



2026/2027

Employee Handbook

Nadaburg Unified School District No. 81



2026-2027 Employee Handbook

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NUSD GOVERNING BOARD

The Nadaburg Unified School District is governed by a five-member board elected by the Community to serve staggered four-year terms. The Board is a public body that sets policies for the administration of the District and oversees the superintendent, who is responsible for the day-to-day operations.

MEMBERS OF THE GOVERNING BOARD

Mr. Matt Varitek, President

Mrs. Deborah Parris, Vice President

Dr. Valarie Serrano, Member

Mrs. Sandy Jordan, Member

Mrs. Nancy Sanchez, Member

GOVERNING BOARD MEETINGS

Business of the District is conducted by the Governing Board in public meetings. Employees are welcome to attend these meetings. Regular Board meetings are generally held once a month on the 2nd Wednesday. Special meetings are called as necessary. Notice of all meetings are posted at the District Office, 32919 Center Street, Wittmann, Arizona 85361 and the District website. Board meetings are generally held in the Little Red Schoolhouse next to the District Office. An agenda for each regular meeting is published at least 24 hours before the Board meeting. The agenda may be viewed on the District website at <http://www.nadaburgsd.org>.

Opportunity to address the Board regarding items on the agenda is provided at Regular Board meetings.

Note: All meeting dates are subject to change. Please verify dates by calling the District Office at 623-250-7746.

DISTRICT STAFF

SUPERINTENDENT FAX:

Dr. Aspasia Angelou, District Superintendent

623-388-2915**623-250-7747**

Mrs. Tricia Farrington, Executive Administrative Asst.,
Governing Board Secretary

623-250-7747**CHIEF OF STAFF**

Mrs. Holly Diaz

623-250-7748**EDUCATION SERVICES**

Mrs. Erika Chapman, ESS Coordinator

Fax: 623-388-2973

Mrs. Valerie Garcia, Educational Services Admin. Asst.

internal ext. 2122**BUSINESS SERVICES**

Ms. Gerri-Ann Whigham, Director of Business Services

Fax: 623-388-2915

Mrs. Marena Sua, Payroll/Benefits Specialist

623-250-7749

Mrs. Nicki Smith, Administrative Assistant

internal ext. 2133

Mr. Peter Sharbaugh, Grants Coordinator

internal ext. 2115**HUMAN RESOURCES**

Mr. Chris Larson, HR Coordinator

Fax: 623-388-2915

Mrs. Caitlin Macias, HR Specialist I

internal ext. 2138**TECHNOLOGY**

Brandon Wilkins, IT Director

623-253-5180

Mrs. Des Hockman, Project/Systems Management

MAINTENANCE, OPERATIONS AND TRANSPORTATION (MOT)

Mrs. Nellie Odogui, Director of Maintenance

623-253-5181

Mr. Curtis McCandlish, Director of Transportation

623-253-5182**FOOD SERVICES**

Phillip Vasquez, Nutritional Services Coordinator

COMMUNITY EDUCATION

Mrs. Barbara Staten, Community Ed. Program Coordinator

internal ext. 2120

Mrs. Breauna Tammara, Community Ed. Admin. Asst.

internal ext. 2304**Nadaburg Unified School District No. 81****Office Hours: M-TH****7:00 AM – 5:00 PM**

32919 Center Street
Wittmann, AZ 85361
Dr. Aspasia Angelou, Superintendent
Mrs. Tricia Farrington, Executive Administrative Assistant to
the Superintendent
Phone: (623) 250-7747
Fax: (623) 388-2915

Nadaburg Elementary School (PreK-8)

Office Hours: M-TH
7:00 AM – 4:00 PM

21419 West Dove Valley Road
Wittmann, AZ 85361
Principal: Mrs. Kelly Ayotte
Assistant Principal: Ms. Dulce Padilla
Administrative Assistant: Ms. Catherine
Strickland
Phone: (623) 288-2802
Fax: (623) 388-2204

Desert Oasis Elementary (PreK-8)

Office Hours: M-TH
7:00 AM – 4:00 PM

17161 West Bajada Road
Surprise, AZ 85387
Principal: Mrs. Angelina Geraci
Assistant Principal: Mrs. Kim Eberlein
Administrative Assistant: Ms. Kasia Salamon
Phone: (623) 288-2801
Fax: (623) 556-5898

Mountainside High School (9-12)

Office Hours: M-TH
8:30 AM – 4:30 PM

29715 N. Crozier Rd.
Wittmann, AZ 85361
Principal: Mrs. Molly Garcia
Administrative Assistants: Ms. April Redondo/Mrs. Tracy Delano
Phone: 623-288-2800
Fax: none

NOTICE

The information contained in this Handbook should be considered a guide. The Nadaburg Unified School District, at its discretion, may change, delete, suspend or discontinue any part or parts of the policies in this handbook at any time with prior notice. Any such action shall apply to existing as well as future employees with continued employment being the consideration between the employer and employee. Employees shall not accrue eligibility for any benefits, rights or privileges beyond the last day worked. No one other than the Governing Board, Superintendent or Superintendent's designee may alter or modify any of the practices/procedures in this handbook. No statement or promise by a supervisor, manager or department head may be interpreted as a change in policy nor will it constitute an agreement with an employee. Any policy in this handbook will be superseded by applicable law as laws are updated or changed.

2026-2027 PAYROLL SCHEDULE

The District's work week runs Sunday through Saturday. Time records must be submitted to supervisors by 9:00 A.M. on Monday following the end of the pay period to be included on the next paycheck. Supervisors must approve time records by 12:00 P.M. on Monday following the end of the pay period.

PAYCHECK INFORMATION

Employees are paid on a biweekly schedule. Paper checks can be picked up at the district office on scheduled pay dates between 7:00 a.m. and 5:00 p.m. Direct deposit of paychecks may be arranged by submitting a Direct Deposit Authorization form (available on the District shared-drive) together with a voided check to the Payroll office. Payroll receipts can be accessed via the Tyler Employee Access Application. [tyler-nadaburgusd81az - Sign In \(okta.com\)](#)

Contracted employees who work less than twelve (12) months, may have the option of receiving their wages equally over 22 pays, elect to receive 26 pays over the entire calendar year, or lump sum at the 22nd pay, pro-rated over a twelve-month period with the remaining balance in a lump sum payable at the end of the school year. Once the election has been made, it is irrevocable for the year.

Every effort is made to avoid errors in paychecks. If you suspect an error has been made, contact Payroll immediately. Payroll discrepancies will be processed upon approval of the employee's supervisor and/or Chief of Staff, or Superintendent. Shortages or other errors will be corrected at the next payroll cycle.

CLASSIFIED/SUPPORT STAFF

This handbook does not constitute a contract of any kind. No District policy or procedure or item in any handbook is intended to, and shall not operate to, create any property or contract right inconsistent with the "at will" employment status of hourly support staff members. Any of the District's policies or procedures or items contained in this handbook may be changed at any time by the Governing Board or the administration of the District.

All hourly support staff employees of the District are employed **"at will."** This means that employment may be terminated by the District or the employee at any time and for any reason or no reason. Hourly support staff employment is for no specific term and implies no continued right to employment. No employee or Governing Board member has the authority to make any agreement or contract to the contrary or any agreement with an "at will" employee for any specified period of time. An "at will employee" is a person who has received a Wage Notice. A Wage Notice is not a contract.

This handbook references policies of the Nadaburg Unified School District Governing Board. To the extent there may be conflict between this handbook and policy, the policy shall have precedence.

PAYROLL DEDUCTIONS

Certain mandatory deductions will be taken from gross wages as required by law. For example, federal statutes require withholding for income tax, Social Security and Medicare. Arizona state law requires the withholdings of state income taxes.

All other deductions from pay, e.g., group health or dental insurance, or tax-sheltered annuities, will only be made pursuant to an authorized written request, except when required by garnishment laws or other legal obligations.

Employees regularly assigned to twenty (20) or more hours per week, for 20 weeks or more, are required to contribute to the Arizona State Retirement System. Each person contributes a percentage

and the District contributes a like amount towards the retirement program. For more information log on to www.AZASRS.gov.

CERTIFIED STAFF

The length of the day for children K-8 shall be consistent throughout the District and may exceed the state and North Central Association of Colleges and Schools Guidelines.

Teachers are considered professional (exempt) staff. Full-time teachers are expected to work 40 hours per week. The professional day for teachers will begin thirty minutes before the start of class and continue until thirty minutes after school dismissal. However, teacher's professional day may be extended before or after classes due to professional obligations such as ESS meetings, parent meetings, meet-the-teacher night, parent-teacher conferences, promotion/commencement exercises, or other after-school scheduled activities approved by district and/or site administrators. Site level administrators will set the starting and ending times required for effective coverage at their campus, within the guidelines of the professional school day.

Instructional time for each teacher on a non-early release day shall not be less than 7.5 hours daily.

The professional day will include a thirty-minute duty free lunch. Assigned duty of eating lunch with students is not considered a "duty-free" lunch, therefore teachers will be provided a 30-minute duty free lunch after student dismissal and before any further obligations, such as meetings are assigned.

Teachers will receive a thirty-minute duty free lunch prior to any professional development training, or staff meetings on early release days. Teachers may not be able to receive a thirty-minute duty free lunch in cases where the principal declares an emergency. An emergency includes a lockdown or lockdown drill, fire or fire drill, rainy day schedule, lack of cafeteria duty coverage or similar situation.

Faculty/staff meetings will be held within the professional day whenever possible. Professional development and faculty/staff meetings are not considered to be one and the same.

The district will strive to provide professional development within the professional workday.

Occasionally, professional development may be offered outside of the workday.

CERTIFIED DUTIES and PREPARATION TIMES

At each school the principal will develop a schedule of duties and prep times for teachers. Every effort will be made to provide an equitable distribution of duties and preps at each school. This schedule will be available for teachers and staff prior to the first day of school whenever possible. Prep time: For the Monday thru Thursday week, the District goal is to provide 160 minutes per week, 40 minutes per day (four days), per teacher for preparation.

Scheduled Student Supervision (Duty): Each school staff member, classified and certified, may be assigned a minimum of (1) 30-minute duty daily. Duty includes, but is not limited to: morning playground, cafeteria, school bus duty (a.m. or p.m.), parent pick-up, and common area duty.

Administrators will divide duty among available staff equitably. Lack of adequate staffing on the campus may result in more or longer duty periods, but the goal is to adhere to the guideline.

Professional responsibilities are expected to be performed even when scheduled outside of the professional day. This includes events such as: ESS meetings, parent meetings, meet-the-teacher night, curriculum night, parent-teacher conferences, promotion/commencement exercises, carnivals, tax credit fundraising, PTSA meetings or other after-school scheduled activities approved by district and/or site administrators.

Compensation for prep time (40 minutes) when substitutes are not provided:

When scheduled prep times are cancelled, teachers will be compensated after the third occurrence in one school year at \$15.00 dollars for each missed prep. Each teacher is responsible for keeping track of missed preps following the guidelines below. Every effort will be made by school site supervisors to ensure equitable distribution of teacher coverages.

Special area classes are classes in which the teacher leaves their students with another instructor and comes back for them at a later time in grades K-8. Classroom teachers are to use this time as “prep time”. When special area classes are cancelled and classroom teachers are not provided prep time, teachers will be compensated per the above. Elective courses in grades 9-12 are not special area classes.

Teachers are responsible for tracking and verifying lost periods with the school office prior to submission to payroll. These should be turned in at the end of each quarter. The Missed Prep Form can be found on the District shared drive. The completed form should be turned in to the school office manager, be approved and signed by the school principal and be sent promptly to payroll for payment.

Designated intervention/enrichment/collaboration period in grades 9-12 do not serve as an additional prep time for teachers. All teachers are expected to participate in designated activities directed by site administrators and/or serve identified students for intervention or enrichment during this scheduled class period. Those teachers without a class of students preceding the designated intervention/enrichment/collaboration class period and do not have any identified students for this class period may be assigned to provide coverage or co-teach by site supervisors. Teacher coverage during the intervention/enrichment/collaboration class period is not eligible for teacher prep compensation as instruction during this period is the expectation of all teachers.

CLASSROOM SIZES:

The classroom size goals are as follows:

K: 26 students

1st: 27 students

2nd – 3rd: 30 students

4th – 8th: 32 students

9th – 12th: 40 students

When a classroom exceeds this limit by 20% for 8 consecutive days, an additional teacher will be hired.

PROFESSIONAL LEARNING COMMUNITIES (PLCs)

All teachers will engage in PLC collaborative time as designated by their principal and/or Chief of Staff. These times will consist of mandatory eight half-days on Fridays when school is not in session and up to one day per week before or after school as determined by the site principal. Any absences from PLCs must be pre-approved by the principal. Missed Friday PLC/PD times must be made up. Opportunities to make-up the content missed will be provided by the district and will be logged and reviewed by the PD Team.

EXTRA-DUTY PAY

An administrator may approve extra duty pay for an employee who accepts extra duties with students such as coaching, summer school, student tutoring, and clubs. Participation in tax credit funded activities are regulated by district policies and procedures.

Personnel Action Requests (PARs) must be submitted by an administrator to the District office for business office and superintendent approval, **prior** to teacher performing extra duties. Employee must verify that a PAR for any assigned extra duties has been approved by the HR Director, prior to performing such duties. All summer school teaching assignments must be offered to NUSD staff prior to offering any position to individuals from outside the District.

CLASSIFIED EMPLOYEES

A classified employee's workday is determined by his/her job description. Classified staff pay will be based on the employee's hourly rate times the hours in their day. Administrators are required to verify and approve time records to payroll by noon on Monday following the end of the pay period.

At the time of hire, and/or annual employment renewal, support staff employees will receive a Wage Notice which contains the title of position, date employment begins and hourly rate of pay. The Wage Notice will also specify the expected "full-time equivalency" (FTE) of the position. A calendar applicable to the position will be available which includes information on scheduled work days, holidays and non-work days. This information does not, however, guarantee the number of hours per day, days per week or length of employment. That is, while the employee will normally work the schedule provided, the schedule may be changed with advance notice to meet the needs of the District or to avoid overtime. All hourly support staff employees of the District are employed "at will" and are considered non-exempt employees.

CERTIFIED CONTRACT DAYS

Continuing certified staff salary is based on **164** contract days for the academic school year, based upon the teaching year consisting of **144** minimum teaching days, six (6) contract days (before/after students' school year), six (6) paid holidays, plus eight (8) days designated by the District.

PARENT/TEACHER CONFERENCES

Participation in Parent-Teacher conferences is the expectation of all teachers as part of their professional responsibilities. Parent-Teacher Conferences may be scheduled on dates of the same week outside of the dates designated for Parent-Teacher conference by the District. On early release Wednesday after student dismissal, conferences shall be concluded by 8 p.m. with a break for dinner for K-8 teachers. On Thursday, K-8 teachers will be able to leave at student dismissal if and when principals confirm that more than 80% of parents have been contacted.

LONGEVITY BONUS

An employee shall receive a longevity payment according to the schedule below. Employees who have reached 16 years of employment with the District prior to July 1st of the current fiscal year shall receive a stipend of \$200.00. Every year thereafter, they will receive an additional \$200 per year up to a maximum of \$1,000 per year above the salary schedule amount. This longevity payment shall be made once, at the beginning of the school year and will continue until retirement or termination of employment. (Governing Board approved April 30, 2002)

YEARS OF SERVICE	AMOUNT
20+	\$1000

19	\$ 800
18	\$ 600
17	\$ 400
16	\$ 200

RELEASE OF INFORMATION

All inquiries or requests from outside the District for information regarding an employee must be submitted in writing to Human Resources. Each request for information other than verification of dates of employment must be accompanied by a signed statement by the employee authorizing release of such information and stating to whom it should be released. NUSD is subject to the Arizona Public Records statute under Title 39, however, some employee records may be redacted or not released in accordance with specific state statutes that require confidentiality.

CHANGE OF INFORMATION

Employees are responsible for notifying the District office of any changes in contact information (address, telephone number or emergency contact). Failure to do so could result in delayed paychecks and other notifications. For change in employee's name or marital status, please contact Human Resources for information. For change in tax information, go to the District shared drive, District Documents, then Payroll. Once updated, please send form to the Payroll Department.

CONFLICT OF INTEREST

Any Board Member or employee of the District who has, or whose relative has, a substantial interest in any contract, sale, purchase, or service to the District, shall make known that interest in the official records of the District and shall refrain from voting upon or otherwise participating in any manner as a Board member or employee in such contract, sale, or purchase.

Any Board Member or employee who has, or whose relative has, a substantial interest in any decision of the District shall make known such interest in the official records of the District and shall refrain from participating in any manner as a Board Member or employee in such a decision.

All employees shall fill out a conflict of interest form on an annual basis.

NUSD Policy Reference: [1-105](#)

PERSONNEL GOALS & PRIORITY OBJECTIVES

The Governing Board recognizes that dynamic and efficient staff members dedicated to education are necessary to maintain a constantly improving educational program. The Governing Board is interested in its personnel as individuals, and it recognizes its responsibility for promoting the general welfare of the staff members. Duties of these staff members shall be outlined and assigned by the Superintendent. Additionally, the Governing Board establishes, as personnel service goals, the following:

- Attracting, developing and retaining the best and brightest employees who reflect the diversity of our community.
- An employee evaluation program that will contribute to the continuous improvement of staff performance.
- Professional development and in-service training programs for employees that will improve their rates of performance and retention.

- Deployment of the available personnel to ensure that they are utilized as effectively as possible within budgetary constraints.
- Human relationships necessary to obtain maximum staff performance and satisfaction.
- A staff compensation program sufficient to attract and retain qualified employees within the fiscal limitations of the District.

EQUAL EMPLOYMENT OPPORTUNITY

Discrimination against an otherwise qualified individual with a disability or any individual by reason of race, color, religion, sex, age, or national origin is prohibited. Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons.

NUSD Policy Reference: [1-201](#), [1-202](#), [1-202.A](#)

ANTI-HARASSMENT/NON-DISCRIMINATION POLICY

The District is committed to a learning and work environment in which all individuals are treated with respect and dignity. The Nadaburg Unified School District does not discriminate on the basis of race, color, religion, sex, age, national origin, or disability. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the District does business. The District will make every reasonable effort to ensure all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any employee who has questions or concerns about these policies should speak with their site supervisor or the Director of Human Resources.

NUSD Policy Reference: [1-201](#)

HARASSMENT

Harassment on the basis of any other protected characteristic is strictly prohibited. Under this policy, harassment is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, disability, or any other characteristic that is protected by law that: a) has the purpose or effect of creating an intimidating, hostile, or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

SEXUAL HARASSMENT

All individuals associated with the District including, but not limited to, the Governing Board, administration, staff and students are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member, or when made by a student to another student or staff member where:

1. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or education; or
2. Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting such individual; or

3. Such conduct has the purpose or effect of substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment may include, but is not limited to:

1. Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures or cartoons.
2. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment).
3. Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; suggesting that a probation will be failed; implying or actually withholding grades earned or deserved; or suggesting that a scholarship recommendation or college application will be denied.
4. Coercive sexual behavior used to control, influence, or affect the career, salary and/or work environment of another employee; or engaging in coercive sexual behavior to control, influence or affect the educational opportunities, grades and/or learning environment of a student.
5. Offering or granting favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

Anyone who is subject to sexual harassment or who knows of the occurrence of such conduct should inform the Superintendent at (623) 250-7747 as soon as possible. Forms for filing such a complaint are available in the Human Resources or Business Services departments. A substantiated charge against a staff member of the District will subject that staff member to disciplinary action up to and including termination of employment.

NUSD Policy Reference: [1-203](#), [1-203.A](#)

RETALIATION

The District encourages reporting of all perceived incidents of discrimination or harassment in any form. It is the policy of the District to promptly and thoroughly investigate such reports. The District prohibits retaliation against any individual who reports discrimination or harassment, or participates in an investigation of such reports.

REPORTING AN INCIDENT OF HARASSMENT, DISCRIMINATION, OR RETALIATION

The District encourages reporting all perceived incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals who believe they have been the victim of such conduct should discuss their concerns with their immediate supervisor, site administration, or any member of the Human Resources Department. Please see the complaint procedure below.

In addition, the District encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. The District recognizes, however, that an individual may prefer to pursue the matter through the complaint procedures below.

COMPLAINT PROCEDURE

Individuals who believe they have been victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, site administration, or a member of Human Resources.

The District encourages prompt reporting of complaints or concerns so that complaints or concerns may be resolved. Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. The District will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action. The investigation may include interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Retaliation for reporting prohibited conduct or for participating in an investigation is a serious violation of this policy, and like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Levels of disciplinary action, if warranted, are described on page 20, and may range from a conference up to and including termination. The appeal process for disciplinary action taken, if warranted, is also described on page 20 of this handbook.

False or malicious complaints of any form of harassment, discrimination, or retaliation (as opposed to complaints that, if even erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

DRUG FREE WORKPLACE

No employee shall violate the law or District policy in the manufacture, distribution, dispensing, possession or use, in the workplace, of alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance. "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. Employees will be given two copies of the District's "Notice to Employees" concerning its drug-free workplace requirements, which you will be required to sign prior to employment.

NUSD Policy Reference: [4-205](#)

TOBACCO PRODUCTS PROHIBITED

The possession or use of tobacco products, including e-cigarettes, is prohibited in the following locations:

School grounds	School playing fields
School buildings	School buses and other District vehicles
School parking lots	Off-campus school-sponsored events

Under the provisions of Arizona law, a person who violates the prohibition is guilty of committing a petty offense. Employees violating the prohibition against possession or use of tobacco products, including e-cigarettes, are subject to disciplinary action up to and including dismissal.

NUSD Policy Reference: [4-206](#)

FINGERPRINTING REQUIREMENTS

In compliance with Arizona law, all education personnel employed by the District and all volunteers are required to obtain a valid Fingerprint Clearance Card. Employment will not begin until proper fingerprint clearance is received, or verification that the application is in process, and a background check is completed. New employees are required to reimburse the District for the actual cost of the fingerprint check. This may be done by paying with a certified check or money order at the time of fingerprinting. A form will be completed by the employee attesting by signature that there have been no convictions under the categories listed. If the information presented on the application is inconsistent with information received from fingerprint analysis or the background investigation, the employee may be terminated.

NUSD Policy Reference: [3-401](#)

PROMOTIONS, TRANSFERS, AND REASSIGNMENTS

The District's goal is to promote quality employees so that employees can continue to grow in skill and earnings. It is our policy to select only the best-qualified person for the open position. When two or more employees have similar qualifications, length of service may become a factor in the District's decision.

EDUCATOR EXPECTATIONS

Educator expectations will be established and communicated by the employee's direct supervisor. These expectations are designed to ensure alignment with district goals, support student achievement, and maintain professional accountability.

Areas subject to supervisor guidance and oversight include, but are not limited to:

- **Lesson planning and instructional delivery**
- **Student assessment and grading practices**
 - **Grades will be updated weekly**
 - **Grades will be communicated weekly**
- **Classroom management and student engagement**
- **Use of instructional time and adherence to pacing guides**
- **Professional responsibilities such as communication, collaboration, and recordkeeping**

All employees are expected to meet the standards and deadlines communicated by their supervisor and to seek clarification when expectations are not clearly understood. Failure to meet established expectations may result in corrective action in accordance with district policy.

EMPLOYEE CELL PHONE USE

The use of personal cell phones during work hours must not interfere with job performance or the learning environment. The following expectations apply to all employees of the district:

1. **Professional Use Only During Work Hours**
Personal cell phone use should be limited during the workday. Calls, texts, and other uses should only occur during scheduled breaks or non-instructional time, except in cases of emergency.
2. **Classroom and Student Supervision Settings**
Employees supervising students, including teachers, aides, and support staff, should not use cell phones for personal reasons while actively supervising students. Phones may be used as part of instructional tools or emergency communication as appropriate.
3. **Confidentiality and Discretion**
Employees must not use cell phones to take photos, record audio or video, or share information related to students, families, or district matters unless authorized. Doing so may be a violation of FERPA or other applicable laws and district policy.
4. **District-Provided Cell Phones**
Some employees may be issued district cell phones for official use. These phones are to be used exclusively for district-related communication. Personal use of district-provided devices should be limited and comply with all district technology and data privacy policies.
5. **Enforcement**
Repeated or egregious misuse of a cell phone during work hours may result in disciplinary action in accordance with district policy and the Employee Code of Conduct.

DRESS CODE

Proper dress, grooming, and personal cleanliness are reasonable expectations in every workplace. Proper attire sets a tone at our sites and sends a message regarding our expectations as a work and learning community. As District employees, we serve as positive role models for our students and that includes our professional dress. It is very important that the appearance and dress of all faculty and employees is appropriate and professional for the environment in which they work, for the duties of their jobs, and for the impressionable youth they serve.

Employees must have a professional appearance and dress during the workday or any time the employee attends work-related activities including workshops, off-site activities, etc. Examples of professional attire include, but are not limited to, collared shirts, dress slacks, dress coordinates, suits, dresses, ties, and sports coats or the appropriate uniform clothing provided to employees. Consequently, anything you wear should be in good taste. Professional dress and appearance standards must be uniformly practiced at all District schools and work sites.

The following regulations are in place:

- Clothing should be consistent with the Student Dress Code published in the Parent/Student Handbook.
- Clothing should be neither too loose, too tight, too low cut, nor too short. Clothing displaying abusive, vulgar, or offensive language, advertising tobacco products or alcohol, and/or making reference to drugs are prohibited. Clothing which is too revealing, suggestive or ill-fitting is prohibited.
- Examples of prohibited attire include: shorts of inappropriate length (shorts should only be worn by employees as appropriate to their work environment such as P.E. teachers or coaches), leggings/spandex, knit shorts, or jean shorts. Tank tops, halter-tops, tops above the midriff, sheer see through tops and spaghetti straps are unacceptable.

- Clothing or uniforms consistent with and reflective of professional industry dress standards for the career field a teacher instructs is acceptable. Professional dress and grooming reflective of the career field taught must promote safety, professionalism, and a positive learning environment.
- **Professional** footwear must be worn at all times. Shoes traditionally worn around the home or to the beach are not permitted including rubber shoe thongs, house slippers, etc.

Special Notes:

- Appropriate jeans may be worn on Thursdays with supervisor approval or on spirit days designated by school or district administration, spirit or department shirt on spirit days designated by school administration, and/or the District.
- Employees who are members of the maintenance department and other auxiliary service departments should dress according to the standards established by their supervisors. Dress should be clean, neat, and appropriate to the work environment and work duties.
- P.E. teachers or coaches should dress appropriate to their work environment as well as work duties. In this instance, supervisors and school-level administrators are authorized to interpret this policy and their interpretations shall be given deference.

All District employees are expected to wear their District ID badge in plain sight at all times while at work, or in attendance at school/District functions.

Reference: [Superintendent's Directive](#)

STAFF CODE OF CONDUCT

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:

- Create and maintain appropriate relationships with students, staff, parents and community members that are founded on trust and respect.
- Maintain appropriate professional boundaries with students at all times.
- Act in a professional, respectful, fair and dignified manner when interacting with students, parents, co-workers, supervisors and community members.
- Act with the goal of furthering the growth and welfare of students as the primary objective.
- Make reasonable efforts to protect students from conditions harmful to learning, health, well-being or safety.
- Complete job duties with integrity and responsibility.
- Maintain all requisite certifications, endorsements and a fingerprint clearance card if required for the position.
- Perform only District work during District working-time.
- 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](#).

- Provide honest, accurate and timely information to supervisors and administrators.
- Maintain confidentiality with respect to student information and as directed or required by law.
- Avoid conflicts of interest and acceptance of gifts in violation of procurement responsibilities.
- Honor all contractual commitments.
- Protect and secure District property.
- Account for all funds collected from pupils, parents, or school personnel.
- Abide by security or administration procedures and copyright restrictions during the administration of a test or assessment.
- Promote the proper use of all District equipment and materials, including but not limited to District technology.
- Communications from parents should be responded to within 24 hours.
- Internal communications should be responded to within 48 hours.
- Obtain prior written authorization from the employee's immediate supervisor prior to working any overtime, if the employee is non-exempt.
- Follow all workplace controls to prevent workplace accident, injury and/or exposure, including following universal precautions when necessary and completing all requisite training.
- Report to work on time and be prepared for duty.
- Direct criticism regarding workplace concerns to the relevant District administrator.
- Use copyrighted materials only for educational purposes and within the generally accepted uses set forth by applicable law.
- Dress according to professionally accepted standards and as directed.
- Comply with applicable District policies, procedures, and lawful directives.
- Comply with applicable federal and state laws, regulations and rules.

Prohibitions

Employees shall not:

- 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.
- Engage in sexual harassment or harassment on the basis of a protected category.
- Physically or verbally abuse any individual.
- Make any sexual advance towards any student or minor, either verbal, written, or physical.
- Engage in sexual activity, a romantic relationship, or dating of a student or minor.
- Unlawfully threaten or intimidate any individual by word or conduct.
- Use profanity or abusive language or gestures.
- Engage in conduct for the purpose or with the intent of embarrassing or disparaging a student, parent/legal guardian or visitor.
- Disrupt or assist with the disruption of any District activity.
- Illegally possess, use, or be under the influence of marijuana, dangerous drugs or narcotic drugs, or other controlled substance.
- Possess, consume, or be under the influence of alcohol on District property or at school-sponsored activities unless permitted by statute or policy.
- Possess a weapon on District property without legal authority.
- Use school equipment to access pornographic, obscene, or illegal materials.
- Deliberately suppress or distort information or facts relevant to a student's academic progress.
- Misrepresent or falsify student, classroom, school, or District-level data from the administration of a test or assessment.

- 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.
- Use the employee's position for improper purpose, including but not limited to, personal gain through political, social, religious, economic, or other influences.
- Falsify or misrepresent documents, records, or facts related to professional qualifications or educational history or character.
- Assist in obtaining a professional certification or employment of a person the employee knows to be unqualified to hold a position.
- Accept gratuities or gifts that influence judgment in the exercise of professional duties.
- Submit fraudulent requests for reimbursement of expenses or for pay.
- Be absent without leave or fail to follow District procedures regarding absences.
- 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.
- 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).
- Use District or school facilities for purposes not directly related to the employee's job duties, unless approved in accordance with Policy [3-202](#).
- Remove District property from the District without prior authorization of the Superintendent.
- Join or support organizations that advocate for the overthrow of the government.
- Use school resources to influence the outcome of an election.
- Use sectarian or denominational books, teach any sectarian doctrine, or conduct religious exercises in school.
- Apply for a grant or other outside funding (including crowdfunding) or solicit donations without the prior authorization of the Superintendent.
- Engage in unprofessional or immoral conduct or conduct unbecoming to the profession.
- In the performance of duties, keeps information in confidence unless disclosure serves District purposes or is required by law.

NUSD Policy Reference: [4-201](#)

DISCIPLINE, SUSPENSION, AND DISMISSAL

Disciplinary procedures for support staff employees are a method for correcting inappropriate behavior as an alternative to dismissing the employee. Progressive discipline may be utilized. An employee who fails to respond to such attempts to correct inappropriate behavior may be dismissed. At the District's discretion, however, the employee may be suspended or dismissed from employment as a first step. Employees will receive written notice of the reason for dismissal. For minor disciplinary incidents, an employee may request removal of written reprimand from their employee file after one (1) calendar year with no subsequent events.

LEVELS OF DISCIPLINARY ACTIONS

These levels of discipline constitute guidelines only and are not binding upon the District.

A support staff member who wishes to appeal a minor disciplinary action (Level I and II) shall submit a written appeal to the supervisor's superior within five (5) work days of receiving notice of disciplinary action. The supervisor's superior will review the appeal and may confer with the support staff member, the supervisor, and such other persons as the supervisor's superior deems necessary. The decision of the supervisor's superior will be final. Appeal is limited to one (1) organizational level above the level of the supervisor who imposed the discipline. The appeal form is available in the Human Resources office.

Employee Disciplinary Matrix

Key	Level of Action	Parties Present
Conference and Verbal Warning	First	Principal and teacher or staff
Conference and Written Warning	Second	Principal and teacher or staff
Conference to review timeline and plan for signature	Third - requires growth plan	Principal, HR Director and teacher or staff
Conference to review results of growth plan	Fourth - documentation of complete or incomplete growth plan	Principal, HR Director and teacher or staff
Conference to sign letter of outcomes	Final - move to future sustainability of new behaviors or termination	Principal, HR Director and teacher or staff; Superintendent or appointee

Behavior	Description (non-exhaustive)
Attendance	- Excessive Absences (w/out approved documentation) - Excessive Tardiness - Unauthorized leave Abandoning work - Leaving the work premises during work hours without obtaining permission from the supervisor - Not returning to work following a break/lunch period Walking out of work without explanation or permission
Behavior	Inappropriate use of property Unauthorized and willful destruction of property
Behavior	Unprofessionalism - Insubordination - Difficulty getting along with others - Abusive/profane language - Bullying

Behavior	Safety violation • Gross negligence resulting in safety hazards • Failure to report workplace hazards
Behavior	Equal Opportunity Violation • Discrimination/Violation of Title VII • Sexual Harassment/Violation of Title IX (Refer to Deputy Title IX assessment)
Behavior	Threats or violent behavior • Bullying • Possession of weapon on campus in violation of policy • Violent behavior or threat of violence Dishonesty, Fraud, and Conflicts of Interest • False application information • False request for reimbursement, or falsification of timesheet resulting in an overpayment • Willful falsification of documents/reports • Conflict of Interest violation • Theft • P-Card misuse for personal gain • Falsification of Criminal Conviction Form related to position
Behavior	Drugs or alcohol • Impairment or possession of illegal drugs and/or alcohol
Behavior	Breach of confidentiality • HIPAA Violation • FERPA Violation • Inappropriate use of access to information • Sharing confidential information with individuals who do not have a business need to know • Accessing/changing person record for gain
Performance	Inappropriate use of work time • Working unauthorized time • Sleeping on the job • Excessive personal incidental use
Performance	Inadequate performance • Not meeting performance goals • Lack of customer service • Failure to follow directions • Failure to meet deadlines • Negligence • Inefficiency • Incompetence/lack of skills necessary to perform the job

Performance	Failure to meet conditions of employment • Loss of certification, license, or other regulatory requirement • Committing a misdemeanor/felony related to position
Performance	Failure to report sexual misconduct or gender discrimination in violation of Title IX
Performance	Failure to comply with IDEA (Individuals with Disabilities Education Act) for students with special needs

CONDUCT WARRANTING DISMISSAL

There is some conduct the District considers so egregious in nature, depending on the circumstances, a single act may be regarded as sufficient reason for dismissal. If, in the judgment of the District, the conduct is detrimental to the interests of the District, its personnel, or students, immediate disciplinary action will occur. Such conduct includes, but is not limited to:

- Absence without leave
- Abuse of leave
- Alcohol or drug impairment
- Child abuse or molestation
- Discourteous treatment of the public
- Dishonesty
- Excessive absenteeism
- Fraud in securing employment
- Improper attitude
- Incompetence or inefficiency
- Insubordination
- Neglect of duty
- Unauthorized possession of a weapon on school grounds
- Unauthorized use of school property
- Unlawful conduct
- Use of illegal drugs
- Violation of a directive of a supervisor
- Violation of a District policy or regulation

The employment of an at-will employee may be terminated by action of the Governing Board for any reason, or for no reason, with or without advance notice, as the Governing Board desires. If the Superintendent recommends that the Governing Board terminate an at-will employee, the recommendation shall be submitted to the Governing Board in writing and a copy of the recommendation shall be delivered to the employee.

NUSD Policy Reference: [4-104](#), [4-105](#), [4-205](#), [4-201](#), [4-202](#), [4-204](#), [4-205](#)

CASH HANDLING

Any and all cash handling must be conducted by an NUSD employee. Employees shall adhere to the following procedures when handling cash on behalf of the District as outlined in the cash policies and

procedures manual on the District shared drive (go to District Documents, Business, Cash Handling Procedures):

NUSD Cash Handling Procedures online training and test must be completed by any employee who will be handling any amount of money.

No credit card transactions, cash, checks, or money orders shall be collected by any staff member without prior approval from the site administrator.

All credit card transactions, cash, checks, and money orders must be brought to the school secretary or the Business Office on a daily basis. The secretary/Business Office staff will be responsible for securing them in a locked safe. **Monies must never be left unattended in a desk, drawer, classroom, purse, pocket, home, or vehicle!**

Checks shall be properly completed and made out to NUSD #81. Two-party checks are not acceptable. Checks and money orders shall be endorsed "For Deposit Only" immediately upon receipt.

Receipts will be issued through Infinite Campus or InTouch Systems. Hand-written receipts can only be issued with supervisor approval.

Deposit and cash collection forms must be prepared and submitted with the funds to the Business Office **within two (2) business days.**

All losses must be reported immediately to the building principal, the Business Office, and, if significant, law enforcement.

Any mishandling of funds may result in disciplinary action(s).

GIFTS AND SOLICITATIONS TO STAFF MEMBERS

Students, parents and other patrons of the District are discouraged from routine presentation of gifts to staff members. Gifts to students by staff members are also discouraged. Simple remembrances on certain occasions to all students in a class or section will not be regarded as a violation of this policy.

A school employee's position in the District shall not be used to influence parents or students to purchase books or other merchandise, except for materials approved by the Superintendent for use in the classroom. Staff member solicitations of other employees or students for any profit, nonprofit or charitable groups, institutions, or organizations must have the approval of the Superintendent in advance. No other solicitations may be made by employees during official duty time.

NUSD Policy Reference: [4-201](#), [4-202](#)

STAFF CHILDREN ON CAMPUS

The safety and supervision of all children on district campuses is a priority. Staff members who bring their children to campus outside of regular school hours are responsible for ensuring their children are supervised at all times.

Children who are on campus before or after the regular student day must remain under the direct supervision of the staff member or another adult specifically authorized to supervise them. Staff members

are responsible for the behavior, safety, and well-being of their children while they are on district property during non-school hours.

Staff children who are not currently enrolled as students in the district are not permitted on campus without prior approval from a supervisor. Supervisor approval may be granted for limited circumstances when appropriate supervision and safety expectations can be maintained.

Failure to comply with this expectation may result in the revocation of permission to have children on campus outside of regular school hours and may be addressed in accordance with district policies and procedures.

E-MAIL AND INTERNET USAGE

Computers with e-mail and Internet capabilities are available throughout the District to students, teachers and other staff members. All employees will be asked to sign an “Electronic Information Services User Agreement” at the time of employment. All employees need to remember that e-mail messages are public records and absolutely nothing should be e-mailed that is not directly related to the educational mission of the District. Internet sites should only relate to approved curriculum. Any e-mail or Internet usage containing pornography, obscenity, unethical or illegal solicitations, racism, sexism or any other inappropriate image or language is strictly forbidden.

STAFF USE OF DIGITAL COMMUNICATIONS AND ELECTRONIC DEVICES

Employees who in the course of their employment with the District utilize social media such as blogs, picture-sharing, instant messaging, Facebook, Twitter, You Tube, etc. and/or utilize mobile technologies such as smart phones (e.g., iPhone, Android, etc.) and/or tablets (such as iPad, etc.) shall:

- adhere to all District policies related to technology, copyright laws, student rights, parent rights, the Family Educational Rights and Privacy Act (FERPA), staff ethics, and staff-student relations;
- be responsible for the content of their posting on any form of technology through any form of communication;
- **only use District-controlled and approved technologies when communicating with students or parents;**
- **ensure that technologies used to communicate with students and District staff are maintained separate from personal technologies used to communicate with others;**
- not use District-owned or provided technologies to endorse or promote a product, a cause or a political position or candidate;
- in all instances, be aware of his/her association with the District and ensure the related content of any posting is consistent with how they wish to present themselves to colleagues, community members, parents, and students;
- not use District logos or District intellectual property without the written approval of the Superintendent;
- use technologies to enhance and add value to communications with all recipients and be respectful of those with whom they communicate;
- immediately report all misuse or suspected misuse of technology to their direct supervisor/administrator who in turn will immediately report to the Superintendent;
- comply with all applicable records management parameters established by the Arizona State Library, Archives and Public Records. <http://www.azlibrary.gov/records>

All District employees are encouraged to adhere to the Arizona State Board of Education best practices for social media and cellular telephone use between school personnel and students.

Violations may result in disciplinary action up to and including termination and may constitute a violation of federal or state law in which case appropriate law enforcement shall be notified.

NUSD Policy Reference: [3-403](#), [3-403.A](#), [4-202.A](#)

NON-DISTRICT EMPLOYMENT

Employees are free to participate in outside work or self-employment as long as no District facilities, equipment, or other property are used, except as allowed by District policy, so long as the outside employment or self-employment does not interfere with the employee's performance of District-assigned duties. An employee may not perform duties related to outside work or self-employment during his or her regularly scheduled District working hours or any additional time that is needed to fulfill the responsibilities of the District position.

Violation of these restrictions may result in disciplinary action, including termination of employment.

NUSD Policy Reference: [4-201](#)

COMPENSATION RATES AND JOB CLASSIFICATIONS

Compensation rates for each job classification are determined by the Governing Board. Individual hourly rates are approved by the Governing Board. Any changes to compensation rates and fringe benefits are determined by the Governing Board on an annual basis. A current certified and support staff salary schedule, a list of certified and support staff job classifications and job descriptions are available from the Human Resources Department.

NUSD Policy Reference: [4-101](#), [4-105](#)

CLASSIFIED WORK SCHEDULES

Support staff employees will be given a regular work schedule which will identify normal days and hours of work. The District may change an employee's days or hours of work at any time. An employee's normal schedule is not a guarantee of the number of hours the employee will work per day, per week or per fiscal year. With advance notice, an employee's schedule may be changed to meet the operational needs of the District or to avoid overtime within the workweek.

NUSD Policy Reference: [3-103](#), [3-103.E](#)

TIME WORKED REPORTING

All hours worked by classified employees should be reported via the electronic time clock system. Employees are required to accurately report any time worked. Exact times of arrival and departure for the start, end and lunch period of a shift should be reported via the time clock. **Employees cannot volunteer their time in their position.** Manipulation or falsification of time worked is a violation of District policy and constitutes falsification of a public record. It is the employee's responsibility to monitor their hours worked to remain in compliance with their approved work hours. **Failure to do so will result in disciplinary action up to and including termination.**

NUSD Policy Reference: [3-103](#), [3-103.E](#), [4-102](#), [4-201](#)

CLASSIFIED OVERTIME

Support staff employees not exempt from coverage by the Fair Labor Standards Act are eligible for overtime pay. Overtime occurs when an employee actually works more than forty (40) hours in a work

week. The District's workweek begins at 12:01 a.m. on Sunday and continues through midnight Saturday. Holidays, vacation, sick leave or other absences do not count toward a calculation of overtime eligibility. Overtime is paid at one and one-half the employee's regular hourly rate. Support staff employees are not allowed to accumulate compensatory time unless specifically approved by the Superintendent. **No employee is authorized to work more than their scheduled workday without written authorization of their immediate supervisor.** Failure to obtain such approval may result in disciplinary action. Approval after working overtime will be allowed only if the overtime was worked as the result of an emergency. If an employee finds that he or she cannot complete work assignments within the forty (40) hour workweek, a conference with the supervisor is needed to discuss workload and/or productivity issues.

NUSD Policy Reference: [3-103](#), [3-103.E](#)

CLASSIFIED LUNCH BREAKS

All classified employees are entitled to a thirty (30) minute unpaid lunch with supervisor approval. Thirty (30) minutes will be automatically deducted from time worked each day, which will lengthen your work day by .5 hours. Scheduling for lunch periods is the responsibility of the supervisor, but reasonable efforts should be made to schedule lunch breaks at the middle of the work day. **Lunch periods may not be accumulated for purposes of lengthening the lunch period or shortening the work day, even with supervisory approval.**

PERFORMANCE EVALUATIONS

New employees will be evaluated after sixty (60) days of employment. Thereafter, support staff employees are to be evaluated once per school year. However, any employee may be evaluated more frequently at the discretion of the supervisor.

An evaluation is presented in a written format and shall indicate the employee's strengths and weaknesses. Specific recommendations will be made for improvement in areas of weakness. Copies of the evaluation must be signed by the employee and the supervisor to verify that the evaluation has been discussed with the employee. The evaluation will be included in the employee's personnel file located in the Human Resources Department. A copy of the evaluation is also provided to the employee.

NUSD Policy Reference: [4-103](#)

ASSIGNMENT AND TRANSFER

No employee has a right to a particular job, assignment or work location. Assignment and reassignments are determined by the needs of the District. Employees may apply for a voluntary transfer at any time after completing 60 days in their current position. A transfer is the movement of an employee from one location to another within the same job classification. Transfer requests will be considered along with outside applications for available positions. Vacancies which the District has decided to fill are posted on the District website at www.nadaburgsd.org. Employees may apply for open positions by applying through the online application process at www.nadaburgsd.org.

NUSD Policy Reference: [4-102](#)

REDUCTION IN FORCE

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.

Procedures

The Superintendent shall submit recommendations to the Governing Board for the elimination of District positions and the corresponding termination of District employees filling the relevant positions.

In determining which employees will be affected by a RIF, the District has discretion to use one or more of the following guidelines:

1. Potential to reduce cost through attrition.
2. District educational program needs.
3. Possession of qualifications, certifications, and endorsements required for positions necessary to meet District educational program needs.
4. Overall general experience.
5. Completion of job-related trainings.
6. Past contributions to District educational program needs.
7. Employee performance.
8. Employee adherence to workplace expectations.
9. Other factors relevant to continuity of District operations.

Action/Notification

The Superintendent shall recommend that the Board separate employment with specific individuals due to a proposed RIF by recommending the employee's termination or non-renewal of employment. The employee is not entitled to any right to appeal the employee's selection for the RIF. Upon Board action, the District shall promptly notify the employee in writing.

NUSD Policy Reference: [4-106](#)

PERSONNEL FILES

The Human Resources Department maintains a personnel file for each employee. An employee may review his or her personnel file by submitting a request in writing to the Human Resources Department. Supervisors may have working files, located in their private office, for purposes of maintaining information relating to an employee's performance. A supervisor's working file is not subject to inspection by an employee, but any information which is incorporated into the performance evaluation or disciplinary action will be shared with the employee.

NUSD Policy Reference: [3-402](#), [4-107](#)

NOTICE OF SUBPOENA, SUMMONS OR LEGAL COMPLAINT

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 Nadaburg Unified School District, must notify Human Resources at the District Office within 24 hours.

NUSD Policy Reference: [4-302](#)

RESIGNATIONS

All at-will employees voluntarily terminating their service with the District, are requested to give advance notice of not less than two (2) weeks. This notice should be submitted to the supervisor in writing and should specify the last day of work and the reason for terminating employment. In order to clear records

and to make arrangements for the disposition of the final paycheck, all District property must be returned prior to the last day of work. Employees may be requested to complete an exit questionnaire.

NUSD Policy Reference: [4-201](#)

HOLIDAYS AND BREAKS

Support Staff employees who are scheduled for 35 hours or more per week receive holiday pay for the holidays identified in their work calendar. Nadaburg Unified School District has scheduled break weeks during the school year. You may refer to your specific work calendar for the current school year. Work calendars are also available from the Payroll Department. All other holidays and break weeks are unpaid.

INSURANCE

Employees working thirty (30) hours or more per week are eligible for insurance coverage. Staff members employed in more than one job classification shall not be eligible for benefits unless they work thirty (30) or more hours per week in their primary job classification. The District pays the premium for life insurance and up to \$6,500 per fiscal year toward employee medical coverage for employees who work 35 or more hours per week. The employee shares in the cost of any elected coverages that exceed the District cap and may elect to buy dependent medical, dental and/or vision coverage at the employee's expense. All insurance coverage begins on the first of the month following 30 days of active employment.

Eligible employees are entitled to continue medical and dental insurance coverage, at the employee's expense, for eighteen (18) months after leaving employment with the District pursuant to the Consolidated Omnibus Budget Reconciliation Act (COBRA).

NUSD Policy Reference: [3-404.C](#), [4-101](#)

MEDICAL INSURANCE OPT-OUT

Employees who are eligible for medical insurance through NUSD, but are electing payment in place of medical insurance coverage, acknowledge that by electing to waive medical coverage, employees cannot re-enroll until the annual open enrollment period each year, unless the employee has a qualifying event occur. The salary adjustment for the school year amounts to \$1,300.00. This payment will be spread evenly throughout the pay periods designated for insurance deductions based on the employee's work calendar. This option is only available to employees during the open enrollment period or upon the initial insurance enrollment period if an employee is hired mid-year. Beginning July 1, 2027, the Medical Insurance Opt-Out Salary Adjustment will no longer be an option

EMPLOYEE/ADVISOR ATTENDANCE REQUIREMENTS

Coaches and/or advisors must be in attendance at least half of the school day in order to coach and/or participate in games or practices. Verified medical/dental appointments are accepted as excused absences. Approved school-related absences are considered excused absences. Staff are required to be in attendance for their first scheduled class the day after a contest unless pre-approved by the school principal.

VACATION

Employees who are eligible for vacation, based on their work calendar, shall accrue paid vacation time over the course of the current year, according to the following schedule:

<u>Years of Service</u>	<u>Annual Vacation Time</u>
Less than one (1) year employed	Four hours per month employed

One (1) through five (5)
Six (6) through ten (10)
Eleven (11) through fifteen (15)
Sixteen (16) and beyond

Eighty Hours (80)
Ninety-Six Hours (96)
One Hundred-Twenty Hours (120)
One Hundred Sixty Hours (160)

Prior permission to use vacation time must be granted by the employee's supervisor. The Superintendent may require employees to take assigned vacation time (e.g., closing for summer months).

Full-time employees who earn eighty (80) hours per year may accumulate a maximum of one hundred sixty (160) hours, at which time no more vacation can be earned. As accumulated vacation time is used and drops below one hundred sixty (160) hours, an eligible employee may again accumulate vacation up to the maximum limit.

Full-time employees who earn ninety-six (96) hours per year may accumulate a maximum of one hundred and ninety-two (192) hours, at which time no more vacation can be earned. As accumulated vacation time is used and drops below one hundred ninety-two (192) hours, an eligible employee may again accumulate vacation up to the maximum limit.

Full-time employees who earn one hundred twenty (120) hours per year may accumulate a maximum of two hundred forty (240) hours, at which time no more vacation can be earned. As accumulated vacation time is used and drops below two hundred forty (240) hours, an eligible employee may again accumulate vacation up to the maximum limit.

Full-time employees who earn one hundred sixty (160) hours per year may accumulate a maximum of six hundred forty (640) hours, at which time no more vacation can be earned. As accumulated vacation time is used and drops below six hundred forty (640) hours, an eligible employee may again accumulate vacation up to the maximum limit.

Administrators who earn one hundred sixty (160) hours per year may accumulate a maximum of six hundred forty (640) hours, at which time no more vacation can be earned. As accumulated vacation time is used and drops below six hundred forty (640) hours, an eligible employee may again accumulate vacation up to the maximum limit.

Upon separation from the district, any unused vacation time will be compensated at the employee's current rate of pay and prorated based on the total amount of active work time completed in the current fiscal year.

The Superintendent may require employees to take assigned vacation days (e.g., closing in July). Otherwise, employees must have supervisory approval in order to utilize vacation. Discussions concerning vacation scheduling should occur early in the fiscal year so that adequate planning can be done to accommodate vacation requests. If the employee leaves employment with Nadaburg Unified School District before the end of the fiscal year, vacation time remaining will be paid out. Twelve (12) month employees are eligible for a maximum of eight (8) days of vacation payout time per fiscal year by submitting a vacation payout request form to their supervisor.

NUSD Policy Reference: [4-302](#)

EMPLOYEE SICK LEAVE DAYS

Sick leave for District personnel is a designated amount of compensated leave that is to be granted to a staff member who, through personal or family illness, injury, or quarantine, is unable to perform the duties assigned.

Each staff member shall be credited with a sick leave allowance as determined below:

- A. Full-time certificated employees: Eleven (11) days per year, credited at the beginning of the employment contract.
- B. Full-time twelve (12)-month exempt employees: Twelve (12) days per year, credited at the beginning of the employment contract.
- C. Full-time twelve (12)-month support staff (classified) employees: Ninety-six (96) hours per year, accrued monthly.
- D. Full-time eleven (11)-month support staff (classified) employees, working a minimum of thirty-five (35) hours per week: Eighty-eight (88) hours, to be accrued monthly.
- E. Full-time ten (10)-month support staff (classified) employees, working a minimum of thirty-five (35) hours per week: Eighty (80) hours, to be accrued monthly.
- F. All remaining employees: accrue one (1) hour for every thirty (30) hours worked, up to a maximum of forty (40) hours per year.

Any accrued leave at the end of the contract year will be carried forward to the next contract year.

When a staff member exhausts all days of accumulated sick leave, an unpaid leave of absence must be requested, pursuant to District policy.

Upon request, the staff member shall inform their supervisor of the following:

- A. Purpose for which sick leave is being taken.
- B. Expected date of return from sick leave.
- C. Where the staff member may be contacted during the leave.

Use of Earned Sick Time

Earned paid sick time shall be provided to an employee by an employer for:

- A. An employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; an employee's need for preventive medical care;
- B. Care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive medical care;
- C. Reasons related to child care, domestic violence, sexual violence, abuse or stalking, and legal services as described in A.R.S. [23-373](#).

Earned paid sick time shall be provided upon the request of an employee. Such request may be made orally, in writing, by electronic means or by any other means acceptable to the employer. When possible, the request shall include the expected duration of the absence.

When the use of earned paid sick time is foreseeable, the employee shall make a good faith effort to provide notice of the need for such time to the employer in advance of the use of the earned paid sick time and shall make a reasonable effort to schedule the use of earned paid sick time in a manner that does not unduly disrupt the operations of the employer.

An employer that requires notice of the need to use earned paid sick time where the need is not foreseeable shall provide a written policy that contains procedures for the employee to provide notice. An employer that has not provided to the employee a copy of its written policy for providing such notice shall not deny earned paid sick time to the employee based on non-compliance with such a policy.

An employer may not require, as a condition of an employee's taking earned paid sick time, that the employee search for or find a replacement worker to cover the hours during which the employee is using earned paid sick time.

Earned paid sick time may be used in the smaller of hourly increments or the smallest increment that the employer's payroll system uses to account for absences or use of other time.

For earned paid sick time of three (3) or more consecutive work days, an employer may require reasonable documentation that the earned paid sick time has been used for a purpose covered by A, B, or C, above. Documentation signed by a healthcare professional indicating that earned paid sick time is necessary shall be considered reasonable documentation for purposes of this section.

PERSONAL LEAVE

The District allows employees to use three (3) days of personal leave per year. Personal leave is deducted from the sick leave balance. Employees who have exhausted their accumulated sick leave, must request an unpaid leave of absence as required by Policy 4-302. Exempt employees, as identified by the Fair Labor Standards Act, who are absent during regular working hours are to be charged personal leave for absences that extend beyond two (2) hours per day.

Prior approval of personal leave use is required by requesting the leave through the absence reporting system. Personal leave must be requested at least three (3) days in advance for the use of non-emergency personal leave. An employee may be required to provide the reasons for use of personal leave to assist the supervisor in approving the use of the leave for the date(s) requested.

Approved personal leave requests that occur on pre-service or professional development days will result in the use of personal leave time. It is the responsibility of the employee absent on any pre-service and professional development days to acquire any missed information to meet expectations. Employees are encouraged to review the annual district calendar made publicly available on the district website in advance to avoid missing work time during these critical time periods.

NUSD Policy Reference: [4-210](#), [4-302](#), [4-302.C](#)

LEAVES OF ABSENCE

The Governing Board shall permit employees to take a leave of absence as required by federal or state law. The Board may approve a leave of absence for up to one (1) year in its discretion. The Board shall not approve any leave of absence that extends over one year of time beyond the employee's initial date of absence unless otherwise required by law. All leaves of absences shall be unpaid unless the employee has available accrued leave. The District shall require employees to use accrued leave for any leave of absence requested as permitted by law.

1. If an employee or their immediate family is sick, he/she will indicate this in the Red Rover absence reporting system. For earned paid sick time of three (3) or more consecutive days, an employer may require reasonable documentation that earned paid sick time has been used for an appropriate purpose. Documentation signed by a health care professional indicating that earned paid sick time is necessary shall be considered reasonable documentation. Any lack of documentation will result in the employee pay being docked for the entire absence.
2. Personal days are to be used for conducting personal business not able to be completed during a normal work day. Personal days in excess of two must be approved prior to the leave by the administrator and the superintendent. Vacations or extended days off for travel will not be approved.
3. At the end of the school year, those staff members with immediate family members graduating from school must get their leave approved prior to use by an administrator. The leave approved will not include extra days for vacation.

NUSD Policy Reference: [4-302](#)

EMPLOYEE ABSENCE REPORTING

[Login | RedRover \(redroverk12.com\)](#)

A Red Rover leave of absence must be completed for any absence. This includes vacation, sick leave, and attendance at conferences or for any other reason. Supervisory approval is required. All leave requests, other than unanticipated illness or emergencies, must be approved **PRIOR** to the requested leave of absence. Leave of absence of an unanticipated illness or an emergency must be approved immediately after the employee returns to work. **UNAPPROVED ABSENCES WILL NOT BE COMPENSATED.** Misuse or abuse of paid leave will also subject an employee to disciplinary action up to and including dismissal.

NUSD Policy Reference: [4-302](#), [4-302.A](#), [4-302.B](#)

JURY DUTY AND LEGAL LEAVE

The Board shall grant leave for an employee to respond to a summons for jury duty, participate in the jury selection process or actually serve on a jury. An employee excused from jury duty after being summoned shall report for regular duty as soon as possible.

NUSD Policy Reference: [4-302](#), [4-302.D](#)

MILITARY LEAVE

An employee who is a member of the Military Reserve or National Guard shall be entitled to leave of absence without loss of pay, time, or efficiency rating when engaged in field training. An employee who is a member of the uniformed service may use any vacation leave or other accumulated paid time off during their service, or may take unpaid leave of absence. The District must reemploy uniformed service members, as defined in 38 U.S.C. 4303, returning from a period of service, if the service member:

- Was employed by the District
- Gave the District notice that he/she was leaving the job for service in the uniformed services, unless giving notice was precluded by military necessity or otherwise impossible or unreasonable.
- Has a cumulative period of service in the uniformed services not exceeding five (5) years.
- Was not released from service under dishonorable or other punitive conditions.
- Has reported to the District in a timely manner or has submitted a timely application for reemployment in accordance with the Uniformed Services Employment and Reemployment Rights Act.

NUSD Policy Reference: [4-302](#), [4-302.D](#)

BEREAVEMENT LEAVE

An eligible employee may be granted up to four (4) days of employee's regularly scheduled work hours, with pay, during one (1) fiscal year, to be used in the event of death in the employee's immediate family, defined as mother, father, spouse, children, siblings, mother/father-in-law, daughter/son-in-law, stepchildren, grandparents, grandchildren, and significant other with whom the employee resides. In the circumstance where the death occurs in one fiscal year and services may cross over to the next fiscal year, only a total of up to four (4) days of the employee's regularly scheduled work hours will be granted for that circumstance. Employees will be granted a total of up to four (4) days per fiscal year regardless of number of circumstances per fiscal year.

Employees are required to submit a Leave Request through Red Rover and documentation to the office manager/director or designee by the end of the pay period following the bereavement absence. If the employee does not submit the required documentation by the specified deadline, the absence will not be paid under the provisions of the bereavement policy.

NUSD Policy Reference: [4-302](#), [4-302.E](#)

UNPAID LEAVE OF ABSENCE

An unpaid leave of absence may be granted upon the recommendation of the Superintendent and with approval of the Governing Board, for a period not to exceed one (1) year. All requests must be in writing. Unpaid leaves of absence may be requested for, but not limited to, the following purposes:

- For additional education that relates to the employee's primary assignment. For those situations where the employee will be absent from work because of: (1) a reason that conforms to a policy currently in effect, but the maximum number of days provided for in that policy will be exceeded; or (2) failure to report to work without prior notification to the Superintendent.
- For a leave of absence that benefits or is in the best interest of the District, as determined by the Governing Board upon review of the application.
- For leave under the Family Medical and Leave Act.

An employee is not guaranteed the same position or rehire except in those instances where the leave of absence is granted pursuant to the requirements of the Family Medical and Leave Act (FMLA). Under the FMLA an employee may take up to twelve (12) weeks of FMLA unpaid leave during any twelve (12) month period for certain qualifying serious health conditions of the employee or family member. The District will measure the twelve (12) month period as a rolling (12) month period measured backward from the date an employee uses any leave under this policy. FMLA may also be utilized for leave after the birth or

adoption of a child. An employee must be employed by the District for at least twelve (12) months and have completed 1250 hours of employment in order to be eligible for FMLA leave. Details regarding FMLA leave may be obtained from the Payroll Department. District forms are available for requesting such leave.
NUSD Policy Reference: [4-201](#), [4-302](#)

EMPLOYEE RETENTION PLAN

The District offers an employee retention plan to qualified employees who voluntarily leave employment with the District.

If an employee is accepted for participation in this program, the District will pay for the employee's accumulated unused sick leave on the following scale:

Number of years of Service to the District	Percent of Day-to-Day Substitute Teacher Daily Rate
15	50%
16	60%
17	70%
18	80%
19	90%
20 and above	100%

PROTECTION OF STAFF

Any employee who is threatened with bodily harm by an individual or group while carrying out his/her assigned duties should immediately notify the building principal or immediate supervisor. The principal or supervisor should then immediately notify the Superintendent of the threat. In cooperation with the employee, steps will be taken to provide reasonable precautions to ensure the employee's safety.

NUSD Policy Reference: [3-203](#), [3-401](#)

SAFE WORKING ENVIRONMENT

All employees have the responsibility of maintaining a safe working environment. Safety should be a part of the normal work routine and failure to observe safe working practices and procedures may be cause for disciplinary action, including dismissal. Employees are responsible for properly maintaining and using District equipment and property. Regular safety inspections should be made prior to using equipment and any adverse or unsafe condition must be immediately reported to the supervisor.

NUSD Policy Reference: [3-203](#), [3-401.C](#)

ACCIDENT REPORTING

If an accident occurs while an employee is on duty, the employee is covered under the District's workers' compensation insurance. Any injury incurred on District property, no matter how slight, must be reported to the principal, supervisor, or nurse immediately and must file a report with the District business office as soon as possible and no later than five (5) calendar days after the date of occurrence.

Injury information will be recorded at that time on appropriate forms. In order to establish rights to workers' compensation insurance, prompt reporting of an accident or injury is crucial. Failure to promptly report an accident or injury may result in delay or prevention of a claim for benefits.

When a job-related injury/accident requires medical attention and absence from the workplace, the following conditions shall apply:

MEDICAL ATTENTION

The physician will be responsible for sending updates surrounding the circumstances of the injury to the District, the Industrial Commission, and the District's insurance carrier.

- A doctor's note is required to be turned in after each doctor's visit relating to your industrial injury/accident.
- A doctor's release must be submitted to the Business Services Department prior to returning to work, including one-time visits.

An employee must follow the guidelines set forth by the District's workers' compensation insurance carrier. Steps to process a claim faster and the map of various approved locations are available at your local campus.

PAY WHILE ABSENT FROM WORK

If an employee is absent from work due to doctor's orders relating to the industrial injury/accident, the employee will be placed on sick leave for the first seven days, providing that the employee has accumulated sick leave. If accumulated sick leave is exhausted, employee will not be paid.

NUSD Policy Reference: [3-401](#), [3-401.B](#)

PROTECTIVE CLOTHING/DEVICES

Employees must observe all rules and regulations regarding the proper use of all protective clothing and/or devices that are deemed necessary to properly perform the duties of the position.

NUSD Policy Reference: [3-401.C](#)

BLOODBORNE PATHOGENS

All employees will be required to complete bloodborne pathogens training each fiscal year.

GRIEVANCE PROCEDURE

Effective communication between District employees, the administrative staff and the Governing Board is essential for proper operation of the schools. The District has established a grievance procedure ending with review by the Governing Board.

Grievance forms for each step of the procedure are available at the Human Resources Department.

Definitions

"Grievant" means an individual who currently is employed by the District on a full-time or part-time basis who files a grievance pursuant to this Policy.

"Grievance" means a complaint by a Grievant alleging that a supervisor or administrator has violated, misinterpreted, or misapplied a Governing 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.

"Immediate supervisor" means the individual who is responsible for evaluating the Grievant.

Excluded Matters

The term "Grievance" does not include:

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 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.

Procedure for Filing and Processing Grievances

Timeline: A Grievance must be initiated within fifteen (15) work days of the date the Grievant knew or should have known of the violation, misinterpretation or misapplication of the policy or procedure that is the basis for the Grievance.

Informal Level

The Grievant shall initiate the Grievance by requesting an informal conference with the individual alleged to have violated, misinterpreted or misapplied the Policy or Procedure that directly and negatively affected the Grievant. In some cases, this will be the Grievant's immediate supervisor. In other cases, it will be a building administrator or a District-level administrator.

If the individual with whom the Grievance is initiated is not a building administrator or a District-level administrator, the individual with whom the Grievance is initiated shall report the initiation of the Grievance to the Superintendent.

To track the timeline, the Grievant should initiate the Grievance by means of a written request for the informal conference and shall specify that the request is to initiate a Grievance at the Informal Level.

The supervisor or administrator with whom the Grievance is initiated shall confer with the Grievant within ten (10) work days of receiving the request for the informal conference, and shall provide the Grievant with a written decision regarding the Grievance within ten (10) work days following the conference.

Formal Level I

If the Grievant is dissatisfied with the written decision at the Informal Level, the Grievant may file a Formal Level I Grievance within five (5) work days of receiving the written response.

The Grievant also may file a Formal Level I Grievance if the supervisor or administrator with whom the Grievance was initiated either refuses to meet with the Grievant or fails to issue a written decision within (10) work days following the meeting. In such cases, the Level I Grievance must be filed within twenty-five (25) work days after the Grievant initiated the Grievance at the Informal Level.

The Level I Grievance shall be filed with the supervisor or administrator with whom the Grievance was initiated at the Informal Level.

The Level I Grievance shall be dated and signed by the Grievant. It must include at least the following:

1. The name and position of the supervisor or administrator with whom the Grievance was initiated.
2. A statement of the facts giving rise to the Grievance.
3. A designation of the Policy(ies) or Procedure(s) that were allegedly violated, misinterpreted or misapplied.
4. A statement of the Grievant's position as to how the Policy(ies) or Procedure(s) were violated, misinterpreted or misapplied.
5. The date the Grievant knew or should have known that the Policy(ies) and/or Procedure(s) were violated, misinterpreted or misapplied and an explanation of how the Grievant learned that the Policy(ies)/Procedure(s) were violated, misinterpreted or misapplied.
6. The specific remedy(ies) or solution(s) sought by the Grievant.

Within ten (10) work days after receiving the Level I Grievance, the supervisor or administrator shall issue a written decision to the Grievant.

Formal Level II

If the Grievant is dissatisfied with the written decision at Level I, the Grievant may file a Formal Level II Grievance within five (5) work days of receiving the written response.

The Level II Grievance shall be filed with the supervisor of the person with whom the Grievance was initiated. A copy of the Formal Level II Grievance shall also be submitted to the Superintendent. The Superintendent shall decide whether the Level II Grievance shall be processed by the supervisor with whom the Level II Grievance was filed or by the Superintendent. Notice of this determination shall be communicated to the Grievant, the person with whom the initial Grievance was filed and the supervisor with whom the Level II Grievance was filed. If the Level I decision was made by the Superintendent, the Level II grievance shall be submitted to the Governing Board.

The supervisor or the Superintendent, as determined above, shall meet with the Grievant to discuss the Grievance. The meeting shall occur within ten (10) work days following receipt of the Level II Grievance. The supervisor or the Superintendent shall provide the Grievant with a written decision regarding the Grievance within ten (10) work days following the meeting.

Level III Formal Review—Superintendent

If the Superintendent was the individual who rendered the decision at Level II, the decision of the Superintendent is final at that level.

If the Superintendent was not the individual who rendered the decision at Level II, a Grievant who is dissatisfied with the decision at Level II may appeal to the Superintendent.

The Level III appeal must be submitted in writing within five (5) work days following the Grievant's receipt of the Level II decision.

Within ten (10) work days following the receipt of the Level III appeal, the Superintendent shall issue a written decision to the Grievant and to the individual with whom the Grievance was initiated. The Superintendent may, but need not, meet separately with the Grievant and the individual with whom the Grievance was initiated to discuss the Grievance. If the Superintendent determines that such a meeting or meetings might be helpful in resolving the Grievance, the Superintendent may extend the time for a written decision by up to an additional ten (10) work days.

The decision of the Superintendent is final.

Matters Where the Grievance was Initiated with the Superintendent

Only in cases where the Grievance was initiated with the Superintendent at the Informal Level, and proceeded to Formal Level I, shall the Governing Board review Grievances. In those cases, within ten (10) work days following receipt of the decision at Formal Level I, the Grievant may appeal the decision to the Board. The appeal shall be submitted to the Superintendent, directed to the Board. The appeal must include a copy of the Informal Level and Level I decisions, and any documentation submitted to the Superintendent for consideration at those levels.

At one of the next two regular meetings following the appeal, the Board shall review the appeal. The review shall occur in executive session unless the Grievant demands that it be in open meeting. At the meeting at which the review occurs, or the next regular meeting following the review, the Board shall decide the Grievance in open meeting.

The Board shall render its decision based on the documentation submitted. No new information or documentation shall be submitted to the Board at the appeal unless both the Superintendent and the Grievant agree.

Referral to Hearing Officer

In cases where the Grievance is appealed to the Board, the Board may refer the Grievance to a hearing officer for findings and a recommendation.

Within three (3) work days of the referral to a hearing officer, the Superintendent shall forward the entire Grievance documentation to the hearing officer.

The hearing officer shall review the documentation submitted to the Board, and may, but need not, meet with the Grievant and the Superintendent. If the hearing officer meets with either the Grievant or the Superintendent, the other individual shall be afforded the opportunity to meet with the hearing officer.

Within ten (10) work days after receiving the Grievance documentation, the hearing officer shall render a written report to include findings, conclusions (if warranted), and a recommendation or recommendations to the Governing Board.

The Board shall consider the hearing officer's written report at its next available regular meeting, and shall render a decision at that meeting or the following regular meeting.

Governing Board Decision

The Board may uphold the Grievance in whole or in part, reject the Grievance in whole or in part, or refer the Grievance back to the Superintendent with directions as to action(s) to be taken. If the Board upholds the Grievance, it shall specify the remedy, if any, to be awarded to the Grievant.

NUSD Policy Reference: [4-402](#)

RECEIPT, ACKNOWLEDGEMENT & ACCEPTANCE: 2026 - 2027

Notice to Employee:

It is your responsibility to become familiar with the materials contained in the NUSD Employee Handbook. The information contained in this handbook applies to all District employees. It is presented as a matter of information only, and its content should not be interpreted as a contract between the District and any of its employees, nor does it imply continuing employment. Nothing contained within this handbook should be interpreted to supersede 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.

As soon as you have received your handbook and read all information, complete the Employee Receipt portion of this page and return them to the Human Resources Department.

EMPLOYEE RECEIPT

My signature below verifies that I have received and have read the NUSD 2026-2027 Employee Handbook. I understand that it is my responsibility to know the District policies and procedures that it contains. I also understand that if I have any questions regarding the content, I should bring them to the attention of the administrator in charge of my area or the Human Resources Department.

Employee's Name: _____

Site or Department Name: _____

Employee's Signature: _____

Date: _____