

## **INTRODUCTION, PURPOSE AND GENERAL POLICIES**

### **600.01 Purpose**

The purpose of these policies and procedures is to establish a system of personnel administration that meets the needs of Edge High School (“School”). The system includes procedures for filling vacancies, managing and compensation of the work force, and maintaining necessary records. Administrative procedures are included to assure the fair exercise of employee rights.

### **600.02 Guiding Principles**

The guiding principles for the Edge High School personnel system will be:

1. Recruiting, selecting and promoting employees on the basis of their relative abilities, knowledge and skills;
2. Providing equitable and adequate compensation;
3. Training employees, as needed, to assure higher quality performance;
4. Retaining employees on the basis of their ability to perform in accordance with their professional development plan;
5. Assuring equal employment opportunity and fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, age, race, color, national origin, sex, gender, gender identity, sexual orientation, veteran status, disability, genetic information, religion or any other characteristic protected by law, and with proper regard for their privacy and constitutional rights as citizens. Discrimination on these bases will be prohibited except where specific age, sex, or physical ability constitutes a bona fide occupational qualification; and,
6. Assuring that employees are protected against coercion for partisan political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the results of an election or nomination for office.

*Adopted: 11/17/98*

*Amended: 07/14/16*

## **THE BOARD OF DIRECTORS**

### **601.01 Power of the Board**

The Edge High School Board of Directors exercises ultimate authority at the School. The Board of Directors has ultimate authority for the receipt and disbursement of school funds and the establishment and enforcement of all school policies. The Board of Directors may delegate administrative duties, including all hiring and firing decisions, to the Executive Director.

### **601.02 Individual Board Members**

Board of Directors members, as individuals, have no authority over school affairs. It is not proper for individual school board members to interfere in the administration of the School. Rather, the Board of Directors exercises authority as a body when a quorum is present at a regularly constituted meeting.

*Adopted: 11/17/98  
Amended: 07/14/16*

## **THE EXECUTIVE DIRECTOR**

### **602.01 Authority of the Executive Director**

The Executive Director is the chief executive officer at Edge Charter School. He/she is hired by the Board of Directors and reports directly to the Board of Directors. The Executive Director, or his/her designee, is responsible for implementing all of the decisions of the Board of Directors and for making administrative decisions which have been delegated by the Board of Directors. The Executive Director shall also be responsible to make recommendations to the Board of Directors in the areas of personnel.

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Amended: 07/14/16*

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*Adopted: 11/17/98  
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## **THE PRINCIPAL**

### **604.01 Functions and Responsibilities with regard to Personnel**

The Principal is responsible, directly or by delegation, to:

1. Manage the school's personnel system and human resources needs.
2. Determine, after consultation with the Executive Director, whether or not a vacancy should be filled. If the decision is to fill the vacancy, the Principal will ensure that funds are available to fill the position(s) being recommended.
3. Recruit, screen and evaluate in connection with the selection process.
4. Make hiring and firing decisions in conjunction with the Executive Director.
5. Provide methods and procedures for the evaluation of employee work performance.
6. Coordinate training and development programs for school employees, including orientation of new workers, on-the-job training, supervisory and management training and upward mobility.
7. Recommend appropriate pay rates for classes of employees to maintain consistency and equity.
8. Maintain personnel records for all school employees.
9. Oversee all employee benefit programs, including health insurance, life insurance, retirement, worker's compensation, disability insurance, and employee assistance.
10. In conjunction with interview committees, rate applications to determine basic qualifications.
11. As the chair of an ad hoc panel, interview job applicants who have been determined to qualify for advertised positions.
12. Ensure that a job description has been prepared for each position in each class. The position description will describe in detail the specific responsibilities and duties associated with the position.

### **THE PRINCIPAL**

13. Hire consultants in accordance with the procurement policy, after consultation with the Executive Director.. Consultants are considered to be independent contractors and shall receive no benefits. Consultants shall be evaluated and selected by the Principal without regard to the other provisions of this chapter; however, the Board of Directors shall be notified of the names and rate of pay of each consultant.
  
14. The Principal reports directly to the Executive Director and provides regular reports to him/her as requested.

*Adopted: 11/17/00*

*Amended: 5/17/00*

*Amended 07/14/16*

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*Adopted: 11/17/98  
Amended: 07/14/16*

## **CANDIDATE EVALUATION AND SELECTION**

### **611.01 Referral to the Interview Committee**

The Principal shall be responsible for referring candidates to an ad hoc Interview Committee for further evaluation.

### **611.02 Oral Interviews**

The Interview Committee will conduct in-person interviews. The Principal shall have authority to require drug testing, fingerprinting and background investigations of job applicants.

### **611.03 Background Checks and Fingerprinting**

The Principal, directly or by delegation, shall contact references of the recommended candidates. Based on the results of the background checks and the ranking of candidates by the Interview Committee, the Principal will make a recommendation to the Executive Director to offer the position at a proposed salary.

- All staff, board members and volunteers must obtain a Fingerprint Clearance Card prior to employment, official board membership, or commencement of volunteer services.
- Pursuant to Arizona statute, if a Fingerprint Clearance Card is in process for a new employee, Edge will: obtain proof of submission of a fingerprint clearance card application to the Department of Public Safety; document the necessity for hiring and placement of the applicant before receiving a fingerprint clearance card; ensure that the Department of Public Safety has completed a statewide criminal records check on the applicant every 120 days until the date that the fingerprint clearance card is issued or denied; obtain references from the applicant's current employer and the two most recent previous employers (except for applicants who have been employed for at least five years by the applicant's most recent employer); complete a search of criminal records in all local jurisdictions outside of this state in which the applicant has lived in the previous five years; provide general supervision of the applicant until the date that the fingerprint card is obtained.
- Contractors or sub-contractors working on school grounds during non-school hours while no students are present are not required to maintain fingerprint clearance card and do not require supervision while on campus.

**CANDIDATE EVALUATION AND SELECTION**

- Staff are responsible for maintaining current Fingerprint Clearance Cards.
- Edge will reimburse hourly employees, volunteers, and board members for initial and re-application for Fingerprint Clearance Cards.

*Adopted: 11/17/98  
Amended 7/9/03  
Amended 11/16/05  
Amended: 07/14/16  
Amended: 11/18/16*

## **CONFLICT OF INTEREST, NEPOTISM**

### **612.01 Participation**

No person shall participate in the consideration of any application for employment, which involves the possible selection of anyone who is a member of the immediate family of such person.

### **612.02 Immediate Family**

The immediate family is considered to be the following: husband, wife, son, daughter, brother, sister, grandparents, father, and mother.

### **612.04 Supervision**

No employee shall be supervised by a member of his/her immediate family. An alternate supervisor will be designated by the Executive Director, or the Board of Directors, where appropriate.

*Adopted: 11/17/98*

*Amended: 07/14/16*

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*Adopted: 11/17/98  
Amended: 07/14/16*



## **MANAGING THE WORK FORCE**

### **614.01 Hours of Work**

Regular hours of work will be established by the Principal. Teachers are expected to prepare lessons, correct schoolwork, and carry out other duties after normal hours as needed. The facilities maintenance staff will work staggered shifts which may differ from those of regular employees and will carry out duties assigned by the Principal.

### **614.02 Dress**

Employees are expected to be neat in appearance and dress in a manner consistent with an institution which serves the public. The impression made on students, visitors and co-workers must be kept as a foremost consideration.

### **614.03 Absences**

An employee unable to report for duty on a workday must notify the Principal's office one (1) hour before the beginning of work. Failure to do so without good reason may result in disciplinary action. Teachers requiring a substitute must also notify the Registrar.

### **614.04 Absence Without Approval**

All unauthorized absences and all absences not reported pursuant to the requirements of 614.04, will be considered absence without approval, and such absence may be grounds for disciplinary action.

*Adopted: 11/17/98*

*Amended: 06/25/14*

*Amended: 07/14/16*

## **TRAINING AND CAREER DEVELOPMENT**

### **615.01 Policy**

Every effort will be made to provide each employee with the necessary information and skills to do his or her work efficiently and effectively. Each employee will be encouraged to develop his or her skills to the maximum extent possible through on-duty and off-duty training programs. When funds are available, training may be provided at school expense.

### **615.02 New Employee Orientation**

Each new employee will receive basic information as to hours of work, wages, working conditions, benefits, etc., before the first day of paid employment. In addition, employees must complete necessary forms before they can receive their first paycheck. General information concerning employment will be provided to all new employees by individual or group briefing or by prepared material. Such presentations and materials shall be provided and kept current by the Principal or his/her designee.

### **615.03 Responsibility of Supervisor**

Each supervisor is responsible for providing a new employee with information concerning the immediate work environment and the work the employee will perform. Informal training of the employee regarding prescribed procedures or methods of work, and how and where to obtain supplies or materials, is the responsibility of the supervisor.

### **615.04 Summer Training**

Any school-year employee who receives training at school expense during the summer is expected to work at the school the following school year. Any employee who chooses not to return to the school for the following year shall reimburse the school for the cost of the summer training. Nothing in this provision changes the at-will nature of the employee's employment.

*Adopted: 11/17/98*

*Amended: 9/20/00*

*Amended: 07/14/16*

## **PERFORMANCE EVALUATION**

### **616.01 Policy**

Performance evaluation is the continuing process of measuring an employee's contribution to Edge Charter School. The performance evaluation process:

1. Provides the employee with the supervisor's assessment of areas of strength and weakness in the performance of assigned duties;
2. Allows the employee and supervisor to plan development activities which will bring performance up to the standards set by the supervisor; and
3. Provides the supervisor with a formal process for feedback from employees.

Performance evaluation also provides the administration with data upon which to base individual personnel decisions and it provides information to plan group training needs, organization restructuring and work force expansion.

### **616.02 Annual Evaluations**

Performance evaluations will generally be conducted at least once annually for all employees. In addition, a performance evaluation may be conducted at any time determined advisable by the administration.

### **616.03 Performance Standards**

Performance evaluations will be based upon the primary job elements set in the written position description. Insofar as possible, the evaluation will be based on objective, measurable criteria. All returning staff shall review and sign the Job Description and the Addendum to the Edge Job Description at the beginning of each school year. The Principal shall review the Job Description and the Addendum to the Edge Job Description with each new staff member, who shall then sign those documents, within the first week of employment.

### **616.04 Deficiencies**

Where a performance evaluation reveals any deficiency in work performance, the evaluation shall include follow-up actions to be performed by the employee in order to correct the noted deficiencies. A designation of two or more "Ineffective" will result in ineligibility for salary increase and extra-duty positions and may result in additional consequences up to and including termination and/or a decision not to reemploy the employee for the following school year.

**616.05 Administration**

Where appropriate, the Principal is responsible for assisting supervisors in providing suitable methods for performance evaluation.

**616.06 Filed in Personnel File**

Employee performance evaluation reports will be filed in the employee's official personnel file.

**616.07 Executive Director**

The Board of Directors is responsible for conducting an annual evaluation of the Executive Director. During an executive session, each Board member shall have the opportunity to make comments regarding the performance of the Executive Director. These comments may be given orally or in writing. Oral comments shall be summarized in the minutes of the executive session. Any written comments shall be attached to the minutes. The Executive Director shall be entitled to a copy of the minutes.

**616.08 Comment by Employee**

Every performance evaluation form shall include space for comment by the employee. If the employee does not agree with the evaluation, he or she shall be entitled to have a statement of non-concurrence included in the evaluation.

*Adopted: 11/17/00*

*Amended: 9/20/00*

*Amended: 06/13/07*

*Amended 07/10/14*

*Amended: 07/14/16*

## CONDUCT AND DISCIPLINE

### 617.01 Conduct

Employees of the School are expected to conduct themselves on the job in a respectable manner, which will be a credit to the school. Employees are considered to be on the job when they are travelling on official school business and are expected to maintain proper conduct at all times. "Employee Conduct," is a part of these Policies and Procedures, and shall be distributed to all employees.

### 617.02 Prohibited Conduct

1. Corporal Punishment. No employee of the School shall physically strike a student or other employee for any reason. Student discipline shall be effected by means other than corporal punishment.
2. Sexual Harassment. Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature when:
  - (a) submission to the conduct is made either an explicit or implicit condition of employment;
  - (b) submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or,
  - (c) conduct substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

It is the policy of the Board of Directors that there shall be no sexual harassment of any employee or applicant for employment. The Board will not tolerate sexual harassment by any of its employees, and sexual harassment is a violation of the Board's policies.

Any employee or applicant for employment who believes he or she has been the victim of sexual harassment should report such incident or incidents to the Principal. If that person is the perpetrator of the incident or incidents, then the report should be made to the Executive Director or the Board of Directors. In determining whether the alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the alleged harassment, and the context in which the alleged incidents occurred will be investigated promptly. The facts and results of the investigation will be kept confidential to the extent possible. The Board of Directors is committed to investigating thoroughly any complaint made and taking immediate and appropriate corrective action on all confirmed violations of this policy. The Board of Directors considers sexual harassment to be a major offense, which can result in any discipline deemed appropriate, including dismissal.

The Board will neither allow nor tolerate any reprisal or retaliation in any form by any employee or supervisor against any employee who reports an allegation of sexual harassment whether or not that employee is the target of such harassment.

3. Other Harassment. Edge High School affirms its commitment to provide a work environment free from intimidation and harassment. Abuse of the dignity of anyone through derogatory or objectionable conduct is offensive employee behavior. If an employee harasses another employee of Edge High School or applicant to Edge High School because of sex, gender, gender identity, sexual orientation, race, religion, creed, color, national origin, disability, marital status, sex, age, or any other protected classification, in accordance with applicable federal, state and local laws, they may be subject to disciplinary action, up to and including discharge.
4. False Statements. No person will make any false statement, certificate, grade, rating or report with regard to any test, certification or appointment.
5. Bribery. No person will directly or indirectly give, render, pay, offer, solicit or accept any money, service or other valuable consideration for or on account of any appointment, proposed appointment, promotion or proposed promotion to a position at the School.
6. Unfair Employment Opportunity. No employee of the personnel office, examiner, or other person will obstruct any person in his/her right to examination, eligibility, certification or appointment under these policies, or furnish to any person any special or secret information for the purpose of affecting the rights or prospects of any person with respect to employment at the School.
7. Unreported Outside Employment. Outside employment is permissible provided it does not:
  - (a) detract from the employee's efficiency at the School;
  - (b) conflict with the interests of the school; or,
  - (c) discredit the School.
  - (d) Employees are encouraged to report outside employment to the Principal.
8. Improper Relations with Students. No employee shall have sexual or other improper relations with or sexually harass any student. No employee shall allow a student to visit his or her residence unless the parent of the student has given written permission and a copy of the permission statement is on file with the Principal. No employee shall transport students in personal vehicles without prior written approval by the Principal or his/her designee.

**617.03 Disciplinary Action**

Disciplinary actions include, but are not limited to, oral reprimands, written reprimands, suspensions, disciplinary probations and termination. No type of disciplinary action is a prerequisite to any other type of disciplinary action. For example, an oral reprimand is not a prerequisite to a written reprimand for repeated behavior. Edge retains to the discretion to impose any form of discipline appropriate to the circumstances up to and including termination. Causes for disciplinary action will include, but not be limited to:

1. Consumption of intoxicating beverages or use of drugs while on the job or arriving on the job under the influence of either. This includes, but is not limited to, being under the influence of such intoxicating beverages and/or drugs while representing the School at any time.
2. Insubordination.
3. Excessive absenteeism and/or tardiness, abuse of sick leave and other leave time allowed to the School employees.
4. Unsatisfactory work performance.
5. Inducing or attempting to induce any employee or student to commit an unlawful act or acts in violation of these policies or state or federal law.
6. Vending, soliciting, or collecting contributions on the employer's time or premises without written authorization.
7. Unauthorized use of equipment, thievery or intentional destruction of property, and any other crimes against the School, its employees, or students.
8. Intentional falsification of personnel records, time sheets or other School records.
9. Carelessness or negligence with the monies or property of the School.
10. Fighting on the job. This includes, but is not limited to, physically striking a student, co-employee or other person for any reason while representing the School.
11. Release or disclosure of confidential records or information relating to the School including but not limited to confidential student records or information, confidential personnel records or information, and executive session records or information.

12. Violation of the Board of Directors policies, rules and regulations, federal laws or other applicable laws.
13. None of the above shall be construed as an impediment to the School's ability to dismiss employees with or without cause or to otherwise change the at-will nature of the employment relationship.

#### **617.04 Oral Reprimand**

This action, taken by a supervisor, is a verbal warning.

#### **617.05 Written Reprimand**

A written reprimand is an action by a supervisor with respect to an employee's actions that are severe in nature, or regarding behavior that has been repeated after an oral reprimand. A prior oral reprimand is not a prerequisite to issuing a written reprimand.

#### **617.06 Suspension**

A supervisor may recommend suspension of an employee with or without pay for a period not to exceed ten (10) working days. A suspension without pay is a disciplinary action which is taken for cause. A suspension with pay is used to allow an investigation of allegations relating to an employee. Suspension with pay is not a disciplinary measure and is not recorded in the employee's personnel record. A suspension without pay is a disciplinary measure and is recorded in the employee's permanent record. A suspension must be authorized by the Principal or Executive Director.

#### **617.07 Disciplinary Probation**

A supervisor may recommend the placement of an employee on disciplinary probation for a period not to exceed three (3) months. Such action must be in writing and must identify the specific conduct for which the employee is being placed on probation, together with the specific criteria which must be met before an employee can be removed from probation. Employees on disciplinary probation are not eligible to take vacation or personal leave other than sick leave without the express and written permission of the Principal or Executive Director. Disciplinary probation must be authorized by the Principal or Executive Director.



## **617.08 Employee Grievance and Appeals**

### **Policy**

As further defined below, the grievance and appeal procedures set forth in this section are for the benefit of any employee who believes that an administrative personnel decision affecting him or her is unfair or inappropriate. These procedures permit the reasoned resolution of personnel issues, and employees are welcome to use these procedures without fear of recrimination. The Grievance Policy form should be used for the presentation of grievances.

Any employee who is aggrieved by any action relating to working conditions or the enforcement of personnel policies, which cannot be resolved through informed discussion with the Principal, may file a grievance under the provision of this section except as provided in the following paragraph. Grievances must be filed within ten (10) working days after the employee is, or reasonably should have been, aware of the action in question.

Employee Performance Evaluations are not grievable.

### **Procedure**

Grievances shall be filed using the Grievance Policy form within ten (10) working days after the employee is, or reasonably should have been, aware of the action in question.

**Step 1:** The employee will present a written grievance to the Principal. The grievance will state the complaint and the action requested. In making the decision, the Principal may consult with the Executive Director, and except in unusual circumstances as determined by the Executive Director, must meet with the employee. A written decision by the Principal shall be given to the employee within ten (10) working days of the receipt of the grievance, unless the Principal determines, at his or her discretion, that additional time is needed to investigate the grievance and prepare a written decision. Under such circumstances the Principal will inform the employee of the estimated date by which the Principal anticipates rendering a decision. If the grievance remains unresolved, or the decision is unacceptable to the employee, the employee may proceed to Step 2.

**Step 2:** If the employee wishes to appeal the Principal's decision, the employee or his representative shall deliver the written grievance addressed to the Board to the Principal within five (5) working days of the receipt of the decision in Step 1. The Principal shall forward it to the Board. The Board of Directors shall address the grievance at its next regularly scheduled meeting or within thirty days. The aggrieved employee will have the option of addressing the Board of Directors at that time with a maximum time limit not to exceed fifteen (15) minutes. Any presentation must be made by the employee him or herself and

not by any attorney or other third party representative. The Executive Director will inform the aggrieved employee of the Board's decision with regard to the grievance within ten (10) working days of the meeting. When an employee is to be notified of a decision or other matter under this policy, such notification may be hand delivered or delivered by certified or registered mail. The decision of the Board is final.

### **617.09 Drug-Free Workplace Policy**

The Board of Directors prohibits employees from manufacturing, using or being under the influence of, possessing, selling, giving away, or transporting alcohol, illegal drugs, and/or drug paraphernalia on school property, at school sponsored activities, in school vehicles, or in the presence of students of the School. Violations of this policy will result in disciplinary action up to and including job termination. An employee who is present when any prohibited activity occurs is presumed to be knowingly participating in the prohibited activity. Allegations that the alcohol, illegal drug or drug paraphernalia belonged to or were under the control of some other individual will not excuse a violation of this policy unless the employee can clearly establish that he/she was unaware that the prohibited activity was occurring.

Each employee will be given a copy of this policy at the beginning of each school year and, as a condition of employment, shall abide by the terms of this statement.

Each employee must notify the Executive Director or Principal of any arrest, criminal charge or conviction arising out of or involving a violation of this drug-free workplace policy no later than five (5) days after the arrest, criminal charge or conviction. The Executive Director shall notify the Board of Directors at the next regularly scheduled board meeting after receiving notice from an employee or otherwise receiving actual notice of such an arrest, criminal charge or conviction.

The administration shall investigate the matter, which may include mandatory testing, in order to determine whether disciplinary action, up to and including termination, is justified. The Executive Director may require the employee to participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

### **617.10 Smoking On School Premises By Staff Members**

It is recognized that smoking presents a health and safety hazard that can have serious consequences for the smoker, non-smoker, and the School. In accordance with state law, the School prohibits smoking or use of any tobacco product by employees:

- In School Buildings
- On School Grounds

- In School Buses and/or other School Vehicles
- During any School Sponsored Activity.

Smoking is defined as, for the purposes of this policy, all uses of tobacco including use of vaporizer products.

*Adopted 03/15/00  
Amended 08/22/01  
Amended: 07/14/16*

## **TERMINATION FROM EMPLOYMENT**

### **618.01 Resignation**

An employee desiring to resign shall notify the Principal, in writing, giving at least two (2) weeks notice, and specifying the effective date.

Any employee who has submitted a resignation will be required to perform duties until resignation becomes effective. The Executive Director may permit termination prior to the effective date.

### **618.02 Death**

Upon the death of an employee, all compensation and accrued annual leave will be paid to the estate or beneficiary of the employee, except for such sums which by law must be paid directly to the surviving spouse.

### **618.03 Records**

The reason for termination will be documented in the employee's personnel file.

### **618.04 Exit Procedure**

On the termination date, the employee shall meet with the Principal or his/her designee to conduct an exit interview. During the final exit interview, the employee will be informed of his or her rights regarding conversion of insurance plans to individual private plans and other potential benefits.

*Adopted: 11/17/98*

*Amended: 2/27/01*

*Amended: 3/21/01*

*Amended: 07/14/16*

## **NOTICE OF EMPLOYMENT**

Edge shall make decisions regarding offering new notices of employment towards the end of each school year. No employee shall have a right to renewal. Edge may decide to not offer a notice of employment for any reason or no reason. Offering a notice of employment does not alter the at-will nature of employment.

### **619.01 Notice of Renewal or Non-Renewal**

The administration shall attempt to deliver notices of employment to staff by May 15th of each year. Failure to deliver a notice of employment by a specific date shall not constitute a renewal of a notice of employment. Employment for the next school year can only occur by positive tender of a notice of employment.

### **619.02 Acceptance or Rejection of Notice of Employment**

Within fourteen (14) calendar days of the date of the employee's receipt of the notice of employment, the employee must notify the School of acceptance. Failure of the employee to respond within fourteen (14) calendar days may be deemed a rejection of the notice of employment.

### **619.03 No Right to Appeal**

Actions regarding a notice of employment are not subject to grievance procedures, nor are they appealable.

### **619.04 Employment Period**

The notice of employment shall include the anticipated days of employment and hours of assignment. No work shall be compensated outside the scope of the notice of employment without prior board approval.

*Adopted: 03/15/00*

*Amended: 12/09/14*

*Amended: 07/14/16*

## **PAY, BENEFITS AND REIMBURSEMENTS**

The Board of Directors is responsible for approving a pay system, a benefits package, and procedures to reimburse employees for their out-of-pocket costs.

### **620.01 Determination of Salary and Wages**

The Board shall, on an annual basis, determine base salary and wages for all positions. The Board may also determine any increases to base salary and wages during the fiscal year.

### **620.02 Performance Pay**

In accordance with ARS 15-183, Classroom Site funds for pay for performance will be distributed based on the staff and board adopted Classroom Site Performance Pay Plan to eligible employees. Pay for performance, if any, to other employees shall be determined by the Board of Directors.

### **620.03 Classroom Site**

All three portions of Classroom Site, including pay for performance, shall be distributed as follows:

- Personnel eligible for all three portions of Classroom Site funds include regular classroom teachers and teaching assistants.
- Classroom Site payments are made based on the FTE (full time equivalency) of each staff member or that portion of the position that qualifies.
- Full and part-time teachers, deans of students and teaching assistants are eligible for an annual Classroom Site payment (given all criteria met) dependent on state Classroom Site funds received based on 100<sup>th</sup> day ADM, Classroom Site per student funding and the number of eligible employees.
- Substitute teachers (short- or long-term), electives teachers and contracted instructors are not eligible to receive Classroom Site funds.

*Adopted: 11/17/98*

*Amended: 7/12/00*

*Amended 09/20/00*

*Amended 04/20/05*

*Amended 12/14/05*

*Amended 06/21/06*

*Amended 09/20/06*

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*Amended 06/13/17  
Amended 07/06/11  
Amended 05/21/14  
Amended: 07/14/16*

## **PAY SYSTEM**

### **621.01 Pay Periods**

Pay shall be made bi-weekly.

### **621.02 Advance Net Pay**

Advance net pay is not allowed.

### **621.03 Fringe Benefits**

Employees working at least 30 or more hours per week qualify for full medical coverage with an employer contribution of \$300 per month for medical and \$7.26 per month dental.

As defined by the Board of Directors, each regular employee who works at least 20 hours per week, shall be entitled to the following fringe benefits:

1. Group Life Insurance.
2. Workers' Compensation.
3. Arizona State Retirement System for eligible employees pursuant to ASRS guidance
4. Short Term Disability

Eligibility for all fringe benefits is subject to the rules and regulations of the responsible governmental agency or issuing insurance carrier.

*Adopted: 11/17/98*  
*Amended: 06/08/05*  
*Amended : 05/17/16*  
*Amended: 05/21/14*



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*Adopted: 11/17/98  
Vacated: 06/25/14*

## **LEAVE**

### **623.01 Annual (Vacation) Leave**

Regular twelve (12) month employees who work at least twenty (20) hours per week, earn pro-rated (to reflect the percentage of full-time equivalent employment) annual (vacation) leave.

1. Regular full-time twelve (12) month employees are provided, or can accrue 4.62 hours of annual (vacation) leave per pay period (4.62 x 26 pay periods = 120.12 hours divided by 8 hours/day = 15 days).
2. Regular part-time (less than forty (40) hours a week, but more than twenty (20) 12-month employees earn a minimum of 2.31 hours vacation leave per pay period. Earned vacation will be pro-rated to reflect the percentage of full time equivalent employment.

Effective 7/1/16 –12/31/16

Employees are encouraged to use vacation accumulated as of July 1 by December 31 of the subsequent calendar year (18 months), and with the consent/permission of Supervisor, carry-over annual leave may be used by June 30 of the subsequent fiscal year (24 months). Use of any vacation leave requires advance scheduling and written approval by the Principal.

Any employee who has accumulated fifty-nine (59) or more hours of vacation leave before June 30 of a calendar year may request payment in cash for up to three-quarters (3/4) of the accumulated leave. Such payments are subject to the Executive Director's approval and to the availability of funds.

Effective 1/1/2017

Employees are encouraged to use accumulated vacation. Accumulated vacation in excess of one and a half times an employee's annual accrual rate will expire as of December 31<sup>st</sup>. A request to the Executive Director and Principal may be made to cash out up to three-quarters of the excess accumulate leave. Requests must be made in writing by December 1<sup>st</sup>. Such payments are subject to the availability of funds.

## **LEAVE**

Vacation is accrued from the first date of employment. Vacation leave must be requested and approved in advance on the appropriate leave form. In granting requests for vacation leave, the supervisor shall give due consideration to the needs of the employee, but may require that leave be taken when it will least interfere with the work program.

Two (2) weeks advance notice is required when taking five (5) or more days of vacation leave. Less than five (5) days of leave requires three (3) days prior approval on the appropriate leave form.

A person who has not received a notice of employment, who has resigned or who is laid off without fault on his or her part, and who has earned a vacation, will be granted a lump sum payment in lieu of any vacation leave earned upon termination of employment.

Upon the death of an employee, a lump sum payment for all vacation leave accrued will be made to the employee's estate or beneficiaries, unless the surviving spouse, by law, is entitled to receive such payments.

The minimum vacation which may be taken at any one time by an employee will be one-fourth (.25) of an hour.

### **623.02 Personal Leave**

Regular full-time 12-month employees are given 120 hours of personal leave. Regular full-time 11-month employees are given 112 hours of personal leave. Should an employee begin employment in the middle of the school year, the number of hours is pro-rated by the remaining days in the contract year. Regular part-time school-year employees who work at least twenty (20) hours per week, are given ~~of~~ personal leave, pro-rated to reflect the percentage of full-time employment. All other part time employees earn sick leave in the amount of one (1) hour for every thirty (30) hours worked.

## LEAVE

1. **Reason** Personal leave may be taken by employees for any reason provided for in Arizona Revised Statutes §23-373. Employees should provide notice of the need for leave as soon as is reasonably possible under the circumstances. Employees must make a reasonable effort to schedule personal leave during a time that will not unduly disrupt school operations. Notice can be given verbally or in writing.
2. **Accrual** For full-time and part-time (20 or more hours per week) the total number of hours awarded for the year are available at the beginning of the school year. For all other staff, personal leave is accrued as indicated.
3. **Accumulation** Unused personal leave may be carried forward. The maximum accumulation is 480 hours, employees who have accumulated more than 480 hours as of 07/29/16 shall be able to carry that accumulated leave forward as personal leave.
4. **Payment.** Upon separation, no payment will be made in lieu of time off for accumulated personal leave.
5. **Exhaustion** When an employee's personal leave has been exhausted, the employee may then use accrued vacation leave to cover the extended absence, after which the employee may request approval of leave without pay pursuant to board policy.

## LEAVE

### 623.03 Sick Leave Bank

#### 1. Sick Bank

- Staff donations to the sick bank are to be entirely voluntary.
- An employee may contribute as many hours to the bank as s/he wishes. Hours may be contributed at the end of the fiscal year or at any time during the year due to special circumstances where the sick bank has been depleted.
- An employee must be employed by Edge High School for at least one full calendar year before s/he can access the sick bank. Employees seeking an exception to this requirement may submit a written request to the Executive Director explaining in writing any unique circumstances that may warrant approval of the request.
- Withdrawal from the bank will be limited to employees experiencing a medical emergency. A medical emergency is a medical condition of the employee or a family member that will require the prolonged absence of the employee from duty and will result in a substantial loss of income to the employee because the employee will have exhausted all paid leave available. A medical emergency does not include the normal birth of a child. The illness/injury must be accompanied by medical documentation from a licensed physician.
- An employee must have depleted all benefit hours before requesting hours from the bank. Benefit hours are defined as all sick, personal and vacation time combined.
- An employee requesting hours from the bank may be granted up to the equivalent of ten working days based on hours worked per day. If all sick bank hours requested have been used, the employee may appeal in writing to the Executive Director for additional hours.
- Decisions concerning requests for sick bank hours will be made by the Executive Director. The decision is final.

### 623.04 Holidays

1. The school observes the following holidays as break periods:

- |                                 |                             |
|---------------------------------|-----------------------------|
| • Winter break (10 days)        | • Labor Day                 |
| • Martin Luther King's Birthday | • Veterans' Day             |
| • Spring break (5 days)         | • Fall Break (5 days)       |
| • Memorial Day                  | • Thanksgiving Day (2 days) |
| • Independence Day              | • Rodeo Days (2 days)       |

2. Holidays and break periods falling within the period of an authorized leave will not be charged to leave time.

## **LEAVE**

3. When a holiday falls on a Saturday, the preceding Friday will be observed as the holiday. A holiday which falls on a Sunday will be observed on the following Monday.
4. Regular Full-time 12-month and 11-month employees are eligible for holiday and break period pay. Part-time 12-month and 11-month employees who work at least twenty (20) hours per week as their regular schedule are eligible for prorated holiday and break period pay. Administrative and professional employees scheduled for less than 20 hours per week are eligible based on contractual agreement approved by the Board. Employees are paid for holidays which fall on their regularly scheduled work days only.

### **623.05 Maternity Leave/Paternity Leave**

1. Maternity/Paternity leave begins no earlier than the day of birth of the employee's child. If leave is required prior to the date of birth due to complications of pregnancy, the employee should request approval of normal sick leave and/or leave without pay pursuant to sections 623.03 and 623.08. In general, up to three (3) months of maternity/paternity leave without pay may be granted. The employee and the Principal will discuss the employee's anticipated return date. Depending on the employee's position and time of academic year, the Principal may determine a later return date is appropriate.
2. Extension of health benefits will be in accordance with the terms of the health insurance policy. Other leave and benefits will accrue as specified in this manual.

### **623.06 Jury Leave**

1. Time for jury duty shall be granted with pay.

### **623.07 Funeral Leave**

Any employee may be paid for up to five (5) days of funeral leave to attend the funeral of a loved one. Funeral leave must be approved by the Principal prior to its use and will not be charged to sick or vacation leave.

**623.08 Leave Without Pay**

1. Upon approval of the Executive Director, an employee may be granted leave without pay (LWOP) for a specified period of time. Approval of LWOP does not alter that at-will nature of the employment relationship.
2. Failure of the employee to report for work promptly at the expiration of such leave will be considered a resignation.
3. A leave without pay will not constitute a break in service. However, during leave without pay, no vacation leave shall accrue. It shall be the employee's responsibility to pay all premiums for life, medical, health, and other insurance benefits during LWOP status beginning on the sixth day of absence.

**623.09 Military Leave**

Military leave shall be without pay; however, vacation leave may be used. Edge High School complies with all applicable federal and state laws with regard to reinstatement of employees returning from military leave.

**623.10 Voting Leave**

Where, due to an employee's work schedule, an employee would not be able to travel to the location where that employee is registered in time to vote, that employee may be granted leave with pay sufficient to permit the employee to vote. It is recommended, however, that employees use absentee balloting provisions to avoid being absent from work. Any employee needing voting leave pursuant to this section must request and receive approval not less than one (1) week in advance of the day for which such leave would be needed.

*Adopted: 05/19/99  
Amended: 07/12/00  
Amended: 02/27/01  
Amended 07/09/03  
Amended: 08/08/12  
Amended: 12/12/12  
Amended: 07/14/16  
Amended: 06/29/17*

## **REIMBURSEMENTS**

**624.01 Travel on Official Business - See Travel Policies.**

### **624.02 Miscellaneous Expenses**

An employee may be reimbursed for legitimate expenses related to his or her job with the advance approval of the Principal. Costs for seminars, meetings, and membership fees must be approved in advance when the Principal determines they are beneficial to the school.

### **624.03 Final Authority**

Questions relating to the authorization or payment of expenses shall be referred to the Executive Director.

*Adopted: 11/17/98*

*Amended: 07/14/16*



## **PERSONNEL RECORDS AND ADMINISTRATIVE PROCEDURE**

Edge High School personnel records will contain a complete and accurate record of each current and recent past employee's contribution. Records will be maintained by the Personnel Office.

### **625.01 Individual Files**

Individual personnel files will include the following signed and/or otherwise completed items:

1. Application for employment, including copies of official transcripts;
2. Reference letters and verification of previous employment;
3. Copies of any employment correspondence, including notification of employment;
4. Current position description;
5. Personnel information sheet;
6. ~~Personnel action forms;~~
7. Records of training sessions attended;
8. Records of medical examination(s) and test results, if required for the position and employer;
9. Records of all personnel evaluations, including changes in job or income;
10. Letters/certifications of appreciation, etc.;
11. Records of all formal and informal disciplinary actions such as dismissals, reprimands, probationary suspension or other adverse personnel actions (NOTE: If a disciplinary action is reversed upon appeal, all evidence of the incident will be deleted.);
12. Job related certifications (where applicable);
13. Signed Drug-Free Workplace Policy;

**PERSONNEL RECORDS AND ADMINISTRATIVE PROCEDURE**

14. Signed acknowledgment of review of Job Description and the Addendum to the Edge Job Description;
15. Completed I-9 (kept in separate personnel file).

*Adopted: 03/15/00  
Amended: 9/20/00  
Amended: 07/14/16*

## **CHALLENGES**

### **626.01 Written Explanation**

Any employee who believes that inaccurate, misleading or otherwise inappropriate information is contained in his or her employment records shall be permitted to have included within the record a written explanation by the employee concerning the contents or records.

### **626.02 Challenge Procedure**

An employee shall have the right, in accordance with the procedures in this manual, to:

1. Challenge the contents of employment record if the employee believes the records are not inaccurate, are misleading, or otherwise violate the privacy or other rights of the employee;
2. Have the opportunity to correct or delete inaccurate, misleading or otherwise inappropriate data contained in the employment records. Any modification of the data on the personnel file must have the approval of the Executive Director; and
3. In the event that the Executive Director does not agree with the employee's proposal, the employee may then appeal to the Board of Directors, and the Board shall review the matter and make a recommendation to the Executive Director.

*Adopted: 03/15/00  
Amended: 07/14/16*

## **REASONABLE ACCOMODATION**

### **627.01 Reasonable Accommodations**

It is the policy of the Edge High School to comply with all the relevant and applicable provisions of the federal Americans with Disabilities Act (ADA), as well as state and local laws concerning the employment of persons with disabilities.

Employees who become disabled should notify administration if the conditions of the disability impair their ability to perform the essential functions of their position. Where necessary and feasible, reasonable accommodations will be made for qualified disabled employees to perform the essential functions of the job in question, as long as the accommodation does not cause Edge High School undue hardship.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threats cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health of safety of the other individuals in the workplace will be placed on appropriate leave until a decision has been made by management in regard to the employee's immediate employment situation.

*Adopted: 07/14/16*

## **INJURY REPORTING**

### **628.01 Injury Reporting**

Any employee injured on the job, however slightly, must report that fact immediately to the supervisor. If the injury requires immediate medical attention, the employee will be taken to a physician or hospital. It will be the duty of the injured employee's supervisor to obtain information regarding the accident or injury and to submit a Worker's and Physician's Report of Injury form to the personnel office.

*Adopted: 07/14/16*

## **MANUAL**

### **629.01 Responsibility**

1. The Principal or his/her designee shall be the custodian of the Personnel Manual and he or she shall maintain the master copy of the Edge Charter School Personnel Policies and Procedures Manual and all appendices thereto, collectively referred to in this chapter as the manual.
2. The Principal or his/her designee shall coordinate all revisions and additions to the manual. He or she shall also maintain a master list of all person(s) or officer(s) to whom manuals have been issued. He or she shall ensure prompt receipt of all revisions and additions to the manual by all persons or offices having copies of the manual.
3. It shall be the responsibility of the Principal, with concurrence of the Executive Director, to make decisions regarding interpretation and application of policies and procedures dealt with in the manual.

### **629.02 Procedures for Revision**

1. All revisions in, or additions to, the manual shall be authorized by the Board of Directors.
2. Approved revisions, in standard manual format, shall be reproduced from the originals and copies shall be distributed to all current holders of the manual. Each copy of the revision shall carry instructions for removing outdated pages from the manual and inserting the revised pages. Each transmittal memo is to be retained in the back of each manual as a record of the revisions.
3. The Principal shall maintain in the master copy file:
  - (a) one copy of all the Board's resolutions pertaining to the personnel manual.
  - (b) one copy of the Board's minutes of every board meeting in which manual revisions and/or additions were discussed.
  - (c) the master copy of every sheet removed from the manual during a manual revision.
  - (d) the master of the instructions for each manual revision.
  - (e) a list of all persons to whom revised sheets were distributed, for each revision.
  - (f) any other material relating to manual revisions.

*Adopted: 11/17/98*

*Amended: 07/14/16*

**PART 6: PERSONNEL**

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