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PHOENIX UNION HIGH SCHOOL DISTRICT

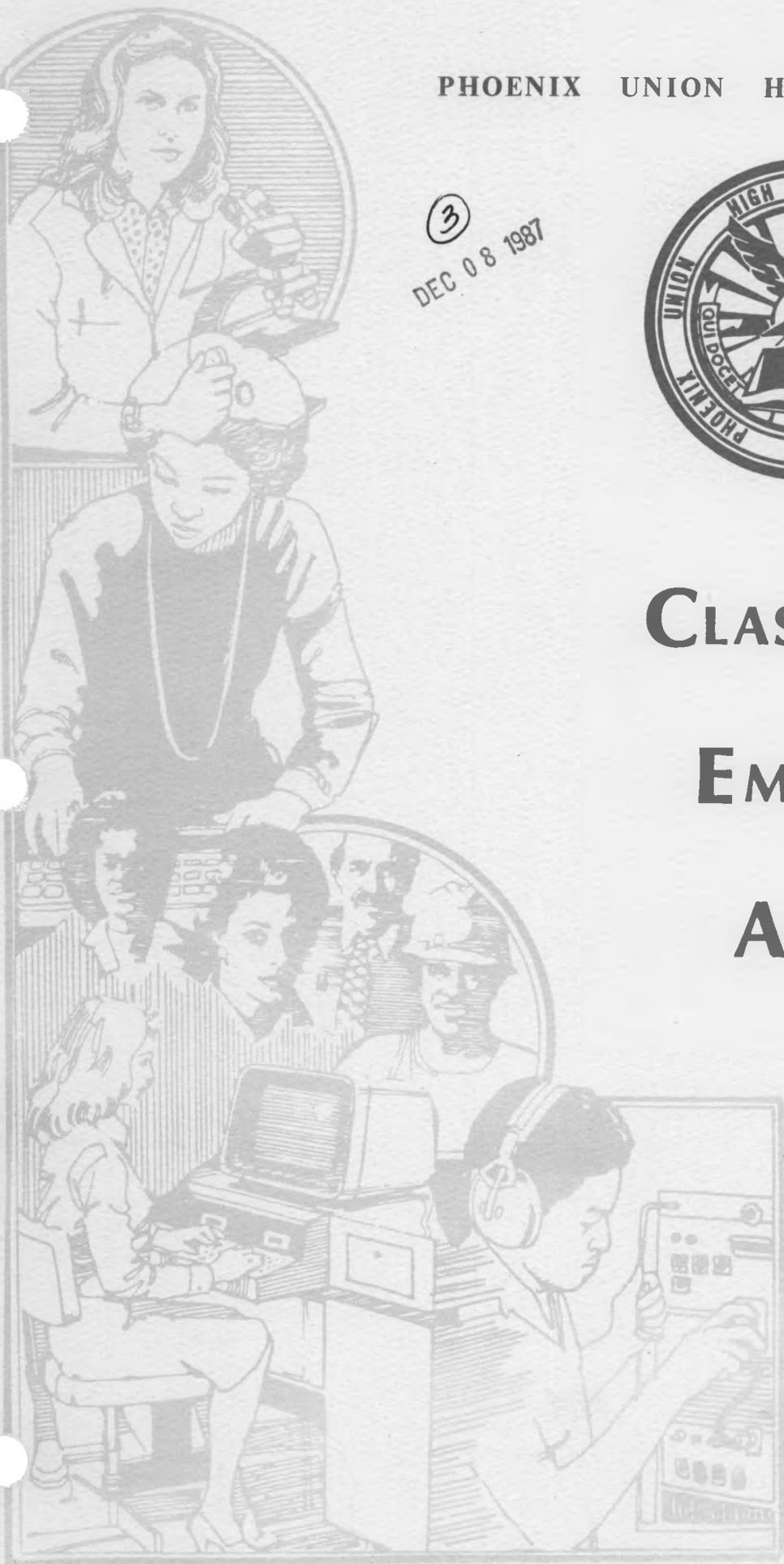
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# CLASSIFIED EMPLOYEES ASSOCIATION

HANDBOOK  
1987-1988

6/88



PHOENIX UNION HIGH SCHOOL DISTRICT

CLASSIFIED  
EMPLOYEES ASSOCIATION  
HANDBOOK

JULY 1, 1987 - JUNE 30, 1988

## I N T R O D U C T I O N

This handbook is designed as a resource book for employees in which an employee can find answers to the more routine questions that may come up in day-to-day operations.

This handbook is also designed to provide every employee with a copy of the current employment conditions and policies approved by the Governing Board after employee and administrative representatives met and conferred on them.

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

Your Supervisor, the Principal, the campus administrative staff, the Superintendent and other members of the central office staff are available to you and are quite willing to provide assistance.

The staff in the Employee Relations Office is, of course, always willing to assist you in whatever way possible.

## PREAMBLE

It is understood that the attainment of District goals and objectives requires mutual understanding and cooperation among the Governing Board, the administration, and all other employees. Accordingly, the Board, on the recommendation of the Superintendent, will designate certain administrative personnel to meet with employee representatives of the various classified personnel groups, chosen by the membership in those groups, and confer on matters to be included in the Classified Employees Association Handbook. These matters shall pertain to salary and wage schedules, fringe benefits, and appropriate conditions.

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SECTION I  
EMPLOYEE RIGHTS

A. RECOGNITION

The Phoenix Union High School District hereby acknowledges that the CEA is the bargaining representative for all classified employees.

B. MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

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 law 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, his/her participation in any activities of the group, his/her participation in any grievance, complaint or proceedings with respect to any terms or conditions of employment. Nothing contained herein shall be construed to deny or restrict any employee rights that s/he may have under the Arizona Revised Statutes or other applicable laws and regulations.

C. CITIZENSHIP RIGHTS

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

D. USE OF FACILITIES BY REPRESENTATIVE GROUPS

Any recognized representative group and its representatives shall have the right to use district facilities at all reasonable hours for meetings, scheduling such use with the Principal, or his/her 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.

E. DISCUSSION WITH PERSONNEL BY GROUP REPRESENTATIVES

Any representative group recognized by the Board and its representatives 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 school operation, shall be borne by the group.

F. CLASSIFIED EMPLOYEES' ASSOCIATION (CEA)

All classified employees shall have the opportunity to join the Classified Employees Association.

The employee groups listed below are currently recognized by the Governing Board:

SUPPORT SERVICES

Aides  
Auxiliary  
Foods  
Office

MAINTENANCE AND OPERATIONS

Crafts  
Custodians/Groundskeepers  
Engineers

For each support services job title, the representative group will be identified on the salary schedule in the Classified Handbook.

G. MEET AND CONFER PROCESS

A CEA meet and confer team will be elected/appointed from the membership of support services and M&O. An administrative team appointed by the Superintendent, will meet and confer with these representatives on economic and non-economic matters.

1. Meeting Times and Places

The spokespersons for each meet-and-confer team will meet by March 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 March 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 to 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.

Mutual understanding and acceptance of the handbook provisions will be agreed upon prior to implementation.

On the day of the meet-and-confer session with the administrative team, all members of the classified team will be allowed up to two hours of caucus time prior to convening with the administrative team.

H. DISTRIBUTION OF INFORMATION

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 employees' mail boxes. At least one bulletin board on each campus shall be reserved exclusively for group material. The group representative on campus (or his/her designee) will assume responsibility for posting and distribution of the material for the group. An information copy of the distributed material shall be sent to the Principal/Administrator/Supervisor (or his/her designee) at the time of 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.

I. EMPLOYEE ASSISTANCE

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

J. PERSONNEL FILES

The personnel file of each employee shall be maintained in the District's Employee Relations Office. All materials placed in the employee's file originating within the District, shall be available to the employee at his/her request for inspecting and/or obtaining copies. The employee shall have the right to answer any of the materials filed.

All references and information originating outside the District will be available for inspection by the employee, if they had not previously waived their right to see such material.

All personnel files shall be kept confidential and shall be available for inspection only when actually necessary in the proper administration of the District's affairs or supervision of the employee. A log shall be maintained with each file to indicate names of those who have examined the file and dates it was examined.

Material originating within the District which is derogatory to an employee's conduct, service, character, or personality shall not be placed in an employee's file, unless the employee has had an opportunity to read the material. The employee shall acknowledge that s/he has read such material by his/her signature. The signature does not necessarily indicate agreement with the content of the material. If s/he refuses to sign, the supervisor will so note in the presence of the Unit CEA representative, or employee's designee, sign and date the Employee Relations Office copy and forward it to the Employee Relations Office. No material originating within the District which is derogatory to an employee, shall be kept in any unit and/or department files, other than the Employee Relations Office. (Will not pertain to evaluation forms.)

K. REVIEW OF HANDBOOK

The contents of the Classified Employees Association Handbook will be reviewed annually by the meet and confer team to recommend revisions, deletions, or additions.

Ad hoc committees may be formed to review problem areas and will make recommendations to the meet and confer team.

L. DISTRIBUTION OF HANDBOOK

The revised Classified Employees Association Handbook will be distributed each year to each employee as soon as possible prior to the opening of school.

If the wage and salary schedules are not approved when the remainder of the Handbook is ready to be printed, these schedules will be sent out as an addendum as soon thereafter as possible.

Employees will sign a statement acknowledging receipt of Classified Employees Association Handbook.

M. DISTRIBUTION OF EMPLOYEE CONDUCT/DISCIPLINE HANDBOOK

Employees will sign a statement acknowledging receipt of the Employee Conduct/Discipline Handbook.

SECTION 2

AFFIRMATIVE ACTION POLICY

- A. Employees of the Phoenix Union High School District and applicants for employment within the District will be given equal opportunities regardless of race, creed, religion, sex, national origin, ethnic identity, age, marital status, or handicap.
- B. It is the responsibility of each and every member of the administration of this District to ensure that meaningful equal employment opportunity exists and to develop a work force which reflects appropriate distribution of women and racial minorities at all levels of employment throughout the entire school district.
- C. The Governing Board and administration pledge to improve the employment of women and racial minorities through the various programs of the District's Affirmative Action Program.
- D. Any conduct which constitutes sexual harassment is prohibited.

The District will continue to cooperate with agencies of the federal and state governments in fulfilling its legal and moral obligation in the area of equal employment opportunity.

SECTION 3

CONTRACTS OF EMPLOYMENT

A. ACCEPTANCE OF CONTRACT

- 1. Employees 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 Employee Relations Office within thirty (30) days after the receipt of the contract. An employee who fails to return his/her contract within the thirty (30) days shall be deemed to have resigned.

2. Any apparent errors in the contract amount for continuing employees, in accord with salary schedule placement, must be brought to the attention of the Employee Relations Office prior to October 1 of any school year, or within ninety (90) days after issuance of the contract, if the contract is issued after September 1 of the school year. When there is less than ninety (90) days from the date of contract issuance to the end of the school year, such advisement to the Employee Relations Office must be made prior to June 1 of the school year in which the contract was issued. Should there be any contracts resulting in overpayment to any employee, an adjustment will be made in the contract at any time during the fiscal year to reflect the correct amount.

#### SECTION 4

##### PROBATIONARY PERIOD

- A. Employees will be in a probationary status during the initial ninety (90) workdays of employment. During this time, the probationary employee is subject to immediate release or discharge upon a written notice by the District at its sole discretion. The notice of immediate dismissal will come from the Division Manager, Director, Educational Unit Administrator, Principal, or Assistant Principal under whose jurisdiction the employee falls.

1. Workday is defined as any day for which the probationary employee is paid.

- B. As a minimum a written evaluation of the probationary employee's work will be made at the end of forty-five (45) workdays and no later than the 90th workday by the immediate supervisor (lead custodian for custodian and chief for crafts) of the probationary employee and reviewed with the probationary employee. This evaluation shall be subject to review by the next two (2) levels of supervisors.

Copies of the evaluation will be forwarded to the probationary employee, the Employee Relations Office for inclusion in the employee's personnel folder, and to those who performed the evaluation.

- C. After the probationary period of ninety (90) workdays has elapsed, no employee shall be disciplined or discharged without just cause.

1. A probationary employee who has not been advised prior to or on the 90th workday that s/he is not being retained will be deemed to have completed the probationary period as of the 91st workday and will be a permanent employee as of that day.

SECTION 5

SENIORITY

- A. The principle of seniority shall be recognized and considered for job selection for all District employees who have completed their probationary period of employment.
- B. Seniority shall be determined as defined in Section 15, Paragraph C.2.

SECTION 6

HOURS OF WORK

A. HOURS OF WORK AND WORKWEEK

- 1. Standard hours of work and the workweek will be scheduled by the administrator in charge. Employee may request a change in work hours.
- 2. Standard hours of work and the workweek may be changed with no less than two weeks notice, except for short duration in time of emergency. The employee will be informed of the reason for the change of work hours.
- 3. All full-time employee's workday/workweek, except Instructional Aides, consists of eight (8) hours per day/forty (40) hours per week exclusive of the meal period.
  - a. Full-time Instructional Aide workday/workweek consists of seven and one-half (7.5) hours per day/thirty-seven and one-half (37.5) hours per week exclusive of the meal period.

B. STARTING TIMES

- 1. Day Shift - Work begins between 5:00 a.m. and noon.
- 2. Evening Shift - Work begins between noon and 6:00 p.m.
- 3. Night Shift - Work begins after 6:00 p.m.
- 4. Employees working the evening or night shift may be changed to day shift from the Monday after the close of school until Monday of the week teachers return.

C. SHIFT DIFFERENTIAL

- 1. Shift differentials will be paid for evening shift and night shift schedules for assignments of not less than eight (8) consecutive hours, exclusive of the meal period.

2. Employees working an evening or night shift may be assigned to the day shift for a period of up to ten (10) consecutive workdays, without loss of shift differential, while school is in session. Should such a reassignment of any employee cause conflict with regularly scheduled commitments of the employee, the reassignment will not occur.

D. BREAKS AND MEAL PERIODS

1. <u>Hours/day</u>	<u>Breaks</u>	<u>Meal Period</u>
0 - 4	None	None
4 - 6	1-15 minutes	30-60 minutes
6 - 8	2-15 minutes	30-60 minutes

2. Length of meal period must be approved by administrator in charge.

E. UNEXCUSED ABSENCE FROM DUTY

If an employee is not on duty or arrives late or leaves early on any work-day(s) and his/her absence is not a result of any approved leave of absence with pay, including sick leave for which the employee is eligible, that employee shall not be paid for such time lost. Any deduction of pay is exclusive of payment of TSA in lieu of health insurance.

An employee on an unapproved absence for three (3) consecutive workdays will be deemed to have abandoned his/her position and will be terminated by the District. Written notice by certified mail of such action will be sent to the employee's last known address. The employee so notified will have the right to due process under the current established procedures.

F. ABSENCE DURING NORMAL WORKDAY

An absence of between two (2) hours and six (6) hours will be considered a half day. An absence of more than six (6) hours will be considered a full day. Absences of less than two (2) hours will be handled at the discretion of the supervisor with equivalent make-up time as one alternative.

Employees who find it necessary to leave work during their normal workday will do so only after approval of their supervisor. If an emergency occurs and if the supervisor is not available the request for approval must take place no later than the next scheduled workday.

G. FOUR-DAY WORKWEEK DURING SUMMER

A four-day workweek may be scheduled during the summer. The decision as to which campuses, units, or divisions, and which positions will be placed on this schedule will be determined by the Superintendent (or his designee) prior to April 1 of each year. The number of hours on duty per week will be the same for those on a four-day workweek as for those on a five-day workweek.

The computation of vacation days and leave days with pay, either accumulation or use, will be on a proportionate basis of 1.25 days for each day on duty during this four-day week period (or an equivalent of five days per week), the same as employees on a five-day workweek.

## SECTION 7

### WORK YEAR

- A. Nine-month work year is from the day the employees return to duty through the last day of school. Starting and ending dates and number of days worked are determined by the school calendar for each year.
- B. Nine and one-half month work year is two (2) weeks longer than the nine-month work year. Normally, starting date is one (1) week prior to starting date of nine-month work year and ending date is one (1) week after ending date of nine-month work year. Starting and ending dates and number of days worked are determined by the school calendar for each year.
- C. Ten-month work year is four (4) weeks longer than nine-month work year. Normally, starting date is two (2) weeks prior to starting date of nine-month work year and ending date is two (2) weeks after ending date of nine-month work year. Starting and ending dates and number of days worked are determined by the school calendar for each year.
- D. Twelve-month work year is from the first day of July of each year through the last day of June of each year.
- E. Specific starting dates and ending dates, for less than twelve-month assignments, may be determined by the appropriate administrator as long as the number of work days is in accord with the school calendar.
  1. When adjustments in starting and ending dates are made, the Employee Relations Office must be notified.

## SECTION 8

### EVALUATION/PERFORMANCE REVIEW AND WORK PERFORMANCE DEFICIENCIES

#### A. EVALUATION AND PERFORMANCE REVIEW

1. The purpose of an evaluation shall be to:
  - a. improve each employee's understanding of his/her job;
  - b. encourage each employee's development for better job performance;
  - c. aid administration in the selection process; and
  - d. provide safeguards of objectivity and fairness in personnel assignment.

2. A minimum of one (1) evaluation of the services and performance of each employee will be made annually. The immediate supervisor and the appropriate administrator will meet with the employee and orally conduct an evaluation. This evaluation will be in writing and signed by the employee, an immediate supervisor, and the administrator conducting the evaluation. All evaluations shall be subject to review by the next two (2) levels of supervision. All additional evaluations, if required, shall follow the above procedure.
3. The employee 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 within ten days after the review.
4. Should an employee desire to appeal the evaluation, the request for appeal must be made to the administrative supervisor one level above the evaluator, in writing, within ten (10) workdays after signing the evaluation(s). The appeal shall be held in no less than three (3) workdays after notification and a written decision rendered within five (5) workdays after submission of the appeal request.

If the person making the evaluation appeal is not satisfied with the decision at the first appeal level, a second appeal may be made to the next higher administrative supervisor of the person hearing the first appeal. This request must be made in writing within five (5) workdays after the decision from level one (1) is received. The second appeal shall be held in no less than three (3) workdays after notification and a written decision rendered within five (5) workdays after submission of the appeal request. There is no further level of appeal of the evaluation.

Evaluation content is not grievable. Employees may have representation at evaluation appeal hearings.

5. Copies of the evaluation shall be provided to the employee, the appropriate administrator/supervisor, and the Employee Relations Office for inclusion in the employee's permanent record.
6. Whenever a District employee's job title changes to a job title not previously held in the District, s/he must receive two (2) evaluations:
  - a. prior to or at the end of 90 days;
  - b. prior to or at the end of 180 days, as to his/her services and performance in the new job title. The 180-day evaluation will satisfy the annual evaluation.

#### B. WORK PERFORMANCE DEFICIENCIES

The following procedure will be followed for dismissal due to work performance deficiencies. If at any time during the following procedure, memorandums, in addition to those identified in Steps 2 and 3, are given to the employee regarding work performance, such memorandums shall be initialed by

the employee acknowledging receipt and an initialed copy shall be retained by the immediate administrative supervisor.

- Step 1 If performance is below standard, the immediate administrative supervisor will conduct an evaluation and consult with the employee and explain verbally, and perhaps by demonstration, what corrective steps must be taken.
- Step 2 If performance does not improve satisfactorily, the immediate administrative supervisor will meet with the employee and document the problem in writing with corrective steps spelled out and provide an identified period of time in which the improvement must occur. This time allowed may not be any less than (10) work days. The employee will be given a copy of this written documentation for his/her use, and will be asked to sign this written documentation. A copy will be sent to the Employee Relations Office for filing as evidence that s/he has received his/her copy. A copy shall also be sent to the CEA President. If s/he refuses to sign, the immediate administrative supervisor will so note, sign and date the Employee Relations Office copy, and forward it to the Employee Relations Office.
- Step 3 At the end of the time period identified, a second meeting will be held with the employee and a written communication will be provided indicating what improvements have been made, if applicable, and/or what deficiencies continue to exist. If at this time work performance still requires improvement, a second time period, not to be less than ten (10) work days, will be provided to permit the employee to improve. As in Step #2, a copy will be given to the employee and copies forwarded to the Employee Relations Office and the CEA president.
- Step 4 If satisfactory improvement does not occur after completion of Step 3, a recommendation for disciplinary action should be made in accord with the Employee Conduct/Discipline Handbook. A copy of the recommendation will be sent to the CEA President.

## SECTION 9

### HOLIDAYS

- A. The annual school calendar as approved by the Governing Board shall identify the holidays and Board-declared recess days to be observed in the District.
1. Employees shall not be required to work on any Board-declared holiday or recess day as identified in the annual school calendar.
  2. 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.

3. If an employee is not on the District payroll (i.e., on a leave of absence without pay either because the sick leave for which the employee is eligible has been exhausted or because the employee is on a Board-approved leave of absence without pay) on the last day prior to and the first workday immediately following a holiday or 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.
- B. When New Year's Day, Independence Day, Veteran's Day, or Christmas fall on Saturday, the holiday will be granted on Friday. When any of these designated holidays fall on Sunday the holiday will be granted on Monday.
    1. Those employees whose regular workweek is other than Monday through Friday will be granted either Saturday or Sunday off for these holidays when they fall on a weekend.
    2. Those employees whose regular workweek does not include Monday will be granted the preceding Saturday or Sunday off if one of these four holidays falls on a Monday.
  - C. Should one (1) or more of these holidays occur during an employee's vacation, the employee shall be given an additional day's vacation with pay, in accord with the vacation provision.
  - D. With prior approval of the immediate supervisor, earned vacation or compensatory time may be taken before, during, or after recess periods.
  - E. The hours of employees working December 24 and 31 will be adjusted so that no employee will be working after 5:00 p.m., if approved by the immediate supervisor.
  - F. Use of a personal business day(s) on the last scheduled workday before and/or the first scheduled workday after any holiday, Board-declared recess period, or vacation will be granted only in the most unusual circumstances.

SECTION 10

VACATIONS

- A. Permanent employees under contract on a twelve (12) month assignment who are eligible to receive benefits shall accrue paid vacation as follows:

<u>Service Credit</u>	<u>Days Earned Per Four Weeks</u>	<u>Days/Hours Per Year</u>
One through three continuous years	0.77	10/80
Four through eight continuous years	1.15	15/120
Nine continuous years or more	1.77	23/184

The ten (10) days of vacation, or portion thereof, will be taken after each of the first three years of employment. The fifteen (15) days will be taken after completion of the fourth through the eighth year of employment, and the twenty-three (23) days after completion of the ninth year and thereafter. With approval, vacation may be taken as accrued.

- B. Employees whose work year is less than twelve (12) months receive no paid vacation. Twelve-month employees initially beginning work prior to January 1 will receive a prorated vacation at the end of that fiscal year and will be given credit for one (1) year's service in computing his/her service time for his/her vacation. Employees initially beginning work after January 1 will receive a prorated vacation at the end of that fiscal year, but will not receive a year's service credit. The fiscal year is July 1 through June 30.
- C. When the vacation period of an employee includes a paid holiday, an additional day's vacation will be granted with pay, in lieu of the holiday.
- D. When an employee, whose work year is less than twelve (12) months, is changed to a twelve (12) month position, on a permanent basis, the first vacation amount will be prorated from the date of that employee's regular starting date of that school year through June 30, at the applicable accrual rate based upon number of continuous years of service credit as defined in Paragraph B. above, and as determined by seniority in accordance with Section 15, C.2.

Less than twelve-month employees who have had the full Christmas and Spring recess periods off, and become twelve-month employees during the same fiscal year, will have the days in excess of one-half of those periods counted as vacation days.

- E. When an employee, whose work year is less than twelve (12) months, is changed to a twelve (12) month position on an acting basis, vacation will be prorated from the date the employee assumed the acting assignment through June 30 of that year at the applicable accrual rate, based upon number of continuous years of service credit as defined in Paragraph B above. If the employee does not remain in the acting assignment through June 30, no vacation will be earned.
- F. An employee of less than one (1) year of service who terminates, voluntarily or involuntarily, is not eligible to receive accrued vacation at time of termination. An employee of more than one (1) year of service who terminates, voluntarily or involuntarily, will receive payment for accrued unused vacation at time of termination.
- G. Permanent 12-month employees employed prior to July 1, 1974, will receive vacation in accord with applicable previous working conditions vacation provision(s).
- H. For some 12-month positions which are funded from nonlocal fund budgets there is no guarantee of continuous nonlocal funding from one year to the next. For employees in these positions it is mandatory that the earned vacation be taken during the nonlocal funded grant's fiscal year.

- I. Annual vacation may be scheduled throughout the year with primary consideration for the needs of the District with prior approval by the appropriate administrative supervisor.
- J. Vacation time may also be used at the request of the employee upon the exhaustion of sick leave.
- K. All vacation earned between July 1 and June 30 of each year must be used prior to June 30 of the following fiscal year.
- L. Use of personal business on the last scheduled workday before and/or the first scheduled workday after any holiday, Board-declared recess period, or vacation will be granted only in the most unusual circumstances.

## SECTION 11

### FRINGE BENEFITS

#### A. ELIGIBILITY

Permanent and probationary employees who are hired after July 1, 1984, and work 24 hours or more per week under contract are considered full-time employees and are eligible for fringe benefits. Those employees hired prior to July 1, 1984, and who work less than 24 hours per week will continue with the same fringe benefits previously granted throughout the year regardless of length of work year.

#### B. HEALTH AND MAJOR MEDICAL INSURANCE

1. All permanent and probationary employees are covered by health and medical insurance as described in the master contract(s) between the District and the provider which becomes effective based upon eligibility date and the date of enrollment by employee. Premiums for the employee's coverage are paid by the District. When more than one (1) health insurance plan is offered, and the employee selects the plan of his/her preference, the District pays an amount equal to the annual premium of the lowest cost plan.
2. Dependent coverage is available under the Payroll Deduction Plan, with the premiums for dependent coverage paid by the employee.
3. An employee who retires after ten (10) or more years of continuous service with the District shall be allowed to continue to participate in health insurance plans at the group rate until such time as the retiree is eligible for Medicare. The retired employee will pay the premium.
4. Employees, hired prior to July 1, 1987, may select in lieu of health/medical insurance benefits, a tax sheltered annuity with an agreement that the amount will remain in the annuity program for the duration of employment in the District.

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

An employee 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 employee's expense through the payroll deduction process or a cash payment if during a non-payroll period.

C. PAYMENT FOR UNUSED SICK LEAVE UPON RESIGNATION, RETIREMENT, OR DEATH IN SERVICE

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

Retirement shall mean entry into the early retirement program; age 55 with 10 years of consecutive service and meet Arizona state retirement qualifications of 85 points; age 62 with 10 years of consecutive service; or age 65 with 5 years of consecutive service.

Sick leave shall be accumulative indefinitely for normal use.

2. An employee (or his/her estate) with fewer than 10 years of satisfactory service shall, upon termination of employment from the District or death in service, be paid for 1/3 of the accumulated unused sick leave at the rate equal to 30% of their current daily rate of pay.
3. An employee who chooses retirement or early retirement and who notifies the District of his/her intent by March 15 of the year prior, may be issued a contract written according to the following provision: all accrued sick leave in excess of that earned during the final year of employment will be computed at the rate 12 1/2% times the daily rate of pay. This amount will be included in the base amount of the contract issued for the final year of employment. If the employee should subsequently need to use sick days for which they were paid, the District would grant those days and deduct 12 1/2% of his/her daily rate of pay for each additional day of sick leave used. In the event that retirement plans change, sick leave bank purchased under this plan will be considered renumeralated in full. Subsequently, additional leave will continue to accrue as per agreement with the excessive use being docked the daily rate of pay.

Payment upon termination of employment under these conditions will be made for the balance of the last year of accrued unused sick leave at 12 1/2% daily rate of pay.

D. LIFE INSURANCE

The Governing Board shall provide, at no cost to the employee, group term life insurance as described in the master contract(s) between the District and the provider. Amount of coverage equal to \$25,000 or an amount equal to annual salary, whichever is greater.

E. LONG-TERM DISABILITY INSURANCE

The Governing Board shall provide, at no cost to the employee, group long-term disability insurance coverage as described in the master contract(s) between the District and the provider 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 ninety (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. EARLY RETIREMENT PART-TIME EMPLOYMENT PROGRAM

1. After ten (10) consecutive years of full-time service in the Phoenix Union High School District and achievement of age 55, an employee who opts to take retirement prior to age 65 will be eligible for participation in the Early Retirement Part-time Employment Program until the end of the year during which s/he reaches age 65.
2. Employees choosing to participate will serve as substitutes or perform other 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 employee may draw state retirement pension.
3. The employee will sign an agreement to work for a ten-day period during any one-year period. The employee will be paid at 90% of the employee's last rate of pay. No employee may work more than ten (10) days during any one-year period, calendar or fiscal, at that rate of pay. Any work performed beyond that time will be paid at the substitute rate of pay for the last position held.
4. Once an employee elects to participate in the program, s/he may not return to regular employment in the District.
5. The application to participate must be submitted to the Employee Relations Office prior to April 1 if retirement is planned as of the end of the school year, or at least three (3) months prior to planned retirement at any other time during the school year. The effective retirement date will be the beginning of the month following retirement.

The District will continue to pay the annual premium of the health and major medical plans offered and the entire cost of the life insurance plan. The premium for the health and major medical plans will be paid for at the same rate as is paid for all other employees. The premium will be paid by the District until the end of the year during which s/he reaches age 65. Dependent coverage under the plan will also continue to be available by similar advance monthly payments to the Payroll Department.

6. Employees choosing to participate in the early retirement program will be assured of annual renewal until the end of the year in which they reach age 65 as long as they meet the conditions of the agreement of the previous year unless evidence is presented showing a physical or medical incapability for such performance.

Those entering the early retirement program, must work at least one (1) day per year to be eligible to continue the following year.

7. The employee may drop participation at any time s/he so requests in writing to the Employee Relations Office, in which case s/he cannot return to the program.
8. 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.

## SECTION 12

### LEAVES OF ABSENCE

#### A. SICK LEAVE

1. During each fiscal year, each permanent employee will earn one (1) day of sick leave allowance for each twenty (20) contract days, or major fraction thereof, up to a maximum of thirteen (13) days of sick leave allowance per year. Except for probationary employees, at the beginning of each contract year a minimum of thirteen (13) days of sick leave will be available for use by each twelve (12) month regular employee, eleven (11) days for ten (10) month personnel, and ten (10) days for nine (9) month personnel. An employee must be on duty the first day of his/her work year, or be on an excused absence, to be eligible for this advance. If an employee leaves the employ of the school district before the end of the school year during which this advance would have been earned, s/he will have the final paycheck reduced by the amount of pay received for sick leave days used but not yet earned. Sick leave is to be used for absences caused by illness or physical disability of the employee.

If a disability period is known in advance (e.g., scheduled surgery, child-birth), the employee shall notify the Principal, Educational Unit Administrator, Director, or Division Manager (as appropriate), and the Employee Relations 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 employee's personal physician. If circumstances require a change in estimated disability period, a revised form shall be submitted, also signed by the employee's personal physician. The unused portion of such allowance shall accumulate from year to year without limitation. When an employee runs out of accumulated sick leave, s/he will be taken off the payroll.

- a. Upon exhaustion of sick leave, the employee may request a leave of absence in accord with Paragraph B of this section. If a leave of absence is not requested, the employee should submit a letter of resignation.

2. The provision of crediting sick leave shall not be applicable to new employees during their probationary period. While in such status the employee will earn sick leave at the rate of one (1) day for each twenty (20) contract days, a major fraction thereof, and only the amount based on this accrual rate will be available.
3. In order to qualify for paid sick leave, as provided above, the employee's illness or disability must be such as to prevent him/her from working his/her regular classification of work. Upon exhaustion of sick leave, the employee may use accrued vacation days. The employee may be required by the District to present a physician's statement as proof of such disabling illness. Additionally, the employee may be required to have a health examination by the District Medical Advisor. The employee 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 it can be shown that the employee willfully violated or misused this sick leave policy or misrepresented any statement or condition under this policy, s/he may be subject to discipline.
4. This sick leave may be used for illness or disability of the employee. The employee may use half of the sick leave available to him/her up to a maximum of twenty (20) days per school year for the serious illness or disability of his/her immediate family (husband/wife or children). The employee may, if more time is needed for an extended illness, appeal to the Employee Relations Office to use more of his/her available sick leave.

When the employee goes on a leave of absence in accord with Paragraph B of this section, for reason other than health leave, the position held by the employee at the time the leave commences will be filled on a temporary basis if recommended by the appropriate administrator and approved by the Employee Relations Office.

An employee shall be allowed a leave of absence not to exceed five (5) days during any one (1) year to be charged to sick leave when such absence is due to serious illness of the employee's father, mother, brother, sister, brother-in-law, sister-in-law, father or mother of spouse, son-in-law, daughter-in-law, grandchild, foster parent, or dependent person (as defined in the Internal Revenue Code).

In addition to the above, travel time in connection with the absence due to serious illness in the employee's family, not to exceed five (5) school days in any one (1) year, may be charged against sick leave. This applies only when the travel itself requires absence during regular work hours.

The employee may submit a request to the Employee Relations Office for additional days because of unusual circumstances.

5. Only the portion of a maternity leave which relates to the disability period for an employee may be charged to accrued sick leave. In the event that an employee does not have sufficient accrued sick leave to cover the disability period, s/he may request a leave of absence without pay to cover the remaining portion of the disability period.

If the employee wants additional time beyond the disability period to care for the child, s/he 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 employee has the option of requesting a health leave of absence without pay to include the period of disability if the employee wishes to save the sick leave.

6. Employees who have exhausted their sick leave and are having absences due to personal illness, to the extent that their job is suffering, may be required to have a health examination by the District medical advisor at the expense of the District to determine if the employee should continue work or take a health leave of absence as recommended by the examining physician. The examination requirement must be approved by the Employee Relations Division.

B. LEAVES OF ABSENCE WITHOUT PAY

1. General

- a. Any employee 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 the sick leave allowance is exhausted, or the employee must resign.
- b. All requests for leaves of absence without pay shall be applied for in writing, using the appropriate form, and the request may not exceed one (1) year. Only requests for leaves of absence without pay as permitted in this section will be considered.
- c. No request for a leave of absence without pay will be processed unless it has the signed approval of the Principal, Educational Unit Administrator, Director, or Division Manager (as appropriate). If recommended, it will be submitted to the Superintendent by way of the Employee Relations Office.
- d. If the leave of absence request is recommended by all parties concerned, the Superintendent will submit the request to the Governing Board for action with his recommendation.
- e. A disapproval of a requested leave of absence without pay may be appealed only to the Assistant Superintendent for Instruction.
- f. Those who have requested leaves of absence without pay will be informed in writing as to the disposition of the request.
- g. A leave of absence without pay other than a health leave shall be for a period of one (1) semester or one (1) 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 very unusual circumstances. If an eligible employee wishes to extend the leave beyond the original period granted, another written application must be submitted.

- h. Leaves of absence without pay beyond one (1) work year are not permitted except for employees on health leave or elected to public office.
- i. A classified employee who is granted a health leave of absence for a period up to one (1) work year will be considered for that period as a member of the staff of the school or division where s/he was assigned at the time the leave was granted. Such leave will not break the continuity of service of the employee involved. The employee will be returned to his/her former assignment, and the individual employed or transferred as a replacement for the employee on leave will be employed or transferred only for the duration of the period of the leave, and will be so informed in writing.
- j. If a classified employee is granted a health leave of absence beyond one (1) year, upon availability for duty, the employee will be placed in the first vacancy in the District for which the employee returning from the extended leave is qualified. The employee will have the option to be reinstated to his/her former position held at the location at the time the leave commenced, if the opening occurs within the first six (6) months after returning to work.
- k. Employees on leave of absence eligible for an extension of leave beyond one (1) year must request the extension in writing, or indicate in writing by April 1 that they are returning from leave as scheduled. If this is not done, no contract will be issued nor will consideration be given to extending the leave.
- l. Leaves of absence without pay for any reason other than health or maternity will not be granted to employees with less than three (3) years' continuous employment except in unusual circumstances.
- m. If the leave is granted, all rights of retirement, accrued leaves with pay, salary increments, and other benefits provided by law shall be preserved and available to the employee after the termination of the leave of absence.

## 2. Health Leave of Absence

- a. A leave of absence without pay may be requested on the appropriate form by an employee who is unable to work because of personal illness or disability. Any employee who has exhausted his/her sick leave allowance must apply for a health leave of absence or resign to avoid a breach of contract.
- b. A certificate from a physician certifying the nature of the illness or disability must be attached to the request form.
- c. Sick leave must be used as required by the program in order to qualify for long-term disability benefits. The conditions of the

insurance policy will apply upon acceptance of the disability by the insurance company. A leave of absence request must be submitted when sick leave has been exhausted.

- d. An employee who is injured while on duty and covered by Industrial Commission insurance will not be granted a health leave of absence until his/her sick leave is exhausted or until the employee becomes eligible for coverage under the long-term disability insurance program, whichever comes first. An employee who is absent because of an injury while on duty must either be on the payroll and receiving sick leave pay or be granted a health leave of absence in conjunction with long-term disability or separate from it.
- e. If an employee is granted permission from his/her 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 employee is qualified. If an employee is limited to light duty upon release from his/her doctor, the employee may return to work if the immediate supervisor agrees that there is a lighter productive assignment the employee may perform. This requires the prior approval of the Principal (or designee) or the Director or Division Manager of a DAO or DSO Division, and/or the appropriate Assistant Superintendent. The period of lighter productive assignment shall not exceed twenty (20) workdays. Pay will be for the position assumed upon return from leave.
- f. A health leave of absence will not be granted for more than one (1) year at a time, although requests for shorter periods will be considered.
- g. Any extension of a health leave of absence beyond one (1) year requires the submission of a new request form by April 1 of each year, and a new physician's certification except for an employee certified as permanently disabled, whose leave will be recommended for extension by the Employee Relations Office upon receipt of the request for extension.
- h. An annual review of all employees who are on health leave and are not planning to return to duty will occur. The assistance of the District Medical Advisor may be sought if deemed necessary.
- i. Health and major medical insurance coverage is continued for an employee who has been granted a health leave of absence during the period of the leave.
- j. Long-term disability benefits continue as long as disability continues to age 65.
- k. Disabled employees are eligible for Social Security benefits at the beginning of the sixth month of disability if the disability can be expected to last for a continuous period of not less than twelve (12) months.

- l. Medicare benefits are available to disabled employees who have been eligible to receive Social Security benefits for two (2) consecutive years or more. This means a person must be disabled for twenty-nine (29) consecutive months before being eligible for Medicare.
- m. Health leaves of absence may be granted to a maximum of three (3) consecutive years, but only employees with more than three (3) years of continuous employment with the District are eligible for more than one (1) year.

### 3. Leave of Absence Without Pay for Personal Reasons

- a. Requests for leaves of absence may be submitted on the appropriate form for any of the following:
  - (1) For the adoption of a child.
  - (2) To care for a sick member of the employee's immediate family.
  - (3) To one (1) employee designated by the representative group to engage in local, state, or national association activity.
  - (4) To campaign for or serve in a city, county, state, or national elected office.
  - (5) To serve in the Peace Corps, or similar government-approved activity.
  - (6) Other requests, such as those based on family problems other than illness, stresses inherent in the job, or other personal problems, will be considered on their merit. Although not limited to these, factors to be considered include:
    - (a) Nature of the request.
    - (b) Length of service in District.
    - (c) Previous leaves of absence.
    - (d) Effect on educational program.
- b. Except for a Peace Corps or similar assignment, or for an elected office, these leaves of absence will be for periods of one (1) semester or one (1) work year only, with a maximum of one (1) year.
- c. Board Policy 6.46 P pertains to employees seeking elected office. It reads as follows:

#### 6.46 P Employees Seeking Elected Office

An employee of the Phoenix Union High School District may seek an elected office in a political subdivision; but, if elected, the employee must take a leave of absence without pay for the period of elected service

when rendering no service to the school district, or the employee may sign a partial contract covering only the period of time during which the employee is serving the District directly. An employee can continue with the District as a full-time employee with full pay as long as s/he is giving the equivalent time to the school district.

An employee who has become a candidate for elected office shall in no way use District time, materials, personnel, or property to promote his/her candidacy.

- d. The appropriate request form must be used and the reason and justification for the request must be spelled out in some detail.
- e. Since it is not possible to list all the different possibilities, a few of the more frequent requests only will be addressed:
  - (1) If the employee assumes employment out of the District, it is not justifiable for a leave of absence and will not be recommended.
  - (2) If the employee's spouse accepts employment outside of the immediate area, a request for a leave of absence will not be recommended.
  - (3) A request for a leave of absence without pay to attend school on a full-time basis is appropriate only if it is to improve performance. Consideration will also be given to attend schools which provide training in a related career field for which employment opportunities are currently available in the District. If it is to prepare for a new career outside of District employment opportunities, a request for leave should not be submitted. If the employee has full-time employment and will attend school only part-time, a leave is not appropriate.
- f. Eligible employees will be granted personal leaves of absence only in unusual circumstances.
- g. The request for such leave should be submitted as far in advance of the departure date as possible to permit filling the vacancy in a timely manner.

C. BEREAVEMENT LEAVE

An employee shall be allowed a bereavement leave of absence not to exceed five (5) days during one (1) year to be charged to sick leave. This leave must be approved by the Principal, Educational Unit Supervisor, Division Manager, or Director.

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; Educational Unit Supervisor, Division Manager, or Director 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 bereavement leave, not to exceed five (5) school days in any one (1) year, may be charged against sick leave. This applies only when the travel itself requires absence during regular work hours.

D. PERSONAL BUSINESS LEAVE

An employee may be granted up to two (2) 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 portion of such allowance not used by an employee in a given year will be added to that employee's sick leave allowance at the end of his/her contract year. A third day of personal leave may be granted to an employee 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 (2) 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 accumulative from year to year.

Such leave requested during the opening three (3) weeks of school, the opening or closing week of any semester, the closing two (2) 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. TEMPORARY LEAVES OF ABSENCE TO MEET PROFESSIONAL OBLIGATIONS

The Board recognized that participation by employees in the activities of professional organizations, through services on committees, 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.

Upon approval, temporary leave with pay, may be granted to an employee where the absence is occasioned by the employee's:

1. participation in a legitimate, bonafide professional duty;
2. attendance at an educational conference or workshop in which the content is directly related to the employee's position or assignment; or
3. attendance at conferences or workshops sponsored by a professional education association as an official delegate of the Association.

The request shall be submitted to the Principal/Administrative Supervisor at least two (2) weeks prior to the requested days of absence, if possible. Such leave requested during the opening three (3) weeks of school, the closing week of any semester, the opening week of any other semester, and the closing two (2) 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.

A maximum of 50 (fifty) school days per year for classified employees may be recommended by the CEA and approved by the Assistant Superintendent for Employee Relations.

These days will be utilized for conferences and for conducting all other business pertinent to the Association's role as the bargaining representative.

The appropriate administrator/supervisor will be advised of the absence one (1) week prior to the absence, if possible.

F. MILITARY LEAVE

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

G. JURY DUTY OR OFFICIAL SUBPOENA LEAVE

Employees who are required to serve on jury duty or to appear in court during their normal work hours in response to an official subpoena will receive full salary during the period of such service, subject to the deduction from their regular pay an amount equal to the compensation paid them for such duty exclusive of mileage reimbursement.

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

H. NATURAL DISASTER

If a natural disaster makes it impossible for an employee to report for work, the Board may provide additional day(s) of personal leave with pay for the enforced absences(s).

I. MINIMUM LEAVE OF ABSENCE CHARGED

All leaves of absence granted under this section shall be in units of full days or half days.

SECTION 13

RETIREMENT

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

SECTION 14

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 Employee Relations Office will be glad to furnish the necessary details.

SECTION 15

REDUCTION-IN-FORCE

A. REDUCTION-IN-FORCE

1. Reduction-in-force is defined as follows:
  - a. That situation in which, after all possible reassignments of employees to existing vacancies have been completed, it is necessary for the District to reduce the number of employees.
  - b. That situation in which job title(s) that are related to administrative position(s) are adjusted downward or eliminated due to a reorganization, reassignment or change affecting an administrator(s).
2. Reductions-in-force will be by job title(s) according to seniority within the District as defined in paragraph C.
3. Recall and reemployment rights under this section will be in effect for a period of six (6) months after the reduction-in-force. Recall rights will be extended in increments of six (6) months provided the employee contacts the Employee Relations Office, in writing, before the end of each six (6) month period. The six (6) month extensions may be requested up to a maximum of three (3) years.
4. Full-time classified employees 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).

B. REDUCTION-IN-FORCE - NOTICE OF TERMINATION DUE TO RIF

1. Employees to be terminated due to a reduction-in-force will receive written notice as early as possible (normally by 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.

2. Upon notification of RIF, the affected employee remains officially as a RIF employee until recalled, regardless of when recall occurs.
3. If such reduction is to exceed one percent (1%) of the Classified personnel of the District, the representative group will be notified in writing and its authorized representatives will be consulted before the reduction is effected.

C. SENIORITY

1. Seniority shall be the basis for determining which employees shall be terminated due to a reduction-in-force.
2. Seniority shall be determined as follows:
  - a. Seniority shall be determined by the most recent date of employment within the District in a full-time position as a classified employee. For purposes of this section, full-time shall mean employment under contract of 0.5 or more. Approved leaves of absence, summer breaks, vacations, holidays, or Board-declared recess periods do not break continuity of service.
  - b. If ties exist, seniority shall first be determined by the date of approval for hire by the Governing Board.
  - c. Second, any remaining ties shall be resolved by using the date that the employee signed his/her original contract establishing current full-time continuous employment.
  - d. Third, any remaining ties will be resolved by using the date that recommendation for hire as it appears on the original personnel action request (P.A.R.).
  - e. Fourth, any remaining ties will be resolved by using the date of application for employment.
  - f. Choice by lot, to be decided by mutual agreement by the CEA and administration when needed.

D. SENIORITY LIST

1. District-wide seniority lists shall be compiled and updated each year prior to February 1.
2. Seniority lists shall list each employee by current job title in order of District seniority as defined in paragraph C.
3. A copy of the seniority lists will be sent to each Principal, Educational Unit Supervisor, Director, Division Manager, and to the President of the Classified Employees Association.
4. An employee may have his/her name placed on the seniority lists of any job titles that s/he has held on a permanent basis.

5. An employee who has held only one job title may have his/her name placed on one (1) additional job title seniority list which is comparable in general duty requirements and which is at the same or lower classification. An employee must be qualified for the position and must provide, in writing to the Employee Relations Office, a statement which indicates his/her specific qualifications as to each qualification statement in the job description.

The employee must meet all qualifications in the job description. Failure to meet all of the qualifications or to provide the information stated above will disqualify the employee from having his/her name placed on the requested job title seniority list.

An employee must send a written request to the Employee Relations Office prior to April 1 identifying specific job title listings upon which s/he wishes to be included. Otherwise the employee's seniority will be determined only in the current job title. At the time seniority lists are sent to each unit as stated in No. 3, employees will be notified as to what action is needed and forms provided concerning requesting placement in another job title.

#### E. REASSIGNMENT OF SURPLUS EMPLOYEES BASED UPON SENIORITY

1. Surplus exists when there are more employees in a job title at a given location than are needed.
2. Surplus employees will be reassigned in the current job title.
3. RIFed employees who have become surplus due to seniority resulting from having placed his/her name on another seniority list will be surplus and reassigned in that job title.
4. Surplus employees will be reassigned to specific positions that are open and/or made available by the reduction-in-force.
5. Surplus employees shall have their choice of the positions available in order of seniority and must make their selection within two (2) work days.
6. A surplus employee who accepts reassignment to a position different in job title at the same or lower classification, shall remain on the seniority list in his/her former job title from which reassigned and shall retain the right to transfer back to that former job title should a vacancy occur within the fiscal year following the reassignment.
7. Any surplus employee who declines reassignment waives all future reassignment rights and will become a reduction-in-force and then will be eligible for recall in accord with paragraph F. or G., if applicable.
8. When a decline of reassignment occurs, the next most senior person on the reassignment and/or recall list shall be contacted and given the same choice of positions as given the person declining reassignment.

F. RECALL TO SAME JOB TITLE

1. An employee terminated due to the reduction-in-force, whose name does not appear on another job title seniority list in accord with Paragraph D shall have a preferred right of recall to that single job title in the order of seniority in accord with Paragraph C.
2. An employee who has become a RIF in accord with paragraph E.6., will not be contacted for recall to that job title until a position(s) other than the originally offered position(s) becomes available.
3. Declining recall to that single job title waives all future recall rights.

G. RECALL TO DIFFERENT JOB TITLE

1. An employee terminated due to a reduction-in-force and awaiting recall, who (1) has held other positions on a permanent basis, and (2) has had his/her name placed on seniority lists in other job titles in accord with Paragraphs D and H, shall have a preferred right of recall in those job titles along with all others in those job titles in the order of seniority in accord with Paragraph C.
2. An employee who has his/her name on more than one job title seniority list will be contacted for recall whenever a vacancy occurs in any one of the job titles.
3. Declining recall to any job title on which the employee's name appears on the seniority list waives all future recall rights to the specific job title.
4. A RIFed employee who accepts a recall to a position different in job title at the same or lower classification shall remain on the seniority list in his/her former job title from which RIFed and shall retain the right to transfer back to the former job title should a vacancy occur within the fiscal year following the RIF.

H. QUALIFIED FOR POSITION

1. Meets qualifications as identified in job description.
2. An employee terminated due to a reduction-in-force who has held other positions on a permanent basis and has had his/her name placed on seniority lists shall have a preferred right of recall in those job titles in the order of seniority.
3. To be eligible for recall to a position at a higher level, the employee must have held the position within the past three (3) years.

I. NOTIFICATION OF RECALL

1. Employees awaiting recall must leave with the Employee Relations Office a tele- phone number and address where they may be reached. If contact by telephone cannot be made within two (2) work days, a certified letter will be sent indicating the employee must contact the Employee Relations Office within five (5) days of the date of the letter. If there is no response, that employee will remain on recall status, but will be bypassed on the seniority list and the next senior employee will be contacted.
2. This bypassed employee remains the most senior on the list and is the first contacted at the next opening.

J. FILLING OF POSITIONS

1. No new personnel shall be employed on a permanent basis to any job title for which there are employees awaiting recall.

K. ADVERTISING OF POSITIONS

1. All position openings will be advertised.
2. Position advertisements will carry an identifier to indicate that there are reduction-in-force employees awaiting recall to that job title who will be eligible for recall to the position. Other applicants will not be interviewed or considered.
3. Reduction-in-force employees awaiting recall who are not covered by Paragraph F. or G. of this section, and are qualified for the advertised position will be given preference over a non-District applicant.

L. APPLICATION FOR POSITION(S)

1. An employee terminated due to the reduction-in-force may apply for any position advertised.

M. RECALL RIGHTS FOR REDUCTION-IN-FORCE EMPLOYEES

1. Upon recall, all rights related to salary ad fringe benefits shall be restored. Seniority shall accrue while awaiting recall.
2. Once an employee has been recalled, no further recall consideration will be given and the employee's name will be removed from all job title recall lists, except that the employee shall retain the rights in E.6 and G.4.

N. CLASSIFIED JOB TITLE CHANGES

1. SUPPORT SERVICES

<u>CURRENT JOB TITLE</u>	<u>PREVIOUS JOB TITLE</u>
ABE Program Assistant	---
Account Clerk I	Account Clerk - Fiscal; Account Clerk
Account Clerk II	Senior Account Clerk - Fiscal; Senior Account Clerk
Account Clerk III	Principal Account Clerk; Procurement Assistant
Account Technician	Accounting Technician
Adult Refugee Bilingual Assistant	---
Alarm Technician	Intrusion Alarm Maintenance Technician; Security Alarm Technician
Alarm Technician/Night Security Chief	---
Attendance Clerk	Registration Office Clerk; Registration/Attendance Clerk
Attendance/Residence Specialist	Attendance/Registration Specialist
Attendance Technician	---
Basic Skills Record Clerk	---
Bookstore Assistant	Account Clerk - Bookstore; Bookstore Clerk
Bookstore Manager	Principal Account Clerk - Bookstore
Bus Aide	---
Bus Driver	---
Bus Security Aide	---
Bus Security Chief	Security Aide III; Staff Security Aide
Bus Service Worker	---
Buyer I	---
Buyer II	---

Cafeteria Manager I	Cafeteria Manager
Cafeteria Manager II	Cafeteria Manager
Campus Plant Manager	Foreman Engineer
Campus Security Chief	---
Career Specialist	---
Central Records Technician	---
Chemical Awareness Program Assistant	---
Child Care Aide I	---
Child Care Aide II	---
Clerk Typist	Clerk Typist I; Clerk Typist II; Clerk Typist III, Intermediate Clerk Typist; Senior Clerk Typist
Community Aide	---
Computer Center Aide	---
Computer Operator I	Computer Operator
Computer Operator II	---
Computer Scanner Operator I	Scanner Programmer
Conference Planner - Chapter I	Conference Planner - Title I
Cook	---
Credentials Clerk	---
Custodian	Day, Evening, Night Custodian
Data Controller	---
Data Entry Operator	Keypunch Operator; Intermediate Keypunch Operator; Data Entry Operator I; Data Entry Operator II
District Media Technician	Media Technician; AV Text Book Clerk
Drafting Specialist I	Draftsman I
Drafting Specialist II	Draftsman II
Drafting Specialist III	Draftsman III

Duplicating Equipment Operator	---
Food Services Field Supervisor	Cafeteria Field Supervisor
Garde/Manager	---
GED Tester	---
Groundskeeper	Yardman
Hearing Vision Tester	---
Hospitality Coordinator	---
Information Services Specialist	Public Information Specialist
Instructional Aide	---
Instructional Aide TMH/EH/MH	---
Kitchen Assistant	Department Kitchen Assistant
Mail Clerical Worker	---
Media Equipment Technician	AV Technician; TV Technician
Media Services Clerk	Library Clerk; Instructional Materials Clerk; Media Services Clerk I
Media Technician	---
Migrant Program Assistant - Chapter I	Parent Advisory Council Assistant - Title I
Military Property Clerk	---
Night Security Aide I	Night Security Officer
Night Security Aide II	Night Security Chief
Nonlocal Funds Program Assistant	---
Offset Operator I	Offset Equipment Operator
Offset Operator II	Offset Printing Technician
Payroll Clerk	---
PBX/Centrex Attendant	PBX Operator - Receptionist
PE/Athletics Aide	---
Personnel Services Assistant	Senior Clerk Typist

Personnel Specialist	---
Personnel Technician	---
Photo Technician	---
Programmer	---
Programmer Analyst	---
Program Specialist	ABE/GED/ESL; Adult Refugee; CETA; Indian; Program Specialist
Property Control Clerk	---
Property Control Assistant	Property Control Assistant II
Record Retrieval Clerk	---
Registrar	Principal Clerk
Research Analyst	Program Evaluation Specialist
Research Clerk I	---
Research Clerk II	---
Research Technician	Senior Clerk Typist
Secretary I	Secretary; Intermediate Secretary
Secretary II	Intermediate Secretary; Senior Secretary
Secretary III	Senior Secretary; Secretary to Principal
Secretary IV	Administrative Secretary; Executive Secretary
Security Aide	Security Aide I; II; IV
Senior Security Aide	---
Service Aide	---
Stores Clerk I	Warehouseman I, II and III
Stores Clerk II	Warehouseman I, II and III
Systems Analyst	Senior Systems Analyst
System Manager	---
System Programmer	---

Senior Testing Clerk	---
Training Placement Specialist	BACE; CETA; LINK; Training Placement Specialist
Transportation Dispatcher	Transportation Facilitator
Truck Driver	---
Truck Driver Helper	---
Utility Worker	Utility Man
Word Processing Equipment Operator I	Correspondence Equipment Operator; Word Processing Secretary I
Word Processing Equipment Operator II	Correspondence Secretary; Terminal Typewriter Operator; Word Processing Secretary II
Word Processing Equipment Operator III	Senior Correspondence Secretary; Senior Terminal Typewriter Operator; Word Processing Secretary III
Word Processing Specialist	---
Youth Advisor	CETA Youth Advisor; Indian Youth Advisor

2. MAINTENANCE & OPERATIONS:

Engineer	---
Building Maintenance Worker	---
Carpenter	---
Craft Trainee	---
Electrician	---
Engineer Trainee	---
Glazier	---
Grounds Equipment Operator	Groundsman I, II and III
Laborer/Mover	---
Locksmith	---
Machinist	Mechanic

Night Sweeper Operator	---
Office Machine Repair	Office Machine Repairman I and II
Operating Engineer	---
Painter	---
Plumber	---
Refrigeration	---
Sanitation Truck Operator	---
Sheet Metal	---
Welder	---

SECTION 16

REPLACEMENT OF HAND TOOLS

A. MAINTENANCE AND OPERATIONS

1. On an exchange basis, the District will replace for craft personnel hand tools which are listed on an approved list of hand tools for his/her job assignment which have been lost on the job due to burglary. Replacement of lost hand tools is limited exclusively to burglary and such burglary must occur on District premises.

SECTION 17

GRIEVANCES

A. PURPOSE

The purpose of this grievance policy is to obtain, at the nearest administrative level, equitable solutions to the problems which may from time to time arise.

B. DEFINITION

A grievance is defined as a complaint by the Association, or by one or more employees, that there has been a violation, a misinterpretation, or inequitable application of a specific section(s) of the Classified Employees Association Handbook.

Grievant shall mean an employee or group of employees or the Association filing a grievance.

"Party of interest" is an employee who might be required to take action or against whom action might be taken in order to resolve the grievance.

C. TIME LIMITS

Any employee shall have the right, anytime within thirty (30) work days after the occurrence of the act or condition upon which the grievance is based, to present the grievance to the District at the appropriate level. Any grievance not so presented shall not be recognized by the Executive Board of the representative group (the Classified Employees Association).

Because 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 any level, the time limits are not met by the administration, the grievance will automatically move to the next level, unless the specified time limits are extended by mutual agreement.

If a grievance is filed which might not be resolved at Level 3 within the prescribed time limits prior to the end of the employee's work year, and which if left unresolved until the beginning of the following work year, could result in irreparable harm to a party or parties of interest, the specified time limits shall be reduced so that the grievance procedure may be concluded prior to the end of the work year.

Failure by the aggrieved person at any level to appeal a grievance to the next level within the specified time limits, shall be deemed to have accepted the decision rendered at that level.

D. RIGHT TO REPRESENTATION

Any party of interest may be represented at any level of the grievance procedure by a person, or persons, of his/her own choosing. When the aggrieved person(s) is not represented by the Association, the Association shall have the right to be present at all stages of the grievance procedure.

At any level in the grievance procedure, the aggrieved person may:

1. present and discuss the alleged grievance personally or
2. request a representative to accompany him/her and request that the representative act on the employee's behalf.

E. REPRISALS PROHIBITED

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

No employee who is a participant in any hearing or proceeding at any level of the grievance procedure shall lose any pay as a result of such participation.

F. GENERAL PROVISIONS

1. Nothing in these policies will be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the Administration and having the grievance adjusted, providing the adjustment is consistent with this Handbook and District policies.
2. A grievance may be withdrawn at any step without prejudice or record and cannot be reopened.
3. If a grievance affects a group of employees from more than one unit, the representative group may submit such grievance, in writing, directly to Level 2, and the processing of such grievance may commence at Level 2. The representative group may process such a grievance even though the aggrieved persons do not wish to do so.
4. The Board and the Administration agree to make available to the aggrieved person and his/her representatives, all information relevant to the issues raised by the grievance that is in the Board's or Administration's possession or control and is not privileged under law.
5. All written and printed matter dealing with the processing of a grievance will be filed in the Employee Relations Office separately from the central personnel files of the participants.
6. All sessions held in connection with the processing of grievances, including arbitration, shall be closed sessions and no releases shall be made concerning the progress of the hearing.

G. GRIEVANCE PROCEDURE

Any grievance presented to the District shall be handled in accordance with the following procedure:

1. Informal Procedure

If an employee feels that s/he has a grievance, s/he will first make an effort to resolve the problem informally by discussing the matter with his/her immediate supervisor. The employee may (1) discuss the alleged grievance personally or (2) request a representative to accompany him/her and to act on his/her behalf. (See paragraph C above.) The immediate supervisor shall attempt to adjust the grievance and shall respond verbally within forty-eight (48) hours of the discussion.

## 2. Formal Procedure

### Level 1 - Appropriate Supervisor

If the grievance is not satisfactorily settled at the informal procedure, the employee and/or his/her representative shall file a grievance formally, in writing, using the appropriate forms, with the appropriate supervisor, unit administrator, or department or division head.

The aggrieved person or the appropriate supervisor may request a conference prior to the rendering of the decision. A meeting shall then be held within three (3) work days after receipt of the grievance, at a mutually agreeable time, by the appropriate supervisor, the employee, and his/her representative.

Within five (5) work days after receipt of the grievance or after the conference, the appropriate supervisor will render a written decision to the aggrieved person with a copy to the representative group.

### Level 2 - Appeal to the Superintendent

Within five (5) work days after receipt of the response from the Administrator/Supervisor hearing the grievance, the employee, with the approval of the representative group, may appeal, in writing, to the Superintendent.

Within ten (10) work days of receipt of the appeal, the Superintendent (or designee) will meet with the aggrieved person, his/her representative, and the appropriate Supervisor involved at Level 1. Arguments and documentation by all parties shall be presented in writing to all parties at the Level 2 hearing.

The Superintendent (or designee) shall render a decision, in writing, within ten (10) work days following the hearing. This decision will be sent to the aggrieved person, the representative group, and the appropriate supervisor involved. If the Superintendent chooses not to act within ten (10) work days, the grievance shall be considered adjudicated in favor of the aggrieved person.

### Level 3 - Impartial Advisor Arbitration

1. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level 2, s/he may, within five (5) work days after 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 2 is not acceptable, it shall, within ten (10) work days after receipt of the request, submit the grievance to arbitration by so notifying, in writing, the President of the Board and the Superintendent.

3. The Superintendent (or designee) and the President of the representative group (or designee) shall, within five (5) work 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 (5) work days, the Superintendent (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 and 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) work 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.

## SECTION 18

### APPEAL PROCEDURE

#### A. WHAT IS ELIGIBLE FOR APPEAL

A disagreement with a decision made by an administrator by one employee or a group of employees (other than a grievance) may be resolved by the use of this appeal procedure by that employee or group of employees. 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

A separate appeal process is identified in this Classified Handbook for evaluations and for Professional Growth Committee decisions. In all other appeals, this appeal process is applicable.

C. INFORMAL CONFERENCE REQUIRED

An informal conference must first be held between the primary parties of interest to attempt to resolve the problem. A written communication shall be prepared identifying the results of this conference. Classified employees 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 Association. The forms shall be supplied by the Employee Relations Office and shall be available in the supervisor's office.
2. The employee(s) may request Association representation to be present.
3. Copies of all written appeals and decisions will be submitted to the Superintendent, the CEA President, and the Association representative, if any.

E. STEPS IN FORMAL APPEAL PROCEDURE

1. The first step is addressed to the Principal, Unit Head, Director, or Division Manager to whom the classified person is responsible. This appeal must be made in writing within ten (10) workdays after the disagreement or misunderstanding first occurred or within five (5) workdays after the informal session was held, whichever comes later. A written decision should be made within five (5) 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 (5) days after the decision is received, file an appeal with the Superintendent (or designee). A conference will be scheduled within five (5) days after the receipt of the appeal at Step 2, and a written decision submitted within five (5) 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 (5) days after receipt of the decision, submit a request for a hearing before the Governing Board. The Board, after reviewing the case, shall within fifteen (15) days decide whether or not a hearing shall be held. The Board shall render a decision within seven (7) days after a hearing, if a hearing is held, or within fifteen (15) days after receipt if no hearing is held.

F. REPRISALS PROHIBITED

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

## SECTION 19

### DISCIPLINARY ACTION

#### A. DISCIPLINARY ACTION

1. Disciplinary action shall not be taken against any employee without just cause established through due process.
2. Disciplinary action shall be administered in a progressive and constructive manner in an effort to counsel and fully advise employees of deficiencies and afford them an opportunity to demonstrate improvement in performance.
3. The nature and frequency of the offense will determine the appropriate disciplinary action.
4. Actions which jeopardize the health, safety, and welfare of students or employees or outrage public opinion may result in more severe disciplinary action to include immediate removal from the employee's assignment pending further Governing Board action.
5. Disciplinary action regarding employee conduct shall be in accord with the provisions and procedures contained in the Employee Conduct/Discipline Handbook.
6. When derogatory material is to be placed in the employee's personnel file, the employee shall acknowledge that s/he has read such material by his/her signature. The signature does not necessarily indicate agreement with the content of the material. If s/he refuses to sign, the supervisor will so note in the presence of the Unit CEA representative, or employee's designee, sign and date the Employee Relations Office copy and forward it to the Employee Relations Office.

## SECTION 20

### TRANSFER AND ASSIGNMENT

#### A. MAINTENANCE AND OPERATIONS PERSONNEL

##### 1. Assignment

- a. Assignments as to area, territory, or work station, at the various schools, or other locations, will be made by the Campus Plant Manager or immediate supervisor. When a particular assignment in a given job classification as to area, territory, or work station becomes vacant, an assignment will be made by the Campus Plant Manager or immediate supervisor in the following order of preference, if the employee is otherwise qualified for the assignment:

- (1) First preference will be given to employees already assigned to that school.
- (2) Second preference will be given to District employees transferring to that school.
- (3) Last preference will be given to applicants for employment.

## 2. Transfer

- a. Operating Engineers shall not be transferred from one school to another except in case of emergency or bidding on job openings.
- b. A minimum of three rotations during the Engineer Training Program will be made. Additional rotations will be made only where staffing needs of the District dictate such action.
- c. Only an Engineer or Advanced Engineering Trainee with appropriate training and skill shall assume responsibility for the boiler room operation. Advanced Engineer Trainees selected for boiler room operation will have the recommendation of the Campus Operating Engineer, Campus Plant Manager and the Division Manager of Plant Facilities and Operation. There will be no other operators.

## 3. Reassignment

- a. The Campus Plant Manager, or other immediate supervisor in other locations, may reassign an employee in a given job classification to another area, territory, work station, or starting period at the same campus (or other location) if the employee is informed of the reason for the reassignment.

## B. FOOD SERVICES PERSONNEL

### 1. Transfer

- a. A transfer may occur through a position opening and an employee applying for and being selected for the position; or, where a transfer is necessary in the interest(s) of the District and/or Food Services Division. When a transfer is necessary for this reason, the recommendation for transfer of the employee may come from either the Principal or his/her designee or the Division Manager of Food Services. Both the Principal or his/her designee and the Division Manager of Food Services should agree to the transfer before the transfer occurs.
- b. Under certain conditions, it is in the interest of the District to temporarily transfer and/or reassign personnel. When this occurs, the Principal or his/her designee should be contacted by the Division Manager of Food Services, and approval obtained, before the temporary transfer(s) is made.

C. INVOLUNTARY TRANSFER

The Policies and By-Laws of the Phoenix Union High School District read as follows:

6.7 P Transfer or Reassignment

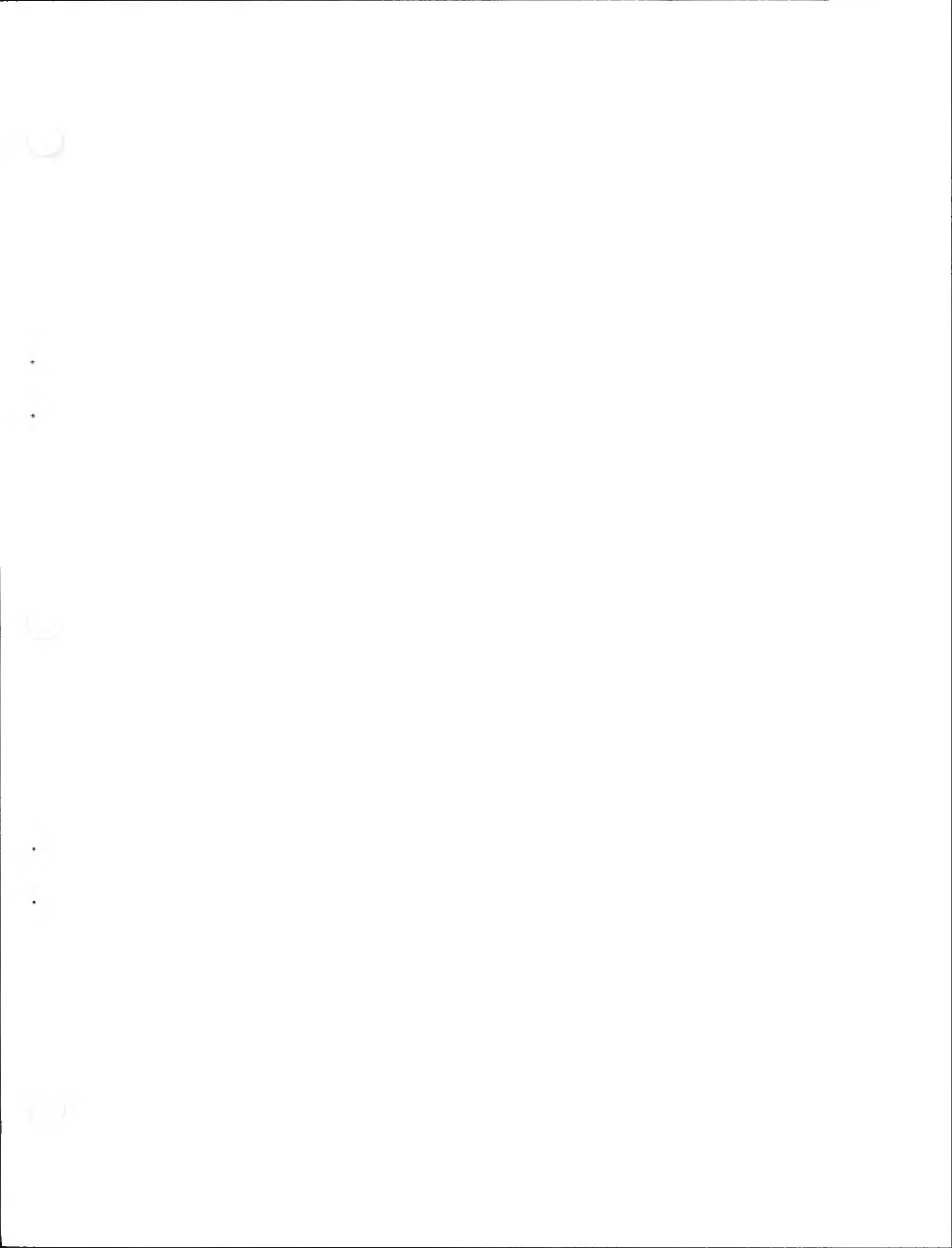
Authority to initiate and accomplish the reassignment or transfer of employees is specifically vested in the Superintendent, subject to the confirmation of the Governing Board.

SECTION 21

FILLING VACANCIES IN PERMANENT POSITIONS

- A. When a vacant or new permanent position is identified and is to be filled, a Personnel Action sheet listing the essential information concerning the vacancy will be prepared by the Employee Relations Office and sent to each unit. The Personnel Action sheet will be posted immediately on the designated bulletin board at each location. The next Daily Bulletin distributed within each school after the receipt of the notice will include the listing of vacancies. The distribution of the Personnel Action sheet and the posting on the bulletin board will also occur during the summer months when school is not in session. Interested applicants must observe the deadline for making application, which will be five (5) days. Temporary position vacancies will not be so advertised. Summer positions will be advertised.
- B. Application must be made for each job advertised. There will be no carry-over. Applications are to be made in writing to the Employee Relations Office with a copy to the appropriate administrative supervisor.
- C. All permanent employees of the District who are qualified in accord with job description requirements and who apply for the advertised position prior to the closing date will be scheduled for interview.
1. As timely as possible after the closing date to make application, the Employee Relations Office will advise the appropriate administrative supervisor of the applicants to be scheduled for interview.
  2. The administrative supervisor will contact each District applicant and schedule an interview.
- D. Selection will be made from the applicants by the appropriate administrator/supervisor, with reference to be made to Section 5, if applicable.

Arrangements to transfer the selected employee will be made in a prompt and expeditious manner. In the event the selected employee must be retained in the employee's present position for a longer period of time, the employee will be compensated at the new rate of pay three weeks after the Employee Relations Office has been notified of the selection.



## PROFESSIONAL GROWTH PROGRAM

One additional professional growth step on the salary schedule shall constitute a salary increment except in the case of Maintenance and Operations personnel. A professional growth salary increment will be established by increasing the hourly rate of pay for Maintenance and Operations personnel equivalent to the percentage received by Support Services. A professional growth salary increment may be obtained in the following ways:

All academic courses and/or equivalent services taken for credit under this program must be directly related to the working area of the employee, or enhance their effectiveness as an employee, except as otherwise provided.

One additional step on the salary schedule shall be given for completion of 15 semester hours, one step for the completion of 30 semester hours, and one step for completion of 45 semester hours.

Employees may earn a maximum of nine (9) credit hours per semester during the school year. If more credit hours are desired, approval must be received from the supervisor.

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

Academic credit shall not be granted for study done prior to July 1, 1971, or prior to an employee's permanent date of employment with the District as provided in the seniority list.

Equivalent credit is credit granted in lieu of academic credit. Equivalent credit may be accepted up to and including three (3) semester hours in each 15-hour increment. Equivalent credit shall not be granted for equivalent service done before July 1, 1971, or prior to an employee's date of employment with the District.

No academic or equivalent credit is granted for an activity which takes place during the normal scheduled workday when a person is released from his/her assigned responsibilities, and paid by the District.

### A. ACADEMIC CREDIT (16 CLOCK HOURS = ONE ACADEMIC CREDIT)

Academic credit shall be granted for the following:

1. Academic credit at accredited institutions is acceptable.
2. Associate of Arts, Bachelor Degree, and Master's Degree. One increment shall be granted for obtaining an Associate of Arts Degree (AA), a second increment shall be granted for obtaining a Bachelor's Degree (BA), and a third increment shall be granted for obtaining a Master's Degree (MA).
3. Study done at the request of the officials of the District.

4. Study done at an accredited college or recognized institution of higher learning which is directly related to the participant's current responsibility or enhances his/her effectiveness as an employee.
5. The following courses generally will be accepted for credit regardless of the participant's current job assignment.
  - A. ADMINISTRATION
  - B. AUDIO VISUAL
  - C. CHEMICAL AWARENESS COURSES
  - D. COLLEGE OF EDUCATION COURSES
  - E. COMPUTER SCIENCE
  - F. COUNSELING
  - G. COURSES IN SPANISH LANGUAGE
  - H. CURRICULUM AND INSTRUCTION
  - I. DATA PROCESSING COURSES
  - J. DISCIPLINE COURSES
  - K. DROPOUT COURSES
  - L. ENGLISH
  - M. EVALUATION
  - N. EXCEPTIONAL STUDENTS
  - O. FIRST AIDE AND/OR EMERGENCY TECHNIQUES
  - P. HISTORY
  - Q. HUMANITIES
  - R. MATH
  - S. METRIC COURSES
  - T. PSYCHOLOGY
  - U. READING
  - V. SCIENCE
  - W. SPEECH
  - X. STRESS MANAGEMENT
  - Y. TYPING
  - Z. Other courses to be identified by Professional Growth
6. In-service educational programs approved by the Professional Growth Committee. Staff development hours are considered academic credits.
7. Independent study approved by the Professional Growth Committee.
8. Attendance at conferences, institutes, seminars, clinics, etc., after a written proposal has been approved by the Professional Growth Committee.
9. Staff development hours will be computed as 15 clock hours = one academic credit.
10. Verification of academic credit.
  - a. An academic approval form plus an official transcript from an accredited college or university or a District Certificate of Completion must be submitted to the Employee Relations Office prior to review of credits for a salary increment.

- b. In the event there is disapproval, the rationale shall be transmitted to the employee.
- c. If the employee submits a request in writing, a hearing shall be granted at which the disapproved shall be reconsidered.
- 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.

However, courses taken as a requirement in a District Employee Training Program will not be eligible for Professional Growth salary credit.

B. EQUIVALENT CREDIT

- 1. Equivalent credit in lieu of academic units may be accepted up to and including three (3) semester hours in each 15-hour increment.
- 2. Equivalent credit under this program shall not be granted for time spent prior to the date an employee enters the District.
- 3. Equivalent credit may be accumulated during the period required for each salary increment.
- 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. Work Experience

Maximum credit - Three (3) semester hours within each increment on the salary scale.

Ratio = 35:1 Unpaid  
70:1 Paid

- (1) Verification of the work experience shall be submitted by an employee requesting work experience credit. The verification shall include a memorandum from the employee's supervisor attesting to the hours worked and a justification statement by the employee which indicates how the work experience contributes to his/her working skills and is related to current areas of responsibility.
- (2) No more than six (6) hours of credit will be granted for the same type or level or work experience activity.

- (3) A memorandum from the employee's supervisor or employer must be attached to the properly 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) description of the activity, b) statement verifying completion of the activity, c) total number hours of participation, and d) whether paid or unpaid.
- (4) All forms are available from the Principal's Office or Professional Growth Office.
- (5) Final approval by the Professional Growth Committee will be based on satisfactory completion of the above requirements.

b. District-wide Committees

Maximum credit - Three (3) semester hours within each increment on the salary scale.

Master List = One (1) credit per semester.

(1) Master List Committees

- a. A member of a committee listed on the Master List is eligible to receive two (2) equivalent credits for each year or membership plus an additional credit for being the chairperson or co-chairperson. The Master List is as follows:

CEA Meet and Confer  
CEA Executive Boards  
CEA Council of Representatives  
Superintendent's Budget Review Committee  
Professional Growth Committee

Credit is not given for serving as an alternate, as an alternate is obligated to act only in the absence of the official representative.

- b. Verification for Master List Committees will be automatic upon submission of the appropriate names by the CEA 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. District-wide committee work may be accumulated during the period required for each salary increment.

- c. 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.
- d. A memorandum from the committee chairperson or organizational officer must be attached to the properly 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 of the committee, and b) Statement verifying number of hours worked on the committee.
- e. All forms are available from the Principal's Office or Professional Growth Office.
- f. Final approval by the Professional Growth Committee will be based on satisfactory completion of the above requirements.

c. City, County, State or National Committees

Maximum credit - Two (2) semester hours within each increment on the salary scale.

Ratio = 35:1 Unpaid

- (1) Committee work must consist of at least three (3) or more people who are active on the committee.
- (2) Committee work may be accumulated during the period required for each salary increment.
- (3) Any committee that is of a religious or political nature is not eligible for credit.
- (4) A memorandum from the committee chairperson or organizational officer must be attached to the properly 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.

d. Professional Activities

Maximum credit - Three (3) 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.

- (2) Any Professional Activity that is of a religious or political 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 for approval prior to requesting an additional increment. Verifying memorandums should include: a) Name and description of the Professional Activity, and b) statement verifying one (1) year's work in that activity.

e. Conferences and Institutes

Maximum credit - Three (3) 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 thirty-five (35) clock hours of participation.
- (2) The thirty-five (35) 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 thirty-five (35) clock hours or one (1) semester hour.
- (4) All conferences, institutes, etc. must be directly related to the participant's current 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 for approval prior to requesting an additional increment.

5. Applying for equivalent credit

- a. Verification of equivalent credit requests shall be submitted through the 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 employee.
- c. If the employee 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 Employee Relations.

C. PROCEDURE FOR FINAL APPROVAL OF 15-, 30-, and 45-HOUR INCREMENTS

- 1. Final approval for the 15-hour, 30-hour, and 45-hour increments shall be made on academic and equivalent credit during a personal interview with a representative from the Employee Relations Office. At this time, the employee 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 Employee Relations Office by official transcript. This may be done in person or by mail after the course work has been completed and transcripts received.
- 3. Employees completing the requirements for an 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 increment is submitted to the Employee Relations 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 Employee Relations 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 Employee Relations 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.

## SECTION 25

### CAMPUS COMMITTEE

#### A. 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 or the appeal process.

#### B. REGULATION ON MEMBERSHIP

A campus committee shall be established at each school. The committee shall be composed of three members designated from the CTA (The unit chairperson and two to be elected by members of the CTA on campus), three members of the administrative/supervisory staff on campus designated by the principal, and one member of CEA whose selection shall be determined by the local CEA membership. The selection of the membership on the campus committee shall be determined prior to May 1 of each year.

## SECTION 26

### EMPLOYEE TRAINING

#### A. MAINTENANCE AND OPERATION

1. The District recognizes the necessity for training skilled employees in all Maintenance and Operation service areas, but especially in the crafts and plant engineer areas.
  - a. If classwork is required, the individual will be furnished with a list of classes which s/he is expected to complete.
  - b. A regular schedule of attainment of skills and/or completion of classes will be established. Failure to maintain acceptable progress will result in termination from the training program.
  - c. A certificate of completion will be awarded at the successful completion of the established training program.
2. There are five (5) steps in the trainee programs for engineers and craft maintenance personnel--Step 1, Step 2, Step 3, Step 4, and Step 5.
3. At the time a trainee is selected, a training program committee will meet with the trainee and develop an appropriate program of study. For crafts trainees, the committee will consist of the trainee, the appropriate craft chief, and the Division Manager of Plant Facilities and Operation (or designee). For engineer trainees, the committee will consist of the trainee, an operating engineer, and the Division Manager of Plant Facilities and Operation (or designee). A training agreement will be issued specifying the agreed-upon program of study.

4. Candidates for the trainee programs will start at the step indicated herewith if s/he has satisfactorily completed the required minimum number of approved courses.

Step 2	2 Courses
Step 3	4 Courses
Step 4	6 Courses

5. When trainees have completed the minimum number of courses required to start at a higher step (A.4 above), and have attained a satisfactory performance evaluation, trainees may advance from Step 1 to Step 2, and from Step 2 to Step 3, with less than one year of on-the-job training at the previous step.
6. An engineer trainee must be at least on Step 4 of the trainee program and must have achieved sufficient skill and training to be recommended by the Division Manager of Plant Facilities and Operation to be considered an advanced engineering trainee. Before trainees are appointed to be responsible for the operation of a boiler room, recommendation shall be sought from the Campus Plant Manager and the Operating Engineer.
7. When an Engineer Trainee has satisfactorily completed one year as a Step 5 trainee, s/he will then move to the Engineer level.
8. When a Step 5 Crafts trainee has completed his/her training program satisfactorily, s/he will then move to the crafts level.
9. When a district employee is selected for the trainee program, s/he will retain his/her pay rate at the time of entrance into the program if placement on the trainee salary schedule would result in a reduction in pay. When this occurs, that individual will continue on this pay rate with no annual pay adjustments until such time as the person is qualified to be placed on a step of the trainee schedule, which will provide pay at the same or a greater rate. Thereafter, the person will progress per the trainee schedule.

## SECTION 27

### SAFETY

- A. The District shall furnish all equipment required for personal safety. Every employee is expected to accept safety and accident prevention as an active part of his/her job assignment. S/He should observe and report safety hazards as a basic job requirement to his/her immediate supervisor.
- B. An employee shall have the right to refuse to carry out an order that might be hazardous to him/her or those around him/her or when it is not related to his/her craft, trade, or position wherein there would be a potential hazard to the employee. When such a circumstance arises, the appropriate supervisor shall immediately review the alleged hazard.

- C. At no time shall an employee be required to search for any form of explosives on or around the school property. Nor shall s/he be required to act as a police/security force in mob control or any act of force by others. An employee may volunteer for such duties if s/he wishes to do so.
- D. No less than two (2) custodians will be assigned to a night shift at any location.

#### SECTION 28

##### ON-THE-JOB ACCIDENTS RESULTING IN INJURY

- A. The law requires the District to participate in a compensation insurance plan approved by the Industrial Commission of the State of Arizona. Refer to the Industrial Commission schedule, Appendix B.
- B. All on-the-job accidents resulting in injury shall be reported to the employee's immediate supervisor.

#### SECTION 29

##### UNIFORMS AND IDENTIFICATION

###### A. ALL CLASSIFIED PERSONNEL

- 1. Clothing appropriate to job duties is to be worn at all times the employee is on duty.
- 2. Employees are required to possess identification cards at all times they are on duty. Employees not possessing these identification cards are subject to removal from District premises. When so requested by the appropriate authority, the employee must present his/her card.
- 3. All employees will be issued an identification card.

###### B. FOOD SERVICES PERSONNEL

- 1. All Food Services personnel are to wear uniforms of regulation style and white and/or pastel in color, as set by the Food Services Division, at all times they are on duty.
- 2. Employees furnish their own uniform.

SECTION 30

CHIEF AND LEAD ASSIGNMENTS

- A. When there are two (2) to five (5) workers employed in a craft classification, one shall be designated chief.
- B. When there are six (6) or more workers in a craft classification, one shall be designated chief and one shall be designated lead.

SECTION 31

LINE OF AUTHORITY

- A. General operating procedure provides that each employee shall have one (1) immediate supervisor only. Each employee shall be notified in the first two (2) weeks of the work year who his/her immediate supervisor is. An employee's immediate supervisor can change in the maintenance services department depending upon the work load. Requests for services of the employee(s) should be made to the employee's supervisor who will make assignments to personnel under his/her supervision.
- B. When requests for employee services are not being made in accord with general operating procedure, such should be brought to the attention of the appropriate administrator for the purpose of rectifying the situation. However, no employee shall be disciplined for insubordination as a result of a refusal to carry out a work order issued by someone other than his/her immediate supervisor.

SECTION 32

SAVINGS CLAUSE

The provisions in the Classified Employees Association 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 provisions shall at any time be held contrary to law, then such provisions shall be of no force and effect, but all other provisions be continued in full force and effect. It is understood that formal legal opinion issued by the Office of the County Attorney, and concurred in by the office of the Attorney General, shall have the force of law for the Governing Board.

The Handbook shall not conflict 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.

SECTION 33

PAY PERIOD

The pay period shall normally be bi-weekly. Every other Friday is the regular pay day.

SECTION 34

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. Such authorization shall continue in effect unless subsequent to June 1 and prior to September 15 of any year, such authorization is formally revoked by the employee in writing and copies thereof are delivered to the group representative and the Payroll Office. The deduction of membership dues upon member's request shall be made in equal amounts from sixteen (16) 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 employees from whom the deductions have been made. Approved organizations shall notify the School District Administration's Payroll Department of any changes of address for submitting dues.

SECTION 35

OVERTIME AND COMPENSATORY TIME

- A. Compensation for all classified employees covered by this handbook shall be in compliance with applicable state and federal laws.
- B. All time worked beyond forty (40) hours in a workweek will be compensated at one of the following rates:
  - 1. Overtime: time and one-half the hourly rate.
  - 2. Compensatory time: one and one-half hours for each hour.
  - 3. Combination: part pay and part compensatory time so long as the principle of time and one-half is maintained.

### C. General Provisions

1. All time worked beyond eight (8) hours in a day requires prior written approval of the Principal, Educational Unit Administrator, Director, Division Manager, or administrative designee.
2. The administrator approving the work beyond eight (8) hours will identify the method of compensation prior to the performance of the work.
3. Overtime/compensatory time will be in quarter-hour segments.
4. Vouchers for overtime pay are to be submitted bi-weekly.
5. Maximum number of compensatory hours which may be accrued is 240 (160 hours at straight time).
6. Hours over 240 accrued compensatory time must be paid at time and one-half.
7. Compensatory time must be used within thirty (30) calendar days after date of earning; cannot be carried from one year to the next.
8. All unused compensatory time as of the end of each contract year must be paid to the person at time and one-half the hourly rate.
9. All work performed on Sunday will be compensated at double the regular rate unless Sunday is a part of the regular workweek.
10. An employee may be required to work on a legal holiday or recess day(s) as designated on the school calendar. When this occurs the employee shall be paid at double the regular rate or receive compensatory time at double rate even if holiday or recess day(s) falls on Sunday. There will be no additional Sunday pay.
11. Up to five (5) days of compensatory time may be added to a vacation or recess period. Prior written approval of the appropriate administrator is required.
12. Overtime may be required and normally the employee(s) performing such work during his/her regular assignment will continue work into the overtime period.
13. Overtime shall be divided as equally and equitably as possible among employees normally performing that type of work.

### D. Special Provisions for Food Services Employees

1. Contract Food Services personnel who work less than forty (40) hours per week and who are required to work hours in excess of their regular schedule for extra dinners shall be paid or granted compensatory time in accord with paragraph B.
2. Contract Food Services personnel who have completed their normal work shift, left work, and have to return to work (banquet or other activity) will be paid a minimum of two hours in accord with paragraph B.

SECTION 36

CALLBACK PAY

A. SCHEDULED CALLBACK PAY

1. An employee called to work for a scheduled activity between the closing time of his/her regular work shift and the starting time of his/her next regular work shift shall be paid a minimum of two (2) hours' pay at the applicable overtime rate, except as provided in Section 35, Overtime, Paragraph B. This callback time will not apply to overtime worked consecutive to his/her regular work shift.

B. UNSCHEDULED OR EMERGENCY CALLBACK PAY

1. An employee called to work for an unscheduled or emergency occurrence between the closing time of his/her regular work shift and the starting time of his/her next regular work shift shall be paid a minimum of two (2) hours pay at double the normal rate of pay, except as provided in Section 35, Overtime, Paragraph B. This callback time will not apply to overtime worked consecutive to his/her regular work shift.

SECTION 37

HIGH TIME PREMIUM

A. MAINTENANCE AND OPERATIONS

On any operation where there is a possibility of a free fall of twenty-five (25) feet or more, double time shall be paid for the time spent on the operation in fifteen (15) minute segments.

SECTION 38

PAYMENT FOR STUDENT ACTIVITY WORK

All Classified employees may be considered for certain supervisory work related to student activities, as allowed by State Statutes, required for activities supported by admission fees or activities provided out of student funds. The current rate of pay for these activities is \$8.00 per hour, paid to the nearest quarter hour for the supervisory service.

A minimum of one hour will be paid for show up time for canceled night athletic contests.

SECTION 39

MILEAGE

- A. An employee who is required to travel from one location to another during a work period shall be paid at his/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. Paragraph B of this section will apply.
- B. In certain situations, the employees may be required to furnish transportation. At such time, mileage will be paid by check separate from the regular pay check at the District's current approved mileage rate, which will be equal to State Government mileage rate.
- C. Any school employee listed on the budget shall be insured at his/her own expense by liability insurance for \$15,000 per person or \$30,000 per accident while driving his/her own car in connection with school business.

SECTION 40

TEMPORARY CLASSIFIED PERSONNEL

A. DEFINITION OF TEMPORARY PERSONNEL

The term "temporary personnel" shall include classified employees hired for short periods of time for overload of work during peak work periods. Except for temporary personnel who are hired to assist during the summer period (approximately June 1 through August 31), and cafeteria workers employed for less than four (4) hours per day, temporary personnel will be hired only when absolutely necessary and should not be employed longer than thirty (30) continuous workdays.

B. PAYMENT OF TEMPORARY PERSONNEL

- 1. When temporary personnel are hired, they shall be paid within the applicable range of pay as presented in Appendix A.
- 2. Temporary personnel receive no fringe benefits except Industrial Commission insurance coverage.

SECTION 41

SUBSTITUTE CLASSIFIED PERSONNEL

A. DEFINITION OF SUBSTITUTE PERSONNEL

The term "Substitute Personnel" shall include classified personnel hired for short periods of time as substitutes for employees who are ill or off work for other approved reasons.

B. PAYMENT OF SUBSTITUTE PERSONNEL

1. When substitute personnel are hired, they shall be paid in accordance with Appendix A.
2. Substitute personnel receive no fringe benefits except Industrial Commission insurance coverage.

C. ELIGIBILITY FOR PERMANENT STATUS

Should the employee who is being replaced on a substitute basis not return to work, the job vacancy will be advertised. The substitute does not have priority for this position. If such substitute applies for and is selected to fill the vacancy, and there is no break in his/her continuity of service, the number of days s/he served as a substitute shall be counted in his/her probationary period. All fringe benefits will become effective as of the date of permanent employment in accordance with normal effective dates.

SECTION 42

PROMOTION TO HIGHER CLASSIFICATION

A. An employee who is promoted to a higher classification shall move to the higher classification in accord with one of the following:

1. Be placed on the higher classification to provide increases as follows:

One range promotion	- 3% Increase
Two range promotion	- 6% Increase
Three range promotion	- 9% Increase
Four range promotion or more	- 12 1/2% Increase

If necessary to meet the minimum increases identified, a promoted employee may be placed on a higher step of the new range than s/he was on at the time of promotion.

If a salary increment is due the employee at the time of transfer, it shall be credited prior to the movement to the higher classification. An employee with more than six (6) months' continuous service from the date of employment, who has been promoted, shall receive the annual increment the following July 1 in accord with the transition to the new salary schedule.

2. In no event shall an employee in a position on a given range be granted a salary that exceeds the top step of that range (exclusive of Professional Growth and/or longevity increments).
- B. Whenever promotions are made to higher classifications, selection will be made on first, the employee's experience, training, and knowledge in relation to the position requirement; and, second, on the employee's seniority. The District reserves the right to select the best person for the position, regardless of whether or not this person is an employee of the District.
  - C. An employee whose position has been reclassified to a higher classification shall move to the higher classification on the same step.
  - D. There are certain job categories in skilled and technical areas as listed below in which the progression from one level to another is dependent on the acquisition of a higher level of skill. Recommendation to move to the next higher level is made to the appropriate Assistant Superintendent through the intermediate levels of administrators by the Immediate Supervisor. Such recommendations may not be made until the employee has served at least six (6) months in his/her current position.

Job description standards identifying required skills will be used to determine that the employee has acquired these skills. The employee must also have satisfactorily demonstrated that s/he possesses the necessary skills. Achievement of the skill level will be verified at the time of the annual employee evaluation.

Recommendations for advancement to the next higher level will be made prior to the time duties at the new level are assigned on a regular continuing basis.

The recommendation must be concurred by the appropriate Assistant Superintendent who submits it to the Employee Relations Office. Staffing standards for the department or division must be adhered to, regardless of the recommendation, and may not be exceeded. Approved recommendation for change in level will be effective on the following July 1 or January 1 of any given year, whichever comes first.

The job categories to which this specific paragraph applies are limited to the following categories:

1. Buyer I; Buyer II.
2. Drafting Specialist I; Drafting Specialist II; Drafting Specialist III.

3. Word Processing Equipment Operator I; Word Processing Equipment Operator II.
4. Account Clerk I; Account Clerk II; Account Clerk III; Accounting Technician.
5. Programmer, Programmer Analyst, Systems Analyst, System Programmer.

#### SECTION 43

##### TRANSFER TO ACTING STATUS IN A HIGHER CLASSIFICATION

#### A. PERMANENT EMPLOYEES TRANSFERRED TO ACTING STATUS

Permanent employees who are transferred to an acting status in a higher classification, after five consecutive work days retroactive to the starting date of the acting assignment, will be paid in accordance with Paragraph B of this section.

#### B. PAY FOR ACTING STATUS

1. Employees transferred to an acting status will be paid as follows:

- a. If the position assumed on an acting status is one range higher than permanent classification, step placement will provide for a minimum of a 3% increase; if two ranges higher, a minimum of 6% increase; if three ranges higher, a minimum of a 9% increase; and if four or more ranges higher, a minimum of 12-1/2% increase.
- b. The hourly rate of the classification of the assumed position.
- c. Section 43 does not apply to an employee temporarily replacing another employee on vacation or to temporary employees.

This section is applicable only to permanent employees who are replacing on an interim basis an employee in an existing staff-allocated position at a higher classification which is vacant due to illness of incumbent, leave of absence, or due to resignation or termination of employee who held the position. If the position is vacant due to resignation or termination of an employee, the interim employee shall remain for a period no longer than thirty (30) consecutive workdays.

- d. New positions may be filled on an interim basis for a maximum of thirty (30) consecutive workdays.
- e. In no event shall an employee in a position on a given range be granted a salary that exceeds the top step of that range (exclusive of Professional Growth and/or longevity increments).

C. APPOINTMENT/SELECTION TO ACTING STATUS

1. In the absence of a permanent employee for an interim period of time, a member of the current staff of that school or department (if at the DAO or DSO) may be appointed to acting status immediately by the appropriate administrator or supervisor.
  - a. Assignment to acting status will be made on the employee's experience, training, and knowledge in relation to the requirements of the position.
2. If a member of the current staff is not appointed to an acting status and if it is estimated that the position is going to be open for thirty (30) workdays or longer and is going to be filled, the interim opening will be advertised.
  - a. Employees interested in the position, which will be an assignment for an interim period of time, must make application for the position within five (5) days.
  - b. Selection will be made from the applicants. Preference will be given to District applicants; however, the District reserves the right to select the person for the position whether the person is an employee of the District or not.
  - c. If the position has been advertised, applicants will be notified by memorandum to be posted on the bulletin board(s) when the interim assignment has been made. The memorandum will indicate the name of the person who was selected to fill the opening for the interim period.

D. RETURN TO PERMANENT ASSIGNMENT

1. Upon completion of the interim assignment, the employee will return to his/her former classification and rate of pay. The employee returning to his/her former classification shall have included in his/her permanent personnel file a record of the employee's service in the higher classification which shall include but not be limited to:
  - a. Length of service in higher classification.
  - b. Identification of immediate supervisor in higher classification.
  - c. Job title of higher classification.
2. This information will be sent to the Employee Relations Office by the supervisor of the employee.

- E. In the absence of the Campus Plant Manager due to illness or vacation, the Day Engineer assigned to that campus shall temporarily assume the position of Campus Plant Manager (or lead Engineer if no Day Engineer).

SECTION 44

PERMANENT TRANSFER TO LOWER CLASSIFICATION

A. VOLUNTARY TRANSFER TO LOWER CLASSIFICATION

1. An employee who voluntarily transfers from a higher classification will be placed on the same step of the lower classification as the employee had on the higher classification; or be placed at an hourly rate of the lower classification when there is no step schedule.

B. INVOLUNTARY TRANSFER TO LOWER CLASSIFICATION

1. An employee whose position is eliminated and who is transferred to a position of lower classification will be placed on the step of the lower classification which is closest to the rate of pay the employee was on at the higher classification, or be placed at the hourly rate of the lower classification when there is no step schedule.
2. In no event shall an employee in a position on a given range be granted a salary that exceeds the top step of that range (exclusive of Professional Growth and/or longevity increments).

C. DEMOTION TO LOWER CLASSIFICATION

1. An employee who is demoted from a higher classification to a lower classification will be placed on the same step of the lower classification as the employee had on the higher classification; or be placed at the hourly rate of the lower classification when there is no step schedule.

SECTION 45

TEMPORARY TRANSFER TO LOWER CLASSIFICATION

An employee who is temporarily transferred from a higher classification to a lower classification shall continue to receive his/her regular rate of pay at the higher classification during such temporary assignment period.

SECTION 46

JOB DESCRIPTION REVIEW

1. Job descriptions for all positions are maintained by the District. All job descriptions identify general duties of each position and are applicable to the entire classification, not just to a specific individual.

Job descriptions must be on file in the Employee Relations Division for every job category listed on the salary schedules. They will be reviewed once every three (3) years by the Assistant Superintendent for Employee Relations/designee and revised if necessary. When revisions are necessary, the Employee Relations Division will seek input from the Classified Employees Association.

2. If an employee, a group of employees, or an immediate supervisor feel that a significant change in responsibility has occurred in the required duties of a position, the Division Manager, Director, Educational Unit Administrator, or Principal may write a new job description and then submit to the Assistant Superintendent for Employee Relations; or, an employee, or group of employees, may submit a request to the Employee Relations Office that their job description be reviewed with a copy to the appropriate supervisor/administrator. The request must contain the current description and specific statements as to the significant changes in duties that are regular and continuous.
3. The Employee Relations Office will forward the request to the appropriate administrator(s)/supervisor(s) for review and request return with recommendations. If there is approval, the revised description will be forwarded to the Assistant Superintendent for Employee Relations.
4. If the revised job description is not approved it will be returned to the originator by the Assistant Superintendent for Employee Relations, with a rejection memorandum. The employee(s) requesting the job description revision will be so advised.
5. The employee has the right to appeal a denial of a job description revision request to the Assistant Superintendent for Employee Relations.
6. The Employee Relations Office shall advise the CEA of job description revisions on a regular basis.
7. All recommendations for revised job descriptions must be submitted to the Assistant Superintendent for Employee Relations by January 1. Normally, the revised job description will become effective July 1 of each fiscal year.

#### SECTION 47

#### WAGE ADJUSTMENT

1. A wage adjustment results from a general change in the prevailing rate of pay of a position(s) in the surrounding area. An ad hoc committee will be formed and begin meeting in February to give consideration and make recommendations on wage adjustments. It shall be comprised of Employee Relations Office administrators and a maximum of three CEA members. Each year this committee will evaluate and compare a number of positions in the District to other school districts and other public and private employers in the immediate surrounding area. The positions compared to other employers will then be compared to other positions in the District. Recommendations for wage adjustments will be submitted to the Superintendent. Recommendations for which there is not unanimous agreement will be identified and a dual recommendation may be submitted.

2. An employee(s) whose position(s) has been adjusted to a higher classification, shall move to the higher classification on the same step or at the hourly rate when there is no step schedule regardless of the amount of the increase.
3. An employee(s) whose position(s) has been adjusted to a lower classification shall move to the lower classification and be placed on the step of the lower classification which is closest to the rate of pay the employee was on at the higher classification or be placed at the hourly rate of the lower classification when there is no step schedule.

If such placement results in a reduction in pay rate, no downward adjustment will be made for that individual. When this occurs, that individual will continue on or at the previous rate of pay with no annual pay adjustments until the adjusted rate catches up or until the person changes to another position.

4. All approved wage and salary adjustments normally are made as of July 1 of each year.

#### SECTION 48

##### RECLASSIFICATION

1. A reclassification results from a change in the permanent, regular, and ongoing duty requirements of a position(s).
2. When this has occurred a new revised job description(s) may be submitted in accord with Section 46, Job Description Review. Upon approval of the job description(s) an analysis of the description will be made to determine if a reclassification(s) should be recommended.
3. An employee(s) whose position(s) has been reclassified to a higher classification shall move to the higher classification on the same step or at the hourly rate when there is no step schedule regardless of the amount of the increase.
4. An employee(s) whose position(s) has been reclassified to a lower classification shall move to the lower classification and be placed on the step of the lower classification which is closest to the rate of pay the employee(s) was on at the higher classification or be placed at the hourly rate of the lower classification when there is no step schedule. If such placement results in a reduction in pay rate, no downward adjustment will be made for that individual(s). When this occurs, that individual(s) will continue on or at the previous rate of pay with no annual pay adjustment until the adjusted rate catches up or until the person(s) changes to another position.
5. A reclassification may be applicable to a single position(s) or to an entire classification.

6. When there is a person(s) in a position(s) which is reclassified there will be no job posting.
7. Approval reclassifications normally are made as of July 1, of each year.

SECTION 49

PLACEMENT ON THE SALARY SCHEDULE

- A. Employees new to the District shall be placed on the first step or appropriate hourly rate of the salary schedule applicable to the position and classification which is being assumed by the employee, except as indicated below.
- B. New employees may be granted advance placement on the support services salary schedule at time of employment in accord with the following:
  1. New employees who have an Associate in Arts Degree at time of employment will be granted one step on the salary schedule and start at step 2.
  2. New employees who have a Bachelor's Degree at time of employment will be granted two steps on the salary schedule and start at step 3.
  3. New employees who have a Masters Degree at time of employment will be granted three steps on the salary schedule and start at step 4.
  4. New employees who have prior experience in a position where it can be determined that the job was similar, will be granted one step on the salary schedule for each school year equivalent of full time employment of such experience with a three year maximum, and be placed on step 2, 3, or 4, as appropriate. Such employment must have been no longer than three years ago in order to have credit granted.
  5. A maximum of three steps will be granted regardless of any combination of 1, 2, 3, and 4 above.
- C. In the reemployment of an employee to a position of the same or lower range within twelve (12) months of disassociation, the employee will be placed on the same step of the salary schedule as held at the time of disassociation. A returning employee who has been away from the District for more than twelve (12) months, but not in excess of thirty-six (36) months, will receive credit not to exceed three steps and be placed on step 4 for directly related experience in the Phoenix Union High School District. A returning employee who has been away from the District for more than three (3) years will receive no advance step placement other than provided for in B. 1. and 2. above.

## SECTION 50

## PHOENIX UNION HIGH SCHOOL DISTRICT

## SUPPORT SERVICES PERSONNEL SALARY SCHEDULE 1987-88

<u>POSITION TITLE</u>	<u>RANGE</u>	<u>POSITION TITLE</u>	<u>RANGE</u>
Kitchen Assistant	1	Bus Driver	12
Bus Aide	2	Bus Security Chief	12
Utility Worker	2	Cafeteria Manager I	12
Mail/Clerical Worker	3	District Media Technician	12
Truck Driver Helper	3	Info. Processing Opr. II	12
Child Care Aide I	4	Night Security Aide II	12
Community Aide	4	Personnel Services Assistant	12
Instructional Aide	4	Secretary I	12
Intervention Program Aide	4	Senior Security Aide	12
Operations Clerk	4	Truck Driver	12
Service Aide	4	Account Clerk II	13
Child Care Aide II	5	Credentials Clerk	13
GED Tester	5	Property Control Clerk	13
Instructional Aide TMH/EH/MH	5	Payroll Technician	14
Cook	6	Secretary II	14
PE/Athletics Aide	6	Stores Clerk I	14
Culinary Arts Aide	7	Account Clerk III	15
Bookstore Assistant	8	Cafeteria Manager II	15
Hearing Vision Tester	8	Central Records Technician	15
Information Processing Eqpt. Opr.	8	Computer/Scanner Operator I	15
Media Services Clerk	8	District Maintenance Specialist	15
Record Retrieval Clerk	8	Hospitality Coordinator	15
School Health Center Assistant	8	Offset Operator I	15
Attendance Clerk	9	Photo Technician	15
Bus Security Aide	9	Program Assistant	15
Clerk Typist	9	Bookstore Manager	16
Data Entry Operator	9	Info. Processing Operations Tech.	16
District Tele. Opr/Receptionist	9	Junior Buyer	16
Info. Processing Operator I	9	Stores Clerk II	16
Records Clerk	9	Account Technician	17
Security Aide	9	Bus Service Worker	17
Adult Refugee Bilingual Assistant	10	Data Controller	17
Custodian	10	Offset Operator II	17
Groundskeeper	10	Registrar	17
House Master	10	Secretary III	17
Night Security Aide	10	Transportation Dispatcher	17
Testing Clerk	10	Attendance Technician	18
Account Clerk I	11	Personnel Technician	18
Career Specialist	11	Research Technician	18
Computer Center Aide	11	Drafting Specialist I	19
		Audio Visual Technician	20
		Computer Operator II	20

<u>POSITION TITLE</u>	<u>RANGE</u>
Conference Planner - Chapter I	20
Illustrator/Graphic Designer	20
Information Processing Manager	20
Information Services Asst.	20
Junior Financial Analyst	20
Program Specialist	20
Programmer	20
Publication Editor	20
Research Systems Specialist	20
Drafting Specialist II	21
Secretary IV	21
Alarm Technician	23
Buyer	23
Food Services Field Supervisor	23
Media Equipment Technician	23
Military Property Clerk	23
Personnel Specialist	23
Property Control Assistant	23
Campus Security Chief	24
Drafting Specialist III	24
Garde-Manger	24
Hospitality Manager	25
Attendance Residence Specialist	26
Campus Plant Manager	27
Senior Buyer	27
Business Partnership Prgm. Asst.	28
Chemical Awareness Program Assistant	29
Programmer Analyst	29
Systems Analyst	34
Research Computer Sys. Mgr/Analyst	35
System Programmer	35
System Manager	37

SUPPORT SERVICES SALARY SCHEDULE  
1987-88

Range		Steps						Professional Growth		
		1	2	3	4	5	6	1	2	3
1	HOURLY	5.00	5.30	5.62	5.96	6.32	6.71	7.12	7.55	8.01
	ANNUAL									
	9	8160	8650	9172	9727	10314	10951	11620	12322	13072
	10	8960	9498	10071	10680	11325	12024	12759	13530	14354
	12	10480	11109	11780	12492	13247	14064	14924	15825	16789
2	HOURLY	5.15	5.46	5.79	6.14	6.51	6.91	7.33	7.78	8.25
	ANNUAL									
	9	8405	8911	9449	10020	10624	11277	11963	12697	13464
	10	9229	9784	10376	11003	11666	12383	13135	13942	14784
	12	10794	11444	12136	12869	13645	14483	15364	16307	17292
3	HOURLY	5.30	5.62	5.96	6.32	6.71	7.12	7.55	8.01	8.50
	ANNUAL									
	9	8650	9172	9727	10314	10951	11620	12322	13072	13872
	10	9498	10071	10680	11325	12024	12759	13530	14354	15232
	12	11109	11780	12492	13247	14064	14924	15825	16789	17816
4	HOURLY	5.46	5.79	6.14	6.51	6.91	7.33	7.78	8.25	8.76
	ANNUAL									
	9	8911	9449	10020	10624	11277	11963	12697	13464	14296
	10	9784	10376	11003	11666	12383	13135	13942	14784	15698
	12	11444	12136	12869	13645	14483	15364	16307	17292	18361
5	HOURLY	5.62	5.96	6.32	6.71	7.12	7.55	8.01	8.50	9.02
	ANNUAL									
	9	9172	9727	10314	10951	11620	12322	13072	13872	14721
	10	10071	10680	11325	12024	12759	13530	14354	15232	16164
	12	11780	12492	13247	14064	14924	15825	16789	17816	18906

SUPPORT SERVICES SALARY SCHEDULE  
1987-88

Range		Steps						Professional Growth		
		1	2	3	4	5	6	1	2	3
6	HOURLY	5.79	6.14	6.51	6.91	7.33	7.78	8.25	8.76	9.29
	ANNUAL									
	9	9449	10020	10624	11277	11963	12697	13464	14296	15161
	10	10376	11003	11666	12383	13135	13942	14784	15698	16648
	12	12136	12869	13645	14483	15364	16307	17292	18361	19472
7	HOURLY	5.96	6.32	6.71	7.12	7.55	8.01	8.50	9.02	9.57
	ANNUAL									
	9	9727	10314	10951	11620	12322	13072	13872	14721	15618
	10	10680	11325	12024	12759	13530	14354	15232	16164	17149
	12	12492	13247	14064	14924	15825	16789	17816	18906	20059
8	HOURLY	6.14	6.51	6.91	7.33	7.78	8.25	8.76	9.29	9.86
	ANNUAL									
	9	10020	10624	11277	11963	12697	13464	14296	15161	16092
	10	11003	11666	12383	13135	13942	14784	15698	16648	17669
	12	12869	13645	14483	15364	16307	17292	18361	19472	20667
9	HOURLY	6.32	6.71	7.12	7.55	8.01	8.50	9.02	9.57	10.16
	ANNUAL									
	9	10314	10951	11620	12322	13072	13872	14721	15618	16581
	10	11325	12024	12759	13530	14354	15232	16164	17149	18207
	12	13247	14064	14924	15825	16789	17816	18906	20059	21295
10	HOURLY	6.51	6.91	7.33	7.78	8.25	8.76	9.29	9.86	10.46
	ANNUAL									
	9	10624	11277	11963	12697	13464	14296	15161	16092	17071
	10	11666	12383	13135	13942	14784	15698	16648	17669	18744
	12	13645	14483	15364	16307	17292	18361	19472	20667	21924

SUPPORT SERVICES SALARY SCHEDULE  
1987-88

Range		Steps						Professional Growth		
		1	2	3	4	5	6	1	2	3
11	HOURLY	6.71	7.12	7.55	8.01	8.50	9.02	9.57	10.16	10.77
	ANNUAL									
	9	10951	11620	12322	13072	13872	14721	15618	16581	17577
	10	12024	12759	13530	14354	15232	16164	17149	18207	19300
	12	14064	14924	15825	16789	17816	18906	20059	21295	22574
12	HOURLY	6.91	7.33	7.78	8.25	8.76	9.29	9.86	10.46	11.09
	ANNUAL									
	9	11277	11963	12697	13464	14296	15161	16092	17071	18099
	10	12383	13135	13942	14784	15698	16648	17669	18744	19873
	12	14483	15364	16307	17292	18361	19472	20667	21924	23245
13	HOURLY	7.12	7.55	8.01	8.50	9.02	9.57	10.16	10.77	11.42
	ANNUAL									
	9	11620	12322	13072	13872	14721	15618	16581	17577	18637
	10	12759	13530	14354	15232	16164	17149	18207	19300	20465
	12	14924	15825	16789	17816	18906	20059	21295	22574	23936
14	HOURLY	7.33	7.78	8.25	8.76	9.29	9.86	10.46	11.09	11.76
	ANNUAL									
	9	11963	12697	13464	14296	15161	16092	17071	18099	19192
	10	13135	13942	14784	15698	16648	17669	18744	19873	21074
	12	15364	16307	17292	18361	19472	20667	21924	23245	24649
15	HOURLY	7.55	8.01	8.50	9.02	9.57	10.16	10.77	11.42	12.11
	ANNUAL									
	9	12322	13072	13872	14721	15618	16581	17577	18637	19764
	10	13530	14354	15232	16164	17149	18207	19300	20465	21701
	12	15825	16789	17816	18906	20059	21295	22574	23936	25383

SUPPORT SERVICES SALARY SCHEDULE  
1987-88

Range		Steps						Professional Growth		
		1	2	3	4	5	6	1	2	3
16	HOURLY	7.78	8.25	8.76	9.29	9.86	10.46	11.09	11.76	12.47
	ANNUAL									
	9	12697	13464	14296	15161	16092	17071	18099	19192	20351
	10	13942	14784	15698	16648	17669	18744	19873	21074	22346
	12	16307	17292	18361	19472	20667	21924	23245	24649	26137
17	HOURLY	8.01	8.50	9.02	9.57	10.16	10.77	11.42	12.11	12.84
	ANNUAL									
	9	13072	13872	14721	15618	16581	17577	18637	19764	20955
	10	14354	15232	16164	17149	18207	19300	20465	21701	23009
	12	16789	17816	18906	20059	21295	22574	23936	25383	26913
18	HOURLY	8.25	8.76	9.29	9.86	10.46	11.09	11.76	12.47	13.23
	ANNUAL									
	9	13464	14296	15161	16092	17071	18099	19192	20351	21591
	10	14784	15698	16648	17669	18744	19873	21074	22346	23708
	12	17292	18361	19472	20667	21924	23245	24649	26137	27730
19	HOURLY	8.50	9.02	9.57	10.16	10.77	11.42	12.11	12.84	13.63
	ANNUAL									
	9	13872	14721	15618	16581	17577	18637	19764	20955	22244
	10	15232	16164	17149	18207	19300	20465	21701	23009	24425
	12	17816	18906	20059	21295	22574	23936	25383	26913	28568
20	HOURLY	8.76	9.29	9.86	10.46	11.09	11.76	12.47	13.23	14.04
	ANNUAL									
	9	14296	15161	16092	17071	18099	19192	20351	21591	22913
	10	15698	16648	17669	18744	19873	21074	22346	23708	25160
	12	18361	19472	20667	21924	23245	24649	26137	27730	29428

SUPPORT SERVICES SALARY SCHEDULE  
1986-87

Range		Steps						Professional Growth		
		1	2	3	4	5	6	1	2	3
21	HOURLY	9.02	9.57	10.16	10.77	11.42	12.11	12.84	13.63	14.46
	ANNUAL									
	9	14721	15618	16581	17577	18637	19764	20955	22244	23599
	10	16164	17149	18207	19300	20465	21701	23009	24425	25912
	12	18906	20059	21295	22574	23936	25483	26913	28568	30308
22	HOURLY	9.29	9.86	10.46	11.09	11.76	12.47	13.23	14.04	14.89
	ANNUAL									
	9	15161	16092	17071	18099	19192	20351	21591	22913	24300
	10	16648	17669	18744	19873	21074	22346	23708	25160	26683
	12	19472	20667	21924	23245	24649	26137	27730	29428	31209
23	HOURLY	9.57	10.16	10.77	11.42	12.11	12.84	13.63	14.46	15.34
	ANNUAL									
	9	15618	16581	17577	18637	19764	20955	22244	23599	25035
	10	17149	18207	19300	20465	21701	23009	24425	25912	27489
	12	20059	21295	22574	23936	25383	26913	28568	30308	32153
24	HOURLY	9.86	10.46	11.09	11.76	12.47	13.23	14.04	14.89	15.80
	ANNUAL									
	9	16092	17071	18099	19192	20351	21591	22913	24300	25786
	10	17669	18744	19873	21074	22346	23708	25160	26683	28314
	12	20667	21924	23245	24649	26137	27730	29428	31209	33117
25	HOURLY	10.16	10.77	11.42	12.11	12.84	13.63	14.46	15.34	16.27
	ANNUAL									
	9	16581	17577	18637	19764	20955	22244	23599	25035	26553
	10	18207	19300	20465	21701	23009	24425	25912	27489	29156
	12	21295	22574	23936	25383	26913	28568	30308	32153	34102

SUPPORT SERVICES SALARY SCHEDULE  
1986-87

Range		Steps						Professional Growth		
		1	2	3	4	5	6	1	2	3
26	HOURLY	10.46	11.09	11.76	12.47	13.23	14.04	14.89	15.80	16.76
	ANNUAL									
	9	17071	18099	19192	20351	21591	22913	24300	25786	27352
	10	18744	19873	21074	22346	23708	25160	26683	28314	30034
	12	21924	23245	24649	26137	27730	29428	31209	33117	35129
27	HOURLY	10.77	11.42	12.11	12.84	13.63	14.46	15.34	16.27	17.26
	ANNUAL									
	9	17577	18637	19764	20955	22244	23599	25035	26553	28168
	10	19300	20465	21701	23009	24425	25912	27489	29156	30930
	12	22574	23936	25383	26913	28568	30308	32153	34102	36177
28	HOURLY	11.09	11.76	12.47	13.23	14.04	14.89	15.80	16.76	17.78
	ANNUAL									
	9	18099	19192	20351	21591	22913	24300	25786	27352	29017
	10	19873	21074	22346	23708	25160	26683	28314	30034	31862
	12	23245	24649	26137	27730	29428	31209	33117	35129	37267
29	HOURLY	11.42	12.11	12.84	13.63	14.46	15.34	16.27	17.26	18.31
	ANNUAL									
	9	18637	19764	20955	22244	23599	25035	26553	28168	29882
	10	20465	21701	23009	24425	25912	27489	29156	30930	32812
	12	23936	25383	26913	28568	30308	32153	34102	36177	38378
30	HOURLY	11.76	12.47	13.23	14.04	14.89	15.80	16.76	17.78	18.86
	ANNUAL									
	9	19192	20351	21591	22913	24300	25786	27352	29017	30780
	10	21074	22346	23708	25160	26683	28314	30034	31862	33797
	12	24649	26137	27730	29428	31209	33117	35129	37267	39531

SUPPORT SERVICES SALARY SCHEDULE  
1986-87

Range		Steps						Professional Growth		
		1	2	3	4	5	6	1	2	3
31	HOURLY	12.11	12.84	13.63	14.46	15.34	16.27	17.26	18.31	19.43
	ANNUAL									
	9	19764	20955	22244	23599	25035	26553	28168	29882	31710
	10	21701	23009	24425	25912	27489	29156	30930	32812	34819
	12	25383	26913	28568	30308	32153	34102	36177	38378	40725
32	HOURLY	12.47	13.23	14.04	14.89	15.80	16.76	17.78	18.86	20.01
	ANNUAL									
	9	20351	21591	22913	24300	25786	27352	29017	30780	32656
	10	22346	23708	25160	26683	28314	30034	31862	33797	35858
	12	26137	27730	29428	31209	33117	35129	37267	39531	41941
33	HOURLY	12.84	13.63	14.46	15.34	16.27	17.26	18.31	19.43	20.61
	ANNUAL									
	9	20955	22244	23599	25035	26553	28168	29882	31710	33636
	10	23009	24425	25912	27489	29156	30930	32812	34819	36933
	12	26913	28568	30308	32153	34102	36177	38378	40725	43199
34	HOURLY	13.23	14.04	14.89	15.80	16.76	17.78	18.86	20.01	21.23
	ANNUAL									
	9	21591	22913	24300	25786	27352	29017	30780	32656	34647
	10	23708	25160	26683	28314	30034	31862	33797	35858	38044
	12	27730	29428	31209	33117	35129	37267	39531	41941	44498
35	HOURLY	13.63	14.46	15.34	16.27	17.26	18.31	19.43	20.61	21.87
	ANNUAL									
	9	22244	23599	25035	26553	28168	29882	31710	33636	35692
	10	24425	25912	27489	29156	30930	32812	34819	36933	39191
	12	28568	30308	32153	34102	36177	38378	40725	43199	45840

SUPPORT SERVICES SALARY SCHEDULE  
1986-87

Range		Steps						Professional Growth		
		1	2	3	4	5	6	1	2	3
36	HOURLY	14.04	14.89	15.80	16.76	17.78	18.86	20.01	21.23	22.53
	ANNUAL									
	9	22913	24300	25786	27352	29017	30780	32656	34647	36769
	10	25160	26683	28314	30034	31862	33797	35858	38044	40374
	12	29428	31209	33117	35129	37267	39531	41941	44498	47223
37	HOURLY	14.46	15.34	16.27	17.26	18.31	19.43	20.61	21.87	23.21
	ANNUAL									
	9	23599	25035	26553	28168	29882	31710	33636	35692	37879
	10	25912	27489	29156	30930	32812	34819	36933	39191	41592
	12	30308	32153	34102	36177	38378	40725	43199	45840	48648

SUPPORT SERVICES ALTERNATE SALARY SCHEDULE  
1987-88

		STEP 6	PROFESSIONAL GROWTH		
			(1)	(2)	(3)
1	HOURLY	6.73	7.14	7.57	8.03
	ANNUAL				
	9	10983	11652	12354	13105
	10	12060	12795	13565	14390
	12	14106	14965	15867	16831
2	HOURLY	6.93	7.35	7.80	8.27
	ANNUAL				
	9	11310	11995	12730	13497
	10	12418	13171	13978	14820
	12	14525	15406	16349	17334
3	HOURLY	7.14	7.57	8.03	8.53
	ANNUAL				
	9	11652	12354	13105	13921
	10	12795	13565	14390	15286
	12	14965	15867	16831	17879
4	HOURLY	7.35	7.80	8.27	8.78
	ANNUAL				
	9	11995	12730	13497	14329
	10	13171	13978	14820	15734
	12	15406	16349	17334	18403
5	HOURLY	7.57	8.03	8.53	9.04
	ANNUAL				
	9	12354	13105	13921	14753
	10	13565	14390	15286	16200
	12	15867	16831	17879	18948
6	HOURLY	7.80	8.27	8.78	9.31
	ANNUAL				
	9	12730	13497	14329	15194
	10	13978	14820	15734	16684
	12	16349	17334	18403	19514
7	HOURLY	8.03	8.53	9.04	9.60
	ANNUAL				
	9	13105	13921	14753	15667
	10	14390	15286	16200	17203
	12	16831	17879	18948	20122

SUPPORT SERVICES ALTERNATE SALARY SCHEDULE  
1987-88

RANGE		STEP 6	(1)	PROFESSIONAL GROWTH	
				(2)	(3)
8	HOURLY	8.27	8.78	9.31	9.88
	ANNUAL				
	9	13497	14329	15194	16124
	10	14820	15734	16684	17705
	12	17334	18403	19514	20708
9	HOURLY	8.53	9.04	9.60	10.17
	ANNUAL				
	9	13921	14753	15667	16597
	10	15286	16200	17203	18225
	12	17879	18948	20122	21316
10	HOURLY	8.78	9.31	9.88	10.48
	ANNUAL				
	9	14329	15194	16124	17103
	10	15734	16684	17705	18780
	12	18403	19514	20708	21966
11	HOURLY	9.04	9.60	10.17	10.79
	ANNUAL				
	9	14753	15667	16597	17609
	10	16200	17203	18225	19336
	12	18948	20122	21316	22616
12	HOURLY	9.31	9.88	10.48	11.12
	ANNUAL				
	9	15194	16124	17103	18148
	10	16684	17705	18780	19927
	12	19514	20708	21966	23308
13	HOURLY	9.60	10.17	10.79	11.46
	ANNUAL				
	9	15667	16597	17609	18703
	10	17203	18225	19336	20536
	12	20122	21316	22616	24020
14	HOURLY	9.88	10.48	11.12	11.80
	ANNUAL				
	9	16124	17103	18148	19258
	10	17705	18780	19927	21146
	12	20708	21966	23308	24733

SUPPORT SERVICES ALTERNATE SALARY SCHEDULE  
1987-88

RANGE		STEP 6	(1)	PROFESSIONAL GROWTH	
				(2)	(3)
15	HOURLY	10.17	10.79	11.46	12.16
	ANNUAL				
	9	16597	17609	18703	19845
	10	18225	19336	20536	21791
	12	21316	22616	24020	25487
16	HOURLY	10.48	11.12	11.80	12.53
	ANNUAL				
	9	17103	18148	19258	20449
	10	18780	19927	21146	22454
	12	21966	23308	24733	26236
17	HOURLY	10.79	11.46	12.16	12.90
	ANNUAL				
	9	17609	18703	19845	21053
	10	19336	20536	21791	23117
	12	22616	24020	25487	27038
18	HOURLY	11.12	11.80	12.53	13.29
	ANNUAL				
	9	18148	19258	20449	21689
	10	19927	21146	22454	23816
	12	23308	24733	26263	27856
19	HOURLY	11.46	12.16	12.90	13.69
	ANNUAL				
	9	18703	19845	21053	22342
	10	20536	21791	23117	24532
	12	24020	25487	27038	28694
20	HOURLY	11.80	12.53	13.29	14.10
	ANNUAL				
	9	19258	20449	21689	23011
	10	21146	22454	23816	25267
	12	24733	26263	27856	29554
21	HOURLY	12.16	12.90	13.69	14.52
	ANNUAL				
	9	19845	21053	22342	23697
	10	21791	23117	24532	26020
	12	25487	27038	28694	30434

SUPPORT SERVICES ALTERNATE SALARY SCHEDULE  
1987-88

RANGE		STEP 6	(1)	PROFESSIONAL GROWTH	
				(2)	(3)
22	HOURLY	12.53	13.29	14.10	14.95
	ANNUAL				
	9	20449	21689	23011	24398
	10	22454	23876	25267	26790
	12	26236	27856	29554	31335
23	HOURLY	12.90	13.69	14.52	15.40
	ANNUAL				
	9	21053	23342	23697	25133
	10	23117	24532	26020	27597
	12	27038	28694	30434	32278
24	HOURLY	13.29	14.10	14.95	15.87
	ANNUAL				
	9	21689	23011	24398	25900
	10	23816	25267	26790	28439
	12	27856	29554	31335	33264
25	HOURLY	13.69	14.52	15.40	16.34
	ANNUAL				
	9	22342	23697	25133	26667
	10	24532	26020	27597	29281
	12	28694	30434	32278	34249
26	HOURLY	14.10	14.95	15.87	16.83
	ANNUAL				
	9	23011	24398	25900	27467
	10	25267	26780	28439	30159
	12	29554	31335	33264	35276
27	HOURLY	14.52	15.40	16.34	17.34
	ANNUAL				
	9	23697	25133	26667	28299
	10	26020	27597	29281	31073
	12	30434	32278	34249	36345
28	HOURLY	14.95	15.87	16.83	17.86
	ANNUAL				
	9	24398	25900	27467	29148
	10	26790	28439	30159	32005
	12	31335	33264	35276	37435

SUPPORT SERVICES ALTERNATE SALARY SCHEDULE  
1987-88

RANGE		STEP 6	(1)	PROFESSIONAL GROWTH	
				(2)	(3)
29	HOURLY	15.40	16.34	17.34	18.40
	ANNUAL				
	9	25133	26667	28299	30029
	10	27597	29281	31073	32973
	12	32278	34249	36345	38566
30	HOURLY	15.87	16.83	17.86	18.95
	ANNUAL				
	9	25900	27467	29148	30926
	10	28439	30159	32005	33958
	12	33264	35276	37435	39719
31	HOURLY	16.34	17.34	18.40	19.52
	ANNUAL				
	9	26667	28299	30029	31857
	10	29281	31073	32973	34980
	12	34249	36345	38566	40914
32	HOURLY	16.83	17.86	18.95	20.11
	ANNUAL				
	9	27467	29148	30926	32820
	10	30159	32005	33958	36037
	12	35276	37435	39719	42151
33	HOURLY	17.34	18.40	19.52	20.71
	ANNUAL				
	9	28299	30029	31857	33799
	10	31073	32973	34980	37112
	12	36345	38566	40914	43408
34	HOURLY	17.86	18.95	20.11	21.33
	ANNUAL				
	9	29148	30926	32820	34811
	10	32005	33958	36037	38223
	12	37435	39719	42151	44708
35	HOURLY	18.40	19.52	20.71	21.97
	ANNUAL				
	9	30029	31857	33799	35855
	10	32973	34980	37112	39458
	12	38566	40914	43408	46049

SUPPORT SERVICES ALTERNATE SALARY SCHEDULE  
1987-88

<u>RANGE</u>		<u>STEP 6</u>	<u>(1)</u>	<u>PROFESSIONAL GROWTH</u>	
				<u>(2)</u>	<u>(3)</u>
36	HOURLY	18.95	20.11	21.33	22.63
	ANNUAL				
	9	30926	32820	34811	36932
	10	33958	36037	38223	40643
	12	39719	42151	44708	47432
37	HOURLY	19.52	20.71	21.97	23.31
	ANNUAL				
	9	31857	33799	35855	38042
	10	34980	37112	39458	41865
	12	40914	43408	46049	48858

SUPPORT SERVICES SALARY SCHEDULE  
1987-88

- 1) Professional Growth columns on the salary schedule indicated amounts above the top step are applicable only when an employee has reached the top of the range on which the employee's position is located and (a) is eligible for one, two, or three professional growth increments as outlined in the Professional Growth Chapter in the Classified Employees Association Handbook; or (b) possesses an Associate, Bachelor's, or Master's degree as outlined in the Placement on the Salary Schedule Chapter in the Classified Employees Association Handbook.
- 2) The annual salary for Food Services personnel is determined by using the hourly rate as identified in the above schedule and multiplying it by the number of hours worked per day times the applicable number of days in the work year.
- 3) Employees achieving fifteen (15) years of service credit or more during the 1987-88 year, will receive a longevity increment of \$500. Employees achieving 20 years of service credit or more during the 1987-88 year will receive a second longevity increment of \$500. Employees achieving 25 years of service credit or more during the 1987-88 year, will receive a third longevity increment of \$500.
- 4) For the 1987-88 school year only, employees on Step 6 or Professional Growth Steps 1,2, or 3 during the 1986-87 school year and who are not eligible to advance a step will be placed on the applicable alternate step rate for 1987-88. All employees eligible to advance a step will be placed on the regular schedule rate for that step.

MAINTENANCE AND OPERATIONS PERSONNEL  
SALARY SCHEDULE 1987-88

<u>Job Title</u>	<u>Rate per Hour</u>	<u>Annual Salary</u>
Technical Specialist	\$14.57	\$30,539
Carpenter	12.78	26,787
Electrician	12.78	26,787
Glazier	12.78	26,787
Grounds Equipment Operator	12.78	26,787
Locksmith	12.78	26,787
Machinist	12.78	26,787
Office Machine Repair	12.78	26,787
Painter	12.78	26,787
Plumber	12.78	26,787
Refrigeration	12.78	26,787
Sheet Metal	12.78	26,787
Welder	12.78	26,787
Operating Engineer	12.78	26,787
Building Maintenance Worker		
New Employee - First Year	8.02	16,810
After First Year	9.66	20,247
Night Sweeper Operator	10.00	20,960
Sanitation Truck Operator	10.00	20,960
Laborer/Mover	6.59	13,813

Craft and Engineer Trainee

See Trainee Schedule

Employees achieving fifteen (15) years of service credit or more during the 1987-88 year, will receive a longevity increment of \$500. Employees achieving twenty (20) years of service credit or more will receive a second longevity increment of \$500. Employees achieving twenty-five (25) years of service credit or more will receive a third longevity increment of \$500.

DIFFERENTIALS

MAINTENANCE AND OPERATIONS

RATE PER HOUR

General Chief Rate - Crafts	\$1.00
Lead Rate - Custodians	.75
Chief Rate - Crafts	.60
Night Shift - Custodians **	.32
Lead Rate - Crafts and Engineers	.35
Evening Shift - Custodians *	.16
All other M&O Employees	.16

SUPPORT SERVICES

Evening Shift - Support Services .16

\* Custodians, lead engineers, and building maintenance workers working combination of evening and day shift during year, receive \$.13 per hour differential throughout the year.

\*\* Custodians, lead engineers, and building maintenance workers working combination of night and day shift during the year receive \$.25 per hour differential throughout the year.

TRAINEE SALARY SCHEDULE  
1987-88

	<u>Hourly</u>	<u>Annual</u>
<u>Step I</u>		
No prior experience or classroom training	\$6.54	\$13,708
<u>Step II</u>		
Satisfactory completion of not less than two prescribed courses and one year of on-the-job training.	7.37	15,448
<u>Step III</u>		
Satisfactory completion of four prescribed courses and one year of on-the-job training at Step II.	8.00	16,768
<u>Step IV</u>		
Satisfactory completion of six prescribed courses and one year of on-the-job training at Step III.	8.72	18,277
<u>Step V</u>		
Satisfactory completion of all prescribed courses and one year of on-the-job training at Step IV.	10.00	20,960

Step II - Two courses  
Step III - Four courses  
Step IV - Six courses

8-50.1

APPENDIX A

STUDENT HELP AND SUBSTITUTE AND TEMPORARY PERSONNEL

A. Student Help

1. When student help is hired, they shall be paid according to the following schedule:

Student help at schools	Minimum Federal hourly wage (on campus)
Student help working nights at schools	Minimum Federal hourly wage
Student help at location other than where the student attends school	Minimum Federal hourly wage

2. When Cooperative Work Experience students are hired, the rate of pay shall be determined by the appropriate supervisor. The rate shall not be below the minimum Federal hourly wage.
3. When Special Education students are hired, the rate of pay shall be determined by the appropriate supervisor. The rate shall not be below fifty percent of the minimum Federal hourly wage.
4. All student help is temporary help.

B. Minimum Federal Hourly Wage

January 1, 1983 - \$3.35 per hour

C. Temporary and Substitute Personnel

1. Support Services

- a. Temporary and substitute personnel hired to replace support services employees will be paid at the rate of the first step of the range of the appropriate classification up to a maximum of \$5.00 per hour.
- b. Temporary short hour Food Services personnel who work in excess of their regular schedule will be paid at their regular rate of pay for the time in excess of their regular schedule. However, any short hour employee who has completed his/her normal shift and left work and returned to work (to work a banquet or other activity) will be paid time and one-half for the time worked upon return to work.

2. Custodians/Groundskeepers

- a. Temporary and substitute personnel hired to replace custodians and groundskeepers will be paid no less than the appropriate minimum hourly wage indicated in paragraph B above, nor more than \$5.00 per hour.

3. Crafts Maintenance

- a. Temporary and substitute personnel hired to replace crafts maintenance workers will be paid no less than the appropriate minimum hourly wage indicated in paragraph B above, nor more than 75 percent of the craft maintenance worker rate.

APPENDIX B

INDUSTRIAL COMMISSION INSURANCE

TIME MISSED	COMPENSATION FROM INDUSTRIAL COMMISSION	COMPENSATION FROM SCHOOL DISTRICT	CHARGE AGAINST SICK LEAVE ACCOUNT
Less than 8 calendar days	None	Base pay for time missed until sick leave expires.	Day for day on time missed.  Example: 5 work days missed - charge sick leave 5 days.
8 through 13 calendar days	A percentage of employee's pay as determined by the Industrial Commission formula, excluding first seven calendar days.	Balance of base pay for 8th through 13th calendar days until sick leave expires.	For that portion of time compensated by District.  Example: 8 work days missed - Charge sick leave 5 full days plus $.35 \times 3 = 1.05$ or a total of 6 days. District paid 35% of wages.
14 calendar days or more	A percentage of the employee's pay as determined by the Industrial Commission formula, including the first seven calendar days missed.	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.	For that portion of time compensated by District.  Example: 20 work days missed - Charge sick leave $.30 \times 20 = 6$ days. District paid 30% of wages.

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.

PHOENIX UNION HIGH SCHOOL DISTRICT

REVISED CALENDAR 1987-1988

Month	M T W T F	M T W T F	M T W T F	M T W T F	DAYS TAUGHT	DAYS ADM/ADA	TEACHER DUTY DAYS	HOLIDAY AND RECESS	TERM DATES	TERM DAYS	SEMESTER DAYS
1 Aug		Sep 31 1 2 3 4 Oct	7 8 9 10 11	14 15 16 17 18	8	8	12	Tea Stu 2 2	09/08		
2 Sep	21 22 23 24 25	28 29 30 1 2	5 6 7 8 9	12 13 14 15 16	20	20	20	0 0			
3 Oct	19 20 21 22 23	26 27 28 29 30	Nov + 2 3 4 5 6//	9 10 11 12 13	19	19	19	1 1	11/06 11/09	43	
4 Nov	16 17 18 19 20	23 24 25 26 27	Dec 30 1 2 3 4	7 8 9 10 11	18	18	18	2 2			
5 Dec	14 15 16 17 18	21 22 23 24 25	Jan 28 29 30 31 1	4 5 6 7 8	10	10	10	10 10			
6 Jan	11 12 13 14 15	18 19 20 21 22	Feb 25 26 27 28 29//	1 2 3 4 5	18	18	19	1 2	01/29 02/01	45	88
7 Feb	8 9 10 11 12	15 16 17 18 19	Mar 22 23 24 25 26	29 1 2 3 4	19	19	19	1 1			
8 Mar	7 8 9 10 11	14 15 16 17 18	Apr 21 22 23 24 25	28 29 30 31 1//	20	20	20	0 0	04/01 04/04	44	
9 Apr	4 5 6 7 8	11 12 13 14 15	May 18 19 20 21 22	25 26 27 28 29	15	15	15	5 5			
10 May	2 3 4 5 6	9 10 11 12 13	Jun 16 17 18 19 20	23 24 25 26 27	20	20	20	0 0			
11 May	30 31 1 2 3	6 7 8 9 10//			8	8	9	1 2	06/10	43	87
STUDENT DAYS TAUGHT	9 10 10 10 10	6 8 8 7 6	8 9 9 9 8	9 10 9 10 10	175	175	181	23 25		175	175

92

- CODE: Legal Holiday . . . . . □ Exam Days . . . . . ◇  
 Term Marker . . . . . // Report Preparation, No Classes . . . . . \*  
 School Recess . . . . . ○ Teacher In-Service, No Classes . . . . . ◇  
 + = 40th Day ++ = 100th Day New Teacher Orientation . . . . . △

CRG/dj  
 4/28/87  
 DJ-Calendar-1987/88Revised

APPROVED BY GOVERNING BOARD June 25, 1987

APPENDIX C

Calendar

1987-88

Summer

Fri. July 3 Independence Day (H) observed

First Semester

Mon.	Aug. 31	New Teacher Orientation
Tues. thru Fri.	Sep. 1 thru 4	In-Service Training/Preparation, All Teachers
Mon.	Sep. 7	Labor Day (H)
Tues.	Sep. 8	Classes Begin
Mon.	Sep. 14	Papal Visit (H)
Fri.	Nov. 6	End of First Term
Wed.	Nov. 11	Veteran's Day (H)
Thurs.	Nov. 26	Thanksgiving Day (H)
Fri.	Nov. 27	Thanksgiving Recess (H)
Mon. thru Thurs.	Dec. 21 thru 24	Winter Recess (H)
Fri.	Dec. 25	Christmas Day (H)
Mon. thru Thurs.	Dec. 28 thru 31	Winter Recess (H)
Fri.	Jan. 1	New Year's Day (H)
Mon.	Jan. 18	Martin Luther King Birthday (H)
Wed., Thurs.	Jan. 27, 28	Semester Examinations
Fri.	Jan. 29	Report Preparation - No Classes
Fri.	Jan. 29	End of Second Term/First Semester

Second Semester

Mon.	Feb. 1	Classes Begin
Mon.	Feb. 15	Presidents' Day (H)
Fri.	Apr. 1	End of Third Term
Mon. thru Fri.	Apr. 11 thru 15	Spring Recess(H)
Mon.	May 30	Memorial Day (H)
Wed., Thurs.	June 8, 9	Semester Examinations
Thurs.	June 9	Graduation Day
Fri.	June 10	Report Preparation - No Classes
Fri.	June 10	End of Fourth Term/Second Semester

KEY: (H) All employees off

Number of Teaching Days			
Term 1	43		
Term 2	45	Semester 1	88
Term 3	44		
Term 4	43	Semester 2	87
		Total	175

## APPENDIX D

### 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., VEA, 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.

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 271-3311.

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:

<u>MEAL</u>	<u>TO BE PAID IF THE TRAVELER IS IN A TRAVEL STATUS AT:</u>	<u>MAXIMUM ACTUAL EXPENSE ALLOWANCE</u>
Breakfast	7:00 a.m.	\$ 4.00
Lunch	12:00 Noon	\$ 6.00
Dinner	6:00 p.m.	\$12.00

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 - DS0. 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 - DS0.
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 (DSO) regarding any questions concerning travel reimbursement.

PHOENIX UNION HIGH SCHOOL SYSTEM - PAYROLL DEPARTMENT  
 Pay Schedule for Contract/Requisitioned Employees\* for Fiscal Year 1987/88  
 (Based on Five-Day Delay Schedule)

PAYDAY DATES	CONTRACTS: Dates Covered by This Payroll	12 Months 07/01/87- 06/30/88 (262 days)	10 Months		9 Months 09/01/87- 06/10/88 (204 days)	Voluntary Contracts: 12-Mos. Less than 12-Mos.	Deductions Begin: Cr Un Organ. Dues, Savings Bond, United Fund, Hlth Ins 86/87	Recesses	Holidays	Requisition Deadlines (changes, additions to one's pay) Dates Covered		
			1. 08/10/87 - 06/16/88	2. 08/17/87 - 06/23/88						Due	Dates Covered	
A 1 07/17/87	07/01-10	8-day pay							Indpndnc Day 07/03	07/06	07/01-03	
B 2 07/31	07/13-24					Annuity				07/15	07/04-17	
C 3 08/14	07/27-8/07									07/29	07/18-31	
D 4 08/28	08/10-21		1. 10-day pay 2. 05-day pay							08/12	08/01-14	
E 5 09/11	08/24-09/04		3. 10-day pay	4-day pay	End Health Ins. 86-87					08/26	08/15-28	
F 6 09/25	09/07-18								Deductions Begin: Annuity, Cr Un, Svg Bond, Unid Fund, Labor Day 09/07	09/09	08/29-09/11	
G 7 10/09	09/21-10/02		Changes to Salary Option due in Payroll by 09/23			TSA in lieu					09/23	09/12-25
H 8 10/23	10/05-16					Health Insurance					09/23	09/12-25
I 9 11/06	10/19-30					Organization Dues					10/07	09/26-10/09
J 10 11/20	11/02-13										10/21	10/10-23
K 11 12/04	11/16-27								Vetm Day 11/11	11/04	10/24-11/06	
L 12 12/18	11/30-12/11								11/27	11/18	11/07-20	
** M 13 12/31	12/14-25								11/27	11/18	11/07-20	
N 14 01/15/88	12/28-1/08	First Payroll of new calendar year				United Fund			Winter Recess 12/21-24	12/02	11/21-12/04	
O 15 01/29	01/11-22								Christmas 12/25	12/16	12/05-18	
P 16 02/12	01/25-02/05								New Yr 01/01	12/30	12/19-01/01	
Q 17 02/26	02/08-19								ML King 01/18	01/13	01/02-15	
R 18 03/11	02/22-03/04									01/27	01/16-29	
S 19 03/25	03/07-18								Pres Day 02/15	02/10	01/30-2/12	
T 20 04/08	03/21-04/01									02/24	02/13-26	
U 21 04/22	04/04-15									03/09	02/27-3/11	
V 22 05/06	04/18-05/29								Spring Brk 04/11-15	03/23	03/12-25	
W 23 05/20	05/02-13									04/06	03/26-4/08	
X 24 06/03	05/16-27									04/20	04/09-22	
	06/10					No Deductions				05/04	04/23-05/06	
**Y 25 06/16	05/30-6/10		1. Plus 06/13-16 14-day pay	10-day pay						05/18	05/07-20	
** 06/23	06/13-23		2. 09-day pay									
***Z 26 06/30	06/13-30	14-day pay	3. 14-day pay							Mem Day 05/30	06/01	05/21-06/03
1 07/15	07/01-08					No Annuity			Indpndnc Day 07/04	06/15	06/04-30***	

Teachers electing the 26-pay plan will receive 1/262 of annual contract for each day's work, according to the above schedule, with balance of contract payable 06/10/88.

\*Pay schedule for certified substitute employees (teachers, nurses) under separate schedule.

\*\*Thursday Pay Day.

\*\*\*Fiscal Year-End Close Out--early cut-off.

FOR INFORMATION ONLY

APPENDIX F

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 Employee Relations 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:

Once direct deposit service is started by less-than-twelve-month employees, it will continue without interruption (except as noted in the next paragraph) unless payroll is notified by another Direct Deposit form to stop or change accounts.

When the balance of contract payroll is run, many less-than-twelve-month employees will have more than one paycheck produced. Only the first check can be direct deposited. Less-than-twelve-month employees are cautioned to inspect paychecks received on the last day of their contracts to determine any that may be negotiable.

The first payroll of the next school year will be a direct deposit as it existed at the end of the 1986-87 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.

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

CODE

NO.

BANKS

01 Arizona Bank  
02 Continental Bank  
03 First Interstate Bank (formerly First National Bank)  
04 Great Western Bank  
05 First American National Bank  
06 Thunderbird Bank  
07 United Bank of Arizona  
08 Valley National Bank  
10 American Bank of Commerce  
12 Century Bank (formerly City Bank)  
13 Mission Bank  
15 Bank of Scottsdale  
16 Copper State Bank  
17 Citizens Union Bank  
20 Bank of Paradise Valley  
21 Farmers and Merchants Bank  
23 Community Bank of Arizona  
24 Grand Canyon State Bank  
25 Rio Salado Bank

SAVINGS AND LOAN ASSOCIATIONS

30 First Federal Savings & Loan of Phoenix  
31 Home Federal Savings & Loan Association  
33 Pima Savings & Loan Association  
34 Security Savings and Loan Association  
36 Canyon Savings & Loan Association  
38 Western Savings & Loan Association  
39 Southwest Savings & Loan Association  
43 Catalina Savings & Loan Association

CREDIT UNIONS

71 Mesa Schools Federal Credit Union  
72 WAFB Federal Credit Union  
73 Arizona Central Credit Union  
75 Arizona State Employees Credit Union  
76 Arizona TELCO Federal Credit Union  
77 DES Federal Credit Union  
78 Desert Schools Federal Credit Union  
80 Arizona Federal Credit Union  
81 Tempe Schools Credit Union  
83 Motorola Credit Union of Arizona  
90 Associated Credit Union  
91 San Tan Credit Union  
92 Salt River Project Credit Union  
93 First Federal Credit Union

FOR INFORMATION ONLY

APPENDIX G

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.
  - 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 Employee Relations Office or appropriate Unit secretary.
  - a. Complete a Personnel Information Change form.
  - b. Complete a new W-4 Federal Withholding Certificate.
    - 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:

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 Offices'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)

CLASSIFIED EMPLOYEES ASSOCIATION HANDBOOK 1987-88

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830645

*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.*

Form Approved  
O.M.B. No. 1220-0001  
Approval Expires 7/31/87

1-31-90

3  
R DEC 08 1987

NOVEMBER 16, 1987

Superintendent of Schools  
Phoenix Union High School System  
2526 West Osborn Road  
Phoenix, AZ. 85017

PREVIOUS AGREEMENT EXPIRED  
JUNE 29, 1987

Respondent:

We have in our file of collective bargaining agreements a copy of your agreement(s):

Phoenix Ariz Union High Sch Dist Classified Ees **WITH SINGLE INDEPENDENT ASSOCIATION ARIZONA**

Would you please send us 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*

JANET L. NORWOOD  
Commissioner

PLEASE RETURN THIS LETTER WITH  
YOUR RESPONSE OR AGREEMENT(S).

*If more than one agreement, use back of form for each document. (Please Print)*

1. Approximate number of employees involved approx 800
2. Number and location of establishments covered by agreement 9 comprehensive high schools plus District offices and special program facilities.
3. Product, service, or type of business educational
4. If your agreement has been extended, indicate new expiration date 6-30-88

Rene X. Diaz, Asst. Supt. for Employee Relations (602) 271-3118  
Your Name and Position Area Code/Telephone Number

Phoenix Union High School District, 2526 W. Osborn Rd., Phoenix, AZ 85017  
Address City/State/ZIP Code