



Queen Creek

Unified School District No. 95

Excellence Through Leadership



ENGAGE EMPOWER EXCEL



2024-25 QCUSD EMPLOYEE HANDBOOK

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LETTER FROM THE SUPERINTENDENT

Welcome to QCUSD and the 2024-2025 school year!

The Queen Creek Unified School District empowers each student to achieve excellence in all pursuits and lead with integrity. We are exceeding the challenges that face schools throughout our country, and this would not be possible without the great employees like you who make a difference through teamwork, persistence, and passion. I am proud to serve so many quality educators!

As we move into the 2024-2025 school year, our motto ‘Excellence Through Leadership’ will drive our actions. Regardless of the position you hold, each QCUSD employee plays an important role in helping students maximize their leadership potential and prepare them for life after high school. You have chosen a noble profession and it is awesome to think about the long-standing impact you can have on so many students when it comes to their confidence, future opportunities, and academic direction.

I truly believe that we all can be proud of the positive momentum we have established within Queen Creek Unified School District—in our classrooms, on our stages and playing fields, and in the community. However, our achievements are not due to complacency and satisfaction with mediocrity and the status quo. Student achievement and growth are high priorities within this district and we are proud to be one of the elite districts in the State of Arizona.

It is also important to know that a top priority for QCUSD is providing students a comprehensive educational experience. QCUSD is one of the fastest-growing districts in Arizona and we are proud of the extensive opportunities we provide students/families such as, but not limited to: free, full-day kindergarten, improved Gifted/ELP programs, AVID, Career and Technical Education, award-winning before/after school programs, and outstanding extracurricular/athletic programs.

Queen Creek Unified School District, the largest employer within the Town of Queen Creek, serves as the cornerstone to a strong local economy. Strong schools help build a strong community. Our district serves more than 15,000 preschool through 12th-grade students, and we are one of only ten public school districts to earn a grade of **A** for the last several years from the Arizona Department of Education!

On behalf of QCUSD, I would like to express my gratitude to the staff, parents, and community members who promote student achievement, encourage individual responsibility and help our students develop a love of learning that will continue to benefit them throughout their lives.

I wish everyone a great 2024-2025 school year and thank you for choosing the QCUSD team.

Sincerely,



Perry Berry, Ed.D.
Superintendent

Our Vision

Queen Creek Unified School District supports the development of the whole child by modeling positive academic, social, and emotional learning through an innovative and challenging curriculum. Learning is maximized by empowering the community, and its members, to partner with us to create a safe and secure learning environment for all students. Queen Creek Unified School District expects their students to be successful, compassionate, and productive in their learning so that the next generation of ethical citizens can lead our community both locally and globally.

Our Mission

Queen Creek Unified School District empowers each student to achieve excellence in all pursuits and lead with integrity.

Our Priority Areas and Goals

Student Success	Safe and Healthy Environment	Exceptional Personnel	Effective Partnerships	Effective Operations and Systems
<ul style="list-style-type: none">• Inspire all students to meet or exceed annual, individual, and academic goals.• Prepare all students for post-graduation opportunities, responsible citizenship, and competition in a global economy.• Empower each student with skills and tools that support being a confident, resilient, and healthy individual.	<ul style="list-style-type: none">• Ensure a safe and secure environment.• Teach kindness, respect, and integrity.• Provide opportunities that result in meaningful connections, resiliency, and coping skills.• Raise awareness of mental health.• Enhance diversity related educational opportunities.	<ul style="list-style-type: none">• Value and support all personnel.• Recruit and retain highly qualified, diverse personnel.• Maximize purposeful professional development to empower personnel.• Encourage new and innovative ideas that foster collaboration, efficiency, and growth within the work environment.	<ul style="list-style-type: none">• Increase partnerships as a way to build mentoring opportunities, internships, and community business involvement.• Communicate effectively to promote involvement and maximize opportunities for collaboration with all stakeholders.• Ensure transparency by providing information used in the decision-making process.	<ul style="list-style-type: none">• Optimize use of funds through fiscal responsibility.• Strategize use of resources through balanced planning.• Manage district systems efficiently through key performance indicators.• Continuously improve facilities and technology.

Queen Creek Unified School District #95

20217 E. Chandler Heights
Queen Creek, Arizona 85142
www.qcusd.org
480.987.5935

Governing Board

The Queen Creek Unified Schools have five capable, concerned individuals who represent our District in service to our community, our schools, and our children. Our Governing Board believes that the special needs of children can be best met through the utilization of a team approach in making educational decisions. Therefore, the Board and the Administrative Team work as partners for the benefit of students in our District.

Each member of our Governing Board is dedicated to the development and implementation of sound educational policies and instructional programs that provide opportunities for every student to explore his or her environment develop effective social skills, master the basic tools of learning, and enhance self-esteem and refine specific talents, as well as acquire acceptable moral values and attitudes. Our Governing Board Members are:

Ms. Jennifer Revolt, President

Ms. Samantha Davis, Vice President

Ms. Patty Campbell, Member

Mr. Matthew Riffey, Member

Mr. James Knox, Member

District Administration

Dr. Perry Berry, Superintendent

Ms. Amber Bordes, Chief Operations Officer

Dr. Erika Copeland, Associate Superintendent

Dr. Adam Wolfe, Assistant Superintendent

Ms. Jessica Johnston, Chief Financial Officer

Mr. Bob Lawson, Executive Director of Operations and Construction

Dr. Amy Kramb, Chief Human Resources Officer

School Sites

Desert Mountain Elementary School

(Grades K-6)
22301 S. Hawes Road
Queen Creek, Arizona 85142
Ms. Erin Pillsbury, Principal

Frances Brandon-Pickett Elementary School

(Grades K-6)
22076 E. Village Loop Road
Queen Creek, Arizona 85142
Ms. Stacey Duke, Principal

Jack Barnes Elementary School

(Grades K-6)
20750 S. 214th Street
Queen Creek, Arizona 85142
Ms. Dawn Kennaugh, Principal

Queen Creek Elementary School

(Grades PreK-6)
23636 S. 204th Street
Queen Creek, Arizona 85142
Ms. Dawn Michaelson, Principal

Silver Valley Elementary School

(Grades K-6)
9737 E. Toledo Avenue
Mesa, Arizona 85212
Ms. Kelli Frazier, Principal

Crismon High School

(Grades 7-12)
21942 E. Riggs Road
Queen Creek, Arizona 85142
Ms. Elyse Torbert, Principal

Eastmark High School

(Grades 7-12)
9560 E. Ray Road
Mesa, Arizona 85212
Christopher Webb, Principal

Faith Mather Sossaman Elementary

(Grades K-6)
22801 E. Via Del Jardin
Queen Creek, Arizona 85142
Ms. Sherry Towns, Principal

Gateway Polytechnic Academy

(Grades PreK-6)
5149 S. Signal Butte Road
Mesa, Arizona 85212
Mr. Jeff Markle, Principal

Katherine Mecham Barney Elementary

(Grades PreK-6)
19684 S. 225th Place
Queen Creek, Arizona 85142
Ms. Dawn Harrington, Principal

Schnepf Elementary School

(Grades K-6)
26161 S. 231st Street
Queen Creek, Arizona 85142
Ms. Faith Orr, Principal

Newell Barney College Prep

(Grades 7-8)
20435 S. Ellsworth Road
Queen Creek, AZ 85142
Mr. Kevin Aikins, Principal

Queen Creek Junior High School

(Grades 7-8)
24937 S. Sossaman Road
Queen Creek, Arizona 85142
Ms. Beverly Nichols, Principal

Queen Creek High School

(Grades 9-12)
22149 E. Ocotillo Road
Queen Creek, Arizona 85142
Mr. Scott Lovely, Principal

District Profile

Queen Creek Unified School District is located on the southeast edge of Maricopa County and encompasses portions of the Town of Queen Creek and East Mesa, Arizona. The District's student enrollment is currently over 15,000 students. We operate nine K-6 elementary schools, two 7th-8th grade junior high schools, two 7th-12th grade high schools and one 9th -12th grade high school in the District.

Our goal is to provide a quality education with the belief that all children can learn. We are proud of the comprehensive pre-K through 12th-grade academic programs we offer to meet the needs for all of our students. We have quality programs that include regular education, gifted education, special education, and early childhood education as well as career and technical education and alternative high school services.

QCUSD educators and support staff hold high standards and demonstrate expertise, professionalism and commitment to student success. Our students continue to exceed state and national score averages on assessments. We are dedicated to providing a challenging learning experience for our students in a caring, supportive environment.

Our Future.....

The Town of Queen Creek is currently the third fastest-growing city in the United States, at more than 65,000 residents. More students will mean more job opportunities for both certified and Support Staff employees, and have a positive impact on the local economy. Learn more about the financial history of QCUSD in this [video](#).

District Social Media

Like, follow, share and subscribe to our social media channels to help tell the story of QCUSD:



[/qcusd95](#)



[/qcusd](#)



[@qcusd](#)



[/Queen Creek Unified School District](#)



[@qcusd95](#)



[@qcusd95](#)

Notice To Employee

It is your responsibility to read and become familiar with the materials contained in your QCUSD Employee Handbook.

The information contained in this handbook applies to all employees of Queen Creek Unified School District. The contents of this handbook are for general information and guidance only and may be modified at any time by the district depending on the particular circumstances of any given situation. It is expressly understood that its contents should not be interpreted as a contract or work agreement between the District and any of its employees, nor does it imply continuing employment. Nothing contained within this handbook should be interpreted to supersede the Governing Board Policy. Any verbal or written representations to the contrary of the above statements are invalid and should not be relied upon by any prospective or existing employee.

Employee's electronic signature on the 2024-2025 Employee Handbook form indicates that the employee agrees to abide by the District's policy and regulations as incorporated herein by reference and in Governing Board Policy. [Queen Creek Unified School District Governing Board Policy Manual](#) can be located on the District Website. Employee understands the provisions and conditions indicated and that any violations of the terms indicated herein and in District Policy may result in disciplinary action up to and including recommendation for termination and/or legal action.

Notice of Nondiscrimination

Queen Creek Unified School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, age or sexual orientation in admission and access to its programs, services, activities, or in any aspect of their operations and provides equal access to the Boy Scouts and other designated youth groups. Queen Creek Unified School District also does not discriminate in its hiring or employment practices. The following employees have been designated to handle inquiries regarding the nondiscrimination policies: Title IX Officer 20217 E. Chandler Heights Rd., Queen Creek, AZ 85142, Phone 480-987-7418 and Compliance Officer for Section 504/ADA, Director of Special Education, 20217 E. Chandler Heights Rd., Queen Creek, AZ 85142, Phone 480-987-5990.

El Distrito Escolar Unificado de Queen Creek no discrimina en base a su raza, color, religión, origen nacional, sexo, discapacidad, edad, o la orientación sexual para la admisión y su acceso a sus programas, servicios, actividades, o en cualquier aspecto de sus operaciones y proporciona un acceso igualitario a los Boys Scouts y otro grupos de jóvenes designados. El Distrito Escolar Unificado de Queen Creek tampoco discrimina en sus prácticas de empleo y contratación. Los siguientes empleados han sido designados para manejar las preguntas en cuanto a las pólizas de no discriminación: Funcionario de Cumplimiento de Título IX, Asistente del Superintendente de Servicios Auxiliares, 20217 E. Chandler Heights Rd., Queen Creek, AZ 85142, Phone 480-987-7418 and Funcionario de Cumplimiento para la Sección 504/ADA, Director de Educación Especial, 20217 E. Chandler Heights Rd., Queen Creek, AZ 85142, Phone 480-987-5990.

The Office for Civil Rights
U.S. Department of Education
1244 Speer Boulevard

Queen Creek Unified School District Policies and Procedures

Absences, Holidays, Vacations & Leaves

All leave must be used in accordance with the policies for the specific type of leave below. Many employees will have access to more than one leave plan. As a rule, time must be used before vacation or general/personal leave may be taken. In certain circumstances, payroll may substitute one type of leave for another in the event that an employee does not have sufficient leave balance to support a request. For example, if an employee requests general leave, but does not have any available, vacation time may be applied instead.

Bereavement

All employees are eligible for up to five (5) work days of bereavement leave per year for death, with pay, for immediate family, as defined in [Procedure 4-302.E](#).

Family, for the purposes of Bereavement, shall include:

Spouse/domestic partner	Grandchildren
Children or stepchildren	Aunt or uncle
Parents/legal guardians and step-parents	Parents of spouse/domestic partner
Siblings	Brother or sister of spouse/domestic partner
Grandparents	Sons-in law or daughters-in-law
An individual permanently residing in the employee's household	

Extensions of bereavement leave may be granted upon request to the supervisor. If approved, all such extensions of bereavement leave shall be deducted from the employee's earned general leave, undesignated leave and/or vacation leave. In the absence of any accrued leave, and upon request, the supervisor may approve an unpaid leave of absence for each work day of extended bereavement leave used requested.

Employees may be required to provide verification for bereavement leave.

Doctor/Dental Visits

Employees are requested to arrange for doctor, dental, and other appointments on their own time when possible. Appointments scheduled during the workday will be charged to the employee's general leave time.

Family Medical Leave Act (FMLA) (Policy 4-302.A)

Eligibility

To be eligible for leave under this Procedure, employees must meet the following requirements:

1. Have worked at least twelve (12) months for the District; and
2. Have worked at least 1,250 hours for the District during the twelve (12) months immediately preceding the date the leave would commence;

All vacation and general leave earned by the employee must be used concurrently with days taken at the beginning of the twelve-week FMLA period; i.e., general leave or vacation time may not be used to extend FMLA beyond twelve weeks.

Reasons for Leave

To qualify as FMLA leave under this Procedure, the leave must be for one of the following reasons:

1. The birth of a child or placement of a child with the employee for adoption or foster care.
2. To care for a spouse, child or parent who has a serious health condition.
3. For a serious health condition that makes the employee unable to perform the essential functions of the employee's job.
4. For any qualifying exigency arising out of the fact that a spouse, child or parent is a military member on covered active duty or on call to covered active duty status.
5. To care for a covered service member with a serious injury or illness.

Employees who go on FMLA because of a serious health condition will be required to have a Certification of Health Care Provider form completed by their physician to ensure compliance with FMLA guidelines.

Requesting FMLA/ Leave of Absence

Employees requesting FMLA or a leave of absence will log into [Frontline Central](#) and submit a Leave of Absence Request form. Once logged into Frontline Central follow the steps below:

- Select "My Forms" in the upper left hand corner
- Select "Forms I Can Start"
- Select "Leave of Absence Request Form"
- Complete the e-form (once submitted it comes directly to the Human Resources Department)

Anyone who has trouble logging into Frontline Central can get assistance by emailing hr@qcusd.org or calling 480-987-5935.

Certified employees, Special Education Assistants and Preschool Instructional Assistants are still responsible for entering the absence in Frontline Absence Management.

Policies regarding leave can be found online through the [district policies website](#):

- Bereavement -- Procedure [4-302.E](#)
- Medical and Military -- Procedure [4-302.A](#), [4-302.D](#)
- Workers' Compensation -- Procedure [3-404.B](#)
- Medical Leave Assistance Bank - Procedure [4-302.F](#)

FMLA Medical Form(s):

- [Rights and Responsibilities Notice, form WH-381](#)
- Employee Medical Form -- [Certification of Health Care Provider for Employee's Serious Health Condition](#)
- Family Member Medical Form -- [Certification of Health Care Provider for Family Member's Serious Health Condition](#)

FMLA Employer Response

The Human Resource Department will provide the employee with the Designation Notice, form WH-382 which informs the employee whether the FMLA leave request is approved; also informs the employee of the amount of leave that is designated and counted against the employee's FMLA entitlement. This form may also inform the employee that the certification is incomplete or insufficient and additional information is needed. **It is the responsibility of the employee to read this information and to comply with all requirements contained therein.**

General Leave

A. General Leave Amount

The District offers general leave as a benefit of employment to certain employee groups as specified in [Policy 4-302](#). It is not the intent of general leave to be used as vacation leave.

No more than three (3) days of general leave may be used for personal business per fiscal year subject to prior approval by the employee's supervisor. Employees of the District who are not under contract, work agreement or notices of appointment such as substitute teachers, or temporary employees are not eligible to accrue general leave.

One (1) day of general leave is equivalent to an employee's regularly scheduled hours for the assigned position(s). Employees who work less than a full fiscal year or less than a full FTE in their position receive a proportional amount of general leave based on their start date or work status. Unused general leave will remain in the employee's general leave.

B. General Leave Usage

General leave may be used at the discretion of the employee for personal illness, family illness or for personal business (up to three (3) days per fiscal year).

Employees may be required to present a fitness for duty certificate from a physician to be restored to employment after using leave. The District may also request that an employee provide supporting documentation to support the need for an unplanned leave request, including but not limited to a physician's note after three days of consecutive absence.

The District reserves the right to require employees to use general leave in half or full day increments.

C. General Leave Notification

Depending on the particular purpose, employees shall provide notification as follows:

1. Employees shall provide their supervisor with a request to utilize general leave as soon as the employees are aware of the need to be absent, but no later than at least one (1) week prior to the scheduled absence.
2. In the case of an unscheduled absence, employees shall provide their supervisor seventy-two (72) hours' notice prior to taking leave unless an emergency or illness prevents the notification, in which case notification must be provided as soon as possible.

D. Approval or Denial of Use

The supervisor shall have the discretion to approve or deny the request based on the following considerations:

1. When the requested leave creates a staffing conflict, the supervisor shall confer with the employee to determine a more feasible schedule for the leave.
2. The attendance record of the employee.
3. Previous requests from the employee.
4. Justification for the specific nature of the requested leave.
5. Ability to meet staffing requirements for the campus or department.
6. The supervisor shall notify the employee of the approval or denial of the use of general leave within three (3) work days after the request has been made.

E. Protected Days

The use of general leave will typically be denied for the day before or after a holiday or break, during any week of state testing or site specific parent/teacher conferences, during the pre-week and first two (2) weeks of the instructional year or the last two (2) weeks of the instructional year. Supervisors may make exceptions only in case of documented illness, bereavement, or special/emergency circumstances. The District reserves the right to dock pay for absences during these specified blackout periods

F. Payment for General Leave Accrual

After five (5) years of continuous service in the District, an employee who retires or resigns from employment shall receive payment for all accrued, unused general leave at the following rate of pay:

Support Staff Employees

Fifty dollars (\$50) per day each full day of unused sick leave up to a maximum of one hundred fifty (150) general leave days.

Certified Staff Employees

Two-thirds percent ($66 \frac{2}{3}\%$) of the substitute teacher's daily rate for each full day of unused sick leave up to a maximum of one hundred fifty (150) general leave days. The District reserves the right to extend payout for up to five (5) years.

Administrator Employees

One hundred percent (100%) of the substitute teacher's daily rate for each full day of unused sick leave up to a maximum of one hundred fifty (150) general leave days.

Employee shall not be entitled to this benefit if the employee is terminated for cause or resigns in lieu of termination or non-renewal of employment. Employees will not receive payment for general leave that the employee has not yet accrued. If an eligible employee dies, the appropriate leave payment amount shall be paid directly to the employee's beneficiary/estate.

Employees who are 55 years of age and have at least \$5,000 in accumulated leave pay, will receive a contribution from the District into a Health Reimbursement Account (HRA) or a Retirement Account. This allows for a savings to the Employee as well as the District on taxes and other withholdings. An exit interview will be conducted by Precision Retirement Group with the employee to determine which account may be set up for the District to make the Contribution on behalf of the employee. If the employee elects to have the contribution made to a retirement account, the employee may select from a list of District approved partners.

Employees are expected to be on the job. While the District realizes that there are absence days due to illness, it is our belief that the education offered to our students is of a higher quality when guided by the regular classroom teacher. As current research indicates, a student missing more than ten days of school achieves significantly less academically than those with better attendance. We must embrace a similar concept for certified staff. Therefore, after ten days of absence, whether due to illness, personal leave, professional growth, etc., certified staff may not be involved in any further activities which will remove them from the classroom unless recommended by their principal and approved by the District administration.

Once at work, any deviation from your regular work schedule (e.g., leaving early, working extra hours, changing lunchtime, etc.) requires prior permission from your supervisor.

Holidays

Twelve (12) month full-time employees shall be paid for the following holidays:

- Independence Day One (1) day
- Labor Day One (1) day
- Veterans Day One (1) day
- Thanksgiving Two (2) days
- Winter Break Six (6) days
- Civil Rights Day One (1) day
- Presidents' Day One (1) day
- Spring Holiday One (1) day
- Memorial Day One (1) day

Full-time employees that are not 12 month shall be paid for the following holidays:

- Labor Day One (1) day
- Veteran's Day One (1) day
- Thanksgiving Two (2) days
- Civil Rights Day One (1) day
- Presidents' Day One (1) day
- Spring Holiday One (1) day
- Memorial Day One (1) day (11 month employees only)

Jury Duty/Court Appearances

Employees who are required to serve on a jury may do so without a loss of salary. To maintain a normal salary, employees must turn in the jury duty stipend minus mileage to Payroll. Failure to do so will result in the employee being docked one (1) one day's pay for each day absent without proof of jury service ([Policy 4-302](#)).

Professional Leave

The Superintendent or his or her designee may grant professional leave with pay whenever it is considered to be of value to the District. Professional leave may be granted for classroom observations, special meetings and seminars or any other area of professional development. Written requests for professional days must be submitted **in advance** to site administrator for approval. Certified employees must **enter absences into Frontline Absence Management** once approved.

Reporting Absences

Certified Staff

ALL certified employees must create their absence on Frontline Absence Management by 5:00 a.m. prior to the beginning of their workday. They are also required to notify their supervisor per their site's supervisor's procedures. Employees are not to call the District or other individuals to

report absences. **All certified employees must create an absence on Frontline Absence Management, even if they do not require a substitute.** Employees that require a substitute must use general leave in half or full day increments ([Policy 4-302.C](#)).

Support Staff

All Support Staff employees must call their department supervisor at least one hour prior to the beginning of their workday each day they will be absent. Employees are not to call the District or other individuals to report absences. In case of a planned absence or request for release time (vacation, military duty, etc.), employees must consult their supervisor in advance. An absence should be entered into TCP upon return. Employees' building or department supervisor may also at his or her discretion, require a doctor's note verifying the reason for employee absence. Once at work, any deviation from your regular work schedule (e.g., leaving early, working extra hours, changing lunchtime, etc.) requires prior knowledge/ permission of your supervisor.

If you are a support staff **Special Education Instructional Assistant**, your absence must be submitted through Frontline Absence Management by 5:00 a.m. prior to the beginning of the workday. They are also required to notify their supervisor per their site's supervisor's procedures. Employees are not to call the District or other individuals to report absences. Employees that require a substitute must use general leave in half or full day increments ([Policy 4-302.C](#)).

Medical Leave Assistance Bank

The District recognizes the existence of circumstances under which non-job-related, seriously incapacitating, and extended illnesses and injury may exhaust accrued leave of employees. To provide some measure of relief in such situations, a limited mechanism, based upon voluntary transfer of accrued leave, is established. The mechanism will be termed banked sick leave, or a sick leave bank. It is considered of benefit to the District to establish this mechanism because it will reduce the annual accrued sick leave and promote efficiency by ensuring constant service. For more information refer to [Procedure 4-302.F](#) and [4-302.F.Form](#).

Uniformed Services Duty

If an employee performs duty, voluntarily and involuntarily, in the uniformed services, he or she will be provided leave and reemployment rights as provided in the Uniformed Services Employment and Reemployment Rights Act (USERRA). An employee requesting leave to perform duties in the uniformed services must provide the District with advance notice of his or her absence for service in the uniformed services, unless such notice was precluded by military necessity or is otherwise unreasonable or impossible. An employee that has complied with the provisions of the USERRA is entitled to be reemployed in the job they would have attained had they not been absent for military service. Employees who are absent for two weeks for National Guard or Reserve training are required to submit a request to their immediate supervisor with a copy of the military orders attached ([Procedure 4-302.D](#)).

Employees are required to submit appropriate documentation to the Human Resources department when requesting military leave.

Vacation (Policy 4-302)

Support staff employees who work twelve (12) months will earn vacation on the following schedule:

- | | |
|--|----------------------|
| • One (1) through five (5) years | Ten (10) days |
| • Six (6) through ten (10) years | Fifteen (15) days |
| • Eleven (11) through fifteen (15) years | Eighteen (18) days |
| • Sixteen (16) or more years | Twenty-one (21) days |

Certified employees who work twelve (12) months will earn vacation on the following schedule:

- | | |
|--|----------------------|
| • One (1) through five (5) years | Fifteen (15) days |
| • Six (6) through ten (10) years | Seventeen (17) days |
| • Eleven (11) through fifteen (15) years | Nineteen (19) days |
| • Sixteen (16) and beyond | Twenty-one (21) days |

Administrators who work twelve (12) months will earn vacation on the following schedule:

- | | |
|---------------------------------|-----------------------|
| • One (1) through six (6) years | Twenty (20) days |
| • Seven (7) years and beyond | Twenty-five (25) days |

Twelve (12) month exempt employees may request to sell back up to six (6) vacation days each year, provided their vacation balance after the transaction is at least twenty-five (25) days. These six (6) days will be compensated at the employee's regular daily rate of pay. Payment, if any, will be made during the month of June.

Employees must obtain advance approval from their supervisors to use vacation leave, which should generally be taken when school is not in session.

No more than a maximum of fifty (50) vacation days may be carried over into the next fiscal year.

Upon retirement, resignation, termination, or death, the employee or the employee's estate shall be paid for accumulated vacation days, which are limited to the number of vacation days earned. The Board will compensate the employee or the estate at the employee's daily rate of pay. The daily rate of pay shall be calculated by dividing the employee's base salary by the number of work days in the employee's approved [work calendar](#).

Board will compensate the employee or the estate at the employee's daily rate of pay. The daily rate of pay shall be calculated by dividing the employee's base salary by the number of work days in the employee's approved [work calendar](#).

Benefits

Benefits will be awarded in accordance with Federal requirements and guidelines.

Employee Assistance Program

ComPsych offers 6 free sessions per person per issue for things like:

- Anxiety, depression, stress
- Grief, loss, and life adjustments
- Relationships and marital conflicts

If you're in a time of need, contact ComPsych at 833.955.3386. The toll-free number gives you direct, 24/7 access to a guidance consultant who will answer your questions and if needed, refer you to a counselor or other resources.

CompPsych has other resources besides counseling, too. On their website, they have resources for things like:

- Finding child and elder care
- Retirement planning
- Hiring movers or home repair contractors
- [Active&Fit Direct Fitness Program](#)
- [Working Advantage Employee Discounts](#)

To access your benefits:

1. Go to guidanceresources.com
2. Register using the web ID: KAIROSEAP
3. Select your employer
4. Create your username and password
5. Start browsing

Life Insurance

Life insurance coverage for eligible employees is \$50,000 per employee. There may be a reduction in amount based on employees age. Optional extra life insurance is available at additional cost for employees and dependents.

Medical Insurance

Employees who work a minimum of 30 hours a week are eligible to participate in the District's benefit plans as of the first of the month after 30 days of active employment. Health insurance plans for employees are through United Health Care. The cost of any coverage above the allocated amount for the employee and his/her dependent is the responsibility of the employee, paid through payroll deduction. For details on how to secure an insurance plan please contact the Benefits Department, benefits@qcusd.org

Supplementary Insurance

In addition to health insurance, the District provides a number of voluntary insurance programs. These include: additional life insurance, short term disability insurance, dental insurance, vision

insurance, pet insurance, hospital indemnity insurance, accident insurance, critical illness insurance, prepaid legal plan and identity theft protection.

Contracts/Notice of Appointments and Evaluations

Contract/Notice of Appointment Renewal

Contracts/Notice of Appointment are offered by the Governing Board annually to those that qualify. Employees are required to electronically sign the contract/notice of appointment within fifteen business days after the date of issue. To accept the contract/notice of appointment, sign into the [Employee Access Portal](#). Failure to return this contract/notice of appointment within the designated timeline will be considered as a resignation.

Notice of inadequacy for classroom performance will be given to teachers prior to the notice of intent to dismiss or of non-renewal of contract. Timelines for this process are outlined in state statute and governing board policy. This notice incorporates a statement of charges for not re-employing the teacher ([Policy 4-103](#)).

Teacher Pay for Performance

Per A.R.S. § 15-977 certified teachers, including those with Intern and Emergency Certificates, who are under contract with QCUSD in a position that requires a teaching certificate, are eligible for 301 payment provided they meet certain criteria. These teachers must spend at least 50% of their time in classroom instruction and be employed within the second quarter of the academic year. Additionally, teachers who are on extended leave must work the equivalent of one semester (95 days) to qualify for the 301 payment. Click on [Teacher Pay for Performance Handbook](#) for more information.

Teacher Professional Growth Compensation

Professional growth allows an opportunity for teachers to earn an incremental pay increase based on completed graduate coursework beyond credit hours already included in a salary. Professional growth is not automatically awarded. A teacher must submit a request and provide official transcripts by due dates. Transcripts are considered "Official transcripts" when HR receives transcripts in a sealed envelope or electronically from a secure site linked to the educational institution.

Any approved professional growth credit will be applied toward the following fiscal year contract amount.

Graduate hours earned from an accredited college, university, or advanced degree program may be approved for a salary increase. Certified employees who have completed a minimum of three (3) credit hours and no more than eighteen (18) credit hours may receive \$65.00 per credit hour toward next year's salary. These hours must be university graduate coursework at the 500 level and above in job-related courses. In addition, employees may receive an additional \$1,000.00 per

year for qualifying Masters and/or Doctorate degrees. The coursework outside an approved program of study or for the purposes of additional certification or endorsements must be pre-approved by Human Resources.

District in-service hours, Arizona Constitution and U.S. Constitution courses are NOT ELIGIBLE to be applied toward salary increases. Any completed coursework above the maximum of 18 credits must be submitted again next year for consideration.

Human Resource Department will send the annual Request for Professional Growth Compensation Survey, the first full week of January. **To qualify, employees must:**

- ***Complete the Request for Professional Growth Compensation Survey by Friday, January 17, 2025.***
- ***Submit official transcripts to the Human Resource Department no later than Friday, March 31, 2025.***

Official transcripts received after the last business day in March will not be considered.

Evaluations

Certified Staff

A certified staff's first three years in the District are considered probationary. Following three consecutive years of employment and positive evaluations, successful certified staff are placed on Continuing status.

Support Staff

All support personnel shall be evaluated by the appropriate supervisor or administrator. Both full-time and part-time new employees serve a minimum probationary period of 90 days. The immediate supervisor may recommend that this period be extended as necessary. A written evaluation of effectiveness of each support employee shall be completed during the first year of employment and not later than ninety (90) days after the first day of work. A second first-year evaluation will be no later than the last day of work that fiscal year. ([Policy 4-103](#))

At least once each year thereafter, an evaluation will be conducted. The evaluation will be used to increase job proficiency and for recommending continued employment.

Extra Duty Pay or Stipends

Certified Staff

Certified employees may be eligible for additional compensation paid in the form of a fixed amount issued for specific responsibilities with determined beginning and ending dates.

Support Staff

Support Staff may qualify for extra duty assignments outside of their contracted work agreement. This additional compensation is paid in the form of a fixed hourly rate or gross amount issued for specific responsibilities with determined beginning and ending dates.

Employees are required to electronically sign stipends within fifteen business days after the date of issue. To accept the contract/notice of appointment, sign into the [Employee Access Portal](#)

Certificate Renewal

It is the **responsibility of the employee to keep a record** of when his or her teaching certificate expires and to complete the renewal process or the deficiency removal process prior to expiration. Renewal forms may be obtained online from the [Arizona Department of Education](#).

IMPORTANT NOTE: Once a certificate is renewed, the original must be submitted to the Human Resources Department through Frontline “Forms I Can Start,” so it can be recorded by the Maricopa County School Office. Failure to submit your certificate will result in a delay of your check. A copy of your certificate will be maintained in the Human Resources Office.

It is the **responsibility of each certified employee to keep track** of the number of in-service hours he or she has accumulated toward certification renewal. In accordance with guidelines established for your type of certificate, you must submit transcripts or a summary of in-service/seminar attendance, to the Human Resources Department through Frontline Central, “Forms That I Can Submit,” Once hours are submitted, the Human Resource Department will electronically approve hours through the Arizona Department of Education Portal.

Salary Schedule Information

Certified Staff

The District certified salary schedule is based upon a stepless salary schedule. The stepless salary schedule is built upon a base salary, experience, and education and is for initial placement on the salary schedule. All future raises will be approved by the Governing Board. Addendas are also given for additional responsibilities such as coaching, department chair, teacher mentor, etc.

Support Staff

The support staff salary schedule applies to all Support Staff employees below the administrative level. The employee’s entry-level years of experience determine placement on the salary schedule when initially hired for a position. All future raises will be approved by the Governing Board.

Grievances

Employees are expected to attempt to resolve all complaints with their immediate supervisor following the chain of command within the time established by Governing Board Regulation [Policy 4-402](#).

According to Governing Board policy, “grievance” means a complaint by a Grievant alleging that a supervisor or administrator has violated, misinterpreted, or misapplied a Board policy or procedure related to compensation, benefits or terms and conditions of employment. The alleged violation of Board policy or procedure must personally, directly and negatively affect the

Grievant. Multiple employees may not pursue a group grievance. Matters specified below are specifically excluded and not grievable.

1. Any matter for which the method of review or appeal is prescribed by law or other District policy.
2. Any matter relating to any policy or procedure contained in Chapter 5 of the Governing Board Policies (Students).
3. Any matter related to letters or memoranda of direction or counseling.
4. Any matter related to employee discipline, non-renewal, or dismissal.
5. Any matter related to performance evaluations or improvement plans.

Conflict of Interest ([Policy 4-102, 3-109](#))

Close Relative Defined

For purposes of this policy, close relative shall be defined as the spouse, child, child's child, parent, grandparent, brother or sister of the whole or half blood and their spouses and the parent, brother, sister or child of a spouse, and relationships in which there is no marriage but living in the same household.

Employment of Close Relatives

Employees will not be assigned to the same site where any close relative is employed.

A dependent of a Board member (a person more than half of whose support is obtained from a Board member) cannot be hired in the District except by consent of the Board. The spouse of a Board member cannot be employed by the District.

The District shall reserve the right to transfer the close relative of any employee to a different work site as long as such action does not decrease the pay of the transferred employee. If during the school year two (2) employees at the same site marry, both employees may continue to work at the site, but at the end of the school year, one (1) will be transferred to a new site. This will also affect a staff member who, because of marriage during the school year, has created a family relationship defined as a close relative above, which includes step-child, step-grandchild, or in-law. The decision regarding which employee transfers will be made by the Superintendent in consultation with the employee's supervisor. Exceptions may be made at the sole discretion of the Superintendent based on extenuating circumstances, including hard to fill positions.

Supervision of Close Relatives

No person employed by the District, in any capacity, may be directly evaluated by a relative. There shall be no exceptions to this provision.

Business Relations

In connection with the District's purchase of goods, services, or construction, Board members and District employees shall annually disclose conflicts of interest as required by state and federal law.

Board members and District staff shall file the disclosure of any conflict of interest. If a Board member or District employees or their relatives have a conflict of interest in any procurement of services, equipment, or construction, the Board member or District employee shall refrain from participating in any way in the procurement, including but not limited to making recommendations, giving advice or communicating with anyone involved in the procurement process.

Vendor Relations

District employees who supervise or participate in contracts, purchases, payments, claims, or other financial transactions or who supervise or participate in the planning, recommending, selecting, or contracting for materials, services, goods, construction, or construction services for the District shall not solicit or accept any personal gift or benefit, except as permitted below and by law.

A gift or benefit means a payment, distribution, expenditure, advance, deposit or monies, any intangible personal property, or any kind of tangible personal or real property. A gift or benefit does not include food or beverage, expenses or sponsorships related to a special event or function related to individuals identified in this Policy, nor does this include an item of nominal value such as a greeting card, T-shirt, mug or pen, food or beverage, or expenses or sponsorships relating to a special event or function to which individuals involved in procurement are invited. Board members and District employees may accept gifts or benefits of nominal value from a vendor as permitted by statute.

Purchase from District Employees or Board Members

The District must use competitive bidding when purchasing any equipment, material, supplies, or services from District employees regardless of dollar amount. This applies to any purchase using District monies, including extracurricular activities fees tax credit, student activities monies, gifts and/or donations.

The Board authorizes purchases from Board members as authorized pursuant to A.R.S. § 15-323. The District must follow all procurement requirements with respect to any purchase from a Board member. Each purchase must be specifically approved by the Board after the appropriate procurement process. The minutes of the Board meeting shall reflect the amount of the purchase. Unless otherwise permitted by statute, the District shall not exceed \$300 for any single transaction with a Board member and the total purchases from any Board member within any twelve (12) month period shall not exceed \$1000.

Constructive Discharge Notice

An Employee is encouraged to communicate to the employer whenever the employee believes working conditions may become intolerable to the employee and may cause the employee to resign. Under section 23-1502, Arizona Revised Statutes, an employee may be required to notify an appropriate representative of the employer in writing that a working condition exists that the employee believes is intolerable, that will compel the employee to resign or that constitutes a constructive discharge, if the employee wants to preserve the right to bring a claim against the employer alleging that the working conditions forced the employee to resign.

Under the law, an employee may be required to wait for fifteen calendar days after providing written notice before the employee may resign if the employee desires to preserve the right to bring a constructive discharge claim against the employer. An employee may be entitled to pay or unpaid leave of absence of up to fifteen calendar days while waiting for the employer to respond to the employee's written communication about the employee's working conditions.

Disciplinary Action ([Policy 4-104](#))

In conjunction with the District's Employment Policy, the Superintendent or his/her designee has the authority to warn or recommend dismissal, demotion, or suspension of any employee upon recommendation of the employee's immediate supervisor.

Termination of personnel is at the discretion of the Governing Board, based upon the recommendation of the Superintendent or his/her designee. Causes for release include, but are not limited to, the following:

- Incompetency
- Immorality
- Insubordination
- Neglect of duty
- Dishonesty
- Unprofessional conduct
- Failure to obey State law, Federal law or District policies and/or procedures

If more information is required, please refer to Governing Board [Policy 4-104](#) for Employee Discipline

District Calendars

- [2024-2025](#) - School Calendar
- [2024-2025](#) - District Office Calendar

Dress Code

All Queen Creek Schools' employees shall dress in a professional manner that reflects positively on their position in the community. All employees shall have an appearance that is appropriate

in light of the environment in which they work and the duties of their jobs. The Superintendent shall establish regulations and guidelines defining acceptable dress for all employees.

Employees' apparel must be modest, safe, and clean so that it does not detract students from the "educational process" and is reflective of current business and societal norms.

Employees must always consider that their employment places them in the position of role models for students. Employees shall be expected to exhibit a professional image to students, parents, and the community. The Governing Board expects the dress and appearance of certificated and support personnel to be professional and appropriate for their job description. Dress will be considered professionally appropriate if it does not disrupt the classroom or District atmosphere. Professional standards of dress shall observe the following guidelines:

- Clothing should be safe and appropriate for the responsibilities of the job.
- Clothing should be free of frays, holes, or tears and should not expose undergarments, chests, or midriffs.
- Clothing shall not display profanity, or obscene gestures, or sexual suggestions, nor shall it support alcohol or cigarettes.
- Caps or hats should not be worn inside buildings.
- Shorts or other exercise clothing are not acceptable, except for physical education teachers, coaches while actively teaching, and at the discretion of the site administrator, other employees whose duties justify this clothing option.
- Rubber flip flops are not acceptable footwear.
- All employees shall comply with the rules of the school/department where they are employed.
- Jeans may only be worn on days designated by the site administrator.
- Clothing should be free of political messages. Political messages are defined as those that are intended to influence the outcome of elections or to persuade persons to vote for or against a particular candidate, party, position or measure.

All employees shall comply with the rules of the school/department where they are employed, provided such rules conform to [Policy 4-201.A](#).

The intent of this regulation is not to unduly restrict personal expression. The Governing Board recognizes that the implementation of this regulation calls for sensitive, intelligent action on the part of the school staff so that professionalism and individuality are reasonably balanced.

Drug-Free Workplace ([Policy 4-205](#))

Queen Creek Unified School District is a drug/smoke-free workplace. No employee shall violate the law or District policy in the manufacture, distribution, dispensing, possession, or use, on or in the workplace, of alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in schedules I through V of section 202

of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1308.11 through 1308.15.

The workplace includes any school building or any school premises and any school-owned vehicle or any other school-approved vehicle used to transport staff members or students to and from school or school activities or on school business. Off school property, the workplace includes any school-sponsored or school-approved activity, event, or function where students or staff members are under the jurisdiction of the District. In addition, the workplace shall include all property owned, leased, or used by the District for any educational or District business purpose.

Any employee who has been convicted under any criminal drug statute for a violation occurring in the workplace, as defined above, shall notify the supervisor within five (5) days thereof that such conviction has occurred.

As a condition of employment, each employee shall abide by the terms of the District policy respecting a drug-free workplace.

Any employee who violates this policy in any manner is subject to discipline, which may include, but is not limited to, dismissal.

Drug and Alcohol Testing ([Procedure 3-302.C](#) and [Policy 4-301](#))

The District shall complete drug and alcohol testing of transportation employees at its discretion and as required or permitted by state and federal laws and regulation.

The District shall assume the costs of drug and alcohol testing of transportation employees. If the results of a test are positive, the District may charge the costs of the test to the tested employee. The costs charged to the employee shall be limited to the actual costs incurred as a result of testing. If the results of a test are negative, the District shall not charge the costs of testing to the tested employee.

A transportation employee who refuses to submit to drug and alcohol testing or whose test results are positive may be terminated from employment.

The Superintendent may require that an applicant or employee submit to an independent medical examination at District expense as a condition of continued employment if the District has job related concerns regarding the employee's ability to perform the essential functions of the employee's position. This may include drug and alcohol testing.

Due Process

Employees of the Queen Creek Unified School District have rights guaranteed by the Fourteenth Amendments to the United States Constitution. These rights are acknowledged and protected by policies and regulations adopted by the Governing Board.

Emergency Response Plan

The District Emergency Response Plan is located at each site. For further information, please contact your building or department Emergency Response Team member.

ALICE Response Plan

In the event of an active shooter emergency, the QCUSD has adopted the ALICE response plan to assist you in determining the best options available to survive an attack. The ALICE response does not follow a set of prescribed actions, and you may not need to utilize all of the five steps when confronting an active shooter. Your survival is the most important outcome.

Alert

- Any number of things can alert you to a shooter situation:
 - Gunfire
 - Witnesses
 - Unusual commotion on campus
 - Phone/Text alerts

Lockdown

- A lockdown is a semi-secure starting point from which to make your survival decisions. If you decide not to evacuate, secure the room.
 - Lock the door.
 - Cover any windows in the door if possible.
 - Tie down the door if possible using belts, purse straps, shoe laces, etc.
 - Barricade the door with anything available (desks, chairs, file cabinets.).
 - Look for alternative escape routes (windows, additional doors).
 - Call 911
 - Move out of the doorway in case gunfire comes through it.
 - Silence or place cell phones on vibrate.
 - Once secured, do not open the door for anyone. Unfamiliar voices may be the shooter attempting to lure you out. Police will enter the room when the situation is over.
 - Gather weapons (coffee cups, chairs, books, pens, etc.) and mentally prepare to defend yourself or others.
 - Put yourself in position to surprise the active shooter should they enter the room.

Inform

- Use any means necessary to pass on real time information.
 - Use plain language.
 - Derived from 911 calls, video surveillance, etc.
 - Who, what, when, where and how information.
 - Helps people in or around the area to make common sense decisions.
 - Can be given by Flash Alerts, PA Announcements, police radio speakers

Counter

- Use of simple, proactive techniques should you be confronted by an active shooter.
 - Anything can be a weapon.

- Throw things at the shooter's head to disrupt his aim.
- Create as much noise as possible.
- Attack in a group (swarm).
- Grab the shooter's limbs and head. Take the shooter to the ground and hold him there.
- Run around the room and create chaos.
- If you have control of the shooter, call 911 and tell the police where you are and listen to their commands when officers arrive on the scene.

Evacuate

- Remove yourself from the danger zone as quickly as possible.
 - Decide if you can safely evacuate.
 - Run in a zigzag pattern as fast as you can.
 - Do not stop running until you are far away from the scene.
 - Bring something to throw at the shooter should you encounter the intruder.
 - Consider if a fall from a window will result in serious injury.
 - Break out windows and attempt to quickly clear glass from the frame.
 - Consider using belts, clothing or other items as an improvised rope to shorten the distance you would fall.
 - Hang by your hands from the window ledge to shorten your drop.
 - Attempt to drop into shrubs, mulch or grass to lessen the chance of injury.
 - Do not attempt to drive from the area.

What to Expect from Responding Police Officers

- Police are trained to proceed immediately to the area in which shots were last heard. Their purpose is to stop the shooting quickly.
- Responding officers will normally be in teams. They may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, helmets, and other tactical equipment. The officers will be armed with guns. Regardless of how they appear, remain calm, do as the officers tell you, and do not be afraid of them.
- Put down anything you may be carrying and keep your hands visible at all times.
- The first officers will not stop to aid injured people. Other officers and emergency medical personnel will follow to remove injured persons.
- Keep in mind that after you have escaped to a safer location, the entire area is still a crime scene.
- Police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned.
- Until you are released, remain where authorities designate.

Employee Access Portal

Employee Access is the District's employee portal to obtain your pay stubs, W-2s, leave balances, important forms such as travel pre-approval and reimbursement, news and upcoming events from the District, contract acceptance, webinars and trainings, payroll tax credit withholding forms, direct deposit information, change tax withholdings, etc.

Your Username is your work email address and your password is your Google suite password. If

you forget your password and/or are unable to successfully login, please input an FMX. The technology department will reset your password.

Employee Assignments/Transfers [Policy 4-102](#)

The Superintendent has authority to assign employees to any position for which the employee is qualified and to assign additional or alternative job duties.

Employees shall be assigned based on the needs of the instructional program, the needs of the students, and the overall needs of the District as defined by the Superintendent. In addition, no right to school, grade, or subject assignment shall be inferred from an employee's contract or wage agreement.

There are several situations that may cause employees to be transferred, including but not limited to:

- Decrease in enrollment at a given school or at a given grade level /subject matter
- Return from a leave of absence or temporary assignment
- Specific teacher or District needs
- Grant monies are not available
- Failure to meet District goals

The Superintendent shall have the responsibility for the assignment of all personnel throughout the District. The procedure for assignment and transfer of professional staff members will be based on the needs of the instructional program, the needs of the students, and the overall needs of the District as defined by the Superintendent. In addition, no right to school, grade, or subject assignment shall be inferred from the teacher's contract.

Employees may apply for transfer when a vacancy exists by filling out an internal application through the District applicant tracking system.

Certified Staff Transfers

The Superintendent shall take into consideration the current distribution of certificated teachers across all performance classifications and the needs of students when transferring any certificated teacher to an alternative position.

The Superintendent shall not transfer a continuing teacher designated in the ineffective performance classifications for two consecutive years to an alternative position at another school unless the District has issued a preliminary notice of inadequacy of classroom performance and a performance improvement plan for the teacher and the Board has approved the new assignment as in the best interests of the students in the receiving school. A teacher who continues to be designated in the developing or ineffective performance classifications shall not be permitted to transfer to another school. A teacher shall not be transferred more than once pursuant to this paragraph.

In order to ensure continuity during the first three (3) years of employment, transfer of probationary teachers is prohibited unless required to meet the overall needs of the District as defined by the Superintendent.

Certified employees' voluntary transfer process closes thirty (30) business days after the date contracts are issued but no later than May 1, whichever comes first. Certified employee transfers will not be approved during the school year unless the needs of the District dictate such approval.

Support Staff Transfers

Support Staff transfers will not be approved during the school year unless the needs of the District dictate such approval.

The resolution of any conflicts over the need for a transfer shall be based on what is best for the instructional program, the needs of the students, and the overall needs of the District as defined by the Superintendent.

Employee Code of Conduct ([Policy 4-201](#))

Each District employee is expected to further the District's mission to educate all students and to support their learning potential. The Governing Board has created this Code of Conduct to set expectations for staff conduct.

The Board expects each employee to adhere to the standards set forth below.

While this Code of Conduct provides guidance and District requirements regarding employee conduct, it does not provide a complete listing.

Expectations

Employees shall:

1. Create and maintain appropriate relationships with students, staff, parents and community members that are founded on trust and respect.
2. Maintain appropriate professional boundaries with students at all times.
3. Act in a professional, respectful, fair and dignified matter when interacting with students, parents, co-workers, supervisors and community members.
4. Act with the goal of furthering the growth and welfare of students as the primary objective.
5. Make reasonable efforts to protect students from conditions harmful to learning, health, well-being or safety.
6. Complete job duties with integrity and responsibility.
7. Maintain all requisite certifications, endorsements and a fingerprint clearance card if required for the position.
8. Perform only District work during District working-time.
9. Comply with all requirements as a mandatory reporter and report all crimes or suspected crimes as required by law or as set forth in [Policy 4-204](#).

10. Provide honest, accurate and timely information to supervisors and administrators.
11. Maintain confidentiality with respect to student information and as directed or required by law.
12. Avoid conflicts of interest and acceptance of gifts in violation of procurement responsibilities.
13. Honor all contractual commitments.
14. Protect and secure District property.
15. Account for all funds collected from pupils, parents, or school personnel.
16. Abide by security or administration procedures and copyright restrictions during the administration of a test or assessment.
17. Promote the proper use of all District equipment and materials, including but not limited to District technology.
18. Obtain prior written authorization from the employee's immediate supervisor prior to working any overtime, if the employee is non-exempt.
19. Follow all workplace controls to prevent workplace accident, injury and/or exposure, including following universal precautions when necessary and completing all requisite training.
20. Report to work on time and be prepared for duty.
21. Direct criticism regarding workplace concerns to the relevant District administrator.
22. Use copyrighted materials only for educational purposes and within the generally accepted uses set forth by applicable law.
23. Dress according to professionally accepted standards and as directed.
24. Comply with applicable District policies, procedures, and lawful directives.
25. Comply with applicable federal and state laws, regulations and rules.

Prohibitions

Employees shall not:

1. Discriminate against any student, school employee or visitor based upon race, national origin, religion, sex, including sexual orientation, disability, color, or age or any other protected category.
2. Engage in sexual harassment or harassment on the basis of a protected category.
3. Physically or verbally abuse any individual.
4. Make any sexual advance towards any student or minor, either verbal, written, or physical.
5. Engage in sexual activity, a romantic relationship, or dating of a student or minor.
6. Unlawfully threaten or intimidate any individual by word or conduct.
7. Use profanity or abusive language or gestures.
8. Engage in conduct for the purpose or with the intent of embarrassing or disparaging a student, parent/legal guardian or visitor.
9. Disrupt or assist with the disruption of any District activity.
10. Illegally possess, use, or be under the influence of marijuana, dangerous drugs or narcotic drugs, or other controlled substance.

11. Possess, consume, or be under the influence of alcohol on District property or at school-sponsored activities unless permitted by statute or policy.
12. Possess a weapon on District property without legal authority.
13. Use school equipment to access pornographic, obscene, or illegal materials.
14. Deliberately suppress or distort information or facts relevant to a student's academic progress.
15. Misrepresent or falsify student, classroom, school, or District-level data from the administration of a test or assessment.
16. Retaliate or take reprisal against any individual who files a report regarding gross mismanagement, significant waste of funds, abuse of authority, threats to safety, violations of policy, or regarding other matters as protected by state or federal law.
17. Use the employee's position for improper purpose, including but not limited to, personal gain through political, social, religious, economic, or other influences.
18. Falsify or misrepresent documents, records, or facts related to professional qualifications or educational history or character.
19. Assist in obtaining a professional certification or employment of a person the employee knows to be unqualified to hold a position.
20. Accept gratuities or gifts that influence judgment in the exercise of professional duties.
21. Submit fraudulent requests for reimbursement of expenses or for pay.
22. Be absent without leave or fail to follow District procedures regarding absences.
23. Engage in outside employment that interferes with the employee's assigned job duties, creates a conflict of interest, or results in the unauthorized use of any District facilities or materials.
24. Provide private services for pay or remuneration to a student or the family of a student who is currently in the employee's class or under the employee's direction or control for a District-sponsored activity, or for whom the employee provides professional services through the school. "Services" include, but are not limited to, private instruction of any type, including private tutoring, private academic, music, art, or athletic instruction, or related services as defined in the Individuals with Disabilities Education Act (IDEA).
25. Use District or school facilities for purposes not directly related to the employee's job duties, unless approved in accordance with [Policy 3-202](#).
26. Remove District property from the District without prior authorization of the Superintendent.
27. Join or support organizations that advocate for the overthrow of the government.
28. Use school resources to influence the outcome of an election.
29. Use sectarian or denominational books, teach any sectarian doctrine, or conduct religious exercises in school.
30. Apply for a grant or other outside funding (including crowd funding) or solicit donations without the prior authorization of the Superintendent.
31. Engage in unprofessional or immoral conduct or conduct unbecoming to the profession.

Use of Physical Force

An employee is permitted to use reasonable and proportionate physical force on a student only to the extent necessary to maintain order or to prevent the physical injury of the student or others. Verbal provocation is typically insufficient justification for the use of physical force.

The use of restraint and seclusion is addressed in [Policy 5-406](#).

Investigation of Alleged Violations

When an employee is alleged to have violated District policy, the supervising administrator or other designee shall conduct an investigation appropriate to the situation to determine if the alleged misconduct occurred, and if so, what remedial or other action should be taken.

Discipline, suspension and dismissal of staff shall be handled in accordance with Board policy and/or state law.

Employee Discounts

Community Education Discovery Kids and Preschool Program

QCUSD Employee receive the following discounts for Preschool Program and Community Education Discovery Kids programs:

- Community Education Discovery Kids - 50% off for Before and After Care and Camps
- Preschool Program - 20% off for preschool tuition

Only the QCUSD employee who is the parent/guardian of the child enrolled is eligible to receive the discount. To confirm eligibility, the employee must provide a current badge number. Eligibility remains in effect through the last day of contracted employment, and tuition due for remaining program days beyond contracted employment days is prorated and due according to the payment plan due dates. The employee must notify the Community Education Office or the Preschool Program if employment ends.

Employee Restrooms

Queen Creek Unified School District provides staff restrooms at every school site. Employees should enquire at the front office where staff restrooms are located. Employees are not permitted to use any student restroom while students are on campus, and may not enter student restrooms with any student inside the restroom unless (a) the staff member or contractor is providing services required under a student's IEP and is entering the restroom solely to execute those responsibilities, or (b) entrance is necessary to respond to any emergency, student injury or threat, or otherwise may be necessary and to the extent required to protect student health or safety. District staff may enter restrooms for cleaning or maintenance while students are on campus, but must ensure that no students are currently using the restrooms at that time, and must temporarily close the restroom while conducting any cleaning or maintenance.

Employment Classification

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, Queen Creek Unified School District classifies its employees as shown below. Queen Creek Unified School District may review or change employee classifications at any time.

Exempt. Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay.

Nonexempt. Nonexempt employees are paid on an hourly basis and are eligible to receive compensation time for hours worked in excess of a 40-hour workweek.

Regular, Full-Time. Employees who are not in a temporary status and work a minimum of 30 hours weekly and maintain continuous employment status. These employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

Regular, Part-Time. Employees who are not in a temporary status and who are regularly scheduled to work fewer than 30 hours weekly and who maintain continuous employment status.

Substitute or Seasonal - Employees who are in a temporary status and who are not regularly scheduled to work

Equal Employment Opportunity and Non-Discrimination ([Policy 1-202](#))

The District is committed to providing a workplace free from discrimination, harassment, and retaliation.

Equal Employment Opportunity & Anti-Discrimination

The District is an equal opportunity employer and complies with all applicable federal, state, and local laws regarding equal employment opportunity and anti-discrimination. The District strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including gender, pregnancy, sexual orientation, and gender identity), age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, genetic information, or any other characteristic protected under applicable federal, state, or local law. All District employees, representatives, and other covered persons are prohibited from engaging in unlawful discrimination. This Policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment.

In addition, the District complies with the Americans with Disabilities Act (ADA), and all applicable state or local law. Consistent with those requirements, the District will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship. Requests for accommodation should be submitted to The Human Resource Department. The District will also, where appropriate, provide reasonable accommodations for an employee's religious beliefs or practices so long as the accommodation does not impose an undue hardship on the District.

Harassment

Harassment is: (1) unwelcome conduct; (2) based on race, color, religion, creed, national origin or ancestry, ethnicity, sex (including gender, pregnancy, sexual orientation, and gender identity), age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, genetic information, or any other characteristic protected under applicable federal, state, or local law; and (3)(a) that is sufficiently severe or pervasive to alter the terms of employment and create an abusive work environment; or (b) that results in a tangible employment action (such as termination, demotion, or change in compensation).

The District strictly prohibits and does not tolerate unlawful harassment against employees or any other covered persons. Harassment is prohibited at the workplace and at employer-sponsored events.

Sexual Harassment

All District employees and representatives are prohibited from harassing employees and other covered persons based on that individual's sex (including gender, pregnancy, sexual orientation, and gender identity), and regardless of the harasser's sex or gender.

Sexual harassment means any harassment based on someone's sex or gender. It includes harassment that is not sexual in nature (for example, offensive remarks about an individual's sex or gender), as well as any unwelcome sexual advances or requests for sexual favors or any other conduct of a sexual nature, when any of the following is true:

Submission to or rejection of the advance, request, or conduct is made either explicitly or implicitly a term or condition of employment;

Submission to or rejection of the advance, request, or conduct is used as a basis for employment decisions; or

Such advances, requests, or conduct have the purpose or effect of substantially or unreasonably interfering with an employee's work performance by creating an intimidating, hostile, or offensive work environment.

The District will not tolerate any form of sexual harassment, regardless of whether it is:

Verbal (for example, epithets, derogatory statements, slurs, sexually related comments or jokes, unwelcome sexual advances, or requests for sexual favors);

Physical (for example, assault or inappropriate physical contact);

Visual (for example, displaying sexually suggestive posters, cartoons, or drawings, sending inappropriate adult-themed gifts, leering, or making sexual gestures); or

Online (for example, derogatory statements or sexually suggestive postings in any social media platform including Facebook, Twitter, Instagram, Snapchat, etc.).

In addition to the sexual harassment described above, Title IX sexual harassment is a subset of sexual harassment. Generally, Title IX sexual harassment is conduct, based on sex that constitutes one or more of the following:

(a) Unwelcome conduct, occurring in the United States, that a reasonable person would find so severe, pervasive, and objectively offensive that it effectively denies a person equal access to a District-sponsored education program or activity;

(b) An employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct; or

(c) Any of the following specific acts of sexual harassment taking place within the United States and within a District-sponsored program or activity: sexual assault, dating violence, domestic violence, and stalking.

Sexual harassment is prohibited both at the workplace and at District-sponsored events. Depending on the circumstances of the complaint, allegations of sexual harassment may be subject to concurrent investigations under this Policy and the District's applicable Title IX Policy and Procedures.

Reporting an Incident of Harassment, Discrimination or Retaliation

The District encourages reporting of all perceived incidents that violate this Policy regardless of the alleged offender's identity or position and including vendors or others with whom the District does business.

Conduct that violates this Policy should be promptly reported to the Superintendent or the District's human resources department. The District encourages those filing a complaint to do so as soon as possible after the offending conduct. As necessary, the District will conduct a prompt investigation, either formal or informal, into the investigation. Individuals are encouraged to use the District's complaint form, which is available at [location]. While the complaint form is not mandatory to file a complaint, it assists the District in collecting the necessary information to move forward.

A complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. The District will directly and thoroughly investigate the facts and circumstances of all claims of perceived discrimination and will take prompt corrective action, if appropriate.

Additionally, any supervisor who observes discriminatory conduct must report the conduct to the District's human resources department so that a prompt investigation can be conducted, if necessary, and corrective action taken, if appropriate.

Non-Retaliation

The District strictly prohibits and does not tolerate unlawful retaliation against any applicant, employee, or other covered person by any employee. All forms of unlawful retaliation are prohibited, including any form of discipline, reprisal, intimidation, or other form of retaliation

for good faith reports or complaints of incidents of discrimination of any kind, pursuing any discrimination claim, or cooperating in related investigations.

The District is committed to enforcing this Policy against all forms of discrimination. However, the effectiveness of the District's efforts depends largely on employees informing the District about inappropriate workplace conduct. If employees feel that they or someone else may have been subjected to conduct that violates this Policy, the District encourages them to report it immediately. If employees do not report discriminatory conduct, the District may not become aware of a possible violation of this Policy and may not be able to take appropriate corrective action.

Violations of this Policy

Any employee, regardless of position or title, who violates this Policy may be subject to discipline, up to and including termination of employment.

Administration of this Policy

The District's Human Resources Department is responsible for the administration of this Policy. Questions regarding this Policy or questions about discrimination, accommodations, or retaliation that are not addressed in this Policy should be directed to the human resources department.

Confidentiality

District employees who receive complaints alleging discrimination, harassment, or retaliation will maintain the confidentiality of the information they receive. However, District employees are permitted to disclose such information as required by law or when disclosure is necessary to facilitate legitimate District business, such as the investigation and resolution process.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. As an employee, you are responsible for understanding and adhering to the policies set forth by the Family Educational Rights and Privacy Act. Please review the policy [HERE](#). No employee in the district will share student information in violation of FERPA.

Fingerprint Clearance Card

All QCUSD employees must possess/maintain a valid Arizona Department of Public Safety **IVP Level One Fingerprint Clearance Card**. It is the employee's responsibility to maintain the required IVP Fingerprint Clearance Card. If the IVP Fingerprint Clearance Card is within 6 months of its expiration date, the employee should begin the renewal process. See [DPS website](#)

for renewal information/process. When you receive your new IVP Fingerprint Clearance Card, please upload it to Frontline Central under “My Forms”, “Forms I Can Start”, “Arizona IVP Fingerprint Clearance Card Renewal Upload.”

Hazardous Material/Chemical

All chemicals brought onto campus must be checked in at the office and accompanied by a Material Safety Data Sheet (MSDS), available in every school and department. No hazardous chemicals are to be brought onto District property unless directed by District administration. In case of a chemical spill or other hazardous materials emergency, please follow cleanup procedures indicated on the MSDS and notify the Maintenance Supervisor immediately. Refer to the Emergency Plan Handbook.

Health-Related Issues

Disease control and prevention measures are implemented by the District to minimize the likelihood that communicable diseases will be transmitted. This is intended for the health and welfare of all students and employees as required by law and mandated by the Arizona Department of Health Services. Preventive measures may include exclusion from school. Such measures will be taken by the Superintendent upon the advice of the County Health Department and in cooperation with the school nurse. Staff members may be excluded from school as a result of actual or suspected communicable disease and must be reassessed by the school nurse or the Superintendent’s designee before returning to work. Reporting communicable diseases will be done in accordance with the law. Confidentiality will be maintained to the extent that the safety of the employee with the communicable disease, co-workers, and students are not compromised.

Immunizations

Employees born after December 31, 1956, must show proof of immunization from measles/mumps/rubella (per A.R.S. § 15-873). Employees of the Special Education Preschool, including Preschool bus aides, must also show proof of negative tuberculosis testing. Those who are unable to show proof of MMR immunization will be subject to leave without pay, in the event of a measles outbreak within the District. Blood tests confirming immunity will be accepted in place of proof of vaccination.

Internet/Electronic Information Services Use ([Policy 3-403.Form](#))

The technological equipment available for use is the property of the Queen Creek Unified School District. You have no expectation of privacy while using such district-owned devices. The District may log the use of all systems and monitor all system utilization as well as social media.

Details of the user agreement shall be discussed with each potential user of the electronic information services (EIS). When the signed agreement is returned to the school, the user may be permitted use of EIS resources.

Terms and Conditions

Acceptable use. Each user must:

- Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the School District.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
- Not use the network in any way that would disrupt the use of the network by others.
- Not use the EIS for commercial purposes.
- Follow the District's code of conduct.
- Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.
- In addition, acceptable use for District employees is extended to include requirements to:
 - Maintain supervision of students using the EIS.
 - Agree to directly log on and supervise the account activity when allowing others to use District accounts.
 - Take responsibility for assigned personal and District accounts, including password protection.
 - Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

Personal responsibility. I will report any misuse of the EIS to the administration or system administrator, as is appropriate.

I understand that many services and products are available for a fee and *acknowledge my personal responsibility for any expenses incurred without District authorization.*

Network etiquette. I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:

- *Be polite and use appropriate language.* I will not send, or encourage others to send, abusive messages.
- *Respect privacy.* I will not reveal any home addresses or personal phone numbers or personally identifiable information.
- *Avoid disruptions.* I will not use the network in any way that would disrupt use of the systems by others.
- *Observe the following considerations:*
 - Be brief.
 - Strive to use correct spelling and make messages easy to understand.
 - Use short and descriptive titles for articles.
 - Post only to known groups or persons.

Work email signatures.

All QCUSD work emails signatures should adhere to the district's branded templates and only include the following:

- Name and Title
- School/Site/Department
- Queen Creek Unified School District
- Your work phone number
- Linked icons for social media related to your site or department

Email Signature Templates are provided at the beginning of each school year by QCUSD Marketing & PR. For instructions on updating your email signature, [click here](#).

Services

The School District specifically denies any responsibility for the accuracy of information. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information services (EIS) is used and bears the risk of reliance on the information obtained.

Each user will be required to sign they agree to abide by the School District policy and regulations on appropriate use of the electronic information system, as stated above. A user who violates the provisions of the agreement will be denied access to the information services and may be subject to disciplinary action. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences.

Job Sharing

Job sharing is permitted by the District on a temporary basis only and through the approval of the Human Resource Department. The only restriction is that employees do not go over a forty-hour workweek. No benefits will be offered to part-time employees who are currently sharing a position, regardless of prior status.

Keys

District keys, card keys, and badges issued to employees/coaches are the employee's responsibility and are not to be given or loaned to any student or individual not employed by the District. Keys, card keys, and badges shall not be transferred between employees without prior approval of the site or district administration. Employees who give or loan their keys to others will be subject to disciplinary action. District keys, card keys, and badges shall be under physical control (on lanyard, carabiner, in pocket, etc.) of the employee/coach at all times. Keys, card keys, and badges shall not be left on a desk, in an unsecured cabinet, or in a lock, etc. at any time. All keys must be turned into the approved site administrator or building operations department unless prior arrangements have been made between the administration and the employee's immediate supervisor.

All badges, card keys, and keys are the property of the Queen Creek Unified School District. The unauthorized duplication or possession of an unauthorized District key is a criminal offense under ARS 13-3715. Employees must exercise due care and safety with security badges and keys. If the badge, card key, or keys are lost, stolen, or misplaced, the person assigned these items will be charged for their replacement and be subject to disciplinary action up to and including termination. If the key, card key, or badge is lost or stolen, the employee shall immediately notify their supervisor, site administration, and Building Operations department.

If a badge or key is accidentally broken, the employee shall present all the parts of the broken item when applying for the replacement.

Security Badges and keys should not be left in vehicles. If they are stolen from a vehicle, the employee is responsible for the costs to replace the badge, the keys, and/or rekey doors.

Lost or Stolen Badge and Key Charges

Employee ID Badge	\$25.00
Individual Door Key	\$250.00
Outside Door Key	\$250.00
Sub-Master Key	\$500.00
Vehicle Key	\$500.00
Building Master Key	\$1,000.00
Grand Master Key	\$1,500.00

Employees shall make arrangements for paying the charges with the business office. No employee will be required to pay more than \$1,500.00 per occurrence.

To request replacement badge or keys, employees must enter a request in Frontline Central under “My Forms,” “Forms That I Can Start,” “Badge/Key Replacement.”

Name or Address Changes

If an employee changes his/her name, he/she must send an email to hr@qcusd.org or call 480-987-5935. Before the employee’s name can be changed on payroll records, the District requires a copy of his/her updated driver’s license, social security card, teacher’s certificate (if applicable), Arizona Department of Public Safety IVP Level One Fingerprint Clearance Card, and Marriage License or legal document stating name change presented to the Human resource Department. Changes of name and/or beneficiary must be reported to the Arizona State Retirement Office. Certified employees must also notify the Arizona Department of Education so their teaching certificates may be updated.

Changes in employee address and telephone numbers must be updated by the employee in the [Employee Access Portal](#). To update contact information, log into the [Employee Access Portal](#), click on “My Information” and then click on “Profile”.

Notification of Criminal Charges

Should an employee of the District be arrested or formally charged by legal authorities with any felony or misdemeanor, except for minor traffic violations, it is that employee’s obligation to notify the Human Resources Department as soon as possible.

Any employee who is served with a subpoena, summons, or legal complaint on a matter relating to his/her employment or any other matter relating to the District, must notify the Superintendent as soon as possible.

Parent Complaint Procedure

When a parent makes a complaint about a teacher, it is expected that building administrators will redirect complaints to teachers as the first step in addressing the issue. The matter should be referred to a parent/teacher conference. In cases where a parent/teacher conference may not be appropriate, the teacher and administrator will develop an appropriate response to the complaint.

In cases involving allegations of unprofessional and immoral conduct, a parent/teacher conference may not be appropriate. In those instances, the District will afford the teacher(s) all required due process as delineated in Governing Board Policy.

Paychecks

Paystubs can be viewed through the [Employee Access Portal](#) “My Pay” tab. Employees are encouraged to set up direct deposit through Employee Access. If an employee receives a paper check, it will be mailed to the employee’s address on file on payday.

Certified and 12-month Exempt Employees

- The first paycheck will be an actual pay (daily rate x # of days worked in the first pay period).
- Teachers have two options for receiving their salaries: equal payments distributed while school is in session, which confirms non-annualization, or payments with the final three disbursed as a lump sum in June, calculated as separate paychecks. Certified employees must make their selection before the start of the school year, as changes cannot be requested or made once the school year begins. If an employee fails to make a selection, the District will default to non-annualized compensation.
- 12-month Exempt Employees last pay will also be an actual pay (daily rate x # of days worked in the last pay period)
- Pay Calculators are available in QCUSD Employee Access under Resources/Human Resources.

Pay Dates

[2024-2025 Pay Calendar and Insurance Deduction Schedule](#)

Payroll Deductions

Standard deductions include: Federal and state income tax.

Mandatory deductions include: Social Security/Medicare. Employees become members of the Arizona State Retirement System on the earlier of:

The effective date (start date) of employment for which they are hired or engaged to work for at least 20 weeks in a fiscal year and for 20 or more hours each week

or

The first day of the 20th week in a fiscal year in which they work 20 or more hours. In this case, membership is not retroactive to the effective date of employment.

Payroll check stubs include the amounts deducted for these areas. Changes in the retirement fund rates become effective the first pay period after July 1. In addition, you may authorize the Payroll Department to make various other deductions such as a tax-sheltered annuity, etc.

It is the employee's responsibility to update any additions, deletions, voluntary deductions or changes to his or her tax deduction status in the [Employee Access Portal](#).

Income Tax

Withholding Exemption Certificates (Federal Form W-4 and Arizona Form A-4) must be completed by each employee upon employment. This determines how much federal and state tax will be deducted from the employee's gross pay. Employees wishing to make changes to the

W-4 (Federal Tax Withholding) or the A-4 (State Tax Withholding) on file must do so by signing onto the the [Employee Access Portal](#) and under the “My Pay” tab choose employee tax forms and complete. If an employee fails to provide a properly completed Form W-4, QCUSD is required to withhold federal income taxes from wages as if the employee were single and claiming no withholding allowances. If an employee fails to provide a properly completed Arizona Form A-4, the Arizona Department of Revenue requires the QCUSD to withhold 2% of an employee's taxable wages.

In accordance with Federal regulations, by January 31, a Federal W-2 form is sent to each employee indicating the amount of salary received and the amount of taxes withheld during the calendar year. Federal law requires that employers subject to the Affordable Care Act's (ACA) employer mandate furnish to their ACA full-time employees a Form 1095-C by January 31 each year, reflecting coverage offers (if any) made to the ACA full-time employees in the prior year.

Personnel Files

The Human Resources Department maintains a master file for all District employees. Employees may review materials placed in their personnel file. Employees may access their personnel folder through Frontline Central.

Posting New Position

All job openings will be posted on the [District website job board](#). The vacant position will be filled at the discretion of the administrator in charge of the building or department.

Protection of District or Personal Property

It is the responsibility of all employees to protect and care for school property and to arrange their work areas in such a way as to promote both safety and efficiency.

The District is not responsible for loss, breakage, or any other type of damage to personal property which may be incurred while on District premises.

Purchasing

Employees may need to purchase supplies or services in relation to their position with the District. Employees will need to work with site, or department, administration when purchasing supplies or services with any district funds. Administration will ensure that proper procurement procedures including using district approved vendors, putting in a requisition and receiving a PO prior to placing an order and meeting quote requirements for certain dollar thresholds are accomplished in accordance with district guidance. Employees who fail to follow this procedure must assume the financial responsibility for the item.

Reduction in Force (RIF) ([Policy 4-106](#))

The Governing Board may eliminate the position of any staff member to effectuate economies in the operation of the District or to improve the efficient administration of the schools or operations of the District. The Board may consider a reduction in force ("RIF") due to budget constraints, funding reductions, and/or reorganization due to program or function changes, modification, elimination, or redirection. The Board shall not use tenure or seniority in determining which certificated teachers are retained.

Removal of District Property

District-owned materials assigned to employees are to be kept in the work area that it is located. District policy prohibits employees from removing any school property from District premises without permission from their supervisor.

Resignation/Release from Contract

All certified employees agree through his/her contract not to resign from employment effective prior to the conclusion of the final day required by his/her contract until/unless an appropriately certified replacement is found and the resignation has been approved in advance by the Governing Board. The District shall assess liquidated damages against certified employee, in accordance with Governing Board [Policy 4-101.A](#), in the amount of three percent (3%) of the base salary for resigning after entering into a contract. The amount will be taken from final paycheck unless other arrangements are made.

Teacher understands that, under A.R.S. § 15-545, resigning without advanced Governing Board approval is deemed to be an unprofessional act that may subject employee to disciplinary action by the State Board of Education, up to and including suspension or revocation of the teaching certificate for unprofessional conduct in accordance with A.R.S. § 15-545.

Per [Policy 4-101.A](#), any person who does not work the full term as set up by salary schedule shall be paid on a prorated basis for the number of days to be worked for the remainder of the school year; this shall include school days taught plus the number of days required for orientation.

Retirement

Queen Creek Unified School District is governed by the laws of Arizona relating to employee retirement. Please check the Arizona State Retirement System for more information on [eligibility](#). Employees must notify Human Resource of their intent to retire by **January 31st**. For additional information on retirement please go to the [Arizona State Retirement System](#) website.

Retire/Rehire District Practice

It has been the practice of the district to look for and retain highly effective staff. Therefore, the Queen Creek School District has followed the practice of hiring retired employees under the following provisions.

- Employees must work through *ESI* for at least 1 year before being hired back.
- Employees who have retired from the District and are receiving retirement benefits from the Arizona State Retirement System (or some other state retirement system) may be rehired by the District based upon a recommendation to hire from the immediate supervisor. Approval must also be granted from the Superintendent and the Governing Board.
- The employee shall be considered as a new hire for all benefit purposes. This applies to the accumulation of leave/vacation. Administrators will continue to earn leave/vacation at the rate at which they left the district when they worked for *ESI*.
- Returning QCUSD employees shall be granted a salary equal to 100% of the retiree's most recent full year ending base salary. If the employee was not on *ESI* or any other third party entity, his/her salary will be determined based upon the most recent full year ending base salary as a certified or support staff employee. Changes will be made to the proposed salary if employees are rehired for a different position from the one held when he/she left the district.
- Retirees coming from another District other than QCUSD will be treated as a new hire for salary placement.
- Employees who retire and leave public education for at least one year may return at their full ending salary (must satisfy the above requirements).
- If the prospective employee has been retired for more than 2 years, his/her salary will be determined based upon the current salary schedule that is in effect for either certified or Support Staff.
- All retirees will have no expectation of seniority and will be granted employment on a year-to-year basis. Retirees are advised that continued employment is at the sole discretion of the District based on individual site and District staffing needs.

If an employee retires at a normal retirement age, you may return to work for an ASRS employer (without taking a year off) and continue to receive pension benefits if you work less than 20 hours per week for any length of time or work 20 hours or more a week for 19 weeks or less in the fiscal year. After the 19th week, you must work less than 20 hours per week for the remaining weeks of that fiscal year (A.R.S. § 38-766).

Rights During an Investigation

Employees covered under this agreement are expected to cooperate fully during District investigations.

Queen Creek USD shall follow statutory provisions regarding mandatory reporting of suspected child abuse and other areas that require mandatory reporting. In some instances, law

enforcement or Child Protective Services may conduct investigations independent of the District. In these instances, the District shall follow legal guidelines as delineated in State statute.

Prohibition of Tobacco Use ([Policy 4-206](#))

Employees shall not possess or use tobacco products, including but not limited to cigars, cigarettes, chewing tobacco, e-cigarettes, or other nicotine products or any "vaping" device on any school property, including vehicles, or at any school-sponsored event.

- A. School grounds.
- B. School buildings.
- C. School parking lots.
- D. School playing fields.
- E. School buses and other District vehicles.
- F. Off-campus school-sponsored events.

Suggestions

The Human Resources Department is eager to obtain input from all employees. Suggestions should be submitted in writing to your building or department supervisor. Suggestions may also be sent directly to the Human Resources Department by emailing hr@qcusd.org.

Tax-Sheltered Annuities

As an employee of a public, nonprofit institution, you are eligible to participate in a tax-sheltered annuity plan (403B/457 TSA). It allows you to defer receiving a portion of your current year's earnings and delay paying income tax on that portion. Questions regarding tax-sheltered annuities should be directed to your insurance agent, [TSA website](#), financial advisor, or the Benefits Department.

NOTE: The District does not endorse any specific tax-sheltered annuity and/or additional insurance coverage. Employees seeking tax-sheltered annuities or additional insurance coverage should make appointments with sales representatives on their own time.

Telephone/Long Distance

If personal long-distance calls need to be made, they must be charged to the employee's home telephone number, phone card, or credit card.

To request telephone repairs, please enter the request into FMX.

TimeClockPlus (TCP) Timekeeping System

1. When swiping your badge, check the time clock readout to make sure your name and the time appear. If they do not appear, the clock did not read your badge. If the time clock is not reading your badge after several attempts, please notify your supervisor or administrative assistant.
2. If you miss a swipe, you will need to edit your time in TCP.
3. If you are not using leave or vacation, time off must be made up within the same week.
4. Employees must take at least 30 minutes for lunch.
5. TCP **Seven Minute** rule:
 - a. Punch times round to the nearest quarter-hour.

Punch Time Examples:

7:16 am – 7:22 am Rounds to **7:15** am

7:23 am – 7:30 am Rounds to **7:30** am

7:31 am – 7:37 am Rounds to **7:30** am

7:38 am – 7:44 am Rounds to **7:45** am

7:46 am – 7:52 am Rounds to **7:45** am

7:53 am – 7:59 am Rounds to **8:00** am

- b. TCP lunch rounding: **(Rounds to block of time rather than clock)**

30 - 37 min = rounds to 30 minutes

38 - 44 min = rounds to 45 minutes

46 - 52 min = rounds to 45 minutes

53 - 59 min = rounds to 60 minutes

Transportation Requests

The Transportation Department makes every effort to accommodate all District requests for transportation. To ensure that scheduling can be done efficiently and effectively, please follow these steps:

- As soon as possible, a minimum of 10 days prior to the date of the trip, fill out the Transfinder Field Trip Request Form.
- At the bottom of the form is a SAVE button. Push this SAVE button, which will forward the request to your site administrator.
- Upon approval of your site administrator, the request will be forwarded to the Transportation Department for scheduling.
- Please note that overnight trips or trips in excess of 100 miles (one way from school) **MUST** be approved by the District Governing Board prior to scheduling.

Voting

Employees will be granted time off for the purpose of voting if there are less than three consecutive hours between the opening of the polls and the beginning of the regular workday or between the end of the school day and the closing of the polls. No deductions will be made from salary or general leave for this absence. Employees must request this time to their immediate supervisor prior to leaving their workplace or worksite.

Waiver of Privacy

The District reserves the right to investigate the credit rating, background, references, driving record, and police record of all applicants and employees. The District also maintains the right to inspect any personal belongings brought into the workplace by employees.

Workday

Employees are expected to work in accordance with their [work calendar](#). Overtime occasionally may be needed for emergency purposes; however, any overtime must have prior approval by the immediate supervisor.

Support Staff employees who work 20 hours or more per week are required to use a one-half hour lunch break. Lunch break may not be accumulated to start the day late or end the day early. The supervisor may also adjust a particular work schedule to allow for emergencies.

Statement of Understanding for Hours Worked and Time Recording

Under the law, the U.S. Fair Labor Standards Act, every employer is required to keep certain records on their employee compensation practices. These include the accurate recording of time on a daily and weekly basis, not working overtime without permission or authorization, and not working without recording the hours worked.

In order to make sure that (1) accurate records are kept, (2) employees are not working without recording their time, and (3) the District will not be in violation of the law, we need to make sure that all employees are aware of the time and record requirements. To do this, and to have proof for the U.S. Department of Labor, this Statement of Understanding must be read and signed by the employees. By electronically signing the employee handbook, the employee agrees he/she read this Statement of Understanding. If an employee is unwilling to sign the Statement and comply with the time recording requirements, then the employee will have to be disciplined, which could include termination. Therefore, your understanding and cooperation is appreciated.

1. The normal week begins on Monday and ends on Saturday. The workweek consists of five 8-hour days for full-time employees, for a total of 40 hours. If employees work overtime (in excess of 40 hours in the workweek), they are to be paid one and one-half (1-1/2) times regular or average hourly rate for hours worked in excess of 40.

2. Preferably, overtime will not be needed. However, if it is, it is to be authorized by the proper supervisory personnel, except in an emergency where prior approval cannot be obtained.
3. Employees may not voluntarily work overtime without prior written permission of the supervisor. Employees should not be intimidated into working overtime without recording it. If an employee attempts to voluntarily work overtime without prior written permission (come in early, stay late, work during duty-free lunch period), disciplinary action may have to be taken. Likewise, if supervisory personnel try to force employees to work overtime without recording it, notice must be given to the Superintendent so that disciplinary action can be taken.
4. Hours worked must be acknowledged by each employee and confirmed by the supervisor through TCP at the end of the day every Friday. If a timesheet is used, it must be submitted to the supervisor at the end of the day every Friday. Timesheets not submitted as stated will be processed the following pay period. Periodically, the District attempts to follow up on the requirements and reminds the employees of them.

Employees are not permitted to start work early, but they are to be at their work location to begin work at the starting time. Employees will be expected to abide by the designated lunch periods.

Worker's Compensation ([Policy 3-404](#))

All District employees qualify for insurance coverage by the Arizona Industrial Commission if injured on the job. To ensure proper coverage, the employee **must immediately** report the non-life threatening injury to the school office or supervisor and call **The Alliance Triage Line at 1-888-252-4689**. Exact time and location of the injury, persons involved and details of the accident **must** be provided. If the injury requires first aid treatment, see the school nurse or supervisor in charge of your department and complete a Supervisor's Industrial Accident Form from The Alliance. If not reported, you may not be eligible for compensation.

Please contact the Human Resources Department immediately. Life-threatening or injuries that require immediate medical attention should be addressed with The Alliance and the Human Resource Department after 911 is contacted and the emergency has been resolved.

When an injury occurs, the employee may use available general leave until compensation begins ([Policy 4-302.C](#)). No general leave or vacation days are accumulated while on Worker's Compensation leave.

The Human Resource Department will investigate all accidents involving on-the-job injury. The immediate supervisor of the injured employee must contact the Human Resource Department as soon as he or she becomes aware of the accident.

Employees injured on the job are required to make an initial call to The Alliance and potentially make a visit to one of the Banner Occupational Health Service locations if instructed by The Alliance triage nurse. Work injuries must be treated at a Banner Health location regardless of

whether their personal physician is part of the Banner Health network. Failure to comply with this requirement may result in denial of the Worker's Compensation claim.