



EMPLOYEE HANDBOOK

2014 - 2015

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OUR MISSION (A)

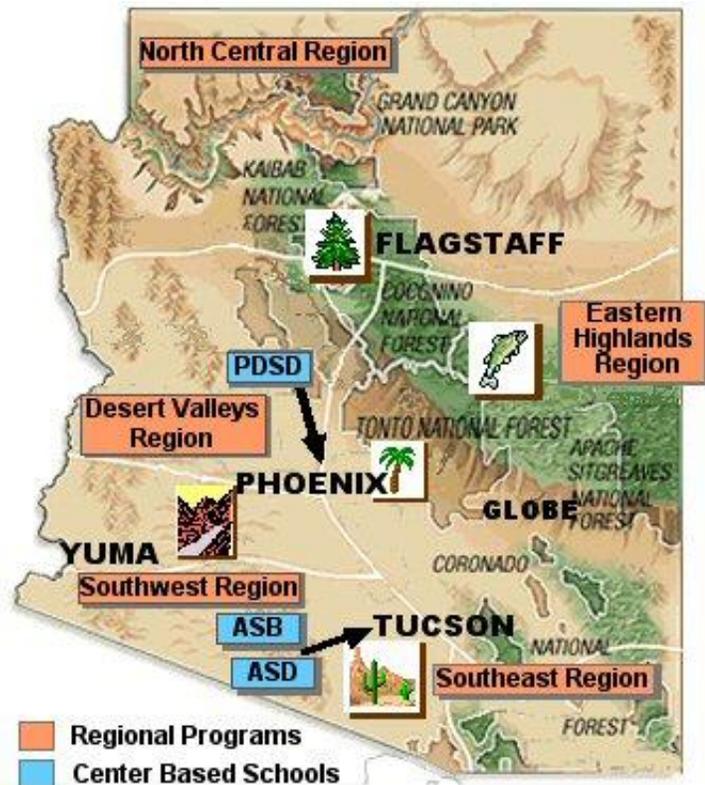
We are committed to excellence in education of all children and youth with hearing or vision loss throughout Arizona.

We are committed to partnerships with families, school districts, communities, and others that will enable children and youth with hearing or vision loss to succeed now and in the future.

We are committed to the respect, support and well-being of each employee.

OUR VISION

Preparing for tomorrow....today!



Arizona State Schools for the Deaf and the Blind

Equal Opportunity Employer

The Arizona State Schools for the Deaf and the Blind does not discriminate on the basis of race, color, national origin, sex, age, religion, genetic information, or disability in admission or access to, or treatment, or employment, in its educational programs or activities. Inquiries concerning Title VI, Title VII, Title IX of the Civil Rights Act, Section 504 of the Rehabilitation Act, American with Disabilities Act and Genetic Non-Discrimination Act may be referred to the Director of Human Resources Management, P.O. Box 88510, Tucson, Arizona 85754, (520) 770-3240. This document is available in alternative formats upon request.

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EMPLOYEE HANDBOOK (GCH, GCH-EA)

The Arizona State Schools for the Deaf and the Blind are committed to excellence in education of all children with hearing or vision loss. We strive to provide students with an education that will prepare them for life, higher education and the workforce. We are committed to the respect, support and well-being of each employee.

The ASDB Employee Handbook is intended to be an information-only document. This Handbook is not intended to be a contract between ASDB and any one or all of ASDB's employees; it is not intended to create rights or privileges for employees nor add duties or responsibilities for management; and it is not intended to supersede or replace ASDB's Policy Manual. If a conflict between this Handbook and the ASDB Policy Manual is discovered, the Policy Manual will supersede. This Employee Handbook replaces earlier versions, which are no longer printed and/or distributed.

Each employee is expected to read the contents of this Handbook. Employees are also expected to read and adhere to all policies and regulations of ASDB.

Policy and regulatory codes are referenced in parenthesis () next to each section heading of the Handbook so employees may consult the ASDB Policy Manual for further information on the subject matter. To view a full copy of ASDB's Policy Manual, please visit www.asdb.az.gov.

ABOUT US

The Arizona State Schools for the Deaf and the Blind (ASDB) provide services to students who are Deaf/Hard of Hearing (D/HH) or Blind/Visually Impaired (B/VI) at various sites and in conjunction with public school programs throughout the State of Arizona. Arizona Revised Statute A.R.S 15-1302 requires that ASDB be a resource to school districts, state institutions, families, the public, and other approved educational programs. Resource services shall include, but are not limited to: assessments, special curriculum, equipment and materials, supplemental related services, special short-term programs, research and development to promote improved educational programs and services.

The Arizona State Schools for the Deaf and the Blind provide services to infants and toddlers who are D/HH or B/VI and their families in conjunction with the Arizona Early Intervention Program, the Department of Economic Security and Local Educational Agencies. The Director of the National Office of Special Education Programs has identified the ASDB Early Intervention Program as an exemplary program. Preschool programs are offered throughout the state in a variety of settings based upon the needs of each preschool student.

Preschool, Elementary, Middle, and High School programs are offered at the site-based programs. These site-based programs are located in Phoenix at the Phoenix School for the Deaf and in Tucson at the School for the Deaf and the School for the Blind. Curricula are aligned with the Arizona State Standards. The programs provide specialized services including instruction in American Sign Language and training in technology systems that improve students' functional capabilities and provide greater access to the general curriculum. A residential program is available in Tucson for students residing outside of the Tucson area, and for those students whose needs cannot be met in their local public school programs.

Five Regional Cooperatives work directly with public school programs in Arizona. The Regional Cooperatives are Desert Valley Region (Phoenix and surrounding areas), Southwest Region (Yuma), Southeast Region (Tucson and surrounding areas), North Central Region (Flagstaff), and the Eastern Highlands Region (Holbrook). The cooperatives develop partnerships with participating districts to identify and provide appropriate services for school-aged children who are D/HH or B/VI. The regional cooperatives provide assistance with identification and assessment, technical assistance in comprehensive evaluations and development of individual education programs (IEPs), direct special education services, and specialized materials and equipment.

VITAL STRATEGIES FOR JOB SUCCESS



- ❖ Maintain high standards of honesty, integrity, and impartiality.
 - ❖ Make the well-being of students the fundamental value of all decision making and actions.
 - ❖ Maintain just, courteous, and proper relationships with students, parents, staff members, and others.
 - ❖ Strive to create a positive and engaging environment for yourself and others.
 - ❖ Take an active role in enhancing your skills and planning your career.
 - ❖ Be an active participant; work on agency and department team projects.
 - ❖ Take responsibility for your actions and view mistakes as learning opportunities.
 - ❖ Accept change as an opportunity for process improvement and skill enhancement.
 - ❖ Strive for the maintenance of efficiency and knowledge of developments in your field of work.
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No one ever attains very eminent success by simply doing what is required of him. It is the amount and excellence of what is over and above the required that determines the greatness of ultimate distinction - Charles Kendall Adams

AGENCY POLICIES & PROGRAMS

Equal Employment (AC, AC-R, AC-E, GBA, GBA-R, GBA-E, GBAB, GBAB-R, GBAB-E)

ASDB complies with all Federal and State Equal Employment Opportunity laws and does not discriminate in its employment and personnel practices against any person on the basis of race, color, creed, religion, national origin, sex, age, disability, marital status, sexual orientation or as otherwise provided by law. The employment and discharge of employees is the responsibility of the Superintendent. Questions regarding employment practices of ASDB are to be referred to department supervisors/managers/principals/directors who will consult with ASDB's Human Resources Department to get the answer if unknown.

Americans with Disabilities Act [ADA] (GBAB, GBAB-R, GBAB-E)

The Arizona State Schools for the Deaf and the Blind provides equal employment opportunities with reasonable accommodations, when appropriate, to applicants and qualified employees with disabilities. ASDB also provide employees and members of the general public who have disabilities equal access with reasonable accommodations and auxiliary aids, when appropriate, to enable them to have equal access to the Schools' programs, services and activities.

ASDB will not tolerate discrimination against qualified individuals with disabilities with regard to the terms and conditions of employment, including the application process, hiring, promotion/advancement, termination, training, compensation, benefits or any other term or condition of employment. An individual with a disability is considered qualified if the individual has the required skills, experience, education or other job-related qualifications of the position and if, with or without reasonable accommodations, the individual can perform the essential functions of the position.

Genetic Information Non-Discrimination Act of 2008 [GINA]

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

New Employee Orientation (GCH, GCH-EA)

All employees are required to attend a new employee orientation. During orientation, employees will be required to complete new hire paperwork, review handbook and agency policies, and complete required trainings in order to ensure compliance with applicable policies, regulations, and laws. An overview of elective benefits information will be provided.

Work Authorization (GCF, GCF-ED) & Fingerprinting (GCFC, GCFC-EA, GCFC-EB)

Employees must provide proof of identity and eligibility for employment in the United States through the I-9 E-Verify system. All personnel hired by the Schools shall be fingerprinted as a condition of employment. A Department of Public Safety (DPS) fingerprint card will not satisfy this requirement.

Measles, Mumps, and Rubella MMR (GBGCA, GBGCA-R)

The CDC (Center for Disease Control) recommends proof of two doses of MMR for persons born after 1957. In addition, a dose of MMR is also recommended for persons born before 1957, who lack a history of measles disease and laboratory evidence of measles immunity.

In the event of an outbreak (just one case) of measles or rubella in the school and absence of immunity, you will not be permitted to work a minimum of 2 weeks following the onset of the last case. If one case of mumps is confirmed you may be excluded from work for 26 days after the onset of the last case. Only written verification from a physician or immunization record of the received immunizations and/or only laboratory confirmation of an antibody for each specific disease is acceptable proof of immunity. Merely a history of measles, mumps, or rubella is not acceptable. You will be placed on leave without pay unless vacation or personal leave is available (if applicable) to you and you elect to use it for your absence.

Dress Code (GBEB, GBEB-R)

Employees are expected to dress and maintain a general appearance that reflects their position, does not detract from the educational programs, and exercises good taste and discretion. Supervisors may have specific rules regarding appropriate department work attire.

Staff Ethics (GBEA)

All employees of the Schools are expected to maintain high standards in their school relationships. These standards must be idealistic and at the same time practical, so that they can apply reasonably to all staff members. The employees acknowledge that the Schools belong to the public they serve for the purpose of providing educational opportunities to all. However, every employee assumes responsibility for providing leadership in the school and community. This responsibility requires the employee to maintain standards of exemplary conduct. It must be recognized that the employee's actions will be viewed and appraised by the community, associates, and students.

Staff Conduct (GBEB, GBEB-R)

All employees are expected to conduct themselves in a manner consistent with effective and orderly education and to protect students and Schools property. No employee shall, by action or inaction, disrupt any Schools activity or encourage any such disruption. No employee, other than one who has obtained authorization from the appropriate administrator, shall carry or possess a weapon on Schools grounds. All employees shall at all times attempt to maintain order, abide by the policies, rules, and regulations of the Schools, and carry out all applicable orders issued by the Superintendent.

Potential consequences to employees of the Schools who violate these rules may include, but are not limited to removal from Schools grounds, both civil and criminal sanctions, which may include, but are not limited to, criminal proceedings, written reprimand, suspension, or dismissal.

Staff Conflict of Interest (GBEAA, GBEAA-E)

No person employed by the Schools may be directly or indirectly supervised by a close relative (as described by policy). This policy will apply for summer or part-time work as well as for full-time employment. A dependent of a Board member (as described by policy) cannot be hired except by consent of the Board. Any employee who has or whose relative has, a substantial interest in the Schools shall make known this interest and shall refrain from participating in any manner. No employee of the Schools will accept gifts from any person, group, or entity doing, or desiring to do, business with the Schools. The acceptance of any business-related gratuity is specifically prohibited, except for widely distributed, advertising items of nominal value. This policy should not be construed to deem unacceptable inexpensive novelty advertising items of general distribution. Acceptance of business lunches and holiday gifts for general consumption are acceptable under this policy.

Reporting Child Abuse/Child Protection (JLF, JLF-RA, JLF-RB, JLF-E)

The purpose of a child abuse/non-accidental injury procedure is to provide for the welfare of all students attending the Arizona State Schools for the Deaf and the Blind. It is the responsibility of all employees to report the suspicion or actual knowledge of child abuse or non-accidental injuries of any ASDB student. NOTE: Students eighteen (18) years or older should be reported to Adult Protective Services.

Persons employed in the ASDB Cooperative Programs shall consult policies and regulations of ASDB in which they are completing assignments and shall follow such policies and regulations on this subject unless they are in conflict with the intent of Regulation JLF-RB.

In the event that any employee notices any behavior, physical evidence, or through conversation determines the possibility of child abuse or non-accidental injury to any student, immediate action *MUST* be taken by the employee with a report to CHILD PROTECTIVE SERVICES as follows:

- Immediately verbal report to the Child Protective Services of the AZ Dept of Economic Security or to a peace officer.
- Phone calls will be made from the Student Health Center on the Tucson Campus or the Nurse's Office at PDSB. For CHIC, VIP, and other satellite programs, this call will be made from the Supervisor's Office.
- Follow such verbal report with a written report within twenty-four (24) hours after the verbal report.
- A copy of written report will be sent to the Superintendent's office immediately.
- Following the reports the reporting employee and *all* other employees *are not* to discuss the case with *anyone*.
- All information pertaining to employee involvement will be kept strictly confidential by the Superintendent.
- All further contact with Child Protective Services or Law Enforcement Divisions will be made by the superintendent or the Principal/Director as the Superintendent's designee - NO EXCEPTIONS.

- If Child Protective Services or the police are investigating a case, employees may be asked to provide information to investigating authorities. Interviews of employees, testimony from a child, or other evidence required by CPS or the police will be coordinated by the Superintendent's Office or the Principal/Director as the Superintendent's designee.

Staff-Student Relations (GBEBB)

All employees are expected to relate to students in a manner that maintains social and moral patterns of behavior consistent with community standards and acceptable professional conduct. Relationships between staff members and students that include “dating,” “courtship,” or “romantic involvement” are prohibited. These behaviors deviate from ethical or professional standards and shall be deemed unacceptable and contrary to the expectations of ASDB governance. Staff/student relationships shall reflect mutual respect between staff members and students and shall support the dignity of the entire profession and educational process.

Sexual Harassment (ACA, ACA-R, ACA-E, JBB, JBB-R, JBB-E)

Sexual harassment is strictly prohibited on ASDB properties and during ASDB-related activities on or off ASDB premises. ASDB will not tolerate any form of harassment by any individual against any employee, employment applicant, volunteer, student, parent, vendor, or contractor.

ASDB also will not tolerate any form of retaliation directed against any individual who either complains about harassment or who participates in any investigation concerning harassment.

“Workplace harassment” means any unwelcome verbal, nonverbal, electronic, written, or physical conduct that either denigrates or shows hostility or aversion towards an individual that: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an employee's work performance; or (3) affects an employee's employment opportunities or compensation. Workplace harassment includes sexual harassment.

“Sexual harassment” at work occurs whenever unwelcome conduct of a sexual nature affects a person's job. Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors or verbal, written or physical conduct of a sexual nature by an individual.

Complaints should be directed to your immediate supervisor and/or the Human Resources Director.

Drug Free Workplace (GBEC, GBEC-EA, GBEC-EB)

Employees are prohibited from reporting to work or operating an ASDB motor vehicle or equipment while under the influence of alcohol, illegal drugs, narcotics, substances or chemicals not medically prescribed. Using, possessing, distributing, selling, or being under the influence while on ASDB property or time can result in disciplinary action up to and including dismissal from employment.

Non-Medical Drug Policy (GBECA, GBECA-R)

The Schools' posture in dealing with employees who engage in the nonmedical use of drugs and/or the abuse of alcohol is to be one of constructive confrontation in a supportive environment and supportive relationship. Each employee who seeks help is to be given the opportunity to do so in a supportive environment. Constructive confrontation will be utilized to make employees aware of opportunities and choices for help. Outside referrals to non-school personnel will be provided, at employee expense, to employees who indicate an interest. ASDB's right to intervene is based on (1) a basic concern for the health and welfare of the persons whom it employs and (2) the right to expect quality job performance.

Smoke-Free Environment (GBED)

All ASDB property is designated as a "Smoke-Free" environment. In November 2006, the citizens of Arizona passed Proposition 201, the Smoke-Free Arizona Act (ARS 36-601.01). The purpose of this act is to ensure that a person entering an enclosed public place or place of employment is not exposed to second-hand smoke. Smoking is prohibited on state property and in state vehicles.

Progressive Discipline (GCQF, GCQF-RA, GCQF-RB)

ASDB generally uses a progressive discipline approach. However, progressive discipline will not be used in cases involving severe misconduct or egregious offenses. Progressive discipline involves increasingly more severe action(s) in response to repeated violations by an employee. The concept of progressive discipline is to provide the employee with an opportunity to correct inappropriate behavior, and recognize the value of correcting behavior as an alternative to separation from employment. The disciplinary action taken will depend on the circumstances of each case. Aggregate or repeated violations normally will carry more severe corrective action than first violations.

Grievances (GBK, GBK-EA, GBK-EB, GBK-EC, GBK-ED)

Effective communication between ASDB employees, the administrative staff, and the Board is essential for proper operation of the schools. Employees are encouraged to informally discuss concerns with their immediate supervisor and offer suggestions for resolving the problem. Any employee who has a concern that cannot be resolved informally may request in writing within 30 calendar days of the event to have their grievance reviewed administratively. Grievance procedures may be used to resolve any claim that there has been a violation, misinterpretation, or inequitable application of ASDB policies or procedures.

EMPLOYMENT STATUS & PROBATION

(GCA, GCJ, GCJ-R, GCO, GCO-RB)

ASDB employees serve in one of three employment categories: permanent status, limited permanent status or temporary status. Permanent and limited permanent status employees will be required to serve a probation period. Upon successful completion of original probation, employees will be assigned "permanent" or "limited permanent" status. Employees serving in a temporary status do not serve probation. Employees rejected during probation do not have appeal rights.

Permanent & Limited Status

"Permanent Status" means the standing achieved by an employee who is hired into a legislatively appropriated/funded position and who has completed an original probation. An employee who has achieved permanent status is afforded certain rights in employment including but not limited to certain rights in a reduction in force. All other employees are not afforded the same rights in a reduction in force.

"Limited Permanent Status" means the standing achieved by an employee who is hired on a limited time appointment (LTA) into a non-legislatively appropriated/funded position and who has completed an original probation. An employee who has achieved limited permanent status has limited rights in employment that does not include rights in a reduction in force.

Permanent and Limited Permanent status employees must serve a probation period. The probationary period for **non-certificated** employees shall be one year from the date of employment. The probationary period for **certificated** employees shall be two years from the date of employment.

Promotional Status

Upon hire into a promotional position, Permanent and Limited Permanent status employees must serve a promotional probation period. This period lasts one year for promotion into a certificated position and six months for promotion into a non-certificated position. If an employee has not completed an original probation prior to being promoted, the employee must complete an original probation in the new position.

Temporary Status

Persons hired on a seasonal, temporary, live-in, substitute, or as needed basis serve at the will of the Agency. Temporary employees do not serve a probation period.

Contracts

Persons hired on a contract basis do not serve probation. Contracts are approved by the Board of Directors and employment is subject to terms of contract and contract period. On or before April 15 the Superintendent shall offer a contract for the next fiscal year.

PERFORMANCE EVALUATIONS

Performance Evaluations (GCO, GCO-RA, GCO-RB)

Probationary employees are evaluated two times per year during the probationary period. Employees who have achieved permanent status or limited permanent status are evaluated a minimum of one time per year. Performance evaluations are due each fiscal year by the mid-point (November 15) and one

month prior to end of the fiscal year (June 30). Performance evaluations are due by April 1st for staff in which incentive pay is a consideration. An employee who has an inadequate performance rating or has a disciplinary action resulting in suspension anytime during the school year is not eligible for incentive pay.

EMPLOYEE COMPENSATION

Payroll

A workweek is defined as 12:01 a.m. Saturday to midnight the following Friday. Employees are paid on a bi-weekly basis and required to complete the GAO-65 form upon hire to designate their direct deposit account (checking, savings, or CashPay payroll card account). Your paycheck is available to be viewed online at www.yes.az.gov. You have the ability to change your state and federal withholdings and review your deductions. Arizona State Retirement System deductions are mandatory for all personnel meeting the eligibility and waiting requirements. If you have any questions regarding your paycheck please contact ASDB's payroll office by phone or email: paycheckinquiries@asdb.az.gov.

Overtime and Compensatory Time (GCL, GCL-RA, GCL-RB)

The Fair Labor Standards Act (FLSA) prescribes overtime compensation for nonexempt employees. Nonexempt employees covered by the FLSA may choose to be paid overtime in the form of pay or compensatory leave when work is performed in excess of 40 hours in one workweek. The State may allow compensatory time in lieu of overtime paid on a cash basis.

Non-exempt employees are required to complete an Overtime/Compensatory Leave Form as part of their new hire paperwork. The form is available on the R Drive and upon completion should be sent to the Payroll office. **Please Note:** The following staff are excluded from this election: • Staff, in multiple assignments are not eligible for compensatory time due to budget and supervisory restrictions)

- Drivers/Chaperones and Nurses – due to flex schedule
- Temporary employees

Overtime will be compensated as compensatory leave at the rate of 1-1/2 times the number of excess hours worked over 40 per workweek; or as cash at 1-1/2 time the hourly rate of pay for each excess hour worked over 40 per workweek, if funds are available. An employee's supervisor must approve in advance all work in excess of 40 hours per workweek.

Salary Grade Advancement (GCFC, GCFC-RB; GCFCA, GCFCA-RA)

Employees compensated on the Certificated Pay Schedule are eligible for grade advancement. Salary credit for graduate study above the Bachelor's or Master's Degree may be obtained in a job-related field through recognized and accredited institutions offering graduate level training. The Superintendent may approve training, i.e., classes, workshops, seminars and other professional development activities, of value to certificated staff and the Schools.

All requirements must be met and *grade advancement applications, official transcripts or certification of completed work* must be on file in the Human Resources office prior to advancement in grade. To

advance in grade a Personnel/Payroll Action request and all required documentation must be submitted to the Human Resources office. Grade advancement is contingent on funds being appropriated and available for professional growth. Please note the requirements for requesting authorization to attend training and/or college level courses to be applied toward grade advancement are in accordance with policy GCFCFA.

Incentive Pay (GCFCFA, GCFCFA-RA, GCFCFA-RC)

Incentive pay for certificated and credentialed staff shall be tied to group performance since the education of students is a team effort. Objective measures approved by the Superintendent will be used to determine the level of satisfaction with the quality of education delivered to students. The Superintendent is authorized to develop and implement the terms and conditions of participation in the program, the measures by which staff will be evaluated to determine eligibility for incentive pay and the distribution of funds.

PERSONNEL RECORDS

Official Personnel File (GBJ, GBJ-R)

An employee's confidential personnel file will be available only to authorized individuals and to the employee. The employee's own personnel file may be reviewed by making a written request to the Human Resources Department. Confidential information obtained prior to employment shall not be available for review by the employee.

Certificates (GBJ, GCFCFA, GCFCFA-RA, GCMF)

It is the duty and responsibility of each teacher, the superintendent, principal, educational director, assistant educational director, credentialed specialist and any other employee required to have a certificate and to keep such certification current. Teachers must record their certificates with their immediate supervisor and the Human Resources office. It is the employee's responsibility to maintain and renew certificates, credentials and licenses as needed. Continuing employment is contingent on full certification, credential or license of the employee unless the Superintendent has made an exception.

STATE PROPERTY

Business Equipment/Electronic Mail/Internet (IJNDB, IJNDB-R, EGAEA, EGAEB)

All business equipment, electronic mail, internet, and computer systems, communications, stored information transmitted, received or contained in ASDB's information systems are ASDB's property and are to be used only for business related purposes. Employees are prohibited from using computer software, computer codes, accessing files, or retrieving any stored communication for non-related

agency purposes. Business equipment is provided to enhance performance of employee duties. Use is limited to legitimate agency business and managed by rules of applicable to all ASDB employees. ASDB reserves the right to monitor Internet use and e-mail use by any user at any time. ASDB may determine appropriate use and may deny, revoke, suspend or close any user account at any time.

Licenses and Copyrights (EGAD, EGAD-R, EGAD-E)

ASDB requires that properly licensed software is utilized on state-owned computers, and that all employees comply with applicable copyright laws and licenses pertaining to computer software, video-taped, and printed materials.

Identification Badge, Keys and Parking Stickers (ECA, ECA-R, ECE, ECE-RA, ECE-RB)

All employees are required to obtain and display identification badges at all times while on ASDB campuses. The initial badge is issued at the ASDB's expense. Employees are required to pay five dollars (\$5.00) per replacement badge. Employees are to surrender their keys and identification badges upon exit from employment.

Individual's assigned keys may not be duplicated or loaned. The loss of a key must be immediately reported to the facilities/operations manager. The employee may be required to pay for rekeying or replacing all affected locks. Use of keys for unauthorized purposes will be cause for surrender of keys. Employees will be subject to discipline and/or dismissal for unauthorized use of keys. All keys must be surrendered when no longer needed, upon request by agency administration or exit from employment.

All ASDB employees are required to obtain parking stickers for vehicles that will be parked on the Tucson Campus.

Traffic and Parking (ECE, ECE-RA, ECE-RB)

ASDB endeavors to provide safe traffic, accessible roadways and parking for students, employees and visitors to ASDB grounds. Employees are required to acquaint themselves with roadway and parking policies, regulations and rules of the schools. All parking/speeding/driving complaints, warnings and/or tickets are sent to employees' managers/supervisors for proper follow-up and to ensure compliance.

Travel (EEB, EEB-RA, EEB-RB, EEB-RC)

ASDB employees who use their personal vehicles or drive ASDB vehicles on ASDB business must comply with all travel policies, regulations, and procedures. All travel on state business requires prior written approval on appropriate forms. Limitations and rates for reimbursement of travel expenses are determined by state guidelines. To be reimbursed for travel expenses, an Employee Travel Claim must be completed, approved at the supervisory level, and forwarded to the Accounting Office not later than thirty (30) days following the completion of the trip. Any accident (no matter how minor) in an ASDB vehicle or in any private vehicle while on ASDB business is to be reported immediately to the immediate supervisor and the Transportation Manager, or to a school official if the accident occurs after school hours.

Driver's License and Insurance Requirements (EEB, EEB-RA, EEB-RB, EEB-RC, EEB-EA)

Employees who are required to drive on state business must complete the Driver's License and Insurance Certification form and ASDB sponsored Defensive Driver training prior to using a state vehicle of any type or their own personal vehicle on state business. ASDB employees who use their personal vehicles or drive ASDB vehicles on ASDB business must comply with all travel policies, regulations, and procedures.

All state employees authorized to drive on state business are required to have a periodic motor vehicle record review [ASEDRA], which covers a 39-month period. Motor vehicle record reviews are conducted two times a month. An acceptable motor vehicle record is 5 or fewer points; any record with 6 or more points is not an acceptable record. An authorized driver shall promptly notify their supervisor of any license suspension, revocation, or restriction placed on the driver's license or privilege to drive a motor vehicle. Failure to do so will result in disciplinary action, up to and including, dismissal.

Workers' Compensation (GBGC, GBGD, GBGD-R)

All employees shall be covered by workers' compensation insurance for any accident while on assignment, including an accident on ASDB property or while on official business off ASDB property. Any employee who has an accident, no matter how slight, while on duty shall notify the supervisor immediately and complete the appropriate paperwork. Failure to follow this procedure could result in the loss of workers' compensation benefits.

LEAVES OF ABSENCE

All requests for leave must be made by the employee on an ASDB Leave Request Form and submitted to the supervisor for approval as appropriate. Except in an emergency or unexpected situation, leave must be requested and approved in advance of use. Scheduled breaks and holidays do not require a leave form. Leave forms are available through your supervisor, program office or Agency intranet. Employees must make reasonable effort to schedule leave as to not unduly disrupt the operations of ASDB.

Sick Leave (GCCA, GCCA-R)

Paid sick leave is accrued by eligible employees based upon the number of hours worked per week. Sick leave is any approved period of paid absence granted to employees due to personal illness, injury, such as, treatment, procuring medications or other prescribed materials, convalescing at home or at a medical facility, or other therapy or activity prescribed by the employee's physician or health practitioner (with verification required if requested). Sick Leave may also be used due to family illness. Family, for purposes of sick leave, shall include: spouse, children (including step and foster children), parents, brothers or sisters, grandparents, grandchildren. Immediate family shall include those family members who reside in the same residence as the employee.

Sick leave must be requested and approved in advance of use for those occasions within the control of the employee. Employees are to notify their supervisors as soon as the need for sick leave is known. Adequate medical explanation from an attending physician may be requested for sick leave absences. Sick leave will not be approved without adequate documentation.

Personal Leave (GCCB, GCCB-R)

Personal leave is accrued by employees who work less than a 12-month schedule and who do not accrue vacation leave. Approved personal leave may be used by an employee for personal business matters which cannot be handled at any other non-duty time. Any unused personal leave at the end of the school year on the employee's last scheduled workday will transfer to the category of sick leave.

Vacation Leave (GCD, GCD-R)

Vacation leave is accrued by employees who work a 12-month schedule based on years of service, hours worked, and position. Leave is credited bi-weekly and includes vacation time and all other periods of approved absence with pay from regularly scheduled work, which are not properly chargeable to other categories of leave accrued by employees.

Holiday Leave (GCD, GCD-R, GCD-EA, GCD-EB, GCD-EC)

Twelve-month employees may be absent with pay for any holiday provided in the applicable holiday schedule unless the employee is required to work in order to maintain essential services. Any 12-month employee who is required to work on a holiday and who has not been in a leave without pay status the day before or the day after the holiday will be compensated for such holiday worked. An employee may not receive more than eight (8) hours of holiday compensation for any holiday.

Bereavement Leave (GCCH)

An employee may be granted up to three (3) days paid leave per year to be used in the event of death within the employee's family. In those situations where unusual long travel time may be involved in or out of state, the Superintendent may approve up to two (2) additional days of bereavement leave. For purposes of bereavement leave, family is defined as: spouse, child, stepchild, natural parent, stepparent, adoptive parent, grandparent, grandchild, brother, sister, mother-in-law or father-in-law, adopted child, foster child, one who functioned "in loco parentis", brother-in-law, sister-in-law, son-in-law, and daughter-in-law.

Legal and Civic Duty Leave (GCCD)

Upon approval of a substantiated application, an employee shall receive a leave of absence with pay for legal and civic duty, including voting, serving as a juror, material witness services to comply with a subpoena, and/or serving as a member on a public service body.

Victim Leave (GCCD)

A leave of absence shall be granted when an employee is a victim of a juvenile or adult crime exercising a right to be present at a proceeding as defined in A.R.S. 8-420 or 13-4439.

Military Leave (GCCD)

An employee who is a member of the National Guard or United States Armed Forces Reserves shall be entitled to leave of absence without loss of pay, time, or efficiency rating when engaged in active duty, or to attend camps, maneuvers, formations or drills under orders with any branch, reserve or auxiliary of the armed forces of the United states for a period not to exceed thirty days in any two consecutive years pursuant to A.R.S. 26-168 and 38-610.

Conferences and Workshops Leave (GCCE, GCCE-R)

To attend training, meetings, or conferences, employees must obtain approval at least twenty (20) days prior to the training, meeting, or conference dates (whenever such prior request is possible). With prior approval a per diem subsistence allowance and/or mileage for private automobiles may be paid as provided in state law or Board policies. Expenses associated with authorized employee business may be eligible for compensation in accordance with ASDB Policy DKC.

Educational leave is defined as any work-related education or training that requires that a substitute be employed during the employee's absence. Employees may be granted leave with or without pay for educational leave purposes. Principals/Supervisors may approve up to three (3) days of educational leave. Professional/educational leave beyond three (3) days requires the Superintendent's approval. An employee may not be granted educational or other release time with pay if the education or training is to clear a deficiency in the requirements of their position and/or if the education or training is to qualify for grade advancement.

Maternity Leave (GCCA, GCCA-R, GCCC, GCCC-R)

Sick leave may be used for maternity absence under the Family Medical Leave Act or, if not eligible for FMLA, 45 calendar days of maternity leave commencing on the birth date. Maternity absences beyond 45 calendar days, other than FMLA, require a physician's statement of need.

Leave of Absence Without Pay (GCCC, GCCC-R)

ASDB hires personnel because the ASDB believes a given individual to be the best candidate for the position. This being the case, it is the intent of the Schools that this person be available for duty as scheduled by the Schools. The Schools recognize, however, that on occasion extenuating circumstances arise that may necessitate absence from duty that is not covered by other specific leave provisions of the Schools. To address such situations, the Principal/Administrator may grant a leave of absence, without pay, to an employee for up to five (5) days. Leave without pay beyond one week requires the Superintendent's approval.

Family and Medical Leave Act [FMLA] (GCCC, GCCC-R)

Any eligible employee of ASDB may take up to twelve (12) weeks of leave (FMLA leave) during any 12-month period for any one (1) or more of the following reasons or as noted coverage under the FMLA:

- Because of the birth of a child of the employee and in order to care for such child.
- Because of the placement of a child with the employee for adoption or foster care.
- In order to care for the spouse or a son, daughter, or parent of the employee, if such person has a serious health condition.
- Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.
- Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty in support of a contingency operation.
- To care for a covered service member (spouse, son, daughter, or parent, or next of kin) with a serious injury or illness for up to a total of 26 weeks in a single 12-month period.

Any employee who is scheduled to work a year-round calendar, who has been employed by ASDB at least 12-months, and who has completed at least six hundred twenty-five (625) hours (employees less than full time) or one thousand two hundred fifty (1,250) hours (full-time employees) of service immediately prior to the time the leave is to commence, shall be eligible for FMLA leave. Any employee who is scheduled to work a school-year calendar (less than year-round), and who has been employed by ASDB at least 12-months, must complete a prorated number of scheduled work hours within the 12-month employment period to be eligible for FMLA. This proration will be based upon the number of hours the employee is scheduled to work during the school year.

Administrative Leave (GCC1)

Administrative leave includes temporary periods of absence with pay approved by the Superintendent not covered by other leave, such as in, but not limited to, the following situations:

- Extreme weather conditions, fire, or malfunction of publicly owned transportation.
- Relieving an employee of assigned duties temporarily during the active investigation of alleged wrong doing by the employee.
- Executive declaration by the Governor that a state of emergency, disaster or grief exists.

WORK LIFE BENEFITS & RESOURCES

Benefits Options Wellness

Benefit Options Wellness is committed to helping employees, retirees, and their spouses and dependents be well today and stay well for life. The most important long-term benefit of the Wellness Program is the enhanced overall health and quality of life of State of Arizona employees. Improving the health of our employees assists in controlling health care costs for them and for the State Health Plan.

Our program mission is to improve the wellness of State of Arizona employees as a whole by empowering each employee with health knowledge and an ability to demonstrate positive health behaviors.

Wellness provides free or low cost educational programming, health screenings, interactive web tools, and health related services. Contracted professionals, who travel throughout the state, provide our services. Wellness organizes campaigns for our Feature Programs such as the Mayo Clinic Health Assessment, Annual Flu Vaccines, and the Tobacco Free Program. However, the Wellness Program is primarily a request-based program that relies on employees' assistance to coordinate events. Visit State Website at <http://www.benefitoptions.az.gov/wellness>.

Employee Assistance Program [EAP]

The Benefit Options Wellness program wants you to be your best. The contracted EAP providers offer free, confidential, short-term counseling services for you and your family. The free counseling can help handle concerns or issues constructively, before they become a major problem. When needed, the EAP may refer you to a local resource or program that can best assist you or your dependents.

Agency	Contracted EAP	Web Address	Phone Number	Web ID	TDD/TTY
ADOA	ComPsych	Guidanceresources.com	877-327-2362	HN8876C	800-697-0353

Additional Programs

Programs	Additional Information
State Employee Charitable Campaign (SECC)	State Employee funded donation program – contact Payroll www.azsecc.org
RideShare	Travel Reduction Program – contact Human Resources www.capitolrideshare.com
Employee Benefit Options	Wellness & EAP, Discounts, Auto & Car Insurance, Computer Purchase www.benefitoptions.az.gov
Employees Helping Employees	Financial Assistance Resources www.azehe.org

Your Employee Services [Y.E.S.]

Y.E.S. – Your Employee Services is an Arizona Department of Administration website where employees can set up their benefits and also review the following information:

- Benefit elections
- Review your paycheck
- Check your leave balances
- Revise your emergency contact information
- Change your home address
- Training History
- Modify your state and federal tax withholding
- Update your beneficiary information

For more information visit www.yes.az.gov, call (602) 542-4700 or e-mail hrishelpdesk@azdoa.gov.

State Career Website

The State of Arizona’s official job posting site, AZSTATEJOBS.GOV offers opportunities to browse and apply for multiple positions statewide. The site enables you to edit and instantly update your resume and cover letter, use Search Agents to find jobs and receive the results by e-mail, save interesting ASDB jobs for further review, and view your application history.

BENEFITS

A Permanent or Limited Time employee working 20 hours or more per week is eligible for benefits. Newly hired benefit eligible employees **MUST** complete the required waiting before becoming eligible to participate in ADOA Benefit Options elected benefits which include health and dental insurance coverage, and 6 months before becoming eligible to participate in the Arizona State Retirement System.

The following descriptions of benefits are only intended as a declaration of what benefits may be available to eligible employees depending on the terms and conditions of the applicable insurance and financial plans referenced. The description is not intended as a “summary plan description” for purposes of the Employee Retirement Income Security Act of 1974 (ERISA). Detailed information is available in plan documents. Open enrollment is your opportunity to make changes to your coverage(s) that are appropriate for you and your family. The plan year begins in January of each year, and open enrollment is for a period of time prior to this date. After open enrollment, the only changes that are accepted are changes in status events as defined by the IRS. See your Agency Benefits Office for more information.

<u>ELECTED BENEFITS</u>	<u>ELIGIBILITY</u>	
Medical Insurance Dental Insurance Vision Insurance Short-Term Disability Supplementary Insurance Flexible Spending Accounts Employee is automatically covered at <u>no charge</u> for: \$15,000 Basic Life, AD&D, & Seat Belt Benefit and \$1,000 Non-smoker Insurance.	Employee must elect or decline benefits <u>no later than 31-days</u> from their effective date of hire at www.yes.az.gov Active ASDB Employees hired into a Benefit Eligible Position or Reinstated/Rehired State Employees will be required to complete form enrollment (contact HR Benefits). The Active ASDB Employee-with qualifying life event or Reinstated/Rehired State Employee-with prior state employment <u>within two years</u> of re-employment, must elect or decline benefits <u>no later than 31-days</u> from their effective hire date or employee will automatically forfeit eligibility until the next open enrollment period in the fall or a qualifying life event.	
COBRA	Continued coverage under group health plan, due to a qualified life event. www.benefitoptions.az.gov	

<u>MANDATORY BENEFITS</u>	<u>ELIGIBILITY</u>
Term Life Insurance (Basic)	After hire and completion of the required waiting period.
Arizona State Retirement System	After hire and completion of the required waiting period.

THE ARIZONA STATE RETIREMENT SYSTEM [ASRS]

AZ State Retirement System provides retirement benefits, retiree health insurance, long-term disability coverage and other benefits to employees of the State. Membership is a mandatory condition of employment for all benefit eligible employees. ASRS is a 401(a) “defined benefit plan” which pension is determined by a formula, not by the account amount.

Newly hired benefit eligible employees must complete the required waiting period before becoming eligible to participate in the AZ State Retirement System. All members – active, inactive and retired – are strongly encouraged to visit their individual secure My ASRS homepage at www.azasrs.gov. You will have access to Benefit Estimators, online enrollment, personal information records and beneficiary information. You are responsible for completing enrollment on-line to ensure correct and true personal information is recorded and in designating a beneficiary or beneficiaries for their account.

DEFERRED COMPENSATION

ASDB offers employees plans that allow employees to defer pre-tax dollars into a supplemental retirement account. The State oversees the administration of plans. The plans offer more choice, more flexibility and more potential to build your retirement. For further information please visit www.azasrs.gov.

ENDING EMPLOYMENT

Should you leave ASDB employment, common business courtesy requires that you give your supervisor at least two weeks written notice. Your notice should indicate the reason(s) for leaving and the separation date. Upon your last day of work, you will be required to turn in any state property to your supervisor including but not limited to: name badge, parking permits, and any keys or equipment assigned to you. Paperwork may also be given to you for completion. Employees considering retirement should contact Arizona State Retirement System and HR Benefits at least six months prior to the retirement date being considered to allow sufficient time for the proper forms to be completed.

COBRA Continuing Coverage of Benefits

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), entitles you to elect continued coverage under the group health plan, if you will no longer have benefits with Benefit Options because of one of the following qualifying events: termination of employment, reduction of work hours, loss of eligibility, death of covered employee, divorce or legal separation, or covered employee's entitlement to Medicare. COBRA coverage is also available to your spouse and dependent children, if they were covered on your plan the day of the qualifying event. You are eligible for COBRA coverage for 18, 29, or 36 months, depending on the nature of the qualifying event. You have 60 days from the date you received the notice to elect COBRA coverage to enroll.

Please be advised that COBRA continuation of coverage is available only for benefits eligible employees. For further information relating to COBRA, please visit www.benefitoptions.az.gov.



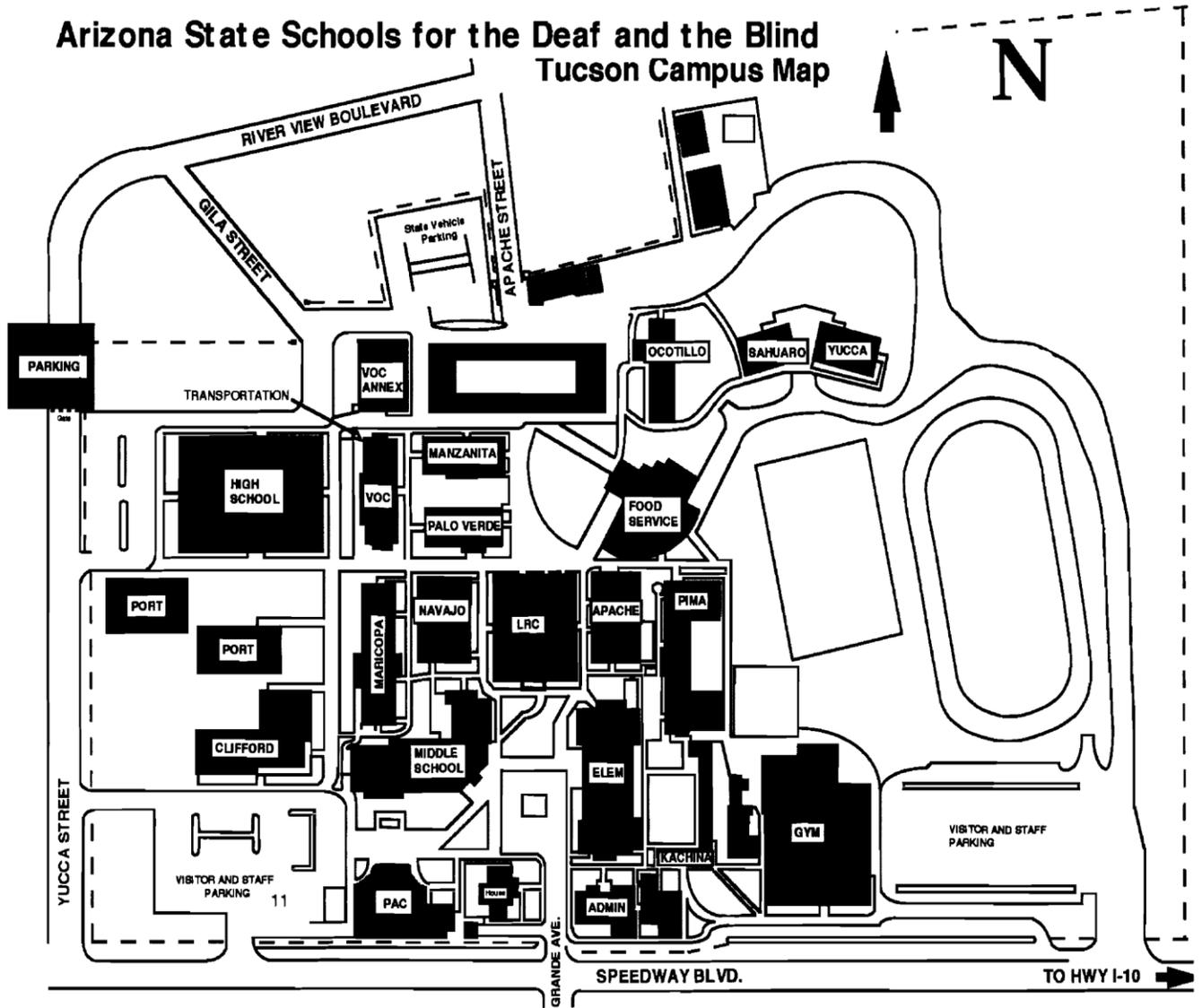
Arizona State Schools for the Deaf and the Blind
Where Do I Go for Help? Business Support Services – Tucson and Phoenix

Copy Center (Tucson) (520)770-3673	YES Website HRIS Help Desk (602) 542-4700 www.yes.az.gov	Information Technology Office (520) 770-3840 IT.SupportDesk@asdb.az.gov	Workers' Compensation 1-800-837-8583 (602) 542-WORK
Human Resources Benefits Office (520) 770-3716 Fax (520) 770-3131 HumanResources.Benefits@asdb.az.gov	Human Resources Records Office (520) 770-3214 Fax (520) 770-3603 HumanResources.Records@asdb.az.gov	Human Resources Recruitment Glenn Liptak (520) 770-3245 Gabriella Hall (520) 770-3269 Fax (520) 770-3603 HumanResources.Recruitment@asdb.az.gov	Media (Phoenix) (602) 771-5360 (Tucson) (520) 770-3670 media@asdb.az.gov
Accounting (Phoenix) Office (602) 336-6930 Fax (602) 336-6946 (Tucson) Office (520) 770-3827 Fax (520) 770-3793	Payroll Office (520) 770-3710 Fax (520) 771-3757 paycheck.inquiries@asdb.az.gov Purchasing Office (520) 770-3153 Fax (520) 770-3793	Security (Phoenix) Office (602) 336-6875 Cell (602) 550-0947 (Tucson) Cell (520) 270-2833 5205753300@archwireless.net security@asdb.az.gov	Interpreting (Phoenix) (602) 771-5313 Interpreters.PDSD@asdb.az.gov (Tucson) Office (520) 770-3236 Pagers (520) 270-2106/(520) 982-9419 Interpreters.Tucson@asdb.az.gov
Transportation (Phoenix) (602) 336-6817 (602) 336-6932 (Tucson) Office (520) 770-3652 Fax (520) 770-3794	Maintenance / Facilities (Phoenix) (602) 336-6932 (Tucson) (520) 770-3402	Student Health Center (Tucson) Office (520) 770-3658 Fax (520) 770-3787 (Phoenix) (602) 771-5316	North Central Regional Cooperative (928) 774-0655 Main Line Eastern Highland Regional Cooperative (928) 524-6770 Main Line Southwestern Regional Cooperative (928) 317-0429 Main Line Desert Valley Regional Cooperative (602) 771-5200 Main Line Southeastern Regional Cooperative (520) 770-3200 Main Line

AGENCY ACRONYMS

ADA	Americans with Disabilities Act	KSA	Knowledge, Skills, and Abilities
ADM	Administration	LT	Long Term
ADOA	AZ Department of Administration	LTA	Limited Time Appointment
ADE	Arizona Department of Education	LTD	Long Term Disability
AGCY	Agency	LWOP	Leave Without Pay
AIMS	Arizona's Instrument to Measure Standards	MAP	Measure of Academic Progress
ASRS	Arizona State Retirement System	MDSSI	Multiple Disability Severe Sensory Impairment
ASB	School for the Blind	MMR	Measles Mumps Rubella
ASDB	Arizona State Schools for the Deaf and the Blind	MS	Middle School
ASBA	Arizona School Board Association	NCR	North Central Regional Coop
ASEDRA	Arizona State Employee Drivers Record Application		
ASD	School for the Deaf	O&M	Orientation and Mobility
ASL	American Sign Language	OT	Overtime
AYP	Adequate Yearly Progress	OT	Occupational Therapy
BPAC	Berger Performing Arts Center	PAC	Performing Arts Center
B/VI	Blind/Visually Impaired	PDQ	Position Description Questionnaire
CBI	Community Based Instruction	PDSB	Phoenix Day School for the Deaf
CMR	Classification Maintenance Review	PE	Physical Education
COBRA	Consolidated Omnibus Budget Reconciliation Act	PPA	Personnel Payroll Action
CODA	Child of Deaf Adult	PT	Part-Time
COPD	Community Outreach Program for the Deaf	PT	Personal Time
CTE	Career & Technology Education	PT	Physical Therapy
CY	Calendar Year	RN	Recruitment Notice
DDD	Division of Developmental Disabilities	SEI	Structured English Immersion
DPA	Dual Purpose Assessment	SER	Southeast Regional Coop
D/HH	Deaf/Hard of Hearing	SGA	Salary Grade Advancement
DVR	Desert Valley Regional Coop	SIP	School Improvement Plan
EI	Essential Elements of Instruction	SPED	Special Education
EHR	Eastern Highlands Regional Coop	SRP	Shared Reading Program
ES	Elementary School	ST	Short Term
ESD	Extended School Day	ST	Sick Time
FLSA	Fair Labor Standards Act	STD	Short Term Disability
FMLA	Family Medical Leave Act	SWR	Southwest Regional Coop
GSA	General Salary Adjustment	TA	Talent Acquisition
HRM	Human Resources Management	TAS	Technical Assistance to Schools
HRIS	Human Resources Information Solution	TMG	Human Resources Personnel Database
HS	High School	TUC	Tucson Campus
IA	Instructional Assistant	VIP	Preschool for students who B/VI
IEP	Individual Education Plan	VT	Vacation Time
ISS	Instructional Support Services	YES	Your Employee Services
IT	Information Technologies		

Arizona State Schools for the Deaf and the Blind Tucson Campus Map



PDSD

Phoenix Day School for the Deaf

1935 W. Hayward Ave.
Phoenix, AZ 85021
602/336-6800

