr>
<tr>
<td>Softball:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Varsity</td>
<td></td>
<td>.08</td>
</tr>
<tr>
<td>J.V.</td>
<td></td>
<td>.06</td>
</tr>
<tr>
<td>Frosh</td>
<td></td>
<td>.06</td>
</tr>
<tr>
<td>Swimming</td>
<td></td>
<td>.06</td>
</tr>
<tr>
<td>Tennis:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Varsity and J.V.</td>
<td></td>
<td>.07</td>
</tr>
<tr>
<td>Frosh</td>
<td></td>
<td>.05</td>
</tr>
<tr>
<td>Track:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Varsity</td>
<td></td>
<td>.08</td>
</tr>
<tr>
<td>J.V. and Frosh</td>
<td></td>
<td>.06</td>
</tr>
<tr>
<td>Volleyball:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Varsity</td>
<td></td>
<td>.08</td>
</tr>
<tr>
<td>J.V.</td>
<td></td>
<td>.06</td>
</tr>
<tr>
<td>Frosh</td>
<td></td>
<td>.06</td>
</tr>
</tbody>
</table>

## Non-Athletic Activities

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wrestling:</td>
<td></td>
</tr>
<tr>
<td>Varsity</td>
<td>.08</td>
</tr>
<tr>
<td>J.V.</td>
<td>.06</td>
</tr>
<tr>
<td>Frosh</td>
<td>.06</td>
</tr>
<tr>
<td>Band</td>
<td>.08</td>
</tr>
<tr>
<td>Cheer</td>
<td>.06</td>
</tr>
<tr>
<td>Cheer &amp; Pom Together or Spirit Line</td>
<td>.07</td>
</tr>
<tr>
<td>Chess (AIA Sanctioned Team)</td>
<td>.05</td>
</tr>
<tr>
<td>Drama</td>
<td>.08</td>
</tr>
<tr>
<td>Forensics</td>
<td>.08</td>
</tr>
<tr>
<td>Newspaper</td>
<td>.06</td>
</tr>
<tr>
<td>Orchestra</td>
<td>.05</td>
</tr>
<tr>
<td>Pom</td>
<td>.05</td>
</tr>
<tr>
<td>Vocal Music</td>
<td>.05</td>
</tr>
<tr>
<td>Yearbook</td>
<td>.08</td>
</tr>
<tr>
<td>Yearbook and Newspaper (Combined)</td>
<td>.12</td>
</tr>
<tr>
<td>Performance Dance</td>
<td>.05</td>
</tr>
</tbody>
</table>

61.
INDEX SCHEDULE
DEPARTMENT CHAIRPERSON

<table>
<thead>
<tr>
<th>Number* of Full-Time Equivalent Teachers</th>
<th>Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 4</td>
<td>.04</td>
</tr>
<tr>
<td>5 to 9</td>
<td>.05</td>
</tr>
<tr>
<td>10 to 14</td>
<td>.06</td>
</tr>
<tr>
<td>15 to 19</td>
<td>.08</td>
</tr>
<tr>
<td>20 to 30</td>
<td>.09</td>
</tr>
<tr>
<td>Over 30</td>
<td>.10</td>
</tr>
</tbody>
</table>

(*Total rounded to nearest whole number, including the department chairperson.)

SCHEDULE F

1. Credit Applicable to Additional Assignments
   a. Any teacher with a Schedule F assignment who changes from one assignment to a similar one, or who is asked to change assignments by the administration, shall not lose an index step.

   Similar fields shall be the following:
   1) Forensics/Drama
   2) Yearbook/Newspaper
   3) Band/Orchestra/Vocal Music
   4) Pom/Cheer
   5) Athletics

   b. Any District teacher accepting a coaching position shall be given credit for prior Phoenix Union High School District coaching experience or for prior contracted high school/college coaching experience in the sport being coached, whichever is greater, when placed on the Schedule F salary schedule.

   c. Any coach hired new to the District shall be given credit for prior contracted high school or college coaching experience when placed on the Schedule F salary schedule. Prior experience must be in the sport for which they are hired by the District.

2. Payment for Schedule F assignment shall commence not later than two weeks after the teacher begins the assignment, although the first payment must coincide with a regular pay day. Those assigned after August 15 shall be paid no later than four weeks after the teacher begins the assignment. In any case, payments shall be made in equal amounts and shall continue on regularly-scheduled pay days ending not later than two weeks after completion of the assignment.
3. Supervisory pay shall not be paid to any of the above-listed personnel for performing services for which extra pay is allocated.

4. The additional pay for coaches shall be for the season of practice as defined by the Phoenix Union High School District Athletic Manual, and their contracts shall be drawn accordingly. Addendum contracts shall be issued to any coach as identified, whose season is extended by virtue of playoff competition beyond the division qualifying event. Such addendums shall be for one week paid on a weekly pro rata basis for all sports except football. Football shall be for one, two or three weeks paid on a weekly pro rata basis. The extra responsibilities for coaches and pom and cheer sponsors shall not begin prior to the completion of campus responsibilities, including five teaching periods, to the satisfaction of the Principal. However, whenever possible, coaches shall be given an unassigned seventh period.

**COACH IDENTIFICATION FOR PLAYOFF ADDENDUMS:**

<table>
<thead>
<tr>
<th>Sport</th>
<th>Head</th>
<th>Assistants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badminton</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Baseball</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Basketball</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Cross Country</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Football</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Golf- Boys</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Softball</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Tennis</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Track</td>
<td>1</td>
<td>1*</td>
</tr>
<tr>
<td>Volleyball</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Wrestling</td>
<td>1</td>
<td>1*</td>
</tr>
</tbody>
</table>

* If team qualifies five or fewer athletes, no assistant coach will be paid.

5. Coaches shall not be penalized for refusing additional coaching duties assigned by the Administration.

6. Coaches shall normally be limited to two coaching assignments.

7. One coach shall not coach boys' and girls' teams in the same sport concurrently unless it is a combined coaching assignment.

8. A team or individual shall be coached only by the official, certified, Board approved high school coach for that sport or team in any season competition, state qualifying and state tournament competition.
This regulation will apply to all paid, non-paid volunteer or student teacher coaches.

Candidates for teacher certification doing practice teaching may be used as student teacher coaches during their assignment as practice teachers.

Non-certificated personnel, or students doing assistant coaching, must be actively pursuing and must be currently enrolled in course work in an institution of higher education that includes observation, internship, student teaching or other similar field experience, and must culminate with state certification. Arizona Interscholastic Association Executive Board approval is required before such candidates can be employed.

9. One person may coach two sports which have an overlapping practice season not to exceed approximately three weeks. No person may coach two sports which have an overlapping competitive season, excluding the playoff season for either sport. The coach shall make every effort to schedule practices in both sports.

10. Normally, Schedule F assignments other than coaching, will be made only to certificated staff at a school. If it has been determined that there is no candidate available from among the certificated personnel at that school, it is possible to utilize other District employees who are qualified.

11. Selection of Coaches:
   a. Candidates for varsity head coaching positions shall be screened, interviewed, and selected by the Principal.
      Step 1 - First consideration shall be given to faculty members on the campus.
      Step 2 - If no candidate is selected for hire in Step 1, the coaching position shall be advertised District-wide.
      Step 3 - If there are no District candidates selected, the principal shall interview candidates from outside the District.
   b. Assistant coaches shall be selected by the consensus of the principal and the head coach.
      Step 1 - First consideration shall be given to faculty members on the campus.
      Step 2 - If no candidate is selected for hire in Step 1, the coaching position shall be advertised district-wide.
      Step 3 - If there are no District candidates selected, the principal shall interview candidates from outside the District.
Should there be no consensus, each party will submit recommenda-
tions with rationale to the District Athletic Director, who will
select a candidate to be recommended for the position.

c. If a coaching position becomes vacant within four weeks of the
start of the season or during the season, the Principal shall
name an acting coach for the affected sport(s). Such positions
shall be considered vacant for the following year.

12. Only a certificated person may be hired as a head coach.

13. A coach from within the District who has been chosen to coach on
another campus should be given an unassigned seventh period, if pos-
sible, to enable him/her to report to the second campus as early as
possible.

14. If a sport program begins, but is cancelled for good and sufficient
reason during the season, the Principal shall submit a cancellation
of the Schedule F contract as soon as possible.

15. Mileage one way will be paid any District coach with a coaching
assignment on another campus. A non-District coach will also be
paid mileage one way to the coaching assignment. The maximum mile-
age shall not exceed $150.00 per coaching season.

16. All Schedule F assignments given to personnel employed as teachers
of the Phoenix Union High School District are one-year appointments
with the option by the Principal of recommending reappointment or of
written notification to the employee of non-reappointment after just
cause is established through due process prior to the end of the
school year. When a teacher with a Schedule F assignment is placed
on a RIF list, his/her Schedule F assignment will be discontinued at
the end of the school year and no recall protection is provided.

All Schedule F assignments to District personnel not employed as
teachers and to non-District personnel shall be for one year only
and must be re-advertised according to the procedures in 11 a. & b.
The Principal may choose to eliminate step 2 of the selection pro-
cess. All coaches affected by this procedure shall be so notified
at the time of appointment.

District personnel not employed as teachers and non-District person-
nel may be selected for a fall sport prior to the end of the school
year. All other selections in this category shall be made no sooner
than August 15th of the year affected.

17. Interns for whom the Department Chairperson are responsible shall be
included in the department total. The department total in Physical
Education, either Boys or Girls or a combined department, shall be
increased by one if ten or more coaching assignments are given to
teachers in teaching areas other than Physical Education.

The department total for Physical Education shall be increased by
one in a combined department for the Physical Education Equipment
Repair man or by 5/10 each for a Boys Physical Education Department
and a Girls Physical Education Department.
18. Schools either phasing out or beginning AIA sanctioned athletic com-
petition shall be entitled to participate in sports programs at the
level best suited to the athletic ability of the participants. The
school shall offer at least one fall, winter, and spring sport for
girls and for boys. Should it be determined by the unit, in con-
junction with the District Athletic Director, that the appropriate
level shall be below that of varsity competition, such teams shall
be under the direction of a head coach, who shall be paid at a rate
one percentage point of base below that of the varsity level index.

19. Other Payment Schedule

a. Teachers shall be paid for supervisory work required for activi-
ties. The rate shall be $8.00 per hour. If faculty supervision
is provided for student activities outside of the District other
than during the regular workday, the teacher shall be paid at
the rate of $8.00 per hour not to exceed $50.00 within any 24
hour period.

b. The established hourly rate is $10.00 per hour for an extra
period assignment for any assignments requiring an applicable
hourly rate, except during the regular workday.

Media Specialists and Counselors may be required, on an emerg-
cency basis, to supervise a class in absence of a teacher. The
pay for such supervision shall not exceed one hour per day.

c. If a teacher works more than a contract year, payment for this
work will be at the regular contract rate on a pro-rata basis,
unless otherwise specified.

d. The daily pay for a teacher placed on an open-end contract shall
be $45 for a teacher with a Bachelors Degree and $50 for a
teacher with a Masters Degree. This rate is made retroactive to
include the preceding 20 days of substitute teaching as well.

e. Opportunity Hall Teachers shall be paid an annual salary of
$10,700.

20. Fringe Benefits

a. Early Retirement Part-Time Employment Program

(1) After ten (10) consecutive years of full-time satisfactory
service in the Phoenix Union High School District, an
employee who opts to take retirement prior to age 65 will
be eligible for participation in the Early Retirement Pro-
gram. Application is made through the Personnel Office.

(2) Teachers choosing to participate will serve as substitute
teachers or, if they are certificated service personnel, to
perform appropriate duties for the agreed-upon period.
Employment under this Program must be part-time (less than
half of the regular full-time assignment) so the teacher may draw State Retirement pension and not have State Retirement System payments made from the annual contract figure.

(3) The teacher will sign an agreement to teach as a substitute up to a maximum of 40 days during a school year at a daily rate of pay equal to two and one quarter (2 1/4) times the regular substitute daily rate for each day of service.

Should the teacher choose to serve additional days, the daily rate of pay shall be at the regular substitute rate.

This section shall not apply to anyone who retired prior to the second semester of 1982-83. The District shall continue to offer such retirees the option as per the 1982-83 handbook.

(4) Teachers choosing this Program would be assured of annual renewal until they reach age 65. Once electing to participate in the Program, the teacher may not return to regular employment in the District.

(5) The District will pay individual health and major medical and life insurance premiums for participants in the Program for the first year of participation, and will continue to pay the individual premiums until age 65 as long as the teacher worked one or more days during the previous school year. Dependent coverage will be available by direct monthly payment to the District Payroll Department.

(6) A teacher may participate in the Early Retirement Program for a period of time not to exceed his/her years of full-time service with the District. A teacher must, however, be at least 55 years of age to participate in the Early Retirement Program.

(7) This agreement is subject to the applicable laws and regulations of the State of Arizona, the lawful rules and regulations of the Arizona State Board of Education, and the rules and regulations of the Phoenix Union High School District.

b. Health and Major Medical Insurance

All permanent employees are covered by health and medical insurance. Premiums for the employee's coverage are paid by the District. When more than one health insurance plan is offered, the employee selects the plan of his/her preference. For 1984-85 the District will pay an amount up to the annual premium for the CIGNA-HMO.
Employees may elect to take a revision to their contract in lieu of health/medical insurance benefits, with an agreement that the increased amount will be placed in a tax sheltered annuity and remain in the annuity program for the duration of employment in the District.

The increased amount shall be equal to nine monthly health insurance installments, as authorized above.

A teacher choosing a tax sheltered annuity option, and then having an emergency during the insurance year, due to spousal change (divorce, marriage, death), shall be allowed, upon approval of the insurance carrier, to reenter one of the District's health plans. The cost of this health insurance will be at the teacher's expense through the payroll deduction process or a cash payment if during a non-payroll period.

c. Payment for Unused Sick Leave Upon Retirement, Resignation, or Death in Service.

An employee with ten or more years of continuous satisfactory service at the time of retirement, or resignation from the District or death in service (or his/her estate) shall receive a financial payment equivalent to 12-1/2% of up to 180 days for 9-month employees, up to 200 days for 10-month employees, or up to 240 days for 12-month employees, of the accumulated unused sick leave times the daily rate of pay during the final year of employment. Sick leave shall be cumulative indefinitely for normal use.

d. Life Insurance

The Governing Board shall provide, at no cost to the employee, group term life insurance up to the District cost of $75 per employee.

e. Long-Term Disability Insurance

The Governing Board shall provide, at no cost to the employee, group long-term disability insurance coverage which will pay two-thirds of the contract salary after a 90 calendar day waiting period following disability for either sickness or accident to age 65. The conditions of coverage will be spelled out in a booklet to be provided every employee at no cost to the employee.

f. Full-time teachers who have fulfilled their contract obligations for a full year and who are terminated from the District due to Reduction-In-Force, shall receive their health and life insurance benefits for the full year (October 1 through September 30).
g. Industrial Commission Insurance

<table>
<thead>
<tr>
<th>Time Missed</th>
<th>Compensation from Industrial Commission</th>
<th>Compensation from School District</th>
<th>Charge Against Sick Leave Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 8 calendar days</td>
<td>None</td>
<td>Base pay for time missed until sick leave expires.</td>
<td>Day for day on time missed. Example: 5 work days missed - charge sick leave 5 days.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 through 13 calendar days</td>
<td>A percentage of the employee's pay as determined by the Industrial Commission formula, excluding first 7 calendar days.</td>
<td>Balance of base pay for 8th through 13th calendar days until sick leave expires.</td>
<td>For that portion of time compensated by District. Example: 8 work days missed - charge sick leave 5 full days plus 0.35 x 3 = 1.05 or a total of 6 days. District paid 35% of wages.</td>
</tr>
<tr>
<td>14 calendar days or more</td>
<td>A percentage of the employee's pay as determined by the Industrial Commission formula, including the first 7 calendar days missed.</td>
<td>Balance of base pay for all the time missed until sick leave expires. Difference of base pay and that paid for by the Industrial Commission.</td>
<td>For that portion of time compensated by District. Example: 20 work days missed - charge sick leave 0.30 x 20 = 6 days. District paid 30% of wages.</td>
</tr>
</tbody>
</table>

Sick leave charged is same percentage as compensation paid by the District. Payroll will round to the nearest half-day in adjusting sick leave account in accordance with this schedule.

h. Tax Sheltered Annuity

The Phoenix Union High School District is presently participating in the tax sheltered annuity program approved by the Internal Revenue Service. Teachers whose financial status allows them to participate in this program can add to their monthly retirement program already consisting of Social Security and State Retirement. The Personnel Department will be glad to furnish the necessary details.

i. Retirement

Employees are members of the Arizona State Retirement System or Arizona State Retirement Plan. They are also eligible for Federal Social Security.
j. Tuition Waiver

The Phoenix Union High School District will waive the amount of tuition which is the District levy per student for all students who are the natural children of, who are legally adopted by, or are under the legal guardianship of any employee who lives outside the District. If such child has an exceptionality that requires special tuition rates, the parent will be exempt from the normal tuition rate only.

(1) Requests for admission must be approved by the receiving Principal and the Superintendent.

(2) Initial admission will be granted on a space available basis, and must not necessitate the hiring of additional staff.

(3) The District's ethnic transfer policy shall be applied in determining the school the student may attend.

(4) If transferring from a high school outside the District, the student must be in good standing and the previous school's ethnic balance must not be adversely affected.

(5) An employee who leaves the District prior to the graduation of his/her child may, by paying the required tuition, maintain the child in the Phoenix Union High School District. In the event that child is a senior, the requested tuition may be waived.
A. Regulation on Membership

A Campus Committee shall be established at each school. The Committee shall be composed of three members designated from the representative group (the Unit Chairperson and two to be elected by members of the representative group on campus), and three members of the Administrative/Supervisory staff on campus designated by the Principal. The selection of the membership on the Campus Committee shall be determined prior to May 1 of each year.

A teacher alternate selected by the representative group may attend Campus Committee meetings if one of the three elected members is unable to attend.

The Principal, serving in ex-officio capacity, may attend meetings of the Campus Committee.

B. Procedures

1. Meetings Guidelines

a. The Campus Committee must meet at least twice a month unless otherwise agreed upon by the Principal and the Unit Chairperson. The meetings shall be scheduled to begin no later than the start of the last instructional period of the school day.

Teacher members of the Committee shall be given non-teaching assignments during the period when the Campus Committee normally meets.

Insofar as possible, the meetings of the Campus Committee shall be scheduled so as not to conflict with other existing District committees.

Special meetings of the Campus Committee shall be jointly called by the Unit Chairperson and the Administrative designee, and the Principal shall be informed.

b. Chairperson

The CTA Unit Chairperson shall chair the Campus Committee.
c. Minutes

Minutes of each Campus Committee meeting shall be kept by a secretary provided by the campus administration, if requested by Campus Committee. Minutes of the Campus Committee meetings shall be distributed to each member of the faculty within five days after the meeting after being approved by the Unit Chairperson and the Administrative designee.

d. Agenda

The Chairperson of the Campus Committee and the Principal (or designee) shall determine the agenda for the Campus Committee.

2. Purpose

The purpose of the Campus Committee is to discuss and research matters of mutual concern at the campus level. This committee is to be in no way a substitute for the grievance procedure.

3. Recommendations of the Committee

When a topic is discussed by the Campus Committee, the procedure for arriving at a decision shall be through a consensus of the membership.

The Campus Committee shall make recommendations to the Principal regarding the topics that have been discussed. The Principal shall make a decision in writing within ten days after the recommendation has been given to him/her. The Principal's decision, together with the recommendation from the Campus Committee, shall be disseminated to the unit faculty.

The Principal, working with the Campus Committee, shall develop plans for Commencement exercises.

The Principal, working with the Campus Committee, will make the assignment of teachers to serve on committees or to serve as club or class sponsors.

The Principal will inform the Campus Committee of any changes in the adopted bell schedule as well as any program changes occurring on campus.
A. Regulations

1. Reporting Breaches of Professional Behavior

Alleged breaches of professional behavior shall be promptly reported to the offending teacher and to the appropriate representative group. The representative group shall use every reasonable effort to correct breaches of professional behavior by any teacher. When a breach of professional behavior has been established, the Principal shall take appropriate action.

2. Failure to Perform Duties

The teacher will be subject to disciplinary action for infractions or failure to perform the duties and responsibilities outlined in these educational policies.

3. Code of Ethics

The Board and the representative group recognize that the individual teacher should abide by the Code of Ethics of the Education Profession.

B. Procedure on Departmental Meeting Attendance

All teachers in a department on a campus shall attend departmental meetings called by the department chair unless excused by the department chair. An agenda shall be distributed prior to such departmental meetings. The department chair may notify the Principal of unexcused absences.
CHAPTER 10
PROFESSIONAL GROWTH PROGRAM

A. Academic Credit

For additional information, please refer to Professional Growth Operating Procedures and Professional Growth Handbook in Principals's Office.

1. Academic credit at accredited institutions is acceptable.

2. Academic credit shall be granted for the following:
   a. Study done at the request of the officials of the District.
   b. Study accepted for credit toward an advanced degree by an accredited or recognized institution of higher learning.
   c. In-service educational programs approved by the Professional Growth Committee.
   d. College courses, graduate and undergraduate, at the college/university level, which relate to the participant's major or minor field. Credit for a new teaching minor will be given only when the teacher has met the requirements outlined by the North Central Association or the State Board of Education for that minor teaching field. Additions to fields of study are courses which are pertinent to all District employees and credit will be granted when the proper verification is provided. Teachers' requests for course approval shall be evaluated on the basis that the courses and equivalent work give them a broadened background in a number of areas which will assist them in their duties with high school students.
   e. Study done in the area of the participant's current co-curricular responsibility.
   f. Independent study must have prior approval from the Professional Growth Committee. Independent study may be utilized in lieu of participants having to register formally (pay tuition at a university or college).
   g. Attendance at Conferences, Institutes, Seminars, Clinics, etc., after a written proposal has been approved by the Professional Growth Committee.

3. Teachers who have not received their Masters Degree may accumulate academic credit which can be applied toward a salary increment after the requirements for the Masters Degree have been met.
4. Verification of Academic Credit
   a. An official transcript or certificate of completion must be attached to the Academic Approval Form and submitted to Professional Growth for approval. On approval, Professional Growth will submit the request to personnel.
   b. In the event there is disapproval, the rationale shall be transmitted to the teacher.
   c. If the teacher submits a request in writing, a hearing shall be granted at which the disapproved shall be re-considered.
   d. In the event the initiator is still not in agreement with the Professional Growth decision, s/he may then appeal to the Assistant Superintendent for Instruction.

B. Equivalent Credit
   1. Equivalent credit in lieu of academic units may be accepted up to and including 12 semester hours in each 24-hour increment.
   2. Equivalent credit under this program shall not be granted for time spent prior to the date a teacher enters the District.
   3. Teachers who have not received their Master's Degree may accumulate District equivalent credit which can be applied toward a salary increment after the requirements for the Master's Degree have been met.
   4. It is highly recommended that each employee seek prior approval before commencing any activity for credit to ensure the activity meets all guidelines. Approval of the preliminary request means tentative approval of the activity but not necessarily approval of the total hours requested. Hours of participation must be verified after completion of the activity.
   5. Equivalent credit shall be granted for the following:
      a. Non College Sponsored Travel Study
         Maximum credit - Four semester hours within each increment on the salary scale.
         The following ratios will apply:
         Auto 14 Consecutive Travel Days: 1 hour equivalent credit
         Rail 11 Travel Days: 1 hour equivalent credit
         Airplane 8 Travel Days: 1 hour equivalent credit
         Other 14 Travel Days: 1 hour equivalent credit
A Travel Study Plan and verification of participation and/or completion of travel study plan's objectives shall be submitted to the Professional Growth Committee. Approval by the Professional Growth Committee will be based on the accomplishments of the travel study plan's stated objectives and the ratios above.

The travel study plan will indicate how it will contribute to the teaching skills, knowledge, or Professional Growth.

The Travel Log must be attached to the signed Verification for Equivalent Credit Form and submitted to the Professional Growth Office for approval prior to requesting an additional increment.

b. Work Experience

Maximum credit - Six semester hours within each increment on the salary scale.

Ratio = 35:1 Unpaid
70:1 Paid

Verification of the work experience shall be submitted by a teacher requesting work experience credit. The verification shall include a memorandum from the teacher's supervisor attesting to the hours worked and a justification statement by the teacher which indicates how the work experience contributes to his/her teaching skills and/or knowledge.

No more than six hours of credit will be granted for the same type or level of work experience activity.

A memorandum from the teacher's supervisor or employer must be attached to the signed Verification for Equivalent Credit Form and submitted to the Professional Growth Office for approval prior to requesting an additional increment. Verifying memorandums should include:

- Description of the activity,
- Statement verifying completion of the activity,
- Total number hours of participation,
- Whether paid or unpaid.

Any teacher who has fulfilled a 2,000-hour work experience requirement as a qualification for the issuance of a vocational certificate will be granted six hours toward any earned increments. Such teachers shall be exempt from prior approval and verification in any application for credit under this section.

In addition, s/he may receive a maximum of six credits of regular work experience toward each salary increment.

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(5) Credit will not be given for chaperoning or supervision.

c. District-wide Committees (master list committees and others)

Maximum credit - Six semester hours within each increment on the salary scale.

(1) Master List Committees

(a) A member of a committee listed on the Master List is eligible to receive two equivalent credits for each year of membership plus an additional credit for being the chairperson or cochairperson. The Master List is as follows:

Meet and Confer.
CTA Executive Board.
CTA Council of Representatives.
Superintendent's Budget Review Committee.
Professional Growth Committee.

(b) Verification for Master List Committees will be automatic upon submission of the appropriate names by the CTA President.

(2) Other District-wide Committees

Ratio = 35:1 Unpaid

(a) District-wide Committee work must consist of at least three or more people who are active on the committee.

(b) No credit is granted for work on local campus committees. If the local campus establishes a committee that is of a unique nature, it can petition approval for credit through the Professional Growth Committee.

(c) A memorandum from the committee chairperson or organizational officer must be attached to the signed Verification for Equivalent Credit Form and submitted to the Professional Growth Office within 12 calendar months after completion of the activity. Verifying memorandums should include: a) Name of the committee, and b) Statement verifying number of hours worked on the committee.

d. City, County, State or National Committees

Maximum credit - Four semester hours within each increment on the salary scale.

Ratio = 35:1 Unpaid
(1) Committee work must consist of at least three or more people who are active on the committee.

(2) Any committee that is of a religious nature is not eligible for credit.

(3) A memorandum from the committee chair or organizational officer must be attached to the signed Verification for Equivalent Credit Form and submitted to the Professional Growth Office for approval prior to requesting an additional increment. Verifying Memorandums should include: a) Name and description of the committee, and b) Statement verifying number of hours worked on the committee.

e. Community Service

Maximum credit - Four semester hours within each increment on the salary scale.

Ratio = 35:1 Unpaid

(1) Community Service is described as a volunteer service by the individual which benefits the community at large.

(2) Community Services may be accumulated during the period required for each salary increment.

(3) A memorandum from an organizational officer must be attached to the signed Verification for Equivalent Credit Form and submitted to the Professional Growth Office for approval prior to requesting an additional increment.

Verifying memorandums should include: a) Name and description of the community service, and b) Statement verifying number of hours worked on the committee, and c) signature of the organization officer.

(4) Any community service that is of a religious nature is not eligible for credit.

f. Professional Activities

Maximum credit - Four semester hours within each increment on the salary scale.

Ratio = 35:1 Unpaid

(1) Professional activity is described as that activity which is a part of or an outgrowth of the participant's professional affiliation in education; i.e., published writing, professional speaking, leadership in professional organizations, and development of instructional materials for use on a District-wide basis.

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(2) Any Professional Activity that is of a religious nature is not eligible for credit.

(3) Professional activities may be accumulated during the period required for each salary increment.

(4) A memorandum from a person who can verify the activity must be attached to the signed Verification for Equivalent Credit Form and submitted to the Professional Growth Office within 12 calendar months after completion of the service. Verifying memorandums should include: a) Name and description of the Professional Activity, and b) Statement verifying one year's work in that activity.

g. CONFERENCES AND INSTITUTES

Maximum credit - Four semester hours within each increment on the salary scale.

Ratio = 35:1 Unpaid

(1) Equivalent credit is granted for attendance at one or several conferences, institutes, seminars, clinics, etc. which total a minimum of 35 clock hours of participation.

(2) The 35 clock hours may be accumulated during the period of each salary increment.

(3) Each participant keeps his/her own attendance sheet. Any number of conferences may be accumulated to total 35 clock hours for one semester hour credit.

(4) All conferences, institutes, etc. must be directly related to the participant's current teaching assignment, co-curricular assignment, or professional affiliation.

(5) No Professional Growth Credit will be given when released time is granted.

(6) No Professional Growth Credit will be given when any kind of District reimbursement is granted other than payment of registration fees.

(7) The participant's own attendance sheet must be attached to the signed Verification for Equivalent Credit Form for each year and submitted to the Professional Growth Office within 12 calendar months of completion of the activity.
6. Applying for Equivalent Credit

a. Verification of Equivalent Credit Requests shall be submitted through the department chairperson, Principal, and appropriate educational supervisor to the Professional Growth Committee for final approval.

b. In the event that the Professional Growth Committee disapproves a Verification Request, the rationale for disapproval shall be transmitted to the teacher.

c. If the teacher submits a request in writing for reconsideration of a disapproved Verification of Equivalent Credit, a hearing shall be granted by the Professional Growth Committee at which the request shall be considered.

d. In the event the initiator is not in agreement with the Professional Growth decision, s/he may then appeal to the Assistant Superintendent for Instruction.

C. Procedures for final Approval of 24-, 48- and 72-hour Increments.

1. Final approval for the 24-, 48- and 72-hour increments shall be made on academic and equivalent credit during a personal interview with a representative from the Personnel Office. At this time, the teacher requesting the additional increment should submit a credit evaluation form and must supply official transcripts covering those courses which have been completed and approved by Professional Growth. Verification of District academic courses must be made by an official Certificate of Completion.

2. Those courses which are in progress, or courses that will be taken after the interview and before the termination date of completion (completed prior to September 1), must also be verified with the Personnel Office by official transcript. This may be done in person or by mail after the coursework has been completed and transcripts received.

3. Teachers completing the requirements for an advanced degree or increment before September 1, will have their contracts rewritten to reflect the earned increment provided proof of the completion of requirements (Verification forms, transcripts and Certificates of Completion) for the degree is submitted to the Personnel Office prior to November 1.

4. Work must be completed prior to September 1. Verification forms, transcripts, and Certificates of Completion must be submitted to the Personnel Office prior to November 1.

5. Other than provided in 3) and 4) above, any apparent errors in the contractual amounts must be brought to the attention of the Personnel Office prior to October 1 of any school year, or within 90 days after receipt if the contract is received after September 1 of the school year.
A. Regulations

1. Payment

   a. Department Chairs shall be paid as teachers on the regular teachers' salary schedule and shall be paid an additional amount in their role as department chair. The additional amount shall be determined by the number of full-time equivalent teachers in each department at the end of the first register month in each semester.

   b. Department Chairs who are not given a release period for Department Chair duties shall be given two additional index steps on the Department Chair salary schedule.

2. Preparation Period

   Each department chair shall have a preparation period.

3. Released Time

   At least nine periods of released time for the Department Chair shall be provided for each campus. Not including ESP. As funds are available, top priority shall be given for additional periods of released time for department chairs to be distributed equally among all campuses.

   Among the criteria to be considered by the Principal in allocating periods of released time to department chairs shall be:

   a. Size of the department (e.g., Communication Arts, because of the number of teachers, may be allocated two periods of released time).

   b. Amount of supplies, materials, and equipment in a given department.

   c. Need and/or desire for curriculum revision in a given department.

   d. Workload dictated by basic skills requirements.

   Additional periods of released time for department chairs may be provided if the staffing, through the use of departmental averages, permits additional periods of released time to be provided without any increase in costs or staff.
4. Involvement in Personnel Matters

The department chair shall be significantly involved in teacher personnel matters in his/her department. This and other aspects of his/her role as department chair are delineated in the definitions of the duties and responsibilities of the "Department Chair in the Phoenix Union High School District."

B. Procedures

1. Evaluation

Each department chair shall be evaluated at least once every two years by the Principal and the educational supervisor in alternate years and annually by the teachers in the department. The teachers may act either individually or collectively as determined by that department. Each evaluation report must be completed by the evaluator. A conference must be held to review the evaluation report. This report shall be signed by both the evaluator and department chair and submitted to the Principal prior to April 1 of that year.

2. Selection

The selection of department chairpersons shall be made every three years (commencing in spring, 1982). The Principal, and a teacher who is not a candidate for the chair position and who has been elected by members of the department, shall interview prospective candidates from the department. The Principal and the teacher member of the interview committee shall reach consensus on a recommendation for the chair position. This recommendation shall be made by the Principal to the Assistant Superintendent for Instruction, who will make the final selection.

If all teachers in a given department are candidates for the chair position, the unit CTA Chair shall serve with the Principal to make the recommendation for the department chair. This recommendation will be forwarded to the Assistant Superintendent for Instruction for final approval.

If there are no members of the department willing to be applicants, or if no members of the department are recommended in the above procedures, the position will be advertised District-wide. Applicants must be from a teaching area in the department. The Principal will conduct the interviews and forward the name of the recommended applicant to the Assistant Superintendent for Instruction for final approval. If this candidate is approved, and no opening in the department exists, the surplus procedure in the handbook will be followed.
The Provisions in the Teacher Handbook are subject in all respects to the laws of the United States and the State of Arizona with respect to the powers, rights, duties, and obligations of the Board, and in the event that any of the provisions shall at any time be held contrary to law, then such provisions shall be of no force and effect, but all other provisions shall be continued in full force and effect. It is understood that a formal legal opinion issued by the Office of the County Attorney, and concurred by the Office of the Attorney General, shall have the force of law for the Board.

The Handbook shall not conflict with the policies of the Governing Board.

The provisions in the Handbook shall not be changed without the mutual consent of the Board and the representative group during the period July 1 to June 30.
A. Sick Leave

Sick leave shall begin when the teacher's health condition shall require it or when the guidelines in Chapter 3-C-4 are applicable.

1. Each teacher shall earn one day of sick leave allowance for each 20 contract days or major fraction thereof, to be used for absences caused by illness or physical disability of the teacher. A minimum of ten days' sick leave will be available for use by each regular teacher at the beginning of the school year. A teacher must be on duty the first day that school is in session (i.e., students meeting classes) or be on an excused absence to be eligible for this ten day advance. If a teacher leaves the employ of the school district before the end of the school year during which this ten day advance would have been earned, s/he will have the final pay check reduced by the amount of pay received for sick leave days used but not yet earned. The unused portion of such allowance shall accumulate from year to year without limitation. At the beginning of the school year, each teacher shall be advised in writing of the number of days of sick leave which the teacher has accumulated. For regular part-time and interim teachers, sick leave is prorated according to the percentage of full-time being worked. Contracts pertaining to Schedule F activities are not included.

2. The salary of any teacher terminating his/her service prior to the end of the school year shall be adjusted to compensate for any sick leave days taken in excess of those accumulated.

3. A newly employed regular teacher may be asked to have a medical report filed with the Personnel Office, submitted either by the employee's personal physician or by the District Medical Advisor, before his/her first day of employment.

4. If the Superintendent (or designee) has reason to believe that a teacher has violated or misused this sick leave policy, s/he may require from the teacher a certificate signed by a duly licensed physician or Christian Science Practitioner verifying the cause of the absence from duty of a teacher claiming illness or injury for one or more days. The teacher may also be required to have a health examination by the District Medical Advisor at no cost to the teacher. The teacher shall be notified of this requirement in writing, including a statement citing just cause, and a copy of this notification shall be sent to the representative group.
In the event that it can be shown that the teacher wilfully violated or misused this sick leave policy or misrepresented any statement or condition under this policy, s/he may be subject to discipline.

5. This sick leave may be used for illness or disability of the teacher. If a disability period is known in advance (e.g., scheduled surgery, childbirth), the teacher shall notify the Principal and the Personnel Office as soon as possible so that arrangements for a substitute may be made. This notice shall be submitted on the appropriate form, indicating the beginning and ending date of the disability period. The form must be signed by the teacher's personal physician. If circumstances require a change in the estimated disability period, a revised form shall be submitted, also signed by the teacher's personal physician.

6. Only the portion of a maternity leave which related to the disability period for a teacher may be charged to accrued sick leave. In the event that a probationary or tenure teacher does not have sufficient accrued sick leave to cover the disability period, the teacher may request a leave of absence without pay to cover the remaining portion of the disability period. If the disability period exceeds six weeks, the teacher shall submit a doctor's certificate to justify an extension of the disability period during which time the absence can justifiably be charged against the teacher's accumulated sick leave available.

If the probationary or tenure teacher wants additional time beyond the disability period to care for the child, the teacher will submit a request for a leave of absence without pay with the request being noted as family. This will be treated as a personal leave of absence without pay.

The teacher may use half of the sick leave available to him/her up to a maximum of 20 days per school year for the serious illness or disability of his/her immediate family (husband/wife or children). The teacher may, if more time is needed for an extended illness, appeal to the Assistant Superintendent for Instruction to use more of his/her available sick leave.

A teacher shall be allowed a leave of absence not to exceed five days during any one year to be charged to sick leave when such absence is due to serious illness of the teacher's father, mother, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, father or mother of spouse, foster parent, or dependent person (as defined in the Internal Revenue Code).

The teacher may submit a request to the Assistant Superintendent for Instruction for additional days because of unusual circumstances.
In addition to the above, travel time in connection with the absence due to serious illness in the teacher's family, not to exceed five school days in any one year, may be charged against sick leave. This applies only when the travel itself requires absence during regular hours on a day when school is in session.

B. Leaves of Absence Without Pay

1. General

a. Any teacher who must be absent without pay for any period must request a leave of absence without pay or submit a resignation. To do otherwise is a breach of contract. This also applies to employees who have exhausted their sick leave allowance. A health leave of absence without pay must be requested, to be effective as soon as sick leave allowance is exhausted.

b. All requests for leave shall be applied for in writing, using the appropriate form, and the request may not exceed one year. Those who have requested leaves will be informed in writing as to the disposition of the request. Leaves of absence and extensions of leaves beyond one school year will generally be approved depending upon the reasons for such leave. Teachers on leave must, by December 1 for first semester or March 15 for second semester prior to their scheduled return, request the extension of the leave on the District approved leave of absence request form, or indicate in writing they are returning from leave as scheduled. If no such notification is received by the Personnel Office, the teacher shall be deemed to have resigned. Exceptions to this would be leaves of less than one semester duration.

c. A request for a leave of absence without pay will be reviewed for recommendation by the Principal or Supervisor of an Educational Unit, the Personnel Office, and the Superintendent, who will submit it to the Board for action.

d. A leave of absence without pay other than a health or maternity leave shall be for a period of one semester or one school year so as to interfere as little as possible with the instructional process. Any request for a period of time other than these will be considered only in unusual circumstances.

e. A teacher who is granted a leave for one school year or less will not break his/her continuity of service as a tenure teacher. The teacher will be returned to his/her former assignment(s), and the teacher employed or transferred as a replacement for the teacher on leave will be employed or transferred only for the duration of the period of the leave, and will be so informed in writing. The replacement teacher will be placed on the reassignment list at the conclusion of the leave whether the teacher on leave returns or terminates.
f. All rights of tenure, retirement, accrued leaves with pay, salary increments and other benefits provided by law shall be preserved and available to the teacher after the termination of the leave. If a tenure teacher with a leave is granted an extension of that leave beyond one year a comparable position in the District will be provided the teacher upon his/her return, but not necessarily the position on the former campus.

If a tenure teacher is granted a health leave beyond two consecutive years, the teacher will retain tenure rights and will be placed in the first vacancy in the District for which the teacher is qualified. Three consecutive years is the maximum length of time for any leave of absence.

g. A teacher on a leave of absence without pay other than a health leave may make arrangements with the Payroll Office to continue the individual/dependent coverage under the District group health and major medical insurance plan.

h. Leaves of absence without pay for any reason other than health or maternity will not be granted to probationary teachers except in unusual circumstances.

i. If a probationary teacher is granted a second consecutive annual leave of absence for health reasons, s/he may return only if there is a vacancy for which s/he is qualified. A probationary teacher who takes a leave for more than one-half of the school year, however, must begin his/her three-year probationary period over again, since the continuity of service required by law will be broken.

2. Types of Leaves of Absence without Pay

Leaves of absence without pay may be requested under the following:

a. A teacher who is unable to teach because of personal illness or disability and who has exhausted all sick leave available (or who has chosen not to use accumulated sick leave) may request a leave of absence without pay upon the submission of a physician's certificate, for the remainder of the school year or until s/he is able to return to duty. If the teacher has not returned by the end of the school year, the teacher's health condition will be reviewed and a decision made by the Personnel Office with the assistance of the District Medical Advisor, to permit the teacher to return to duty, extend the leave of absence, or take appropriate action.
A teacher who becomes eligible for consideration for the District's long-term disability insurance program must apply for a health leave of absence to begin upon the exhaustion of sick leave.

A teacher who is injured while on duty and covered by Industrial Compensation insurance will not be granted a health leave of absence until his/her sick leave is exhausted or until the teacher becomes eligible for coverage under the long-term disability insurance program, whichever comes first.

If a teacher is granted permission from a doctor, with concurrence from the District Medical Advisor (if deemed necessary), to return to work during the period of the leave of absence already granted, s/he will be returned to work only if a vacancy exists for which the teacher is qualified.

b. For maternity leave beyond the period of disability charged to sick leave or in lieu of sick leave.

c. For the adoption of a child.

d. To care for a sick member of the teacher's immediate family.

e. To one teacher designated by the representative group for the purpose of engaging in local, state, or national association activity.

f. To campaign for or serve in a county, state, or national elected public office.

g. To serve in the Peace Corps, or similar government-approved activity.

h. To serve as an overseas teacher, usually on an exchange basis.

i. For the purpose of improvement of instruction through work experience, or educational leave, upon the recommendation of the Professional Growth Committee.

j. Other requests, not listed above will be considered on their merit.

C. Bereavement Leave

A teacher shall be allowed a bereavement leave of absence not to exceed five days during one year to be charged to sick leave. This leave must be approved by the Principal or educational unit supervisor.

If additional days are needed for the bereavement leave, or if a second bereavement leave is needed, a request must be submitted to the Principal or educational unit supervisor for his/her approval, identifying the number of days needed and the pertinent circumstances.
In addition to the above, travel time in connection with the bereave­
ment leave, not to exceed five school days in any one year, may be  
charged against sick leave. This applies only when the travel itself  
requires absence during regular hours on a day when school is in  
session.

D. Personal Business Leave

A teacher may be granted up to two days with pay and not charged  
against sick leave for personal business to handle situations which  
cannot be taken care of other than on school time. Any unused por­
ton of such allowance not used by a teacher in a given year will be  
added to that teacher's sick leave allowance at the end of their con­
tract year. A third day of personal leave may be granted to a  
teacher which, if used, will be charged against accumulated sick  
leave. Prior notification must be given to the Principal (or other  
appropriate administrative head) in writing at least two days prior  
to the absence. Not less than one-half day shall be used for  
personal business leave at any one time.

Personal leave days are not cumulative from year to year.

Such leave requested during the opening three weeks of school, the  
opening or closing week of any semester, the closing two weeks of  
the school year, or the last scheduled workday before and the first  
scheduled workday after any holiday or Board-declared employee recess  
period will be granted only in the most unusual circumstances.

E. Short-Term Leaves of Absence to Meet Professional Obligations

The Board recognizes that participation by teachers in the activities  
of professional educational organizations, through services on com­
mittees, boards, and commissions, as well as the continuation of  
their education, contribute to the professional growth of the staff  
and to the improvement of instruction.

Short-term leaves of absence with pay may be granted for teachers,  
and substitutes provided, when the absence is occasioned by one of  
the following within Arizona:

1. Participation in a legitimate, bona fide professional duty;

2. Attendance at an educational conference or workshop in which  
the content is directly related to the teacher's areas of  
teaching;

3. Attendance at conferences or workshops sponsored by a profes­
sional education association as an official delegate of the  
association, including the AEA Delegate Assembly and similar  
meetings.

   a) A maximum of 100 school days per year for the teachers in  
the District may be recommended by the Association and  
approved by the Assistant Superintendent for Instruction.  
The Principal will be advised of the impending absence at  
least one week prior to the absence, if possible.
If a travel request is required for any of the above, the Travel Regulations in Appendix A must be followed and travel funds provided as stipulated in the Travel Regulations.

Such leave requested during the opening three weeks of school, the closing week of any semester, the opening week of any other semester, and the closing two weeks of the school year will be granted only in the most unusual circumstances. All leaves of absence granted under this section shall be in units of full days or half days.

F. Sabbatical Leave

1. Teachers who have been employed by the Phoenix Union High School District for a period of seven consecutive years immediately prior to the year in which the sabbatical leave is to commence and who have not previously been granted a sabbatical leave, will be eligible to apply for a sabbatical leave not to exceed a period of one year.

The Board may authorize sabbatical leaves of absence when it deems such absence to be reasonable and for good cause and not detrimental to education within the District. Sabbatical leaves may be granted only for the purpose of allowing a teacher to continue his/her professional education. A careful review of the application shall be made to ensure that the purposes are in the best interest of the District.

2. The Board may authorize a salary as provided by the state law to be paid to the teacher to whom a sabbatical leave is granted.

3. Timelines for sabbatical leave application are as follows:

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<thead>
<tr>
<th>Sabbaticals</th>
<th>Statement of Intent</th>
<th>Proposal to Professional Growth</th>
<th>Recommendation Superintendent</th>
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<tbody>
<tr>
<td>Beginning 1st Sem.</td>
<td>February 1</td>
<td>March 1</td>
<td>April 1</td>
</tr>
<tr>
<td>Beginning 2nd Sem.</td>
<td>September 1</td>
<td>Oct. 1</td>
<td>November 1</td>
</tr>
</tbody>
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4. Teachers shall include with their application for sabbatical leave a recommendation from the Principal and plan of study which includes the details either for study in an approved college or university, or a problem or project for research or writing to be pursued independently by the applicant. This plan shall be reviewed by the Professional Growth Committee and must be approved by the Superintendent. If a teacher finds it necessary to change his/her plans, s/he shall so notify the Superintendent and receive approval in advance for any change.
5. All applications shall be reviewed for a recommendation to the Superintendent by the Professional Growth Committee. Among other qualifications of the applicants, the Committee shall consider the following: successful service during the previous seven years, contributions to the teaching profession, the extent of the applicant's professional study, travel, and research.

6. A teacher on sabbatical leave shall not engage in full-time employment or in study for another trade or profession during his/her leave unless the employment is accepted by the Professional Growth Committee as a necessary part of the plan.

7. The salary shall be paid upon condition that the teacher shall return not later than one year after the commencement of the sabbatical leave for renewal of employment for at least one school year. Unless s/he returns within such period, s/he shall repay to the District the amount paid to him/her during the leave period, and unless such amount is paid, the Board shall direct the County Attorney to institute suit against such person to collect such amount.

8. If the sabbatical leave is granted, all rights of tenure, retirement, accrued leave with pay, salary increments, and other benefits provided by law shall be preserved and available to the applicant after the termination of the leave.

9. A teacher returning from sabbatical leave shall be assigned to a position which will permit pupils to derive maximum benefits from his/her experience. A teacher who receives a leave of absence will be considered a part of the staff of the school from which the leave was granted and will be returned to that school. Such leave will not break the continuity of service of the person involved. A teacher employed or transferred as a replacement for a teacher on leave will be employed or transferred only for the period of the leave.

10. Within 90 days after the teacher returns to full-time duty from sabbatical leave, s/he shall submit a comprehensive written report dealing with the educational aspects of his/her study of the Professional Growth Committee and to the Superintendent who will make copies available to each Board member. This report shall include transcripts of a college or university study while on leave, and other items of information pertinent to an evaluation of his/her program.

The Superintendent and the teacher may agree on ways in which the report may be used to further the instructional programs in the District. As his/her time permits, the teacher may be requested to participate in school and community activities, if his/her studies during his/her sabbatical leave are relevant.
11. The Board shall budget each year sufficient funds to cover the cost of sabbatical leaves of absence for the year.

G. Exchange Teacher

Tenure teachers may request extended leaves of absence for one semester or one year with pay to serve as an exchange teacher.

H. Military Leave

Military leaves of absence shall be granted by the Board to a teacher in accordance with existing state and federal statutes.

I. Civic Responsibilities

Teachers who are required to serve on jury duty or to appear in court in response to an official subpoena will receive full salary during the period of such service, subject to their remittance to the Board of an amount equal to the compensation paid them for such duty.

A teacher who must appear in any legal proceedings connected with his/her employment with the District may be absent without loss of pay for that cause, if the teacher is required by law to attend.

J. Natural Disasters

If a natural disaster makes it impossible for teachers to report for work, the Board may provide additional day(s) of personal leave with pay for the enforced absence(s).
CHAPTER 14
OWNERSHIP OF MATERIALS REGULATION

Staff members under contract to the District may, in carrying out their professional responsibilities, develop educational materials for use in the school program. Such educational material developed by staff members as part of regular employment are the property of the District. Educational materials created during the time when staff members are not fulfilling contractual duties to the District are the property of the staff member.
A. What is Eligible for Appeal

A disagreement or misunderstanding between one or more teachers and one or more members of the District administrative-supervisory staff, other than a grievance, may be resolved by using this appeal procedure. Any violation, misinterpretation, or inequitable application of any of the working conditions or other provisions of the Handbook is defined as a grievance and will not be processed as an appeal. If an issue has been submitted as a grievance, that same issue may not be submitted as an appeal.

B. Other Avenues of Appeal

Certain sections of this Handbook indicate the appropriate appeal procedure for certain issues. In those cases, that appeal process will be used.

C. Informal Conference Required

An informal conference must first be held between the primary parties of interest to attempt to resolve the problem before it enters the formal appeal procedure. The teacher(s) may request Association representation.

D. Guidelines for Formal Appeal Procedure

1. Appeals must be submitted in writing on appropriate forms. Forms for submitting appeals shall be jointly prepared by the District and the Association. The forms shall be printed by the Board and shall be available in the Principal's office as well as in the Association office.

2. Copies of all written appeals and decisions will be submitted to the Superintendent and to the Association President.

3. The teacher(s) is/are entitled to and may request Association representation.

4. The timelines herein indicated are maximum and should be reduced whenever possible. However, the timelines may be lengthened by mutual agreement between the primary parties.
E. Steps in Formal Appeal Procedure

1. The first step is addressed to the Principal or Educational Unit Supervisor to whom the teacher is responsible. This appeal must be made within ten workdays after the disagreement or misunderstanding first occurred or within five workdays after the informal session was held, whichever comes later. If the Principal or Supervisor was not involved in the informal procedure, a conference may be scheduled. In either case, a written decision should be made within five days of the submission of the written appeal.

2. If the person(s) making the appeal is/are not satisfied with the decision at step 1, s/he/they may, within five days after the decision is received, file an appeal with the Superintendent (or designee). A conference will be scheduled within five days after the receipt of the appeal at step 2, and a written decision submitted within three days following the conference.

3. If the person(s) is/are not satisfied with the decision rendered at step 2, s/he/they may, within five days after receipt of the decision, submit a request for a hearing before the Governing Board. The Board, after reviewing the case, shall within 15 days decide whether or not a hearing shall be held. The Board shall render a decision within seven days after a hearing, if a hearing is held, or within 15 days after receipt if no hearing is held.

F. Reprisals Prohibited

Reprisals shall not be taken against any teacher or any other participant in the appeal procedure by reason of such participation.
CHAPTER 16

USE OF ADDITIONAL FUNDS

If additional budget funds become identified, negotiations for teacher visitation day and additional release time for department chairs will be reopened.
CHAPTER 17

WORKING CONDITIONS FOR SCHOOL NURSES

A. Probationary Period

Nurses will be in a probationary status during the initial 90 workdays of employment. During this time, the probationary nurse is subject to release or discharge by the District. Information forming the basis for such action shall be made available to employee.

B. Work Year

Nurses will work a 9-month year. 9-month work year is from the day the teachers return to duty through the last day of school. Starting and ending dates and numbers of days worked are determined by the school calendar for each year.

C. Hours of Work

The workday for nurses will be eight hours, including a 45 minute duty free lunch period.

The Principal or his/her designee will be notified by the nurse if going off campus for lunch. The nurse will provide the Principal or his/her designee instructions by which s/he can be reached in the event of an emergency that is beyond control of the Principal or his/her designee.

D. Contracts of Employment

Contracts of employment shall be issued annually to nurses. These contracts shall be signed by the employee and an authorized member of the Governing Board.

E. Line of Authority

Nurses are responsible to the Principal or his/her designee in matters relating to the school and may be invited to attend staff meetings. In matters pertaining to medicine and areas relating thereto, nurses may consult a medical advisor. Nurses will be advised as to the name of the current advisor.

F. Holidays

A schedule of holidays is included in each year's school calendar and holidays will be granted in accord with the school calendar to all permanent employees for those holidays which occur during their normal work year. Nurse holidays are the same as those holidays observed by classroom teachers.
G. Pay Period

The pay period shall normally be bi-weekly. A nurse may elect to have his/her salary paid in accordance with provisions stated in the Teachers' Handbook.

H. Dues Deduction

The District provides to employees the opportunity to have approved organization(s) dues withheld from the employee's pay on a regular basis. The employee must sign an appropriate form authorizing such deduction. Approved organizations shall notify the School District Administration's Payroll Department of any changes of address for submitting dues.

I. Overtime

1. Compensation for all nurses covered by the provisions of this Handbook shall be in compliance with applicable state and federal law.

2. Since nurses are classified as exempt personnel, time off in lieu of overtime shall be granted to nurses based upon mutual agreement between employee and supervisor on an hour-for-hour basis.

J. Leaves of Absence

Nurses will be eligible for the same leaves of absence as teachers, except for sabbatical leave and exchange teacher leave for which nurses are not eligible.

K. Mileage

1. A nurse who is required to travel from one location to another during a work period shall be paid her regular rate of pay for time spent in such travel; and where the distance of travel requires transportation, the District shall attempt to furnish transportation. This is not always possible. In situations where it is not possible, Paragraph 2 of this section will apply.

2. In certain situations, the nurse may be required to furnish transportation. At such time, mileage will be paid by check separate from the regular paycheck at the District's current approved mileage rate, which will be equal to State government mileage rate.

L. Disciplinary Action, Suspension, Dismissal

1. A nurse who has completed the probationary period shall not be disciplined, reduced in rank or compensation, suspended, or dismissed without good and sufficient cause, and all information forming the basis for such action will be made available to the employee.
2. Disciplinary action shall be administered in a progressive and constructive manner in an effort to counsel and fully advise nurses of deficiencies and afford them an opportunity to demonstrate improvement in performance.

3. Discipline may be imposed by the appropriate Administrator/Supervisor in the form of a written reprimand of warning or suspension with or without pay for a maximum of five working days.

4. Nurses removed for just cause shall receive no less than ten working days' notice. Due process procedures shall be followed.

Removal for repeated violations of rules, regulations, or policies, or repeated acts of insubordination for which the appropriate Administrator/Supervisor has previously imposed appropriate disciplinary action, including written warning that termination can be expected upon repetition of such violations or acts, may be with less than ten days' notice or without notice, if recommended by the appropriate Administrator/Supervisor and approved by the Assistant Superintendent for Instruction.

5. Disciplinary action involving suspension or discharge is subject to prior review by the Assistant Superintendent for Instruction.

6. The section in this Teacher's Handbook pertaining to personnel files (Chapter 2, section B-2) shall apply to nurses.

7. Nurses removed because of financial reasons or school closings, shall be reduced in force in order of full-time continuous employment in the District. Those nurses with the least service shall be removed first. Those nurses who have been reduced in force shall have a preferred right of reappointment in order of seniority, to any subsequent nursing positions within a period of three years.

8. Vacancies shall be advertised and filled in seniority order.

M. Fringe Benefits

1. Health and Medical Insurance

   a. All permanent employees are covered by health and medical insurance. Premiums for the employee's coverage are paid by the District. When more than one health insurance plan is offered, and the employee selects the plan of his/her preference, District pays an amount equal to the annual premium of the lowest cost plan.

   Employees may elect to take an addendum to their contract in lieu of health/medical insurance benefits, with an agreement that the addendum amount will be placed in a tax sheltered annuity and remain in the annuity program for the duration of employment in the District.

   The addendum to the contract shall be equal to nine monthly health insurance installments, as authorized above.
A nurse choosing a tax sheltered annuity addendum option, and then having an emergency during the insurance year, due to spousal change (divorce, marriage, death) shall be allowed, upon approval of the insurance carrier, to reenter one of the District's health plans. The cost of this health insurance will be at the teacher's expense through the payroll deduction process or a cash payment if during a non-payroll period.

b. Nurses are also covered by Industrial Commission Insurance. See Chapter 7, section B-7-f for schedule of charges against sick leave allowance.

2. Payment for unused sick leave upon retirement, resignation, or death in service.

An employee with ten or more years of continuous satisfactory service at the time of retirement, resignation from the District, or death in service (or his/her estate) shall receive a financial payment equivalent to 12-1/2% of up to 180 days for 9-month employees, up to 200 days for 10-month employees, or up to 240 days for 12-month employees, of the accumulated unused sick leave times the daily rate of pay during the final year of employment.

Sick leave shall be cumulative indefinitely for normal use.

3. Life Insurance

The Governing Board shall provide, at no cost to the employee, group term life insurance up to the District cost of $75 per employee.

4. Long-Term Disability Insurance

The Governing Board shall provide, at no cost to the employee, group long-term disability insurance coverage which will pay two-thirds of the contract salary after sick leave allowances have been used to a maximum of 180 calendar days and after a minimum 90 calendar day waiting period following disability for either sickness or accident to age 65. The conditions of coverage will be spelled out in a booklet to be provided every employee at no cost to the employee.

N. Retirement

Nurses are members of the Arizona State Retirement System or Arizona State Retirement Plan. They are also eligible for Federal Social Security Benefits. Nurses are also eligible for the Early Retirement Program, Chapter 7, B., 7, and will perform duties as a substitute nurse.
O. Tax Sheltered Annuity

The Phoenix Union High School District is presently participating in the tax sheltered annuity program approved by the Internal Revenue Service. Employees whose financial status allows them to participate in the program can add to their monthly retirement program already consisting of Social Security and State Retirement. The Personnel Office will be glad to furnish the necessary details.

P. Evaluation of Performance

1. A minimum of one evaluation of the services and performance of each nurse shall be made annually by the appropriate administrator/supervisor. All evaluations shall be made in writing.

2. The nurse shall be given an opportunity for an oral review of the evaluation and be allowed to attach any statement or item of information to the evaluation.

3. Copies of the evaluation shall be provided to the nurse, the appropriate administrator, and Personnel Office for inclusion in the employee's file.

Q. Grievance Procedure

A grievance is defined as a complaint by an employee that there has been a violation, a misinterpretation, or inequitable application of any of the provisions of these policies, or the policies of the Governing Board. The procedure shall be as outlined in the Grievance Procedure section of the Teachers' Handbook.

R. Appeal Procedure

A nurse who has a disagreement with his/her immediate supervisor which is of a nature other than a violation, a misinterpretation, or inequitable application of the provisions of these policies, or the policies of the Governing Board, may make use of the Appeal Procedure as outlined in the Teachers' Handbook.

S. Inservice Education

1. Employees may be expected to attend and participate in District workshops, conferences, meetings, etc., which are organized or promoted by the District and which are applicable to the employee's position and/or growth. These workshops, conferences, and meetings will be scheduled during normal work hours whenever possible. Credit shall be granted for advancement as permitted on the nurses' salary schedule in the same manner as for all other classified employees. These credit regulations are contained in Chapter 3 of the Professional Growth Handbook.
2. New employee orientation as to conditions of work, benefits, etc., will be coordinated through the Personnel Office.

3. New employees should receive job orientation from the appropriate person in relation to the position being assumed.

T. Substitute Nurses

When a substitute for a nurse is hired, the substitute shall be either a registered nurse, licensed practical nurse, or an emergency medical technician.

U. Organization Membership

The Board agrees that every employee of the District shall have the right freely to organize, join, and support any organization for the purpose of engaging in concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under laws of the State of Arizona, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by the Statutes and Constitutions of Arizona and the United States; that it will not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of his/her membership in any representative group, participation in any activities of the group, participation in any grievance, complaint, or proceedings with respect to any terms or conditions of employment.

Nothing herein shall be construed to deny or restrict to any employee rights s/he may have under the Arizona Revised Statutes or other applicable laws and regulations.

V. Savings Clause

These Educational Policies are subject in all respects to the laws of the United States and the State of Arizona with respect to the powers, rights, duties, and obligations of the Board, and in the event that any provision of these Educational Policies shall at any time be held contrary to law, then such provisions shall be of no force and effect, but all other provisions shall be continued in full force and effect. It is understood that a formal legal opinion issued by the Office of the County Attorney, and concurred by the Office of the Attorney General, shall have the force of law for the Board.

The Handbook is also subject in all respects to the policies of the Governing Board, and in the event there are sections of this Handbook which are not in agreement with the Board policies as stated in the Board Policy Manual, the Board policies shall have precedence.

Additions and revisions in the policy sections of the Teachers' Handbook which result from the meet and confer process and are accepted by the Board shall be reflected by the appropriate change in Board policy.
W. New Employees

Applicants for vacancies in the position of school nurse shall be interviewed by the Principal, a school nurse, and such others as the Principal and the nurse deem appropriate.

X. Screening Tests

When screening tests (eyes, ears, etc.) are being performed, qualified assistance will be provided to the school nurses as deemed necessary.
### PHOENIX UNION HIGH SCHOOL DISTRICT

**SCHOOL NURSES' SALARY SCHEDULE**

**1984-85**

<table>
<thead>
<tr>
<th>Step</th>
<th>Index</th>
<th>Annual Salary</th>
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<tr>
<td>1</td>
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<tr>
<td>2</td>
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<tr>
<td>11</td>
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</table>

Increment - $764

No additional increments will be granted for the Bachelor's Degree.

Nurses new to the District shall receive one step on the Salary Schedule for each year of previous work as a school nurse, to a limit of three (3) years.

During the tenth year of service on the top step of Maximum R.N. + 48 hours or a B.A., and each year of service thereafter, a nurse is entitled to a career increment of $550. Likewise, during the 15th year of service and during the 20th year of service on this top step, a nurse is entitled to an additional career increment of $550 at each of those levels of service.
PHOENIX UNION HIGH SCHOOL DISTRICT #210  
CALENDAR  
1984-85

**SUMMER**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed.</td>
<td>July 4</td>
<td>Independence Day (H)</td>
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**FIRST SEMESTER**

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<tr>
<td>Mon.</td>
<td>Aug. 20</td>
<td>New Teacher Orientation</td>
</tr>
<tr>
<td>Tue.</td>
<td>Aug. 21 thru 24</td>
<td>In-Service Training, All Teachers</td>
</tr>
<tr>
<td>Mon.</td>
<td>Aug. 27</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Mon.</td>
<td>Sept. 3</td>
<td>Labor Day (H)</td>
</tr>
<tr>
<td>Fri.</td>
<td>Oct. 26</td>
<td>End of First Term</td>
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<tr>
<td>Mon.</td>
<td>Nov. 12</td>
<td>Veteran's Day (H)</td>
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<tr>
<td>Thu.</td>
<td>Nov. 22</td>
<td>Thanksgiving Day (H)</td>
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<tr>
<td>Fri.</td>
<td>Nov. 23</td>
<td>Thanksgiving Recess</td>
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<tr>
<td>Mon.</td>
<td>Dec. 24</td>
<td>Winter Recess (*)</td>
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<tr>
<td>Tue.</td>
<td>Dec. 25</td>
<td>Christmas Holiday (H)</td>
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<tr>
<td>Wed.</td>
<td>Dec. 26 thru 31</td>
<td>Winter Recess (*)</td>
</tr>
<tr>
<td>Wed.</td>
<td>Jan. 1</td>
<td>New Year's Holiday (H)</td>
</tr>
<tr>
<td>Thu.</td>
<td>Jan. 2 thru 4</td>
<td>Winter Recess(*)</td>
</tr>
<tr>
<td>Wed.</td>
<td>Jan. 16 thru 17</td>
<td>Semester Examinations</td>
</tr>
<tr>
<td>Fri.</td>
<td>Jan. 18</td>
<td>Report Preparation--No Classes</td>
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<td>Fri.</td>
<td>Jan. 18</td>
<td>End of Second Term/First Semester</td>
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**SECOND SEMESTER**

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<tr>
<td>Mon.</td>
<td>Jan. 21</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Mon.</td>
<td>Feb. 18</td>
<td>Presidents' Day (H)</td>
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<tr>
<td>Fri.</td>
<td>Mar. 22</td>
<td>End of Third Term</td>
</tr>
<tr>
<td>Mon.</td>
<td>Apr. 1 thru 4</td>
<td>Spring Recess (*)</td>
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<tr>
<td>Fri.</td>
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<tr>
<td>Mon.</td>
<td>Apr. 8</td>
<td>Spring Recess (*)</td>
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<tr>
<td>Mon.</td>
<td>May 27</td>
<td>Memorial Day (H)</td>
</tr>
<tr>
<td>Wed.</td>
<td>May 29 thru 30</td>
<td>Semester Examinations</td>
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<td>Thur.</td>
<td>May 30</td>
<td>Graduation Day</td>
</tr>
<tr>
<td>Fri.</td>
<td>May 31</td>
<td>Report Preparation--No Classes</td>
</tr>
<tr>
<td>Fri.</td>
<td>May 31</td>
<td>End of Fourth Term/Second Semester</td>
</tr>
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</table>

**KEY:**  
(H) Holiday recess for all students and employees.  
(*) Twelve-month employees work four and one-half of the nine Board-declared  
Winter recess days and two of the four Spring recess days.

| Number of Teaching Days in Term 1 | 44 |
| Number of Teaching Days in Term 2 | 46 |
| Number of Teaching Days in Term 3 | 44 |
| Number of Teaching Days in Term 4 | 42 |
| NUMBER OF TEACHING DAYS IN SEMESTER 1 | 90 |
| NUMBER OF TEACHING DAYS IN SEMESTER 2 | 86 |
| TOTAL SEMESTER TEACHING DAYS | 176 |
APPENDIX A
TRAVEL REGULATIONS

I. PROCEDURES FOR INITIATING TRAVEL REQUESTS

A. TRAVEL REQUEST FORMS

District personnel representing the District in any capacity must submit a travel request for any destination outside the metropolitan area whether there is expense to the District or not. The metropolitan area is interpreted to include Avondale, Chandler, Dysart, Gilbert, Glendale, Goodyear, Laveen, Litchfield Park, Mesa, Paradise Valley, Peoria, Scottsdale, Sun City, Sunnyslope, Tempe, Tolleson, and Youngtown. When any expense is involved for travel within the Metropolitan area, a travel request must be submitted to the principal or supervising administrator who will forward the pink copy to the finance division to initiate payment or reimbursement.

B. CTA AND ASA RECOMMENDED ALLOCATIONS

The CTA and ASA will recommend the allocation of budget travel monies for their respective groups to the Assistant Superintendent for Instruction. The Assistant Superintendent for Instruction has jurisdiction over all in-state travel; however, final approval for out-of-state travel rests with the Governing Board. The lists of travel being requested by the CTA and ASA should be in the Office of the Assistant Superintendent for Instruction no later than June 1 for all travel requested during the period from July 1 through October 30, and no later than October 1 for all travel requested during the period from November 1 through June 30 of each school year. Travel reimbursed from non-local funding; i.e., V.E.A., Chapter I, etc., must also be approved either by the Assistant Superintendent for Instruction or the Governing Board. During the year, both CTA and ASA may recommend for reallocation funds unused earlier in the year by their respective group members.

C. PERSONNEL ELIGIBLE FOR REIMBURSEMENT

Only District personnel under contract are eligible for reimbursement from District funds. An employee approved to travel while not under contract must be issued a short-term non-paid contract prior to the travel in order to qualify for reimbursement as well as insurance coverage.

D. USE OF DISTRICT VEHICLES

If available, District vehicles may be provided for approved travel within the state. Approval for District vehicles to go out of state will be on recommendation of the appropriate administrator to the Assistant Superintendent for Instruction. Recommendations will be based on a careful analysis of distance, safety factor, time, and economics. In all instances, vehicles should carry only the number of passengers for which that vehicle is rated. Failure to comply with this requirement and normal safety regulations may be construed as gross negligence.

106.
E. NO DISTRICT VEHICLES USED FOR TRAVEL INTO MEXICO

Under no circumstances will District vehicles be used for travel into Mexico. Since our liability insurance provides coverage only within the continental limits of the United States and Canada, neither District vehicles nor privately owned vehicles are covered while traveling in Mexico on school business. For additional details on travel insurance, all personnel should refer to and be acquainted with the brochure entitled District Wide Insurance Coverage - General Information. This brochure has been distributed to all personnel. Specific questions concerning liability exposure and insurance coverage related to travel and the use of vehicles should be referred to the Finance Division Manager at 256-3619.

F. SUBSTITUTE COVERAGE WILL BE PROVIDED WHEN:

1. Students are taken on an approved field trip.
2. CTA has recommended travel funds for an individual and/or when the Assistant Superintendent for Instruction has approved travel requests not requiring District funds.
3. The traveler is either an officer of the sponsoring organization or is to be an active participant in the program.
4. The sponsoring organization will pay for the substitute.
5. Funds are available from some source other than the District budget; i.e., VEA workshop funds.

G. PRIOR APPROVAL

When a District employee travels without prior approval, s/he is not covered by insurance and will lose a day's pay for each work day missed.

H. PRELIMINARY REQUEST FOR TRAVEL FUNDS

District personnel wishing to travel at District expense should first submit a preliminary request for travel funds to their respective association (ASA or CTA). Only when they receive verification that they are being recommended for reimbursement should they submit a travel request form (M-2) through their Principal or Supervising Administrator. Travel within a 50-mile radius may be approved by the Principal or Supervising Administrator. Travel outside a 50-mile radius must have the approval of the Assistant Superintendent for Instruction and be received in that office no less than 21 School days prior to travel.

I. TRAVEL REQUESTS TO BE FILLED IN COMPLETELY

Travel requests should be filled in completely and accurately and a copy of the program, conference, or field trip itinerary attached whether the travel is in or out-of-state. Travel requests that are incomplete or incorrect will be returned to the Principal or Supervising Administrator.
II. PROCEDURES FOR REIMBURSEMENT OF TRAVEL EXPENSES

This procedure applies only to employees who have submitted a Travel Request Form and received approval for travel. Exceptions to these procedures must be approved in advance by the Superintendent or the Assistant Superintendent for Instruction.

A. TRAVEL ARRANGEMENTS

1. AIR, RAIL, BUS TICKETS

Reservations for travel should be made by the traveler through a District approved travel agency. Travelers may pay for tickets with reimbursement after completing a travel claim, or travelers may have the District purchase the ticket in advance. To allow District purchase of a ticket(s), an approved requisition must be sent to the Finance Division.

2. REGISTRATION FEES

Registration fees that are travel-related may be paid by the traveler with reimbursement after completing a travel claim, or the traveler may have the District purchase the registration fee in advance. To allow District purchase of registration, an approved requisition must be sent to the Finance Division. In addition, the traveler must indicate on the requisition (when paid by District) or on the receipt (when paid by traveler) what lodging and meals, if any, are included in the Registration Fee.

3. ALL OTHER

All other arrangements are the responsibility of the traveler. See the District Travel Regulations regarding use of District vehicles.

B. ENTITLEMENT FOR REIMBURSEMENT OF TRAVEL EXPENSES

The expense categories which are reimbursable and the maximum amounts which may be reimbursed are:

1. GENERAL

Employees will be reimbursed by the District for the lesser of (1) the total amount approved as District expense for the trip, or (2) the total of the amounts allowed per the entitlements below.

2. MILEAGE

Mileage for an employee's car will be paid at the current approved rate for the most direct, usually traveled route.
3. COMMERCIAL CARRIERS

Actual cost not to exceed the coach fare will be paid for the most direct, usually traveled route.

4. SUBSISTENCE

Subsistence expense includes the cost of lodging and meals (including tips). The subsistence entitlement is intended to provide reimbursement of actual lodging and meal expenses within the maximums allowed. The subsistence entitlement varies by law for "in-state" and "out-of-state" travel. All travel within Arizona is considered "in-state". In addition, travel within 100 miles of Arizona's boundaries is considered "in-state" unless lodging is required. For example, travel in California within 100 miles of Arizona's boundaries is considered "out-of-state" if lodging is required, but is considered "in-state" if no lodging is required. Subsistence entitlement will be determined based on actual expenses for each 24 hours and/or portion of 24 hours the employee is in a travel status. An employee is in a travel status from the time an employee departs from his/her home/place of work to the time an employee returns to his/her home/place of work.

a. IN-STATE SUBSISTENCE

Actual meal expense including tips may not be paid in excess of the following amounts:

<table>
<thead>
<tr>
<th>MEAL</th>
<th>TO BE PAID IF THE TRAVELER IS IN A TRAVEL STATUS AT:</th>
<th>MAXIMUM ACTUAL EXPENSE ALLOWED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>7:00 A.M.</td>
<td>$ 4.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:00 Noon</td>
<td>$ 6.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>6:00 P.M.</td>
<td>$12.00</td>
</tr>
</tbody>
</table>

No payment for meals provided by a commercial carrier or meals included in registration fees may be claimed. Meal receipts are not required except as noted for "out-of-state" travel. Meal expenses may not include the cost of alcoholic beverages.

No maximum amount has been established for lodging expense within the maximum per diem amount of $40.00 shown below. If the traveler shares a room with another traveler, an equal portion of the lodging expense will be paid. If a spouse accompanies the traveler, the single rate will be paid if shown on the receipt. Otherwise, the traveler will be entitled to one-half the actual expense.
The maximum subsistence expense (lodging and meals) which may be paid for "in-state" travel is:

All days with lodging expense: Actual meal expense within above limits plus lodging expense, total not to exceed $40.00.

All days with no lodging expense: Actual meal expense within above limits not to exceed $22.00 per day.

b. OUT-OF-STATE SUBSISTENCE

The maximum subsistence expense which may be paid for "out-of-state" travel is the same as "in-state" travel unless actual subsistence expense exceeds $40.00. If actual "out-of-state" subsistence expense exceeds $40.00 per day, the traveler will be paid up to a maximum of $75.00 per day provided the traveler obtains receipts for lodging and meal expenses. The meal limitations above do not apply when expenses exceed $40.00 and when the traveler provides meal receipts.

5. OTHER ALLOWABLE EXPENSE

The actual costs of parking, luggage storage, telephone, local bus, taxi, or limousine may be paid. For car rental, a receipt is required and payment will be made only if the rental was included in the approved travel request. Receipts are required for registration fees and should be listed in this column. The registration receipt must be annotated to indicate what lodging and meals, if any, are included in the fee.

C. PREPARATION AND SUBMISSION OF TRAVEL CLAIMS

1. Employees approved for travel will be provided with claim forms by the travel account clerk - DSO (Telephone: 256-3218). Both claim forms must be signed by the traveler and by the principal or other school administrator. Federal claims must also be approved by the Federal Programs Office at DAO. Claims for travel during May and June must be filed within 72 hours of your return to assure payment. All claims will be forwarded to the Finance Division after local approval.

2. Complete with ball-point pen or typewriter. Submit both copies to Finance Division - DSO.

3. Social Security Number must be entered with your name.

4. Expenses must be listed on a daily basis.

5. Departure and arrival times and places must be completed to your destination and return to Phoenix.
6. Meals for each day are to be totaled in the meals column. Do not itemize each meal. Meal receipts are to be attached if "out-of-state" meals and lodging total more than $40.00 per day.

7. The original hotel/motel receipt must be submitted and must be itemized (e.g., daily amounts shown). When sharing a room with another traveler, divide the charges equally and make reference as to names, districts and amounts paid by others. Copies of receipts are acceptable provided one of the travelers files the official receipt. If a spouse accompanies the traveler and the bill indicates what the single rate would have been, the single rate is allowable in lieu of splitting the room charge. If the spouse is also entitled to reimbursement from some other source, expenses are to be divided.

8. Attach your air, rail, or bus ticket to your claim even if the fare is paid by the District.

9. When the traveler's car is used for travel, the license number and the auto's owner must be shown on the claim. If reimbursement is to be received for mileage, the "Mileage Schedule" must be filled in daily.

10. Actual expenses may appear in the body of the claim, however, you must reserve the far right column for the "amount claimed." In that column enter only the amount which you are allowed (NTE).

11. Dates on all receipts must agree with your approved travel dates and must not be altered.

Please call the Travel Account Clerk (Minnie Walton, 256-3618) regarding any questions concerning travel reimbursement.
APPENDIX B

THE ROLE OF THE DEPARTMENT CHAIR
IN THE
PHOENIX UNION HIGH SCHOOL DISTRICT

1.0 IN RELATION TO OVERALL RESPONSIBILITY AS DEPARTMENT CHAIR

1.1 performs as an instructional leader

1.2 works with the department as a whole concerning textbooks and teaching materials selection, curriculum decisions, and department procedures

1.3 works with the chair of other departments, the department staff, the school administration, and representatives of other schools to ensure continuity of the total school program

1.4 visits teachers

1.5 makes his/her services available to teachers and other unit personnel

1.6 maintains a central place for housing the department's professional library, its special textbook and teaching material collection, its file of examinations, its teaching equipment, and its workspace for teachers

2.0 IN RELATION TO CURRICULUM

2.1 works out basic agreements about content and sequence with (1) the members of the department, (2) the Principal, (3) the educational supervisor, (4) the department chair of other high schools in the District, and (5) those responsible for the programs at levels above and below the high school

2.2 shares with the educational supervisor the responsibility for writing and preparing materials evolving from curricular decisions

2.3 provides leadership in initiating programs and in the evaluation of existing programs

2.4 selects instructional materials with the aid of the teachers, the Principal, and the educational supervisor

2.5 encourages teachers to keep up to date by participating in professional organizations related to their field, in institutes and workshops, and in regional or national curriculum projects

2.6 serves as a resource person for local and District curriculum committees
2.7 supervises his/her department to assure that prescribed courses of study are followed

3.0 IN RELATION TO THE EMPLOYMENT AND ASSIGNMENT OF PERSONNEL

3.1 works with the Principal in determining staff needs and assignments

3.2 assists the Principal, whenever possible, in interviewing prospective teachers and evaluates credentials of potential candidates

4.0 IN RELATION TO THE BUDGET

4.1 represents the department in matters pertaining to the budget

4.2 projects annual and long-range budgets to meet program objectives

4.3 may be a member of the school planning committee, if so appointed

4.4 requests instructional supplies and materials for his/her department

4.5 recommends minor educational projects

4.6 works with the teachers in determining departmental priorities for purchases and replacements

4.7 keeps current on budget procedures and information through data received from unit and District business offices

5.0 IN RELATION TO THE EDUCATIONAL SUPERVISOR

5.1 acts as a liaison between the educational supervisor and teachers

5.2 utilizes the services of the educational supervisor as a resource person for the development of curriculum programs and in-service programs

5.3 meets jointly with the educational supervisor and Principal to discuss unit matters

5.4 works with the educational supervisor in assessing the unit curriculum

5.5 is involved in the selection of District textbooks
6.0 IN RELATION TO TEACHERS

6.1 involves teachers in determining departmental policies and teaching assignments

6.2 assists teachers in solving problems relating to classroom instruction, students, or student teachers

6.3 assists in the procurement of supplies, aids, and the improvement of physical facilities

6.4 assists teachers in the development of new and experimental programs

6.5 provides in-service education programs for the purpose of improving instruction and curriculum

6.6 serves as a communicative link between teachers, administrators, and administrative groups on matters related to instructional problems and programs

6.7 encourages membership and participation in professional subject-related programs

6.8 holds department meetings as needed

7.0 IN RELATION TO SCHOOL ADMINISTRATORS

7.1 confers with the administration on all matters dealing with the subject area; course offerings, teaching methods, current innovations

7.2 works with the Principal and educational supervisor in hiring new teachers, in making teaching assignments, and in solving class load problems

7.3 assists in the evaluation of teachers, in providing improvement of instruction, and in the preparation of the budget

7.4 keeps the administration apprised of departmental matters

8.0 IN RELATION TO THE COMMUNITY

8.1 serves in community activities which have a direct bearing on school relationships, such as direct work experience, conferences, and articulation meetings

8.2 keeps the public informed as to the goals and aims, and the changes and improvements, in the subject area and its teaching

8.3 cooperates in school-community projects in the subject area
8.4 relates his/her subject offerings to the needs of the community
8.5 utilizes approved community resources in instruction
8.6 is available for conferences with community groups

9.0 IN RELATION TO STUDENTS

9.1 keeps alert to the needs, interests, and aspirations of students, primarily through the department members; makes arrangements for effective communication of these needs to department teachers

9.2 provides an opportunity for students to voice their concern with respect to the instructional and curricular programs of the department
APPENDIX C

GUIDELINES FOR EXTRA PAY INCREMENTS

A. Criteria and Formula for Determining Schedule F Increments

The two major elements of consideration used in the development of the formula were the time spent and the responsibilities assumed in carrying out Schedule F assignments.

The time element was divided into two segments—the total number of hours spent on assignment during the regular weeks of the season, and the total number of hours spent during vacation periods occurring during the season. The time spent during regular weeks was weighted by a factor of 2, and the time spent during vacation weeks was weighted by a factor of 4, as shown in the table below.

The responsibility element was subdivided into six categories, and each was assigned a weighted factor. The number of participants was assigned a factor of 2; the numbers of contests and assistants were given a factor of 5; liability and fiscal and public relations responsibilities were assigned factors ranging from 0 to 30 as shown in the table below.

The point-total accrued as a result of the above considerations as applied to each Schedule F assignment was divided by 100 to determine the percentage to be applied to the appropriate figure on Schedule D. That percent figure was then divided by 100 to arrive at the index figure.

TABLE: DETERMINATION OF TIME AND RESPONSIBILITY QUOTIENTS

<table>
<thead>
<tr>
<th>TIME QUOTIENT DETERMINATION</th>
<th>RESPONSIBILITY QUOTIENT DETERMINATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of regular weeks during season x hours/week x factor of 2 = A points</td>
<td>Number of participants x factor of 2 = C points</td>
</tr>
<tr>
<td>Number of vacation weeks worked during season x hours/week x factor of 4 = B points</td>
<td>Number of contests x factor of 5 = D points</td>
</tr>
<tr>
<td>Number of assistants x factor of 5 = E points</td>
<td>Liability related to travel and injuries x factor ranging from 0 - 30 = F points</td>
</tr>
<tr>
<td>Fiscal - related to equipment and budget preparation x factor from 0 - 30 = G points</td>
<td>Public Relations x factor ranging from 0 - 30 = H points</td>
</tr>
</tbody>
</table>

FORMULA

\[
\frac{A + B + C + D + E + F + G + H \text{ points}}{100} \times \frac{\% \text{ of Salary on Schedule A}}{100} = \text{Index Schedule A}
\]
An example of Index Determination:

**VARSITY FOOTBALL COACH**

<table>
<thead>
<tr>
<th>Time Quotient</th>
<th>Season</th>
<th>Hours/Week</th>
<th>Factor</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>10 weeks</td>
<td>15 hours</td>
<td>2</td>
<td>300 (A)</td>
</tr>
<tr>
<td>Vacation</td>
<td>3 weeks</td>
<td>15 hours</td>
<td>4</td>
<td>180 (B)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Responsibility Quotient</th>
<th>Number</th>
<th>Factor</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participants</td>
<td>175</td>
<td>2</td>
<td>350 (C)</td>
</tr>
<tr>
<td>Contests</td>
<td>10</td>
<td>5</td>
<td>50 (D)</td>
</tr>
<tr>
<td>Assistants</td>
<td>7</td>
<td>5</td>
<td>35 (E)</td>
</tr>
<tr>
<td>Liability</td>
<td>0 - 30</td>
<td></td>
<td>30 (F)</td>
</tr>
<tr>
<td>Fiscal</td>
<td>0 - 30</td>
<td></td>
<td>30 (G)</td>
</tr>
<tr>
<td>Public Relations</td>
<td>0 - 30</td>
<td></td>
<td>30 (H)</td>
</tr>
</tbody>
</table>

**FORMULA**

\[
\frac{300 + 180 + 350 + 50 + 35 + 30 + 30 + 30}{100} = \frac{1005}{100} = 10.05\% = .10 \text{ Index}
\]

B. Guidelines for Extra Pay Increments

The following guidelines have been established to determine when extra increments have been earned for extra services in the assignments as indicated.

**FORENSICS**

Solo Events (Oratory, Extemporaneous, Oral Interpretation, Poetry, Prose, Drama, Humor, and Declamation)

One increment for each team up to nineteen students participating in at least five activities. Activities include A.I.A. speech tournaments and contest, community service activities, and student workshops. A second increment will be paid when the team size reaches 20 or more students participating in at least five activities.
DEBATE

One increment for each team up to 19 students participating in at least five activities. Activities include tournaments and student workshops. A second increment will be paid when the team reaches 20 or more students participating in at least five activities.

DRAMA

One increment will be paid for the preparation of up to four performances of dramatic productions prepared outside the classroom area per year. A second increment will be paid when there are five or more performances of dramatic productions prepared outside the classroom area per year.

A teacher will not be paid a second increment in the same category.

PERFORMANCE DANCE

One increment will be paid for the preparation of up to four performances of dance productions prepared outside the classroom area per year. A second increment will be paid when there are five or more performances of dance prepared outside the classroom area per year.

A teacher will not be paid a second increment in the same category.

MUSIC

Any teacher of performing groups shall be eligible for the increment if s/he does preparatory work relative to his/her music group before or after a teacher's working day, on weekends or holidays, for a total of 100 hours during the year for choral and orchestra directors or 150 hours for band directors.

OR

If s/he rehearses with students before or after a teacher's working day, on weekends or holidays, for a total of 22 hours for the orchestra or choral increment or 33 hours for the band increment.

OR

If he directs public performances before or after a teacher's working day, on weekends or holidays - 10 performances for orchestra or chorus or 15 performances for band.

OR

If the director of a performing music group meets any combination of these requirements, such as 20 hours of preparation during the year, 12 hours of rehearsal and three public performances, s/he shall be eligible for the orchestra or choral increment. The band increment would be earned by 25 hours of preparatory overtime work, 18 hours of rehearsal and five public performances, or by any combination of overtime work - rehearsal or performances.
Specific Duties

Unit, District, State, and Regional solo and ensemble festivals for band, orchestra, or chorus.

All-State auditions, preparation, and participation. Commencement and year-end performances and preparation.

Formal concerts - as well as rehearsals and preparation for the concerts.

Participation in seasonal activities - assemblies and programs.

Preparation and rehearsals for performances:

- Civic Organizations
- Church-sponsored Events
- Conventions and Conferences
- Homes for the Aged
- Professional Organizations
- School Banquets
- Business Openings
- Award and Recognition
- Gatherings
- P.T.A.

Business and Professional
- Meetings
- Christmas
- Luncheons
- Hospitals
- Fraternities
- Sororities
- Dedications
- Programs

Musical comedy productions. Note: One musical comedy alone may involve at least 100 hours in researching, planning, rehearsing, and performing.

Any rehearsal or instruction time spent before or after a teacher's working day, weekends, or holidays.

Performances of any kind before or after a teacher's working day, weekends, or holidays.

Care of music, robes, uniforms, instruments, and equipment.

Researching, arranging, and recruiting before or after a teacher's working day, weekends, and holidays.

All public relations activities - preparation, rehearsals, and performances.

General assembly preparations.

Any football game, basketball game or parade activities, rehearsals, preparations and performances by the band.

Combined choral, orchestral, and band activities.

Band Days at universities.
YEARBOOK ADVISOR

To be eligible for the increment, the yearbook advisor will select and train a staff, choose and work with a publisher for the book, manage the finances under district guidelines in cooperation with the campus bookstore manager, work with the staff to prepare for publication a book relating to school activities, and supervise distribution when the published book arrives.

NEWSPAPER ADVISOR

To be eligible for the increment, the newspaper advisor will select and train a staff, choose a method of publication, under District guidelines develop a system of budgeting and financing, and prepare for publication a newspaper pertaining to student activities, events, and interests.

POMPON/CHEERLEADER SPONSOR

1. Qualifications

Must be certificated person selected by the Administration.

2. Number of Participants

The official, recognized number of participants for cheerleaders is eight and pompons is ten. The use of alternates is at the discretion of the local campus. Freshman and Junior Varsity lines are not funded by the District; therefore, their existence is at the discretion of the local campus.

3. Performing Season

Performing season is September through May. Sponsors are not under contract during the summer months; therefore, they are not responsible for supervision or attendance at summer camps or workshops. The cast of such activities, including transportation during the non-school year, is the responsibility of the participants.

4. Major Duties

Exercise necessary influence to instill proper leadership and discipline. Construct a Constitution regarding rules and regulations which should contain expectations for participants' grades, behavior attendance, practice times, etc.

Provide a rule sheet which must have a parent's signature, acknowledging agreement of requirements before a student is allowed to try out. Conduct sessions in which participants are instructed in the ethics and rules of activities at which they will be performing.

120.
Conduct annual tryouts. A selection committee shall consist of a panel of judges, and selection shall be made from a locally developed set of criteria. Final results shall be made available to the Principal and the athletic administrator.

Be responsible for previewing all team support signs and run-through banners prior to display or use. Such signs shall be in good taste as established by the local school. No team support signs shall be used at any division, interdivision, or state interscholastic contest.

Transport cheerleaders and pompons by school-provided transportation to all away games. Pompon members' travel to away games is by invitation only when they are performing with the band. When participating in activities outside Maricopa County, a travel request must be on file.

Must attend or arrange for a staff member to attend all school-sponsored activities in which cheerleaders and/or pompons are participating. These activities may include but not be limited to practice, performance, fund-raising activities, and parades.

Strongly discourage spending excessive funds on favors for athletic teams and/or team members.

Supervise design, ordering, distribution, maintaining and collection of all school-purchased uniforms and other items. Non-usable uniforms shall be sent to DSO for discarding. Selling or giving away of uniforms is prohibited.

Physical Examination for Participants

5. Physical examinations are not required but are strongly recommended. Each sponsor must carry information cards in case of an emergency (District Form A-3).

Insurance for Participants

6. School student accident insurance or equivalent is required of all cheerleader and pompon participants.

C. Responsibilities of an Athletic Coach

Generally, a coach shall be a certificated teacher in the Phoenix Union High School District with a minimum of five duty periods a day exclusive of coaching time. Non-Phoenix Union High School District coaches may be given coaching assignments if approved by the Arizona Interscholastic Association.
All Schedule F coaching assignees must have credentials on file in the Personnel Office, including a Personnel Action Report (PAR) form.

General -

Routinely, a coach is responsible for putting in the time necessary to select and prepare a team for competition. This includes initiating try-out opportunities as well as coaching the team during the sport season as defined by the Arizona Interscholastic Association Handbook, the Class "AAA" Conference Handbook, and the Phoenix Union High School District Athletic Manual. Normally, this will include starting practice at 3:00 p.m. for a reasonable period of approximately two hours but will not be limited to that time. Earlier practice starting times are permissible, but under no circumstance may a coach start practice until s/he has completed his/her five periods of teaching or duty assignments exclusive of a preparation period.

In addition to on-site practice responsibility, a coach shall conduct himself/herself by example and precept at all times and maintain an ongoing public relations program for that sport, including communicating with parents, the student body, faculty, administration, media, and the community.

A coach has the responsibility of maintaining good rapport with opposing coaches, athletes, and student bodies as a contributing teacher factor to good sportsmanship and character building.

A coach will utilize up-to-date methods and techniques and be constantly aware of rules and rule changes.

A coach will be expected to maintain a respectable level of personal dignity, poise, and emotional self-control during all interscholastic sports activities.

A coach shall see that only eligible athletes participate in practice or games, and shall assist the administration in clearing students for athletic eligibility by soliciting for birth certificates, grade checks, insurance coverage, athletic emergency cards, parental permission, and other athletic eligibility requirements.

A coach shall cooperate with the administration in preparation of the athletic budget, inventorying of equipment, and periodically reviewing the strengths and weaknesses of the interscholastic sports program for recommendations for improvement.

Supervision

A coach shall be responsible for the supervision of the team and all members of the coaching staff, if applicable, including but not limited to locker room supervision before and after practice, attendance to and supervision of all injuries as detailed in the District Athletic Manual, and supervision of student athletes during school sponsored medical examinations.
Under no condition shall any of the coach's supervisory responsibilities be delegated to students or other noncertificated personnel.

Security and Property Control

A coach is responsible for all facilities and equipment in use by his/her team during coaching hours, including the locker room used for before and after dressing out periods.

A coach is responsible for following all duties and responsibilities as prescribed in the District Athletic Manual, the Class "AAA" Conference Handbook, the Arizona Interscholastic Association Handbook, official rule book of the sport(s) assigned, and other responsibilities identified by the local unit administration.

Coeducational sports

In those situations in which a coach is of a different sex than some or all of his/her team, the appropriate arrangements for supervision, security, and property control may be made by the campus administration.
APPENDIX D

FIELDS OF STUDY

Graduate or undergraduate courses in the following fields of study are guidelines for approved credit for teachers' salary increments in the Phoenix Union High School District:

ART
Applied Arts
Education
Fine Arts
Graphic Arts
Industrial Arts
Language and Humanities (as listed)
Music
Photography
Science
Social Studies

BUSINESS EDUCATION
Audio-Visual
Business Administration
Business Education
Cooperative Work Experience
Data Processing & Automation
Distributive Education
English
Foreign Language
Humanities
Mathematics
Office Education
Social Studies
Speed Reading Development

ENGLISH
Drama
English
Fine Arts
Grammar
Journalism
Language & Humanities (as listed)
Library Science
Linguistics
Philology
Philosophy
Reading
Speech
Teaching English to Bilingual
Teaching Secondary School English

HEALTH
HOME ECONOMICS

Anthropology
Clothing
Dietetics
Economics
Food
Home Economics
Human Development
Mathematics
Practical and Fine Arts
Psychology
Science Courses

INDUSTRIAL

Architecture
Chemistry
Construction
Economics
Engineering
Fine Arts
Guidance
Industrial Arts
Industrial Education
Industrial Management
Industrial Relations
Mathematics
Metallurgy
Mineralogy
Physics
Sciences
Skilled Trades
Technical Education
Vocational Education

LANGUAGE & HUMANITIES

Anthropology
Classical Language & Literature
English Language & Literature
Fine Arts
Germanic Language & Literature
Geography
History
LANGUAGE & HUMANITIES - cont.

Linguistics
Literature
Music
Oriental Languages & Literature
Philosophy
Religion
Romance Languages & Literature
Russian Languages & Literature
Sociology

INSTRUCTIONAL MATERIALS

Audio-Visual
Basic Science
Fine Arts
General Academic Survey Courses
Languages & Humanities (as listed)
Library Science

MATHEMATICS

Accounting
Architecture
Astronomy
Astrophysics
Basic Sciences
Business in Statistics
Economics (including Theory of Games & Operations Research)
Educational Research
Electronics
Engineering
Genetics
Geophysics
Computer Mathematics (including Computer Programming and Numerical Analysis)
Independent Research or Study
Insurance
Life Science
Logic
Mathematics
Mathematics Education
Physical Science
Statistics

MUSIC - cont.

Conducting
Counterpoint, Cannon, Fugue
Dictation - Melodic, Harmonic
Fine Arts
Forms and Analysis
History
Instrumental Music
Instrumentation
Languages & Humanities (as listed)
Music Education
Music Literature
Philosophy
Physics (Sound)
Psychology
Solfeggio
Theory, Harmony
Vocal Music

PHYSICAL EDUCATION

Anatomy
Basic Science
Bio-Chemistry
Biology
Health
Human Development
Physiology
Psychology
Recreation
Zoology

READING

Audio-Visual
English
Foreign Languages
Guidance and Counseling
Journalism
Language Arts
Languages & Humanities (as listed)
Library Science
Psychology
Linguistic Sciences
Reading
Speech Sciences
Statistics
SCIENCE
Anatomy
Anthropology
Astronomy
Biophysics
Botany
Chemistry
Computer Programming
Ecology
Electronics
Fine Arts
Geography
Geology
Instrumentation
Languages & Humanities (as listed)
Mathematics
Meteorology
Microbiology
Physics
Physiology
Psychology
Statistics
Zoology

SOCIAL STUDIES
*Aerospace Studies
Anthropology
Art Courses
Audio-Visual
Earth Science
Economics
Geography
Geology
History
Human Development
*International Relations
*Languages & Humanities (as listed)
Military Science
Music
Philosophy
*Political Science
Psychology
Scientific Courses
Social Thought
Sociology
Statistics

SPECIAL EDUCATION
Arithmetical and Quantitative Concepts and Skills
Arts and Crafts
Bilingual

SPECIAL EDUCATION - cont.
Blind and Partially Sighted
Cerebral Palsy Child
Community Resources and the Handicapped Child
Culturally Deprived
Education of Hearing Handicapped Child
Curriculum - Language and Speech Development
Emotionally Disturbed or Maladjusted
Epileptic Child
Etiology
Gifted Child
Home Making and Industrial Arts
Indian Education
Industrial Arts for Special Education
Language Arts and Communicative Skills
Mental Retardation
Methods, Materials, and Curriculum in Special Education
Multidisciplinary Approach to Problems of Mental Retardation
Occupational Education for the Special Education Student
Orthopedically Handicapped
Physical Education - Corrective Techniques
Physical Sciences
Psychological, Social, and Health, Aspects of Mental Retardation
Psychology
Reading (including remedial)
Social Sciences
Speech Correction
Supervision and Administration of Special Education Programs

TRADE AND INDUSTRY
*Survey, Theory, and History rather than techniques
RECOMMENDATIONS FOR ADDITION TO FIELDS OF STUDY

PROFESSIONAL EDUCATION

Courses such as:
  Counseling
  Administration
  Reading
  Curriculum & Instruction
  Evaluation
  Exceptional Students
  Psychology
  College of Educational Courses
  Metric Courses
  Data Processing Courses
  Dropout Courses
  Chemical Awareness
  Courses in The Spanish Language
  Typing
  Audio Visual
  Computer Science
  English
  Math
  Science
APPENDIX E

PROCEDURE TO ENSURE DUE PROCESS TO STUDENTS IN DISCIPLINARY MATTERS

As directed by the United States Constitution and interpreted by the courts, every student is entitled to due process before s/he may be suspended or expelled. Therefore, it is imperative that the following procedure be carefully observed in every disciplinary action which may result in suspension or expulsion:

1. Any student (a student is a person qualified to enter a high school, who has registered for attendance at a given high school has attended that high school for one or more days during the current semester, and who has not been dropped from enrollment in that high school) whose behavior on campus is alleged to be in violation of school rules may be sent or taken to an administrative office, usually the Student Activities Office. Every incident under the direction of the Administrator a written report of the alleged violation must be prepared in detail (time, place, observed behavior, witnesses' names, name and/or description of violator, etc.) and delivered as soon as possible but within twenty-four hours to the Student Activities Office.

2. The Administrator shall inform the accused student of the charges against him/her, and that disciplinary action may result. A record of the interview will be the responsibility of the Administrator conducting the interview.

3. The Principal or Board designee has the authority to send a student home for one school day (twenty-four hours) to return with his/her parents. If the student does not return with his/her parents within the prescribed time, then the procedure detailed in Item 5 will be implemented.

4. If, in the judgment of the Principal or Board designee, after a reasonable investigation, the alleged offense presents a probable clear and present danger to person or property or a destructive influence on campus, the Administrator may temporarily suspend the student from school, pending a hearing and determination of the case. (Clear and present danger is determined by the severity of the act, or by the past record of the student, together with the nature of the present act.) Parent or guardians are to be informed at once by phone or messenger of the charges, temporary suspension, and pending hearing. Assigning a student on a full-time basis to Opportunity Hall or the Continuing Education Center is considered a suspension.

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5. In all situations which may result in suspension or recommendation of expulsion, a hearing shall be called by the Principal or Board designee and a certified letter with return receipt requested is to be mailed to the parent or guardian at the home address shown on the school record. The letter must show:

(a) The time of the hearing
(b) The place of the hearing
(c) The date of the hearing
(d) The statement of the alleged violation
(e) The names and expected testimony of witnesses

The date specified by the Administrator for the hearing shall be within three school days after the date on which the identity of the student is known to the Administrator. The letter will conclude with a statement specifying that the student may present evidence in his/her own behalf, either by witnesses or in person, and that the parent or guardian is urged to be present with the student for the hearing (only the parent or guardian may attend), and that the hearing will be held whether or not the student appears. (The hearing may be continued in the event the student is unable to appear.)

6. When a hearing is held, the student is to be informed again of the charges, and witnesses to the alleged violation are to present their testimony. The student and/or his/her parent or guardian may question the witnesses. The student will then be allowed to present his/her defense by evidence, witnesses, or in person. As s/he deems appropriate, the Administrator hearing the case may question the witnesses. Legal counsel will be permitted in this process only during an appeal before the Governing Board.

7. A record of all proceedings is the responsibility of the Administrator holding the hearing.

8. Upon conclusion of the hearing, the Administrator may render a decision immediately, or s/he may delay decision for not more than one school day.

9. Even though it may have been rendered orally, the decision is sent by certified mail with return receipt requested to the parent or guardian at the address on the school record. The decision shall include a statement of the penalty if the accused is found guilty of the charges. Penalties of suspension must include a definite period of time. The letter shall also specify the appeal procedure.
Appeal procedure is as follows:

The decision of an Assistant Principal may be appealed to the Principal by filing a written notice of the appeal with the Principal within three school days after the date of the Assistant Principal's decision. If such appeal is filed, it shall be heard within three school days of the date the appeal is received.

Within three days after the date of the decision by the Principal or Board designee, an appeal from the decision of the Principal or Board designee may be made to the Superintendent by giving written notice of appeal to the Superintendent.

An appeal from the decision of the Superintendent may be made to the Governing Board.
FOR INFORMATION ONLY

APPENDIX G

DIRECT DEPOSIT

The Maricopa County Superintendent of Schools office allows the direct deposit of school employee paychecks into the employee's checking or savings account at any of a number of banks including savings and loan associations and credit unions.

Any school District contracted employee may use this feature except those whose wages are being garnished or assigned, those who draw part of their salary from CETA sources, those who are paid from Student Activity Funds, and substitute/ temporary employees.

Participants in the direct deposit system will still receive a regular paycheck, marked "void" on the front, with full accounting of all deductions on the stub. This breakout of deductions will still be handed to the employee at the District on payday. Those participating in the direct deposit system will find their total take home pay credited to their checking or savings account at the same time, or sooner (i.e., those paydays falling on a holiday), as those electing to continue physically depositing their warrants. Earnings are normally posted the evening of the date shown on the warrant so that immediate withdrawal on payday at the participating bank should be possible. It is not a recommended practice to begin drawing against the account without first consulting the participating bank or your paycheck for deposit verification. Such a precaution could avoid a potential overdraft.

The direct deposit service is programmed to generate a trial run for a direct deposit set-up as well as for every change submitted. Consequently, those enrolling for direct deposit service as well as those requiring a change to their initial enrollment will experience the trial run--that is the paycheck will be a normal one except for the stub containing the direct deposit information (i.e., bank and account code). This precaution allows the employee to edit all transactions before the actual deposit is made on the following payroll. If a discrepancy exists, Payroll should be contacted immediately, preferably before the cut-off of the following payroll.

The direct deposit service is not programmed to service an enrollment assigning earnings to an account other than the employee (and joint member) named on the deposit slip.

As the credit union system is programmed to accept one payroll deduction, those electing direct deposit to a credit union cannot have voluntary deductions (i.e., loan payments) made to that same credit union. It will be necessary to make arrangements with the credit union to apply earnings internally to the desired accounts at the time of deposit. This internal, transfer flexibility may vary among credit unions. Please contact the appropriate participating credit union for details concerning their direct deposit policy on internal transfers.
The requirements necessary for direct deposit participation are outlined below:

1. Complete and sign a Direct Deposit Authorization Form obtained from the Unit Secretary or Personnel Office. (See Exhibit A for sample form.)
   a. District—Preprinted, no entry to be made.
   b. Social Security Number—Omission will delay direct deposit enrollment.
   c. Name—Please print clearly.
   d. Circle type of action required: start, stop, change. Omission will delay the direct deposit enrollment.
   e. Bank's Name—See Exhibit B for a current list of financial institutions. This list of participating financial institutions is subject to change.
   f. Code Number—Leave blank; to be completed by the Payroll Department.
   g. Checking Account/Savings Account Number—Be sure to properly designate checking or savings account. The prefix "S" on the authorization form denotes savings account. If there is a question as to the type of account (checking or savings) or deciphering the account number on a checking account deposit slip, please contact the financial institution. Due to the numerous banks covered by the direct deposit plan, Payroll does not have the means to verify the validity of each deposit slip.
   h. Signature and date required. Omission will prevent processing of the authorization.

2. For a checking account deposit, attach to the authorization form a deposit slip verifying the information provided on the authorization.
   For a savings account deposit, attach to the authorization form a savings identification number request provided and authorized by an appropriate bank teller. (Those whose banks provide their customers with a savings identification card can simply attach a copy of their card to the authorization form.) Omission will prevent the processing of the authorization.

3. Submit to Payroll by the cut-off of the applicable payday.

4. Terminating participation requires the completion of another Direct Deposit Authorization Form providing the same information as the initial enrollment; however, a deposit slip is not necessary.

5. To protect your pay, direct deposit actions will not be accomplished based on telephone calls.
6. **9-, 9 1/2-, 10-Month Contracted Employees:**

   Direct deposit service for 9-, 9 1/2-, 10-month contracted employees will end after the April 27, 1984, payroll; payroll checks will then be negotiable and require manual depositing.

   Reenrollment will be necessary for those 9-, 9 1/2-, 10-month contracted employees who wish to continue the direct deposit service during the 1984/85 school year.

7. **Terminating 12-Month Contracted Employees Year-End:**

   County will end the fiscal year direct depositing only the main check of terminating 12-month employees receiving multiple paychecks due to a balloon payment of sick leave and/or vacation pay—the balance of checks being negotiable for manual depositing.

8. **Continuing 12-Month Contracted Employees:**

   Direct deposit service will remain ongoing for continuing 12-month contracted employees with no interruption during the transition of fiscal years; reenrollment is not required.

9. **All Direct Deposit Participants:**

   Direct deposit service will end on the final payroll (if not sooner) of an employee terminating employment before the end of his/her contract.

Exhibit B is a current list of all financial institutions covered by the direct deposit plan. This list of participating financial institutions is subject to change.

Policies and procedures required for direct deposit service are subject to County and/or District system revisions.
### EXHIBIT B

#### FINANCIAL INSTITUTIONS
#### AVAILABLE FOR DIRECT DEPOSIT

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<thead>
<tr>
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<td>02</td>
<td>Continental Bank</td>
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<td>03</td>
<td>First Interstate Bank (formerly First National Bank)</td>
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<td>04</td>
<td>Great Western Bank</td>
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<tr>
<td>05</td>
<td>First American National Bank</td>
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<tr>
<td>06</td>
<td>Thunderbird Bank</td>
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<td>07</td>
<td>United Bank of Arizona</td>
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<td>08</td>
<td>Valley National Bank</td>
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<tr>
<td>10</td>
<td>American Bank of Commerce</td>
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<tr>
<td>12</td>
<td>Century Bank (formerly City Bank)</td>
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<td>Mission Bank</td>
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<td>Bank of Scottsdale</td>
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<td>16</td>
<td>Copper State Bank</td>
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<td>17</td>
<td>Citizens Union Bank</td>
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<td>20</td>
<td>Bank of Paradise Valley</td>
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<td>21</td>
<td>Farmers and Merchants Bank</td>
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<td>23</td>
<td>Community Bank of Arizona</td>
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<td>24</td>
<td>Grand Canyon State Bank</td>
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#### SAVINGS AND LOAN ASSOCIATIONS

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<td>Home Federal Savings &amp; Loan Association</td>
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<td>33</td>
<td>Pima Savings &amp; Loan Association</td>
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<td>38</td>
<td>Western Savings &amp; Loan Association</td>
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<td>39</td>
<td>Southwest Savings &amp; Loan Association</td>
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<td>40</td>
<td>Greater Arizona Savings &amp; Loan Association</td>
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<td>43</td>
<td>Catalina Savings &amp; Loan Association</td>
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#### CREDIT UNIONS

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<td>Arizona Federal Credit Union</td>
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<td>Tempe Schools Credit Union</td>
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<td>83</td>
<td>Motorola Credit Union of Arizona</td>
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Guidelines for completing Form W-4 are as follows:

1. When completing Form W-4 for the following reasons:
   a. change of name due to marriage, divorce, or the legal privilege of changing a name based on personal preference (new W-4 required),
   b. change of exemption status (new W-4 required),
   c. change of address (new W-4 not required but wise to do so),
   d. change of social security number (new W-4 required),

   it is imperative that the printed name, signature, and social security number on the W-4 read exactly (letter for letter) as shown on the social security card, and an *ATTACHED XEROX COPY OF THE SOCIAL SECURITY CARD to the Form W-4 will alleviate any potential discrepancy in name and/or social security number which could otherwise result in the employee's inability to claim his/her entitled share of social security earnings as the Social Security Administration Office (S.S.A.) will not post wages where there is uncertainty as to the employee's identity.

2. Example of a properly completed W-4 form:
a. Note the circled items above match exactly to the social security card. Eliminating the first initial "D" and using the nickname Bill on the W-4 are prohibited according to S.S.A. regulations. If William prefers the nickname Bill, he should apply for a new card by requesting a name correction application from his nearest social security office. But until he receives his new social security card, he should use William on the W-4 form.

b. Quite often the employee will neglect to complete the city and state--necessary items.

c. An employee may claim up to 14 allowances without IRS intervention. However, we are required to submit to IRS copies of Forms W-4 showing 15 or more allowances, or claiming exempt.

d. In order to claim "exempt" from withholding (see #6 on W-4 form) the employee must complete boxes a., b., c., according to the applicable instructions. If the employee is a District student write "District" on the dotted line of #6c.

e. It is not possible to claim allowances and exempt at the same time.

3. Information on the the Form W-4 should be verified by the authorized personnel receiving the W-4 upon the employee's presentation of the social security card (or appropriate authorization from the social security office). The Form W-4 should then be submitted to Personnel who will forward it to Payroll.

4. The social security card (or appropriate authorization from the social security office) is the only acceptable source (according to S.S.A. regulations) from which to verify the accuracy of a Form W-4. Driver's license, school transcripts, etc., are unacceptable sources for identification and/or verification.

5. It is not required that the employee submit a copy of his/her social security card, but doing so allows Payroll the opportunity to verify not only the current information submitted but on all subsequent changes during the year as well further protecting the employee's earnings record with S.S.A. Not submitting a copy of the social security card may jeopardize (beyond Payroll's control) the accuracy of the employee's social security earnings record.

6. Replacement Card:

An employee, who may have misplaced or lost his/her social security card and wishes a replacement, will need to contact his/her nearest social security office for a replacement application form. It may take about four to six weeks for a replacement after the application has been made.
a. The employee should be prepared to furnish original or certified documents (photocopies are unacceptable) when providing evidence of identity:

- State identity card
- Insurance policy
- Driver's license
- School ID card
- Vaccination certificate
- Adoption record
- School record or report card
- Clinic, doctor or hospital record
- U.S. passport or citizen ID card
- Church membership or confirmation record
- Day care or nursery school record
- Court order for name change
- Labor union or fraternal organization record
- Record of child's membership in Boy Scouts, Girl Scouts, or other youth organization record
- Any other document providing identifying data such as a physical description, photograph, or signature
- Marriage or divorce record
- Work badge or building pass
- Voter's registration card
- Military or draft record
- Newspaper notice of birth
- Welfare case record
- Military dependent's ID

7. Change of Name (For detailed instructions please refer to the appendix on "Establishing a Change of Name"):

Before completing a W-4 showing a change of name, the employee should have in his/her possession a social security card reflecting the new name. Changing one's payroll records before completing a name change with his/her nearest social security office may (beyond Payroll's control) prevent wages from being posted to his/her social security account due to an existing identity discrepancy despite like social security numbers.

a. An employee whose contract requires certification and has undergone a name change should additionally have completed the change of name process with the State Department of Education and the Maricopa County School Office before changing his/her records with the District.
FOR INFORMATION ONLY

APPENDIX I

ESTABLISHING A CHANGE OF NAME

Changing one's name affects the employee's payroll file, certification record (if certification is required) and social security earnings.

Before a name change is submitted to the District, the steps listed below must be followed:

1. Contact the nearest social security office for a name change application. (Form SS-5). See Exhibit A.
   a. The social security law requires original or certified documents be furnished showing both old and new names. In some cases, evidence of age and U. S. citizenship are required. Uncertified or notarized photocopies cannot be accepted. See Exhibit B.
   b. In approximately 4-6 weeks the new social security card should be received.

2. Those employees whose contracts require certification should, in the meantime, contact the State Department of Education for a name change to their certification. Register the name change with the Maricopa County School Office, 111 South 3rd Avenue, Certification Department (4th floor).

3. Only upon completion of the above and receipt of the new social security card (or an appropriate authorization from the social security office) should the name change be submitted to the School District's Personnel Office or appropriate Unit secretary.
   a. Complete a Personnel Information Change form.
      1) It is important the printed name, signature, and social security number read exactly as shown on the new social security card. This information should be verified by the authorized personnel receiving the name change upon presentation of the card.
      2) A xerox copy of the social security card will then be made by the recipient of the name change--not required but highly recommended.
   c. Finally, the certified employee should be willing to sign with the District an affirmation stating his/her responsibility has been met by completing an Affirmation of Name Change to Certification Records as attached:

142.
AFFIRMATION OF NAME CHANGE TO CERTIFICATION RECORDS

I have established a change of name with the State Department of Education, and have registered the name change with Maricopa County School Office's Certification Department. I understand failure to do so could mean Payroll's inability to process a payroll warrant for the applicable payday; subsequently delaying the issuance of my paycheck until as late as the following payday.

________________________  ______________________  ______________________
Employee's Signature      Title                        Date

________________________  ______________________
Witnessed                  Title

Distribution: Personnel (with W-4 form, copy of social security showing new name, name change authorization form attached)
ESTABLISHING A CHANGE OF NAME

Evidence of Identity (a birth record is not evidence of identity.)

- State identity card
- Insurance policy
- Driver's license
- School ID card
- Vaccination certificate
- Adoption record
- School record or report card
- Clinic, doctor or hospital record
- U.S. Passport or citizen ID card
- Church membership or confirmation record
- Day care or nursery school record
- Court order for name change
- Labor union or fraternal organization record
- Record of child's membership in Boy Scouts, Girl Scouts, or youth organization record
- Any other document providing identifying data such as physical description, photograph, or signature
- Marriage or divorce record
- Work badge or building pass
- Voter's registration card
- Military or draft record
- Newspaper notice of birth
- Welfare case record
- Military dependent's ID

In providing evidence of age and citizenship, at least one document must show your name, age or date of birth, and should be at least one year old.
# TEACHERS HANDBOOK

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This report is authorized by law 29 U.S.C. 2. 
Your voluntary cooperation is needed to make 
the results of this survey comprehensive, 
accurate, and timely.

ASSISTANT SUPERINTENDENT FOR 
PERSONNEL 
PHOENIX UNION HIGH SCHOOL SYSTEM 
2526 WEST OSBORN ROAD 
PHOENIX , AZ. 85017

Respondent:

We have in our file of collective bargaining agreements a copy of your agreement(s):

Phoenix Ariz Bd of Educ Prof Es

Would you please send a copy of your current agreement—with any supplements (e.g., employee-benefit plans) and wage schedules—negotiated to replace or to supplement the expired agreement. If your old agreement has been continued without change or if it is to remain in force until negotiations are concluded, a notation to this effect on this letter will be appreciated.

I should like to remind you that our agreement file is open for your use, except for material submitted with a restriction on public inspection. You may return this form and your agreement in the enclosed envelope which requires no postage.

Sincerely yours,

JANET L. NORWOOD
Commissioner

Please return this letter with your response or agreement(s).

If more than one agreement is back of form for each document. (Please Print)

1. Approximate number employees involved See back 1081

2. Number and location establishments covered by agreement 1 District (includes 8 comprehensive High Schools plus alternative programs)

3. Product, service, or type of business Education

4. If your agreement has been extended, indicate new expiration date June 30, 1985 for all three

Roger C. Romero, Ed.D., Assistant Superintendent for Employee Relations

Your Name and Position

Area Code/Telephone Number

2526 W. Osborn Rd, #5, Phoenix, AZ 85017

City/State/ZIP Code
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Note: The table is intended to list the number of employees normally covered by agreements with different unions or associations. The exact numbers listed are 770 and 1081.