



Personnel Policies

Governing Board Meeting, August 10, 2017

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Grievance

- Arizona School Boards Association (“ASBA”) Model Policy GBK, Staff Grievances
- SUSD does not have a Governing Board Policy
- 2016-17 TEA contains Grievance procedures

Grievance: Other Districts

- Chandler: Policy GBK, Staff Grievances
 - Effective communication essential for proper operation of schools
 - Authorizes Superintendent to establish grievance procedure to resolve grievances as early as possible and at the lowest possible administrative level
 - Decision of Governing Board final

Grievance: Other Districts

- Paradise Valley
 - Similar preamble
 - Procedures, including Levels I-III
 - Governing Board decision final

Grievance: Other Districts

- Mesa
 - Policy GBM, Staff Complaints
 - “Employees may file complaints in accordance with appropriate procedures set forth in the appropriate Working Conditions and Benefits document.”
 - Working Conditions document between district and employees
 - When possible, claims should be resolved quickly, informally, and confidentially

Transfer

- SUSD: Governing Board Policy GCK (not model), Professional Staff Assignments and Transfers
 - Superintendent responsible for assignments
 - Any conflicts over transfer to be resolved based on what is best for the instructional program, the needs of the students, and the overall needs of the District as defined by the Superintendent.
 - Adopted: August 13, 2013
- Additional procedures contained in TEA

Transfer: Other Districts

- Chandler, Paradise Valley have Policy GCK, Professional Staff Assignments and Transfers (Chandler has version; PV has model)
- Mesa
 - Policy GCI, Professional Staff Assignments and Transfers
 - Procedure in Working Conditions document

Professional Day

- SUSD: No Governing Board Policy
 - Contained in 2016-17 TEA
- Model GCL, Professional Staff Schedules and Calendars
 - Professional staff members shall report on time each workday and shall be available until scheduled to leave. Superintendent may alter or extend the school day for meetings, special events, and activities.

Professional Day

- Model GCL (cont'd)
 - Professional staff members are expected to be in their respective rooms or work areas as the schedule prescribes so that they may see students, parents, and/or attend to other duties as assigned. Family members of professional staff are not allowed in teacher work areas during scheduled duty hours.

Professional Day: Chandler

- Version of Policy GCL: Administrators must maintain a professional workday consistent with District policy and the demands of the job. Normally, school-level administrators will be on the job at least thirty (30) minutes prior to the scheduled opening of school.

Professional Day: Chandler

- Teacher's Day: school day may be extended for meetings, events, activities. However, classroom instructional period vital to educational process. Disruptions to be kept to a minimum.
- To ensure the student safety campus security, teachers may be assigned supervisory duty during the teaching day.

Professional Day

- Chandler (cont'd): Teachers on a regular schedule will be present and available for an eight (8) hour contract day. School hours will be determined by the Superintendent.
- PV has Model Policy GCL
- Mesa: contained in Working Conditions document
 - Hours for teachers determined by supervisor in consultation with staff and Superintendent's designee

Professional Day

- Mesa (cont'd):
 - Professional working hours normally to commence at least 30 minutes prior to first class and at least 30 minutes after last class, and no less than an 8-hour workday.

High Priority Days/Attendance

- SUSD: “High Priority” days in 2016-17 TEA
- ASBA Model GCC: Professional/Support Staff Leaves and Absences
 - Prior approval of supervisor required and absences must be in accordance with policies
 - If absent without leave in accordance with policies, no compensation

High Priority Days/Attendance

- PV and Chandler: Model Policy GCC
- Mesa:
 - Days prior to holidays generally not allowed
 - Professional Leave in Working Conditions document
 - Obtain approval of Administrator at least 15 working days in advance of leave
 - Meet to develop allocation of professional leave days

Discussion

The background features a stylized sun with yellow rays on the left and a light blue hand with fingers pointing upwards on the right. The entire scene is set against a white circular backdrop that is partially framed by a teal gradient at the top and bottom.

Engage, Educate and Empower Every Student, Every Day