Employee Handbook Service

Let us help you connect district policy to rules, conditions and expectations for employment.

Available exclusively to ASBA members
The Purpose of an Employee Handbook

• Advise employees of important aspects of the district’s unique culture and organizational mission
• Communicate conditions of employment, conduct and behavior
• Chronicle organizational expectations along with aspects of compliance with federal and state laws/regulations
• Provide employees with guidance regarding specific questions that may arise as a member of the staff
• Help defend against employment claims presented to the district
• Aid organization and consistency in the workforce
• Provide for a common need to be informed and be a productive member of the team
Districts must be ASBA Policy Services subscribers to take advantage of the Employee Handbook Service.
Your district policy is referenced throughout the employee handbook.

Policies of Your District

Employee Handbook

Arizona School Boards Association
Structure of the Handbook

The Employee Handbook contains seven sections:

- Welcome and Introduction
- Governance
- Aspects of Employment
- Employee Benefits
- Evaluation of Staff
- Additional Topics
- Related Student Information
Employee Handbook: Section 1

Welcome and Introduction

- Letter from the Superintendent
- District Vision and Mission
- District Administration
- District Map
- Yearly Calendar
Employee Handbook: Section 2

Governance

- Governing Board Members
- Overview of Governing Board Policy Manual
Employee Handbook: Section 3

Aspects of Employment

- Personnel Policies
- Assignments and Responsibilities
- Assistance Programs
- Conflict of Interest
- Drug Free Workplace
- Nondiscrimination/Equal Opportunity/Harassment
- Resignation/Retirement
- Staff Ethics and Conduct
- Use of Physical Force
Aspects of Employment

H. Nondiscrimination & Equal Opportunity/Harassment

1. Nondiscrimination & Equal Opportunity – The Governing Board is committed to a policy of nondiscrimination and providing equal opportunity to all staff members in relation to race, color, religion, sex, age, national origin, and disability.

Employees are expected to conduct themselves in a matter that does not represent any form of discrimination or that compromises equal opportunity toward other staff members, students, the public, educational programs and services, and individuals with whom the Board does business.

Reference: Governing Board Policy AC
Handbook Sample: Section 3

Aspects of Employment (continued)

2. Sexual Harassment - All staff members employed by the District including, but not necessarily limited to, the administration, professional staff, and support staff, part or full time, are expected to conduct themselves at all times so as to provide an atmosphere free from any form of sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform the compliance officer, as provided in administrative regulation ACA-R. A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action. All matters involving sexual harassment complaints will remain confidential to the extent possible.

Reference: Governing Board Policy ACA Administrative Regulation ACA-R Administrative Exhibit ACA-E
Employee Handbook: Section 4

Employee Benefits

- Compensation
- Involuntary Deductions
- Voluntary Deductions
- Employee Benefits
  - Such as sick, vacation, maternity, personal leave, jury duty, military leave, etc.
D. Employee Benefits

1. Bereavement Leave: An employee may be granted, upon request to the ______________, up to ______(___) 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. Extensions of bereavement leave may be granted upon personal request to the ______________. If approved, all such extensions of bereavement leave shall be deducted from the employee’s accrued sick leave. In the absence of any accumulated sick leave, and upon request, the Superintendent may approve an unpaid leave of absence for each day of extended bereavement leave used.
Employee Benefits

(Please note how the handbook allows for customization.)

D. Employee Benefits

2. FMLA: The District fully complies with the Family and Medical Leave Act (FMLA) and all interim and final regulations interpreting the FMLA issued by the U.S. Department of Labor. FMLA requires the District to provide up to twelve (12) weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for the District for at least one (1) year, and for a minimum of one thousand two hundred fifty (1,250) hours over the previous twelve (12) months. The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances. (not for Districts that are exempt due to size)

Reference: Governing Board Policy GCCC Administrative Exhibits GCCC-EA through GCCC-EE
Employee Handbook: Section 5

Evaluation of Staff

- Teachers
- Support Staff
- Administrators
Employee Handbook: Section 6

Additional Topics

A. Appropriate Work Attire
B. Arrangements for a Substitute Teacher
C. Certification
D. Child Abuse Reporting
E. Communication with Students and Parents
F. Conduct with Students
G. Copyright Compliance
H. Curriculum/Lesson Plans
I. District Keys
J. District Vehicles
K. Emergency Procedures
L. Employee Discipline
   1. Professional Staff
   2. Support Staff
M. Employee Grievances
N. Employment Outside the District
O. Drugs/Alcohol
P. Identification Badges
Q. Participation in Political Activities
R. Personal Property
S. Physical Restraint/Seclusion
T. Prohibited Personnel Practices
U. Public Records
V. Purchasing Procedures
W. Receipt of Legal Papers or Threats of Litigation
X. Smoking/Tobacco
Y. Staff Meetings
Z. Use of District Equipment/Property
AA. Weapons
Employee Handbook: Section 7

Related Student Information

• Attendance
• Cell Phone
• Ceremonies and Observations
• Release Time for Religious Instruction
• Student Evaluation and Grading
• Special Instructional Programs
• Students 504 Plans
• Student Rights
• Student Conduct, Rules and Discipline
• Supervision of Students
ASBA Employee Handbook: Benefits

✓ Compliance-Focused
  Up-to-date with state and federal laws

✓ Customizable
  • Design
  • Welcome and introduction
  • Reflects and references your specific district policy

✓ Affordable and Cost-Effective
The Handbook Addendum

The Employee Handbook Service is an addendum to your ASBA Policy Services subscription.
Contract Addendum: Employee Handbook Service

The Arizona School Boards Association, Inc. (ASBA) and the ___________________ School District (Member District) hereby mutually agree to amend the Policy Subscription Agreement dated _____________ to add ASBA Policy Services’ Employee Handbook Service which will provide the following:

1. Employee Handbook Template Based on Member District’s Policies - Within thirty (30) days of execution of this addendum, ASBA will provide Member District with Employee Handbook template consistent with Member District’s Policy Manual, and informed by ASBA’s Model Policies and maintained by ASBA. This template will initially be in Microsoft Word format but may take other web-based forms.

2. Employee Handbook Content - Content of the Employee Handbook will be centered on policies that pertain to employment in the district and policies that apply to all classes of employees.

3. ASBA Revision and Update of Template - Based on revisions to ASBA Model Policies or Member District’s Policies, ASBA will issue a revision of the template at least once per year and upon request by Member District. The Employee Handbook will be reviewed at the same time a Policy Manual review is conducted.

4. Incorporation - This addendum is to be considered part of the Policy Subscription Agreement and all general provisions of it are included in this addendum agreement.

5. Intellectual Property - The Employee Handbook template and content based on copyrighted ASBA Model Policies will remain the intellectual property of ASBA. Should the agreement be terminated, Member District agrees to cease using the template and forfeit all documents to ASBA.
Contract Addendum: Employee Handbook Service

6. Term – The term of this addendum shall be consistent with the term set forth in Section 7 of the Policy Subscription Agreement between ASBA and Member District.
7. Payment to ASBA – $100 per month, in addition to the amount set forth in Section 6 of the Policy Subscription Agreement will be added to the Member District’s billing.

Acceptance:
Arizona School Boards Association Member District
By________________________________________
Date: __________________________
Arizona School Boards Association

Ready to make the connection?

Contact us today!
602-254-1100