

*Keeping Standards High
Helping Students Reach Them*



2020-2021 Employee Handbook

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051 – Employee Acknowledgement Form

Status: Accepted
Effective Date: 01/22/99
Revision Date: 06/14/2020

EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes the most important information about TCP. I understand that I should consult the Board of Education and/or Administrator regarding any questions not answered in the handbook. I have entered into my employment relationship with TCP voluntarily and acknowledge that there is no specified length of employment. Accordingly, either TCP or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to TCP’s policy of employment-at-will. All such changes will be communicated through official notices and I understand that revised information may supersede, modify or eliminate existing policies. Only the Board of Education of TCP has the ability to adopt any revisions to the policies in this handbook.

This handbook includes the drug testing policy (#714) that TCP uses and enforces.

Furthermore, I acknowledge that this handbook is neither an agreement of employment nor a legal document. I have received the handbook and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE’S NAME (printed): _____

EMPLOYEE’S SIGNATURE: _____

DATE: _____

Comments:

055 – Introductory Statement

Status: Accepted
Effective Date: 01/22/99
Revision Date: 08/05/31/11

INTRODUCTORY STATEMENT

This handbook is designed to acquaint employees with TCP and provide them with information about working conditions, employee benefits and some of the policies affecting their employment. Employees should read, understand and comply with all provisions of the handbook. It describes many of the responsibilities of an employee and outlines the programs developed by TCP to benefit employees. One of the objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As TCP continues to grow, the need may arise, and TCP Board of Education reserves the right to revise, supplement or rescind any policies or portion of the handbook from time to time, as it deems appropriate, in its sole and absolute discretion. TCP is an at-will employer and offers open-ended employment agreements. Employees will be notified of such changes to the handbook as they occur.

Problems, concerns, situations, suggestions, complaints, etc. need to be discussed with department heads, then – if unable to resolve, taken to administration or addressed at a Board Meeting. A detailed written statement should be submitted by teachers or department heads to the principal on matters mentioned. Statements should include teachers name, date, time of day – if applicable – subject matter, outcome of discussion with the department head and any other information that may be pertinent to the subject.

101 – Nature of Employment

Employment with TCP is voluntarily entered into and the employee is free to resign at will at any time, with or without cause, so long as there is no violation of applicable federal or state laws. Similarly, TCP may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

The following person has been designated to handle inquiries regarding the non-discrimination policy:

For Section 504, and Title IX: Dr. Mary Ellen Halvorson, Principal
5522 Side Road, Prescott, AZ 86301; (928) 777-0403

Policies set forth in this handbook are not intended to create an agreement, nor are they to be construed to constitute agreement obligations of any kind or an agreement of employment between TCP and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at TCP's Board of Education's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Board of Education of TCP.

102 – Employee Relations

TCP believes that the work conditions, wages and benefits it offers to its employees are competitive with those offered by other employers in the schools of this area. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly with the principal.

Our experience has shown that when employees voice openly and directly their concerns, the work environment can be excellent, communications can be clear and attitudes can be positive. We believe that TCP amply demonstrates its commitment to employees by responding effectively to employee concerns.

103 – Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at TCP will be based on merit, qualifications and abilities. TCP does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability or any other characteristics protected by law.

The following person has been designated to handle inquiries regarding the non-discrimination policy:

For Section 504: Dr. Mary Ellen Halvorson, Principal
5522 Side Road
Prescott, AZ 86301
(928) 777-0403

For Title IX: Mr. Bill Batzli, Business Manager
5522 Side Road
Prescott, AZ 86301
(928) 777-0403

TCP will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection,

job assignment, compensation, discipline, termination and access to benefits and training.

In addition to a commitment to provide equal employment opportunities to all qualified individuals, TCP has established an affirmative action program to promote opportunities for individuals in certain protected classes throughout the school.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of the principal or an Ad Hoc Committee. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

An Ad Hoc Committee may screen applicants. The committee may make recommendations to the principal and/or business manager who are responsible for initiating employment negotiations. Background and fingerprint checks will be completed before contracts are approved by the Board of Education (A.R.S. 15-512). All staff will be fingerprinted (A.R.S. 15-534) and will certify that they have never been convicted of, or admitted committing, any criminal offenses such as aggravated assault, arson, burglary, child abuse, drug distribution, incest, kidnapping, murder, robbery, sexual abuse of a minor, sexual assault or exploitation of a minor, voluntary manslaughter, or any dangerous crime against children as defined in A.R.S. 13-604.01; 13-3206; 13-3212.

104 – Business Ethics and Conduct

The successful operation and reputation of TCP is built upon the principles of fair dealing and ethical conduct of all employees. Its reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. Students are customers; TCP cannot retain employees who alienate students.

The continued success of TCP is dependent upon students and parents' trust and TCP is dedicated to preserving that trust. Employees owe a duty to TCP and stakeholders to act in a way that will merit the continued trust and confidence of the public. The educator, as the most valuable resource in the classroom, is thereby expected to be present to uphold the standards set by TCP and its valued stakeholders.

TCP will comply with all applicable laws and regulations and expects its employees to conduct themselves in accordance with the letter, spirit and intent of all relevant laws and to refrain from any illegal, dishonest or unethical conduct.

It is the ongoing policy of TCP that all office and classroom doors have windows installed which allow the clear vision of all activities inside; and that those windows not be covered, blocking internal views. While some conversations need to be confidential, it is for the protection for all persons not to have one adult with one minor child alone in a room where they are visible through a window.

A. Duty to Report

In accordance with A.R.S. 13-3620, 15-514, 46-454, 15-2301, 15-515, 13-3411, 15-341(A)(33), 15-828 and 829, 36-136, 36-135, and ACC R7-2-310, any school personnel who has reasonable grounds to believe a minor has been a victim must report the following information to Child Protective Services (CPS) or police: abuse, child prostitution, incest, molestation, sexual abuse, assault, sexual conduct with a minor, exploitation, physical neglect, injury or death. Staff members who violate any provision of the statute may be guilty of a Class 1 Misdemeanor. A written report is to be filed with CPS within 72 hours after a telephone contact with law enforcement or CPS.

All other employees of the school shall be particularly alert to possible situations, circumstances or events that might include harassing, bullying or hazing. If harassing, bullying or hazing or planned harassing or hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all harassing and hazing activities

immediately. All harassing and hazing incidents shall be reported immediately to administration.

B. Religious Expression

TCP does not promote or endorse any particular religion. Therefore, students, when representing a school wide activity, must refrain from promoting a particular religious doctrine. Because a closed campus creates a captive audience, freedom of religion must include a student's right to not be exposed to or approached by those promoting religion. Using religious literature and student's written and/or oral expression of personal religious beliefs are allowed in classes to the extent that the goals and objective of the class encompass their use.

All religious study clubs must: a) meet during non-instructional times; b) be student initiated and run; c) have an adult monitor present at every meeting to ensure that the club does not violate school policy; d) operate with oversight of a TCP employee and e) **invite in writing, notify the school office and rotate occasional speakers who may address the club meeting only.**

Commented [L1]: I am not sure what this is trying to say.

C. Reproduction and Use of Copyrighted Materials

TCP supports the United States' copyright law. The fair use of a copyrighted work for purposes of teaching, scholarship or research is not an infringement of copyright.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with the department head and, if necessary, with an Ad Hoc Committee for advice and consultation.

Compliance with this policy of ethics and conduct is the responsibility of every TCP employee. Disregarding or failing to comply with this standard of ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

107 – Immigration Law Compliance

TCP is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the I-9 form.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Principal. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

108 – Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes the framework within which TCP wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Principal for more information or questions about conflicts of interest.

A conflict of interest may occur when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of TCP's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts or leases, it is imperative that

they disclose to the principal of TCP as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

110 – Outside Employment

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with TCP. All employees will be judged by the same performance standards and will be subject to TCP’s scheduling demands, regardless of any existing outside work requirements.

If TCP determines that an employee’s outside work interferes with performance or the ability to meet the requirements of TCP as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with TCP. Outside employment will present a conflict of interest if it has an adverse impact on TCP.

112 – Non-Disclosure

The protection of confidential information is vital to the interests and the success of TCP. Such confidential information includes, but is not limited to, the following examples:

- * Personnel Files
- * Student Information/Records
- * Executive Session of board meetings if a participant

114 – Disability Accommodation

Section 504 of the Rehabilitation Act of 1973

TCP will fulfill its obligation and recognizes the responsibility to avoid discrimination in policies and practices regarding its stakeholders.

116 – Job Posting

TCP provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of regular, full-time job openings are posted, although TCP reserves its discretionary right to not post a particular opening.

Job openings will be posted on the Arizona State Job Employment web site and normally remain open for 8 days. Each job posting notice will include the dates of the posting period, job title, department, location, grade level, job summary, essential duties and qualifications (required skills and abilities).

To be eligible to apply for a posted job, current TCP employees must have performed competently for at least 180 calendar days in their current position. Employees who have a written warning on file, or are on probation or suspension are not eligible to apply for posted jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies and qualifications.

To apply for an open position, employees should submit a job request to the Principal listing job-related skills and accomplishments. It should also describe how their current experience with TCP and prior work experience and/or education qualifies them for the position.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring committee. Other recruiting sources may also be used to fill open positions in the best interest of the organization.

201 – Employment Categories

It is the intent of TCP to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and TCP.

REGULAR FULL-TIME INSTRUCTORS are those teachers who are regularly scheduled to work TCP’s full-time schedule. Generally, they are eligible for TCP’s benefit package, subject to the terms, conditions

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and limitations of each benefit program.

REGULAR FULL-TIME NON-TEACHING employees are those who are regularly scheduled to work a minimum of 40 hours/week or the equivalent. Generally, they are eligible for TCP's benefit package, subject to the terms, conditions and limitations of each benefit program.

REGULAR PART-TIME INSTRUCTORS are those who are regularly scheduled to work a minimum of 11 instructional hours/week or the equivalent. They may be eligible for some benefits depending on the guidelines and regulations of each individual program.

ADJUNCT INSTRUCTORS are those instructors who teach one or more classes on a regular basis. They may be eligible for some benefits depending on the guidelines and regulations of each individual program.

REGULAR PART-TIME NON-TEACHING employees are those who are regularly scheduled to work a minimum of 20 hours/week or the equivalent. They may be eligible for some benefits depending on the guidelines and regulations of each individual program.

CASUAL/TEMPORARY employees are those who have established an employment relationship with TCP but who are assigned to work on an intermittent and/or unpredictable basis. They may be eligible for some benefits depending on the guidelines and regulations of each individual program.

202 – Access to Files

A. Employee Files

TCP maintains personnel files on each employee. The personnel files include such information as the employee's job application, resume, records of training, transcripts, fingerprint clearance, contracts, documentation of performance appraisals and salary increases, Social Security number, birth date, certificates, records of accident/injuries while on the job, and other employment records.

Complaints, commendations, suggestions and evaluations may be placed in the file if the document is signed by the person initiating the placement and the principal who has notified the staff member of the step. The employee must have the opportunity to reply in writing to any complaints.

Employees who wish to review their own file should contact the Principal. With reasonable advance notice, employees may review their own personnel files in TCP's office and in the presence of an individual appointed by TCP to maintain the files. Personnel files are the property of TCP, and access to the information they contain is restricted. Generally, only personnel of TCP who have a legitimate reason to review information in a file are allowed to do so.

B. Student Records Individual cumulative student records include:

- identifying data
- academic work completed
- grades and test scores
- attendance data
- health data
- family background
- IEP & ECAP

They are to be made available for review of parents or guardians according to A.R.S. 141 and Added Laws 1974 Ch. 163.

○

203 – Employment Reference Checks

TCP can only fully respond to an employment reference check if the employee has previously signed our employment reference waiver and it is currently on file with TCP,

responses to such inquiries will confirm only name, dates of employment, and position(s) held.

The TCP will respond in writing only to those outside reference check inquiries that are submitted in writing with the employee's signature. Responses to such inquiries will confirm only dates of employment, wage rates and position(s) held.

204 – Personnel Data Changes

It is the responsibility of each employee to promptly notify TCP of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Principal. **It is the responsibility of each employee to maintain current certification and fingerprint clearance.**

208 – Employment Applications

TCP relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or if the person has been hired, termination of employment.

209 – Performance Evaluation/Bonus (301 Money)

Staff and principal are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance evaluation will be conducted annually to the Board of Education for TCP. Additional formal performance evaluations are conducted as needed to provide stakeholders and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths and discuss positive, purposeful approaches for meeting goals.

20% Base Pay

40 % Maintenance and Operation (Professional Development)

The main focus of this money is **Teacher/Professional Development**. The majority of this money is set aside for teachers to attend conferences, take classes, pay for fingerprint cards and certifications, purchase materials for individual professional development and other pre-approved development. Money is also used to pay for substitute teachers when teachers need to be gone. Under this program a full time teacher receives 1 full share of the money; part time teachers receive proportionate shares.

Each teacher is given an account. The Board will periodically distribute money into teacher accounts. Money may be carried over as long as a teacher works for TCP. Money is not available for a cash award at termination of employment. Each teacher would receive a statement on the account periodically to know what is available to them. Money would be reimbursed out of one's individual account upon presentation of approved receipts.

Also, within the context of state approved purposes, are the following uses:

- Teacher compensation increases
- AIMS intervention
- Dropout prevention
- Teacher liability insurance

40% Performance Pay Bonuses

Performance pay is mandated by the state and requires a program. In April 2001, a committee consisting of teachers, proposed the following requirements:

- Pre and Post Testing
- Student Evaluations

Commented [L3]: Is this part of your 301 plan? It seems like professional development is the focus and while these are approved uses, your plan does not incorporate them. If this is correct, this section should be deleted.

- Administration Recommendations (determined by a rubric)
- Spring Portfolio Presentations for Board Review
- A teacher not returning to TCP after the end of the school year, for purposes other than retirement, forfeits his/her end of the year distribution.

Performance bonuses are distributed four times a year.

E—if you teach 2 periods per day, you earn 2 hours per month, three-quarterfour (4) work The Principal will approve requests on a first come, first served basis determined by the availability of coverage in alignment with the school business needs. Principal may approve personal leave for up to two people on any calendar day. Requests that cannot be approved by the Principal may be appealed to the Board of Education.nMLV**vacation**grants vacation time according to the days set by the annual school calendar. vacationgiven school vacationgiven school vacationThe TCP School Board, at the June 2005 meeting, proposed and passed the following:

A non-returning teacher who has otherwise met the criteria, may petition the board for the end of the school year Performance Pay bonus.

301 – Employee Benefits

Eligible employees at TCP are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. The Principal can identify the programs for which you are eligible. Details of many of these programs can be found in the employee handbook.

The following benefit programs are available to eligible employees (Some benefit programs require contributions from the employee. Some are fully paid by TCP. Some are benefits without financial compensation).

A – Sick/Medical Leave Benefits

TCP provides paid sick/medical leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries.

Eligible full-time employees will accrue sick/medical leave benefits at the rate of one (1) day for every full month of service up to 10 days per year and regular part-time employees will receive up to three (3) instructional days per calendar year.

Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of a family member who resides in the employee's household.

Employees who are unable to report to work due to illness or injury should notify the designated Substitute Coordinator before the scheduled start of their workday if possible. The Substitute Coordinator must also be contacted on each additional day of absence. Before returning to work from a sick leave absence of five (5) calendar days or more, an employee may be required to provide a physician's verification that he or she may safely return to work.

Sick/medical leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses or shift differentials. As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as workers' compensation. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation or TCP-provided disability insurance programs. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

Unused sick/medical leave benefits will be allowed to accumulate up to 216 hours.

Sick/medical leave benefits are intended to provide income protection in the event of illness or injury and may not be used for any other absence unless prior approval is granted by the principal. Unused sick/medical leave benefits will **not** be paid to employees while they are employed or upon termination of employment.

Employees may request an unpaid leave for personal absences with prior approval from the Principal.

B – Personal/Leave of Absence Any personal leave attached to a predetermined school closure must be preapproved by the Board of education.

Employees may, with prior approval from the Principal, use accrued sick leave benefits or unpaid leave for needed personal time off.

C – Child Care/Family Leave Benefits

Employees may use accrued sick leave benefits in the event of the illness of a child or family member or employees may request an unpaid family or personal leave.

D – Holidays

TCP will grant holiday time off to all employees on the holidays that are set by the annual school calendar. Employees must be present the school day before a holiday and the school day after a holiday, unless pre-approval by the School Board has been granted.

E – Workers’ Compensation Insurance

TCP provides a comprehensive workers’ compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers’ compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their administration immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Any accident/incident involving a student, teacher or visitor should be reported immediately to the Principal, regardless of how minor the accident/incident may seem to you or the person involved. Report all details of the accident/incident: name of person, address and phone if it’s a visitor, names of people who may have witnessed accident/incident, conditions of area where accident/incident happened, activities surrounding the accident/incident and any other pertinent information. Do not make promises of relief or make statements which may obligate the school in any way. Direct all concerns to the Principal.

F – Educational Leave

Eligible employees will be granted time off for job related educational leave with prior approved arrangements from the Principal. This time could be either paid or without pay.

G – Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their principal immediately.

Up to five (5) days of paid bereavement leave may be provided to eligible employees.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses or shift differentials.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with the Principals approval, use any available paid leave for additional time off as necessary.

TCP defines “immediate family” as the employee’s spouse, parent, child, sibling; the employee’s spouse’s parent, child or sibling; the employee’s child’s spouse; grandparents or grandchildren. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.

H – Pregnancy-Related Absences

TCP will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy. Such leave requests will be evaluated according to the sick/medical leave policy provisions outlined in this handbook and all applicable federal and state laws.

Requests for time off associated with pregnancy and/or childbirth, such as bonding and child care, not related to medical disabilities for those conditions will be considered in the same manner as other requests for unpaid family or personal leave.

I – Jury Duty

TCP encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to 1 week of paid jury duty leave over any 2 year period. Employee classifications that qualify for paid jury duty leave are:

- Regular full-time employees

To receive regular TCP pay, the employee must forfeit the jury duty stipend. Any mileage reimbursement money received for performing jury duty will be the property of the employee and not subject to forfeiture.

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, sick leave) or may request an unpaid jury duty leave of absence.

Employees must present a copy of the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either TCP or the employee may request an excuse from jury duty if, in TCP’s judgment, the employee’s absence would create serious operational difficulties.

TCP will continue to provide health insurance benefits until the end of the month in which the unpaid jury duty leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from jury duty, benefits will again be provided by TCP according to the applicable plans.

J – Military Leave

TCP honors the re-employment rights provided to members of the uniformed services by federal law.

Members of Reserve and National Guard units, upon presentation of orders, are given an excused absence for training. Accrued sick leave may be used to fulfill this obligation, if desired.

K – Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under TCP’s health plan when a “qualifying event” would normally result in the loss of eligibility.

L – Health Insurance

TCP, has available, group health insurance to regular full-time employees. Eligible employees may participate in the health insurance plan subject to all terms and conditions of the insurance carrier.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information.

405 – Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation – voluntary employment termination initiated by an employee.
- Discharge – employment with TCP is voluntarily entered into and TCP may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.
- Retirement – voluntary employment termination initiated by the employee meeting age, length of service and any other criteria for retirement from TCP.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid.

502 – Work Schedules

The normal work schedule for all regular full-time exempt employees is 7:30 a.m. to 4:00 p.m. Monday through Thursday, unless otherwise required/requested by the Principal. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Regular full-time instructors must be scheduled for a minimum of 36 instructional hours per week (to include a minimum of 200 minutes posted office hours for parent/teacher conferences, instruction planning and preparation) or the equivalent thereof.

Adjunct instructors (teachers) must be scheduled for a minimum of 11 instructional hours/week or the equivalent thereof. Such instructors must be available for office hours by appointment.

All other instructors will be scheduled as needed and paid on a per class basis. Such instructors must be available for office hours by appointment.

Regular full-time, non-teaching employees must be scheduled for a minimum of 40 hours/week to be considered full time employees or 20 hours/week to be considered part time employees. All other non-teaching employees will be paid on a per service basis. **Non-Exempt Salaried and Hourly e** All time worked must be documented on a time sheet.

Non-exempt salaried employee must complete a schedule sheet at the beginning of each school year or whenever that employee has a permanent schedule change. Anytime a non-exempt salaried employee scheduled hours per week differ in any way, the employee must fill out a time sheet documenting those hours. This includes, but is not limited to, not taking a scheduled lunch break, working early or late, coming in on non-scheduled work days, leaving work during scheduled hours and/or coming in late/leaving early. sheetthe pay periodeach week by end of day Thursdaysheetsheetsheet**3.01written** Any overtime work that does not receive prior written approval can result in disciplinary actions including termination.

3.02-Overtime For Non-exempt employees Non-exempt employees may volunteer to participate in activities outside of their regular job duties under the following conditions:

- (1) the volunteer services are not the same as or similar to the employee's regular work duties,
- (2) the employee offers the services freely and without coercion, and
- (3) the employee provides the services without promise of compensation although a volunteer may be paid "expenses, reasonable benefits, or a nominal fee to perform such services." 29 U.S.C. §203(e)(4)(A), 29 C.F.R. §553.101 and 103.

To determine whether an individual is a true volunteer engaged in "ordinary volunteerism," the Department of Labor considers a number of factors. No single factor is determinative. The factors include:

- Is the entity that will benefit/receive services from the volunteer a nonprofit organization?
- Is the activity less than a full-time occupation?
- Are the services offered freely and without pressure or coercion?
- Are the services of the kind typically associated with volunteer work?
- Have regular employees been displaced to accommodate the volunteer?
- Does the worker receive (or expect) any benefit from the entity to which it is providing services?

A volunteer position is regarded as "ordinary volunteerism" and safely exempt from the minimum wage requirements of the FLSA if you can answer "yes" to the first four questions and "no" to the final two questions.

522 – Workplace Violence Prevention

TCP is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, TCP has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons and other dangerous or hazardous devices or substances are prohibited from the premises of TCP.

Conduct that threatens, intimidates or coerces another employee, a student, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age or any characteristic protected by federal, state or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the Principal. This includes threats by employees, as well as threats by stakeholders, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to the principal. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intercede or see what is happening.

TCP will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is

practical. In order to maintain workplace safety and the integrity of its investigation, TCP may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

TCP encourages employees to bring their disputes or differences with other employees to the attention of the administration before the situation escalates into potential violence. TCP is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

701 – Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, TCP expects employees and students to follow rules of conduct that will protect the interests and safety of all stakeholders.

A. Staff

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including reduction of employment scheduled hours/pay or termination of employment:

- Theft or inappropriate use of TCP property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of TCP-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism and tardiness or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system or other TCP-owned equipment (Telephones, fax and computers are to be used for school business only. Other use must be pre-approved by the principal.)
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Abuse of personal cell phones during working hours may result in disciplinary action
- Lack of professional attire and hygiene

B. Student Discipline

offense, These rules and regulations apply:

- The Maintenance of Public Order under A.R.S. 13-1093
- Unlawful Acts under A.R.S. 4-244
- Responsibilities of Pupils under A.R.S. 15-841
- Insult or Abuse of Teacher under A.R.S. 15-507
- Personal Appearance as stated in the approved school attire policy

C. General Rules

These rules and regulations apply:

- It is the ongoing policy of Tri-City College Prep High School that all office and classroom doors have windows installed which allow the clear vision of all activities inside; and that those windows not be covered, blocking internal views.
- Animals are allowed on campus only by administrative approval.

D. Travel Policy

1. **Scope of Policy:** TCP travel policy is limited to Domestic travel only. Domestic travel means travel within the political boundaries of the United States only. For the purposes of this policy, US territories shall be considered the same as International destinations. Parts of this policy will pertain to field trips, sports travel, and academic competitions. TCP retains the right of refusal for any person to participate.
2. **Chaperones:** Chaperones need to be to a ratio of at least 7 to 1 and of both genders if needed, and a minimum of two if beyond a radius of 30 miles from the school. Chaperones must be qualified and agree to handle all potential emergencies including medical conditions of participants. If there is a particular medical need, it is recommended that a medically qualified chaperone participate in the field trip. Chaperones must be fingerprinted and on file with the school (parental/guardian rules may apply). Chaperones must be at least 21 years of age. Chaperones must hold a valid driver's license to use as I.D. and must be submitted to the school prior to driving any vehicle where students will be transported. Alcohol, tobacco, marijuana and or illicit drugs are strictly forbidden during the entirety of the trip, by all participants. Parents and non-employees of TCP may serve as chaperones so long as they meet all the above requirements. All Chaperones serve at the pleasure of TCP, and must be approved by the administrative staff prior to confirmation of traveling. A lead chaperone must have previous experience traveling with students prior to taking the lead. At least one chaperone must have a current CPR card. All non-student adult participants must cover their own expenses and obtain fingerprint clearance. Chaperones may use professional development money to cover their expense. Students may also elect to use student money to cover the cost of chaperones.
3. **Students:** Permission slips are required for all field trips and overnight events even when on the campus. An application process will be required for out of state travel determined by the trip sponsor. Should it become necessary for student discipline, our TCP policies will apply. If the situation necessitates a child be sent home, the extra expense will be borne by the parents. Swearing and other foul language is forbidden by all participants. Procuring tattoos or body piercings will not be allowed regardless of the age of the student. Students must sign a statement that they have read and agree to these regulations of travel. Teachers are encouraged to have a student application process.
4. **Travel Documents:** All travel documents need to be copied, with two Chaperones each having a full set to prevent loss. Boarding passes should not be distributed to the students until at the gate just prior to boarding. The following

are samples of documents that might be necessary to hold: (Driver's license, Photo ID, Finger print card, Insurance verification, Permission slips, Tickets to events and activities, Special medical needs and permission to treat forms, hotel registrations, train, plane, bus tickets.) Two sets of keys are recommended for school van use, held by two chaperones.

5. **Medical:** Medical and emotional needs must be addressed. Any medication students need must be held by a staff member. Exceptions to this are (inhalers, eppi-pens, insulin shots). Should a student need emergency medical care, a Chaperone will stay with them until parents arrive or the emergency is resolved and the trip can continue
6. **Permission Slips:** Permission Slips must include: 1) a liability waiver, 2) a loss of property or money responsibility statement, 3) a statement of parental responsibility for extra expense incurred from their child's behavior / medical condition, 4) insurance information, 5) medical information, & permission to treat.
7. **Proposal to the Board of Education:** All overnight and out of state trips must submit a Proposal Impact Statement (form available), and address the following issues in detail:
 - A. Purpose of trip, destination, and a preliminary itinerary listing activities.
 - B. Overnight accommodations: Where, What, Whom. Chaperones may not stay in hotel rooms with students. Genders must not mix in hotel rooms.
 - C. Method of travel including ground travel
 - D. Estimated cost, and method of funding, including additional insurance if necessary. When possible, funds need to be held at the school until payment is necessary for the various components of the trip. If students are to pay individually for the various components of the trip, (i.e. meals), then care should be made to provide them an estimated cost and assistance in budgeting their money. Determine whether funds should be returned in the event the student chooses to, or is forced to drop out of the trip.
 - E. Should a student miss their transportation, a chaperone will stay behind to locate them and return them to the trip, or return home.
 - F. Exceptions to this policy must have full administrative recommendation.

702 – Drug, Alcohol and Tobacco Use

It is TCP's desire to provide a drug-free, healthful and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

In compliance with the state law (A.R.S. 36-798.03), employees, students, parents, visitors or other adults may not use or possess tobacco products on school property or at school sponsored events. While on TCP's premises and while conducting school-related activities off TCP's premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify TCP of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

703 – Sexual and Other Unlawful Harassment

TCP is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to the Principal. If the Principal is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact a Board member. Employees can raise concerns and make reports without fear of reprisal.

Any staff member who becomes aware of possible sexual or other unlawful harassment should promptly advise the Principal or any Board member who will handle the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Accessing an Internet site that would undermine the integrity of another individual will be considered harassment.

704 – Attendance and Punctuality

To maintain a safe and productive work environment, TCP expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on TCP. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify the designated Administrator as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive and can negatively affect your performance evaluation. Either may lead to disciplinary action, up to and including termination of employment. If you leave campus during the school day, you must obtain permission to leave from the principal and sign in and out in the office designating "*personal*" or "*school business*" reasons.

705 – Personal Appearance and Responsibilities

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the image TCP presents to stakeholders and visitors. Clean shaven or previously established well-groomed beards are allowed. Personal cleanliness is essential. Body odor that is offensive to others cannot be condoned. Hair will be clean and neat. Clothing should fit properly, be neat, clean, pressed and not revealing. You should always present a professional appearance to students and visitors.

During school hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

Personal cell phone use is prohibited during scheduled class time.

Consult the Principal if you have questions as to what constitutes appropriate attire or responsibilities.

706 – Return of Property

Employees are responsible for all TCP property, materials or written information issued to them or in the possession or control. All TCP property must be returned by employees on or before their last day of work. Where permitted by applicable laws, TCP may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. TCP may also take all action deemed appropriate to recover or protect its property.

All textbooks must be accounted for. At the end of the year, the book, or name of student responsible for that book, must be submitted to the office. Textbook "check out" and "check in" are the responsibility of the teacher. All damaged and/or missing textbooks must be reported along with the responsible student's name to the office by the teacher.

708 – Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with TCP. Although advance notice is not required, TCP requests at least four (4) weeks' written resignation notice from all employees.

709 – Letter of Intent to Return

TCP Board of Education requires each teacher who wishes to return for the next school to submit a Letter of Intent to Return by the March Board Meeting of the current school year.

714 – Drug Testing

TCP is committed to providing a safe, efficient and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. To help ensure a safe and healthful working environment, employees may be asked to provide body substance samples (such as urine and/or blood) to determine the illicit or illegal use of drugs and alcohol. Refusal to submit to drug testing may result in disciplinary action, up to and including termination of employment.

718 – Problem Resolution

TCP is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion or question receives a timely response from the TCP Principal.

Under normal conditions if you have a job-related problem, question, suggestion or complaint, you should discuss it with the Principal. You may also discuss it with the Business Manager who is trained in handling human relations and will help guide and direct you. If for some reason you feel uncomfortable discussing a complaint or suggestion with the Principal or Business Manager, you may wish to take it to the Board of Education. There will be no retaliation for taking this action since we wish to expediently resolve your problem.

TCP strives to ensure fair and honest treatment of all employees. All stakeholders are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with TCP in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem to Principal within fourteen (14) calendar days, after incident occurs. If Principal is unavailable or employee believes it would be inappropriate to contact that person, employee may meet with the Business Manager or present problem to the Board at the next Board meeting.
2. Principal, Business Manager and/or Board of Education will respond to problem within fourteen (14) calendar days after being notified. Only the Board of Education can change their policies or practices.
3. Problems, disputes or claims not resolved through the preceding problem resolution steps are subject to mediation. Employees will be expected to share the cost of mediation with TCP.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment and helps to ensure everyone's job security.

719-Right to Search: When/if the need arises, the Principal reserves the right to conduct lawful and reasonable searches of certain company property and the premises. Searches may be random or based upon reasonable suspicion. This includes e-mail, faxes, records and information stored in computers and on computer disks and tapes. It may also include searching such items as desks, file cabinets and lockers. Refusal to allow a reasonable search is grounds for dismissal. You should only use e-mail, faxes and computers for business purposes. If you use them for personal matters or non-school matters, you do so at your own risk and risk dismissal from TCP. School related documents on personal computers are the property of TCP. Such documents will be relinquished by the employee at the time of termination of employment.

Tri-City College Prep High School Fire Drill Procedures

1. Alarm Sounds – When the alarm sounds, follow the procedures described below.
2. Proceed to the area designated on the map
 - a. Students who exit the **front half** of the buildings (rooms 101, 102, 103, 104, 201, 202, 206, 209) will meet in the front parking lot near Side Road.
 - b. Students who exit the **back half** of the buildings (rooms 105, 106, 107, 108, 212, 213, 214, 216) will meet in the proposed soccer field by the brick wall, near 89A.
 - c. Administration building exits toward the front parking lot by Side Road.
3. Teachers take attendance – Teachers must take their grade/attendance book and proceed with their students to the designated areas where attendance will be taken. Be sure that your students stay in a group with you. Tell an administrator if any students are missing.
4. Doors and Windows – Teachers should make sure that doors and windows are shut before leaving the classroom; but not locked.
5. Before, After or Between Classes or Lunchtime Evacuation – If the fire alarm sounds during lunch, before, after or between classes, students and teachers (with grade books) are to proceed directly to their **third period designated areas.**
6. All Clear – An all clear signal will be given by an administrator to signal that it is okay to return to the building.