



Every Student, Every Day, Prepared to Shape Tomorrow

Employee Packet

Peoria Unified School District #11
P.O. Box 39
Peoria, AZ 85380
www.peoriaunified.org

District Administration Center
6300 W. Thunderbird Road
Glendale, AZ 85380
(623) 486-6000

NOTES

2019-2020 Timesheet Due Date & Payday Schedule

PAY PERIOD	TIMESHEET DUE BY 10:00 AM	PAYDAY
-----	Jun 28	July 9, 2019
Jul 1 - Jul 12	Jul 15	July 23, 2019
Jul 13 - Jul 26	Jul 29	August 6, 2019
Jul 27 - Aug 9	Aug 12	August 20, 2019
Aug 10 - Aug 23	Aug 26	September 3, 2019
Aug 24 - Sep 6	Sep 9	September 17, 2019
Sep 7 - Sep 20	Sep 23	October 1, 2019
Sep 21 - Oct 4	Oct 7	October 15, 2019
Oct 5 - Oct 18	Oct 21	October 29, 2019
Oct 19 - Nov 1	Nov 4	November 12, 2019
Nov 2 - Nov 15	Nov 18	November 26, 2019
Nov 16 - Nov 29	Dec 2	December 10, 2019
Nov 30 - Dec 13	Dec 16	December 23, 2019
Dec 14 - Dec 27	Fri, Dec 20	January 7, 2020
Dec 28 - Jan 10	Jan 13	January 21, 2020
Jan 11 - Jan 24	Jan 27	February 4, 2020
Jan 25 - Feb 7	Feb 10	February 18, 2020
Feb 8 - Feb 21	Feb 24	March 3, 2020
Feb 22 - Mar 6	Mar 9	March 17, 2020
Mar 7 - Mar 20	Mar 23	March 31, 2020
Mar 21 - Apr 3	Apr 6	April 14, 2020
Apr 4 - Apr 17	Apr 20	April 28, 2020
Apr 18 - May 1	May 4	May 12, 2020
May 2 - May 15	May 18	May 26, 2020
May 16 - May 29	Jun 1	June 9, 2020
May 30 - Jun 12	Jun 15	June 23, 2020
Jun 13 - Jun 30	Tues, Jun 30	July 7, 2020



Save Time. Save Money. Every Payday!

Make the Direct Deposit Choice

Why should you take advantage of Direct Deposit?

- **Get your pay sooner** - access your money right away on payday
- **No more fees to cash your check**- no need to visit a bank or check casher
- **Never miss your pay** - if you are sick, on vacation, not scheduled to work, or the weather's not so great - you can still access your pay immediately on payday
- **Your check will never be lost or stolen**
- **Do your part for the environment - go paperless!**

Peoria Unified School District

Did you know that you can still have direct deposit even if you don't have a bank account?

Direct deposit to a bank account or a payroll card gives you fast and convenient access to your pay on payday. Plus, it offers you additional benefits that you just can't get from a paper check.

You can choose from one of two options:

- 1) Get your pay on the rapid! PayCard® Visa® Payroll Card. Once you activate the card, your pay will be deposited to the card. You can use this card to access your pay, set up a savings account, shop and pay bills online wherever Visa debit cards are accepted.



- 2) Have your pay deposited directly into a bank account. If you already have a bank account, fill out a Direct Deposit form and give the form to your manager. If you don't have a bank account, you will need to first open a bank account with a bank.

Sign Up Today!

Fill out the Direct Deposit Enrollment Form located on the back.



6330 W. Thunderbird Road
Glendale, Arizona 85306
(623) 486-6000

EMPLOYEE SELF SERVICE ACCESS

Peoria Unified School District has moved to a 100% electronic payroll. Because we have gone to a paperless system your paycheck details must be accessed on-line. To access your paycheck details please see below for directions.

Access to Your Paycheck Details With District Login (From Employee Portal):

1. Go to the Peoria Unified School District Employee Portal:
<https://employee.peoriaud.k12.az.us/Pages/Default.aspx>.
2. Hover over and select **Employee Resources (formerly ESS)**.
3. The Employee Self Service page will open.
4. Click the **Log In link** in the upper right hand corner of the page.
5. Enter your User Name and Password. This will be the same as your PUSD District Log In information.
6. Click Log In.

Hover over **Employee Resources** tab on the left side of the page, then hover over **Pay Information**, and click on **Pay Period**. On the Pay Period Page, employees have the ability to look at and print their Paycheck Earnings Statement from multiple pay periods. Select arrow on the drop down box to view available pay periods, then make selection by scrolling through and clicking on the desired pay period. Earnings Statements are printed without the Social Security Number unless the checkbox at the bottom of the page is marked, indicating otherwise. Click the Print Button at bottom of screen to Print Earnings Statement.

The screenshot shows the 'Pay Information' page in the Employee Portal. The page header includes navigation tabs: Home, Employee Resources, Human Resources, and My Workflow. The current page is 'Pay Information', with a breadcrumb trail: Employee Resources » Pay Information » Pay Period. The page displays the district's address: Peoria Unified School District #11, 6330 W. Thunderbird Road, Glendale, AZ 85306. A dropdown menu for 'Pay Date' is open, showing a list of pay periods from 1/15/2015-14-BIWEEKLY to 5/21/2015-23-BIWEEKLY. A blue arrow points to the dropdown menu. The 'Pay Amount' field is redacted with a black box. The text 'NON - NEGOTIABLE' is visible at the bottom of the page.

EMPLOYEE SELF SERVICE ACCESS (Continued)

Access to Your Paycheck Details Without District Login (From Outside Employee Portal):

1. Go to the Peoria Unified School District home page: <http://www.peoriaud.k12.az.us>.
2. Hover over the **Staff Links** button and select **Employee Resources**.
3. The Employee Self Service page will open.
4. Click the **Log In link** in the upper right hand corner of the page.
5. Enter your assigned user name.
6. Then enter your **Password**: The first time you log into Employee Resources, your password will be the last four digits of your **Social Security Number**.
7. Click Log In.

NOTE: The first time you log into the Employee Self Service from home, you will be required to change your password:

1. Enter your **Old Password** (last four digits of your Social Security Number).
2. Enter a **New Password**.
3. Confirm the **New Password**.
4. Enter **Change Password**.
5. **A confirmation message will appear stating that your password was successfully changed. Click Continue.**

Hover over **Employee Resources** tab on the left side of the page, then hover over **Pay Information**, and click on **Pay Period**. On the Pay Period Page, employees have the ability to look at and print their Paycheck Earnings Statement from multiple pay periods. Select arrow on the drop down box to view available pay periods, then make selection by scrolling through and clicking on the desired pay period. Earnings Statements are printed without the Social Security Number unless the checkbox at the bottom of the page is marked, indicating otherwise. Click the Print Button at bottom of screen to Print Earnings Statement.



The screenshot shows the 'Pay Information' page in the Employee Self Service portal. The page title is 'Payroll Earnings Statement'. On the left, there is contact information for Peoria Unified School District #11. The main content area has a 'Pay Date:' field with a dropdown menu currently set to '5/21/2015-23-BIWEEKLY'. A blue arrow points to this dropdown menu. Below it is a 'Period Ending:' dropdown menu with a list of available pay periods. At the bottom, there is a 'Pay Amount:' field with a redacted box and a 'NON - NEGOTIABLE' checkbox.

Pay Date:	Period Ending:
5/21/2015-23-BIWEEKLY	5/21/2015-23-BIWEEKLY
	5/7/2015-22-BIWEEKLY
	4/23/2015-21-BIWEEKLY
	4/9/2015-20-BIWEEKLY
	3/26/2015-19-BIWEEKLY
	3/12/2015-18-BIWEEKLY
	2/26/2015-17-BIWEEKLY
	2/12/2015-16-BIWEEKLY
	1/29/2015-15-BIWEEKLY
	1/15/2015-14-BIWEEKLY

If you have problems logging into Employee Resources, please call our Human Resources Supervisor at (623) 412-5302 for certified employees or our Human Resources Coordinator at (623) 486-6015 for classified employees.

Arizona State Retirement Benefits

Deductions are withheld for employees that meet regulation criteria of 20 weeks at 20 or more hours per week (These weeks DO NOT need to be consecutive weeks)

Please review the following information provided on the Arizona State Retirement System and complete the Online Registration, if working 20 hours* per week or more. (Enrollment Instructions follow this page.) Please contact your Human Resource Specialist if you have any questions.

* 20 hours = .50 FTE



Your Money. Your Future. Access it Now!

As a member of the Arizona State Retirement System (ASRS), your employer will begin - or has already begun - to deduct contributions from your paycheck towards your retirement.

You must register online to access your account, and it's quick and easy. Here's how!

Step 1:

[Click Here](https://secure.azasrs.gov/), or go to <https://secure.azasrs.gov/>

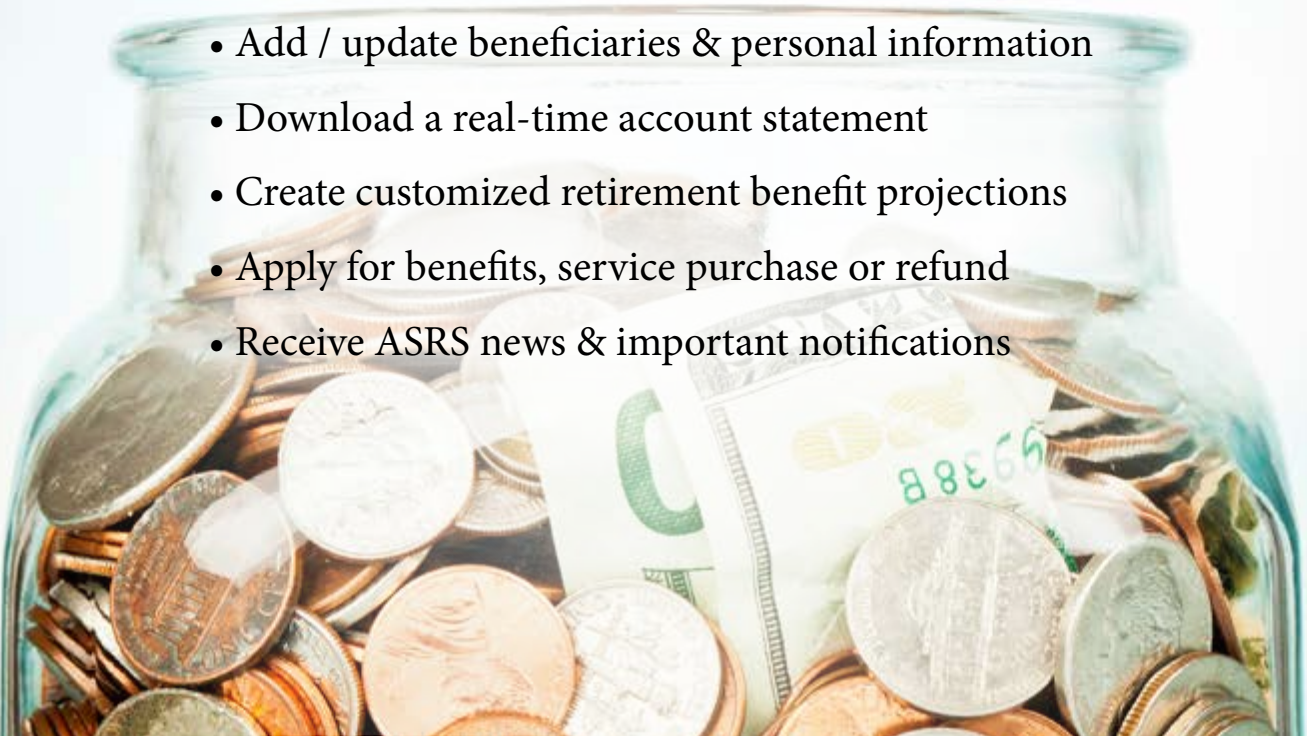
Step 2:

Follow the Registration Process, using the following information:

Employer Name:	Enrollment Code:
----------------	------------------

Registering online allows you to:

- Access **myASRS** 24/7 from any device
- Add / update beneficiaries & personal information
- Download a real-time account statement
- Create customized retirement benefit projections
- Apply for benefits, service purchase or refund
- Receive ASRS news & important notifications



****If you have additional questions or need assistance, please contact your Human Resources department.**

Arizona State Retirement System 3300 North Central Avenue, Phoenix, AZ 85012 | AzASRS.gov



2018 ASRS At-a-Glance

Founded in 1953, the ASRS is a state agency providing retirement benefits, LTD and other benefits to employees of the state, counties, municipalities, universities, community colleges, school districts and other political entities.

Funded Status

Total Fund (Market Value)
\$40.4 billion

Total Plan Funded Status

(Actuarial value as of June 30, 2018)
71.2%

Rates of Return

Total Fund Net Rate of Return
(Fiscal year end June 30, 2018)
9.4%

10-Year Rate of Return
7.4%

Rate of Return Since Inception
9.7%

Contribution Rates

FY2018-19 Contribution Rate
(Effective July 1, 2018)

Covers pension, retiree health insurance benefit, LTD
11.8%

FY2019-20 Contribution Rate

(Effective July 1, 2019)

Covers pension, retiree health insurance benefit, LTD
12.11%



Total Fund



Returns



Contributions



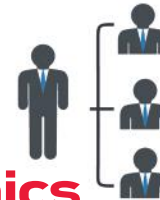
Members



Membership

Total Membership **596,612**
Employer Participants **673**
(Including state agencies)

Demographics



About Our Members

Active Members **210,136**
Average Age **45.4**
Average Annual Salary **47,901**
Inactive Members **232,568**
Retired Members and
Survivor Beneficiaries **150,420**
LTD Members **3,488**

Recipients



About Our Benefit Recipients

Average Monthly
Retirement Benefit **\$1,678**
Average Annual Retirement **\$20,136**
Average Age **71.1**



Arizona State Retirement System

3300 North Central Avenue, Phoenix, AZ 85012

WWW.AZASRS.GOV

Fact Sheet

CONTRIBUTION RATES

Defined Benefit Plan

The Arizona State Retirement System, created in 1953, is a state agency providing a guaranteed life-long pension benefit, a long-term disability income plan, retiree health insurance and survivor benefits to its members.

Contribution rates are actuarially determined and are adjusted to ensure the plan remains fiscally sound and able to meet current and future obligations. Contribution rates are approved annually by the ASRS Board of Trustees. The ASRS is a match plan, meaning the contribution rate applies equally to employees and employers.

There are two portions to the ASRS contribution rate – the Retirement Pension & Health Insurance Benefit, and the Long Term Disability Program. The pension plan contribution is a pre-tax deduction, and the LTD deduction is post-tax.

	Fiscal 2018-19 (Effective July 1, 2018)		
	Retirement Pension & Health Insurance Benefit	Long Term Disability Program	Total
Employee	11.64%	0.16%	11.80%
Employer	11.64%	0.16%	11.80%

	Fiscal 2019-20 (Effective July 1, 2019)		
	Retirement Pension & Health Insurance Benefit	Long Term Disability Program	Total
Employee	11.94%	0.17%	12.11%
Employer	11.94%	0.17%	12.11%



Arizona State Retirement System

3300 North Central Avenue, Phoenix, AZ 85012

WWW.AZASRS.GOV

AskMac@azasrs.gov

Fact Sheet

Leaving ASRS Employment

If you leave ASRS covered employment, here are some things to consider:

1. If you move to another ASRS employer, your membership will continue with contributions being withheld at the same contribution rate.
2. 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:

A. **Take a refund of your account**, with applicable interest. This will also end your membership with the ASRS and terminate any future rights to these benefits or access to the ASRS retiree health insurance benefits. Options for withdrawal and termination of membership include:

- You may withdraw your funds in cash and pay all taxes and penalties.
- You may rollover your funds to another qualified retirement program.
- If your ASRS membership began prior to July 1, 2011, and you have five or more years of service, you may be entitled to all or a portion of the employer matching funds.
- If your initial membership date in the ASRS was after July 1, 2011, the refund of employer matching funds does not apply.

OR, you can:

B. **Leave your monies** on account with the ASRS and in the future retire or take a refund.

OR, you can:

C. **Retire if you are eligible**. You can take a reduced early retirement if you are age 50 and have at least 5 years of service, or you can retire with full benefits if you have reached certain retirement criteria.

Before you make your decision to withdraw your funds and terminate membership, keep in mind:

Upon separation from ASRS employment and withdrawal of your ASRS account balance, you waive any and all rights to ASRS membership benefits, including future pension benefits and access to the retiree health insurance programs.

If you are terminating employment because of illness or disability, contact us right away for information about your Long Term Disability rights.

Benefits 2019-2020 Peoria Unified School District

PUSD offers a PPO plan and two High Deductible Health Plans through United Health Care's Choice Plus Network for Employees & Eligible Dependents.

Traditional PPO – Copayments, deductible & coinsurance, your choice of provider (traditional medical plan)

High Deductible Health Plan 1400 (Buy Up) or 2700 (Base) – Deductible and coinsurance; compatible with Health Savings Accounts (H.S.A). The District contributes funds into H.S.A account for employees.

The District pays for employee only premiums for both HDHP medical plans, the Cigna (DHMO) Dental plan and Basic Life and AD&D insurance. You share the cost for Dependent Medical and Dental.

PPO (per month cost)

Employee Only \$86.80
Employee & Children \$498.49
Employee & Spouse \$601.42
Family \$1064.58
Dual Family \$498.49*

HDHP1400 Buy Up (per month cost)

Employee Only \$0.00
Employee & Children \$260.96
Employee & Spouse \$326.20
Family \$619.79
Dual Family \$260.96*

HDHP2700 (Base)

Employee Only \$0.00
Employee & Children \$157.69
Employee & Spouse \$197.10
Family \$374.50
Dual Family \$157.69*

* Dual family premiums are if both you and spouse work for PUSD.

PUSD offers two Dental Plans – Delta Dental PPO and Cigna (DHMO) both plans include orthodontics.

Delta Dental

Employee Only \$20.89
Employee & Children \$70.41
Employee & Spouse \$65.91
Family \$110.92
Dual Family \$70.41*

CIGNA (DHMO) Total Dental

Employee Only \$0.00
Employee & Children \$12.11
Employee & Spouse \$9.73
Family \$14.26
Dual Family \$12.11*

PUSD is committed to supporting optimum health and wellness for our employees and their families. PUSD has a WellStyles wellness program to incentivize employees with wellness. Employees on either medical plan can participate in the program and earn a gift card for the PPO plan and additional H.S.A funds on either HDHP medical plan.

PUSD offers a wide range of voluntary benefits as well. The premium cost is paid by the employee.

Colonial Life – Accident, Hospitalization and Critical Illness (including cancer) single and dependent coverage available.

Vision Insurance– Employee or dependent coverage with UHC.

Short Term Disability – Covers for short term, non-work related disability maximum benefit 66 2/3% of employee base salary for up to 6 month. New Employees can elect up to \$3000 monthly coverage without medical questionnaire.

Long Term Disability – ASRS benefit pays after 180 days (6 months) of disability

Dependent Life and Optional Life – Employee can elect optional life insurance policies for themselves or dependents. (As new employee guarantee issue of up to \$150,000 for employee, \$30,000 for Spouse and \$10,000 for children without medical questionnaire.

FLEX Unreimbursed Medical (pre-tax) Employee can fund account with pre-tax dollars to pay for unreimbursed medical expenses up to \$2500.

FLEX Dependent– Employees can fund account with pre-tax dollars for daycare expenses up to \$5000 per family.

INFOARMOR – Comprehensive identity, credit, digital monitoring and restoration program that will be offered at no cost for employee only coverage.

Employee Portal Access to: Governing Board Policies & Employee Handbook

PEORIA UNIFIED SCHOOL DISTRICT

Employee Portal Business Services **Human Resources** IMT Educational Resources Education Services Superintendent

QUICK LINKS

- Search All Portal
- PDM Registration
- PUSD Mandatory Annual Training

INTERNAL ONLY

- eClassifieds (Employees Only)
- Employee Discounts
- Applitrack-HR and Administrators ONLY
- Applitrack-APPLY for internal positions
- District TRP
- Performance Review System

Employee Announcements (Click a Title to Open the Announcement)

Title	Modified
Open Enrollment	6 hours ago
Pride of Peoria	6 hours ago
Email Phishing Alert	April 15
Need Catering?	March 11
Hey, Where'd That Link Go?	March 8

1 - 5

frontline education Absence Management Formerly Aesop

Board Docs Your Paperless Governance Solution

EMPLOYEE RESOURCES Peoria Unified Portal

My School Building

Office 365 Education

schoolnet Report a Problem

Synergy

TimeClock Plus Employees

Peoria Unified Home Page

School Staff Sites

Schools

Classrooms

PEORIA UNIFIED SCHOOL DISTRICT

Employee Portal Home **Human Resources Home** Employee Benefits HR DAC Staff (Private) Benefits Staff (Private)

Libraries

Information for Staff

- Administrator Information
- All Staff Information
- Certified Staff Information
- Classified Staff Information
- HR Calendar
- Tasks
- New Hire Call List September 2018
- NH Call Log BEFORE 9/2018
- LTS Request Form
- Employee Exit Survey

Recent

- Emergency Contact Information
- Employee Handbook

Home

Human Resources Contacts (click here for more information)

Current View Find an Item

Last Name	First Name	Business Phone	Email Address	Job Title
Abad	Eileen	623.486.6016	eabad@pusd11.net	HR Analyst
Bailey	Lynn	623.412.5260	dbailey@pusd11.net	District Projects & Policy Management
Bradberry	Carolyn	623.486.6093	cbradber@pusd11.net	HR Secretary
Colee	Matthew	623.486.6064	mcolee@pusd11.net	HR Specialist
Cullinan	Jacqueline	623.412.5302	jcullinan@pusd11.net	HR Supervisor
Dr. Davidson	Carter	623.486.6070	cdavidson@pusd11.net	Chief Personnel Officer
Dykman	Kim	623.486.6030	kpalombodyman@pusd11.net	HR Specialist
Lusciandrello	Gloria	623.486.6013	glusciandrello@pusd11.net	HR Specialist
Miranda	Carmen	623.486.6015	cmiranda@pusd11.net	HR Coordinator
Schell	Holly	623.486.6278	hshell@pusd11.net	Lead HR Specialist (Sub Coordinator)
Sutton	Terri	623.486.6017	tsutton@pusd11.net	HR Specialist
Vesely	Laura	623.486.6014	lvesely@pusd11.net	Director of Human Resources
Zadwamy	Denisse	623.486.6263	dzadwamy@pusd11.net	HR Specialist

AZ State Resources

- Arizona State Retirement System
- Arizona Department of Education
- Arizona School Board Association

PUSD Resources

- PUSD Governing Board Policy
- Employee Handbook 2018-2019

GBEA © STAFF ETHICS

(Statement of Ethics for School Employees)

All employees of the District 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. To these ends, the Board adopts the following statements of standards.

The school employee:

- Makes the well-being of students the fundamental value of all decision making and actions.
- Maintains just, courteous, and proper relationships with students, parents, staff members, and others.
- Strives for the maintenance of efficiency and knowledge of developments in the employee's field of work.
- Fulfills job responsibilities with honesty and integrity.
- Directs any criticism of other staff members or of any department of the school system toward improving the District. Such constructive criticism is to be made directly to the school administrator who has the responsibility for improving the situation.
- Supports the principle of due process and protects the civil and human rights of all individuals.
- Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
- Implements the Governing Board's policies and administrative rules and regulations.

- Refrains from using school contacts and privileges to promote partisan politics, sectarian religious views, or selfish propaganda of any kind.
- Pursues appropriate measures to correct any laws, policies, or regulations that are not consistent with sound educational goals.
- Avoids using position for personal gain through political, social, religious, economic, or other influence.
- Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
- Stresses the proper use and protection of all school properties, equipment, and materials.
- Honors all contracts until fulfillment or release.

In the performance of duties, employees shall keep in confidence such information as they may secure unless disclosure serves District purposes or is required by law.

Adopted: date of Manual adoption

LEGAL REF:
A.A.C.
R7-2-205

GBEB © STAFF CONDUCT

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

Potential consequences to employees of the District who violate these rules may include, but are not limited to:

- Removal from school grounds.
- Both civil and criminal sanctions, which may include, but are not limited to, criminal proceedings under Title 13, Chapter 29, Arizona Revised Statutes.
- Warning.
- Reprimand.
- Suspension.
- Dismissal.
- Having consideration given to any such violations in the determination of or establishment of any pay or salary in later contracts or employment, if any.

Reporting Suspected Crimes or Incidents

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 employees, students or others on school property. All such reports shall be communicated to the Superintendent who shall be responsible for reporting to local law enforcement.

A person who is employed by the School District or is an applicant for employment with the school District, who is arrested for or charged with any nonappealable offense listed in section [41-1758.03](#), subsection B and who does not immediately report the arrest or charge to the person's supervisor or potential employer is guilty of unprofessional conduct and the person shall be immediately dismissed from employment with the School District or immediately excluded from potential employment with the School District. A person dismissed from employment for failure to report being arrested for or charged with a nonappealable offense has no right to appeal under the provisions of A.R.S. [15-539](#), subsection G. Prior to an action to terminate for failure to report, an employee will be given the opportunity to provide a written explanation of circumstances or events which they believe mitigate the failure to report.

Use of Physical Force by Supervisory Personnel

Any administrator, teacher, or other school employee 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 school personnel, and to prevent or terminate the commission of theft or criminal damage to the property of the District or the property of persons lawfully on the premises of the District.

The threat or use of physical force is not justified as a response to verbal provocation alone, nor when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

[13-2911](#)

[13-3102](#)

[13-3111](#)

[13-3411](#)

[15-341](#)

[15-342](#)

[15-507](#)

[15-509](#)

[15-514](#)

[15-521](#)

[15-539](#)

[15-550](#)

[38-531](#)

[38-532](#)

[41-770](#)

[41-1758.03](#)

A.A.C.

R7-2-205

CROSS REF.:

[GCF](#) - Professional Staff Hiring

[GCMF](#) - Professional Staff Duties and Responsibilities

[JIC](#) - Student Conduct

[JK](#) - Student Discipline

[KFA](#) - Public Conduct on School Property

ACA SEXUAL HARASSMENT

All individuals associated with this District, including, but not necessarily limited to, the Governing Board, the administration, the staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member, or when made by a student to another student where:

- Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or education; or
- Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting such individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment may include, but is not limited to:

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

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform the Superintendent or compliance officer, as provided in ACA-R.

A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action which may include reprimand, suspension or dismissal in accordance with policy GDQD or GCQF.

A substantiated charge against a student in the District shall subject that student to disciplinary action, which may include suspension or expulsion.

All matters involving sexual harassment complaints will remain confidential to the extent possible.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S.

[41-1461](#) *et seq.*

20 U.S.C. 1681, Education Amendments of 1972, Title IX

20 U.S.C. 1703, Equal Employment Opportunity Act of 1972

42 U.S.C. 2000, Civil Rights Act of 1964 as amended, Title VII

CROSS REF.:

[AC](#) - Nondiscrimination/Equal Opportunity

[GBA](#) - Equal Employment Opportunity

[GCQF](#) - Discipline, Suspension, and Dismissal of Professional Staff Members

[GDQD](#) - Discipline, Suspension, and Dismissal of Support Staff Members

[IHBA](#) - Special Instructional Programs and Accommodations for Disabled Students

[JB](#) - Equal Educational Opportunities

[JII](#) - Student Concerns, Complaints and Grievances

[JK](#) - Student Discipline

[JKD](#) - Student Suspension

[KED](#) - Public Concerns/Complaints about Facilities or Services

[KFA](#) - Public Conduct on School Property

GBEC ©
DRUG - FREE WORKPLACE

No employee shall violate the law or District policy in the manufacture, distribution, dispensing, possession, or use, on or in the workplace, of alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1308.11 through 1308.15.

Workplace includes any school building or any school premises and any school-owned vehicle or any other school-approved vehicle used to transport staff members or students to and from school or school activities or on school business. Off school property, the workplace includes any school-sponsored or school-approved activity, event, or function where students or staff members are under the jurisdiction of the District. In addition, the workplace shall include all property owned, leased, or used by the District for any educational or District business purpose.

Any employee who has been convicted under any criminal drug statute for a violation occurring in the workplace, as defined above, shall notify the supervisor within five (5) days thereof that such conviction has occurred.

As a condition of employment, each employee shall abide by the terms of the District policy respecting a drug-free workplace.

Any employee who violates this policy in any manner is subject to discipline, which may include, but is not limited to, dismissal.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

[13-2911](#)

[13-3401](#) *et seq.*

15-341

41 U.S.C. 702, Drug-free workplace requirements for Federal grant recipients.

21 C.F.R. 1308.11 *et seq.*

34 C.F.R. Part 85

CROSS REF.:

[EEAEAA](#) - Drug and Alcohol Testing of Transportation Employees

GBECA ©
NONMEDICAL USE OR ABUSE OF
DRUGS OR ALCOHOL

**Employee Drug Use, Abuse
or Possession**

The nonmedical use, abuse, or possession of drugs and/or use or possession of alcohol is forbidden on District property or at District-sponsored activities. Employees determined to be in possession of, using, or abusing drugs or alcohol shall be reported immediately to the employee's principal or supervisor. The Superintendent shall be notified immediately.

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

Medical Marijuana

The District 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 District property, at a District event, or during the hours of the persons regular or extended hours of employment, or as prescribed by law.

Adopted: October 25, 2012

LEGAL REF.:

A.R.S.

[13-2911](#)

[13-3401](#) *et seq.*

15-341

[23-493](#)

[23-493.03](#)

36-2801 *et seq.*

41 U.S.C. 702, Drug-free workplace requirements for Federal grant recipients.

34 C.F.R. Part 85

CROSS REF.:

[EEAEAA](#) - Drug and Alcohol Testing of Transportation Employees

GBAB - Medical Marijuana Standards and Conditions for Employees

GBECB ©
ALCOHOL USE BY STAFF MEMBERS
(Illegal Drugs)

The use or possession of intoxicants or illegal drugs on school property or at school events is prohibited.

Any person in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law.

Staff members of the District who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school regulations.

A staff member who apparently has consumed alcoholic beverages or illegal drugs on or off school property and/or before a school activity will not be allowed to be on school property or to participate in school activities. Staff members who violate this policy will be subject to the same penalties as for possession and/or consumption on school property.

An employee of the District who, pursuant to local conditions or an employment contract with the District, resides on District property or resides in District housing may possess and use alcohol at the employee's residence subject to the following restrictions:

- The employee shall not possess (except for possession at said residence), sell, offer to sell, transfer, use, or be under the influence of alcohol while on duty.

- Any alcohol consumption that occurs on school property when the employee is not on duty shall be done in moderation and shall occur within the employee's residence.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

[15-321](#)

[15-341](#)

GBED © SMOKING BY STAFF MEMBERS

The possession or use of tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products is prohibited in the following locations:

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

Under the provisions of A.R.S. [36-798.03](#), a person who violates the prohibition is guilty of committing a petty offense.

The prohibitions do not apply to an adult when possession or use of the tobacco products are for demonstration purposes as a necessary instructional component of a tobacco prevention or cessation program that is:

- Approved by the school.
- Established in accord with Arizona Revised Statute [15-712](#).

Adopted: December 17, 2013

LEGAL REF.:

A.R.S.

[13-3622](#)

[15-341](#)

[15-712](#)

[36-798.03](#)

20 U.S.C. 6083

CROSS REF.:

[JICG](#) - Tobacco Use by Students

[KFAA](#) - Smoking on School Premises at Public Functions



6330 W. Thunderbird Road
Glendale, Arizona 85306
(623) 486-6000

CLASSIFIED FINGERPRINT REVIEW PROCESS

Your fingerprints will be used to check the criminal history records of the FBI. Please see below for the Review and Challenge Processes for a Criminal History Record as set forth by the Federal Bureau of Investigations (FBI) and the Arizona Department of Public Safety (AZDPS).

Applicant Review and Challenge Processes of a Criminal History Record

Per Title 28 Code of Federal Regulations 50.12 b, fingerprints submitted for review to the FBI by the AZDPS may be used solely for the purpose requested and cannot be disseminated outside the receiving departments, related agencies, or other authorized agencies. If a criminal history is received, the officials making determination for employment or licensing suitability must provide the applicant the opportunity to complete or challenge the accuracy of the information contained in the record. Officials making such a determination should not deny the license or employment based on information in the criminal history record until the applicant has been afforded a reasonable time to correct or complete the record, or has declined to do so.

For a Copy of an Arizona Criminal History Record:

- If an individual would like to obtain a copy of his/her Arizona Criminal History Record in order to review/update/correct, he/she may contact the AZDPS Criminal History Records Unit at **(602) 223-2222** to obtain a fingerprint card and a Review and Challenge packet, or download information from the Criminal History Records Unit section of the AZDPS website at www.dps.gov. The AZDPS provides the review and challenge packet pursuant to R13-1-08 of the Arizona Administrative Code. This will check the Arizona criminal history only.

For a Copy of a National FBI Criminal History Record:

- U.S. Department of Justice Order rules and federal law allow the subject of an FBI record to request a copy of his/her own record. The individual may submit fingerprints, an Applicant Information Form, and payment directly to the FBI according to the procedures in Title 28 Code of Federal Regulations §16.30 - 16.34. FBI phone contact for information about record review and challenge is **(304) 625-5590**. Submittal forms, checklists, and more information on how to review and challenge an FBI criminal history record can be found at www.fbi.gov under **Identity History Summary Checks**.
- If, after reviewing his/her own identification record, the individual believes that it is incorrect or incomplete, he/she may request a change, correction, or update to the FBI record as set forth in Title 28, Code of Federal Regulations, Section 16.34. Contact www.fbi.gov under **Identity History Summary Checks** or **(304) 625-5590** for more information on a change, correction, or update to an FBI criminal history record.

The Peoria Unified School District participates in the Noncriminal Justice Fingerprint Compliance Program. Through this compliance program, an agency is not authorized to provide the applicant with a copy of the criminal history report and/or results of the criminal history search (please see procedures outlined above).



Travel Reduction and Outreach Division
Phone: 602.506.6010
Email: AQMail@mail.maricopa.gov
Maricopa.gov/AQ
CleanAirMakeMore.com



January 2020

Transportation Coordinators:

Arizona law (A.R.S. §49-588 B) requires all employers in Area A with 100 or more employees at a single work site to notify their employees of the Vehicle Emissions Inspection Program (VEIP) requirements (A.R.S. §49-542).

The Maricopa County Travel Reduction Program is providing the accompanying notification as a way to inform your employees of their responsibility to comply with Arizona VEIP laws. Please distribute this information to your work sites. Your organization may use this standard notification or develop an alternative notification process. Both an English version and a Spanish version of the notification have been provided. It is recommended that whichever notification process is used, this notification information should be included with new hire information and/or addressed at new hire orientations.

If you have any questions regarding this notification requirement, please contact your Valley Metro Commute Solutions coordinator at (602) 262-RIDE, or contact the Travel Reduction Program at (602) 506-6750.

If you would like more information regarding vehicle emission testing locations, costs or exemptions, please call the Arizona Department of Environmental Quality VEIP Hotline at 1-877-692-9227 (1-877-myAZcar), or visit their website at: myazcar.com.

Respectfully,

Maricopa County Travel Reduction Program



Travel Reduction and Outreach Division
Phone: 602.506.6010
Email: AQMail@mail.maricopa.gov

Maricopa.gov/AQ
CleanAirMakeMore.com



Vehicle Emissions Inspection Program 2020 Notice to Employees

BACKGROUND:

To improve air quality and reduce vehicle emissions in heavily traveled areas, the Arizona Department of Environmental Quality (ADEQ) administers a mandatory vehicle emissions inspection program known as the Vehicle Emissions Inspection Program (VEIP).

Arizona law (A.R.S. §49-542) requires vehicle emission inspection and testing for:

- ✓ Most vehicles registered in the Area A vehicle emissions control area of greater metro Phoenix (including parts of Maricopa County and parts of Pinal County and Yavapai County as defined by A.R.S. §49-541) and/or
- ✓ Most vehicles registered outside of Area A used to commute to a work site located within Area A.

For a map of the Area A vehicle emissions control area boundary and a link to the legal description, please visit the ADEQ website at gisweb.azdeq.gov/arcgis/veiareas/.

IF YOU LIVE AND WORK IN ARIZONA:

- ✓ Any vehicle you own and operate in Arizona must be registered in Arizona and display a valid Arizona license plate (some exceptions apply). For more information, please contact the Arizona Department of Transportation (ADOT) Motor Vehicle Division at 602-255-0072 or visit their website at azdot.gov/mvd.
- ✓ Any vehicle you use to drive to an Area A worksite is required to go through vehicle emissions testing. This applies even if you live outside of Area A.
- ✓ For employees who live outside of Area A, a proof of compliance form will be issued to you by the emissions testing facility at the time of emissions testing. Testing results, which are also sent electronically to ADOT, are needed for registration. After you submit your registration request, by mail or online, you will receive a registration tag for your license plate. For vehicles that are registered out-of-state (students/part-time employees) and that are parked on federal, state, or city parking properties, you will need to obtain an air quality compliance sticker for your driver's window from ADOT. For more information, please call the ADEQ VEIP Hotline at 1-877-692-9227 (1-877-myAZcar) or visit their website at myazcar.com.
- ✓ In addition to any other criminal penalty provided by law, a person who does not comply with this law is subject to a civil penalty of \$100 for a first violation and \$300 for a second violation.

EMPLOYEE PARTICIPATION INCENTIVES



Employees are encouraged to use an Alternate Mode of Transportation (**carpool, ride your bicycle, bus or walk**) to get to work. As a participant you are eligible for several benefits by participating in the **Peoria Unified School District Trip Reduction Program**.

1. **Monthly Drawings.** Each month 1 winner from each participating site will be drawn from active participants. The winners will each receive a **\$25** value prize.
2. **New Participants** can enter a one-time award drawing for 1 of 10 **\$25** value prizes. Register with your site to be eligible for the award.
3. Our **Guaranteed Ride Home** program gives you peace of mind knowing that in the event of an unforeseen emergency on the days that you use an alternative mode we will get you home in an emergency.
4. Employees interested in carpooling can contact the Site Coordinator for assistance in finding a **Carpool Match**.
5. **Carpool Parking** is available for registered carpoolers. Carpool Spaces are available to registered carpoolers. Contact the Site Coordinator for more information.
6. A **bike rack is available** for our bicyclists to use and secure their bikes to on days they ride it work.

Sincerely,

Susan Quiñones, LMSW
District Transportation Coordinator
6330 W. Thunderbird Rd.
Glendale, AZ 85306
623-486-6257