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# Arizona State Schools for the Deaf and the Blind Staff Member Handbook

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(GCH/GCH-EA) Revised July 2022



## Introduction

The **Arizona State Schools for the Deaf and the Blind (ASDB)** was founded in 1912 – the year of Arizona’s statehood. ASDB serves over 2,000 children who are blind, visually impaired, deaf, and hard of hearing or deafblind from birth to grade 12. ASDB operates two schools for the deaf, one school for the blind, our statewide Early Learning Program which includes birth to three and preschool programs, and Itinerant Services for students attending a school with one of our district partners. ASDB is dedicated to empowering diverse, young children and students with the educational opportunities necessary to succeed in college, career and life.

In 1912, Arizona’s first state legislature enacted a provision forming ASDB. Henry C. White, the first principal, was appointed by Governor George W.P. Hunt. When classes first began in October of 1912, there were only 19 students who were deaf or hard of hearing. Classes were held in a converted residence on the University of Arizona (UA) campus in Tucson. Over the years, the school continued to grow and eventually became a public corporation governed by a board of directors. For over 100 years, ASDB has provided students with a well-rounded, high-quality education through a variety of classes, sports, extracurricular activities, events and academic programs.

The ASDB Tucson campus maintains both a day program and a residential program. Students participating in the day program attend school during the day and then return home later in the afternoon. Students in the residential program live in on-campus dormitories, returning home when school is not in session. There are two dormitories available for students who are deaf and hard of hearing and two dormitories available for students who are blind or visually impaired. Each dorm has a team leader, teaching parents, residential services assistants and a night supervisor who oversee the safety, well-being and social needs of each student in their care.

The Tucson campus has over 25 buildings—athletic recreational facilities, dormitories, libraries, laboratories and classrooms. One of the most noteworthy buildings is the [Berger Performing Arts Center](#), which is renowned for its spacious seating, superb acoustics and highly popular performances of local, statewide and national artists. The Tucson campus is also recognized for its beautiful landscaping, its important place in Arizona history, and its well-maintained open areas.

[Phoenix Day School for the Deaf \(PDSD\)](#) is an ASDB school campus located in Phoenix. PDSD was established in 1967 because Phoenix parents wanted their children, who were deaf or hard of hearing, to go to a school closer to home. Over 350 students attend PDSD, which offers instruction from preschool through 12th grade. In addition to classroom instruction, PDSD provides services such as counseling, communication instruction, audiology, occupational and physical therapy, vocational training, career counseling and post-school transition planning. PDSD provides students with language skills in both American Sign Language (ASL) and English.

In 1987, ASDB established the first regional cooperative to ensure students receive the best education possible throughout the state of Arizona. Itinerant Services has grown to three regions: Region I includes the Eastern Highlands, North Central and Southwest portions of the state; Region II cover the large metropolitan area of Phoenix; and Region III covers the southeast portion of the state with its office in Tucson. [Itinerant](#)

Services provides assistance with identification of student needs, evaluation of educational progress, specialized instruction and related services, specialized equipment and materials, implementation of accommodations and modifications in the general education program. Itinerant Services serves over 1100 students.

The Early Learning Program (ELP) has been providing services to families with deaf or hard of hearing and blind or visually impaired infants and toddlers since 1973 and now includes our statewide preschool programs. The certified teachers of the deaf and the blind work in collaboration with the Arizona Early Intervention Program and regional Early Intervention Teams. Most of ELP's services to families with children birth to three are provided in natural environments (typically families' homes), as well as some center-based and Internet-based services.

Through modernization and diversification of its operations, curriculum growth and expansion of learning opportunities, ASDB continues to lead the nation in serving students who are deaf, hard of hearing, blind, visually impaired or deafblind in the state of Arizona.

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## **ASDB OPERATING PRINCIPLES AND WORKING AGREEMENTS**

ASDB supervisors and colleagues are working along with representatives from all over the state on a new strategic plan for the agency. The ASDB's Strategic Planning Steering Committee will be working under the following ACT Operating Principles.

### **ACCOUNTABILITY Operating Principle #1**

**Definition:** Every staff member is equally responsible for the success of the agency by committing to continuous improvement and fulfilling his or her obligations. In order to achieve the goals, all people will work together interdependently and share responsibility and follow through, therefore maximizing productivity and efficiency. The agency will be data-driven by the documentation of results through the use of data, rather than by intuition or personal experience.

**Working Agreements** - Accountability requires of us that we:

- Complete the tasks assigned and perform duties to the best of our abilities in a timely manner and with appropriate follow through.
- Gather, analyze and act on meaningful, valid and reliable data.
- Base our decisions on the mission and vision of the agency.
- Examine and interpret data collaboratively to make decisions about resources, instruction, and agency needs.
- Ensure alignment to policies and procedures.
- Continually evaluate and modify our goals to facilitate improvement.
- Honor confidentiality.
- Take initiative to assist with the agency's continuous improvement efforts.

### **COLLABORATION Operating Principle #2**

**Definition:** Every individual is committed to jointly working together towards a clear purpose and direction to achieve better educational and life outcomes for all. Cooperation leverages the collective power of skills sets, knowledge and resources to interdependently work towards common goals. Sharing new ideas engages stakeholders, promotes collective learning, embraces change and increases enjoyment.

**Working Agreements** - Collaboration requires of us that we:

- Create a supportive environment founded on trust and respect.
- Value and acknowledge all contributions no matter how small.
- Infuse time and opportunities to work interdependently in daily operations.
- Respect each other's input, opinion and perspective at every level.
- Adapt by being open-minded and resilient.
- Mutually take initiative to proactively solve problems.

### **TRANSPARENCY Operating Principle #3**

**Definition:** Our decision-making process is clear both internally and externally. Employees, students and stakeholders have an opportunity to understand how we make decisions. We regularly and openly communicate with internal and external stakeholders.

**Working Agreements** - Transparency requires of us that we:

- Openly share concerns and ideas, candidly communicating our intentions.
- Build a trusting and honest environment with all stakeholders.

- Adhere to ethical standards with integrity.
- Foster thoughtful discussions by freely sharing knowledge and information.
- Listen and respect the expertise of our colleagues.
- Are visible and accessible to staff and stakeholders.

## **ASDB'S FIVE STRATEGIC PRIORITIES**

### **1. Communication and Relationship Building**

Create a climate and culture of trust and transparency, both within the agency and with all stakeholders.

### **2. Early Childhood Development and Achievement**

Provide high quality services and supports that are data-driven to parents and their children to achieve age appropriate developmental milestones in language acquisition, cognitive skills, social-emotional skills, and independent skills.

### **3. Academic Achievement and Student Engagement**

Implement a data-driven, multi-tiered system of support in schools and cooperatives to address the whole child in their academics, social/emotional learning, proficiency in English Language and, as appropriate, American Sign Language, and college and career-readiness.

### **4. Staff and Leader Professional Growth**

Create an environment that will attract, build, and retain highly qualified teachers and staff, through a culture of trust, professional development opportunities and personal growth.

### **5. Campuses and Cooperatives Facilities**

Implement a Master Plan of capital improvements, deferred maintenance, and technological updates, through sound fiscal management that supports educational programs.



## DIVERSITY AND INCLUSION

ASDB is committed to fostering, cultivating and preserving a culture of diversity and inclusion. We embrace and encourage our staff members' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our staff members unique.

ASDB's diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all staff members.
- Teamwork and staff members' participation, permitting the representation of all groups and staff members' perspectives.
- Work/life balance through flexible work schedules to accommodate staff members' varying needs.
- Agency and staff members' contributions to the communities we serve to promote a greater understanding and respect for the diversity.

All staff members have a responsibility to treat others with dignity and respect at all times and are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other agency sponsored and participative events.

Any staff member found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

Any staff member who believes they have been subject to any kind of discrimination that conflicts with ASDB's policy and initiatives should seek assistance from their supervisor or the Human Resources Executive Director.



## **STAFF MEMBER 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 staff member.

The ASDB Staff Member 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 staff members; it is not intended to create rights or privileges for staff members 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 Staff Member Handbook replaces earlier versions, which are no longer printed and/or distributed.

Each staff member is expected to read the contents of this Handbook. Staff members 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 staff members may consult the ASDB Policy Manual for further information on the subject matter. ASDB Policy Manual, please visit:

<https://asdb.az.gov/policies/activepolicies/asdb-policies.html>

By submitting completion of this ASDB Staff Member Handbook GCH, GCH-EA Policy Course, I acknowledge I have access to a current copy of the Arizona State Schools for the Deaf and the Blind (ASDB) Staff Member Handbook.

I understand that this Staff Member Handbook is intended to serve as a guide to ASDB's policies, procedures, and benefits, and that all policies, procedures, and benefits described in the Staff Member Handbook are at all times subject to modification by ASDB.



## AGENCY POLICIES & PROGRAMS

<https://asdb.az.gov/policies/activepolicies/asdb-policies.html>

ASDB has procedures for addressing employee complaints of discrimination, harassment, or retaliation and has Human Resources staff assigned to conduct professional investigations. If you believe you have been the victim of discrimination, harassment, or retaliation, or you are aware or concerned that someone else may have been, report it immediately. See your Human Resources representative to obtain a copy of your agency's complaint policy.

**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 an otherwise qualified individual with a disability or any individual by reason of race, color, religion, sex, age, national origin, language of origin, sexual orientation, gender identity or expression, or marital status is prohibited. Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons. The employment and discharge of staff members is the responsibility of the Superintendent. Questions regarding employment practices of ASDB are to be referred to the department, supervisors, managers, principals, directors, and/or ASDB's HR Department.

**Sexual Harassment** (*ACA, ACA-R, ACA-E, JBB, JBB-R, JBB-E*) Sexual and Workplace harassment is strictly prohibited on ASDB properties and during ASDB-related activities on or off ASDB premises. All individuals associated with ASDB, including but not necessarily limited to the Board of Directors, staff members, volunteers, students, parents, contractors and vendors are expected to conduct themselves at all times so as to provide an atmosphere free from sexual and workplace harassment. All staff members are required to complete an annual training.

A substantiated charge of sexual harassment by a staff member of ASDB shall subject that staff member to disciplinary action up to and including termination from employment.

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.

Staff members with any information or concerns should contact their immediate supervisor and/or the Executive Director-Human Resources.

**Retaliation** ASDB prohibits retaliation against anyone for raising a concern about, assisting in an investigation of, or filing a complaint concerning unlawful discrimination or unlawful harassment.

**Americans with Disabilities Act [ADA]** (*GBAB, GBAB-R, GBAB-E*) ASDB provides equal employment opportunities, with reasonable accommodations when appropriate, to applicants and qualified staff members with disabilities. ASDB also provides staff

members 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 ASDB's 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 staff members 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, staff members, 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, staff members, or their family members.

**Complaint** (*GBL, GBL-R*) Effective communication between ASDB staff members, the administrative staff, and the ASDB Board is essential for the proper operation of ASDB. All staff members are required to complete an annual training.

ASDB's strict prohibition on any form of retaliation against a staff member who, in good faith, makes a complaint, raises a concern, provides information, or otherwise assists in an investigation regarding any conduct that he or she reasonably believes to be in violation of ASDB policy, or applicable laws.

Any individual with a complaint shall first attempt to resolve the complaint by informal discussion, and that any complaint not resolved through an informal discussion shall be filed in writing within 45 calendar days of the incident or occurrence. The complaint shall be filed with that individual's supervisor, and the individual and supervisor shall meet and discuss the issue. If not resolved at that level, the matter may be appealed to the next administrative level.

Any written request for appeal shall be reviewed on the written record and a decision issued. This decision shall be final.

**Grievances** (*GBK, GBK-EA, GBK-EB, GBK-EC, GBK-ED*) Effective communication between ASDB staff members, the administrative staff, and the Board is essential for proper operation of the schools. All staff members are required to complete an annual training.

Staff members are encouraged to informally discuss concerns with their immediate supervisor and offer suggestions for resolving the problem. Any staff member who has a concern that cannot be resolved informally may request in writing within 45 calendar days

of the event to have their grievance reviewed administratively. Grievance is a claim that there has been a violation, misinterpretation, or inequitable application of ASDB policies or procedures.

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**Ombudsperson** (*GBM, GBM-R*) Staff members may have concerns that they may not feel comfortable addressing via formal or informal interactions between staff members and themselves. To ensure robust addressing of concerns, ASDB provides an unbiased, neutral third-party channel through an Ombudsperson.

The Ombudsperson reports directly to the Superintendent. The Ombudsperson can facilitate positive relationships and ensure a fair process that equitably and reasonably resolves concerns received from staff members, students, parents, and community members.

**Ombudsperson is Donna Williams**

**[Donna.Williams@asdb.az.gov](mailto:Donna.Williams@asdb.az.gov) or 602-910-1353**

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**New Staff Member Orientation** (*GCH, GCH-EA*) All new hired staff members are required to complete an on-line orientation within 30 calendar days of hire. Staff members will be required to complete new hire documents, benefits enrollment, review handbook, agency policies, and complete required training in order to ensure compliance with applicable policies, regulations, and laws. Orientation and training platforms can be found on the links below:

TraCorp <https://adoa.server.tracorp.com/novusii/application/login/>

SafeSchools <https://asdb-az.safeschools.com/login>.

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**Measles, Mumps, and Rubella MMR** (GBGCA, GBGCA-R) It shall be a condition of continued employment that, unless exempted, all staff members, including substitutes, shall present proof of immunity to rubeola (measles) prior to reporting for work.

Staff may request exemptions for the following reasons:

1. Medical reason – Provide Doctor's Note
2. Religious beliefs- To request the religious exemption for Contact:  
[hrhelp@asdb.az.gov](mailto:hrhelp@asdb.az.gov)

Non-immune staff members, including those who utilize the exemption, shall, in the event of an outbreak of either disease, be put on leave without pay, or they may use accumulated leave, including sick leave, during the period they are excluded from work due to the outbreak. If any staff member does not have any earned leave, a salary deduction of one (1) scheduled work day will be made for each day of authorized leave used. Exceptions may be approved by the Superintendent.

Under Occupational Safety and Health Administration (OSHA) and corresponding state laws, the schools are required to maintain a safe and healthy workplace.

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**Non-school Employment by Professional/Support staff members** (GCR)

The position for which a person has been employed shall be given precedence over any type of outside work or self-employment. Employees are free to carry on individual work

or self-employment. Employees are free to carry on individual work or self-employment projects as long as no school facilities, equipment, or building are used, except as provided by policy, and the outside work or self-employment does not interfere with the employees' performance of Schools-assigned duties.

- Prevent the employee from performing assigned responsibilities in an effective manner.
- Be prejudice to proper effectiveness in the position or compromise the schools.
- Raise a question of conflict of interest for example, where the employee's position in the Schools permits access to information or advantage useful to the outside employer.

Therefore, an employee may not perform any duties related to outside work or self-employment during regular schools working or during the additional time that is needed to fulfill the responsibilities of the schools position. Employees who violate this policy are subject to reprimand, suspension, or termination.

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**Dress Code** (GBEA, GBEB, GBEB-R) Staff members 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.

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**Staff Ethics** (GBEA) All staff members of ASDB 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 staff members acknowledge that ASDB belongs to the public they serve for the purpose of providing educational opportunities to all. However, every staff member assumes responsibility for providing leadership in ASDB and the community. This responsibility requires the staff member to maintain standards of exemplary conduct. It must be recognized that the staff member's actions will be viewed and appraised by the community, associates, and students.

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**Staff Conduct** (*GBEB, GBEB-R*) All staff members of ASDB are expected to conduct themselves in a manner consistent with effective and orderly education and to protect students and ASDB property. No staff member shall, by action or inaction, disrupt any ASDB activity or encourage any such disruption. No staff member, other than one who has obtained authorization from the appropriate administrator, shall carry or possess a weapon at any ASDB facility. All staff members shall at all times attempt to maintain order, abide by the policies, rules, and regulations of ASDB, and carry out all applicable orders issued by the Superintendent.

Staff members are to report any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to staff members, students or others on ASDB property. All such reports shall be communicated to the Executive Director, Operations who shall be responsible for reporting to local law enforcement.

Any ASDB staff member entrusted with the care and supervision of a minor may use

reasonable and appropriate physical force upon the minor to the extent reasonably necessary and appropriate to maintain order. Similar physical force will be appropriate in self-defense, in the defense of other students and ASDB staff members, and to prevent or terminate the commission of theft or criminal damage to the property of ASDB or the property of persons lawfully on the premises of ASDB.

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**Staff Conflict of Interest** (*GBEAA, GBEAA-E*) No person employed by ASDB may be directly or indirectly supervised by a close relative (as described by policy) except by consent of the Board. A dependent of a Board member (a person more than half of whose support is obtained from a Board member) cannot be hired by ASDB except by consent of the Board.

Any officer or staff member who has, or who's relative has, a substantial interest in any decision of ASDB shall make known this interest in the official records of the Schools, and shall refrain from participating in any manner as a staff member in such a decision.

No officer or staff member of ASDB will accept gifts from any person, group, or entity doing, or desiring to do, business with ASDB. 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 meals and holiday gifts for general consumption are acceptable under this policy.

ASDB may acquire equipment, material, supplies, or services from its staff members only under an award or contract after public competitive bidding [A.R.S. 38-503; A.G.O. I06-002].

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**Reporting Child Abuse/Child Protection** (JLF, JLF-RA, JLF-RB, JLF-E) Any ASDB staff member or any other person who has responsibility for the care or treatment of a minor and reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense, or neglect that appears to have been inflicted upon the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature or who reasonably believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant who is protected under A.R.S. 36-2281 shall immediately report or cause reports to be made of such information to a peace officer or to the Department of Child Safety, except if the report concerns a person who does not have care, custody, or control of the minor, the report shall be made to a peace officer only. Such reports shall be made immediately either electronically or by telephone.

All staff members are required to complete an annual training.

Any concerns for the safety of a child due to abuse, neglect, or abandonment please contact:

- Calling 1-888-SOS-CHILD (1-888-767-2445)
- Non-emergency concerns must be submitted via the Online Reporting Service for Mandated Reporters at: <https://dcs.az.gov/>

A person who furnishes a report, information, or records required or authorized under Arizona Revised Statutes or a person who participates in a judicial or administrative proceeding or investigation resulting from a report, information or records required or authorized under Arizona Revised Statutes is immune from any civil or criminal liability by reason of that action unless such person has acted with malice or unless such person has been charged with or is suspected of abusing or neglecting the child or children in question.

A person who fails to report abuse as provided in A.R.S. 13-3620 is guilty of a class 1 misdemeanor, except if the failure to report involves a reportable offense, the person is guilty of a class 6 felony.

Any certificated person or ASDB Board member who reasonably suspects or receives a reasonable allegation that a person certificated by the Department of Education has engaged in conduct involving minors that would be subject to the reporting requirements of A.R.S. 13-3620 shall report or cause reports to be made to the Department of Education in writing as soon as is reasonably practicable but not later than three (3) business days after the person first suspects or receives an allegation of the conduct.

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**Staff-Student Relations** *(GBEBB)* Staff members are expected to exercise general supervision over the conduct of students, not only while in the schoolroom, but also before and after school and during recess. At all times staff members will accord students the dignity and respect that they deserve, and avoid embarrassing any student unnecessarily. All staff members are required to complete an annual training.

All personnel employed by ASDB 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. Staff members with any information or concerns are obligated to contact their immediate supervisor and/or the Executive Director-Human Resources.

Violations of the above shall be considered serious and may result in severe disciplinary action up to and including termination.

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**Drug Free Workplace** *(GBEC, GBEC-EA, GBEC-EB)* Staff members 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.

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**Non-Medical Drug Policy** (*GBECA, GBECA-R*) The nonmedical use, abuse, or possession of drugs and/or use or possession of alcohol is forbidden on ASDB property or at school-sponsored activities away from ASDB property. Staff members determined to be in possession of, using, or abusing drugs or alcohol shall be reported immediately to the staff member's principal or supervisor. The Superintendent shall be notified immediately.

The Superintendent shall conduct an investigation in consultation with legal counsel as necessary. Staff members that violate this policy may be disciplined up to and including termination. If the investigation shows sufficient evidence to suggest that the staff member was involved with distribution or otherwise in violation of the law, law enforcement authorities shall be notified.

ASDB recognizes Arizona's medical marijuana law and shall not discriminate against a person in hiring, termination or imposition of any term or condition of employment or otherwise penalize a person on the basis of the person's status as an eligible medical marijuana cardholder, or as a registered qualifying patient, having a positive drug test for marijuana components or metabolites, unless the person used, possessed or was impaired by marijuana on ASDB property, at an ASDB event, or during the hours of the person's regular or extended hours of employment, or as otherwise prescribed by law.

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**Smoke-Free Environment** (*GBED*) The possession or use of tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products is prohibited in all ASDB buildings, grounds, parking lots, playing fields, buses, vehicles and at school-sponsored events on or off campus. Under the provisions of A.R.S. 36-798.03, a person who violates the prohibition of tobacco and tobacco products is guilty of committing a petty offense.

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**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 a staff member. The concept of progressive discipline is to provide the staff member 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.

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## **EMPLOYMENT STATUS & PROBATION**

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

ASDB staff members serve in one of three employment categories: permanent status, limited permanent status or temporary status. Permanent and limited permanent status staff members will be required to serve a probationary period. Upon successful completion of original probation, staff members will be assigned "permanent" or "limited

permanent” status. Staff members serving in a temporary status do not serve probation. Staff members rejected during probation do not have appeal rights.

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### **Permanent & Limited Status**

"Permanent Status" means the standing achieved by a staff member who is hired into a legislatively appropriated/funded position and who has completed an original probation. A staff member 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 staff members are not afforded the same rights in a reduction in force.

“Limited Permanent Status” means the standing achieved by a staff member who is hired on a limited time appointment (LTA) into a non-legislatively appropriated/funded position and who has completed an original probation. A staff member 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 staff members must serve a probationary period.**

The probationary period for **non-certificated** staff members shall be **one year** from the date of employment. Non-Certificated staff members mean staff members who **are NOT paid** from the Teacher, Related Services, Educational Audiologist and Certificated Salary Schedules.

The probationary period for **certificated** staff members shall be **two years** from the date of employment. Certificated staff members mean staff members who **are paid** from the following salary schedules: Teacher, Related Services, Educational Audiologist and Certificated Salary Schedules.

The original probation for staff members may be extended by the Superintendent for employment-related reasons including but not limited to meeting the performance and certification requirements of the position or when there is any period for which a probationary staff member is on leave without pay for more than 80 consecutive working hours.

If certificates/licenses are not on file in ASDB Human Resources within the required timelines per ASDB policy, the staff member may be discharged from original probation.

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### **Promotional Status**

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

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### **Temporary Status**

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

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## **Management and Supervisory Contracts**

Administrative staff members hired on a contract basis do not serve probation. Contracts are approved by the Board of Directors and employment is subject to terms and period, July 1<sup>st</sup> through June 30th. On or before April 15th the Superintendent shall offer contract renewals for the next fiscal/school year.

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### **PERFORMANCE EVALUATIONS**

(GCO, GCO-RA, GCO-RB)

Probationary staff members are evaluated two times per year during the probationary period. Staff members who have achieved permanent status or limited permanent status are evaluated a minimum of one time per year.

The annual evaluation for less than 12-month staff members must be completed/finalized prior to the end of the school year.

The annual evaluation for 12-month staff members must be completed/finalized prior to June 30th of each year.

A staff member who has an ineffective performance rating or has a disciplinary action resulting in suspension anytime during the school year is not eligible for incentive pay (301 monies for position listed by policy).

If a staff member has one or more ineffective rating they will be placed on an improvement plan or discharged from employment. Only the Superintendent may discharge a staff member.

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### **STAFF MEMBER COMPENSATION**

#### **Payroll**

A workweek is defined as 12:01 a.m. Saturday to midnight the following Friday and staff members are required to submit their time in the Electronic Time Entry ETE in the YES system. Training for entry is required. Staff members are paid on a bi-weekly basis and required to complete the GAO-65 form upon hire to designate their direct deposit account (checking or savings account). Staff members that do not submit a direct deposit form after 3 pay periods will be issued a CashPay payroll card/account). You will have the ability to view your paycheck and deductions, change your state and federal withholdings and print your W-2.

Ten-month staff members are eligible to elect a Deferred pay plan. If an election is not selected staff will be paid hours worked. Staff members can make changes to their deferred pay plan before the start of every school year. The Deferred pay Plan Selection form is located in the agency shared drive: <G:\Shared drives\Agency Public - R Drive\From Business Services\ From Payroll - Travel\Payroll Forms\Spread Pay Forms>.

If you have any questions regarding your paycheck please contact ASDB's Payroll office: (602) 771-1055, [Paycheck.Inquiries@asdb.az.gov](mailto:Paycheck.Inquiries@asdb.az.gov).

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**Overtime and Compensatory Time** (*GCL, GCL-RA, GCL-RB*) The Fair Labor Standards Act (FLSA) prescribes overtime compensation for nonexempt staff members. Nonexempt staff members covered by the FLSA. As a State employer overtime can be in the form of pay or compensatory leave when work is performed in excess of 40 hours in one workweek. The supervisor will decide the form in which overtime is paid.

A staff member's supervisor must approve in advance all work in excess of 40 hours per workweek. Non-exempt staff members are required to obtain pre-approval for overtime.

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 times the hourly rate of pay for each excess hour worked over 40 per workweek, if funds are available.

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**Salary Grade Advancement** (GCFC, GCFC-RB; GCFCA, GCFCA-RA) Staff members compensated on the Teacher, Certificated, Related Services, Educational Audiologist, Public Interpreter, and Educational Interpreter Pay Schedules 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.

Please note the requirements for requesting authorization to attend training and/or college level courses to be applied toward grade advancement are to be approved upon hire or through the grade advancement application process, in accordance with ASDB policy GCFCA. 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. Grade advancement is contingent on funds being appropriated and available for professional growth.

To advance in grade a Personnel/Payroll Action (PPA) request and all required documentation must be submitted to the Human Resources office. All requirements must be met and official transcripts or certification of completed work must be on file in the Human Resources office prior to advancement in grade. Salary adjustments will be made effective by the end of July upon receipt of official transcripts or certification of completed work in the Human Resources office provided funds are appropriated for this purpose.

For more information, please contact [ProfessionalLearningTeam@asdb.az.gov](mailto:ProfessionalLearningTeam@asdb.az.gov) or 602.771.5205.

Forms: <G:\Shared drives\Agency Public - Human Resources\Salary Grade Advancement>

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**Incentive Pay** (*GCFCA, GCFCA-RA, GCFCA-RC*) Incentive pay (301 monies) 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.

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## PERSONNEL RECORDS

**Official Personnel File** (*GBJ, GBJ-R*) A staff member's confidential personnel file will be available only to authorized individuals and to the staff member. The staff member's own personnel file may be reviewed by contacting the Human Resources Department at [hrhelp@asdb.az.gov](mailto:hrhelp@asdb.az.gov) or 520.770.3214.

**Certificates** (*GBJ, GCFCA, GCFCA-RA, GCMF*) It is the duty and responsibility of each teacher, the superintendent, principal, educational director, assistant educational director, credentialed specialist and any other staff member 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 staff member's responsibility to maintain and renew certificates, credentials and licenses as needed. Continuing employment is contingent on full certification, credential or license of the staff member unless the Superintendent has made an exception. Please scan/send an updated certificate to: [hrhelp@asdb.az.gov](mailto:hrhelp@asdb.az.gov)

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## STATE PROPERTY

**Business Equipment/Electronic Mail/Internet** (*IJNDB, IJNDB-R, EGAEA, EGAEB, EHAA*) 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 solely for business related purposes.

Business equipment is provided to enhance performance of staff member's duties. Use is limited to legitimate agency business and managed by rules applicable to all ASDB staff members. ASDB reserves the right to examine e-mail, personal file directories, internet usage and other information stored on ASDB computers, including monitoring for appropriate use as defined in ASDB policy.

All staff members will be provided an ASDB business email account to receive agency information. Staff members may elect to set up and participate through ASDB Facebook.

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 staff members comply with applicable copyright laws and licenses pertaining to computer software, video-taped, and printed materials.

**Identification Badge, Keys, Proxy Card and Parking Stickers** (*ECA, ECA-R, ECE, ECE-RA, ECE-RB*) All staff members are required to obtain and display

identification badges at all times while on ASDB campuses. The initial badge is issued at ASDB's expense.

Individual's assigned keys or proxy cards may not be duplicated or loaned. The loss of a key must be immediately reported to the facilities/operations manager. The loss of our proxy card must be reported immediately to the Information Technologies Department IT. Staff members may be required to pay for rekeying or replacing all affected locks. Staff members are required to pay five dollars (\$5.00) per replacement badge and ten dollars (\$10.00) per replacement proxy card.

All ASDB staff members are required to obtain parking stickers for vehicles that are parked on campus or site location.

All ID badges, proxy cards, keys and parking stickers must be surrendered when no longer needed, upon request by agency administration or exit from employment.

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**Driver's License and Insurance Requirements** (*EEB, EEB-RA, EEB-RB, EEB-RC, EEB-EA*) Staff members who are required to drive on state business must complete the Driver's License and Insurance Certification form and Defensive Driver Training (RM29) prior to using a state vehicle of any type or their own personal vehicle on state business. ASDB staff members who use their personal vehicles or drive ASDB vehicles on ASDB business must comply with all travel policies, regulations, and procedures. Training is available by login and enrollment at [www.yes.az.gov](http://www.yes.az.gov). Upon completion of training, print and complete forms located in the agency shared drive:

<G:\Shared drives\Agency Public - R Drive\From Operations\ From Transportation>

Scan and submit to [Randi.Huber@asdb.az.gov](mailto:Randi.Huber@asdb.az.gov) or 520.770.3652.

All state staff members 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 6 or fewer points; any record with 7 or more points or suspended license 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.

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**Traffic and Parking** (*ECE, ECE-RA, ECE-RB*) ASDB endeavors to provide safe traffic, accessible roadways and parking for students, staff members and visitors to ASDB grounds. Staff members 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 staff members' managers/supervisors for proper follow-up and to ensure compliance.

Staff members with a suspended license cannot drive or park their vehicle on agency property.

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**Travel** (*EEB, EEB-RA, EEB-RB, EEB-RC*) ASDB staff members 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, a Travel Claim must be completed, approved at the supervisory level, and forwarded to the Payroll 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. For information or claims processing contact: 602.771.1055 or [Paycheck.Inquiries@asdb.az.gov](mailto:Paycheck.Inquiries@asdb.az.gov).

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**Workers' Compensation** (*GBGC, GBGD, GBGD-R*) Workers' Compensation benefits are provided pursuant to Title 23 of the Arizona Revised Statutes. This coverage is the exclusive remedy for state staff members injured in the course and scope of their employment.

Any staff member that sustains a work related injury, no matter how slight, while on duty shall notify their supervisor immediately. Failure to follow this procedure may result in the loss of workers' compensation benefits. If you need assistance, please contact: [hrhelp@asdb.az.gov](mailto:hrhelp@asdb.az.gov) or 520.770.3714.

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## LEAVES OF ABSENCE

If you need leave assistance and information please contact Human Resources by email at [hrhelp@asdb.az.gov](mailto:hrhelp@asdb.az.gov) or by phone at 520.770.3714.

All requests for leave must be made by the staff member on a Leave Request Form and submitted to their supervisor for approval. 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. Staff members must make reasonable effort to schedule leave as to not unduly disrupt the operations of ASDB.

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**Sick Leave** (*GCCA, GCCA-R*) Paid sick leave is a designated amount of compensated leave that is to be granted to a staff member who, through personal or family illness, injury, or quarantine, is unable to perform the duties assigned. 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 staff member.

Sick leave must be requested and approved in advance of use for those occasions within the control of the staff member. Staff members 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 may not be approved without adequate documentation.

**Sick Leave is accrued bi-weekly according to the following schedule:**

SICK LEAVE (10 and 12 Month Staff Member)	
Hours Work Per Week	Earned BI-Weekly
40	3.70
30-39	2.77
20-29	1.85

Sick leave credits are forfeited upon separation from employment. If a staff member re-enters state employment within (2) years after separation, unused sick leave at the time of separation may be credited.

If a staff member retires with 500 to 1,500 hours of sick leave credit, retiree may be eligible to be paid for accumulated sick leave through RASL application under the ADOA General Accounting Office guidelines. For additional information pertaining to the RASL program please contact GAO at (602) 542-5601 <https://gao.az.gov/payroll/rasl>.

**Personal Leave (*GCCB, GCCB-R*)** Personal leave is accrued by staff members who work less than a 12-month schedule and who do not accrue vacation leave. Approved personal leave may be used by a staff member 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 staff member's last scheduled workday will convert to sick leave.

**Personal Leave is advanced according to the following schedule:**

PERSONAL LEAVE (10 - Month Staff Member)	
Hours Work Per Week	Earned Per Year
40	16
30-39	12
20-29	8

For more information consult your supervisor or contact our Payroll office by email at: [Paycheck.Inquiries@asdb.az.gov](mailto:Paycheck.Inquiries@asdb.az.gov) or by phone at: (602) 771-1055.

**Vacation Leave (*GCD, GCD-R*)** Vacation leave is accrued by staff members who work a 12-month schedule based on years of service, hours worked, position and FLSA status. Leave is credited bi-weekly. If not used, vacation leave credit will be paid upon termination of employment.



**Vacation Leave is accrued bi-weekly according to the following schedule:**

ANNUAL LEAVE (12-Month Staff Member)			
Credited Service Years	Hours Work Per Week		
	20-29	30-39	40
	Earned BI-Weekly		
Less than 3	1.85	2.77	3.70
More than 3 less than 7	2.31	3.47	4.62
More than 7 less than 15	2.77	4.16	5.54
More than 15	3.24	4.85	6.47
Exempt Employees less than 15	N/A	N/A	6.00
Exempt Employees more than 15	N/A	N/A	6.47

For more information consult your supervisor or contact our Payroll office by email at: [Paycheck.Inquiries@asdb.az.gov](mailto:Paycheck.Inquiries@asdb.az.gov) or by phone at: (602) 771-1055.

**Holiday Leave** (*GCD, GCD-R, GCD-EA, GCD-EB, GCD-EC*) Staff members who work a 12-month schedule, shall receive 13 paid holidays per year. The 13 paid holidays shall be prorated based upon daily work hours. Twelve-month staff members may be absent with pay for any holiday provided in the applicable holiday schedule. A staff member who is on leave without pay status on scheduled work days immediately preceding or following the day on which holiday is observed will not receive holiday compensation.

Any non-exempt twelve-month staff member who is required to work on a holiday who has not been in a leave without pay status the day before or the day after the holiday, will be compensated hour for hour of an additional pay (not to exceed eight (8) hours per day) at the staff member's current hourly rate.

Working on a holiday must be pre-approved by the Superintendent or designee. Holiday leave shall be paid on the scheduled date.

Maximum amount of compensation: A staff member may not receive more than eight (8) hours of holiday compensation for any holiday. Other holidays will be established by the school calendar.

**Bereavement Leave** (*GCCH*) A staff member may be granted, upon request to the Director/Principal, up to three (3) days of leave, with pay, to be used in the event of death within the staff member's family 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.

The policy now allows for more than one bereavement leave a year.

Staff members shall provide supporting documentation for approval by submitting a copy of a death certificate, prayer card, memorial service program, obituary, and/or link to the memorial website.

In those situations where unusually long travel time may be involved in or out of state, the Superintendent and/or designee may approve up to two (2) additional days of bereavement leave.

Extensions of bereavement leave may be granted upon personal request to the Director/Principal. If approved, all such extensions of bereavement leave shall be deducted from the staff member's accrued annual or personal leave.

In the absence of any earned leave, and upon request, the Director/Principal may approve an unpaid leave of absence for each day of extended bereavement leave used.

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**Legal and Civic Duty Leave (*GCCD*)** Upon approval of a substantiated application, a staff member 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.

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**Victim Leave (*GCCD*)** A leave of absence shall be granted when a staff member 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.

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**Military Leave (*GCCD*)** A staff member 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.

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**Conferences and Workshops Leave (*GCCE, GCCE-R*)** To attend training, meetings, or conferences, staff members may request Educational Leave and must obtain approval at least twenty (20) days prior to the training, meeting, or conference dates (whenever such prior request is possible). Educational leave is defined as any work-related education or training that requires that a substitute be employed during the staff member's absence.

Staff members 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.

A staff member 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.

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**Maternity Leave** (*GCCA, GCCA-R, GCCC, GCCC-R*) Sick leave may be used for maternity absence under the Family Medical Leave Act (FMLA) 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.

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**Leave of absence without pay** (*GCCC, GCCC-R*) ASDB hires personnel because 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 a staff member for up to five (5) days per year. Leave without pay beyond one week requires the Superintendent's approval.

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

[www.dol.gov/whd](http://www.dol.gov/whd)

The FMLA entitles eligible staff members of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the staff member had not taken leave. Eligible staff members are entitled to:

Twelve workweeks of leave in a 12-month period for:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the staff member of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the staff member's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the staff member unable to perform the essential functions of his or her job;
- any qualifying exigency arising out of the fact that the staff member's spouse, son, daughter, or parent is a covered military member on "covered active duty;" **or**
- Twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible staff member is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

Any staff member employed at least 12-months and has completed at least 625 hours (Part-time) or 1,250 hours (full-time) prior to the time the leave is to commence, shall be eligible for FMLA leave. Staff members on a school-year calendar (less than year-round), employed at least 12-months and completed a prorated number of scheduled work hours prior to the time the leave is to commence shall be eligible for FMLA leave. A staff member is required to give 30 days' notice in the event of foreseeable leave. If this request is submitted less than 30 days prior to commencement of leave, leave may be denied until 30 days after the staff member provides notice.

Leave may be retroactively designated as FMLA. Leave under FMLA is a leave without pay. Paid leave (use of accrued hours) shall be substituted for the unpaid leave in

accordance with the FMLA Act and Policy. In the event a staff member goes into an unpaid status under FMLA, the Arizona State Benefit Options Division will prepare and send for personal payment for the staff member's portion of health insurance premiums.

If an employee needs leave intermittently or on a reduced schedule for planned medical treatment for their own serious health condition or for that of a qualifying family member, the employee must make a reasonable effort to schedule the treatment so as to not unduly disrupt the employer's operations.

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**Administrative Leave (*GCCI*)** 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 a staff member of assigned duties temporarily during the active investigation of alleged wrongdoing by the staff member.
- Executive declaration by the Governor that a state of emergency, disaster or grief exists.
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## **ASDB CAREER OPPORTUNITIES**

ASDB's official job posting site, offers only positions within the agency for application.

Human Resources Recruitment distributes a list of vacancies by agency email to all staff members on a weekly basis or can be found at:

<http://www.applitrack.com/asdb/onlineapp>.

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## **BENEFITS**

Arizona Department of Administration (ADOA) Benefit Services are pleased to offer the Benefit Options program for State employees, their spouses and dependents. We are committed to providing our members the highest quality service, choice, and value.

Your Supervisor will provide you with your Employee Identification Number (EIN) when you report to work. An (EIN) is required to set up login and enroll for benefits.

### **Important Information:**

#### **Benefit Premium Payments:**

Benefit Premium Payments – Please Read Benefit premiums are automatically deducted from your paycheck each bi-weekly payroll cycle. Payment is made in arrears, meaning your deductions are taken after the benefit coverage period.

- Enough Pay: If you do not receive any pay or enough pay to cover the full employee portion of the benefit premium deduction during a pay period, you are responsible for paying the full employee portion of the benefit premium. A bill will be mailed to your address on file. Failure to pay will result in disenrollment.

- **Enough Hours:** If you do not have at least thirty (30) paid hours within a pay period and are not on FMLA, you are responsible for both the employee and employer benefit premiums. A bill will be mailed to your address on file. Failure to pay will result in disenrollment.

### **Summer Benefit Billing**

10-month staff members who are enrolled in Pay Plan 20/26 and Plan Hourly will be responsible for paying their benefit premiums during the summer break.

The Arizona Department of Administration (ADOA) Benefits Services Division will provide ASDB Human Resources a copy of the **bi-weekly** Missing Benefit Premium statement for staff members who will be billed. **ADOA will send billing statements directly to staff members' home address listed in the Y.E.S. system** for payment to cover any scheduled unpaid breaks in which premiums were not taken by payroll deduction. To plan accordingly staff members are encouraged to login to their Y.E.S account and review their most recent paycheck for benefit deductions to calculate their premium billing.

Staff members will be given a 30-day grace period to make the required bi-weekly payment. If payment is not received within the 30-day time frame elected benefits will be terminated for non-payment per A.R.S. § 38-653 and Benefit Rule R2-6-107. If benefits are terminated for non-payment, staff members will not be allowed to re-enroll into the Arizona State Benefit program until the following Open Enrollment period (Oct/Nov for an effective date of January 1<sup>st</sup>).

**Newly hired staff members-** must enroll online through the Y.E.S (Your Employee Services) website at [www.yes.az.gov](http://www.yes.az.gov). Enrollment must be completed within **31** days from date of eligibility/hire.

**Active and rehired/reinstated staff members-** must enroll by paper form available at [www.benefitoptions.az.gov](http://www.benefitoptions.az.gov) or the Human Resources Benefits Office. Enrollment must be completed within **31** days from date of eligibility/hire.

**Plans, Contacts, Forms and Guidebooks** Staff member may view, print and download the Benefits Guides, the Summary of Benefits and Coverage, benefit enrollment forms and instructions from the Benefit Options website at:  
[www.benefitoptions.az.gov](http://www.benefitoptions.az.gov).

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## **ARIZONA STATE RETIREMENT SYSTEM [ASRS]**

ASRS is a defined benefit plan and is tax qualified under section 401(a) of the Internal Revenue Code. It provides for a lifelong benefit based on years of service earned, or worked, and the staff member's ending salary.

It is not the same structure as a 401(k) or other defined contribution plans, which provide for a benefit based upon dollars contributed, plus interest earned. Membership is a mandatory condition of employment for all benefit eligible staff members. New staff members hired by the State of Arizona are subject to a 26-week waiting period before initial membership in ASRS.

Current ASRS members will begin contributions immediately. It is vital that you enroll as soon as possible so that agency information and member contributions deducted from your paychecks are properly applied to your retirement account. A personal ASRS login account may be set up after the membership enrollment.

To enroll online visit <https://www.azasrs.gov> Member Login:

ASDB Enrollment Code: 4RE00069

**Eligible staff member** means an individual who is hired into a permanent or limited time position regularly scheduled to work at least 20 hours per week.

**Staff members 65+ years of age** who are **not** ASRS members may opt out in writing within **30** days of hire regardless of their employment meeting ASRS eligibility criteria. The election is irrevocable and constitutes a waiver of all benefits under ASRS for that employment. Please contact Human Resources Benefits to request the waiver of contributions form at: [hrhelp@asdb.az.gov](mailto:hrhelp@asdb.az.gov) or **520.770.3714**.

**Retired ASRS members returning to work** in temporary or permanent/limited positions are **required** to use the working after retirement tool. The electronic form is required for new retirees accepting employment at an ASRS employer and for current retirees who have a change in their work status.

Login-<https://secure.azasrs.gov/web/Login.do> to use this tool.

**Service Purchase** program allows active contributing members of the ASRS to purchase certain types of credited service to be applied toward a retirement benefit. Such service includes: forfeited ASRS service; military service; and other public service. Purchasing service may be advantageous because it will increase the amount of a member's lifetime pension benefit upon retirement.

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## SEPARATING FROM EMPLOYMENT

Should you intend to leave ASDB employment, common business courtesy requires that you give your supervisor at least two weeks' 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.

If you are transferring employment under another State Agency, please notify your supervisor and Human Resources Records to ensure service dates and benefits are not affected.

**Resignation** will result in a final paycheck processing according to the normal payroll schedule.

**Termination** by agency will result in a final paycheck processed within 7 business days.

Human Resources may contact the former staff member for an Exit Interview.

**Termination of Coverage-** Benefits will end the last day of the bi-weekly period in which the resignation or separation of employment took place, granted premiums are current.

**Continuation of Coverage COBRA-** for staff member and/or enrolled dependents due to loss of coverage under a qualifying life event or end of employment. Individuals must complete enrollment by paper form available at [www.benefitoptions.az.gov](http://www.benefitoptions.az.gov) or contacting Benefit Options at 602.542.5008.

**Leaving ASRS covered employment, here are some things to consider:**

- Staff members considering retirement should contact ASRS 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.
- If you move to another ASRS employer and still meet membership criteria, your ASRS membership will continue with contributions being withheld at the same contribution rate.
- If you leave for a private-sector job, any other employment not covered by the ASRS, or will not be working at all, you can:
  - Retire from ASRS if you are eligible. You can take a reduced early retirement if you are age 50 and have at least 5 years of service.
  - Take a refund of your account, with applicable interest. You may withdraw your funds in cash and pay all taxes and penalties, or you may rollover your funds to another qualified retirement program. This option is also known as a Forfeiture.
  - Leave your funds on account with ASRS and in the future retire or take a refund.

## Useful Links

**Arizona Department of Administration Benefits (ADOA-Benefits)**

<https://benefitoptions.az.gov/>

**Arizona State Retirement System (ASRS)**

<https://www.azasrs.gov/>

**Arizona State Schools for the Deaf and Blind**

<https://asdb.az.gov/>

**Human Resources Department:**

[hrhelp@asdb.az.gov](mailto:hrhelp@asdb.az.gov) or 520.770.3714

**IT Department:**

[it.supportdesk@asdb.az.gov](mailto:it.supportdesk@asdb.az.gov) 520.770.3840

**Payroll Department:**

[paycheckinquiries@asdb.az.gov](mailto:paycheckinquiries@asdb.az.gov) 602.771.1055

**SafeSchools**

<https://asdb-az.safeschools.com/login>

**Tracorp**

<https://adoa.server.tracorp.com/novusii/application/login/>

**YES/ADOA (Your Employee Services) (Arizona Department of Administration)**

<https://hr.az.gov/YES/>

**YES/HRIS (Your Employee Services) (Human Resources/Payroll Information Systems)**

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# EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

## LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

## ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;\* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

\*Special "hours of service" requirements apply to airline flight crew employees.

## REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

## EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

## ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

# 1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

## www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division

