

MINGUS UNION HIGH SCHOOL DISTRICT #4

1801 East Fir Street . Cottonwood, AZ . 86326 . 928.634.8901

*Den of the Marauders***10 MONTH CLASSIFIED STAFF AT-WILL EMPLOYMENT NOTICE**
2025-20262026-2027

NAME: <><> <><>

HOURS / DAY: <><>

POSITION: <I<>>

NUMBER OF DAYS: <><>

HOURLY RATE: <><>

START DATE: <><>

NOTICE OF INDEFINITE TERM APPOINTMENT

You are hereby notified that the Mingus Union High School District No. 4 (“District”) intends to employ you for the position indicated above, beginning on the dates indicated above, at the rate per hour indicated above. The wage and hour information included in this notice of appointment is used for budget and payroll purposes only and does not create a contract.

A work calendar for the position is enclosed, which includes information on holidays and non-work days. No guarantee of a particular schedule of work, or a minimum number of days or hours, is provided by this Notice of Appointment.

Your employment is “at will” and may be terminated by the District, or by you, with or without cause. Termination shall become effective upon Governing Board action. No legitimate expectation of continued employment is created by this employment, understandings with the Board or its agents, or interpretations of Board policies, salary/compensation schedules, job descriptions or documents generated by the District. You are expected to comply with the requirements of the job description and Board policies while employed by the District.

You are required to work your scheduled hours on scheduled work days and accurately report hours worked. Compensation will be paid on a biweekly basis according to the established schedule of pay periods, based on actual hours worked.

This appointment is contingent upon final approval of the 2025-20262026-2027 budget as required by Arizona Law (A.R.S. § 15-905). The above wage is subject to the condition that funding to the District, as provided in the Arizona Revised Statutes or otherwise, is not reduced or that limitations are placed on the District’s ability to expend funds. In the event of a budget shortfall or expenditure limitation the Governing Board may, in its discretion, reduce wages (although not below the minimum wage), reduce hours, or reduce the number of staff.

You shall not discriminate against any employee, student, parent, contractor or other individual with whom you come in contact while working for the District because of that person’s sex, race, religion, color, national origin, age or disability.

To the extent appropriate for the occasion and as part of your compensation, the District may provide incidental food and beverages at mandatory staff trainings, including in-services and staff development activities and trainings in order to foster good working relations and encourage and reward staff participation.

This appointment is subject to cancellation pursuant to A.R.S. § 38-511. This offer of appointment is contingent upon the following:

- a. Possession of a valid fingerprint clearance card issued pursuant to title 41, chapter 12, article 3.1 or provide proof of compliance with A.R.S. § 15-512(D) and A.R.S. § 15-534(A)(2));
- b. Absence that you have pled guilty, pled no contest, been convicted of or are awaiting trial of any crime charge or conviction of any dangerous crime against children as listed in A.R.S. § 13-604.01 or 15-509, A.R.S. § 15-512, and/or A.R.S. § 41-1758.03(B), and agreement to notify immediately the Superintendent of any such criminal charge or conviction that has occurred prior to or occurs during your employment. If you fail to notify the Superintendent of such occurrence, you may be immediately terminated;
- c. Completion of a satisfactory background investigation, reference checks and verification of previous experience;
- d. Satisfactory clearance through the federal E-Verify program; and
- e. Possession of any certificates, endorsements, or licenses requisite for the position.

In addition to other remedies available to the District, District shall not be obligated to pay or compensate you for work performed during any period during which the above contingencies have not been met and the District may deduct amounts paid to you attributable to such period from any other monies owed to you by the District.

This Notice of Appointment is subject to cancellation pursuant to A.R.S. § 38-511.

This Notice of Appointment shall be governed by the laws of the United States and the State of Arizona. You agree that the Arizona State and Federal courts shall exercise exclusive jurisdiction over any and all matters arising out of this Notice of Appointment.

By law, the notice is deemed received when personally delivered, delivered to Employee's school mail, email or the District's self-service portal, or two (2) days from mailing. Employee's acceptance of this notice shall be done by approving and accepting it via the District's self-service portal within FIFTEEN (15) business days from the date of receipt or the Governing Board's offer of employment is revoked. If this notice is returned and includes terms in addition to the terms of this notice of appointment offered by the Board or is not returned within the (fifteen) 15 business days, this notice shall be null and void.



Governing Board Signature
See attached calendar

Summary report:

**Litera Compare for Word 11.3.1.3 Document comparison done on 12/18/2025
4:15:20 PM**

Style name: Default Style

Intelligent Table Comparison: Active

Original DMS: iw://cloudimanager.com/PHOENIX/7897101/1

Modified DMS: iw://cloudimanager.com/PHOENIX/7897101/2

Changes:

Add	3
Delete	3
Move From	0
Move To	0
Table Insert	0
Table Delete	0
Table moves to	0
Table moves from	0
Embedded Graphics (Visio, ChemDraw, Images etc.)	0
Embedded Excel	0
Format changes	0
Total Changes:	6