

**JOINT RECOMMENDATION OF THE
MEET AND CONFER TEAM FOR
PERSONNEL POLICY MATTERS**

We, the undersigned members of the Certificated/Professional and Support Staff Policy Meet and Confer Teams for the 2019-2020 fiscal year, have met and conferred and now jointly recommend revisions to the following personnel policies and regulations, as detailed in the attachments to this agreement:

Adoption of proposed **Policy GB___ (Bereavement Leave)***.
Deletion of **Policy GCCH (Professional Staff Bereavement Leave)**.
Deletion of **Regulation GCCH-R (Professional Staff Bereavement Leave)**.
Revision of **Policy GCQFA (Discipline Professional - Reprimand)**.
Deletion of **Policy GDCH (Support Staff Bereavement Leave)**.
Deletion of **Regulation GDCH-R (Support Staff Bereavement Leave)**.

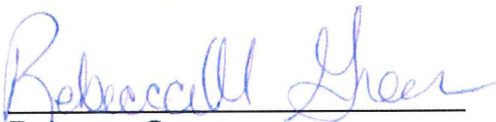
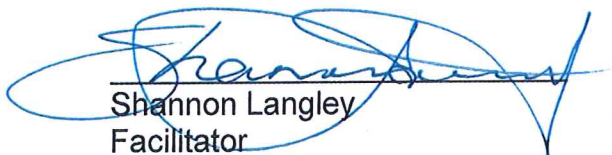
We have also agreed that employee concerns about staff involvement in decision-making will be addressed through the Associate Superintendents communicating with principals to convey the importance of including staff in decisions on matters of professional development, scheduled work evenings and the scheduling of site-related matters.

DATED this ^{April}~~17~~th day of ~~February~~, 2019.

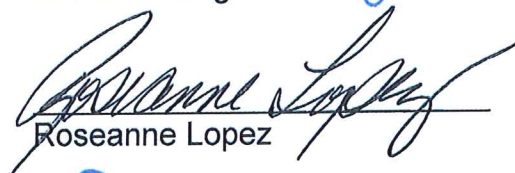
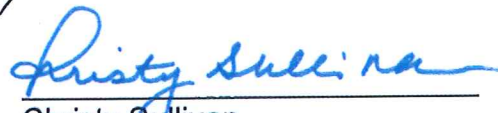
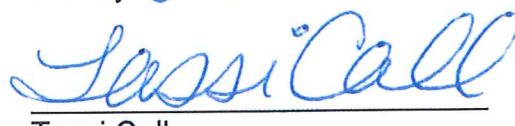
**For the Amphitheater Education
Association: Professional Staff Team**



Lisa Millerd

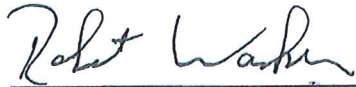

Michelle Barcanic
Rebecca Green
Shannon Langley
Facilitator

**For the Amphitheater School
District: Professional Staff Team**

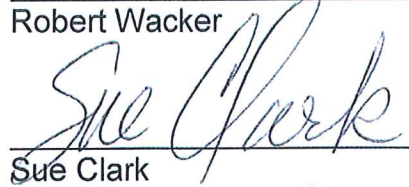

Michelle Tong
Roseanne Lopez
Christy Sullivan
Tassi Call
Facilitator

* Policy/Regulation designation to be determined by Arizona School Boards Association's Policy Services.

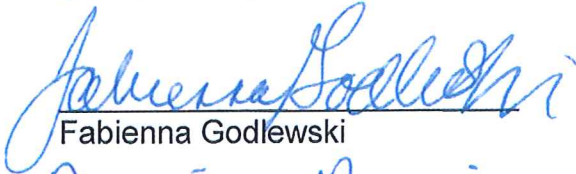
**For the Amphitheater Education
Association: Support Staff Team**



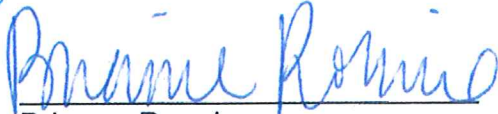
Robert Wacker



Sue Clark

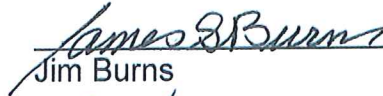


Fabienna Godlewski



Brianne Ronnie
Facilitator

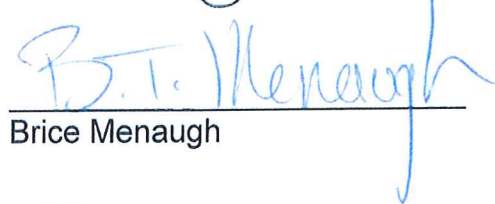
**For the Amphitheater School
District: Support Staff Team**



Jim Burns



Chris Gutierrez



Brice Menaugh



Jon Lansa
Facilitator

GB

BEREAVEMENT LEAVE

In case of death in an employee's immediate family, and with approval by the supervisor, the employee may be absent for a period not to exceed five (5) working days without loss of salary.

Additional Leave Days

An employee may be absent for an additional period not to exceed five (5) working days at no loss of salary provided that such days shall be deducted from the employee's sick leave.

If an employee does not have sufficient accrued sick leave to cover the additional period, leave will be authorized without pay.

Immediate Family: Definition

Members of the immediate family are defined as the employee's spouse or domestic partner, mother, father, child, grandparents, grandchildren, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, guardian, or dependent person (as defined by the Internal Revenue Code).

Demise of Co-workers

In the event of the death of any staff member, or a member of that person's immediate family, other staff members, on request, will be excused from duties without loss of pay or deduction from accrued leave time, to attend the funeral services, provided that said services are held within the confines of Pima County.

Adopted: _____

LEGAL REF.: A.R.S. 15-502

~~GCCH ©~~
~~PROFESSIONAL STAFF BEREAVEMENT LEAVE~~

~~An employee may be granted, upon request to the Superintendent, up to five (5) days of leave per year, with pay, to be used in the event of death in the employee's family as defined in Policy GCCA.~~

~~Adopted: _____ date of Manual adoption~~

~~LEGAL REF.: _____ A.R.S. 15-502~~

GCCH-R

REGULATION

PROFESSIONAL STAFF BEREAVEMENT LEAVE

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~~Revised: May 6, 2014~~

GCQFA

DISCIPLINE, SUSPENSION, AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS

(Disciplinary Procedures for Reprimand)

Procedures for Issuance of Letters of Reprimand

When an administrator determines that there is good cause to impose a Letter of Reprimand, the administrator shall notify the teacher or other professional employee of the administrator's intent to impose discipline. The Notice of Intent to Impose Discipline shall be in writing and shall be delivered to the employee in person or by First Class Mail. This notice shall be retained in the employee's personnel file and shall include the following information:

- A description of the conduct or omission by the employee which is the reason for discipline.
- A citation or reference to any laws, rules, regulations, policies, duties or directives, if any, violated by the employee's conduct or omission.
- The date, place and time of the disciplinary meeting during which the administrator will issue the Letter of Reprimand.

At the time of the disciplinary meeting, the administrator shall verbally review the written Notice of Intent to Impose Discipline with the employee. The employee shall then be given an opportunity to respond to the Notice of Intent, e.g., to explain that the employee's conduct did not occur as alleged or to explain how circumstances justified the employee's conduct. If the administrator determines that a letter of reprimand is still warranted after the employee's response, the administrator shall present the Letter of Reprimand to the employee.

Retention and Removal of Letters of Reprimand

At the written request of an employee submitted to the associate to the Superintendent, a Letter of Reprimand, and the preceding and corresponding Notice of Intent to Impose Discipline shall be removed from an employee's personnel file provided all of the following conditions are met:

- The letter does not concern conduct toward students that is deemed highly inappropriate by a reasonable person's standard, or which may be criminal in nature;

- The conduct or omission resulting in the reprimand, or any related action, has not recurred in the two (2) calendar year period following the reprimand; and
- No other Letter of Reprimand has been placed in the employee's personnel file in the two (2) calendar year period following the reprimand.

Appeals of Letters of Reprimand

Letters of reprimand are not subject to the grievance procedures set forth in Governing Board Policy GBKC, *et seq.* Rather, the procedures for appeal from a letter of reprimand shall be as follows:

An employee who has received a letter of reprimand may, within ten (10) working days of receiving the letter of reprimand, file an appeal with the Superintendent. The Superintendent shall develop procedures for the review of such appeals. The procedures shall provide for two (2) levels of appeal. ~~Decisions on appeals shall be issued within a reasonable period of time.~~ The Superintendent's decision on the appeal shall be final and is not subject to grievance procedures contained in Governing Board Policy GBKC, *et seq.*

Adopted: ~~date of Manual adoption~~

LEGAL REF.: A.R.S. 13-2911
 15-203
 15-341
 15-342
 15-350
 15-503
 15-504
 15-507
 15-508
 15-514
 15-536
 15-538
 15-538.01
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 15-540
 15-541
 15-542
 15-543
 15-549
 15-551
 41-770

CROSS REF.: DKA - Payroll Procedures/Schedules
 GCJ - Professional Staff Noncontinuing and Continuing Status

~~GDCH~~

~~SUPPORT STAFF BEREAVEMENT LEAVE~~

~~An employee may be granted, upon request to the Superintendent, up to five (5) days of leave per year, with pay, to be used in the event of death in the employee's family as defined in Regulation GDCH-R.~~

~~Adopted: _____ date of Manual adoption~~

~~LEGAL REF.: _____ A.R.S. 15-502~~

~~GDCH-R~~

~~REGULATION~~

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~~Revised: May 6, 2014~~