

Policy Advisory No. 994

***DELETED* Policy GCCB — Professional /
Support Staff Personal / Emergency /
Religious Leave**

Policy GCCB was incorporated into Policy GCCA under the heading *Personal Leave*; accordingly, Policy GCCB was removed from the model manual.

Policy Advisory No. 995

***DELETED* Policy GCCC — Professional /
Support Staff Leaves of Absence without Pay
DELETED Exhibit GCCC-EA — Professional / Support Staff
Leaves of Absence without Pay
DELETED Exhibit GCCC-EB — Professional / Support Staff
Leaves of Absence without Pay
DELETED Exhibit GCCC-EC — Professional / Support Staff
Leaves of Absence without Pay
DELETED Exhibit GCCC-ED — Professional / Support Staff
Leaves of Absence without Pay
DELETED Exhibit GCCC-EE — Professional / Support Staff
Leaves of Absence without Pay**

Policy GCCC has been incorporated into Policy GCCA under the headings *Family and Medical Leave*, *Leaves of Absence Without Pay*, *Requests for Leave, Approval*, and *Preservation of Rights for Continuing Certificated Teachers* and Regulation GCCA-RB; accordingly, Policy GCCC has been removed from the model manual. Forms provided in Exhibits GCCC-EA, GCCC-EB, GCCC-EC, GCCC-ED, and GCCC-EE may now be accessed via the link provided in GCCA-RB under the heading *Regulations, Process and Forms*, accordingly, Exhibits GCCC-EA through GCCC-EE have been removed from the model manual.

**Policy Advisory No. 996 *DELETED* Policy GCCC — Professional / Support
Staff Leaves of Absence without Pay
(Fewer than 50 Employees)**

Content from Policy GCCC (applicable to districts with fewer than fifty employees) has been incorporated into Policy GCCA and Regulation GCCA-RB; accordingly, GCCC has been removed from the model manual.

**Policy Advisory No. 997 *DELETED* Policy GCCD — Professional / Support
Staff Military / Legal Leave
DELETED Exhibit GCCD-E — Professional / Support Staff
Military / Legal Leave**

Policy GCCD has been incorporated into Policy GCCA under the headings *Victim Leave*, *Jury Duty Leave*, and *Military Leave*; accordingly, Policy GCCD has been removed from the model manual. Exhibit GCCD-E has been recodified as GCCA-E; accordingly, GCCD-E has been removed from the model manual.

**Policy Advisory No. 998 *DELETED* Policy GCCE — Professional / Support
Staff Conferences / Visitations / Workshops**

Policy GCCE has been incorporated into Policy GCCA under the heading *Professional Development Leave* and Regulation GCCA-RC; accordingly, GCCE has been removed from the model manual.

Policy Advisory No. 999 *DELETED* Policy GCCF — Sabbatical Leave

Policy GCCF has been incorporated into Policy GCCA under the heading *Sabbatical Leave*; accordingly, GCCF has been removed from the model manual.

**Policy Advisory No. 1000 *DELETED* Policy GCCG — Professional Staff
Voluntary Transfer of Accrued Sick Leave
DELETED Regulation GCCG-RA — Professional Staff Voluntary
Transfer of Accrued Sick Leave
DELETED Regulation GCCG-RB — Professional Staff Voluntary
Transfer of Accrued Sick Leave**

Policy GCCG has been removed from the model manual as its detailed, operational provisions are more appropriately addressed in District HR procedures or in a regulation. To preserve local flexibility, Policy GCCA now includes a concise sentence authorizing districts to offer a voluntary transfer of accrued sick leave (banked sick leave) at their option. This approach avoids prescriptive program details in policy and allows districts to tailor any sick-leave bank through a regulation and/or HR procedure. Districts that use a sick-leave bank may incorporate the prior elements in a GCCA regulation or retain GCCG locally if preferred. Accordingly, GCCG-RA and GCCG-RB have been removed from the model manual; districts that maintain a sick-leave bank may retain these regulations locally.

**Policy Advisory No. 1001 *DELETED* Policy GCCH — Professional / Support
Staff Bereavement Leave**

Policy GCCH is referenced in Policy GCCA under the heading *Personal Leave*; accordingly, GCCH has been removed from the model manual.

**Policy Advisory No. 1002 *DELETED* Policy GCD — Professional Staff
Vacations and Holidays**

Policy GCD was incorporated into Policy GCCA under the headings *Holiday Leave* and *Vacation Leave*; accordingly, GCD was removed from the model manual.

Policy Advisory No. 1003

Policy GCF — Professional Staff Hiring
Regulation GCF-R — Professional Staff Hiring
Exhibit GCF-EA — Professional Staff Hiring
Exhibit GCF-EB — Professional Staff Hiring
Exhibit GCF-EC — Professional Staff Hiring
Exhibit GCF-ED — Professional Staff Hiring
NEW Exhibit GCF-EE — Hiring
NEW Exhibit GCF-EF — Hiring

Policies GCFE and GDF have been incorporated into Policy GCF; accordingly, Policies GCFE and GDF have been removed from the model manual. The title of the policy, along with the titles of its accompanying regulation and exhibits, has been updated to *Hiring* to reflect that these documents address both certificated and noncertificated employees. Headings were also added, and language was refined for clarity. Regulation GDF-R was incorporated into GCF-R; accordingly, GDF-R was removed from the model manual. Exhibit GDF-EC was revised and incorporated into GCF-EA; accordingly, GDF-EC was removed from the model manual. Exhibit GDF-ED was revised and incorporated into GCF-EB; accordingly, GDF-ED was removed from the model manual. Exhibit GDF-EE was revised and incorporated into GCF-ED; accordingly, GDF-EE was removed from the model manual. Exhibit GCFE-E was recodified as GCF-EE, accordingly, GCFE-E was removed from the model manual. Exhibits GDF-EA and GDF-EB were revised and combined as GCF-EF.

Policy Advisory No. 1004

Policy GCFC — Professional Staff
Certification and Credentialing Requirements
Exhibit GCFC-E — Professional Staff Certification
and Credentialing Requirements

Policy GDFA was incorporated into Policy GCFC; accordingly, GDFA was removed from the model manual. The policy and exhibit titles were updated to *Fingerprint Requirements* as both documents address certificated and noncertificated employees. Exhibit GDFA-E was incorporated into GCFC-E; accordingly, GDFA-E was removed from the model manual.

Policy Advisory No. 1005 ~~DELETED~~ Policy GCFE — Professional / Support
Staff Hiring – Oath of Office
~~DELETED~~ Exhibit GCFE-E — Professional / Support Staff
Hiring – Oath of Office

Policy GCFE was incorporated into Policy GCF under the heading *Oath of Office*; accordingly, GCFE was removed from the model manual. Exhibit GCFE-E was recodified as GCF-EE; accordingly, GCFE-E was removed from the model manual.

Policy Advisory No. 1006

GCG — Time and Substitute Professional
Staff Employment

Policy GDG was incorporated into Policy GCG, accordingly, GDG was removed from the model manual.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**Policy Advisory No. 1007 *DELETED* Policy GCGB — Arrangements for
Substitute Staff Members
DELETED Regulation GCGB-R — Arrangements for Substitute
Staff Members**

Policy GCGB was incorporated into GCMF, accordingly, GCGB was removed from the model manual. Regulation GCGB-R was recodified as GCMF-RB, accordingly, GCGB-R was removed from the model manual.

**Policy Advisory No. 1008 Policy GCH — Professional / Support Staff
Orientation and Training**

Policy GCH was updated with minor wording changes only. “Salary and fringe-benefit plans” was streamlined to “salary and benefit plans,” and “self-improvement opportunities” was updated to “professional development opportunities.”

**Policy Advisory No. 1009 *DELETED* Policy GCI — Professional Staff
Development**

Policy GCI has been removed from the model manual as professional development (PD) expectations and processes are already addressed across existing policies and regulations (e.g., educator obligations in GBEA; the District’s PD commitment in GB; orientation/PD for new hires in GCH; leave/approvals for PD in GCCA; and procedural criteria for release time and travel in GCCA-RC). Removing GCI avoids prescriptive provisions (e.g., credit-for-salary-advancement language) that are generally managed through local HR procedures and/or regulations. Districts that require additional detail (such as credit-eligible PD frameworks) may place it in a GCCA regulation and/or local HR guidance.

**Policy Advisory No. 1010 *DELETED* Policy GCJ — Professional Staff
Probationary and Continuing Status**

Policy GCJ has been incorporated into Policy GCO under the heading *Definitions*; accordingly, GCJ has been removed from the model manual.

**Policy Advisory No. 1011 Policy GCK — Professional Staff Assignments
and Transfers**

Policy GDJ has been incorporated into Policy GCK; accordingly, GDJ has been removed from the model manual. This update consolidates provisions applicable to certificated and noncertificated employees into a single policy so that all expectations regarding assignment, transfer, and prohibited transfer/re-assignment basis appear in one comprehensive policy.

**Policy Advisory No. 1012 *DELETED* Policy GCL — Professional Staff
Schedules and Calendars**

Policy GCL was incorporated into Policy GCMF under the heading *Certificated Employees – Schedules*; accordingly, GCL was removed from the model manual.

<i>Note:</i> This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

Policy Advisory No. 1013

***DELETED* Policy GCMC — Professional Staff Meetings**

Policy GCMC was incorporated into Policy GCMF under the heading *All Employees – Meetings*; accordingly, GCMC was removed from the model manual.

Policy Advisory No. 1014

**Policy GCMF — Professional Staff Duties and Responsibilities
NEW Regulation GCMF-RA – Duties and Responsibilities
NEW Regulation GCMF-RB – Duties and Responsibilities**

To improve clarity, reduce redundancy, and centralize statutory references in one place, policies GCGB, GCL, GCMC, GDK, GDL, and GDLB were consolidated into a single, comprehensive policy (GCMF – Duties and Responsibilities). The A.–F. list originally in GCMF was removed because its content is addressed more generally in Policy GBEA and Regulation IKE-RA (regarding retention/promotion); taking and maintaining daily classroom attendance was retained in Policy GCMF. In addition, the information regarding sectarian instruction was moved to Policy IHAL – Teaching About Religion. Regulation GDL-R has been revised and recodified as GCMF-RA. For clarity and compliance, the updated regulation includes a direct link to 29 U.S.C. 207(o), which provides the controlling compensatory-time requirements. Regulation GCGB-R was recodified as GCMF-RB, accordingly, GCGB-R was removed from the model manual.

Policy Advisory No. 1015

**Policy GCO — Evaluation of Professional Staff Members
Regulation GCO-RA — Evaluation of Professional Staff Members
DELETED Regulation GCO-RB — Evaluation of Professional Staff Members
NEW Exhibit GCO-E – Evaluations and Contracts**

Policy GDO (Support Staff Evaluations) was incorporated into Policy GCO, consolidating all employee evaluation requirements into one policy and eliminating duplication; accordingly, GDO was removed from the model manual. The Definitions section was expanded and standardized by adding continuing teacher and probationary teacher, originally in Policy GCJ, and by using certificated and noncertificated consistently. Procedural provisions formerly included in the policy were moved to Regulation GCO-R. Regulations GCO-RA and GCO-RB were combined, revised, and recodified as GCO-R, with content reorganized into clear sections and key timelines clarified. Exhibits GDO-EA and GDO-EB were combined, revised, and recodified as GCO-E; accordingly, GDO-EA and GDO-EB were removed from the model manual.

Policy Advisory No. 1016

***DELETED* Policy GCP — Professional Staff Promotions**

Policy GCP was removed as its brief directive on filling positions of increased responsibility duplicated guidance now covered by Policies GCF and GCK; accordingly, GCP was removed from the model manual.

Policy Advisory No. 1017

Policy GCQA — Professional Staff Reduction in Force

Policy GDQA was incorporated into Policy GCQA under the heading *Noncertificated Employees*; accordingly, GDQA was removed from the model manual.

Policy Advisory No. 1018

Policy GCQC — Resignation of Professional Staff Members

Policy GDQB (Support Staff Resignations) and GCQC were consolidated into a single policy, GCQC, to centralize resignation procedures, eliminate duplication, and distinguish requirements for certificated and noncertificated employees; accordingly, GDQB was removed from the model manual. The GDQB clause on vacation payout was not retained as this practice is discretionary; however, districts may preserve language if applicable.

Policy Advisory No. 1019

***DELETED* Policy GCQE — Retirement of Professional / Support Staff Members**

Policy GCQE was removed from the model manual as its retirement-incentive and sick-leave payout provisions are highly district-specific and fiscally variable. The Retirement Incentive Program portion was removed due to current retention priorities, and the Sick Leave Payment upon Retirement portion is already addressed generally in Regulation GCCA-RA (noting no statutory requirement to pay out accrued earned paid sick time). Districts that wish to offer sick-leave payouts upon separation may do so locally through GCCA-RA and/or HR procedures.

Policy Advisory No. 1020

Policy GCQF — Discipline, Suspension, and Dismissal of Professional Staff Members

***NEW* Regulation GCQF-RA – Discipline, Suspension, and Dismissal**

***NEW* Regulation GCQF-RB – Discipline, Suspension, and Dismissal**

Policy GCQF now incorporates the “Required” and “Not Allowed” provisions drawn directly from A.A.C. R7-2-1308 (Unprofessional and Immoral Conduct), grounding the listed categories of misconduct in the same rule framework used by the State Board of Education. This revision establishes a unified expectation for all employees (certificated and noncertificated) by applying the same standards of professional conduct across the District. Newly created Regulation GCQF-RA now contains the procedural information for certificated employees that previously appeared in the policy text. Newly created Regulation GCQF-RB consolidates the procedural information for noncertificated employees that was originally contained in Policy GDQD; accordingly, Policy GDQD has been removed from the model manual.

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Policy Advisory No. 1021

Policy GCR — Nonschool Employment by Professional Staff Members

Policy language was streamlined for consistency and tone without changing the original intent, and the title was updated to reflect that the policy now applies to both certificated and noncertificated employees.

Policy Advisory No. 1022

Policy GCRD — Tutoring for Pay

Legal references were expanded to include A.R.S. 15-341, 15-512, and 15-1105 to more fully reflect the statutory authority underlying this policy. A.R.S. 15-341 authorizes the Governing Board to prescribe and enforce policies governing employee conduct and use of District facilities. A.R.S. 15-512 addresses fingerprinting and related requirements for noncertificated individuals providing services to students, complementing the existing reference to A.R.S. 15-534 for certificated personnel. A.R.S. 15-1105 governs the lease and rental of school property, supporting the policy's requirement that private tutoring for pay on school premises occur only pursuant to an appropriate facility-use or rental agreement.

Policy Advisory No. 1023

Policy GCS — Professional Research and Publishing

Policy GCS adds the heading "Proprietary Rights."

Policy Advisory No. 1024 *DELETED* Policy GDA — Support Staff Positions

Policy GDA has been removed from the model manual as its provisions are primarily operational and generally covered by HR procedures. Districts may retain the policy locally if it aligns with and supports their internal processes (if retaining Policy GCA, these two policies may be combined to include both certificated and noncertificated employees).

Policy Advisory No. 1025 *DELETED* Policy GDB — Support Staff Contracts and Compensation

Policy GDB was incorporated into Policy GCB under the headings *Compensation* and *Employment Status (Noncertificated)*; accordingly, GDB was removed from the model manual.

Policy Advisory No. 1026 *DELETED* Policy GDBA — Support Staff Salary

Policy GDBA was incorporated into Policy GCBA under the heading *Noncertificated – Wages*; accordingly, Policy GDBA was removed from the model manual.

Policy Advisory No. 1027

***DELETED* Policy GDBC — Support Staff Supplementary Pay / Overtime**

Policy GDBC was incorporated into Policy GCBA under the heading *Noncertificated – Supplementary Pay / Overtime*; accordingly, Policy GDBC was removed from the model manual.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

Policy Advisory No. 1028 *DELETED* Policy GDBD — Support Staff Fringe Benefits

Policy GDBD was incorporated into Policy GCB under the subheading *Salaries and Benefits*; accordingly, Policy GDBD was removed from the model manual.

**Policy Advisory No. 1029 *DELETED* Policy GDCG — Support Staff Voluntary of Accrued Sick Leave
DELETED Regulation GDCG-R — Support Staff Voluntary of Accrued Sick Leave**

Policy GDCG has been removed from the model manual as its detailed, operational provisions are more appropriately addressed in District HR procedures or in a regulation. To preserve local flexibility, Policy GCCA now includes a concise sentence authorizing districts to offer a voluntary transfer of accrued sick leave (banked sick leave) at their option. This approach avoids prescriptive program details in policy and allows districts to tailor any sick-leave bank through a regulation and/or HR procedure. Districts that use a sick-leave bank may incorporate the prior elements in a GCCA regulation or retain GDCG locally if preferred. Accordingly, GDCG-R has been removed from the model manual; districts that maintain a sick-leave bank may retain this regulation locally.

Policy Advisory No. 1030 *DELETED* Policy GDD — Support Staff Vacations and Holidays

Policy GDD was incorporated into Policy GCCA under the headings *Holiday Leave* and *Vacation Leave*; accordingly, GDD was removed from the model manual.

**Policy Advisory No. 1031 *DELETED* Policy GDF — Support Staff Hiring
DELETED Regulation GDF-R — Support Staff Hiring
DELETED Exhibit GDF-EA — Support Staff Hiring
DELETED Exhibit GDF-EB — Support Staff Hiring
DELETED Exhibit GDF-EC — Support Staff Hiring
DELETED Exhibit GDF-ED — Support Staff Hiring
DELETED Exhibit GDF-EE — Support Staff Hiring**

Policy GDF was incorporated into Policy GCF and GDF was removed from the model manual. Regulation GDF-R was incorporated into GCF-R and GDF-R was removed from the model manual. Exhibit GDF-EC was incorporated into GCF-EA; accordingly, GDF-EC as removed from the model manual. Exhibit GDF-ED was incorporated into GCF-EB; accordingly, GDF-ED was removed from the model manual. Exhibit GDF-EE was revised and incorporated into GCF-ED; accordingly, GDF-EE was removed from the model manual. Exhibits GDF-EA and GDF-EB were combined and recodified as GCF-EF; accordingly, GDF-EA and GDF-EB were removed from the model manual.

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Policy Advisory No. 1032

***DELETED* Policy GDFA — Support Staff
Qualifications and Requirements
DELETED Exhibit GDFA-E — Support Staff Qualifications
and Requirements**

Policy GDFA was incorporated into Policy GCFC; accordingly, GDFA was removed from the model manual. Exhibit GDFA-E was incorporated into GCFC-E; accordingly, GDFA-E was removed from the model manual.

Policy Advisory No. 1033

***DELETED* Policy GDG — Part-Time and
Substitute Support Staff Employment**

Policy GDG was incorporated into Policy GCG under the heading *Part-Time Employees*; accordingly, GDG was removed from the model manual.

Policy Advisory No. 1034

***DELETED* Policy GDJ — Support Staff
Assignments and Transfers**

Policy GDJ has been incorporated into Policy GCK; accordingly, GDJ has been removed from the model manual. This update consolidates provisions applicable to certificated and noncertificated employees into a single policy so that all expectations regarding assignment, transfer, and prohibited transfer/re-assignment basis appear in one comprehensive policy.

**Policy Advisory No. 1035 *DELETED* Policy GDK — Support Staff Schedules
and Calendars**

Policy GDK was incorporated into Policy GCMF under the heading *Noncertificated Employees – Schedules*; accordingly, GDK was removed from the model manual.

**Policy Advisory No. 1036 *DELETED* Policy GDL — Support Staff Workload
DELETED Regulation GDL-R — Support Staff Workload**

Policy GDL has been incorporated into Policy GCMF under the headings *Noncertificated Employees—Schedules* and *Overtime*; accordingly, GDL has been removed from the model manual. Regulation GDL-R has been revised and recodified as GCMF-RA. For clarity and compliance, the updated regulation includes a direct link to 29 U.S.C. 207(o), which provides the controlling compensatory-time requirements.

Policy Advisory No. 1037 *DELETED* Policy GDLB — Support Staff Meetings

Policy GDLB was incorporated into Policy GCMF under the heading *All Employees – Meetings*; accordingly, GDLB was removed from the model manual.

**Policy Advisory No. 1038 *DELETED* Policy GDN — Supervision of Support
Staff Members**

Policy GDN was removed from the manual as information regarding a District-wide orientation program for all new employees is provided in Policy GCH. Supervisor and evaluation information for noncertificated employees is addressed in Policy GCO.

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