

We, the members of the combined Meet and Confer Team for the 2014-2015 fiscal year, have met, conferred and reviewed a number of District policies. We recommend that:

GDQD (Discipline, Suspension and Dismissal of Support Staff Members) be revised to reflect the district's practice to afford the right to representation to support staff in disciplinary procedures

GBEA (Staff Ethics), GBEB (Staff Conduct); KEB (Public Concerns / Complaints About Personnel); and KFA (Public Conduct on School Property), which address workplace climate, courtesy and civility, not undergo revision. However, the teams agree that efforts will be undertaken to more fully communicate information to district employees regarding these policies in the following manners:

- Include the relevant policies in staff handbooks;
- Post the relevant policies in staff lounges;
- Include of the policy information in initial staff meetings at the beginning of the school year;
- Provide the policies on the District's intranet; and
- Create a step-by-step review of each policy (to be used in staff meetings, training, etc.).

GBEF (Staff Use of Digital Communications and Electronic Devices), an entirely new policy, be adopted to address the use of social media and electronic communications by employees.


Accordingly, the Meet and Confer teams endorse the foregoing formal recommendations this 6th day of March, 2014.


For the Amphitheater Education Association

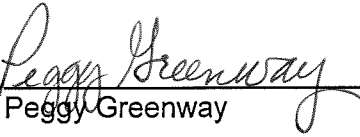

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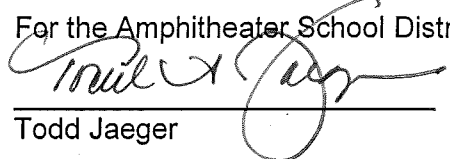

Peggy Greenway

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For the Amphitheater School District



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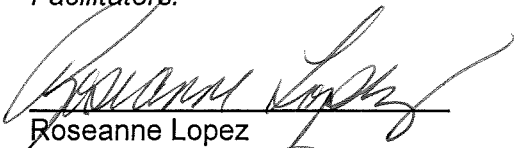

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**DISCIPLINE, SUSPENSION, AND DISMISSAL OF
SUPPORT STAFF MEMBERS
(Discipline)**

Counseling

It is the policy of the District to provide opportunities to employees who have been judged to be unsatisfactory to improve their performance. Therefore, such employees will, if practical, receive counseling prior to any disciplinary action.

Oral counseling and/or oral reprimand shall not be considered to be disciplinary action. Letters of counseling or other forms of written counseling shall not be considered to be disciplinary action but shall become part of the employee's personnel record.

Prior to Disciplinary Action or Dismissal

In the interest of District-wide equity in applying disciplinary action, and because of the increasing complexity of employee-rights legislation at both state and federal levels, the Associate to the Superintendent for District Operations shall be consulted prior to the initiation of any disciplinary action.

Representation

Employees shall be allowed to conference with and be represented by a representative of the Amphitheater Education Association or other individual of their choice in matters of disciplinary action. Employees shall also be permitted to tape record disciplinary meetings. If an employee intends to tape record or bring representation other than legal counsel to a meeting, the employee shall notify the administrator at least one (1) work day in advance of the scheduled meeting. If the employee intends to bring legal counsel to a meeting, the employee shall notify the administrator at least three (3) work days in advance of the scheduled meeting.

Disciplinary Actions

It is the intention of the Governing Board to provide administrators/supervisors an avenue for the discipline of support staff employees who fail to maintain proper standards. In an effort to provide and maintain a high-quality educational system, it is important to be assured that employees uphold high standards. Employees may be disciplined for the violation of the rules, regulations, and policies of the Governing Board and for other good and just cause.

Appropriate methods of discipline are available to supervisors to be utilized when an employee fails to comply with the rules, regulations, and policies as set forth by the Governing Board and the state legislature. Any single violation or any combination of violations may be found to constitute cause for dismissal, suspension without pay, or other disciplinary action.

Every employee is required to fulfill all duties as set forth in the job description. Failure of an employee to fulfill duties will result in disciplinary action being taken against the employee. Disciplinary action may include, but not be limited to, the following actions:

- Warning letters.
- Suspension with pay or suspension without pay.
- Establishment of disciplinary probation periods not to exceed four (4) months, subject to the guidelines of this policy.
- Dismissal.

Time Line

Written reprimands, warning letters, and suspensions shall be initiated within twenty (20) working days of the date the supervisor becomes aware of the incident(s) except where the investigation of the incident involves non-District personnel or organization, in which case, this time period shall be reasonably extended to allow for adequate investigation.

Disciplinary action may not include suspension with pay or suspension without pay for any single period of time in excess of ten (10) working days.

Staff members shall be informed of the specific reasons for any disciplinary actions and shall be advised of their right of appeal as provided in Policy GBKD, Staff Grievances (Support Staff). Such information must be provided in writing, with a copy to the Associate to the Superintendent.

Maintenance of Records

No written or recorded material may be placed in an employee's file without the employee's knowledge.

Disciplinary Action other than Dismissal

- Whenever disciplinary action is required, the corrective nature is to be in the form of a memorandum to the staff member and must indicate the specific deficiencies and corrective action required for satisfactory performance. If the disciplinary action specifies time limits within

which deficiencies must be corrected, this period will constitute a "disciplinary probation period."

- At the employee's request, disciplinary letters, letters of reprimand, and letters of counseling shall be removed from the employee's file after two (2) years, if there are no additional reprimands, or the reprimands do not involve inappropriate treatment of students.

Dismissal

Staff members may be dismissed for any reason during initial probationary periods and after initial probation because of the frequency or nature of offenses or conduct for continued substandard performance. Dismissal of staff members shall be authorized in accordance with the procedures.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 13-2911
15-341
15-502
41-770

CROSS REF.: DKA - Payroll Procedures/Schedules

STAFF USE OF DIGITAL COMMUNICATIONS AND ELECTRONIC DEVICES

The Governing Board recognizes how web-based and mobile technologies are fundamentally changing and enhancing communication as well as empowering the user. Social media technology can be a powerful and useful tool to enrich teaching and learning. The Governing Board encourages the appropriate use of social media and the modeling and teaching of 21st Century Skills to develop safe and smart digital citizens. The Board equally recognizes that the misuse of such technologies can be potentially harmful to students, employees, the District, and the community. Accordingly, the Governing Board requires all employees to adhere to adopted policies and to utilize digital communications and electronic devices in a professional manner.

There are many diverse and ever-changing social media sites available to educators for their professional use. While specific sites can overlap services and purposes, they may be categorized as:

- Social Networking Sites: facilitate connections and communications between people often based upon friendships, relationships, common interests or other categories. Examples of these would include *Facebook, Google+, and LinkedIn.*
- Content Sharing Sites: allow people to share content such as photographs, videos, documents and other media. Examples include *YouTube and Flickr.*
- Blogs and Forums: offer journal or diary entries. Examples include *WordPress, Edmodo, Wikis and Blogger.*
- Gaming Sites: offer the ability to communicate verbally and virtually with other gamers/participants.
- Social News Sites: allow people to post various news items or links to outside articles and then allow users to vote on the items. Examples include *Digg and Reddit.*
- Bookmarking Sites: allow people to save and organize links to other websites. Examples include *Delicious and StumbleUpon.*
- Micro-blogging: allow people to communicate using short updates of information. Examples include *Twitter, Remind101 and Instagram.*

