

Office of the Superintendent

August 12, 2024

Re: Management Responses and Commitments for the Equality Diversity and Inclusiveness Audit

Dear Ms. Martha Smith:

Thank you for the opportunity to provide this response. Due to the departure of Assistant Superintendent Dr. Kinasha Brown, who oversaw the Equity Diversity and Inclusiveness (EDI) Department during her tenure at Tucson Unified School District (TUSD), the Superintendent will be providing responses to the preliminary internal audit on behalf of the EDI department. To the extent that your audit includes observations relating to the prior leadership, please know that management's response is provided without the opportunity and benefit of including the former Assistant Superintendent's comments and feedback.

General Observations

The internal audit function is meant to, "add value and improve an organization's operations." The audit report provided that, "the purpose of the performance internal audit of the EDI Department was to evaluate and determine if the department was operating as intended..." Management believes that this report does not provide the standard that was used to determine what was intended. The Administration would submit that ultimately, the operation of the department is best assessed by the supports provided in schools to individual students who need it and that such support measures be measured and assessed for effectiveness utilizing metrics associated with improved student academic outcomes like assessment results, grades, attendance, and disciplinary incident reduction. Unfortunately, the audit report expressly excluded from its process any such assessment of supports provided to students.

While there are certainly valid operational observations in the audit report that management agrees with, the audit report lacks any assessment of the critical piece of whether students are being served. What we are left with, is a report that in many areas reads like an airing of personnel grievances as opposed to what one would expect from an audit of a department's operational and procedural efficiency, effectiveness, and overall performance.

As noted below, there are several avenues to address employee concerns in policy and applicable employee agreements. The audit report does not mention whether those avenues were even attempted by employees, and instead recommends essentially outsourcing the responsibility for addressing employee concerns. Oddly, the report also recommends that the Governing Board's (Board) Audit Committee become involved in reviewing personnel

Office of the Superintendent

complaints, which appears to be well outside the responsibilities assigned by the Governing Board to the Audit Committee's Charter.

In many parts of the audit report, references are made to conditions found risking violation of "court orders" or "court agreements." In context, these apparently refer to the Unitary Status Plan (USP) or Post Unitary Status Reporting Accountability Plan (PUSRAP). We would respectfully recommend that, if an audit report references a risk of a violation of some court order, that the report cite with specificity which provision of a court order is at risk of being violated.

I. ORGANIZATIONAL MANAGEMENT AND STRUCTURE

1. Lack of Strategic Alignment in Organizational Design

Audit Condition: *There is an inconsistent management and supervisory structures within the department.*

Management Response: Management does not concur. This audit comes at a time of transition for the EDI department, after the departure of the Assistant Superintendent of Equity, Diversity and Inclusiveness. This required the temporary assignment of staff in the EDI, Family and Community Engagement, and Student Services departments to other administrators to avoid disruption of EDI activities. This audit fails to acknowledge that the Superintendent has exercised his authority, in conformance with Governing Board policy GCAB (**Attached as Exhibit 1**) to appoint a qualified person to temporarily fulfill the duties of an Administrator position pending completion of the Administrator Selection and Governing Board approval process. Specifically, GCAB requires that, "in emergency situations and with notice and justification to the Governing Board, the Superintendent may appoint a qualified person to temporarily fulfill the duties of an Administrator position pending completion of the Administrator selection and Governing Board approval process required under this policy. Any such temporary appointment shall be confirmed by the Board as soon as practical". The audit did not provide documentation that the divided functions have received contradictory directives.

The Superintendent has exercised this authority to require that EDI employees are assigned to the Senior Director of Magnet Schools, who in turn will report to the Assistant Superintendent of Curriculum and Instruction, and that the Family and Community Engagement and Student Services departments report to the Assistant Superintendent of Leadership and Student Success. This temporary assignment has been communicated to the Governing Board (**Memo to Board Attached as Exhibit 2**), as well as the respective administrators, EDI directors and EDI staff, and will continue until such time as the Governing Board appoints new leadership. A formal

Office of the Superintendent

Board action item is being prepared for the Board’s review and approval at its August meeting.

This audit comes at a time when the District has exited court oversight over our Desegregation work, which involves activities and services provided by our EDI office and Student Services departments. In addition, the Arizona Supreme Court issued a July 2024 ruling that specified that the state did not need to reimburse Pima County for expenditures related to court-ordered Desegregation activities. Based on these developments, the Governing Board will be working with our Administration to set forth the direction for EDI activities in the future. This direction will be critical to determining how best to organize, manage, and ensure the effectiveness of services provided by the related offices and departments.

2. Uninformed and Unverified Decision Making

Audit Condition: *Elimination of positions, staff changes, and fund reallocation occurred without appropriate documentation.*

Management Response: Management does not concur. The internal audit report appears to contradict itself. While stating that the elimination of positions, staff changes and fund reallocation occurred without appropriate documentation, it also notes correctly, that these actions did not, in fact, occur. They were disapproved by the Finance Department, which the report underscores, “is entrusted with overseeing the budgets and with making decisions based on acceptable agreements.” Therefore, it appears that controls were adequate in addressing this issue.

Audit Statement (pg. 6-7): “Three positions were originally eliminated from the African American Student Services Department (AASSD) by the Assistant Superintendent and the Chief Financial Officer. These positions are required to be maintained per the Desegregation agreement made by TUSD, as written in the court documents.”

Management Response: Staffing was discussed and presented to the Board as required in the PUSRAP. Under the PUSRAP, we are not required to maintain any positions. Oversight of the District’s Desegregation plan and budget rests solely with the Board. Before the elimination of a position previously required by the USP, the Performance Impact Analysis (PIA) process, including Board approval (whether by affirmative vote or by declining to request a public hearing on it) must be completed. Moreover, these positions were reinstated in AASSD at the request of Dr. Tonya Strozier, the AASSD Director.

Office of the Superintendent

This impacts the audit’s related recommendation: “Changes regarding EDI employees, activities, and tasks should be verified against the Desegregation court orders to ensure compliance and adherence to agreements and commitments made.” Changes may be made so long as they comply with the PIA process detailed in the PUSRAP.

II. LEADERSHIP AND COMMUNICATION

1. Leadership Response and Support

Audit Condition: *There was a lack of response and support from leadership in addressing several employee concerns.*

Management Response: The internal audit, in its discussion, outlines complaint procedures that are available for employees to submit complaints to the Audit Committee. In addition, it clarifies the Audit Committee’s recommendation that the complainants report first to the appropriate TUSD supervisor. The scope of these complaints includes “complaints regarding accounting, internal accounting controls, auditing, or questionable financial practices” as well as “fraudulent acts.”

The policies set forth for the Audit Committee and Superintendent to address complaints require, first, that a complaint is reported. The internal audit report does not specify whether and when EDI employees submitted reports to their immediate supervisor, to the Superintendent, or to the Audit Committee, as required by the policies discussed; nor does the internal audit report specify the scope of these complaints to determine whether they fall within the categories outlined in the policies. While there is reference to complaints being shared with “key personnel in set departments,” there is no indication that employees followed the policies.

Audit Report Listed Concerns: Lack of Response and Support from leadership addressing several employee concerns. EDI staff’s frustration with voicing concerns and not having them taken seriously.

Management Response: When concerns related to expenditures were reported to the Employee Relations department around February/March of 2024, the Employee Relations and Finance departments were notified of the concerns. It was agreed at that time that such matters should be referred to the Internal Auditor (IA), Martha Smith, who was subsequently contacted.

Audit Report Listed Concerns: The failure to efficiently and effectively address these issues resulted in:

- Unchecked expenditures, reallocation of monies, and non-adherence to financial requirements.

Office of the Superintendent

- Lack of internal controls, poor management of resources, and mistreatment of staff.

Management Response: The report did not provide documentation regarding an expenditure or reallocation that occurred without proper administrative approval. Additionally, the report did not provide information regarding financial requirements that were not adhered to due to complaints not being addressed.

To assist employees with the appropriate channels for filing complaints, the 2024-2025 TUSD Employee Handbook ([20242025 TUSD Employee Handbook](#)) includes more detailed information regarding avenues for reporting concerns (**Attached as Exhibit 3**). Additionally, employees are able to access EEO/Title IX information via the District home page ([see link](#)) which provides direct link to forms, applicable policies, and contact information.

2. Timely Communication and Planning

Audit Condition: *The freezing of desegregation funds was not communicated to the affected departments in a timely and appropriate manner.*

Management Response: The finding alleges that affected departments were not communicated in a “timely or appropriate manner.” On February 16, 2024, the Chief Financial Officer distributed an email communication with the subject line: “FY2024 Desegregation Fund Expenditure Freeze.” The language of the email was approved by the Superintendent prior to distribution. A copy of the email communication regarding the Desegregation Funding Freeze is included with this response (**Attached as Exhibit 4**). As evidenced by the email, all members of the Superintendent’s Leadership Team (SLT) and leaders of various departments whose operations rely heavily on Desegregation funds were included, which is contrary to the finding that proper notice was not provided. Among the recipients was Dr. Brown, along with the individuals noted below:

NAME	TITLE	DEPARTMENT
Sky Saczko	Director	Advanced Learning Experiences
Dr. Tonya Strozier	Director	African American Student Services
Dr. Susan Osiago	Director	Asian Pacific American & Refugee Stu. Svcs.
Dr. Halley Freitas	Senior Director	Assessment & Evaluation
Rebecca Carrier	Program Coordinator	Counseling
Lorenzo Lopez	Director	Culturally Relevant Pedagogy & Instruction

TUCSON UNIFIED SCHOOL DISTRICT

Office of the Superintendent

Heidi Aranda	Senior Director	Curriculum Development
Dr. Yolanda Nunez	Director	District Alternative Ed. Program
Dr. Cindy Hurley	Program Manager	Equity, Diversity & Inclusiveness
Greg Meier	Director	Facilities Management
Lacey Grijalva	Director	Family and Community Engagement
Suzanne Miller	Program Coordinator	Finance
Monica Sanchez	Senior Director	Human Resources
Pat Sandoval-Taylor	Director	Language Acquisition
Kamren Taravati	Senior Director	Magnet Department
Maria Federico Brummer	Director	Mexican American Student Services
Lina Armijo	Interim Director	Multicultural Curriculum
Julie Shivanonda	Director	Social Emotional Learning
Kristina Grebloski	Program Coordinator	Student Placement and Enrollment
Anna Schwartz Warmbrand	Director	Student Relations
Sarah Tarin	Executive Assistant	Superintendent
Nicholas Roman	Administrative Asst	Superintendent
Rabih Hamadeh	Executive Director	Technology Services
Donna Hankins	Budget Technician	Technology Services
Martha Zamora	Director	Transportation

III. ETHICAL COMPLIANCE AND CONCERNS

1. Claims of Unequitable Hiring Practices

Audit Condition/Listed Concern: *There were allegations of pre-selecting candidates to fill vacancies within the EDI department. (Pre-selecting candidates to fill vacancies within the EDI department, provide interview questions to an inside candidate.)*

Management Response: It is unclear from the findings whether the Internal Auditor determined that the alleged claims were valid and what evidence was used to make such a conclusion.

The candidates for the Family and Community Engagement (“FACE”) Director position, referenced in the report, interviewed in July of 2023 and the appointment of the selected candidate by the Governing Board took place on August 22, 2023. The Employee Relations Department was not informed of the allegation until around February/March of 2024 which is six to seven months after the position was finalized.

It is standard practice for a position to be placed on hold when such an allegation comes to light to ensure proper investigation. In the event employees believe there

Office of the Superintendent

has been an ethical concern related to hiring practices, they not only should, but also have a duty to notify Employee Relations or Human Resources, immediately. There are current processes in place for concerns and complaint follow-up, though management acknowledges there is room to revise and clarify timelines.

There is already an established fair and equitable hiring/interview process in place, though management is always open to suggestions to ensure equity across the Board.

2. Desegregation and Inequitable Support

Audit Condition: *There is unequal support and integration of English learning students in the Asian Pacific and Refugee Student Services Department (APRSS).*

Management Response: Management is unable to ascertain the merits of this concern regarding the Asian Pacific American & Refugee Student Services Department (APARSS). Prior to her departure, Dr. Brown had begun the effort of developing a newcomer program as described in the Internal Auditor's recommendations. To date, management is unsure as to where the effort was left.

Audit Listed Concern: "Effect / Potential Risk (includes, but is not necessarily limited to):"

- Equal support should be provided to all programs and student groups, regardless of ethnicity, language, or background.
- Desegregation, inconsistent, and unequal treatment was noted regarding support and allocation of resources being provided to English Learning (EL) students who are classified as refugees but identify themselves as African American or Latin American.

Management Response: Management is unable to ascertain what is meant by "equal support to all programs and student groups" or what that might look like. In addition, management is unclear on what is meant by "Desegregation...was noted", and thus is unable to provide an adequate response.

3. Perceived Conflict of Interest

Audit Condition: *A District employee holds various roles within a non-profit organization, where he collects donations to benefit some TUSD students.*

Management Response: Management is unclear of the perceived "legal risk" that is described in the report as there is no policy or law that prohibits a "perceived" conflict of interest nor does the report reference any statutory violations. Further,

Office of the Superintendent

the report did not include information as to whether the IA found any funds that were directly funneled to the District employee.

Arizona law specifically excludes non-salaried officers in a nonprofit as creating a conflict of interest. Interestingly, the audit report also recommends that, essentially as a matter of policy, the District direct all donors to the same non-profit for which the employee volunteers.

4. Vendor Sponsorship of Events

Audit Condition: *A vendor with whom EDI made a recent purchase participated in sponsoring an employee event.*

Management Response: Management is unable to respond appropriately to this finding as the specific item asserted in the report does not include any specific evidence on which event or the sponsor.

While personal gifts and benefits received by employees from vendors are clearly prohibited in Policy DJ and state law (“...employees shall not use their offices or positions to receive any valuable things or benefits that would not ordinarily **accrue to them** in the performance of duties...” [emphasis added]), there is no law or policy that prohibits vendor gifts or sponsorships benefitting the District in support of programs and activities for the benefit of students and staff. A sponsorship of a District event is not a benefit that accrues to an employee personally.

The District does not accept gifts or donations of cash from vendors, rather direct sponsorships in the form of materials and activities that support the mission of the District. Every sponsorship received by the District is individually vetted by Financial Services and by the Purchasing Department to avoid any impropriety, ethical concerns or violations of conflict of interest. These types of sponsorships are not accepted with forms of “quid pro quo” for the District and for individual employees. Management concurs that a policy on vendor sponsorships should be created to help provide guidance to staff.

5. Contract Compliance

Audit Condition: *Several instances were found in which employees were asked to perform work before the start date of their contracts.*

Management Response: Management is unable to respond appropriately to this finding without more specific information (status of the employee: new employee or existing employee moving roles).

Office of the Superintendent

IV. POLICIES AND PROCEDURES

1. Employee Separation Process

Audit Condition: *The Assistant Superintendent of EDI signed and dated their resignation form on 5/2/2024; end of their contract was 6/30/24.*

Management Response: To the extent that this alleges a violation of policy or internal procedure, management does not concur. The Assistant Superintendent of EDI signed and submitted an “Intent to Separate” form (**Attached as Exhibit 5**), dated May 2, 2024, which affirmed that her last day of work would be June 30, 2024. By submitting this form, the Assistant Superintendent provided TUSD with notice of her intended separation on June 30, 2024. This advanced notice is a standard of professionalism and allows for TUSD to take measures necessary to ensure that services and operations would not be disrupted with the employee’s departure. In addition, the Governing Board approved the Assistant Superintendent’s planned June 30, 2024, separation at its June 4, 2024, regular meeting. Management determined that this did not violate her contract nor any Board policy or regulation.

2. Rights and Access to District Systems

Audit Condition: *Computer system access and rights were granted to an employee who had resigned from their District position.*

Management Response: The internal audit report did not identify any specific inappropriate access to the District’s systems from the employee. Upon separation, Technology Services reviews all separating employees and adjusts access accordingly. This finding also appears to build on the report’s misunderstanding that a Notice of Intent to Separate is effective on its submission, as opposed to date of separation indicated in the Notice.

3. Whistleblower Hotline

Audit Condition: *Absence of an objective and unbiased whistleblower hotline.*

Management Response: TUSD takes all complaints seriously and as such, utilizes various policies and procedures in place to address them in the appropriate manner. As the report described, the Audit Complaint process is one way in which accounting matters would be reported. Policy AC provides the framework for individuals who believe they have been discriminated and/or retaliated against in violation of the policy. In addition, the Tucson Education Association (TEA) Employee Agreements provide that complaints made against an employee shall be furnished to the employee to allow a response. Our practice is to ensure employees faced with an allegation have the notice, time, and opportunity to respond.

Office of the Superintendent

With the various methods in place for reporting complaints, management does not agree that a third-party service would enhance internal accountability. Further, the IA's recommendation that all complaints would be distributed to the Audit Committee is not appropriate given the limited scope of the types of complaints that fall under the auspices of the committee.

It should be noted that for a person to have whistleblower protection under Arizona law, they cannot be anonymous.

4. Hiring Practices

Audit Condition/Specific Issue: *Concerns were raised regarding the fairness of the District's hiring practices.*

1) "A candidate's application that was discarded by the automated application system, which did not account for several qualifying factors and professional credentials."

2) "Research was conducted to address the concerns shared by several EDI employees who stated that the previous Assistant Superintendent had not completed their doctoral degree prior to being hired and had no experience as a principal of a school. Both statements were found to be correct."

Management Response: To the extent that the audit condition alleges a violation of policy or procedure, management does not concur.

1) The audit did not contain evidence to confirm that a candidate's application was discarded by the automated application system. Upon review of the candidate's application, it was affirmed that the candidate was screened and did not advance based on their submitted application and credentials.

2) While it was confirmed that the previous Assistant Superintendent did not have her doctoral degree prior to being hired and had no prior experience as a principal, neither were requirements to be considered for the Assistant Superintendent position based on the job posting at the time (Job Posting

Attached as Exhibit 6).

V. FINANCIAL MANAGEMENT

1. Federal Grant Funds for McKinney-Vento (ARP II)

Audit Condition: *There were some questionable expenses paid using the American Rescue Plan (ARP II).*

Management Response: The Internal Auditor's report cites this program as part of the McKinney Vento Entitlement program (Education of Homeless Children and Youth [EHCY]), which the District receives annually from the Arizona Department of Education (ADE). The goal of the ARP Homeless II Entitlement Fund is to provide

Office of the Superintendent

HCY with wraparound services that address the effects of COVID-19 on HCY so that they may attend school and participate fully in school activities. The broad listing of allowable expenses, which extends beyond the annual entitlement program, can be found at: [ARP Allowable Use of Funds \(Attached as Exhibit 7\)](#). This listing is more expansive than that of the traditional uses under the entitlement program. To follow, are management's responses for each of the activities listed in the Internal Auditor's report as being paid with ARP funding:

A. National Association of Homeless Youth (NAEHCY) Conference (Nov. 11 through Nov. 14, 2024). Travel to Florida. Amount: \$25,886

Management reviewed all Purchase Orders, Payables and General Ledger expenditures for Fund 335 – ARP Homeless II and found no evidence of expenditures for any conference with NAEHCY in Florida. The funds were requested by EDI from the Arizona Department of Education (ADE) to attend the NAEHCY conference in California. However, this expense was removed from the budget application revision with ADE on January 26, 2024. The line-item elimination was approved by ADE on April 17, 2024.

B. Clothing for McKinney Vento Eligible Students. Amount: \$35,000

On April 17, 2024, ADE approved a revision submitted on January 26, 2024, which allocated \$65,035.59 for clothing and personal care items. A copy of the approved line-item text from ADE is attached as **Exhibit 8**. The ARP guidance from the U.S. Department of Education Office of Elementary and Secondary Education states, "The use of gift cards, store cards, or prepaid debit cards for a parent/guardian or youth experiencing homelessness to purchase school, clothing, or hygiene supplies is allowable. These are not considered to be gifts, which are not allowed to be purchased through Federal grants" (U.S. Department of Education, 2022).

C. Added Duty @ 25/hrs. x 5 hrs. per week for 12 ARP Tutors x 30 weeks = \$45,000 + Benefits). Amount: \$54,000

On April 17, 2024, ADE approved a revision submitted on January 26, 2024, which allocated \$8,000 for 5 certified staff members to conduct a 2-week HEART DREAM Academy in Summer 2023 and Summer 2024. However, in reviewing the account transaction records in FY2023 and FY2024, there were expenses incurred in the amount of \$875. Again, the ARP Homeless II Entitlement allows districts to spend funds on any McKinney-Vento approved activity. Among these activities are "Before-and after-school program, mentoring, and summer programs for homeless children and youth. Qualified personnel may provide homework assistance, tutoring, and supervision of other educational instruction in carrying out these activities" (Arizona Department of Education, 2020). Every

Office of the Superintendent

individual who provides services with a grant is required to complete a time-and-effort certification, which will provide evidence as to what activities they completed when compensated with federal funds. The Internal Auditor's report does not indicate what evidence was obtained to ascertain that tutoring services were not limited to McKinney-Vento students.

D. *One Full Time Employee for College and Career Readiness Counselor (\$55,000 + Benefits). Amount: \$72,600*

The ADE-approved grant application revision from April 17, 2024, did not include any funding for a College and Career Readiness Counselor (CCRC). Additionally, the transaction detail records and the employee positions and pay records do not show any expenses for a CCRC that was funded using ARP Homeless II Entitlement.

E. *100 Gas cards, McKinney Vento eligible students, to ensure they arrive in time to class. Amount: \$10,000*

The ADE-approved grant application revision includes the approval of "gas-only cards" to support the transportation of students until bus routing is in place and/or provided to families utilizing short-term/temporary housing to remove barriers to school attendance. The department implemented a procedure to assign cards to parents who sign agreements avowing the gas card funds will be used to transport students to/from school.

The IA report does not provide evidence that the logs were collected from the Family and Community Engagement (FACE) department to determine whether the cards were provided to McKinney Vento eligible students. Moreover, the ARP II Homeless Entitlement allowable activities listing includes, "For store cards/prepaid debit cards to purchase materials for students to participate in school activities" (Arizona Department of Education, 2020).

F. *Mentor -HEART Buddies/Youth Mentors 5 individuals per year at \$13.50/hr., for two years (FY23 and FY24). Amount: \$55,000.*

The ADE-approved grant application of April 17, 2024, did not include funding for any HEART Buddies/Youth Mentor for FY23 and FY24. Upon review of the transaction details for salaries paid in FY23 and FY24, no evidence was found of any mentors being paid with ARP Homeless II Entitlement funding.

G. *Earn Learn Success Coaches. Amount: \$50,000*

This activity was not part of the ADE-approved grant dated April 17, 2024. The "Earn to Learn" program is provided by an external entity. A search of purchase

Office of the Superintendent

orders in FY23 and FY24 determined there was no evidence that a purchase order was issued to “Earn to Learn.”

H. School supplies for eligible McKinney Vento students. Amount: \$55,000

This activity was approved by ADE on April 17, 2024. Again, this is an allowable expense under the previously cited ARP Homeless II Entitlement expenditures. The FACE department spent approximately \$30,317 over the course of two fiscal years to provide school supplies to HCY students in the District. The IA report does not provide specific evidence that any non-HCY students benefited from these supplies.

I. 40 caps and gowns @ 75 each for McKinney Vento H.S. Graduates. Amount: \$3,375

This activity was approved by ADE on April 17, 2024, for the purchase of 25 caps and gowns across two fiscal years.

J. Certified staff members @ \$35/hr. for 10 days + benefits. Amount: \$10,500.

This activity was approved by ADE on April 17, 2024, for added duty payments for a certified staff member. The amount was reduced to \$2,600 in FY23 and FY24.

Additional Auditor Concerns (pg. 27):

- There was no indication that the tutoring services were limited to only McKinney-Vento students.
- Based on the published article by the District’s Communication Department on 3/25/24, which quoted Sabino High School’s principal, the tutoring services and access to the software did not appear to be limited to just McKinney-Vento Students.

Management Response: The report does not provide specific evidence or documentation that shows that non-McKinney-Vento students received tutoring from individuals compensated with ARP Homeless II Entitlement funds. The FACE and EDI Departments purchased an online tutoring program called *Paper* for 1,100 licenses for students. The purchase of the licenses is an authorized expense and was approved by ADE on April 17, 2024, in the revised grant application. The report, however, does not provide evidence to show how a determination was made regarding non-eligible students.

Additional Auditor Concerns cont. (pg. 27):

- Holding an event intended for McKinney-Vento students at Sabino High School does not maximize attendance nor service the intended audience.

Office of the Superintendent

Management Response: Management concurs with the finding that large-scale events of this nature, may not be the most effective way to implement the goals of a specialized program for HCY students.

2. Management of Expenses

Audit Condition: *Excessive Event Expenditures – Excessive expenditures for event venues went unchecked and unverified.*

Management Response: Of the four events cited in the report, three of them align to specific elements of the PUSRAP. While the audit report included no standard of what it deemed “excessive” (e.g., comparable market rates for such events), management concurs that a post-event impact assessment is important to determine the impact on students and staff resulting from attendance at these events.

All purchases related to EDI Conference, EDI Summit, and EDI Professional Development were procured following all proper purchasing policies and regulations under Policy DJE. Moreover, these events are all outlined in the Key Performance Indicators outlined in the District’s [5-Year Strategic Plan](#).

The purchase of the “Talk-Space Network LLC – Online Therapy” was not an event, but rather a service that was provided to students in FY2022 and FY2023, as a mental health first aid program for students and their families. The purchase used ESSER and Medicaid in Public Schools funding. This service was procured under a TUSD RFP 22-31-24, which followed all State Procurement Rules and District procurement policies.

In response to the claim that there is an unallowable expense from Auxiliary Operations Funds (Fund 525) for monies to the Asian Pacific American and Refugee Student Services Department (APARSS) for the Tucson Korea Asia Pacific (TKAP) trips to South Korea: Although the assessment of the uses of Auxiliary Operations funding is correct, it is not an exhaustive list. Currently, the District earns rebates through the District procurement card (PCard) program. These rebates are discretionary dollars that can be used for any allowable purpose. The District made a commitment of funding to APARSS for students to participate in this cultural exchange program.

VI. OPERATIONAL EFFICIENCY & WORK ENVIRONMENT

1. Toxic Work Environment

Office of the Superintendent

Audit Condition: *Several employees reported working in a toxic environment with no "safe place" to voice concerns over their situation.*

Management Response: While the report referenced a number of complaint avenues the District makes available to employees, management is unable to determine whether the IA concluded that employees, in fact, used those methods to report their complaints or whether actual complaints were obtained by IA to make their findings.

Employee concerns and complaints are taken seriously. If an employee does not report an issue/complaint, management is unable to address a situation until the information is brought forward. Complaints brought forth are handled utilizing District policies and Employee Relations Standard Operating Procedures.

As noted under the response to "claims of inequitable hiring practices," the Employee Relations Director became aware of allegations included herein around February/March 2024 after meeting with two employees, which is around the time Employee Relations Director had contact with Internal Auditor Martha Smith.

Management concurs with the IA recommendation that EDI staff should follow the process as it relates to lodging complaints. The Director of Employee Relations is an attorney who manages employee concerns and complaints, and utilizes the law, District policy and the employee agreements to ensure successful resolution in those matters. In cases where employee matters are brought to the Director of Employee Relations may pose a potential conflict or there are concerns of impartiality, guidance is sought from the General Counsel.

Audit Recommendation (pg. 31): The Superintendent and his staff should be more accessible to employees who wish to voice or escalate their concerns.

Management Response: Throughout the Superintendent's tenure at Tucson Unified School District, he has always met with and interacted with hundreds of employees each year through school visits, community events, and personal meetings. These interactions are always focused on suggestions to improve the District, recommendations for better working conditions, suggested policy revisions, and celebrations of staff and school achievements. Meeting with employees solely for the purpose of allowing them to escalate grievances, allegations, complaints, and conflict with direct supervisors is a different matter and a potential violation of Governing Board policy.

Office of the Superintendent

Though the IA recommends that the Superintendent should be more accessible and involved in these escalated cases, there is no mention of Governing Board Policy GBDA (**Attached as Exhibit 9**) which outlines requirements of the District's policy and procedure for the resolution of conflicts between staff members and administrators. This policy requires employees to first attempt to resolve differences, conflicts, and grievances through an informal consultation with the administrator in question. The policy further requires an escalation process for unresolved conflicts in which the employee must formally complete the Staff/Administrator Resolution Conflict form where the employee documents in writing the nature of the conflict and proposed resolution. This form must be responded to by the administrator in question within a 10-day period. If after the 10-day period, there is still disagreement, conflict, or an unresolved grievance, the employee then has the right to escalate the concern to the administrator's immediate supervisor.

As of this date, no EDI Department member has initiated this formal process as an attempt to address concerns with the Assistant Superintendent for Equity Diversity and Inclusion. Meeting with employees outside of this process and preventing the direct administrative supervisor an opportunity to address the conflict directly not only violates Governing Board policy but would also demonstrate poor administrative leadership that would only serve to undercut the authority of administrators responsible for the supervision and leadership of their respective departments and teams. In some cases, making such an "end run" around the established policies could also result in a violation of an employee's rights to due process in applicable employee agreements.

It should be noted that when employee matters are brought forth to the Superintendent's Office, they are typically referred to the appropriate department to follow-up and respond to the employee concern.

2. Assigned Added Duties

Audit Condition: *Some EDI employees were required to perform duties without proper resources, support, or added compensation.*

Management Response: Management is unable to ascertain whether there was an actual finding by IA that employees were not compensated for overtime or reimbursable expenses (and that employees filed for reimbursement). In addition, management is unable to ascertain whether job descriptions were reviewed to determine if the duties employees were required to perform, exceeded the employee's job description.

Office of the Superintendent

3. Proactivity and Planning

Audit Condition: *Lack of planning from direct supervisor and supporting departments towards EDI that led to last-minute tasks.*

Management Response: The findings are specific to the actions of the departed Assistant Superintendent and thus are unable to be addressed. In addition, Policy DBC is referenced in the findings, but management is unable to determine if the IA assessment is that the District did not adopt its budget within the timelines in policy and per statute.

4. Inconsistent Processes for Accepting Donations

Audit Condition: *Inconsistencies were found regarding the processing of donations within the departments.*

Management Response: Employees are required to follow the District's policies and procedures regarding accepting donations on behalf of the District. Department leaders are expected to monitor staff to ensure the successful implementation of these policies to ensure consistency. Guidance is provided by the Finance department on its SharePoint website and training is available to staff to ensure that donations are managed properly.

Audit Recommendation: Request donations to be made directly to Enrichment Education Foundation (EEF).

Management Recommendation: TUSD cannot dictate the mission of EEF in all instances. The District only requests donations be made directly to EEF when the intent of the gift is outside the scope of the District's requirements or when the individual or entity is seeking a tax benefit. It is not the practice of the TUSD to redirect District donations to EEF.

VII. EMPLOYEE MANAGEMENT

1. Improper Payment Practices

Audit Condition: *Payments were made prior to receiving merchandise.*

Management Response: Departments and schools are directed not to allow prepayments. Exceptions for prepayments may be allowed under certain conditions and only with the approval of the Financial Services department. Additional training and information will need to be provided to departments and schools regarding prepayments. The Financial Services department will also provide guidance on their Finance SharePoint website to inform staff in future cases.

Office of the Superintendent

2. Overstaffing and Minimal Supervision

Audit Condition: *Three staff members in the EDI Department were found to be performing minimal work, were provided with minimal training, and minimal supervision.*

Management Response: Management concurs with the finding, so much so, that except for the Senior Director for Magnet Schools position, the Administration recommended the elimination of the department's remaining 7 positions in a proposal to the Governing Board on January 30th. The Administration's recommendation was part of an overall proposal to reallocate Desegregation funds to the funding of reading and math intervention teachers formerly funded by the ESSER III Grant, set to expire. Ultimately, the Governing Board rejected the Administration's recommendation and directed the Administration to craft an alternative expenditure reduction plan without any programmatic or personnel reductions to the EDI Department. It is the Administration's continuing position that the roles and responsibilities of the EDI Department can best be carried out and executed by the Asian Pacific American & Refugee, African American, Mexican American, and Native American Student Services Departments at the school level as opposed to the District office. The provision of minimal work is the result of most departmental services being carried out at the school level by the student services departments.

3. Employees as Presenters

Audit Condition: *Staff members were paid to present during an EDI student summit.*

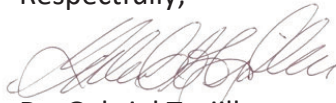
Management Response: To the extent that the audit report identifies the practice of compensating staff members for assigned additional duties above normally assigned job duties as a violation of Governing Board policy, management does not concur. Additionally, management does not concur with the audit's finding that this practice results in "A conflict of interest". For employees of the EDI Department as well as the African American, Mexican American, Native American, Asian Pacific American & Refugee Student Services Departments that are members of the Non-Bargaining Unit Consensus Agreement (**Attached as Exhibit 10**), Section D, Provisions 1-3 on page 4 of the 2023-2024 Non-Bargaining Unit Consensus Agreement authorizes the Administration to compensate employees for additional job duties above and beyond those already expected of them as employees of the District. This additional workload is known as "added duty". The Non-Bargaining Unit Consensus Agreement for the 2023-2024 school year was approved by the Governing Board at its August 22, 2023, Board meeting and upon approval, became a set of employment conditions in which the Board and the Administration became contractually bound. Additionally, any time an employee is set to receive additional

Office of the Superintendent

compensation in the form of “added duty”, the request is approved publicly by the Governing Board at its first monthly meeting via the “Approval of Talent Acquisition, Transfers, Separations, Changes, Payouts, and Leaves of Absence” list that appears on the consent agenda. The employees that presented that are members of the TEA White Collar/ Food Services Consensus Agreement are covered by the provisions in the agreement that require the compensation of employees for work assigned and performed in addition the hourly employees’ regularly assigned job duties. These provisions are noted in Article 15-4 “Working Out of Class” of the 2023-2024 TEA White Collar/ Food Services Consensus Agreement approved by the Governing Board at its August 22, 2023 Board meeting (**Attached as Exhibit 11**).

In closing, while the report highlighted areas of operational concerns, an examination of the documents introduced with this memorandum clearly demonstrates that current processes are working and compliant. That is not to say, however, that such processes and procedures cannot be improved in their efficiency and effectiveness. As we expect of our schools, the District itself must always commit to and embrace the challenging work of continuous improvement. It is requested that the comments and supporting documentation be given full consideration as you finalize your report.

Respectfully,



Dr. Gabriel Trujillo
Superintendent

References:

Arizona Department of Education. (2020). ARP Allowable Use of Funding. Retrieved from <https://gme.azed.gov/DocumentLibrary/ViewDocument.aspx?DocumentGuid=ec700d96-8b66-49fb-8fdf-cd127d1ee857&inline=true>.

Arizona Department of Education. (2020.) McKinney-Vento Homeless Assistance Act: Use of funds. Retrieved from <https://www.azed.gov/sites/default/files/2020/09/mckinney%20funds%20use%20%281-16%29.pdf>.

U.S. Department of Education. (2022). American Rescue Plan Homeless I Webinar. Retrieved from https://oese.ed.gov/files/2022/02/ARP-Homeless-I-Webinar_vFINAL-508.pdf.

Exhibit 1

TUCSON UNIFIED SCHOOL DISTRICT GOVERNING BOARD POLICY	POLICY TITLE: Filling of Vacancies
	POLICY CODE: GCAB

Purpose Statement To give direction to the Superintendent for the filling of vacancies to ensure an equitable process, one in which the individual of highest merit is selected for employment.

- Position Descriptions**
- An outline of job responsibilities shall be developed and maintained by the Superintendent or designee through position descriptions that reflect the purpose, duties and minimum requirements of each job. Each position description will be classified into a pay grade commensurate with the knowledge, abilities and duties required for this position.
 - The position description is the basis for the screening, selection and training of the individual to fill a vacant position.
 - If the job description is changed after the initial posting, then this change shall be noted and explained, in the posting.

Definition of Administrator For purposes of this policy, an Administrator includes the following regardless of whether the position requires an Administrator’s certification under state law:

Assistant Superintendents, Chief Officers, Executive Directors, Directors, Assistant Directors, Principals, Assistant Principals and Coordinators.

Board Vote Required The Governing Board shall hold a separate vote on each person being recommended for interim (less than a year) or permanent employment or transfer to an Administrator position, with the exception that Assistant Principals and Coordinators may be approved on a personnel consent agenda item at the discretion of the Governing Board. The Governing Board shall also hold a separate vote on any person recommended for employment in the Board office.

Emergency Appointments and In emergency situations and with notice and justification to the Governing Board, the Superintendent may appoint a qualified

Exceptions to Process

person to temporarily fulfill the duties of an Administrator position pending completion of the Administrator selection and Governing Board approval process required under this policy. Any such temporary appointment shall be confirmed by the Board as soon as practical.

The Governing Board, in its discretion, may approve the appointment of an Administrator without following one or more steps in the selection process described in this policy. However, absent emergency or interim appointments, the Governing Board shall not forego the School Council process described in this policy and/or directed in Governing Board Policy CFC.

Procedures Applicable to all Administrator Positions

- When a position vacancy is identified, individuals from appropriate district and community stakeholder groups will be invited to participate on an interview panel.
- Other than the School Council or Board appointees, if any, the Superintendent or designee shall appoint the interview panel, within the guidelines of this policy.
- If community outreach is an important part of the Administrator's job description, the panel shall include at least one representative from a community group with which the administrator most regularly interacts.
- For all positions at Director level or above, the Superintendent shall notify the Governing Board of the composition of the interview panel prior to the scheduling of any applicant interviews. Board members should not contact the candidates or members of the panel concerning the selection process, except when such contact is an explicit part of the process.
- The interview panel shall be provided a Board-approved interview protocol document and shall adhere to the protocol during the interview process.
- Interview panels shall interview qualified candidates and submit recommendations to the Superintendent or designee.
- Interview questions should be created through a collaborative process among the Human Resource Department and subject area experts (if applicable) on the interview panel.
- While all candidates should answer a core set of questions,

additional questions can and typically should be crafted for individual applicants, reflecting the candidate's particular qualifications and experience. During the interview, followup questions can reflect the individual candidate's responses during the course of the interview.

- All parts of the interview process shall be confidential to the extent permitted by law.
- Panel members shall be required to sign a confidentiality agreement prior to serving on an interview panel.
- The Superintendent may require a subject-area competency examination and/or a writing sample for applicants.
- Interview panel participants shall be free from conflicts of interest with any candidate, including but not limited to any past, current, or prospective vendor relationship in which the Administrator position had or will have a decision-making role, as defined here and by Policy GBEAA, and including anyone who has a relative applying for the position.

**Additional
Procedures for
Administrator
Positions Requiring
Specialized
Knowledge**

- Administrator positions requiring specialized subject area knowledge shall be interviewed by a panel, a majority of which should be subject matter experts. This requirement may be fulfilled by selecting interview panelists who are supervisors or subordinates of the Administrator position to be filled and who themselves have expertise in the subject matter.
- If the Superintendent or designee cannot assemble a majority panel of subject matter experts from the supervisor and subordinates of the administrator position to be filled, subject matter experts from outside the District shall be located and invited to be part of the interview panel.
- If a panel of subject-matter experts is not used in any administrator interview panel, the Superintendent shall include a statement in the Governing Board's hiring packet certifying that the position does not require subject matter expertise, or why convening a majority panel of experts was impractical to accomplish.

**Additional
Procedures for Site
Administrators**

- For any school site administrator position, the School Council shall select at least 2/3 of the members of the panel that conducts the first round interview, unless it explicitly declines or

is unable to do so.

- For Assistant Principals or other site-based Administrators reporting to the Principal, the Principal shall have at least one direct appointment to the interview committee for the first round interview.
- Human Resources shall provide a non-voting staff member to coordinate and monitor the site-based process.

Interview Panels and Selection Process for Administrative Positions

If the position being filled reports directly to the Governing Board, or is employed within the Board office, then the Board may, at its discretion, make direct appointments to the interview panel or set other conditions concerning its composition.

Preparation of Recommendation to Governing Board for Administrator Positions

The Human Resources Department will prepare a Board Agenda Item and a supporting packet of information to be forwarded to the Superintendent for placement on the Governing Board Agenda. This packet will include, if applicable:

- Cover Memorandum from the Head of Human Resources certifying that the selection process comported with this Policy.
- Position Description, including salary, if available
- Application materials for the recommended candidate(s)
- References/Background Check documentation
- Brief Identification and composition of Interview Panel
- Moderator's Summary of each Interview Panel Recommendation
- School Council Recommendation Summary (if applicable)

Governing Board Review

The following shall be made available to the Governing Board Office for review upon request of a Governing Board member:

- Interview questions
- Summary of Applicants
- Conflict of Interest disclosures (if applicable)
- Signed interview sheets

Assignment of Non-Administrative Staff

The assignment of employees to positions in the various schools and departments of the District, the creation of new positions, and the deletion of existing positions shall be determined by the Superintendent or designee.

Certified and paraprofessional vacancies shall only be filled with

highly qualified and appropriately certified individuals as set forth by the Department of Education regulations.

Placement of Staff, Teachers or Administrators through ESI or Similar Vendor

- Any administrator who is appointed to a position through a contract with ESI or other similar third party staffing vendor must be approved by the Governing Board in a manner similar to that set forth above for the approval of other Administrator positions. The interview and selection process shall be subject to all of the requirements in this Policy, regardless of whether the candidate is procured or engaged through a contract with ESI or other similar third party staffing vendor.
- Staff and teachers who are placed with the District through a contract with ESI or other similar third party staffing vendor must be approved by the Governing Board, but their assignment to specific schools and departments shall be determined by the Superintendent or designee.

Superintendent Authority

- The Superintendent is authorized to establish implementing regulations and forms consistent with this Policy.

Adopted: September 17, 1985 (formerly 4020)
Revision: September 9, 2008 (numeric to letter format only)
Revision: March 9, 2010
Revision: October 12, 2010
Revision: August 14, 2018

LEGAL REF.:

A.R.S.

[15-501](#) - Definitions

[15-502](#)- Employment of School District Personnel

[15-503](#) – Superintendents, Principals, head teachers and school psychologists; term of employment

Exhibit 2

MEMORANDUM

DATE: July 30, 2024

TO: Governing Board Members

FROM: Gabriel Trujillo, Ed.D., Superintendent

RE: Request for Governing Board Approval of Temporary Appointments

Due to the recent resignation of our Assistant Superintendent for Equity, Diversity, and Inclusiveness and pursuant to Governing Board policy GCAB regarding the filling of vacancies, I have notified the board of the following temporary appointments to fulfill the duties of the Assistant Superintendent for EDI through the 2024-2025 school year, pending the hiring and selection of a permanent appointee.

- **Dr. Flori Huitt**, Assistant Superintendent of Curriculum & Instruction, in addition to her current responsibilities, is temporarily appointed to provide oversight and supervision for Kamren Taravati, Senior Director of Equity, Diversity, and Inclusiveness.
- **Frank Armenta**, Assistant Superintendent of Leadership and Student Success, in addition to his current responsibilities, is temporarily appointed to provide oversight and supervision for the following department leaders: Lacey Grijalva, Director, Family and Community Engagement; Dr. Tonya Strozier, Director, African American Student Services; Roxanne Begay-James, Director, Native American Student Services; Dr. Susan Osiago, Director, Asian Pacific American and Refugee Student Services; and Maria Federico-Brummer, Director, Mexican American Student Services.
- **Kamren Taravati**, Senior Director of Equity, Diversity, and Inclusiveness, in addition to his current responsibilities, is temporarily appointed to provide oversight and supervision for the Equity, Diversity and Inclusiveness office staff.

These temporary appointments are necessary to ensure continued delivery of services by our EDI office and departments to students and families throughout our district.

Pursuant to Governing Board policy GCAB, these temporary appointments are hereby presented to the Governing Board for review and approval.
Should you have any questions, please let me know immediately.

Notice of Nondiscrimination

Tucson Unified School District is committed to a policy of nondiscrimination based on disability, race, color, religion/religious beliefs, sex, sexual orientation, gender identity or expression, age, or national origin. This policy will prevail in all matters concerning Governing Board, District employees, students, the public, educational **programs and services, and individuals with whom the Board does business.**

Exhibit 3

TUCSON UNIFIED
SCHOOL DISTRICT

EMPLOYEE HANDBOOK

2024-2025

Welcome to Tucson Unified!

1010 E TENTH STREET, TUCSON, AZ 85719



TABLE OF CONTENTS

TABLE OF CONTENTS	2
WELCOME	4
WELCOME FROM SUPERINTENDENT GABRIEL TRUJILLO	4
WELCOME FROM CHIEF HUMAN CAPITAL OFFICER	4
ACKNOWLEDGEMENTS	4
INTRODUCTION	5
TUCSON UNIFIED VISION, MISSION, ORGANIZATIONAL VALUES.....	5
GOVERNING BOARD.....	5
TUSD REGIONAL TEAM.....	6
EMPLOYEE AGREEMENTS	7
UNION CONTACTS FOR TUSD.....	7
EMPLOYMENT	7
EMPLOYEE ACCESS PORTAL	7
EMPLOYEE DISTRICT NETWORK	7
CONTRACTS.....	8
MANDATORY TRAINING.....	8
PROFESSIONAL DEVELOPMENT.....	8
DRESS CODE.....	9
TIME-KEEPING AND TIME-OFF REQUESTS	9
TIME KEEPING SYSTEMS	9
<i>Time Clock Plus (TCP)</i>	9
<i>Red Rover K12 System</i>	9
PAID TIME OFF	10
<i>Leave Types</i>	10
<i>AFSCME – Blue Collar Workers</i>	10
<i>CWA – Supervisory Professional</i>	10
<i>ELI – Administrators, Psychologists and Research Project Managers</i>	11
<i>Non-Bargaining – Exempt Administrators/Coordinators, Supervisory/Confidential Employees</i>	11
<i>TEA Certified – Teacher Consensus</i>	11
<i>Variable Hour Employees</i>	11
GENERAL GOVERNING BOARD POLICIES	11
<i>Equal Employment Opportunity – Policy GBA</i>	11
<i>Employment After Retirement – Policy GCFB</i>	11
<i>Fingerprint Clearance – Policy GDFA</i>	12
<i>Substance Free Workplace – Policy GBEC</i>	12
<i>Smoking by Employees – Policy GBED</i>	12
<i>Employee Health & Safety – Policy GBGC</i>	12
<i>Outside Employment Services – Policy GCR</i>	12
<i>Evaluation of Certificated Staff Members – Policy GCO</i>	12
COMPENSATION AND BENEFITS	13
EMPLOYEE COMPENSATION.....	13
<i>Support Staff Supplementary Pay/Overtime – Policy GDBC</i>	13
<i>Salary Deductions – Policy DKB</i>	13
EMPLOYEE INSURANCE AND BENEFITS	13
<i>Arizona State Retirement System (ASRS) - AZasrs.gov</i>	14
<i>Employee Assistance Program (EAP)</i>	14
<i>Health & Welfare Insurance Benefits– Policy GCBD</i>	15
<i>Family and Medical Leave of Absence (FMLA) – Policy GCCA</i>	15

<i>Unauthorized Leave – Policy GCC</i>	15
COMMUNICATIONS	15
<i>District Email</i>	15
EMPLOYEE CONDUCT AND WELFARE	16
<i>Employee Lockdown Protocol – Quick Guide</i>	16
<i>Emergencies – Policy EBC</i>	16
<i>Employee Charged with a Crime –Policy GDFB</i>	16
<i>Expense Authorization/Reimbursement – Policy DKC</i>	16
<i>Mandatory Reporting – A.R.S. § 13-3620</i>	17
<i>Non-Discrimination – Policy AC</i>	17
<i>Personnel Records & Files – Policy GBJ</i>	17
<i>Purchasing Procedures – Policy DJE</i>	17
<i>Sexual Harassment – Policy AC, Policy ACA, Policy ACAA</i>	17
<i>Staff Conduct – Policy GBEB</i>	18
<i>Staff Conduct with Students – Policy GBEBB</i>	18
<i>Staff Ethics – Policy GBEA</i>	18
<i>Staff Conflict of Interest – Policy GBEAA</i>	18
TECHNOLOGY POLICIES AND REGULATIONS	19
<i>Acceptable Use of Technology Resources – Policy EJA</i>	19
<i>Acceptable Use of Technology Resources (Regulation) – Regulation EJA-R</i>	19
<i>Electronic Mail – Policy EJC</i>	19
<i>Telephone Usage (desk phones, fax lines, cell phones, radios) – Policy EJG</i>	19
<i>Use of Technology Resources in Instruction – Policy IJNDB</i>	19
<i>Student Violence, Bullying, Intimidation and Harassment – Policy JICK</i>	19
REPORTING A CONCERN	19
TUSD CONTACTS	19
EXTERNAL AGENCIES	20
<i>Discrimination and Harassment</i>	20
<i>Wage and Hour Issues</i>	20
<i>Workplace Safety</i>	20
<i>Family and Medical Leave Act (FMLA)</i>	20
WHAT TO DO IF YOU ARE INJURED ON THE JOB	21
TUSD WORKERS’ COMPENSATION PROCESS	21
DISTRICT DIRECTORY	21
DEPARTMENT DIRECTORY	21
SCHOOL DIRECTORY	21
CONTACT INFORMATION AND RESOURCES	22
WHO TO CONTACT?	22
ORGANIZATIONAL CHART	23
SCHOOL CALENDAR.....	24
HOLIDAY CALENDAR.....	25
PAYROLL CALENDAR.....	26
WORK CALENDAR.....	27

Last Revision: 07-08-2024 | For the latest version, please visit [Human Resources SharePoint](#).

WELCOME

WELCOME FROM SUPERINTENDENT GABRIEL TRUJILLO



Dear Valued TUSD Employee,

Welcome back to another school year! I want to express my appreciation for your dedication and hard work as one of our 8,000 Tucson Unified School District employees. Without you, we could not continue to educate and serve our 40,000 students and families. What you do each day helps to improve the lives and opportunities for all students throughout our community. Your role, as an administrator, teacher, school staff member or central office employee, is critical to our success. Thank you for your continued commitment and support.

This TUSD Employee Handbook is a resource for you, as an employee, to get the information you need to be a productive and contributing part of our team. It is a toolkit for you to find resources, report concerns, and get the answers to your questions about your responsibilities, your compensation and benefits, and your opportunities for growth. We hope this will be a resource to help you continue to learn and succeed here at TUSD. Again, thank you for your contributions to our students, and we look forward to a successful school year ahead!

A handwritten signature in black ink, appearing to read 'Gabriel Trujillo'.

Superintendent Gabriel Trujillo, Ed.D.

WELCOME FROM CHIEF HUMAN CAPITAL OFFICER



Dear TUSD Team Member,

The TUSD Employee Handbook is a great resource for all current employees and for those who are newly joining our ranks. This handbook is meant to introduce you to the key information and tools you need to be successful as a member of our team. We hope you will keep an electronic copy available for information about leave, compensation, benefits or any other critical employee topic. This handbook will provide you with basic definitions, key concepts, processes, or additional contacts through which you can seek individualized help and support. A copy of this handbook will always reside on our Human Resources SharePoint page online and will be updated in real time should there be a need for any updates or improvements.

Thank you for your dedication and commitment to our schools and our children. Our Human Resources team is ready to assist you with any questions or suggestions you might have. You can always reach us at HRAnswers@tusd1.org. Have a wonderful school year, and please know that you are appreciated!

A handwritten signature in black ink, appearing to read 'Jon J.P. Fernandez'.

Jon J.P. Fernandez, Chief Human Capital Officer

ACKNOWLEDGEMENTS

We extend our heartfelt gratitude to all employees for your dedication and contributions that make our school district thrive. A special thanks to the TUSD Governing Board for being an integral part of our success. Your leadership is instrumental in shaping the future of education, and we are grateful for your unwavering commitment.

INTRODUCTION

The Tucson Unified School District cares about the success of our students and those around them. You are joining a team who works together for the greater good.

This handbook will provide you with some of the basics that will be important for you during your career at Tucson Unified. Included in this handbook you will receive information and guidance regarding District policies and benefits related to employment.

This handbook is neither a contract nor a substitute for the official District policy manual. The policies herein are subject to change at any time and any changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate District office. Our full repository of District policies are available online at [Governing Board Policies and Regulations](#).

TUCSON UNIFIED VISION, MISSION, ORGANIZATIONAL VALUES

Founded in 1867, this district is the largest school district in southern Arizona. Today we have over 100 schools and programs throughout Tucson, each celebrating our diverse community. With over 40,000 students and 90 languages represented, we strive to provide the best education possible for students who choose our amazing schools.

VISION

Inspiring a diverse community to connect, learn, innovate, and lead for a better world.

MISSION

The mission of the Tucson Unified School District, in partnership with parents and the greater community, is to assure that each pre-K through 12th grade student receives an engaging, rigorous and comprehensive education.

Our community prepares all students to become responsible, ethical, and engaged global citizens by creating relevant, dynamic, and joyful educational experiences that embrace cultural diversity.

VALUES

- **Excellence** - We foster excellence through rigorous, relevant, and diverse educational experiences to develop the full potential of all learners.
- **Innovation** - We inspire creativity, curiosity, and critical thinking through dynamic, future-focused global learning experiences.
- **Integrity** - We act with respect and honesty to ensure transparency, equity, and accountability in all we do.
- **Diversity** - We champion the inclusion of all individuals by nurturing and celebrating their unique gifts and different points of view.
- **Caring Community** - We cultivate relationships and a sense of belonging within our diverse community by embracing empathy and shared decision-making.

GOVERNING BOARD

The Arizona Constitution places the responsibility of establishing and maintaining public schools on the Arizona legislature and directs the legislature to provide for a state board of education, which has general supervision of the public schools. The elected Board shall act as the general agent of the state of Arizona in carrying out the will of the people of this District in the matter of public education. Elected officials meet on the second and fourth Tuesdays of each month at 4:30 p.m., with some exceptions.

For more information regarding the Governing Board Meeting schedule, recordings or procedures for members of the public who wish to address the Board, please visit the [Governing Board Website](#).

TUSD REGIONAL TEAM

Named for the washes and waterways in the Tucson area, our five regions provide support to the schools within our district. Each region has an assistant superintendent and a central staff team dedicated to providing the regional schools with the help they need to serve our students, families, neighborhoods, and communities.

[Regional Support Teams \(tusd1.org\)](http://tusd1.org)

				
<ul style="list-style-type: none"> Banks ES Cholla HS Johnson K-2 Lawrence 3-8 Maldonado ES Manzo ES Maxwell K-8 Miller ES Oyama ES Pistor MS Robins K-8 Tolson ES Tully Magnet ES Valencia MS Vesey ES Warren ES Wakefield MS White ES 	<ul style="list-style-type: none"> Borton Magnet ES Carrillo Magnet ES Davis Magnet ES Drachman Magnet K-8 Grijalva ES Holladay Magnet ES Hollinger K-8 Lynn/Urquides ES McCorkle K-8 Mission View ES Ochoa ES Pueblo HS Rose K-8 Roskruge Magnet K-8 Safford K-8 Tucson Magnet HS Van Buskirk ES 	<ul style="list-style-type: none"> Blenman ES Catalina HS Cavett ES Cragin ES Davidson ES Doolen MS Howell ES Hughes ES Innovation Tech HS Lineweaver ES Mansfeld Magnet MS Miles K-8 Project MORE Pueblo Gardens K-8 Robison ES TAP TUVA/COLE Utterback MS Wright ES 	<ul style="list-style-type: none"> Bonillas Magnet ES Booth-Fickett K-8 Borman K-8 Dodge Magnet MS Erickson ES Hudlow ES Kellond ES Mary Meredith K-12 Myers-Ganoung ES Palo Verde Magnet HS Rincon HS Roberts Naylor K-8 Sewell ES University HS Vail MS Wheeler ES Whitmore ES 	<ul style="list-style-type: none"> Bloom ES Collier ES Dietz K-8 Dunham ES Ford ES Fruchthendler ES Gale ES Gridley MS Henry ES Magee MS Marshall ES Sabino HS Sahuaro HS Santa Rita HS Secrist MS Soleng Tom ES Steele ES
<p>Asst. Superintendent Brian Lambert</p>	<p>Asst. Superintendent Mark Alvarez</p>	<p>Asst. Superintendent Richard Sanchez</p>	<p>Asst. Superintendent Shawna Rodriguez</p>	<p>Asst. Superintendent Holly L. Hammel</p>
<p>Admin. Assistant Darlene Matus 520-225-6280</p>	<p>Admin. Assistant Karla Ortega 520-225-6250</p>	<p>Admin. Assistant Debbie Salaiz 520-225-6330</p>	<p>Admin. Assistant Merry Portillo 520-225-6320</p>	<p>Admin. Assistant 520-225-6390</p>

EMPLOYEE AGREEMENTS

TUSD has established Employee Agreements in place to outline the terms and conditions of the working relationship between employees and the district. The Employee Relations office leads discussions with district and union leaders and ensure that the employee agreements are updated annually, as needed.

To view the latest documents, please visit [Employee Agreements \(tusd1.org\)](http://tusd1.org/EmployeeAgreements).

EMPLOYEE AGREEMENTS

- **TEA Consensus** – Certified Employees
- **TEA Classified** – White Collar/Food Service Employees
- **CWA Supervisory Professional** – Supervisory/Professional Employees
- **AFSCME** – Blue Collar Employees
- **Non-Bargaining** – Exempt Administrators/Coordinators, and Supervisory/Confidential Employees
- **Educational Leaders Inc (ELI)** – Administrators, Psychologists and Research Project Managers

UNION CONTACTS FOR TUSD		
American Federation of State, County, and Municipal Employees (AFSCME)	William “Kelly” Peck info@afscme449.org	520-571-8884 AFSCME Website
Communications Workers of America (CWA)	Linda Hatfield linda@cwa7000.org	520-323-0700 CWA Website
Educational Leaders, Inc. (ELI)	Stacey Gist Stacey.Gist@tusd1.org	
Tucson Education Associate (TEA)	James “Jim” Byrne president@tucsonea.org	520-795-8870 TEA Website

For questions related to the Employee Agreements, employees may contact Employee Relations by emailing ER@tusd1.org or calling 520-225-6739.

EMPLOYMENT

EMPLOYEE ACCESS PORTAL

The [Employee Portal](#) is accessible to all employees 24/7 from any computer with internet connectivity. Employees will use their district credentials to access account information:

- Benefit Enrollment Portal
- Direct Deposit and check stubs
- Tax Forms: W-2, A-4, and W-4
- Leave balances

EMPLOYEE DISTRICT NETWORK

Tucson Unified School District hosts an internal employee website filled with information geared specifically for our employees. You can find important updates, forms, information and links to all TUSD platforms available on the Employee Network tusd1.sharepoint.com/sites/EmployeeNetwork.

Employees will need to login using their TUSD credentials to access information on this internal network.

CONTRACTS

CONTRACTS

Employment contracts are offered to employees in certified and administrative positions only. A list of contract renewals will go to the Governing Board each spring for approval before contracts are issued. Employees who receive a contract will receive it electronically through the Employee Access Portal and must accept within 15 business days.

CONTINUING CONTRACTS (TEA)

This contract type is issued for a person employed in a position in Tucson Unified School District which requires a teaching certificate from the State Board of Education (including counselors and librarians), and/or a teacher who has been employed full-time by the District for more than the major portion of three consecutive years, as defined in A.R.S. 15-538.01

PROBATIONARY CONTRACTS (TEA)

The term PROBATIONARY TEACHER shall mean a person employed in a position in Tucson Unified School District which requires a teaching certificate from the State Board of Education (including counselors and librarians), and a teacher who has not been employed full-time by the district for more than the major portion of three consecutive school years, or a continuing teacher who has been designated in the lowest performance classification, as set forth in by A.R.S. 15-538.01.

TEMPORARY CONTRACTS (TEA)

This contract type issued to those MBUs selected to fill vacancies advertised after Labor Day of each succeeding school year or for the following reasons:

- a. The contract issued to any MBU hired to fill in for a MBU on a one-year Governing Board leave of absence.
- b. The contract issued to any MBU with a 3/5 or less position.
- c. The contract issued to any MBU on an emergency or provisional certification.
- d. The contract issued to a teacher in the first year of the profession.

LETTERS OF REASONABLE ASSURANCE

Employees whose positions do not require a contract are provided with a Letter of Reasonable Assurance (LORA) of continued employment with the Tucson Unified School District at the conclusion of each school year. Continued employment is at-will in Arizona. The reasonable assurance is contingent continued school operations and will not apply in the event of any disruption that is beyond the control of the district (e.g., lack of school funding, natural disasters, court orders, public insurrections, war, etc.).

MANDATORY TRAINING

In addition to on-the-job training, TUSD has select courses required for all employees or employee groups. Employees can view their required courses by logging into the Professional Learning Portal, also referred to as TNL or [TrueNorth Logic](#) using their TUSD credentials.

PROFESSIONAL DEVELOPMENT

TUSD is committed to fostering an environment of continuous learning for all employees. We have curated a course catalog filled with self-paced opportunities for Professional Development (PD) via the Professional Learning Portal, also known as [TrueNorth Logic](#). Employees can access this content by logging in with their TUSD credentials.

Employees will have opportunities available for them to participate in meaningful professional development on the four (4) designated Districtwide PD Days each school year. Please refer to school calendar for the specific dates.

DRESS CODE

DRESS CODE FOR EMPLOYEES – [POLICY GBEB A](#)

The Governing Board believes all employees should dress professionally, setting an example for workplace attire for the students TUSD serves. The Governing Board recognizes that "professional" work attire will vary depending on the position held by the individual. Employees should wear attire suitable for the type of work they perform.

Minimum Standards

- All employees shall be neat and clean when reporting to work.
- Clothing shall be free from frays, holes, or tears and should not expose undergarments, buttocks, chests or midriffs.
- Clothing and exposed body art shall be free from
 - Profanity
 - Obscene gestures
 - Sexually graphic pictures
 - Supportive references to alcohol, cigarettes, drugs or sexual activity
 - Messages degrading others based on race, color, religion, ancestry, national origin, gender, sexual orientation or disability.
- No gang related apparel or items are permitted.
- Dresses, skirts and shorts should be mid-thigh or longer.
- Caps, hats, and sunglasses may be worn outside only.
- Shoes or sandals must be worn. Rubber/plastic flip-flops are not considered sandals.
- All employees will abide by all health and safety rules relating to their specific assignment. (Example: hairnets for food services workers or close-toed shoes for custodial staff)

TIME-KEEPING AND TIME-OFF REQUESTS

TIME KEEPING SYSTEMS

TIME CLOCK PLUS (TCP)

TCP is the district's paperless timesheet system, which is used to track time for hourly employees and leave requests for all employees. Employees login using their Employee ID and password through the [Time Clock Plus Website](#).

Hourly employees must clock in and out and check weekly times to be paid. This can be done either online or at the time clock kiosk located at each building.

Time-off requests must be submitted via the website for both hourly and salaried employees (except for classroom Teachers that require Sub coverage).

- *Ex Ed TA's will request a sub through Red Rover in addition to entering their time off request in TCP.*

Salaried employees do not clock in or out, but will use the timekeeping system to submit leave requests.

[Common Issues for Employees \(pdf\)](#)

[Employee FAQ \(pdf\)](#)

[Common Issues for Managers \(pdf\)](#)

[Time Clock SharePoint \(web\)](#)

RED ROVER K12 SYSTEM

Salaried employees who have a classroom roster and are eligible for Sub coverage will utilize the Red Rover K12 system for their leave requests and request a Substitute Teacher to cover their class.

Login is Single-Sign-On meaning that you will use your TUSD credentials to access this webpage. To get access to Red Rover, the school should request eligible employees to be added to their staff roster.

Requests should go to SubOffice@tusd1.org.

PAID TIME OFF

Employees receive an allotment of paid leave based on their position classification, full-time equivalent (FTE) status, and years of service (for vacation only). Eligibility for paid leave is outlined in the negotiated [Employee Agreements](#).

LEAVE TYPES

- **Sick Leave:** all regular full-time employees shall be eligible for sick leave benefits which will accrue without limit.
- **Personal Leave:** is credited to the employee at the beginning of the employee's contract year.
- **Vacation:** only 12-month employees are eligible to accrue vacation. The accrual rate is based on the years of service in the district.

Employees should refer to their Employee Agreement for specifications of when time can be used and pro-rated accruals. For inquiries related to accruals and available balances, employees may contact Payroll@tusd1.org.

AFSCME – BLUE COLLAR WORKERS

SICK LEAVE

12-Month	8 Days a Year
10-1/2-Month	5 Days a Year
10-Month	5 Days a Year
9-1/2-Month	5 Days a Year
9 Month	5 Days a Year

PERSONAL LEAVE

12-Month	8 Days a Year
10-1/2-Month	7 Days a Year
10-Month	7 Days a Year
9-1/2-Month	7 Days a Year
9 Month	7 Days a Year

VACATION LEAVE

TERM	DAYS
1 st through 5 th Year	10
6 th through 15 th Year	15
16+ Years	20

**Please refer to Employee Agreement for accruals, pro-rated, caps and usage restrictions.*

CWA – SUPERVISORY PROFESSIONAL

SICK LEAVE

12-Month	8 Days a Year
10-1/2-Month	5 Days a Year
10-Month	5 Days a Year
9-1/2-Month	5 Days a Year
9 Month	5 Days a Year

PERSONAL LEAVE

12-Month	8 Days a Year
10-1/2-Month	7 Days a Year
10-Month	7 Days a Year
9-1/2-Month	7 Days a Year
9 Month	7 Days a Year

VACATION LEAVE

TERM	DAYS
1 st through 5 th Year	10
6 th through 15 th Year	15
16+ Years	20

**Please refer to Employee Agreement for accruals, pro-rated, caps and usage restrictions.*

TEA CLASSIFIED – FOOD SERVICES AND WHITE COLLAR

SICK LEAVE

12-Month	8 Days a Year
10-1/2-Month	5 Days a Year
10-Month	5 Days a Year
9-1/2-Month	5 Days a Year
9 Month	5 Days a Year

PERSONAL LEAVE

12-Month	8 Days a Year
10-1/2-Month	7 Days a Year
10-Month	7 Days a Year
9-1/2-Month	7 Days a Year
9 Month	7 Days a Year

VACATION LEAVE

TERM	DAYS
1 st through 5 th Year	10
6 th through 15 th Year	15
16+ Years	20

**Please refer to Employee Agreement for accruals, pro-rated, caps and usage restrictions.*

ELI – Administrators, Psychologists and Research Project Managers

SICK LEAVE

12-Month	8 Days a Year
Non-12-Month	5 Days a Year

PERSONAL LEAVE

12-Month	8 Days a Year
Non-12-Month	7 Days a Year

VACATION LEAVE

TERM	DAYS
1st through 5th Year	10
6th through 15th Year	15
16+ Years	20

**Please refer to Employee Agreement for accruals, pro-rated, caps and usage restrictions.*

NON-BARGAINING – EXEMPT ADMINISTRATORS/COORDINATORS, SUPERVISORY/CONFIDENTIAL EMPLOYEES

SICK LEAVE

12-Month	8 Days a Year
10-1/2-Month	5 Days a Year
10-Month	5 Days a Year
9-1/2-Month	5 Days a Year
9 Month	5 Days a Year

PERSONAL LEAVE

12-Month	8 Days a Year
10-1/2-Month	7 Days a Year
10-Month	7 Days a Year
9-1/2-Month	7 Days a Year
9 Month	7 Days a Year

VACATION LEAVE

TERM	DAYS
1 st through 5 th Year	10
6 th through 15 th Year	15
16+ Years	20

**Please refer to Employee Agreement for accruals, pro-rated, caps and usage restrictions.*

TEA CERTIFIED – TEACHER CONSENSUS

SICK LEAVE

Non-12-Month	5 Days a Year
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PERSONAL LEAVE

Non-12-Month	7 Days a Year
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VARIABLE HOUR EMPLOYEES

Variable hour employees that do not have set hours will accrue sick leave hours based on Proposition 206, the Fair Wages and Healthy Families Act, which is Arizona’s paid sick leave law. Employees will accrue one (1) hour of sick leave for every 30 hours worked at a maximum of 40 hours each school year. Any unused Sick Leave balances, up to a maximum of 40 hours, will carry over from one fiscal year to the next. Leave balances are not paid out upon termination.

GENERAL GOVERNING BOARD POLICIES

Below is a listing of some of the policies pertaining to employees of the district. All employees are expected to follow policies adopted by the Governing Board. Full policies are available on the Governing Board website [Section-G-Personnel \(tUSD1.org\)](http://tUSD1.org).

EQUAL EMPLOYMENT OPPORTUNITY – [POLICY GBA](#)

Discrimination against an otherwise qualified individual with a disability or any individual by reason of race, color, religion, sex, sexual orientation, age, or national origin is prohibited. Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons.

EMPLOYMENT AFTER RETIREMENT – [POLICY GCFB](#)

Retirees may qualify for re-employment in Tucson Unified School District based on the Arizona State Retirement System (ASRS) regulations and at the discretion of the Superintendent, based on District needs and individual employee qualifications. In the first twelve (12) months of retirement and in emergencies for hard to fill positions, the District may offer to re-employ a retiree through a third-party service to ensure compliance with ASRS rules. To return to full-time employment, the retiree must be terminated from employment for a minimum 12 months.

FINGERPRINT CLEARANCE – [POLICY GDFA](#)

To ensure the safety of our students, all individuals who provide direct services to our students shall be fingerprinted as a condition of employment/ volunteering. Employees who are required to have a valid fingerprint clearance card as a condition of certification, may submit a copy of that valid card in lieu of being fingerprinted. The fingerprint clearance card must always remain valid for the individual to remain employed by the district

SUBSTANCE FREE WORKPLACE – [POLICY GBEC](#)

Tucson Unified School District believes that each employee has a right to come to work and perform his or her job in an environment that is free from drugs and alcohol. It is in the district and the public's interest that employees perform their duties safely and efficiently.

SMOKING BY EMPLOYEES – [POLICY GBED](#)

The district prohibits possession or use of tobacco products, or electronic cigarettes, in the following locations:

- District grounds
- District buildings
- District parking lots
- District playing fields
- District buses and other District vehicles
- Off-campus District-sponsored events

Smoking shall mean all uses of tobacco or electronic cigarettes. All TUSD employees are prohibited from the use, or possession, of tobacco products, or electronic cigarettes, while performing the duties of their positions away from District property (such as school excursions, etc.).

EMPLOYEE HEALTH & SAFETY – [POLICY GBGC](#)

Employees may be required by the Superintendent, for purposes of employment or retention, to submit to such tests or examinations as a licensed physician deems appropriate. When, in the opinion of the immediate supervisor and/or the Superintendent, the employee's physical or emotional condition warrants, the district may require a complete examination, at District expense, by a licensed physician selected by the district. All employees who because of their employment have had significant exposure to blood borne pathogens (Hepatitis B/Human Immunodeficiency Virus) are required to report the details of the exposure in writing to the district and are required to follow post exposure evaluation and follow-up activities in accordance with Arizona and federal laws. An employee who chooses not to complete these reporting requirements will be at risk of losing any claim to rights.

OUTSIDE EMPLOYMENT SERVICES – [POLICY GCR](#)

Teachers and administrators are occasionally asked to assist other educational agencies through teaching or consulting. Teachers and administrators who accept such outside employment, whether such employment is during the normal workday are subject to the conditions outlined within policy.

An employee may not perform any duties related to outside work or self-employment during regular District working hours or during the extra time needed to fulfill the district position's responsibilities. Employees who violate this policy are subject to reprimand, suspension, or termination.

EVALUATION OF CERTIFICATED STAFF MEMBERS – [POLICY GCO](#)

Inadequacy of Classroom Performance: When a teacher is rated as Ineffective or when a teacher is rated in the lower two categories (Developing or Ineffective) for two consecutive years unless qualifying for an extension as follows to allow for continued development:

- The teacher is in the first two years of teaching,

- The teacher is assigned to a new grade level or content area in the current year,

Teachers who qualify for an extension under this policy will have one additional year to reach a rating of Effective. Failure to reach an Effective rating by the end of the additional year will be considered inadequate classroom performance.

Principal Evaluations

The evaluation system for the evaluation of the performance of principals may include the over-all instructional program, student progress, personnel, curriculum, and facilities. Principals will be given a review of evaluation procedures prior to beginning the process.

Subject to statutory limitations, the Board shall make available the evaluation and performance classification pursuant to A.R.S. 15-203 of each principal in the district to school districts and charter schools that are inquiring about the performance of the principal for hiring purposes. Principals shall be classified as Highly Effective, Effective, Developing, or Ineffective.

COMPENSATION AND BENEFITS

EMPLOYEE COMPENSATION

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed for adjustments by the administration each year. All District positions are classified as exempt (salaried) or non-exempt (hourly), according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid on a salaried basis. Exempt employees are not entitled to overtime compensation. Other employees are generally classified as non-exempt and are paid an hourly wage and receive overtime pay for each hour worked beyond 40 in a workweek.

A listing of starting wages is available at [HR Employee Compensation](#)

SUPPORT STAFF SUPPLEMENTARY PAY/OVERTIME – [POLICY GDBC](#)

Requests and authorization for overtime work are the supervisor in charge's responsibility. Any authorized request should be recorded, and proper credit given to the employee in overtime pay in accordance with our payroll practices and Federal Wage and Hour regulations.

All professional staff members shall report to their duty stations on time each workday and shall, as scheduled, be available there until the designated time(s) they are scheduled to leave. The Superintendent may alter or extend the school day for meetings, special events, and activities.

SALARY DEDUCTIONS – [POLICY DKB](#)

Paychecks reflect total earnings for the pay period, as well as any mandatory or voluntary paycheck deductions. Mandatory deductions are deductions that Tucson Unified School District is legally required to withhold. These mandatory deductions include federal and state income tax, Social Security and Medicare payroll tax (FICA), employee contributions to the Arizona State Retirement System (ASRS), and any and other withholdings such as garnishments. Voluntary deductions are authorized by employees, which may include insurance premiums, charitable contributions, supplementary retirement plans, union dues, and other deductions authorized by an employee in writing.

EMPLOYEE INSURANCE AND BENEFITS

At TUSD, we strive to provide one of the best benefit plans and we want our benefits to reflect the pride we take in our most important asset: our employees.

Apart from newly hired employees making their elections at time of hire, All TUSD employees must participate each year during the Annual Benefits Enrollment period. This means that employees are logging into the Employee Access Portal and making elections to keep their current coverage, change coverage options, or waive coverage all together.

Employees cannot change their elections outside the enrollment period. If there is a qualifying life event, employees will be able to add/drop a dependent to existing coverage or, add new coverage that may have been lost elsewhere. The change request must be received within 30 days of the event.

Qualifying events include:

- Marriage, divorce, legal separation
- Birth of a baby or adoption
- Death of a dependent
- Coverage of a child(ren) due to a Qualified Medical Child Support Order (QMCSO)
- Entitlement or loss of entitlement to Medicare or Medicaid
- Loss of other group benefits

We know that making benefits choices can be a bit overwhelming and we do our best to provide the tools and information you need to help you make the right choices for you and your family. Full-time regular employees who work over 30 hours per week are benefits eligible and will enjoy their selection from our wide array of choices:

- Medical Plans
- Prescriptions
- Health Savings Accounts
- Flexible Spending Account (FSA)
- Dental Plans
- Vision Plan
- Short -Term Disability
- Critical Illness
- Basic Life/Accidental Death & Dismemberment
- Employee Assistance Program (EAP)
- Supplemental Retirement Plans(s)
- Wellness
- Legal Plans
- Identity Theft Protection
- Pet Insurance

Employee benefit deductions are taken across 20 paychecks (August through May) . If your employment begins after the start of the benefit year, you will have fewer available paychecks for benefit deductions, resulting in a higher deduction amount.

Further details regarding benefits are available on the [Benefits Website](#).

ARIZONA STATE RETIREMENT SYSTEM (ASRS) - AZASRS.GOV

The ASRS is a trusted, sustainable, and well-managed retirement system that provides long term disability, retiree health insurance, and lifetime pension benefits to educators, municipal, and state government employees who have dedicated their careers to serving the citizens of Arizona.

The ASRS funds all benefits for its members through member and employer contributions. These benefits include lifetime pension benefits for retirees, long term disability, survivor benefits, and more. Contributions are mandatory for all members, except those 65 years of age or older who file a waiver before beginning employment or do not meet the 20/20 membership criteria. (See the [FAQ's](#) for more information on both.)

If the terms of your employment do not initially meet the membership criteria, the Payroll office will track and notify employees once you meet the 20/20 rule and deductions are set to begin.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

An EAP is an Employee Assistance Program that assists employees and dependents live healthier, happier lives.

TUSD has partnered with Jorgensen Brooks Group EAP Services to provide counseling and referrals for our employees, dependents, and household members. Contact Jorgensen Brooks Group in the Tucson area at (520) 575-8623 or outside the Tucson area at (888) 520-5400.

You can also view the website at www.jorgensenbrooks.com or [TUSD EAP SharePoint \(web\)](#).

EAP is a confidential benefit provided by TUSD for all employees and their eligible dependents and household members at no cost.

HEALTH & WELFARE INSURANCE BENEFITS – [POLICY GCBD](#)

The Governing Board of Tucson Unified School District authorizes the Superintendent to implement a health and welfare insurance program for the benefit of its employees. This program will be coordinated by a district administrator together with a representative Employee Advisory Committee.

FAMILY AND MEDICAL LEAVE OF ABSENCE (FMLA) – [POLICY GCCA](#)

The District shall fully comply with the Family and Medical Leave Act and all interim and final regulations interpreting the FMLA issued by the U.S. Department of Labor. Accordingly, all policies and regulations referring to "family leave" or "Family Medical Leave" shall be interpreted consistent with the Family and Medical Leave Act.

UNAUTHORIZED LEAVE – [POLICY GCC](#)

Unauthorized leave is defined as non-performance of those duties and responsibilities assigned by the district and its representatives including all duties and responsibilities as defined by statute, rules and regulations of the State Board of Education, policies of the Board and administrative regulations of this school district. Such unauthorized leave may include but is not limited to refusals to provide service, unauthorized use of sick leave, unauthorized use of other leave benefits, non-attendance at required meetings or failure to perform supervisory functions at school-sponsored activities.

An employee is deemed to be on unauthorized leave at such time and on such occasions as the employee neglects required duties.

COMMUNICATIONS

Throughout the school year, the district produces newsletters, brochures, fliers, calendars, news releases, videos and other materials as well as maintains and updates the district website, social media pages, and mobile application. These communication platforms offer students, parents, employees, and the community key information pertaining to school activities, achievements, and District initiatives.

DISTRICT EMAIL

All TUSD employees are assigned a district email address, which will serve as the primary form of communication. Employees are expected to regularly check their district email to stay informed about important updates and changes that may affect them.

Employees can access their district email by logging in at <https://outlook.office.com/>.

EMPLOYEE CONDUCT AND WELFARE

EMPLOYEE LOCKDOWN PROTOCOL – QUICK GUIDE

Below is a quick guide that covers the lockdown protocol for site. Employees should review site-specific lockdown procedures to ensure that they are aware of the safety procedures put in place in case of an emergency.

Secure: Use Secure Protocols when directed, police activity in the area, or anytime the Incident Commander determines it necessary. Do the following:

- Safely direct all persons into classrooms or secure offices/rooms
- Account for all Student, Faculty, and Staff
- Lock all exterior gates, exterior doors and windows
- Continue normal routine inside the building
- No one should leave a secure area without the approval of the Incident Commander or law enforcement.
- Wait for instructions or the All-Clear signal
- Alert Signal: Electronic or Verbal announcement will be made (Use plain language, no codes)
- Incident Commander has discretion to modify this process depending on the situation

Lockdown: Use Lockdown for an active threat or hostile intruder on campus. Do the following:

- Once the command for Lockdown is given, all staff should “Sweep” outside of classrooms or offices for individuals to retrieve and secure. All staff should sound off “Lockdown” in a loud and clear manner.
- Keep normal access exterior fence and patio gates open to allow first responders quick entry.
- Stop instruction and all are to remain silent.
- Secure all building doors and windows as quickly as possible.
- Close blinds, cover door window(s) and turn off lights if you can do so safely.
- Keep away from doors and windows. Move students to the area where they are least visible from outside the room and low to the ground.
- If outside the building, assess the situation and determine if the school is the safest place to move to or if you and students should evacuate off campus.
- No one leaves a secure area without the approval of the Incident Commander or law enforcement.

EMERGENCIES – [POLICY EBC](#)

The Superintendent or designee shall establish procedures for the district and each school to develop consistent emergency response plans that safeguard students and staff in emergency situations, including bomb threats, fire or natural disasters, hazards near schools and hostage-taking or other violent acts. The plans shall be developed in consultation with local law enforcement and emergency medical service providers and shall meet or exceed State guidelines for such plans.

The Superintendent or designee shall establish schedules for the development and review of emergency response plans for the training of staff and students to carry out the plans in the event of an actual emergency.

EMPLOYEE CHARGED WITH A CRIME – [POLICY GDFB](#)

Any current employee charged with a crime (other than a minor traffic offense) shall report the charge to their supervisor, or any administrator superior to their supervisor within 24 hours of the employee becoming aware of such charge. Failure to report being charged with such a crime may result in appropriate disciplinary action, including termination of employment in accordance with applicable state law and employee agreements.

EXPENSE AUTHORIZATION/REIMBURSEMENT – [POLICY DKC](#)

Employees are eligible for reimbursement for authorized expenses incurred in carrying out their official duties. Employees are required to receive prior authorization from their supervisor before incurring any expenses. All travel reimbursement requests must adhere to district regulations and the rules established by the Department of Administration of the State of Arizona.

leadership in the school and community. This responsibility requires the employee to maintain standards of exemplary conduct. It must be recognized that the employee's actions will be viewed and appraised by the community, associates, and students. To these ends, the Board has adopted standards set in policy.

MANDATORY REPORTING – [A.R.S. § 13-3620](#)

Any person who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect that appears to have been inflicted on the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature or who reasonably believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant who is protected under section [36-2281](#) shall immediately report or cause reports to be made of this information to a peace officer, to the department of child safety or to a tribal law enforcement or social services agency for any Indian minor who resides on an Indian reservation, except if the report concerns a person who does not have care, custody or control of the minor, the report shall be made to a peace officer only.

Non-emergency reporting procedures – All non-emergency situations where a child is not at immediate risk of abuse or neglect that could result in serious harm may be reported on-line via Online Reporting Service for Mandated Reporters at <https://dcs.as.gov/report-child-abuse-or-neglect>

Emergency reporting procedures – All emergency situations where a child faces an immediate risk of abuse or neglect that could result in serious harm MUST be reported by calling:

911 or 1-888-SOS-CHILD (1-888-767-2445)

TDD (Telecommunications Device for the Deaf): 602-530-1831 (1-800-530-1831)

NON-DISCRIMINATION – [POLICY AC](#)

Tucson Unified School District is committed to a policy of nondiscrimination based on disability, race, color, religion/religious beliefs, sex, sexual orientation, gender identity or expression, age, or national origin. This policy will prevail in all matters concerning Governing Board, District employees, students, the public, educational programs and services, and individuals with whom the Board does business.

PERSONNEL RECORDS & FILES – [POLICY GBJ](#)

The District must maintain information about staff members for the daily administration of salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees, and for meeting the Board's educational reporting requirements. To meet these needs while recognizing the needs for confidentiality, Tucson Unified School District has developed a comprehensive system of personnel records maintenance and control.

PURCHASING PROCEDURES – [POLICY DJE](#)

Employees are required to adhere to the district's policies regarding purchasing and contracting. Employees cannot make unauthorized purchases on behalf of the district. Employees who make unauthorized purchases assume full responsibility of such debts.

SEXUAL HARASSMENT – [POLICY AC](#), [POLICY ACA](#), [POLICY ACAA](#)

Tucson Unified School District shall maintain a learning and working environment that is free from sexual harassment and retaliation. Sexual harassment is a form of discrimination based on gender, gender identity, or

sexual orientation, which is prohibited by this policy in addition to federal and state law. Sexual harassment is prohibited by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Arizona Civil Rights Act. The District also prohibits retaliation because an individual has engaged in a protected activity. All individuals associated with this District, including but not limited to, the Governing Board, the administration, District staff, students, and members of the public while on District property, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform Employee Relations or Title IX Coordinator, as provided in [Policy Regulation ACA-R and ACAA-R, respectively](#).

STAFF CONDUCT – [POLICY GBEB](#)

All employees and volunteers of the District (hereinafter “employees”) are expected to conduct themselves in a manner consistent with effective and orderly education and to protect students and District property. No employee shall, by action or inaction, interfere with, or disrupt any District activity, or encourage any such disruption. No employee, other than one who has obtained authorization from the appropriate school administrator, shall carry or possess a weapon on school grounds.

STAFF CONDUCT WITH STUDENTS – [POLICY GBEBB](#)

Employees are expected to exercise general supervision over the conduct of students, not only while in the schoolroom, but also before and after school and during recess. At all times teachers and other staff members will accord students the dignity and respect that they deserve and avoid purposely embarrassing any student.

All personnel employed by the district are expected to relate to students of the District in a manner that maintains social and moral patterns of behavior consistent with community standards and acceptable professional conduct.

Students and staff members should interact with each other in a friendly and positive manner. It is desirable for staff to have a sincere interest in students as individuals and to develop positive, professionally supportive relationships. These relationships must be at a level where they will not be mistaken as a precursor to a more intimate and improper relationship.

STAFF ETHICS – [POLICY GBEA](#)

All employees of the district are expected to maintain high standards in their school relationships. These standards must be idealistic and practical so they can apply reasonably to all staff members. The employees acknowledge that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, every employee assumes responsibility for providing

STAFF CONFLICT OF INTEREST – [POLICY GBEAA](#)

Any employee who has, or whose relative has, a substantial interest in any decision of the District, including a decision to employ the relative or to engage in business with the relative, shall make known this interest in the official records of the District, and shall refrain from participating in any manner as an employee in such a decision. To disclose this interest, the employee shall file [GBEAA-E](#) (in PDF) with the Governing Board office.

Vendor Relations - No employee of the district will accept a gift or benefit from any person, group, or entity doing, or desiring to do, business with the district as described in [Policy DJ, Purchasing Ethics Policy](#).

- Decision-makers must avoid accepting meals/gifts from any potential vendor.
- Gifts in association with the procurement process shall be prohibited.
- Any perception of improper influence in the procurement process shall be avoided.

Employees must complete the Conflict-of-Interest Disclosure form via the Employee Access Portal annually.

TECHNOLOGY POLICIES AND REGULATIONS

ACCEPTABLE USE OF TECHNOLOGY RESOURCES – [POLICY EJA](#)

Technology, including but not limited to the Internet, electronic mail, hardware, software, and online resources, is a valuable tool that supports teaching and learning through access to resources and information, learning activities, interpersonal communication, research, training and collaboration and dissemination of successful educational practices, methods and materials. Information technologies such as the Internet are an extension of school libraries and other media/resource centers provided with a goal of promoting resource sharing, research innovation, communication and opportunity for collaborative work.

ACCEPTABLE USE OF TECHNOLOGY RESOURCES (REGULATION) – [REGULATION EJA-R](#)

Acceptable Use of Technology resources means technology must be used in a responsible, efficient, ethical, and legal manner and in accordance with the policies and educational objectives of Tucson Unified School District (TUSD). This regulation is designed to guide employees in the acceptable use of computer systems, networks, and other information technology resources at TUSD, and should be read and interpreted in conjunction with all other TUSD policies including but not limited to policies prohibiting harassment, discrimination, offensive conduct or inappropriate behavior.

ELECTRONIC MAIL – [POLICY EJC](#)

The purpose of this policy is to establish basic guidelines for the responsible use of electronic mail (e-mail) in Tucson Unified School District (TUSD) and establish standard practices for requesting e-mail records.

TELEPHONE USAGE (DESK PHONES, FAX LINES, CELL PHONES, RADIOS) – [POLICY EJG](#)

The purpose of this policy is to ensure that District telephones, fax lines, cell phones, electronic signaling devices, and radios are used to support Tucson Unified School District business strategies and department/site goals, and that management has visibility of and accountability for their usage and costs.

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION – [POLICY IJNDB](#)

Tucson Unified School District provides electronic information services (EIS) to qualified students, teachers and other personnel who attend or who are employed by the District. Electronic Information Services include networks (e.g., LAN, WAN, Internet), databases, and any computer-accessible source of information, whether from hard drives, tapes, compact disks (CDs), cloud-based/hosted services, or other electronic sources or digital media.

STUDENT VIOLENCE, BULLYING, INTIMIDATION AND HARASSMENT – [POLICY JICK](#)

It is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. A school environment inclusive of these traits maximizes student achievement, fosters student personal growth, and helps students build a sense of community that promotes positive participation as members of society.

REPORTING A CONCERN

If you come across an employment concern, it's important to follow the right procedures for addressing it effectively. Understanding whom to approach can pave the way for resolving the issue promptly.

TUSD CONTACTS

1. First and foremost, consider discussing the matter with your supervisor. They can play a pivotal role in helping to find a satisfactory resolution.
2. If the issue persists or cannot be resolved at your site, it's advisable to contact the appropriate department

for additional support and guidance.

- For employment concerns, [contact Human Resources](#).
- For work-related concerns, [contact Employee Relations](#).
- For Equal Employment Opportunity or Title IX sex-based discrimination concerns, [contact our EEO Intake Office](#).
- For Americans with Disabilities Act concerns, [contact our ADA Intake Office](#).
- To report a wage and hour violation concern, [contact Financial Services](#).
- To report a workplace safety concern, [contact Risk Management](#).
- For FMLA concerns, [contact our Benefits Office](#).

3. If initial efforts prove unsuccessful, further resources are accessible to provide additional support for employees.

EXTERNAL AGENCIES

DISCRIMINATION AND HARASSMENT

- **Equal Employment Opportunity Commission (EEOC):** The EEOC handles complaints regarding workplace discrimination and harassment. Complaints can be filed online, by mail, or in person at an EEOC office. [Use this map to find the nearest location information](#).
- **Title IX Sex-Based Discrimination:** Title IX protections ensure that individuals in educational settings are protected from discrimination based on sex, including harassment and unequal treatment. [Office of Civil Rights \(OCR\) Website](#)
- **Americans with Disabilities Act (ADA):** The ADA gives civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion.

If you have experienced discrimination because of your disability, you can file a complaint with the government. [Use this chart to find the right agency and the process for filing your complaint](#).

WAGE AND HOUR ISSUES

- **U.S. Department of Labor (DOL) Wage and Hour Division:** The DOL handles complaints about wage and hour violations. You can file a complaint online, by mail, or in person. [DOL Wage and Hour Division](#)

WORKPLACE SAFETY

- **Occupational Safety and Health Administration (OSHA):** OSHA addresses complaints about unsafe working conditions. Complaints can be filed online, by fax, mail, or phone. [OSHA File a Complaint](#)

FAMILY AND MEDICAL LEAVE ACT (FMLA)

- **U.S. Department of Labor (DOL) Wage and Hour Division:** The DOL also handles FMLA complaints.

You can contact the Wage and Hour Division (WHD) at 1-866-487-9243. You will be directed to the WHD office nearest you for assistance. There are over 200 WHD offices throughout the country staffed with trained professionals to help you. [Find the one nearest to you](#).

WHAT TO DO IF YOU ARE INJURED ON THE JOB

TUSD WORKERS' COMPENSATION PROCESS

1. Report your injury to your site supervisor.
2. Complete the Employee Accident Investigation Report with the site where your injury occurred. The report can be found on the [Workers' Compensation SharePoint](#).
3. If you feel you need medical attention, call The Alliance, TUSD's Workers' Compensation Insurance carrier. The 24/7 On-Call Nurse Triage phone number is:

1-888-252-4689 press option #2

Contact Information:

The Alliance

The Arizona School Alliance for Workers' Compensation, Inc.

PO Box 33037

Phoenix, AZ 85067

1-888-252-4689

Policy #1963-SA-AZ-221

4. If the On-Call Nurse Triage directs you to seek medical care, the district has contracted with the clinics listed below for Occupational Medicine. You may utilize one of these clinics or your own doctor* for your injury treatment. Hours and locations can be found by calling Nurse triage or visiting our Employee Network locations:

- **Concentra**
- **NextCare**
- **MBI Occupational Healthcare**
- **Carbon Health**

**Please check to see if your PCP accepts Workers' Compensation before seeing – many do not.*

5. You must provide your supervisor with a work status if you go to a doctor. Please get this from the provider before you leave the facility.

For more information, please go to the [Workers' Compensation SharePoint](#).

If you are an ESI Employee, please be sure to follow [ESI Workers' Compensation Process](#).

DISTRICT DIRECTORY

DEPARTMENT DIRECTORY

Employees will find contact information such as address, emails and phone numbers for District Leadership Offices and Departments under the online [Department Directory](#).

SCHOOL DIRECTORY

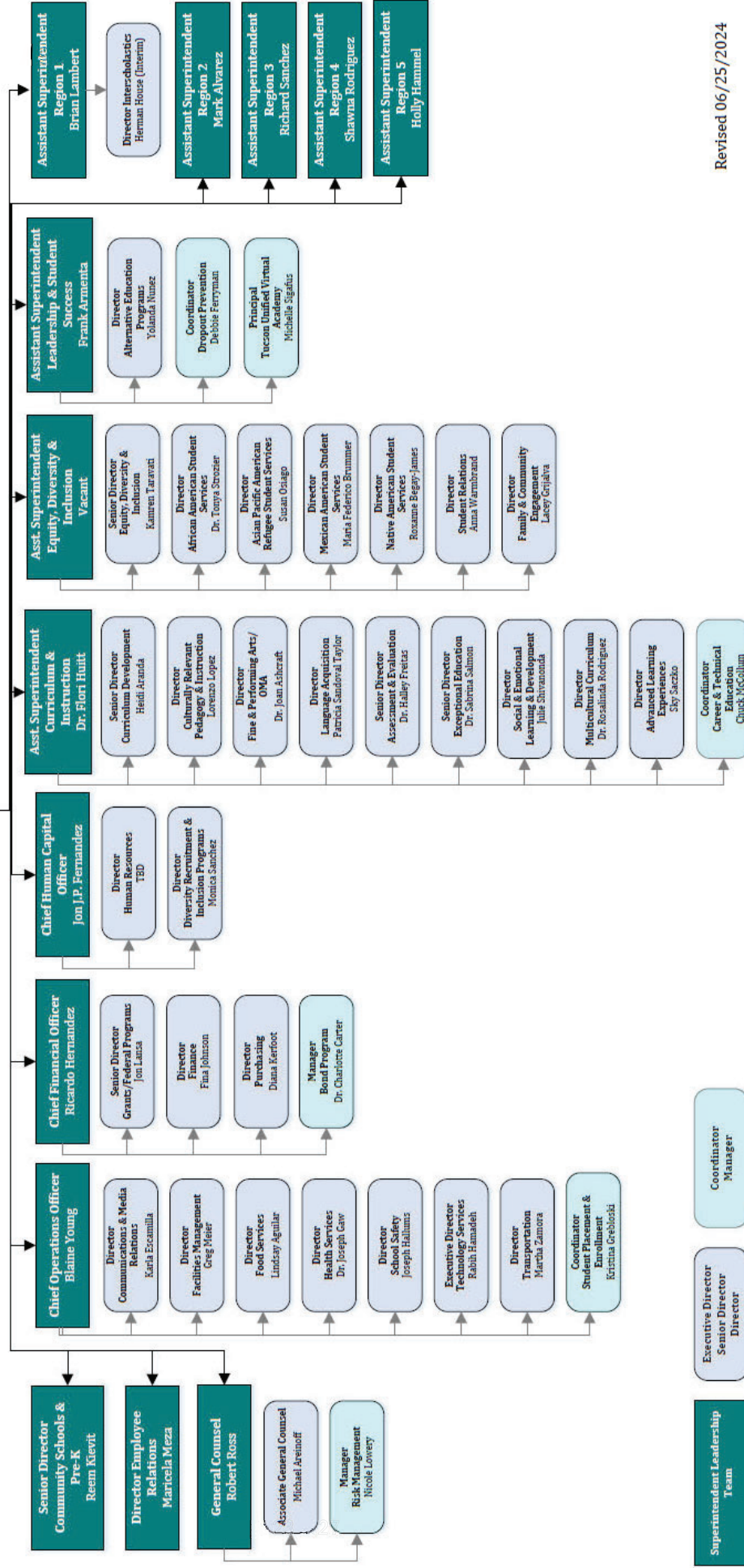
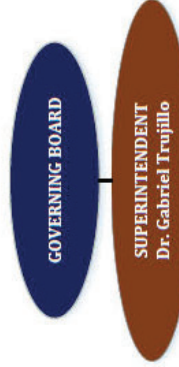
Employees will find contact information such as address, emails and phone numbers for Schools under the online [School Directory](#).

CONTACT INFORMATION AND RESOURCES

Here is contact information for the main departments you may need to reach throughout your employment.

WHO TO CONTACT?	
<p>EMPLOYEE BENEFITS</p> <p>Employee Benefits SharePoint Email: Benefits@tusd1.org Phone: 520-225-6144</p>	<ul style="list-style-type: none"> • 1095-C tax form • Benefit deductions on paycheck • HSA (Health Savings Account) • Leaves of Absence • Unable to sign up for benefits • Wellness Incentive Credit
<p>EMPLOYEE RELATIONS</p> <p>Employee Relations SharePoint Email ER@tusd1.org Phone: 520-225-6739</p>	<ul style="list-style-type: none"> • 301 payments • Employee Agreements • Employee Relations • Equal Employment Opportunity (EEO) • Professional Development Reimbursements • School Council • Title IX
<p>HUMAN RESOURCES</p> <p>Human Resources SharePoint Email: HRDocs@tusd1.org Phone: 520-225-6035</p>	<ul style="list-style-type: none"> • Address updates • Certifications/Renewals (ADE Certs, CPR/First Aid, Fingerprinting) • Contracts • Employment • Experience verifications • Salary Placements • Stipends (Magnet, Hard-to-Fill, Dual Language, etc.) • Verification of employment that do not require wage information. • Alternative Teacher Pathways • Grow Your Own Programs (GYOP)
<p>PAYROLL</p> <p>Payroll SharePoint Email: Payroll@tusd1.org Phone: 520-225-6150</p>	<ul style="list-style-type: none"> • Adjustment to pay • Alternate Pay Plan (summer pay) • Arizona State Retirement (ASRS) deductions/eligibility • ASRS Ending Payroll Verification (EPV) • Direct deposit changes • Accruals/leave balances • Separation payouts • W2 annual tax statement and A-4 W-4 tax withholding forms • Verifications of employment requiring wage information
<p>TECHNOLOGY SERVICES (TS)</p> <p>Technology Services SharePoint Phone: 520-225-6262 option 3</p>	<ul style="list-style-type: none"> • Help Desk • Technology self-help resources • Work orders

TUCSON UNIFIED SCHOOL DISTRICT ORGANIZATIONAL CHART 2024-2025



2024-25 Staff Holiday Calendar

			CLASSIFIED		
			12 Month	10.5 Month	9, 9.5 and 10 Month
Holiday	Weekday	Date	Schedule 1	Schedule 3	Schedules 2, 4, 6, 7, 12 and D
Independence Day	Thu	7/4	1	n/a	n/a
Professional Development	Wed	8/21	not off	not off	not off
Labor Day	Mon	9/2	1	1	1
Fall Break unpaid *	Mon--Fri	10/7-10/11	not off	off/unpaid	off/unpaid
Professional Development	Wed	10/23	not off	not off	not off
Veterans Day	Mon	11/11	1	1	1
Thanksgiving	Thu--Fri	11/28-11/29	2	2	2
Winter Break	Mon--Fri	12/23-1/3	10	10	10
Martin Luther King	Mon	1/20	1	1	1
Professional Development	Wed	1/29	not off	not off	not off
Rodeo Break	Thu--Fri	2/20-2/21	2	2	2
Spring Break unpaid *	Mon--Wed	3/10-3/12	not off	off/unpaid	off/unpaid
Spring Break paid	Thu--Fri	3/13-3/14	not off	2	2
Professional Development	Wed	3/26	not off	not off	not off
Spring Holiday paid	Fri	4/18	1	1	1
Memorial Day	Mon	5/26	1	1	n/a
Juneteenth	Fri	6/20	1	n/a	n/a
Total Paid Holidays:			21	21	20

			CERTIFIED		
			12 month, Principals	A/P, Tch Coach, PDAT, Psych, ROTC	9.5 Mo Teachers, Counselors, Ind. Teachers, Ath. Trainers
Holiday	Weekday	Date	Schedule 1	Schedules B, E, G, R	Schedules S, 8, A, C, K
Independence Day	Thu	7/4	1	n/a	n/a
Professional Development	Wed	8/21	not off	not off	not off
Labor Day	Mon	9/2	1	1	1
Fall Break unpaid *	Mon--Fri	10/7-10/11	not off	off/unpaid	off/unpaid
Professional Development	Wed	10/23	not off	not off	not off
Veterans Day	Mon	11/11	1	1	1
Thanksgiving	Thu--Fri	11/28-11/29	2	2	2
Winter Break	Mon--Fri	12/23-1/3	10	10	10
Martin Luther King	Mon	1/20	1	1	1
Professional Development	Wed	1/29	not off	not off	not off
Rodeo Break	Thu--Fri	2/20-2/21	2	2	2
Spring Break unpaid *	Mon--Wed	3/10-3/12	not off	off/unpaid	off/unpaid
Spring Break paid	Thu--Fri	3/13-3/14	not off	2	2
Professional Development	Wed	3/26	not off	not off	not off
Spring Holiday paid	Fri	4/18	1	1	1
Memorial Day	Mon	5/26	1	1	n/a
Juneteenth	Fri	6/20	1	n/a	n/a
Total Paid Holidays:			21	21	20

* Time Off that is non-contract/unpaid time off for "other than 12-month employees"

For non-contracted Hourly Staff who DO work during these days, prior Supervisor approval is required.

Hourly positions that are supplemental and/or temporary are not eligible for holiday pay.

updated: 2/7/24

2024/2025 PAY PERIOD CALENDAR

PAYROLL NUMBER	PAY PERIOD START DATE	PAY PERIOD END DATE	Payroll Adjustment ePAR Deadline	Portal Changes	PAY DATE
Please note: The Payroll Adjustment ePAR and Portal Changes deadlines may change periodically throughout the year.					
PR 1	07/01/24	07/03/24	07/02/24	07/01/24 to 07/05/24	07/12/24
PR 2	07/04/24	07/17/24	07/16/24	07/06/24 to 07/19/24	07/26/24
PR 3	07/18/24	07/31/24	07/30/24	07/20/24 to 08/02/24	08/09/24
PR 4	08/01/24	08/14/24	08/13/24	08/03/24 to 08/16/24	08/23/24
PR 5	08/15/24	08/28/24	08/27/24	08/17/24 to 08/30/24	09/06/24
PR 6	08/29/24	09/11/24	09/10/24	08/31/24 to 09/13/24	09/20/24
PR 7	09/12/24	09/25/24	09/24/24	09/14/24 to 09/27/24	10/04/24
PR 8	09/26/24	10/09/24	10/08/24	09/28/24 to 10/11/24	10/18/24
PR 9	10/10/24	10/23/24	10/22/24	10/12/24 to 10/25/24	11/01/24
PR 10	10/24/24	11/06/24	11/05/24	10/26/24 to 11/08/24	11/15/24
PR 11	11/07/24	11/20/24	11/19/24	11/09/24 to 11/22/24	11/29/24
PR 12	11/21/24	12/04/24	12/03/24	11/23/24 to 12/06/24	12/13/24
PR 13	12/05/24	12/18/24	12/17/24	12/07/24 to 12/20/24	12/27/24
PR 14	12/19/24	01/01/25	12/31/24	12/21/24 to 01/03/25	01/10/25
PR 15	01/02/25	01/15/25	01/14/25	01/04/25 to 01/17/25	01/24/25
PR 16	01/16/25	01/29/25	01/28/25	01/18/25 to 01/31/25	02/07/25
PR 17	01/30/25	02/12/25	02/11/25	02/01/25 to 02/14/25	02/21/25
PR 18	02/13/25	02/26/25	02/25/25	02/15/25 to 02/28/25	03/07/25
PR 19	02/27/25	03/12/25	03/11/25	03/01/25 to 03/14/25	03/21/25
PR 20	03/13/25	03/26/25	03/25/25	03/15/25 to 03/28/25	04/04/25
PR 21	03/27/25	04/09/25	04/08/25	03/29/25 to 04/11/25	04/18/25
PR 22	04/10/25	04/23/25	04/22/25	04/12/25 to 04/25/25	05/02/25
PR 23	04/24/25	05/07/25	05/06/25	04/26/25 to 05/09/25	05/16/25
PR 24	05/08/25	05/21/25	05/20/25	05/10/25 to 05/23/25	05/30/25
PR 25	05/22/25	06/04/25	06/03/25	05/24/25 to 06/06/25	06/13/25
PR 26	06/05/25	06/18/25	06/17/25	06/07/25 to 06/20/25	06/27/25
PR 27	06/19/25	06/30/24	07/01/25	TBD	07/11/25

**Tucson Unified School District
Work Calendars - Fiscal Year 2024-2025**

Certified Staff:	Work Calendar Description	Start Date	End Date	Work Days	Pay Periods
Principals, 12 Month Employees, HS APs	12 mo/261/Exempt/27 pay (1)	07/01/24	06/30/25	261	27
Community Schools CSPs	12 mo/258/Exempt/TEA/27 pay (F)	07/01/24	06/30/25	258	27
Middle School/K-8 APs	11 mo/226/Asst Principal/Exempt/25 pay (B)	07/16/24	06/06/25	226	25
Elementary APs, Teacher Coaches, CSPs, PDATs	10.5 mo/224/Asst Principal/Cert. Exempt/24 pay (E)	07/18/24	06/06/25	224	24
ROTC	10 mo/217/Certified ROTC/24 pay (R)	07/29/24	06/06/25	217	24
Psychologists	10 mo Psychologist/215/Certified/23 pay (G)	07/24/24	05/30/25	215	23
Teacher Induction	9.5 mo/211/Certified Teach Induc/23 pay (K)	07/23/24	05/23/25	211	23
Teachers, Social Workers, SLPs, OTs, PTs, Nurses, Hygienists, Librarians, CCRCs	9.5 mo/207/Cert-Class Exempt/23 pay (5)	07/29/24	05/23/25	207	23
Athletic Trainers	9.5 mo/207/Cert-Class Exempt/23 pay (A)	07/22/24	05/16/25	207	22
Counselors	9.5 mo/212/Certified Counselors/23 pay (C)	07/22/24	05/23/25	212	23
Classified Staff:	Work Calendar Description	Start Date	End Date	Work Days	Pay Periods
12 Month Employees	12 mo/261/Exempt/Non-Exempt/27 pay (1)	07/01/24	06/30/25	261	27
10.5 Month Exempt and 10.5 Month Non-Exempt (MTSS)	10.5 mo/222/Classified Exempt/24 pay (3)	07/17/24	06/03/25	222	24
10 Month Exempt and Non-Exempt, other than Food Service	10 mo/211/Classified Non-Exempt/23 pay (2)	07/23/24	05/23/25	211	23
10 Month Food Service Employees	10 mo/210/Classified FS Non-Exempt/23 pay (12)	07/24/24	05/23/25	210	23
9.5 Month Employees	9.5 mo/207/Classified Non-Exempt/23 pay (7)	07/29/24	05/23/25	207	23
9 Month Teacher Assistants and Intervention Techs	9.0 mo/203/T.A. Classified Non-Exempt/23 pay (4)	07/29/24	05/22/25	203 ¹	23
9 Month Employees (Crossing Guards, Monitors, Special Needs Aides (504) & Classified <i>Other Than TA's and Intervention Techs</i>)	9.0 mo/200/Classified Non-Exempt/22 pay (6)	08/01/24	05/22/25	200 ²	22
Transportation:	Work Calendar Description	Start Date	End Date	Work Days	Pay Periods
9.5 Month Employees (Bus Drivers & Bus Monitors)	9.5 mo/205/Classified Transp. Non-Exempt/23 pay (D)	07/24/24	05/22/25	205 ³	23

¹ - Teacher Assistants & Intervention Techs 9.0 mo schedule work 200 days but are on a 203 day work calendar to accommodate individual start dates.

² - Crossing Guards, Monitors, 504 Aides, Food Svc 9 mo employees do not work Grading Days.

³ - Transportation Drivers, Aides do not work July 31 or grading days October 4, December 20, or March 7.

For employees working less than 12 month, the off-contract days are: October 7-11, and March 10-12

Work Calendars include approved paid holidays for bargaining unit employees

Classified Hourly(Non-Exempt) Employees must punch in/out through a Computer Terminal or Time Clock

Work Calendars are built upon the Student School Calendar approved by the Governing Board and the various Agreements

For the 2024/25 School Year the Students' Calendar is August 1, 2024, through May 22, 2025

All Benefits are deducted over 20 pay periods, please refer to the Payroll Processing Schedule for the deduction schedule

For the Fiscal Year 2024/25 all additional earnings will require authorization on E-PARs

If there are any changes to the Work Calendars the School Sites/Departments will be notified

Exhibit 4

From: [Hernandez, Ricardo](#)
To: [Taravati, Kamren](#); [Brown, Kinasha](#); [Armenta, Frank](#); [Huitt, Flori](#); [Sanchez, Richard](#); [Hammel, Holly](#); [Lambert, Brian](#); [Alvarez, Mark](#); [Rodriguez, Shawna](#); [Fernandez, Jon](#); [Young, Blaine](#); [Trujillo, Gabriel](#); [Ross, Robert](#); [Areinoff, Michael](#); [Escamilla, Karla](#)
Cc: [Sanchez, Monica](#); [Schwartz Warmbrand, Anna](#); [Aranda, Heidi](#); [Hamadeh, Rabih](#); [Freitas, Halley](#); [Nunez, Yolanda](#); [Shivanonda, Julie](#); [Budget](#); [Purchasing](#); [Hurley, Cindy](#); [Lopez, Lorenzo](#); [Saczko, Sky](#); [Sandoval-Taylor, Patricia](#); [Zamora, Martha](#); [Osiago, Susan](#); [Federico Brummer, Maria](#); [Strozier, Tonya](#); [Grebloski, Kristina](#); [Armijo, Rosalina](#); [Carrier, Rebecca](#); [Grijalva, Lacey](#); [Meier, Greg](#); [Miller, Suzanne](#); [Hankins, Donna](#); [Tarin, Sarah](#); [Roman, Nicholas](#)
Subject: FY2024 Desegregation Fund Expenditure Freeze
Date: Friday, February 16, 2024 10:51:00 AM
Attachments: [image001.png](#)
Importance: High

Dear TUSD Leadership Team:

I am writing to address a critical issue, which was presented to the Governing Board on Tuesday, Feb. 13. The Governing Board was notified that the current financial status of the district's Desegregation fund currently exceeds the maximum budget limit of \$63.7 million. The fund is facing a significant deficit totaling over \$4 million, and we must take action to prevent this from continuing beyond the current fiscal year.

This situation demands immediate attention to ensure that it does not pose a threat to the effectiveness of the programs and initiatives aimed at promoting equity and inclusion across the district. **In light of this pressing issue, we will be implementing a freeze on all non-salary expenditures effective immediately from ALL Desegregation funds until further notice.** Expenses outside of staff hiring and commitments encumbered before Feb. 16, like travel that is already paid, will be honored. However, requests to spend *additional* Deseg funds will be subject to individual review.

We will need to evaluate additional cost control measures for FY2025, to prevent this deficit from escalating further. Additionally, I do encourage you to share any insights or ideas that may contribute to resolving this financial challenge. All Deseg-funded programs and departments are impacted without everyone's contributions.

If you have questions, please contact me at your convenience – thank you.



Ricky D. Hernández

Chief Financial Officer

Tucson Unified School District

[Tanya Speagle](#), Executive Assistant

Phone: 520.225.6493

Email: ricky.hernandez@tusd1.org

Web: www.tusd1.org

Office: 1010 East 10th Street, Tucson, AZ 85719

Exhibit 5

**NOTICE OF "INTENT TO SEPARATE"
FROM TUCSON UNIFIED SCHOOL DISTRICT**

INSTRUCTIONS: Please complete the information below. Completed form must be scanned and attached to the Staff Termination ePAR and must be submitted for processing by the established deadline detailed in your employee agreement. Agreements can be found at: <http://www.tusd1.org/Departments/Human-Resources/Employee-Agreements>

NOTE: Intents to Separate from Assistant Principals, Principals, and Central Office Administrators must be sent to Human Resources for processing.

Name: Kinasha Brown Employee ID Number: [REDACTED]
Job Title: Assistant Supt. EDI Site/Dept: Equity, Diversity, and Inclusiveness

This is to notify the District that I am: (check one) retiring resigning from my position.
My last day of work will be 6/30/2024 (usually the last day of the semester or last contract day for all contracted employees).

FOR REVISIONS ONLY: Employment with the District will end on the date specified above. Any work beyond this date will require a revision to this Intent to Separate form identifying the revised last day of work _____. To confirm revision, initial here _____.

If you are resigning, please select one of the options below:

- Other Employment
- Relocation
- Personal Reasons
- Other (please provide a brief explanation):

Please read and initial each sentence below:

KB I understand that my actual recorded separation date will be my contract-end date for school-year end separations.

KB I understand that any active benefits will terminate on the last day of the month in which I separate. However, if my separation occurs in May **AND** I work through the end of my work calendar year, my benefits will continue through the end of the Plan Year (June 30th).

KB I will be offered COBRA and be issued a Certificate of Credible Coverage, if applicable, once my separation is processed.

KB I understand that it is my responsibility to contact the Arizona State Retirement System (ASRS) to ensure accurate retirement status and/or eligibility.

KB I understand that my separation cannot be rescinded once it has been reported/approved by the Governing Board.

Kb I understand I may be contacted to complete an exit survey.

Employee Signature: Kinasha Brown Date: 5/2/2024
Personal Email: [REDACTED] Contact Phone: [REDACTED]

Supervisor Name: Dr. Gabriel Trujillo Supervisor Title: Superintendent
Supervisor Signature: [Signature] Date: 5-6-24

Note to Site: Please attach this signed form to the Staff Termination ePAR for processing.

Exhibit 6

Openings as of 5/20/2020

Assistant Superintendent - Equity and Diversity (Effective 2020-2021 SCHOOL YEAR)

JobID: 16400**Position Type:**

Administrative

0

[Email To A Friend](#)[Print Version](#)**Date Posted:**

4/2/2020

Location:

Tucson Unified School District

Closing Date:

05/10/2020

Hours Per Day:

8

FTE:

1.0

Months:

12

REASONS TO WORK IN TUCSON UNIFIED:

We're an urban school district that believes all students can achieve at high levels.

We're committed to providing our students with multicultural and culturally responsive education.

We're transforming our school district and the community by making a difference in the lives of our students.

We value and recognize our innovative, highly performing, and creative staff.

We are the second largest district in the state with 86 schools and have been proudly serving over 47,000 students, parents, and families since 1867. Bring your talent and passion for closing the achievement gap to TUSD!

TUSD'S MISSION STATEMENT

The mission of the Tucson Unified School District, in partnership with parents and the greater community, is to assure each Pre-K through 12th grade student receives an engaging, rigorous, and comprehensive

education. The District is committed to inclusion and non-discrimination in all District activities. At all times, District staff should work to ensure that staff, parents, students, and members of the public are included and welcome to participate in District activities.

SUMMARY

This position acts as the primary District leader responsible for directing, managing and facilitating collaboration activities related to equity and diversity in TUSD including:

- overseeing implementation, monitoring compliance, and managing communications regarding programs funded under the 910-G statute, which allows funding “for expenses of complying with or continuing to implement activities that were required or permitted by a court order of desegregation.”
- overseeing implementation, monitoring compliance, and managing communications regarding relevant court orders, including the Unitary Status Plan;
- overseeing management of student support departments (African American, Mexican American, Native American, Asian Pacific and Refugee students); Student Relations Department, Family and Community Services Department, and Alternative Education Programs, including monitoring and compliance of programs funded under the 910-G statute;
- providing senior leadership with research-based advice about maintaining and enhancing equitable policies and practices

REPORTS TO: SUPERINTENDENT

MINIMUM REQUIREMENTS

Master’s Degree in Education or a related field

Three (3) years of teaching experience in K-12 education

Three (3) years school administration experience in K-12 education

At least two of the following three qualifications:

Two (2) years of supervisory experience and/or leadership of a major department, program, project, or initiative within a public school setting

Two (2) years of supervisory experience at director-level or above including personnel supervision

Two (2) years managing, reviewing, and implementing large budgets

Any equivalent combination of training, education or experience.

PREFERRED QUALIFICATIONS

Advanced Degree in Education and/or related field; eg. Ed.D, J.D. or Ph.D.

Superintendent Certificate or ability to obtain

Knowledge of internal audits, compliance reporting, and data analysis,

Ability to analyze and interpret complex data
Two (2) years working in a large urban school district
Experience administering programs in a diverse, multicultural environment
Experience with culturally responsive pedagogy and/or multicultural education

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check
Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

COMMENTS

EFFECTIVE: 2020–2021 SCHOOL YEAR

LOCATION – Tucson Unified School District – 1010 E. 10th Street

SPT – Exempt

12 month position

Internal candidates will transfer at a rate commensurate with their bargaining unit language.

The hiring range for external candidates will be \$95,281.36 to \$110,618.70, based on experience.

For more information on salary schedule, please visit the SPT Non-Bargaining Agreement at <http://tusd1.org/departments/human-resources/employee-agreements>

Application Deadline: May 10, 2020.

Please be sure to upload cover letter, resume and 3 letters of reference to your application

Notice of Nondiscrimination

Tucson Unified School District is committed to a policy of nondiscrimination based on disability, race, color, religion/religious beliefs, sex, sexual orientation, gender identity or expression, age, or national origin. This policy will prevail in all matters concerning Governing Board, District employees, students, the public, educational programs and services, and individuals with whom the Board does business.

Attachment(s):

- [Assistant Superintendent of Equity and Diversity_FINAL.docx](#)

FMLA regulations require all employers to post the [updated FMLA notice](#).

Powered by applicant tracking, a product of Frontline Education.

Exhibit 7

Allowable Use of Funding-ARP

Allowable LEA Uses of ARP-Homeless Funds from the U.S. Department of Education's April 23, 2021 [Letter to Chief State School Officers are provided below:](#)

- To increase capacity by hiring staff, dedicating resources, and planning partnerships with community-based organizations, among other strategies.
- To identify students *this spring* and to connect students experiencing homelessness and their families to summer learning and enrichment programs this summer (summer 2021), and to engage students and their families in preparation for this fall.
- To compete and award contracts to community-based organizations that are well-positioned to identify historically underserved populations such as rural children and youth, Tribal children and youth, students of color, children and youth with disabilities, English learners, and LGBTQ+ youth, and connect them to educationally related support and wraparound services.
- For any of the sixteen uses permitted by the McKinney-Vento Act (see 42 U.S.C. 11433(d)).
- For any expenses necessary to facilitate the identification, enrollment, retention, and educational success of homeless children and youth, such as:
 - providing wraparound services (which could be provided in collaboration with and/or through contracts with community-based organizations, and could include academic supports, trauma-informed care, social-emotional support, and mental health services);
 - purchasing needed supplies (e.g., PPE, eyeglasses, school supplies, personal care items);
 - providing transportation to enable children and youth to attend classes and participate fully in school activities;
 - purchasing cell phones or other technological devices for unaccompanied youth to enable the youth to attend and fully participate in school activities; and
 - providing access to reliable, high-speed internet for students through the purchase of internet-connected devices/equipment, mobile hotspots, wireless service plans, or installation of Community Wi-Fi Hotspots (e.g., at homeless shelters), especially in underserved communities.
- To pay for short-term, temporary housing (e.g., a few days in a motel) when such emergency housing is the only reasonable option for COVID-safe temporary housing and when necessary to enable the homeless child or youth to attend school and participate fully in school activities (including summer school).
- For store cards/prepaid debit cards to purchase materials necessary for students to participate in school activities.

Overall, costs must be “reasonable and necessary” and “align with the purpose of, and other requirements in, the EHCY statute.” LEAs also should consider the extraordinary impact of the pandemic on students experiencing homelessness when making decisions about how to use funds.

Exhibit 8

History Log

Tucson Unified District (100201000) Public District - FY 2022 - **Medium Risk** - ARP - Homeless II Entitlement - Rev 10 - History Log

Attention Needed	Date	User	Status (S)/Comment (C)	S/C
	8/2/2024 1:52:15 PM	Christine Stone	Status changed to 'LEA Business Manager Approved'.	S
	8/2/2024 1:51:27 PM	Jon Lansa	Status changed to 'Revision Completed'.	S
	8/1/2024 1:16:37 PM	Christine Stone	Status changed to 'Revision Started'.	S

Allocations

Tucson Unified District (100201000) Public District - FY 2022 - **Medium Risk** - ARP - Homeless II Entitlement - Rev 10 - Allocations

	(1)	ARPHOMELESSIIIE CFDA: 84.425W	Total
Original		\$670,576.77	\$670,576.77
Incoming Carryover		\$0.00	\$0.00
Outgoing Carryover		\$0.00	\$0.00
Reallocated		\$0.00	\$0.00
Additional		\$183,968.92	\$183,968.92
Incoming Interest Carryover		\$0.00	\$0.00
Released		\$0.00	\$0.00
Consortium		\$0.00	\$0.00
Forfeited		\$0.00	\$0.00
CR Released		\$0.00	\$0.00
Total		\$854,545.69	\$854,545.69

Funding Disclaimer

Tucson Unified District (100201000) Public District - FY 2022 - Medium Risk - ARP - Homeless II Entitlement - Rev 10 - Funding Disclaimer

The Grantee acknowledges and agrees that the Arizona Department of Education's award and/or payment of funds under this agreement is contingent upon ADE receiving funds from Federal, State, or other funding sources to support the grant. Notwithstanding any other provisions of this agreement, in the event that ADE funding is reduced or rescinded by Federal, State, or other funding sources, ADE may immediately reduce the amount of funds awarded or terminate this agreement by written notice to the Grantee.

FFATA & GSA Verification

Tucson Unified District (100201000) Public District - FY 2022 - Medium Risk - ARP - Homeless II Entitlement - Rev 10 - FFATA & GSA Verification

1. The district/organization has submitted OR will be submitting the annual General Statement of Assurance

* Yes

2. The district/organization understands that if ADE is not updated with the organization's SAM.gov information, including SAM.gov registration expiration, that funding for the organization can be placed on hold.

* Yes

* 3. Please provide a short description of your project in one to two paragraphs:

The TUSD Family and Community Outreach (FCO) department includes the Homeless Education and Resource Team (HEART) which provides services and supports to homeless students and families as outlined in the federal McKinney-Vento Act. The new ARP funds will be used to support and expand on the services provided to these same populations who may be experiencing more severe circumstances due to the impact of the Covid-19 pandemic.

Program Information / Instruction

Tucson Unified District (100201000) Public District - FY 2022 - Medium Risk - ARP - Homeless II Entitlement - Rev 10 - Program Information / Instruction

Program Information / Instruction

The American Rescue Plan (ARP) Act includes a reservation within the Elementary and Secondary School Emergency Relief (ESSER) Fund to support the specific and urgent needs of homeless children and youth in recognition of the extraordinary impact of the coronavirus disease 2019 (COVID-19) pandemic on students experiencing homelessness.

The purposes of the ARP-Homeless II Entitlement Fund are to help States and local educational agencies (LEAs) identify homeless children and youth, provide wraparound services that address the multiple effects of the COVID-19 pandemic on homeless children and youth, and ensure that homeless children and youth are able to attend school and participate fully in school activities.

ARP Homeless II Entitlement funds supplement the EHCY program and the uses of funds are governed by EHCY allowability. Uses of funds may include, when responding to the impact of the COVID-19 pandemic, expenses that are reasonable and necessary to facilitate the identification, enrollment, retention and educational success of homeless children and youth. The application for the ARP-Homeless II grant will include a few questions and applicants can check the ADE website: www.azed.gov/homeless/mckinney-vento-funding for the maximum allocations that can be requested by the applicant.

Applicants that are awarded a budget less than \$5,000.00 will be required to participate in a consortium. The SEA will provide targeted TA to consortium groups once the awards are distributed and consortiums are assigned.

Resources:

For information on ARP Allowable Use of Funding, please see the Grants Management Resource Library or follow this link: [ARP Allowable use of Funds](#)

For more information regarding funding, please visit: <https://www.azed.gov/homeless/mckinney-vento-funding>

ARP - Homeless II Entitlement Important Dates and Deadlines

-- Project Start Date: March 13, 2020

-- Project End Date: September 30, 2024

-- Application Submission Deadline: September 2, 2022

Program Area Contact Information:

Program Area Contact Name:	Silvia Chavez
Program Area Contact Phone:	(602)542-4963
Program Area Contact Email:	Homeless@azed.gov

Organization Contacts - Required

Tucson Unified District (100201000) Public District - FY 2022 - **Medium Risk** - ARP - Homeless II Entitlement - Rev 10 - Organization Contacts - Required

Organization Contacts

This required section is to enable the Arizona Department of Education to more effectively provide relevant and targeted information and support to educational organizations and reduce communications not relevant to other general users within the GME system.

Organization Direct-Hire Staff

- Primary Point of Contact for this Funding Application/Grant is required for all funding applications
- If Federal Programs contact is not applicable, enter "N/A" for all cells in this row. Enter alternate program contact(s) in row "Other", clicking "Add Row" to add multiple contacts as applicable
- "Other" may be used for any other relevant program or organizational contacts

• **NOTE:** For vendors/contractors/consultants serving in any of the designated positions in the first table below, enter contact information in the table designated as **Vendors/Contractors/Consultants"**

CONTACT TYPE	NAME	EMAIL	PHONE
Primary Point of Contact for this Funding Application/Grant:	* Anna Caro Read	* Anna.CaroRead@tusd1.org	* 520.225.2100
Organization Business/Finance Manager or CFO:	* Ricardo Hernandez	* Ricardo.Hernandez@tusd1.org	* 520.225.6493
Superintendent/Charter Holder:	* Gabriel Trujillo	* Gabriel.Trujillo@tusd1.org	* 520.225.6720

Federal Programs Director or Programs Primary Point of Contact:	* Jon Lansa	* Jon.Lansa@tusd1.org	* 520.225.6297
Other (enter title) Accounting Analyst-Grants	Christine Stone	Christine.Stone@tusd1.org	520.225.6112
Other (enter title) Director Family Community Outreach	Alma Iniguez	Alma.Iniguez@tusd1.org	520.225.2100
Other (enter title) Research Project Manager	Juliet King	Juliet.King@tusd1.org	520-225.6325
Other (enter title) Coordinator- Family & Community Outreach	Sherrie Garth	Sherrie.Garth@tusd1.org	520.225-2181

Vendors/Contractors/Consultants:

- Please enter all vendors/contractors/consultants, (hereafter referred to as "vendor") who serve in any of the roles in the table above.
- Please also enter all vendors who have been provided roles in the GME system to directly work with Funding Applications, Reimbursement Requests, Completion Reports, Fiscal Monitoring, Single Audit, Indirect Cost and any reporting supplements.
- In the table below enter the organizational role, capacity served and/or operational function held by each vendor as it relates to grant funding
- Click "Add row" for each vendor/contractor/consultant

NOTE: Per the State Superintendent of Public Instruction's policy statement distributed on February 26, 2021, ADE's expectations are that the LEA takes full responsibility for the grant application, use of funds and accountability tied to both. Vendor roles and permissions in GME are permitted as follows:

- Vendor may **not** be provided with the **LEA Entity Authorized Signer** and as such, may not sign the General Statements of Assurances (GSAs) or other legally binding documents to ADE on behalf of the LEA.

- Vendor may **not** be provided with the **LEA Authorized Representative** role in GME.
- Vendor may be permitted to hold the **LEA User Access Administrator** role in GME **only** in addition to a minimum of two LEA staff holding the same role. Vendor holding this role may **not** provide themselves with any prohibited roles.
- Vendor may be permitted to hold **Fiscal Monitoring Update** and/or **Single Audit Update** role(s) in GME **only** in addition to a minimum of two LEA staff holding the same role.

ORGANIZATIONAL ROLE, CAPACITY OR FUNCTION(S) SERVED	NAME	EMAIL	PHONE
(EXAMPLE) Business Manager, contracted	John Smith	jsmith@abccconsulting.com	602-555-2368

Tucson Unified District (100201000) Public District - FY 2022 - Medium Risk - ARP - Homeless II Entitlement - Rev 10 - Contacts

Required Contacts

This page is currently not accepting Contacts.

Contact Information

Tucson Unified District (100201000) Public District - FY 2022 - Medium Risk - ARP - Homeless II Entitlement - Rev 10 - Contacts

CONTACT INFORMATION

Title	Name	Email Address	Phone Number
District Homeless Liaison	Anna Caro Read	Anna.CaroRead@tusd1.org	520-225-2100
District Homeless Liaison of Record Supervisor	Alma Iniguez	Alma.Iniguez@tusd1.org	520-225-2100
Federal Programs/Title I Director	Jon Lansa	Jon.Lansa@tusd1.org	520-225-6297
SIS Data Point of Contact	Anna Caro Read	Anna.CaroRead@tusd1.org	520-225-2100
Additional Department Contact (Individual supporting submission of this grant)	Christine Stone	Christine.Stone@tusd1.org	520-225-6112

Assurances

Tucson Unified District (100201000) Public District - FY 2022 - Medium Risk - ARP - Homeless II Entitlement - Rev 10 - Assurances

McKinney Homeless Education Program Assurances

The LEA assures it will:

*Use ARP-HCY Funds to identify homeless children and youth, to provide wraparound services to homeless children and youth to address challenges of COVID-19, and to enable homeless children and youth to attend school and fully participate in school activities.

A. Remove barriers that hinder the enrollment of homeless students including preschool aged youth and unaccompanied homeless youth.

B. Administer the program in accordance with all applicable statutes, regulations and applications.

C. Use funds for the purposes described in its application for funding and will retain control of these funds and title to any property acquired with these funds.

D. Provide all reports and data to the Arizona Department of Education (ADE) as are reasonable and necessary to enable the Department to perform its duties.

E. Maintain records to assure the correctness and certification of such reports, including information relating to the educational effect on homeless children and youth.

F. Maintain accurate time logs and documentation of services for personnel working in this program (actual time spent working directly with program).

G. Plan specific activities to involve the parents of homeless children and youth in the program to the greatest extent possible.

H. Comply with or will use requested funds according to local education agency requirements outlined in Section 722(g) of the McKinney-Vento Homeless Assistance Act. Section 722(2)(a) states the state (ADE) and local educational agencies (LEAs) are to be in compliance with or will comply with the provisions contained in Consolidated State Application to the U.S. Department of Education.

I. Ensure the homeless education program does not isolate or stigmatize homeless children and youth.

J. Ensure that the coordinator will be involved in professional development which will include attending the ADE Annual Conference and can include attending the National Homeless Conference or other sponsored professional development.

K. Report updated number of students identified at the beginning, middle and end of the school year.

By checking the box below and typing my name, I attest that these assurances have happened or will happen:

Yes

Signature

Alma A. Iniguez

Budget

Tucson Unified District (100201000) Public District - FY 2022 - Medium Risk - ARP - Homeless II Entitlement - Rev 10 - ARP - Homeless II Entitlement

By checking this box the LEA is waiving allocation for this grant and acknowledges that choosing to waive this grant will result in the reallocation of these funds.

Indirect Cost	
Total Allocation	\$854,545.69
Budgeted Amount (Contributing to Indirect Cost)	\$474,498.35
Excludable Costs	\$363,345.00
Indirect Cost Rate	3.52%
Max Indirect Cost based on Budgeted Amount	\$16,702.34
Max Indirect Cost based on Total Allocation	\$16,702.34

Budget By Function Codes

Object Code	Total
6100 - Salaries	\$9,735.01
6200 - Employee Benefits	\$2,920.01
6300 - Purchased Professional Services	\$89,576.53
6400 - Services	\$374,779.44
6500 - Other Purchased Services	\$3,300.01
6600 - Supplies	\$253,653.76

6700 - Property (Capital Outlay)		\$0.00
6731 - Supplies (Under \$5,000)		\$1,650.00
6732 - Supplies (Under \$5,000)		\$0.00
6734 - Supplies (Under \$5,000)		\$0.00
6735 - Supplies (Under \$5,000)		\$0.00
6737 - Supplies (Under \$5,000)		\$0.00
6738 - Supplies (Under \$5,000)		\$0.00
6733 - Capital (\$5,000 or Above)		\$0.00
6736 - Capital (\$5,000 or Above)		\$0.00
6739 - Capital (\$5,000 or Above)		\$0.00
6800 - Other Expenses		\$102,228.59
6910 - Indirect Cost Recovery		\$16,702.34
0190 - Capital Outlay		\$0.00
	Total	\$854,545.69
	Adjusted Allocation	\$854,545.69
	Remaining	\$0.00

Budget Detail

Tucson Unified District (100201000) Public District - FY 2022 - Medium Risk - ARP - Homeless II Entitlement - Rev 10 - ARP - Homeless II Entitlement

Indirect Cost	
Total Allocation	\$854,545.69
Budgeted Amount (Contributing to Indirect Cost)	\$474,498.35
Excludable Costs	\$363,345.00
Indirect Cost Rate	3.52%
Max Indirect Cost based on Budgeted Amount	\$16,702.34
Max Indirect Cost based on Total Allocation	\$16,702.34

6100 - Salaries - \$9,735.01

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6100 - Salaries	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)		1.00	\$8,000.00	\$8,000.00

Narrative Description

5 Certified Staff members to conduct 2 week HEART DREAM Academy 5 hours per day - for 10 days; session will be summer of 2023 & summer of 2024 to support students identified as homeless. \$30.00 per hour added duty rate of pay x 50 hours per summer x 5 certified staff = \$ 7500.00 per summer - Total 15,000.00 for two summers.

**REVISE 8.31.23 ADD 65,000 FOR CLASSIFIED SALARIES 2 FTE TO SUPPORT THE EXPANSION OF IDENTIFICATION AND VERIFICATION OF McKV FAMILIES
2-1.0 (FTE) Community Liaison Positions**

Provide identification and verification services under TUSD Heart Program. Serves as a liaison for between the McKV families, school, site, and district and encourages parents and community involvement in school activities. This position provides referrals or works with TUSD services and resources and external social service agencies to provide information to staff, students and families as needed.

12.26.23 - REDUCE THIS LINE BY 55,000.00

REVISION #8 - 1.26.24 - REDUCE BY \$17,000 TO REFLECT ACTUAL UPDATED AND ANTICIPATED SALARIES THROUGH THE END OF THE GRANT PERIOD AND REALIGNMENT OF GRANT PRIORITIES/PURCHASES FROM ORIGINAL PLAN. FUNDS WERE RE-ALLOCATED TO THE COMMUNITY LAB RENOVATION PROJECT AND OTHER AREAS - ORIGINAL PLANS TO PAY STAFF DID NOT MATERIALIZE DUE TO DIFFICULTY IN HIRING.

FAMILY AND COMM ENGAGEMENT ADDED DUTY EXPENSES ARE INCLUDED HERE:

1 CERTIFIED STAFF MEMBER SUPPLEMENTAL ADDED DUTY POSITION AT \$25 PER HOUR - EST TOTAL HOURS 104 (FY23 and FY24) =2600.00

2 STUDENT SUCCESS SPECIALISTS ADDED DUTY AVERAGE \$30 PER HOUR (OVERTIME INCLUDED) X EST 90 HOURS = 5400.00

THE COMPENSATION FOR THIS SUPPLEMENTAL WORK IS NOT TIED TO A POSITION - IT IS ADDED DUTY (OUTSIDE OF CONTRACTED TIME) FOR BOTH CERTIFIED AND CLASSIFIED EMPLOYEES.

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6100 - Salaries	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)		1.00	\$0.01	\$0.01
Narrative Description					
Mentors - HEART Buddies/Youth Mentors for FY23-Academic and Social Support - 5 individuals per year - 13.50 hourly rate - est total \$27,500.00 per year x 2 years (FY23 and FY24)= 55,000.00					
AmeriCorps Mentors for Educational success and social support - 5 Mentors - \$25,000.00/year x 2 years = \$50,000.00					
FCO Staff Overtime - estimated needs for added time for program support - \$7,500.00/year x 2 years = \$15,000.00					

FRC staff will need to assist the HEART Team during evening and weekend programs, functions and activities specifically for our McKinney-Vento students and families.
 Job descriptions have been added in related documents section

Although the descriptions are similar we are reaching out to different groups, we will have Certified TUSD staff as mentor/teachers, TUSD Homeless identified students as Student Mentors and we will also partner with AmeriCorps to provide mentorship. Different groups to provide different types mentorship to homeless students.

REVISION 6.20.23 - REDUCE THIS BUDGET BY 25000 TO MOVE FUNDING TO FUNCTION CODE (2300, 2400, 2500, 2900) OBJECT CODE 6600 - SUPPLIES - IMPACT TUCSON FAMILY AND COMMUNITY FAIR
REVISION 6.20.23 - REDUCE THIS BUDGET BY 40000 TO MOVE FUNDING TO FUNCTION CODE 4000 OBJECT CODE 6500 - OTHER PURCHASED SERVICE - EMERGENCY HOUSING ASSISTANCE PROGRAM

CLARIFICATION REQUESTED 7.8.23 - ORIGINAL AMOUNT ON THIS LINE WAS \$55k + \$50k + \$15k = 120,000.00 PROGRAM MANAGER ENTERED 6.20.23 REVISION TO MOVE \$65k OUT TO OTHER FUNCTIONS/OBJECTS LEAVING \$55k AS SHOWN ABOVE

REVISION 7.26.23 REMOVING \$15K FROM THIS CERTIFIED LINE ADDED DUTY TO ALLOW FOR CLASSIFIED STAFF TO PERFORM ADDED DUTY FUNCTIONS - IDENTIFYING POTENTIAL FAMILIES AS HOMELESS.

REVISION #8 - 1.26.24 ELIMINATE THIS ITEM TO REFLECT ACTUAL UPDATED AND ANTICIPATED SALARIES THROUGH THE END OF THE GRANT PERIOD AND REALIGNMENT OF GRANT PRIORITIES/PURCHASES FROM ORIGINAL PLAN.FUNDS WERE RE-ALLOCATED TO OTHER AREAS - ORIGINAL PLANS TO PAY STAFF DID NOT MATERIALIZE DUE TO DIFFICULTY IN HIRING.

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6100 - Salaries	2300,2400,2500,2900 - Support Services (General, School, Central Services, Other) ▼		1.00	\$1,735.00	\$1,735.00
Narrative Description					

7.26.23 Revision

Adding added duty for classified staff as a result of families identifying potentially as homeless.

Funds to be reallocated from current certified added duty line.

REVISION 8/14/2023 - NOTATION THAT ADDED DUTY FOR CLASSIFIED STAFF WILL BE USED TO SUPPORT THE EMERGENCY HOUSING SUPPORT (EHS)PROGRAM

12.26.23 REDUCE THIS LINE BY 10,000.00

REVISION #8 - 1.26.24 DECREASE THIS ITEM TO REFLECT ACTUAL UPDATED AND ANTICIPATED SALARIES THROUGH THE END OF THE GRANT PERIOD AND REALIGNMENT OF GRANT PRIORITIES/PURCHASES FROM ORIGINAL PLAN.FUNDS WERE RE-ALLOCATED TO OTHER AREAS - ORIGINAL PLANS TO PAY STAFF DID NOT MATERIALIZE DUE TO DIFFICULTY IN HIRING CLASSIFIED STAFF ADDED DUTY EXPENSES ARE INCLUDED HERE -
1 CLASSIFIED STAFF SUPPLEMENTAL ADDED DUTY AT 15.45 PER HOUR , EST112 HOURS (FY23 AND 24)

THE COMPENSATION FOR THIS SUPPLEMENTAL WORK IS NOT TIED TO A POSITION - IT IS ADDED DUTY (OUTSIDE OF CONTRACTED TIME) FOR BOTH CERTIFIED AND CLASSIFIED EMPLOYEES

Total for 6100 - Salaries	\$9,735.01
Total for all other Object Codes	\$844,810.68
Total for all Object Codes	\$854,545.69
Adjusted Allocation	\$854,545.69
Remaining	\$0.00

Budget Detail

Tucson Unified District (100201000) Public District - FY 2022 - **Medium Risk** - ARP - Homeless II Entitlement - Rev 10 - ARP - Homeless II Entitlement

Indirect Cost	
Total Allocation	\$854,545.69
Budgeted Amount (Contributing to Indirect Cost)	\$474,498.35
Excludable Costs	\$363,345.00
Indirect Cost Rate	3.52%
Max Indirect Cost based on Budgeted Amount	\$16,702.34
Max Indirect Cost based on Total Allocation	\$16,702.34

6200 - Employee Benefits - \$2,920.01

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6200 - Employee Benefits	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)		1.00	\$2,400.00	\$2,400.00

Narrative Description

Benefits for non-certified mentors, overtime:
 Requested additional detail Benefits breakout by line:
 Mentors - Salary total from 2100/6100 = \$55,000.00 x 23.3% Benefits of ASRS, LTD, Soc Sec, Workers Comp, Unempl, FICA/Med (no health - not full time positions) = 12,830.00
 AmeriCorps Mentors for Educational success and social support \$50,000.00 x 23.3% Benefits of ASRS, LTD, Soc Sec, Workers Comp, Unempl, FICA/Med (no health - not full time positions) = 11,670.00

FCO Staff Overtime - estimated needs for added time for program support \$15,000.00 x 23.3% Benefits of ASRS, LTD, Soc Sec, Workers Comp, Unempl, FICA/Med (no health - not full time positions) = 3,500.00

**REVISION 7.26.23
REALLOCATING \$3000 FROM THIS CERTIFIED BENEFITS LINE TO ADD BENEFITS FOR CLASSIFIED BENEFITS**

REVISE 8.31.23 - ADD 20,000 FOR EMPLOYEE BENEFITS TO SUPPORT EXPANSION OF IDENTIFICATION AND VERIFICATION SERVICES.

2- 1.0 (FTE) Community Liaison Positions

Provide identification and verification services under TUSD Heart Program. Serves as a liaison for between the McKV families, school, site, and district and encourages parents and community involvement in school activities. This position provides referrals or works with TUSD services and resources and external social service agencies to provide information to staff, students and families as needed.

REVISION #8 - 1.26.24 - REDUCTION IN BENEFITS TO CORRESPOND TO ELIMINATION OF SALARY IN THIS AREA. - 8000.00 X 30% = 2400.00

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6200 - Employee Benefits	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)		1.00	\$0.01	\$0.01
Narrative Description					
20% benefits for certified staff during 2 week HEART DREAM Academy Summer of 2023 & Summer of 2024					
REVISION #8 - 1.26.24 - REDUCTION IN BENEFITS TO CORRESPOND TO ELIMINATION OF SALARY IN THIS AREA.					
Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total

6200 - Employee Benefits	2300,2400,2500,2900 - Support Services (General, School, Central Services, Other) ▼	1.00	\$520.00	\$520.00
Narrative Description				
REVISION 7.26.23 ADDING CORRESPONDING BENEFITS AT 20% FOR CLASSIFIED STAFF ADDED DUTY 15,000.00 X 20% = 3000.00 REVISION #8 - 1.26.24 - REDUCTION IN BENEFITS TO CORRESPOND TO SALARY AMOUNT 1735.00 X 30% = 520.00				
Total for 6200 - Employee Benefits				\$2,920.01
Total for all other Object Codes				\$851,625.68
Total for all Object Codes				\$854,545.69
Adjusted Allocation				\$854,545.69
Remaining				\$0.00

Budget Detail

Tucson Unified District (100201000) Public District - FY 2022 - **Medium Risk** - ARP - Homeless II Entitlement - Rev 10 - ARP - Homeless II Entitlement

Indirect Cost	
Total Allocation	\$854,545.69
Budgeted Amount (Contributing to Indirect Cost)	\$474,498.35
Excludable Costs	\$363,345.00
Indirect Cost Rate	3.52%
Max Indirect Cost based on Budgeted Amount	\$16,702.34
Max Indirect Cost based on Total Allocation	\$16,702.34

6300 - Purchased Professional Services - \$89,576.53 ▼

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6300 - Purchased Professional Services	1000 - Instruction		1.00	\$69,806.50	\$69,806.50
Narrative Description					

ADD 6.20.23 Activity: High Dosage Tutoring Support

High Dosage Tutoring (HDT) is an evidence-based strategy for improving academic outcomes for students. Access to HDT creates educational equity through personal learning. This activity is designed to address the continuing impact of COVID on education success by providing McKinney Vento eligible students in grades 6-12, 24/7 access to tutoring services across all content areas using a virtual platform. Funds will be used to purchase software licenses for access, professional learning, and added duty for support.

09.21.23 REVISION TO REFLECT ACTUAL COST OF \$49,500.

REVISION #8 - 1.26.24 - REVISION TO REFLECT ACTUAL EXPENDITURES MADE AND TO BE MADE IN THIS FUNCTION/OBJECT LINE:

- PAPER EDUCATION AMERICA - HIGH DOSAGE ACADEMIC TUTORING SUBSCRIPTION (24/7 AVAILABILITY THROUGH 6.1.24) 1,100 LICENSES @ \$45 EACH- COST 49,500.00 + TAX AND SHIPPING OF 4306.50 = 53,806.50
- IMPACT TUCSON SERVICES (PREVIOUSLY APPROVED) FOR VETTING OF HOMELESS CHILDREN AND FAMILIES PROFESSIONAL SERVICES IMPACT TUCSON EVENT FOR HOMELESS FAMILIES - PARENT WORKSHOPS BY: JAHMAR FRANCIS CONSULTNG - \$1000
- THE BUSINESS AND EDUCATION LEADERSHIP , ADOLPH BROWN= 15,000.00

NEW LINE TOTAL = 69,806.50

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6300 - Purchased Professional Services	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)		1.00	\$19,770.00	\$19,770.00

Narrative Description

3.9.2023 - correcting function code for item previously budgeted under 2500.6300. to correct function code 2190.6300. \$29K

We would like to move funding for I AM YOU 360 and the MAMAs program from 2100.6600 to 2100.6300 (CORRECT BUDGET CODE IS 2190.6321 FOR THIS FAMILY SERVICE- IT WAS INCORRECTLY LISTED UNDER FUNCTION 6600 IN THE ORIGINAL APPLICATION) Parent and student workshop - I AM SOMEBODY - \$9500.00 Per year X 2 years
 Getting Ahead MOMA - \$5,000.00 per year X 2 years
 Total for 2 years \$29,000.00

REVISED 8.31.23 ADD 70,000 FOR McKV STUDENT PARTICIPATION IN TEAM COLLEGE AND CAREER READINESS TOUR. NOTE: Per request additional information is being collected and will be submitted once received.

09.21.23 REVISION TO REMOVE COLLEGE AND CAREER READINESS TOUR AT THIS TIME. THIS WILL BE REVISITED IN THE FUTURE WHEN MORE DETAILS ARE OBTAINED. REMOVING \$70K ALLOCATION FOR THIS ITEM.

CORRECTING THIS FUNCTION/OBJECT LINE - DEDUCT 8000.00

REVISION #8 - 1.26.24 - ADJUST THIS LINE TO REFLECT ACTUAL EXPENSES AND ANTICIPATED EXPENSES FOR REMAINDER OF FY24
I AM YOU 360 FY23 AND FY24 - \$9500.00 PER YEAR = 19,000.00 + TAX

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6300 - Purchased Professional Services	2300,2400,2500,2900 - Support Services (General, School, Central Services, Other) ▼		1.00	\$0.01	\$0.01
Narrative Description					
ADD 6.20.23 Activity: Impact Tucson Family and Community Fair (ITFCF)					
ITFCF is designed to address the continuing impact of COVID on educational success by provide families experiencing homelessness with school and community resources and supports to eliminate barriers of school attendance. This activity supports the district's overall goal of 90% attendance for students of all subgroups. Funds will be used for purchase facilitated workshops,					
Professional/Educational Development include Business and Education Leadership Authority during FY24. \$15,000.00 - Dr Adolph Brown presentation Teaching and Learning Excellence Consultation and Presentation for students, families and community members. Additional workshops TBD at this time but will take place in FY24.					
09.21.23 REVISION, REDUCING BY \$15K DUE TO THE LIMITED TIME REMAINING IN GRANT AND ALLOCATION WILL BE TO COMMUNITY LAB					
REVISION #8 - 1.26.2024 - REMOVE THIS ITEM FROM GRANT BUDGET DUE TO REALIGNED PRIORITIES WITHIN THIS GRANT FUNDING.					
Object Code	Function Code	Project Time	Quantity	Salary, Rental, or	Line Item Total

	(FTE)	Unit Cost
6300 - Purchased Professional Services	2300,2400,2500,2900 - Support Services (General, School, Central Services, Other) ▼	1.00 \$0.01 \$0.01
<p align="center">Narrative Description</p>		
<p>Professional Development conferences including the ADE IDEA Conference - est \$10,000.00</p> <p>The IDEA conference has passed so we would like to have our 7 member staff attend the NAEHCY Annual Conference in San Diego on October 29 to November 1st. (FY24)</p> <p>Checked luggage \$350.00 Ground transportation \$350.00</p> <p>Job titles of the 7 participants are 1 Program Coordinator 2 Student Services Assistants 1 School Community Liaison and 3 Student Success Specialists Registration 2023 NAEHCY Annual conference (location unknown) is \$998.00 for a total of \$6986.00</p> <p>Revision 2.20.2023 We would like to move funding for I AM YOU 360 and the MAMAs program from 2100.6600 to 2100.6300 (CORRECT BUDGET CODE IS 2190.6321 FOR THIS FAMILY SERVICE- IT WAS INCORRECTLY LISTED UNDER FUNCTION 6600 IN THE ORIGINAL APPLICATION) Parent and student workshop - I AM SOMEBODY - \$9500.00 Per year X 2 years Getting Ahead MOMA - \$5,000.00 per year X 2 years Total for 2 years \$29,000.00</p> <p>3.9.2023 - revise to correct the function code on the I AM YOU 360 presentation costs. correcting from 2500.6300 to 2190.6300. Moving \$29K</p> <p>7.13.2023 - Moving these expenses to 6500 - travel expenses - new total for this section 7,000.00</p> <p>Checked luggage \$350.00 Ground transportation \$350.00</p> <p>REDUCING BY \$2K DUE TO LIMITED TIME TO USE GRANT AND ALLOCATING TO COMMUNITY LAB</p> <p>REVISION #8 - 1.26.2024 - REMOVE THIS ITEM FROM GRANT BUDGET DUE TO REALIGNED PRIORITIES WITHIN THIS GRANT FUNDING.</p>		

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6300 - Purchased Professional Services	2300,2400,2500,2900 - Support Services (General, School, Central Services, Other) ▼		1.00	\$0.01	\$0.01
Narrative Description					
Arizona Housing Coalition Annual Conference Registration - 7 attendees at \$400.00 = 2800.00/year x 2 years (FY23 and FY24)					
Job titles of the 7 participants are 1 Program Coordinator 2 Student Services Assistants 1 School Community Liaison and 3 Student Success Specialists					
9.21.23 REDUCING BY \$1500 TO ALLOCATE TOWARD COMMUNITY LAB					
REMOVE THIS SECTION					
REVISION #8 - 1.26.2024 - REMOVE THIS ITEM FROM GRANT BUDGET DUE TO REALIGNED PRIORITIES WITHIN THIS GRANT FUNDING.					
Total for 6300 - Purchased Professional Services					\$89,576.53
Total for all other Object Codes					\$764,969.16
Total for all Object Codes					\$854,545.69
Adjusted Allocation					\$854,545.69
Remaining					\$0.00

Budget Detail

Tucson Unified District (100201000) Public District - FY 2022 - **Medium Risk** - ARP - Homeless II Entitlement - Rev 10 - ARP - Homeless II Entitlement

Indirect Cost	
Total Allocation	\$854,545.69
Budgeted Amount (Contributing to Indirect Cost)	\$474,498.35
Excludable Costs	\$363,345.00
Indirect Cost Rate	3.52%
Max Indirect Cost based on Budgeted Amount	\$16,702.34
Max Indirect Cost based on Total Allocation	\$16,702.34

6400 - Services - \$374,779.44

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6400 - Services	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)		1.00	\$11,434.44	\$11,434.44
Narrative Description					

REVISION 7.6.23:

TENTS AND CANOPIES ARE BEING RENTED FOR THIS EVENT DUE TO THE TIMING (MONSOON) PRICES BELOW ARE BASED ON QUOTES RECEIVED FOR THE RENTAL, SET UP AND BREAK DOWN BY THE VENDORS.

ADD THIS RENTAL LINE FOR **RENTAL** OF 10 CANOPIES (SET UP AND PICK UP) FOR IMPACT TUCSON FAMILY AND COMMUNITY EVENT (TUSD IMPACT - District wide event on July 29 at Palo Verde High School where we will get your children ready for school with FREE Backpacks, Uniforms, and New Clothing from our Family Resource Center. Plus many other free services.)

QTY 10 10'X10' CANOPIES (120.00 EACH) AND CONCRETE BLOCK 60 AT \$5.00) **RENTAL** - TOTAL INCLUDING TAX, FEES, AND DELIVERY **1940.30**

RENTAL OF TENTS (\$1500) , KIDDIE RIDES (8 AT \$350 EACH = 2800.00), GENERATORS (2 AT \$500 = \$1000) ARCADES (10 AT 270.00 EACH = 2700.00) AND TRUCK SERVICE AT \$500.00 (DROP OFF, PICK UP AND SET UP/TAKE DOWN): TOTAL 8500.00

DUNK TANK RENTAL 1 AT \$900.00

OBSTACLE COURSE RENTAL, INCL DELIVERY, SET UP AND GENERATOR - 460.00

GENERATOR RENTAL FOR EVENT - EST 5000.00

TOTAL RENTAL COST: 16,800.30

This event falls under Homeless uses #3 (Programs and activities to raise awareness) and #8 (Summer programs for homeless children and youth; #10 (Programs for parents of homeless children and youth regarding the rights of their children and # 11 (Programs coordinating services provided by schools).

The Impact Tucson Event was a district-wide event sponsored by TUSD Family and Community Services, at which staff responsible for the coordination of Homeless students were present to vet and verify students and families for Homelessness for the FY23-24 school year. The intent of the rentals was for use by our district homeless population, both new and existing. If families did not qualify as Homeless, they were still able to receive free items from the TUSD Family Resource Center.

11/14/2023 - ADDITIONAL INFORMATION AS REQUESTED

Statement added at the request of ADE - All rental items were used solely and exclusively to benefit students experiencing homelessness.

As stated in the approved 7.6.23 revision, this event was part of a larger district-wide event that provided resources to TUSD families. The separate McKinney-Vento event focused on screening and identifying students for McKinney-Vento status as they attended the larger event. Over 2,000 students were screened at this event and almost 250 students were newly identified for McKinney-Vento status. The hundreds of students identified for McKinney-Vento at this event directly benefited from the additional resources provided through this grant. Without this funding these students would not have been identified at this time.

**REVISION #8 - 1.26.2024 - ADJUST THIS LINE TO REFLECT ACTUAL RENTAL COSTS ASSOCIATED WITH THE TUSD IMPACT EVENT AS APPROVED ABOVE.
NEW TOTAL 11,434.44 (RENTAL)**

RENTAL OF ITEMS PER ATTACHED FOR IMPACT EVENT	\$1,940.30
Rental and other expenses related to Impact Event	\$9,400.00
GENERATOR	\$85.87

EXTENSION CORDS \$6.52
 ENVIRONMENTAL FEE \$1.75

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6400 - Services	4000 - Facilities		1.00	\$363,345.00	\$363,345.00

Narrative Description

09.21.23- Community Lab – **Adaptation of non-school facility space for providing McKinney-Vento approved supports and services.** Supports and services include but are not limited to; enrollment, identification services with language support (Spanish, Somali, Swahili, Kinyarwanda, Kirdu, Arabic, and Korean), tutoring, enrichment activities, mentoring, and parent engagement classes. Additionally, the community lab will provide access to coordinated wrap around supports such as: health & wellness supports, mental health services, and referrals to long term housing support.

ADAPTATION AND RENOVATION OF NON-SCHOOL SPACE.

10.09.23 - ADDITIONAL INFORMATION AS REQUESTED: The non- instructional space are portable rooms located at the Rosemont Educational Center (750 N Rosemont Blvd2, Tucson, AZ). These portables are TUSD property located centrally within our boundaries. The adaptation of this space will create a location convenient for district families residing in central Tucson to access the Heart Program (McKinney-Vento) services and resources. The primary location of the Heart Program is on Tucson's west-side, which limits accessibility for families living in the central and east areas of Tucson. For details of the renovation scope of work, please see the quote located in the Related Documents section.

10.23.23 Updating per new quote which includes Davis Bacon wages.

11/14/2023 – ADDITIONAL INFORMATION AS REQUESTED

These portable are located at the Rosemont Educational Center (750 N Rosemont Blvd2, Tucson, AZ). These portables are centrally located within the TUSD boundaries. This location is key to identifying and supporting McKinney-Vento students. The TUSD boundary covers over 230 square miles and currently does not provide a central location for McKinney-Vento services. The adaptation of these portables will provide a

central location for McKinney Vento identified students to access. Currently McKinney-Vento students in the central area of the TUSD boundary need to travel 30 miles round-trip to access the resources available to them at the west side location.

Three portables will be adapted for the use of McKinney-Vento identified students and the staff that support them. This will provide space to identify, support, and provide resources to McKinney-Vento students. Portable 1 will be used to house staff that can provide McKinney Vento identification with language support. Portable 2 will be designed as a multi-purpose space to include enrichment, academic tutoring, and SEL support for McKinney-Vento students. Portable 3 will serve as resource center which will include clothing, shoes, personal hygiene items, small house wares, back pack and supplies for McKinney Vento identified students.

The LEA has determined that this request is allocable because it will be used to identify and serve students who meet the McKinney-Vento Act's definition of homeless. The use of these portables and the program funds will only support activities benefitting students experiencing homelessness.

The LEA has determined that this request is reasonable and necessary based on the 2,060 McKinney-Vento students that it could serve, the sudden increase of McKinney-Vento eligible students that has occurred as a result of the pandemic, and due to the fact that it will provide a more reasonable and accessible location to provide resources and support to McKinney-Vento students.

SCOPE OF WORK - IS ATTACHED IN RELATED DOCUMENTS (PORTABLE RENO FOR EQUITY DIVERSITY. pdf) AS REQUESTED

REVISION #9- INCREASE LINE BY \$21,100 DUE TO INCREASE IN WAGE RATE; SEE DOCUMENT ATTACHED

Total for 6400 - Services	\$374,779.44
Total for all other Object Codes	\$479,766.25
Total for all Object Codes	\$854,545.69
Adjusted Allocation	\$854,545.69
Remaining	\$0.00

Budget Detail

Tucson Unified District (100201000) Public District - FY 2022 - **Medium Risk** - ARP - Homeless II Entitlement - Rev 10 - ARP - Homeless II Entitlement

Indirect Cost	
Total Allocation	\$854,545.69
Budgeted Amount (Contributing to Indirect Cost)	\$474,498.35
Excludable Costs	\$363,345.00
Indirect Cost Rate	3.52%
Max Indirect Cost based on Budgeted Amount	\$16,702.34
Max Indirect Cost based on Total Allocation	\$16,702.34

6500 - Other Purchased Services - \$3,300.01

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6500 - Other Purchased Services	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)		1.00	\$1,000.00	\$1,000.00

Narrative Description

HEART BUDDIES / YOUTH MENTORS MILEAGE REIMBURSEMENT - ESTIMATED \$500.00 PER YEAR X 2 YEARS (FY23 and FY24)
 Employees are reimbursed for mileage driven in their POV (after being certified by the district to drive - includes 3 year Motor Vehicle Report and online course for safe driving)
 Mileage is paid at the established rate of .445 cents per mile (per State of AZ GAO Accounting manual).

**REV 10 8.1.24
 REMOVE THIS BUDGET SINCE THE MILEAGE ALLOCATION HAS NOT BEEN USED.
 WE'D LIKE TO MOVE REMAINING FUNDING TO THE SUPPLY LINE FOR STUDENT CLOTHING.**

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6500 - Other Purchased Services	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)		1.00	\$500.00	\$500.00
Narrative Description					
HEART Weekend Academy Transportation - \$2400 per year x 2 years (FY23 and FY24)					
HEART Summer Academy Transportation - \$6600 per year x 2 years (FY23 and FY24)					
Transportation to be provided by either Tucson Unified School District transportation (vans or buses where applicable). The rate is determined by the wage of the bus driver and trip mileage. The object code for TusD transportation is 6892; if outside vendors are used for transportation, the object code will be 6519. these details will be addressed in a future revision.					
12.26.23 - REDUCE THIS LINE BY 5000.00 NEW TOTAL 13000.00					
REVISION #8 - 1.26.24 REDUCE THIS BUDGET EXPENSE DUE TO TIMEFRAME REMAINING TO UTILIZE GRANT FUNDS					
REVISION #10 - 8.1.24 REDUCE THIS LINE TO ZERO AS THIS WAS NOT USED. WE WILL ALLOCATE FUNDS TO THE SUPPLY LINE FOR STUDENT CLOTHING.					
Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6500 - Other Purchased Services	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)		1.00	\$0.01	\$0.01
Narrative Description					

Hotel, travel and per diem for Arizona Housing Coalition Annual Conference attendees, PER YEAR AS FOLLOWS:
 Hotel - 7 at \$134.00 = 938.00
 Transportation - 2 at \$254.00 =508.00
 Per Diem - \$46/day x 2 days per person = 644.00
 TOTAL 2090.00 X 2 YEARS = 4180.00 (FY23 and FY24)

Job titles of the 7 participants are 1 Program Coordinator 2 Student Services Assistants 1 School Community Liaison and 3 Student Success Specialists

NAEHCY 2023 Conference (estimate as location unknown)
 Hotel - \$3452.06 Airfare - \$4088.31 Per Diem - \$1729.00

7.26.23 - Revision
 Reallocating \$4000 from this line (certified staff travel) to add to line for classified travel to the same conference - NAEHCY in New Orleans in November 2023
 Anticipated 4 certified staff to attend at \$2000 each.

REVISION #8 - 1.26.2024 - REMOVE THIS ITEM FROM GRANT BUDGET DUE TO REVISED GRANT PRIORITIES FOR FINAL SEMESTER OF FUNDING.

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6500 - Other Purchased Services	2300,2400,2500,2900 - Support Services (General, School, Central Services, Other)		1.00	\$1,800.00	\$1,800.00
Narrative Description					
7.13.23 - Moving/correcting IDEA conference travel expenses from object 6300					
Checked luggage \$350.00					
Ground transportation \$350.00					
7.26.23 Revision					
Adding funds to this line for classified staff to attend the NAEHCY conference in New Orleans in November 2023; Estimated travel expenses:					

airfare - \$ 600.00
 per diem - \$ 300.00
 hotel/lodging - \$ 1000.00
 misc expenses - baggage fees, etc. - \$ 100.00

 total of \$2000 per person
 Adding \$4000.00 total to 2579.6583

REVISION #8 - 1.26.2024 - REDUCE THIS LINE BY 2900.00 - NEW TOTAL 1800.00 FOR ANTICIPATED CONFERENCE/TRAVEL EXPENSES FOR STAFF

Total for 6500 - Other Purchased Services	\$3,300.01
Total for all other Object Codes	\$851,245.68
Total for all Object Codes	\$854,545.69
Adjusted Allocation	\$854,545.69
Remaining	\$0.00

Budget Detail

Tucson Unified District (100201000) Public District - FY 2022 - Medium Risk - ARP - Homeless II Entitlement - Rev 10 - ARP - Homeless II Entitlement

Indirect Cost	
Total Allocation	\$854,545.69
Budgeted Amount (Contributing to Indirect Cost)	\$474,498.35
Excludable Costs	\$363,345.00
Indirect Cost Rate	3.52%
Max Indirect Cost based on Budgeted Amount	\$16,702.34
Max Indirect Cost based on Total Allocation	\$16,702.34

6600 - Supplies - \$253,653.76

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6600 - Supplies			1.00	\$24,297.60	\$24,297.60

Narrative Description	
1000 - Instruction	Items previously budgeted in 6800 object code - correcting to 6600 - Instructional aids and supplies for these programs which are being provided for homeless students.
	HEART Weekend Academy, K-12 - \$4000 x 2 years 8,000.00 (50 Students per session 9.30.2022)
	HEART 2-week Summer Dream Academy - STEAM K-8 - \$8,000 x 2 years 16,000.00 (100 Student per session 9.30.2022)
	College Boot Camp 9-12 - \$3250.00 x 2 years 7,000.00 (50 participant 9.30.2022)

Documents have been uploaded for HEART WEEKEND ACADEMY - \$4000.00 X 2 YEARS (HEART WEEKEND ACADEMY BUDGET) HEART SUMMER DREAM ACADEMY \$8000 x 2 YEARS (Supplies for HEART SUMMER DREAM ACADEMY) College Boot Camp \$3500 X 2 year (Supplies for College Boot Camp)

REVISION 6.19.23 - REDUCE THIS BUDGET BY 1650.00 TO MOVE FUNDING TO 6731 - PURCHASE OF 10X10 EVENT TENT (FULL DESCRIPTION IN 6731 SECTION)

Heart Dream Academy Items:

- Elmers(R) Glue Stick Classroom Pack, All-Purpose Clear, Box Of 30
- Office Depot(R) Brand School Glue, 4 Oz, White
- Pacorr(R) Spectral(R) Assorted Color Tissue Pack, 20 x 30, 20 Colors, Pack Of 20 Sheets
- Highmark(R) Paper Plates, 8-3/4, White, Pack Of 120
- Highmark(R) ECO Compostable Sugarcane Paper Plates, 6, White, Pack Of 50
- Office Depot(R) Brand Magnetic Dry-Erase Markers With Erasers, Assorted Colors, Pack Of 7
- Office Depot(R) Brand Chisel-Tip Highlighters, 100 Recycled, Assorted Fluorescent Colors, Pack Of 12
- Office Depot(R) Heavy-Duty View 3-Ring Binder, 1 1/2 D-Rings, 49 Recycled, Pink
- Just Basics(R) Basic View 3-Ring Binder, 1 1/2 D-Rings, White
- Office Depot(R) Brand File Folders, 1/3 Cut, Letter Size, 30 Recycled, Manila, Pack Of 100 Folders
- Office Depot(R) Brand Standard Weight Sheet Protectors, 8-1/2 x 11, Clear, Box Of 100
- Office Depot(R) Brand Round-Head Fasteners, 1, Brass, Pack Of 100
- Office Depot(R) Brand Brass Fasteners, 1 1/2 Length, Pack Of 60
- EXPO(R) Dry-Erase Soft-Pile Eraser
- Crayola(R) Modeling Clay, Assorted Colors
- Scotch(R) Expressions Decorative Masking Tape, 1 x 20 Yd., Primary Red
- Scotch(R) Expressions Decorative Masking Tape, 1 x 20 Yd., Primary Green
- Scotch(R) Expressions Decorative Masking Tape, 1 x 20 Yd., Purple
- Scotch(R) Expressions Decorative Masking Tape, 1 x 20 Yd., Yellow

3M(TM) Highland(TM) Masking Tape, 0.75 x 60 Yd.
 3M(TM) Highland(TM) 6200 Invisible Tape, 3/4 x 1,296, Clear
 Charles Leonard Semi-Moist Watercolor Paint Sets, Pack Of 12 Sets
 Charles Leonard Creative Arts Wiggle Eyes, Assorted Sizes/Colors, Pack Of 500 Wiggle Eyes
 JAM Paper(R) Small Kraft Lunch Bags, 4-1/4 x 8 x 2-1/4, Brown, Pack Of 25 Bags
 Ticonderoga(R) #2 Pencils, #2 Lead, Soft, Pack of 72

STEM supplies for Weekend Academy:

OOZE LAB KITS CHEMISTRY STATION
 CANDY LAB KITS GROOVY GLOWING LAB
 SPARK SCIENCE KITS CRYSTAL GEODE 3L
 FUN EDU KITS OPTICAL ILLUSIONS
 FUN EDU KITS ORBITING SOLAR SYSTM
 PP640X - Fairy Tales Problem Solving STEM Kits - Set 1
 PP630X - Fairy Tales Problem Solving STEM Kits - Set 2
 PP628 - Gingerbread Man Problem Solving STEM Kit
 PP639 - Goldlocks the Three Bears Problem Solving STEM Kit
 PP319 - Arts Crafts Supply Center
 SE130X - Sew Easy Stuffed Animals - Complete Set
 HH866 - Build-It-Yourself Woodworking Kit
 KT12510 - AHA Healthy Hearts Brains Kit
 PP565 - Create-A-Chain Reaction STEM Kit - Pre K-Gr 2 - Starter Set
 TT759 - Building Brick STEM Challenge Kit - Gr 3-5
 PP566 - Create-A-Chain Reaction STEM Kit - Pre K-Gr 2 - Master Set
 PP849 - Create-A-Chain Reaction STEM Kit - Gr 3-5 - Master Set
 TT570X - Design Play STEAM Kits - Complete Set
 DC361 - Foundational Skills Games Bundle - Gr 1-2
 DC363 - Foundational Skills Games Bundle - Gr 3-4
 DC349 - Foundational Skills Games Bundle - Pre K-K
 TS108 - Rainbow Scratch Paper
 BBS-KIT, DISCOVER PLANTS
 BBS-KIT, LIVING THINGS, 3RD
 BBS-KIT, LIVING THINGS, 3RD, U3
 BBS-KIT, LGT & SND WVS, 3W/L, U3
 BBS-KIT, EARTH MTERALS, 3W/L, U3
 BBS-KIT, ENERGY WORKS, 3W/L, U3
 BBS-KIT, MTR & ENGY ECO, 3W/L, U3
 BBS-KIT, EARTH & SPC SYS, 3W/L, U3

Music portion of Weekend Academy

IMC EGG SHAKERS
 8" REMO FRAM DRUM
 10' RHYTHM STICK PAIR (PLAIN & BEADED)
 BOOMWACKER TOTE BAG
 BOOMWACKERS 27 TUBE CLASSROOM PACK
 BOOM WACKERS C MAJOR DIATONIC 8 SET
 BOOMWACKER CHROMATIC

BOOMMAKERS 6 PENTA

**BOOMMAKERS OCTAVATOR CAP SET08
PERCUSSION ACCESSORIES**

09.21.20 REDUCING BY \$19K TO ALLOCATE TOWARD COMMUNITY LAB AND DUE TO TIME REMAINING TO USE GRANT

10-31-23 REDUCING BY \$5K TO ALLOCATE FOR EMERGENCY HOUSING PROGRAM- ROOM RENTAL

REVISION #8 - 1.26.2024

**Revise to increase this supply line based on anticipated expenses for homeless students including but not limited to:
SCHOOL SUPPLIES AND INSTRUCTIONAL AIDS**

OOZE LAB KITS CHEMISTRY STATION	\$78.05
CANDY LAB KITS GROOVY GLOWING LAB	\$105.71
SPARK SCIENCE KITS CRYSTAL GEODE 3L	\$108.16
FUN EDU KITS OPTICAL ILLUSIONS	\$58.48
FUN EDU KITS ORBITING SOLAR SYSTM	\$64.02
MAGIC SAND BLISTER CARD	\$26.05
ENERGY STICK CONDUCTOR BLISTER CARD	\$67.04
ORBS BLISTER CARD	\$26.05
JELLY MARBLES BLISTER CARD	\$26.05
WGELCARD	\$26.05
INSTA-SNOW BLISTER CARD	\$23.43
BUILD A VOLCANO SCIENCE EDUCATION KIT	\$80.67
CLEAR SAFETY GLASSES - ONE PAIR	\$487.98
STEM KIT: AMAZING SCIENTIST	\$585.41
GEOSAFARI TALKING MICROSCOPE	\$1,153.24
PRETEND & PLAY CASH REGISTER	\$81.60
BBS-KIT, LIVING THINGS, 3RD	\$719.89
BBS-KIT, LIVING THINGS, 3RD, U3	\$993.47
BBS-KIT, LGT & SND WVS, 3W/L, U3	\$799.08
BBS-KIT, EARTH MTERALS, 3W/L, U3	\$1,411.04
BBS-KIT, ENERGY WORKS, 3W/L, U3	\$1,162.66
BBS-KIT, MTR & ENGY ECO, 3W/L, U3	\$1,249.05
BBS-KIT, EARTH & SPC SYS, 3W/L, U3	\$898.68
BBS-KIT, DISCOVER PLANTS	\$593.96
PP640X - Fairy Tales Problem Solving STEM Kits	\$390.34
- S	
PP630X - Fairy Tales Problem Solving STEM Kits	\$390.34
- S	
PP628 - Gingerbread Man Problem Solving STEM Kit	\$123.90
PP639 - Goldlocks the Three Bears Problem Solving	\$123.90
PP319 - Arts Crafts Supply Center	\$144.55
SE130X - Sew Easy Stuffed Animals - Complete Set	\$619.43
HH866 - Build-It-Yourself Woodworking Kit	\$309.73
KT12510 - AHA Healthy Hearts Brains Kit	\$772.42
PP565 - Create-A-Chain Reaction STEM Kit - Pre K-G	\$144.55
TT759 - Building Brick STEM Challenge Kit - Gr 3-5	\$103.24

PP566 - Create-A-Chain Reaction STEM Kit - Pre K-G	\$247.81
PP849 - Create-A-Chain Reaction STEM Kit - Gr 3-5	\$247.81
TT570X - Design Play STEAM Kits - Complete Set	\$72.27
DC361 - Foundational Skills Games Bundle - Gr 1-2	\$205.50
DC363 - Foundational Skills Games Bundle - Gr 3-4	\$226.15
DC349 - Foundational Skills Games Bundle - Pre K-K	\$226.15
IMC EGG SHAKERS	\$97.51
8 REMO FRAM DRUM	\$370.30
10' RHYTHM STICK PAIR (PLAIN & BEADED)	\$67.88
BOOMWACKER TOTE BAG	\$22.22
BOOMWACKERS 27 TUBE CLASSROOM PACK	\$112.33
SEW EASY STUFFED ANIMALS	\$1,032.38
MATH IS EVERYWHERE! TRAIL GAME	\$132.86
MATH IS EVERYWHERE! TRAIL GAME	\$132.86
WHACK-A-ELA+MATH SET OF 4	\$313.76
MAP SKILLS-MISSING PUPPY GAME	\$149.92
ENERGY STICK 2.0 SET OF 30	\$261.83
BUDGET YOUR MONEY MENU GAME	\$68.14
SAVING MONEY NUMERACY CENTER	\$45.40
ADDING+SUBTRACT SUPERHERO GAME	\$48.67

STUDENT SHIRTS FOR FALL DREAM ACADEMY- 250 SHIRTS
3795.31 TOTAL ESTIMATE

Office Depot(R) Brand Durable View 3-Ring Binder.	\$90.44
Office Depot(R) Brand Durable View 3-Ring Binder.	\$90.44
Office Depot(R) Brand Durable View 3-Ring Binder.	\$130.22
Office Depot(R) Brand Durable View 3-Ring Binder.	\$87.83
Office Depot(R) Brand Durable View 3-Ring Binder.	\$151.96
Crayola Crayons, Assorted Colors, Pk of 24 Crayons	\$1,695.72

TOTAL OF ABOVE LISTING IS 24,071.89 - THE TOTAL 24,100.00 IS ROUNDED UP FOR POTENTIAL VARIANCE IN FINAL COSTS.

REVISION #9- ADDING ADDITIONAL \$197.60 TO ALLOCATE FOR USE OF SUPPLIES, CRAYONS, BINDERS, ETC FOR REMAINDER GRANT

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6600 - Supplies	1000 - Instruction		1.00	\$21,214.04	\$21,214.04
Narrative Description					

School Supplies for Homeless students, including but not limited to paper, pens, pencils, small calculators, flash drives - estimated \$10k per year x 2 years. These items are being provided to homeless students to supplement their needs; any students involved in these programs who are not identified as homeless will be funded through a source other than this grant funding.

(At roughly \$120.00 per student, we would be able to purchase the above-mentioned supplies as well as other supplies for students per year with the budget of \$10,000.00 per year. Filler Paper(2), \$5.00 Gel Pens \$6.59 Pencil \$5.09 Pencil Pouch \$3.39 Color Pencils \$5.09 Manual Pencil Sharpener \$2.79 Calculator \$9.69 Flash Drive \$10.19 3 Subject Notebook (2) \$13.78 Crayons \$2.79 Composition Notebook (2) \$5.58 Pink Erasers \$2.69 Glue Sticks \$7.99 Highlighters \$5.29 2 Pocket folders \$7.99 2 Pocket folders with prongs \$6.29 3 Ring Binder \$8.39 Tax \$11.08 Total \$119.70 per packet

Adding additional funding for a total of \$77,357.55 we will be able to purchase a total of 403 school supply units in school years 22-23 and 23-24. Additional funding came from removing the costs of incentives that were initially budgeted for.

\$10,000 x 2 years for supplies to be held on hand as needed for homeless students, (\$20k) + \$120.00 per packet (items listed above) x 403 students = 48360.00 - TOTAL 68,360.0000

09-21-23- REDUCING THIS LINE ITEM TO ALLOCATE TOWARD ADAPTATION OF COMMUNITY LAB; ORIGINAL ESTIMATES OF 2 YEARS OF EXPENDITURES WILL NOT BE REALIZED PRIOR TO GRANT END; REDUCING BY \$5299.38K

10-31-23- REDUCING THIS LINE ITEM TO ALLOCATE TOWARD ROOM RENTAL DUE TO INCREASE IN NEEDS FOR HOMELESS FAMILIES AND FOR AWARDS RECOGNITION ROOM RENTAL FOR HOMELESS STUDENTS; REDUCE BY \$5000

REVISION #8 - 1.26.2024
Revise to increase this supply line based on anticipated expenses for homeless students including but not limited to:
school supplies as listed above - increased costs due to inflation from previous years.

U Brands Non-Magnetic Double Sided Dry Erase Lap	\$1,390.93
BIC(R) BU3 Grip RT Ball Pens, Medium Point, 1.0 mm	\$81.74
Office Depot(R) Brand Wood Pencils, #2 Lead, Medi	\$24.87
Office Depot(R) Brand Wood Pencils, #2 Lead, Medi	\$155.44
Office Depot Brand Pencil Cases w/School Supplies,	\$9,833.09
Office Depot Brand Notebook Filler Paper, Wide Rul	\$3,239.26
Office Depot Brand 2-Pocket School Grade Paper Fol	\$489.15
Advantus Tally 1 4-Digit Handheld Tally Counter, C	\$86.92
Crayola(R) Watercolor Set, 1 Oz, Assorted Colors,	\$831.23
Pacon(R) UCreate Poly Cover Sketch Books, 12 x 9,	\$1,075.80
Charlies Leonard Translucent Pencil Boxes, 5-1/4 x	\$412.95
Office Depot(R) Brand Composition Book, 7-1/2 x 9	\$71.20
Office Depot(R) Brand Reinforced Filler Paper, 8	\$312.40
Office Depot(R) Brand Semicircular 6 Protractor,	\$7.61
Office Depot(R) Brand Wood Pencils, #2 Lead, Medi	\$130.57
Avery(R) Big Tab(TM) Write amp, Erase Durable Pla	\$71.62
Crayola(R) Color Pencils, Assorted Colors, Set Of	\$65.76
Crayola(R) Broad Line Markers, Assorted Classic C	\$65.76
Crayola(R) Crayons, Assorted Colors, Pack Of 24 C	\$42.39
EXPO(R) Low-Odor Dry-Erase Markers, Chisel Point,	\$343.71
EXPO(R) Low-Odor Dry-Erase Markers, Chisel Point,	\$307.68
BIC(R) Brite Liner(R) Highlighters Pocket Style,	\$268.49

Office Depot(R) Brand Composition Book, 7-1/2 x 9	\$92.94
Charles Leonard Dry Erase Lapboard Class Pack, PI	\$565.13
Cra-Z-Art Plastic School Box, 2-3/16rdquo;H x 5-3	\$19.13
Cra-Z-Art Plastic School Box, 2-3/16rdquo;H x 5-3	\$55.11
Scotch(R) Magic(TM) Invisible Tape In Dispensers,	\$141.20
Prang(R) Smart-Stack(TM) Heavyweight Construction	\$98.05
Office Depot(R) Brand Ruled Index Cards, 3 x 5, W	\$100.87
Office Depot(R) Brand Ruled Index Cards, 3 x 5, W	\$100.87
Post-it(R) Super Sticky Notes, 3 x 3, 30 Recycled	\$420.23
Office Depot(R) Brand Blank Index Cards, 3 x 5, W	\$71.42
Sharpie(R) Fine Point Permanent Markers, Gray Bar	\$99.03
Westcott(R) Hard Handle Kids Value Scissors, 5, B	\$87.07
Office Depot(R) Brand Transparent Plastic Ruler F	\$23.93
	\$21,183.55

ESTIMATED TOTAL AMOUNT (TO ALLOW FOR VARIANCE IN FINAL PRICING, SHIPPING/TAX, ETC) = 21,214.04

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6600 - Supplies	1000 - Instruction		1.00	\$5,000.00	\$5,000.00
Narrative Description					
Literacy / STEAM - books, puzzles, educational resources for book club activities and Estimated \$22,000 for 2 years. These items are being provided to homeless students to supplement their needs; any students who are not identified as homeless will be funded through a source other than this grant funding.					
Documents have been uploaded for items to purchase (Pre K STEAM - Kaplan - Lakeshore - Scholastics - Discount) - (Targeting a total of 100 Pre K and Kinder students)					
Documents have been uploaded for items to purchase (K12 STEAM - Discount School Supply - Demco - Lakeshore) - (Targeting a total of 200 K - 12 students)					
Items for Love of Reading Activities:					
I Love Reading Mini Buttons 48 PC					
I Love Reading Pencils 24 PC					
I Love Reading Bookmarks 24 PC					

I Love Reading Door Decorating Kit 21PC 1-Set
 I Love Reading Stress Toy 12 PC

09.21.23 REDUCING BY \$12K DUE TO TIME REMAINING TO USE GRANT AND ALLOCATING TOWARD COMMUNITY LAB
 14X18 Large I Love Reading Nonwoven Drawstring Bag 12 PC
 I Love Reading Temporary Tattoo 72 PC
 I Love Reading Stuffed Puppies 12 PC
 I Love to Read Friendship Bracelets 12 PC
 CERTIFICATE DISCOUNT

10-31-23- REDUCING THIS LINE ITEM TO ALLOCATE TOWARD ROOM RENTAL DUE TO INCREASE IN NEEDS FOR HOMELESS FAMILIES AND FOR AWARDS RECOGNITION ROOM RENTAL FOR HOMELESS STUDENTS; REDUCE BY \$5000

I Love Reading Mini Buttons 48 PC \$47.36
 I Love Reading Pencils 24 PC \$77.82
 I Love Reading Bookmarks 24 PC \$75.22
 I Love Reading Door Decorating Kit 21PC 1-Set \$70.32
 I Love Reading Stress Toy 12 PC \$541.06
 14X18 Large I Love Reading Nonwoven Drawstring Bag \$1,163.58
 I Love Reading Stuffed Puppies 12 PC \$519.41
 I Love to Read Friendship Bracelets 12 PC \$116.11
 TS108 - Rainbow Scratch Paper \$158.88

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6600 - Supplies	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)		1.00	\$44,296.59	\$44,296.59
Narrative Description					
<p>1. Family and Community Engagement Activities - Revision 2.20.2023 moving this activity to 2100.6300 Parent and student workshops - I Am Somebody - 10,000.00 per year x 2 years Getting Ahead MOMA - 5,000.00 per year x 2 years (I AM SOMEBODY - 25 Students and 25 Parents - 9.30.2022) (Getting Ahead MOMA - 25 Parents - 9.30.2022) - TO CORRECT CODING</p> <p>Gas Cards for parents 100 at \$100.00/year x 2 yrs 100 at \$50.00/year x 2 years</p> <p><i>The Speedway gas station/convenience store issues gas only cards called Speedway Cash Card for gas only. For tracking we will use a spreadsheet with the card number, parent's name, MIV identified student's name, date identified, and date card issued to parent.</i></p> <p>8.31.23 - INCLUDE CONSTANT CONTACT SUBSCRIPTION FOR COMMUNICATION WITH FAMILIES (2190.6650) COST IS \$700 PER YEAR</p> <p>09.21.23- REDUCING LINE ITEM BY \$21K TO ALLOCATE TOWARD ADAPTION OF COMMUNITY LAB</p> <p>10-31-23 REDUCING BY \$5K TO RE-ALLOCATE TO EMERGENCY HOUSING- ROOM RENTAL</p>					

**REVISION #8 - 1.26.24
REVISE THIS LINE BACK UP TO ORIGINAL AMOUNT - BUDGET WILL BE REDUCED IN PERSONNEL LINES TO ACCOMMODATE THIS**

PreK My Books Summer: Fiction 5-book pack	\$1,277.72
My Books Summer: Grade K Fiction 5-book pack	\$1,277.72
My Books Summer: Grade 1 Fiction 5-book pack	\$1,277.72
My Books Summer: Grade 2 Fiction 5-book pack	\$1,277.72
My Books Summer: Grade 3 Fiction/Nonfiction 6-book	\$1,490.99
My Books Summer: Grade 4 Fiction/Nonfiction 6-book	\$1,490.99
My Books Summer: Grade 5 Fiction/Nonfiction 6-book	\$1,490.99
My Books Summer Junior totes with handles (PreK, I	\$248.81
My Books Summer Drawstring bags (black)	\$1,492.89 \$11,325.55
Tribesigns Large Shoe Rack Organizer Closet for En	\$304.30
TK86551234T Window Blinds	\$150.75
PRINTING ITEMS	\$417.25
Clear Acrylic Heart Shaped Plaque, 5 x 6 x .75,	\$1,561.16
Heart Shaped Stress Reliever, RED Stress Reliever,	\$2,164.88
Table Throw, 6ft - 3-Sided Table Cloth, 4/0 Full C	\$194.90
Table Throw, 8ft - 4-Sided Table Cloth, 4/0 Full C	\$272.50
PopUp Banner, 33x81, 4/0 (Full Color) 13oz Matte	\$180.55
28oz Tritan Sports Bottle, Translucent RED Bottle,	\$8,030.33
3/4 Polyester Lanyard, Full Color Dye Sublimated	\$1,213.27
Double Pocket Name Badge Neck Wallet, Full Color H	\$2,231.74
Navigating Carabiner, RED Aluminum Carabiner w/1 L	\$2,252.09
Power Magnet House, Full Color Imprint on .055 Thi	\$1,021.17
Laser Engrave Name on Customer Supplied Acrylic He	\$2,575.79
Non Woven Drawstring Bag, BLACK w/Vibrant Full Col	\$3,246.65 \$25,817.33

PRINTING ANF MAILING OF LETTERS TO FAMILIES 2,200.00
Office Depot(R) Brand Envelopes, 4-1/8 x 9-1/2, Gummed Seal, White, Box Of 500 \$58.37

ITEMS PRODUCED BY OUR TUSD PRINT SHOP AND ON OCCASION ALLEGRA MARKETING (PRINTING AND MAILING OF LETTERS TO FAMILIES) ARE TYPICALLY CODED TO 6611 AS THE PRODUCTION OF THE ITEMS AND SENDING ARE ASINGLE FUNCTION AND ARE SO WORDED ON THE ORDERS. THESE ITEMS ARE INFORMATIONAL AND PROMOTIONAL FLYERS AND OTHER DOCUMENTATION SENT TO CURRENT AND PROSPECTIVE MCKINNEY VENTO FAMILIES IN ORDER TO MAINTAIN THE LEVEL OF COMMUNICATION DESIRED BY THE DISTRICT. MAILING IS PERFORMED WHERE A VALID ADDRESS IS CONFIRMED; IF NO VALID ADDRESS IS AVAILABLE, THE ITEMS ARE HAND DISTRIBUTED.

TOTAL FOR ABOVE LISTED ITEMS = 39,502.25

ESTIMATED AMOUNT FOR REMAINDER OF FY24 = 7,329.33 -TO ALLOW FOR VARIANCE IN FINAL AMOUNTS PAID, SHIPPING/TAX, ETC. AS WELL AS ITEMS TBD FOR THE REMAINDER OF THE GRANT;

Promotional and marketing items for parent events including Impact Tucson and other Family Engagement events; Tablecloths, plaques and banners for McKinney vento specific family events.

REVISION #9- REDUCING LINE BY \$2534.99 TO ADD TO 2100 6600 TO COVER OVERSPENT AMOUNTS.

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6600 - Supplies	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport)		1.00	\$10,989.57	\$10,989.57
Narrative Description					
Backpacks to be provided to approx 408 homeless students during the FY23 and FY24 school years - approx \$22.00 per backpack including tax and shipping costs = 8997.55					
REV 8 - UPDATED BACKPACK COSTS					
Liberty Bags - 16" Basic Backpack - 7709 - BLACK	\$2,747.39				
Liberty Bags - 16" Basic Backpack - 7709 - HOT PINK	\$2,747.39				
Liberty Bags - 16" Basic Backpack - 7709 - NAVY	\$2,747.39				
Liberty Bags - 16" Basic Backpack - 7709 - ROYAL	\$2,747.40			\$10,989.57	
Object Code					
6600 - Supplies	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport)		1.00	\$9,926.40	\$9,926.40
Narrative Description					
Caps and gowns for seniors - 25 at \$75.00 = 1875.00 per year x 2 years					
REV #8 - UPDATE CAP AND GOWN CHARGES 50 AT EST \$200.00					
JOSTENS INC..	CAP AND GOWN FEE FOR M. VENTO GRADUATES			\$4,600.00	
REMBRANDT GRADUATION SUPPLIES	CAP AND GOWN FEE FOR M. VENTO GRADUATES			\$3,800.00	
SGM INC	CAP AND GOWN FEE FOR M. VENTO GRADUATES			\$1,000.00	
ALLEGRA MARKETING PRINT MAIL	CAP AND GOWN FEE FOR M. VENTO GRADUATES			\$526.40	
				\$9,926.40	
Object Code					
6600 - Supplies	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport)		1.00	\$13,808.00	\$13,808.00
Narrative Description					
Event Catering - for Family Engagement activities and workshops - 12 at \$1400.00 each = 16,800.00 per year x 2 years (FY23 and FY24)					
Through TUSD Food services					
REVISION 6.19.23					
INCREASE BY 1408.00 FOR INCREASED FOOD AND WAGE COSTS ASSOCIATED WITH TUSD FOOD SERVICE EVENTS					
09.21.23- REDUCING LINE ITEM BY \$25K TO ALLOCATE TOWARD ADAPTION OF COMMUNITY LAB					
10-31-23 REDUCE LINE ITEM BY \$5K TO ALLOCATE FOR ROOM RENTAL DUE TO INCREASE OF NEEDS FOR EMERGENCY HOUSING					
REVISION #8 - 1.26.24 INCREASE THIS BUDGET TO ALLOW FOR FUNDING OF SUPPLIES/FAMILY ENGAGEMENT ITEMS FOR END OF YEAR RECOGNITION EVENTS - FOOD FOR GATHERINGS, CERTIFICATES AND RECOGNITION ITEMS (PINS, PROMOTIONAL ITEMS, ETC.)					
CATERING 5.25.23 - EVENTS AT MENLO PARK AND WEEKEND ACADEMY -1948.00					
SNACKS FOR PARENT WORKSHOP SEPT 5, 7,12,14,19,21,28 AND OCTOBER 4 - 7 at \$45 EACH and one at 83.40 =398.40					
CATERING AT FOR TWO STAFF/COMMUNITY EVENTS - = 9602.50					
FOOD FOR HEART DREAM ACADEMY - 2 AT 179.69= 359.10					

PENDING EVENTS TO CLOSE OUT FY24 - EST 1500.00

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6600 - Supplies	2100.2200.2600.2700 - Support Services (Students, Instr., Operation, Transport.)		1.00	\$118,526.56	\$118,526.56

Narrative Description

Items for Homeless Students:

Clothing 30,000.00/ year x 2 years (Cost per unit (top, bottom, socks, underwear, bra) is \$60. At this cost we will be able to provide 500 units for our students. (Top- \$17.81 Bottom \$14.00 Socks \$9.95 Underwear \$9.00 Bra \$ 6.99 Tax \$3.52 Total \$61.27 9.30.2022)

Adding additional funding in the amount of \$50,000.00 to student clothing with this funding we can purchase 9150 clothing units per year.

Shoes 20,000.00/ year x 2 years (At a cost of \$50.00 per pair of shoes (average) we will be able to provide 400 students with shoes.

Personal care items 20,000.00/year x 2 years (At a cost of about \$50 per hygiene pack (shampoo, conditioner, body wash, deodorant, toothbrush, toothpaste, hair comb, hair brush, razor, TP, feminine hygiene products, lotion and hair accessories) will be able to provide 400 hygiene packs 8.24.22.)

(Shampoo & Conditioner \$11.99 Body wash \$2.99 Deodorant \$2.99 Laundry detergent \$5.79 Toothpaste \$2.99 Toothbrush \$0.99 Razor \$1.19 TP \$5.99 Hair comb \$1.99 Hairbrush \$3.99 Feminine Hygiene \$7.99 Tax \$3.79 Total \$52.68 - We would also need to adjust for textured hair products

Adding additional funding in the amount of \$50,000.00 to hygiene kits with this funding we can purchase 900 hygiene kits per year.

REVISION 8.31.23 REDUCE SUPPLY LINE BY 85,000 TO MOVE MONEY TO SALARIES (65,000) and BENEFITS (20,000) TO EXAND STAFFING TO SUPPORT IDENTIFICATION AND VERIFICATION NEEDS OF THE DISTRICT. IN SY23-24 DISTRICT HAS SIGNIFICANTLY INCREASED IN NUMBER OF FAMILIES THAT QUALIFY FOR SERVICES UNDER MCKV.

AND INCLUDE THE PURCHASE OF PRE-PAID FOOD 500 (\$100.00) AND GAS CARDS 500 (\$100.00 EACH) TO SUPPORT EHS PROGRAM AND MCKV VERIFIED FAMILIES.

Safeway/Albertson's gift certificates 500 @ \$100 ea = \$50,000
 Gift certificates for food will remove the barrier of food insecurities for students during scheduled school closures (holidays, breaks, non-school days) when free breakfast/lunch is not available.

Food certificates purchased are food-only as designated by the vendor. TUSD procedures for gift cards are followed which includes assigning the cards to the parent who signs an agreement indicating the food certificates will be used for specific purpose.

Gas Only Cards
 500 gas cards @ \$100 = \$50,000
 Gas cards will support the transportation of students until bus routing is in place and/or provided to families utilizing short term/temporary housing to remove a barrier to school attendance.

Gas cards purchased are Gas-Only as designated by the vendor. TUSD procedures for gift cards are followed which includes assigning the cards to the parent who signs an agreement indicating the gas card funds will be used to transport students to/from school.

09.21.23- REVISION TO REDUCE LINE ITEM BY \$50K TO BE ALLOCATED TOWARD ADAPTION OF COMMUNITY LAB AND DUE TO THE LIMITED TIME REMAINING OF GRANT .

10.23.23 Decreasing cost for community lab. Eliminating hygiene items and new total for this section solely for gas cards.

10-31.23 REDUCING BY \$5K TO RE-ALLOCATE FOR EMERGENCY HOUSING PROGRAM FOR HOMELESS FAMILIES- ROOM RENTAL

REVISION #8 - 1.26.2024
REVISING THE BUDGET ON THIS LINE TO COVER CLOTHING AND PERSONAL CARE ITEMS (AS STATED ABOVE - HYGIENE ITEMS AND PERSONAL CARE, UNDERGARMENTS, ETC.) FOR HOMELESS STUDENTS AS WELL AS FINAL RETAIL CARD PURCHASE FOR MCKINNEY VENTO PARENTS - TOTAL ESTIMATED AMOUNT 65,036.59 to include the purchase of shoes and clothing for MK students.
CONSTANT CONTACT SUBSCRIPTION FOR PARENT NOTIFICATION - 391.32

REVISION 10 - 8.1.24
UPDATING CLOTHING PURCHASE EXPENSE FOR FINAL QUARTER OF GRANT.
ADDING 53,099.65 FOR THE PURCHASE OF:

UNIFORMS FOR STUDENTS - 11,174.53
 KP55Y Port & Company Youth Core Blend Jersey Knit 24 \$6.37 \$162.88
 Polo - KP55Y
 White XS
 KP55Y Port & Company Youth Core Blend Jersey Knit 48 \$6.37 \$305.76
 Polo, KP55Y
 White S
 KP55Y Port & Company Youth Core Blend Jersey Knit 48 \$6.37 \$305.76
 Polo, KP55Y

White M
 KP55Y Port & Company Youth Core Blend Jersey Knit 48 \$6.37 \$305.76
 Polo, KP55Y
 White L
 KP55 Port & Company Core Blend Jersey Knit Polo. 48 \$9.22 \$442.56
 KP55
 White XS
 KP55 Port & Company Core Blend Jersey Knit Polo. 96 \$9.22 \$885.12
 KP55
 White S
 KP55 Port & Company Core Blend Jersey Knit Polo. 96 \$9.22 \$885.12
 KP55
 White M
 KP55 Port & Company Core Blend Jersey Knit Polo. 96 \$9.22 \$885.12
 KP55
 White L
 KP55 Port & Company Core Blend Jersey Knit Polo. 48 \$10.74 \$515.52
 KP55
 White 2XL
 KP55 Port & Company Core Blend Jersey Knit Polo. 48 \$12.09 \$580.32
 KP55
 White 3XL
 KP55 Port & Company Core Blend Jersey Knit Polo. 48 \$12.09 \$580.32
 KP55
 White 4XL
 KP55 Port & Company Core Blend Jersey Knit Polo. 24 \$12.09 \$290.16
 KP55
 White 5XL
 KP55 Port & Company Core Blend Jersey Knit Polo. 24 \$12.09 \$290.16
 KP55
 White 6XL
 SH9276 Adjustable Waist Stretch Flat Front Shorts Khaki 4 36 \$9.00 \$324.00
 SH9276 Adjustable Waist Stretch Flat Front Shorts Khaki 5 72 \$9.00 \$648.00
 SH9276 Adjustable Waist Stretch Flat Front Shorts Khaki 6 72 \$9.00 \$648.00
 SH9276 Adjustable Waist Stretch Flat Front Shorts Khaki 7 36 \$9.00 \$324.00
 SH9271 Adjustable Waist Stretch Twill Bermuda Shorts Khaki 4 36 \$8.85 \$318.60
 SH9271 Adjustable Waist Stretch Twill Bermuda Shorts Khaki 5 72 \$8.85 \$637.20
 SH9271 Adjustable Waist Stretch Twill Bermuda Shorts Khaki 6 72 \$8.85 \$637.20
 SH9271 Adjustable Waist Stretch Twill Bermuda Shorts Khaki 7 36 \$8.85 \$318.60
 Page 1
 1 of 2
 Item # Color Size Qty Unit Price Ext. Price
 Subtotal \$10,280.16
 Sales Tax \$894.37
 Shipping \$0.00
 Total \$11,174.53

OTHER CLOTHING FOR STUDENTS - TO INCLUDE T-SHIRTS, BOTTOMS SWEATERS, JACKETS IN ALL SIZES PRE-K THROUGH GRADE 12 - ESTIMATED AMOUNT 33,935.12 INCLUDING TAX AND SHIPPING

BACKPACKS FOR STUDENTS - 400 BACKPACKS AT \$18.00 EACH = 7200.00 + 600.00 TAX/FRT = 8000.00

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6600 - Supplies	2300,2400,2500,2900 - Support Services (General, School, Central Services, Other)		1.00	\$5,594.99	\$5,594.99

Narrative Description

ADD 6.20.23 Activity: Impact Tucson Family and Community Fair (ITFCF)

ITFCF is designed to address the continuing impact of COVID on educational success by provide families experiencing homelessness with school and community resources and supports to eliminate barriers of school attendance. This activity supports the district's overall goal of 90% attendance for students of all subgroups. Funds will be used for purchase supplies.

REVISION 7.6.23

REDUCE THIS SUPPLY LINE BY \$16,800.30 - THIS AMOUNT WILL BE ADDED TO THE RENTAL BUDGET LINE - RENTAL OF TENTS, GENERATORS, CANOPIES AND OTHER ITEMS FOR IMPACT TUCSON FAMILY EVENT. THESE ITEMS ARE BEING RENTED AND ARE BEING INCLUDED IN OBJECT 6400/2100

NEW TOTAL FOR THIS LINE -8199.70

ITEMS TO BE PURCHASED FOR THIS EVENT INCLUDE PROMOTIONAL ITEMS (T-SHIRTS AND THE LIKE)

BACKPACKS FOR STUDENTS (PREVIOUSLY BUDGETED ABOVE) WILL BE DISTRIBUTED AT THIS EVENT AND WILL BE FILLED WITH ITEMS AS DESCRIBED ABOVE 1000.6600.

REVISION #8 - 1.26.2024- REDUCE THIS LINE TO 3060.00 TO ALLOW OTHER BUDGET AREAS TO REFLECT ACTUAL AND ANTICIPATED EXPENSES FOR REMAINDER OF GRANT PERIOD AND TO ALIGN WITH GRANT OBJECTIVES

MVP RETRO RENTALS (VENDOR) - T-SHIRT PROMO PACKS = 2820.00 + TAX = 3060.00

REVISION #9- INCREASE LINE BY \$2534.99 TO COVER OVERSPENT AMOUNTS.

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6600 - Supplies	2300,2400,2500,2900 - Support Services (General, School, Central Services, Other)		1.00	\$0.01	\$0.01
<p>Marketing and Outreach Items - promotional/printed materials for program communications including tabling and parent resources \$7,500.00 per year x 2 years</p> <p>Items will be provided by the TUSD Print Shop and the TUSD approved vendor Allegra</p> <p>REVISION 6.20.23 - REDUCE THIS BUDGET BY 7500 TO MOVE FUNDING TO 6300 - PUCHASESD PROFESSIONAL SERVICE - IMPACT TUCSON FAMILY AND COMMUNITY FAIR</p> <p><i>promotional items:</i></p> <p>25oz Aluminum Bike Bottle, Metallic BLACK, BLUE, GREEN, ORANGE, PURPLE, RED or SILVER Bottle, 1 Color Imprint TBD, 1 Location, (imprint area: 4-1/2" x 3"), **20 Production Dayspr AFTER Final Proof Approval</p> <p>Heart Shaped Stress Reliever, RED Stress Reliever, 1 Color Imprint TBD, 1 Location (imprint area: 1-1/4" x 1-1/4"), **10 Production Days AFTER Final Proof Approval</p> <p>Small Heart Acrylic Plaque, 5" x 6" x 2" BLANK Plaque to Be Engraved as Needed, *7 Production Days AFTER Final Proof Approval</p> <p>HEART - 10ft x 10ft Event Tents w/Full Color Graphics, Weather Resistant Polyester Canopy, Full Back Wall, (2) Half Walls, Ropes, Stakes, & Standard Carrying Bag Included with Heavy Duty Hex Shape 40 mm Aluminum Hardware, **5 Production Days AFTER Final P</p> <p>HEART - Table Throw, 8ft - 4-Sided Table Cloth, 4/0 Full Color Dye Sublimation on 8.8 oz. Polyester Table Fabric, Machine Wash Cold, Tumble Dry No Heat, **5 Production Days AFTER Final Proof Approval</p> <p>HEART - Table Throw, 6ft - 3-Sided Table Cloth, 4/0 Full Color Dye Sublimation on 8.8 oz. Polyester Table Fabric, Machine Wash Cold, Tumble Dry No Heat, **5 Production Days AFTER Final Proof Approval</p> <p>HEART - Popup Banner, 33"x81", 4/0 (Full Color) 13oz Matte Vinyl Banner Graphic **5 Production Days AFTER Final Proof Approval</p> <p>Printing for Heart Stars</p> <p>BPO SUPPLIES</p> <p>program</p> <p>INCREASE # OF graduate certificates</p> <p>DECREASE # OF 8th grade certificates</p> <p>REVISION #8 - 1.26.2024 - REMOVE THIS LINE TO ALLOW OTHER BUDGET AREAS TO REFLECT ACTUAL AND ANTICIPATED EXPENSES FOR REMAINDER OF GRANT PERIOD AND TO ALIGN WITH GRANT OBJECTIVES.</p>					
Total for 6600 - Supplies					\$253,653.76
Total for all other Object Codes					\$600,891.93
Total for all Object Codes					\$854,545.69
Adjusted Allocation					\$854,545.69
Remaining					\$0.00

Budget Detail

Tucson Unified District (100201000) Public District - FY 2022 - **Medium Risk** - ARP - Homeless II Entitlement - Rev 10 - ARP - Homeless II Entitlement

Indirect Cost	
Total Allocation	\$854,545.69
Budgeted Amount (Contributing to Indirect Cost)	\$474,498.35
Excludable Costs	\$363,345.00
Indirect Cost Rate	3.52%
Max Indirect Cost based on Budgeted Amount	\$16,702.34
Max Indirect Cost based on Total Allocation	\$16,702.34

6731 - Supplies (Under \$5,000) - \$1,650.00 ▼

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6731 - Supplies (Under \$5,000)	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.) ▼		1.00	\$1,650.00	\$1,650.00

Narrative Description

**REVISION 6.19.23
 ADD FUNDING TO 1000.6731 FOR PURCHASE OF 10 X 10' CUSTOMIZED EVENT TENT - TO BE USED FOR PROGRAM ACTIVITIES INCLUDING PARENT/COMMUNITY INVOLVEMENT ACTIVITIES AS LISTED UNDER SECTIONS 7, 8 AND 10 OF MCKINNEY VENTO HOMELESS ASSISTANCE ACT FUNDING USES**

- (7) Services and assistance to attract, engage, and retain homeless children and youth, and unaccompanied youth, in public school programs and services provided to non-homeless children and youth.
- (8) Before- and after-school programs, mentoring, and summer programs for homeless children and youth. Qualified personnel may provide homework assistance, tutoring, and supervision of other educational instruction in carrying out these activities.

(10) Education and training programs for parents of homeless children and youth regarding the rights their children have as homeless individuals and regarding the educational and other resources available to their children.

Total for 6731 - Supplies (Under \$5,000)	\$1,650.00
Total for all other Object Codes	\$852,895.69
Total for all Object Codes	\$854,545.69
Adjusted Allocation	\$854,545.69
Remaining	\$0.00

Budget Detail

Tucson Unified District (100201000) Public District - FY 2022 - **Medium Risk** - ARP - Homeless II Entitlement - Rev 10 - ARP - Homeless II Entitlement

Indirect Cost	
Total Allocation	\$854,545.69
Budgeted Amount (Contributing to Indirect Cost)	\$474,498.35
Excludable Costs	\$363,345.00
Indirect Cost Rate	3.52%
Max Indirect Cost based on Budgeted Amount	\$16,702.34
Max Indirect Cost based on Total Allocation	\$16,702.34

6800 - Other Expenses - \$102,228.59

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6800 - Other Expenses	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)		1.00	\$29,485.00	\$29,485.00
Narrative Description					
ADD 6.26.2023 Activity: Emergency Housing Assistance Program					
This activity is designed to provide temporary housing assistance not to exceed 3 days (2 to 3 night maximum stay) to currently enrolled TUSD families at risk for homelessness due to the continuing impact of COVID (job loss, act of nature, eviction). This program is designed to serve as an immediate stop gap to homelessness for currently enrolled TUSD families while connecting them to community based long-term housing support.					
Average hotel rate \$121.21/night including fees and taxes x 330 nights; total \$39,999.30					

10.09.23 - REVISION FOR ADDITIONAL FUNDING FOR EMERGENCY HOUSING PROGRAM DUE TO THE INCREASED DEMAND FOR HOMELESS FAMILIES
ADD 6911.27; NEW TOTAL \$46,910.57

10.24.23 - Revision HEART FALL RECOGNITION, FACILITY RENTAL; RECIGNITION FOR 9-12TH GRADE STUDENTS (M. VENTO STUDENTS AWARDS RECOGNITION); ADD \$14,999.07

10-31-23 REVISION ADDITIONAL FUNDING FOR EMERGENCY HOUSING PROGRAM DUE TO INCREASED DEMAND FOR HOMELESS FAMILIES; ADD \$15K

REVISION #9- REDUCING LINE ITEM BY \$11,100 TO INCREASE OBJECT 6400 TO COVER INCREASE IN RENOVATION PROJECT. AVERAGE HOTEL RATE \$121.42/NIGHT INCLUDING FEES AND TAXES X 542 NIGHTS; NEW TOTAL \$65,809.64

REV 10 8.1.24 - REDUCE THIS LINE TO REFLECT ACTUAL COSTS FOR ROOM RENTAL OF 29,485.00; FINAL QUARTER FUNDS WILL BE USED TO PURCHASE CLOTHING FOR HOMELESS STUDENTS

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6800 - Other Expenses	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)		1.00	\$69,518.59	\$69,518.59
Narrative Description					
<p>REVISION #8 - 1.26.2024 - ADD THIS BUDGET ITEM FOR A MIDDLE SCHOOL FIELD TRIP FOR HOMELESS STUDENTS ONLY TO TRAVEL TO WASHINGTON DC AND SURROUNDING AREA FOR UNIVERSITY TOURS - INCLUDES AIRFARE, HOTEL, GROUND TRANSPORTATION AND ADMISSIONS TO MUSUEMS;</p> <p>THIS EXPENSE WILL BE PAID TO A THIRD-PARTY ORGANIZATION THAT IS PROVIDING ALL TRAVEL RELATED SERVICES. See a description of the trip in Related Documents.</p> <p>FUNDING FOR TRIPS TO THESE UNIVERSITIES FOR MIDDLE SCHOOL STUDENTS IS NOT TYPICALLY PROVIDED BY THE DISTRICT.</p>					
<p>REVISION #8 – 3.1.2024 DESCRIPTION REVISION: REVISION #8 - MIDDLE SCHOOL COLLEGE AND CULTURAL FIELD TRIP FOR TRAVEL TO WASHINGTON DC AND SURROUNDING AREAS FOR UNIVERSITY TOURS</p>					

RESEARCH DATA INDICATES MIDDLE SCHOOL STUDENTS THAT ENGAGE ON CAMPUS EXPERIENCE INCREASE COLLEGE ASPIRATION AND KNOWLEDGE OF POST SECONDARY OPTIONS (OREGON GEAR Up, 2024)

IN A STUDY CONDUCTED BY SWANSON, et.al, RESULTS SUGGEST THAT CAMPUS VISITS INCREASED STUDENTS' SOCIOEMOTIONAL SKILLS. SPECIFICALLY, PARTICIPATING IN THE VISITS LED TO A 0.086-POINT INCREASE (EFFECT SIZE = 0.15 SDS; P < .10) IN STUDENTS' COLLEGE SELF-EFFICACY AND A 0.063-POINT INCREASE (EFFECT SIZE = 0.12 SDS; P < .10) IN SELF-REPORTED GRIT. THIS SUGGESTS THAT VISITING CAMPUS AND INTERACTING WITH CURRENT STUDENTS, FACULTY, AND UNIVERSITY STAFF IMPROVED THE EXTENT TO WHICH STUDENTS FELT THEY COULD SUCCEED AT COLLEGE AND THEIR SELF-ASSESSED COMMITMENT TO FOLLOWING THROUGH ON THEIR GOALS.

COST: PER PERSON 2,780.74, NUMBER OF MCKINNEY-VENTO STUDENTS PARTICIPATING: 25 STUDENTS (TOTAL 69,518.59)- INCLUDES AIRFARE, HOTEL, GROUND TRANSPORTATION AND ADMISSIONS TO MUSUEMS. COSTS PRESENTS A BARRIER FOR STUDENTS EXPERIENCING HOMELESSNESS FROM PARTICIPATING IN THE FIELD TRIP. THERE IS NO OTHER FUNDING SOURCE AVAILABLE TO COVER THE COSTS FOR MCKINNEY VENTO STUDENTS INCLUDING FUNDS THAT MAY BE USED TO OFFSET COSTS FOR ECONOMIC DISADVANTAGED STUDENTS WHO ARE NOT EXPERIENCING HOMELESSNESS.

RESEARCH DATA INDICATES MIDDLE SCHOOL STUDENTS THAT ENGAGE ON CAMPUS EXPERIENCE INCREASE COLLEGE ASPIRATION AND KNOWLEDGE OF POST SECONDARY OPTIONS (OREGON GEAR Up, 2024)

Non identified homeless students will also be attending but this grant funding will only cover homeless students. The non-homeless students are responsible to pay for the trip on their own as there is no funding to support non-homeless students. To remove the barriers this funding is used for homeless students to also participate.

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6800 - Other Expenses	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)		1.00	\$3,225.00	\$3,225.00
Narrative Description					

College and Career Readiness Activities: (These activities are being funded for students who are identified as homeless; should non-homeless students participate, alternative funding will be used for registration and supplies)

HEART Weekend Academy, K-12 - \$4000 x 2 years

HEART 2-week Summer Dream Academy - STEAM K-8 - \$20,000 x 2 years

College Boot Camp 9-12 - 1000.00 x 2 years

Tucson Education Enrichment for Minorities - Summer Academic Foundation for Enrichment (TEEM-SAFE) K-12 - \$3000 x 2 years

Heart Junior High School College Tour - Univ of Arizona 2023, 8-12 - \$150 x 2 years

Tucson Education Enrichment above - budget for student transportation/student admission = \$1,000.00 (estimated at this time- item may be revisited in a subsequent revision)

Heart Jr High School College Tour - budget for transportation/student admission = 300.00 (estimated)

These three items will be moved to 1000.6600 - items to be purchased are instructional aids for these programs.

HEART Weekend Academy, K-12 - \$4000 x 2 years

HEART 2-week Summer Dream Academy - STEAM K-8 - \$20,000 x 2 years

College Boot Camp 9-12 - 1000.00 x 2 years

Heart Jr High School College Tour - budget for student admission = 300.00 (estimated)

IF TUSD transportation is used, our object code will be 6892; if outside transportation is used, the object code is 6519. this is TBD at this time.

Field trip admissions and transportation

100 students - Flandrau Science Center and Planetarium - admissions total \$800.00

100 students - International Wildlife Museum - admissions \$500.00

100 students - Pima Air & Space Museum - admissions \$850.00

100 students - Tucson Children's Museum - admissions \$700.00

100 students - Arizona Sonora Desert Museum - admissions \$1000.00

TUSD School Bus 10 X \$150 each = \$1500.00 X 2 years = \$3000.00

TUSD School Bus 2 X \$150 each = \$300.00 X 2 years = \$600.00 - UofA College Tour grades 9th - 12th

TUSD School Bus 2 X \$150 each = \$300.00 X 2 years = \$600.00 - UofA College Tour grades 6th - 8th

REVISION #8

1.26.24 ADDING \$20K FOR SENIOR/8TH GRADE GRADUATION/PROMOTION ACTIVITIES AND FEES, CULMINATING EVENTS, SUCH AS END OF YEAR CLASS TRIPS AND FAMILY ENGAGEMENT/SCHOOL EVENTS FOR ALL K-8 AND HIGH SCHOOL M.VENTO HOMELESS STUDENTS; PAYMENT OF FEES ASSOCIATED WITH GRADUATION, REGALIA, ETC. AND ANY OUTSTANDING DISTRICT/SCHOOL FEES THAT HOMELESS STUDENTS MAY OWE (WHICH PREVENTS THEM FROM PROCEEDING THROUGH THE GRADUATION PROCESS);

ALL DISTRICT STUDENTS ARE RESPONSIBLE TO PAY FEES OWED OR FEES FOR END OF YEAR ACTIVITIES ON THEIR OWN. THIS FUNDING ALLOWS US TO ASSIST OUR HOMELESS POPULATION WITH PAYMENT OF THESE FEES. FEES TO INCLUDE CLASS TRIPS, YEARBOOKS, PROM FEES AND SENIOR PICTURES FOR HOMELESS STUDENTS ONLY; PRICE RANGE \$10 - \$100 DEPENDING ON ITEM AND QUANTITY.

ADMISSION - FIEL D TRIPS:

AZ SONORA DESERT MUSEUM - 100 STUDENTS AT \$7; 15 CHAPERONES AT \$7; ADDITIONAL ATTRACTION - \$ 445 (DISCOUNT \$460) = 790.00

COLOSSAL CAVE FIELD TRIP - 100 STUDENTS AT \$10; 15 CHAPERONES AT \$12; 115 BAGS AT \$7 = 1985.00

DISTRICT TRANSPORTATION - BUSES FOR HEART DREAM ACADEMY = 2400.00; TO LEVI WALLACE EVENT = 150.00; BUSES FOR YEAR END TRIPS = 1200.00

PAYMENT FOR MCKINNEY VENTO STUDENT END OF YEAR FEES DUE FOR COURSES AND OTHER EDUCATION-RELATED FEES SUCH AS YEARBOOKS, SENIOR PICTURES, PROM TICKETS, GRADUATION COSTS (ANNOUNCEMENTS, CAP & GOWN, ETC.) - ESTIMATED AMOUNT 13,475.01

**REVISION 10 8.1.24
 REDUCE THIS LINE TO REFLECT ACTUAL END OF YEAR EXPENSES: FIELD TRIPS OF 3225.00;
 FINAL QUARTER FUNDS WILL BE USED TO PURCHASE CLOTHING FOR HOMELESS STUDENTS**

Total for 6800 - Other Expenses	\$102,228.59
Total for all other Object Codes	\$752,317.10
Total for all Object Codes	\$854,545.69
Adjusted Allocation	\$854,545.69
Remaining	\$0.00

Budget Detail

Tucson Unified District (100201000) Public District - FY 2022 - **Medium Risk** - ARP - Homeless II Entitlement - Rev 10 - ARP - Homeless II Entitlement

Indirect Cost	
Total Allocation	\$854,545.69
Budgeted Amount (Contributing to Indirect Cost)	\$474,498.35
Excludable Costs	\$363,345.00
Indirect Cost Rate	3.52%
Max Indirect Cost based on Budgeted Amount	\$16,702.34
Max Indirect Cost based on Total Allocation	\$16,702.34

6910 - Indirect Cost Recovery - \$16,702.34 ▼

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6910 - Indirect Cost Recovery	0000 - Other ▼		1.00	\$16,702.34	\$16,702.34
Narrative Description					
Indirect cost allocation \$16,702.34					

Total for 6910 - Indirect Cost Recovery	\$16,702.34
Total for all other Object Codes	\$837,843.35
Total for all Object Codes	\$854,545.69
Adjusted Allocation	\$854,545.69
Remaining	\$0.00

Budget Overview

Tucson Unified District (100201000) Public District - FY 2022 - **Medium Risk** - ARP - Homeless II Entitlement - Rev 10 - ARP - Homeless II Entitlement

Function Code	1000 - Instruction	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)	2300,2400,2500,2900 - Support Services (General, School, Central Services, Other)	4000 - Facilities	0000 - Other	Total
6100 - Salaries	0.00	8,000.01	1,735.00	0.00		9,735.01
6200 - Employee Benefits	0.00	2,400.01	520.00	0.00		2,920.01
6300 - Purchased Professional Services	69,806.50	19,770.00	0.03	0.00		89,576.53
6400 - Services	0.00	11,434.44	0.00	363,345.00		374,779.44
6500 - Other Purchased Services	0.00	1,500.01	1,800.00	0.00		3,300.01
6600 - Supplies	50,511.64	197,547.12	5,595.00	0.00		253,653.76

6731 - Supplies (Under \$5,000)	0.00	1,650.00	0.00	0.00	0.00	0.00	1,650.00
6800 - Other Expenses	0.00	102,228.59	0.00	0.00	0.00	102,228.59	
6910 - Indirect Cost Recovery					16,702.34	16,702.34	
Total	120,318.14	344,530.18	9,650.03	363,345.00	16,702.34	854,545.69	
				Adjusted Allocation		854,545.69	
					Remaining	0.00	

Budget Overview Plus/Minus

Tucson Unified District (100201000) Public District - FY 2022 - **Medium Risk** - ARP - Homeless II Entitlement - Rev 10 - ARP - Homeless II Entitlement

Function Code	1000 - Instruction	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)	2300,2400,2500,2900 - Support Services (General, School, Central Services, Other)	4000 - Facilities	0000 - Other	Total
6100 - Salaries	0.00	8,000.01	1,735.00	0.00		9,735.01
6200 - Employee Benefits	0.00	2,400.01	520.00	0.00		2,920.01
6300 - Purchased Professional Services	69,806.50	19,770.00	0.03	0.00		89,576.53
6400 - Services	0.00	11,434.44	0.00	363,345.00		374,779.44
6500 - Other Purchased Services	0.00	1,500.01	1,800.00	0.00		3,300.01
6600 - Supplies	50,511.64	197,547.12 +\$53,099.65	5,595.00	0.00		253,653.76 +\$53,099.65

6731 - Supplies (Under \$5,000)	0.00	1,650.00	0.00	0.00	0.00	0.00	1,650.00
6800 - Other Expenses	0.00	102,228.59 -\$53,099.65	0.00	0.00	0.00	16,702.34	102,228.59 -\$53,099.65 16,702.34
6910 - Indirect Cost Recovery							
Total	120,318.14	344,530.18	9,650.03	363,345.00	16,702.34	Adjusted Allocation	854,545.69
						Remaining	0.00

Program Narrative Questions

Tucson Unified District (100201000) Public District - FY 2022 - **Medium Risk** - ARP - Homeless II Entitlement - Rev 10 - ARP - Homeless II Entitlement

Program Narrative Questions

* 1) Provide a brief program narrative and plan for how ARP-HCY II funds will supplement and enhance the current EHCY program in the areas of identification, enrollment, retention, and educational success of children and youth experiencing homelessness. Be sure to include the data collected and its role in determining how the ARP-HCY II funds will be leveraged to enhance these practices. All allowable EHCY uses apply to these funds with the additional ARP- HCY II allowance listed in the resource library under Allowable Use of Funds.

In developing the programmatic initiatives for ARP-HCY II grant funds, the district completed an analysis of available information for students experiencing homelessness and identified three critical areas of focus to improve enrollment, retention, and educational success outcomes for students experiencing homelessness:

1. School attendance - District enrollment data shows that almost 48% of current students experiencing homelessness were absent from school for at least 10% or more instructional days in SY2021-22.
2. Academic progress - Comprehensive state assessment data from Spring 2019 (the most recent comprehensive year available) showed that proficiency rates in ELA and Math for 3rd through 8th grade students experiencing homelessness were far below district proficiency rates. For instance, the ELA proficiency rate for students experiencing homelessness was 21% compared to a district rate of 33%. For mathematics, the proficiency rate was 16% compared to 30% for the district. The disruption created by the COVID pandemic has only exacerbated students' learning loss.
3. Graduation and post-secondary opportunities - Previous years' ADE data has shown that district graduation cohorts for students experiencing homelessness have often been fewer than 5 students with no graduates. Recent data for the 2022 graduation cohort, showed that 29% of current seniors were behind in credits needed for graduation. With the support of the ARP-HCY II funding, the district has developed and will implement the following initiatives to increase student enrollment, retention, and improve academic success: 1) Providing Mentoring and/or academic support services to students experiencing homelessness Using a case management approach, the district will provide mentoring and/or academic support to students experiencing homelessness based on each individual student and academic and socio-emotional needs. For example, a high school freshman experiencing homelessness who attends school regularly and is academically on track might be assigned a peer mentor who will check in bi-monthly, while a middle school student with a severe disability might be meeting with an exceptional education teacher

several times a week. Research on best practices indicates that developing a supportive relationship with an adult or peer at school is associated with increased student retention and engagement leading to more positive academic success (NCHE brief, "In School Every Day addressing chronic absenteeism, September 2017) Given the challenges associated with finding appropriate mentorship resources, the district will focus on establishing mentoring/academic services in SY2022-23 for three of the most vulnerable MV-eligible student subpopulations - students with disabilities (approximately 17% of students experiencing homelessness), Native American students (8% of students), and unaccompanied youth (15%). To meet these students' needs for mentoring/academic supports, the FCO HEART staff will coordinate and collaborate with several key TUSD departments - Exceptional Education, Native American Student Support Services, and Drop Out Prevention - and local community-based organizations who have the expertise and experience in working with students and families experiencing homelessness - Youth on their Own and Our Family Services. These partners will assist the district in designing and implementing the mentorship/academic support plans for each student. Based on results and lessons learned, the district plans to extend the mentorship program to all MV-eligible students in SY 2023-24. ARP-HCY II funding is allocated in SY2022-23 to reimburse mentors/tutors as needed, and to provide training to prospective mentor/tutors for program expansion in SY2023-24. Several partner organizations, such as YOTO, currently provide mentoring/academic support services to eligible students from their own resources. 2) Reinforcing academic expectations using a Positive Behavioral Interventions and Supports (PBIS) framework The district will utilize a PBIS approach to ensure that students experiencing homelessness receive positive encouragement and recognition to promote attendance, increase retention, and support academic success. Research on best practices indicates that providing both recognition and material incentives gives students clear guidance on school expectations, leading to a feeling of safety and belonging (NCHE Research Summary, "Supporting Homeless Children and Youth through Proactive and Positive Behavior Management and Intervention Practices", Dr. Lynda Thistle-Elliott, July 2014) ARP-HCY II funding will be used to purchase supplies for students to reaching their academic and attendance goals. 3) Implementing a College and Career Readiness Initiative To support student academic success, improve graduation rates and prepare students for opportunities after high school, the district will implement a college and career readiness initiative for kindergarten through 12th grade students experiencing homelessness. This will include two Saturday Dream Academies in SY2022-23 - an academy targeted for K-5th students to begin to understand career opportunities and an academy focused on career exploration for 6th-8th students. Each Saturday Academy will include hands-on activities, guest speakers and educational workshops related to career interests. Transportation will be provided for students/ families to get to the events. For high school students, the district will offer College Bootcamp sessions each semester. These educational sessions will cover such topics as study skills, developing education and career plans, preparing for college level entrance tests, and financial aid. Field trips to local businesses, colleges and universities are

also planned. In addition, a two -week Summer Dream Academy will be organized in Summer 2023 and Summer 2024. These academies will incorporate student career interests within an academic context, allowing students in all grades to engage in academic work while exploring career opportunities. Hands-on activities, guest speakers (community and professional), college and career focused workshops, and field trips to post-secondary institutions will be included. ARP-HCY II funding will be used to support the implementation of Dream Academies and College Bootcamp programs, as well as opportunities for students to participate in the Summer Academic Foundation for Enrichment, and Arizona college tours. 4) Supporting Literacy and Early Childhood Learning Research has found that students who develop early reading skills are more likely to be academically successful at school (Educational Researcher, Early Reading Skills and Academic Achievement Trajectories of Students Facing Poverty, Homelessness and High Residential Mobility, Herbers et al, Dec 2012). To support early childhood literacy and early learning, the district will sponsor preschool through 5th grade book clubs for students and families. Students who reach or exceed their reading targets will be able to receive educational raffle prizes and other incentives. ARP-HCY II funding will be used to purchase books, puzzles and other educational resources to encourage, motivate, and recognize student's reaching their goals. 5) Providing Resources, Information and Engaging Parents/Families experiencing homelessness A 2021 report by the Brookings Center for Universal Education, Understanding the Connection between Family-School Engagement and Education System Transformation, synthesizes the research that has been done with respect to parent/family engagement, student retention and academic outcomes. As cited, multiple studies have found that when parents/family members are actively engaged in their student's learning, students are more likely to attend school, be engaged, and experience academic success. Throughout the year, the Family and Community Outreach (FCO) staff will collaborate and coordinate with other TUSD departments and community partners to offer a variety of workshops and classes that provide information, build skills, and support families and students experiencing homelessness. Multiple classes will be offered at the Family Resource Centers at various times (morning, evening, and weekends) giving families opportunities to participate at times and days that work for them. Among the many topics that will be offered are: child development, helping/motivating their child success, tutoring/homework help, food/nutrition classes, computer classes, finance/budgeting, navigating TUSD, scholarship/financial aid information, college awareness, A calendar of activities/ events will be created and distributed to families with special invitations sent to to MV-eligible families to encourage participation. FCO HEART staff will maintain mailing lists with updated e-mails and phone numbers to easily contact MV families to encourage participation as well as to address any specific barriers families and students might have for attendance (e.g. transportation). Notifications will also be done through ParentVue and/or ParentLink. FCO will also host an annual Family University event for McKinney Vento families to facilitate the educational success of homeless children and youth. This will be an event for adult family members and current TUSD students to access

valuable educational information and networking opportunities that will increase both family and student success. Families and their students will participate in a variety of informational sessions and workshops focusing on areas of mental health, college information, social-emotional support, and trauma informed care. Participants who attend will have access to wraparound services through community-based organizations and other resources. This event will include registration, breakfast, keynote speaker, variety of sessions tailored for parents and students, childcare for children 5 and under, and resource fair. Transportation will be provided to the event for those families who need it. Finally, the district will host two workshop series to support K-12 parents experiencing homelessness. Getting Ahead MOMA is an 8-week workshop designed to motivate and empower parent/family members to examine and address their personal economic situations, while providing tools and resources to address them. This workshop will be conducted by a certified trainer. The second workshop series for parents will be the "I am Somebody" workshops, developed by Desiree Cook of the local non-profit organization "I am You 360". These sessions are designed to build individual self-esteem, confidence, self-awareness, and develop positive thinking. ARP-HCY II funding will be used to support workshops, classes and events focused on parents/family members. 6) Addressing Identification Prior McKinney-Vento funds have allowed the district to build the organizational infrastructure to ensure that students experiencing homelessness are being identified and provided services. The district's FCO HEART program currently has a full-time administrative assistant who serves as the primary contact not only for families experiencing homelessness, but for community partners and school/district staff who provide services to the students and families. This position is also responsible for training school-based personnel on ways to identify student/families experiencing homeless identification and outreach. As a result, the district saw an increase in the number of enrolled students between SY2020-21 and SY2021-22 from 697 to 835. Over the next two years, the FCO HEART program will expand its training opportunities to reach additional TUSD departmental staff, increase presence at community events, and partnerships with local community-organizations working with homeless children and families.

* 2) What are the primary current educational and related needs of children and youth experiencing homelessness in your district?

Although a formal needs assessment has not been conducted, the district's Family and Community Outreach (FCO) HEART staff have been working intensively with students/families experiencing homelessness over the past two years. Based on their observations, an analysis of current educational data for student's experiencing homelessness, and discussions with key stakeholders, such as Early Childhood, Exceptional Education, and local non-profit agencies such as Youth on Their Own (YOTO), several important needs for students/families experiencing homelessness have been identified: 1. A need for a supportive adult or peer (a mentor/navigator) that can help a student find resources, support their goals, and build life skills (mentorship)

2. A need for educational interventions that will stimulate student interest and support academic achievement (early literacy, college and career) 3. A need to provide support for parents/ family members with information, resources, and educational classes so that they are able to assist their children at a time of economic dislocation (parent/family program) The district will use the ARP-HCY funding to meet these needs by providing mentoring/academic supports, focusing on literacy and college and career educational initiative, and expanding parent skills and knowledge in ways that support student enrollment, retention and academic success

*** 3) If applicable, how will ARP-HCY II funds be leveraged to award contracts to community-based organizations (CBOs) to identify and provide educationally related services and wrap-around supports to historically underserved populations, experiencing homelessness, such as rural children and youth, Indigenous children and youth, students of color, children and youth with disabilities, English learners, LGBTQ+ youth, and pregnant or parenting youth? If applicable, list 2-3 state or local agencies with which you are coordinating to meet the identified needs. If not applicable, provide an explanation of why partnering with CBOs is not possible.**

The district does not anticipate a need at this time to contract with local CBO's serving homeless children and families, such as Youth on their Own, or Our Family Services, as these organizations are already utilizing their own funding sources to provide wrap-around services for children and families experiencing homelessness. The district will develop close collaborative partnerships with these organizations as part of the case management approach.

4) What data will be collected and analyzed to evaluate the impact of the ARP-HCY II funds (check all that apply)?

- Data demonstrating an increase in the number of students experiencing homelessness, who have been identified and enrolled in school.
- Data demonstrating an increase in the number of students experiencing homelessness, who are receiving wrap-around services.
- Data demonstrating an increase in attendance of students experiencing homelessness, who have been identified and enrolled in school.
- Data demonstrating an increase in academic achievement of students experiencing homelessness, who have been identified and enrolled in school.
- Data demonstrating an increase in the participation of learning and enrichment programs before and after school,

and for summer learning programs of students and their families experiencing homelessness, who have been identified and enrolled in school.

- Data demonstrating a decrease in school discipline rates of students and their families experiencing homelessness, who have been identified and enrolled in school.
- Data demonstrating an increase in the number of identified children under the age of six, experiencing homelessness, enrolled in early childhood education.
- Data demonstrating an increase in the graduation rate of students experiencing homelessness, who have been identified and enrolled in school.
- Data demonstrating an increase in the number of students experiencing homelessness, who have been identified and enrolled in school transitioning to post-secondary education institutions.
- Data demonstrating an increase in the frequency and extent of parent/guardian/caregiver involvement.

Other (please describe)

5) Total number of students experiencing homelessness, who have been identified enrolled by grade level.

NOTE: Do not include any children who are already in foster care, children who are in foster care are not considered homeless.

Grade Level	Number of Homeless Students Enrolled
Ages 3-5 (not K)	12
K	110
1	103
2	84

3	93
4	94
5	95
6	81
7	85
8	119
9	103
10	79
11	67
12	83
Total Homeless Students:	1208

6) Total number of identified Unaccompanied Homeless Youth experiencing homelessness.

133

7) Please include the total number of students experiencing homelessness by type of temporary housing.

NOTE: This MUST match your number of Total Homeless Students

Type of Temporary Housing			
Shelter (including transitional housing, awaiting foster care)	Doubled-up (i.e., living with another family)	Unsheltered (e.g., cars, parks, campgrounds, substandard, etc.)	Hotels/Motels

93	881	50	184
----	-----	----	-----

8) Total of Title 1, Part A set aside funds by LEA (fill in the boxes below).

<p>3a. Please include the total amount of Title 1, Part A (McKinney-Vento) was expended by the LEA for FY21.</p>	<p>52923.15</p>
<p>3b. Please include the estimated amount of Title 1, Part A set-aside for FY22.</p>	<p>148888</p>

Subtotals by Object Code

Object Code	Subtotal
6731	\$ 1,650.00
6732	\$ 0.00
6733	\$ 0.00
6734	\$ 0.00
6735	\$ 0.00
6736	\$ 0.00
6737	\$ 0.00
6738	\$ 0.00
6739	\$ 0.00
0190	\$ 0.00
Total	\$ 1,650.00

Capital Outlay Worksheet

Quantity	Cost per Unit	Tax, Shipping & Handling	Object Code	Item Description	Purpose	Total
1	\$ 1,375.00	\$ 275.00	6731	10 X 10' CUSTOMIZED EVENT TENT	TO BE USED FOR PROGRAM ACTIVITIES INCLUDING PARENT/COMMUNITY INVOLVEMENT ACTIVITIES AS LISTED UNDER SECTIONS 7, 8 AND 10 OF MCKINNEY VENTO HOMELESS ASSISTANCE ACT FUNDING USES	\$ 1,650.00
Grand Total						\$ 1,650.00

USFR for Arizona School Districts (6731-6739)

Expenditures for initial, additional, and replacement equipment in the categories below. Also, include the present value amount of capital leases of equipment in the year of acquisition. Periodic lease payments should be coded to expenditure object codes 6832 and 6842. Equipment should be classified in the applicable detailed object codes below and cannot be paid for from the M&O Fund.

EXPENDITURE OBJECT CODES

Cost Less than \$5,000*	Cost \$5,000 or More*	Equipment Categories
6731 and/or 6732	6733	Furniture and Equipment (see examples below)
6734 and/or 6735	6736	Vehicles (Buses, cars, trucks, vans, etc.)
6737 and/or 6738	6739	Technology-related Hardware and Software (see examples below)

* Arizona school districts do not use a dollar threshold for determining whether an item is equipment or a supply. The detailed equipment classifications above allow correct coding of equipment in accordance with Arizona requirements and separate identification of lower cost items for federal grant reporting, including indirect cost reporting.

An item should be coded as equipment if it is included in the examples below or if it meets all three equipment criteria below the tables. Items listed as equipment examples below should not be evaluated using the equipment criteria. The examples are provided to ensure consistent treatment by all districts. Also, the examples include certain items that are exceptions to the equipment criteria, such as component parts.

Furniture and Equipment Examples (Object codes 6731-6733)

Athletic Equipment	Furniture/Furnishings	Fixtures
<ul style="list-style-type: none"> • Blocking Shields • Chalk line dispensers • Fitness Machines • Goal posts (movable) • Helmets/Pads • Hurdles • Mats • Nets (Tennis/Volleyball) • Tackling dummies • Weights 	<ul style="list-style-type: none"> • Bookcases • Chairs • Desks • Filing Cabinets • Large area rugs • Tables <p>Component Parts</p> <ul style="list-style-type: none"> • A/C compressors • Automotive engines • Automotive transmissions 	<ul style="list-style-type: none"> • Bleachers (indoor) • Ceiling fans • Chalkboards/Whiteboards • Drinking fountains • Hot water heaters • HVAC units • Light fixtures • Sinks • Toilets • Wall mirrors

Other Equipment*
<ul style="list-style-type: none"> • Appliances (kitchen) • Auto Diagnostic machines • Bar code scanners

- Battery chargers
- Copiers (off-network)
- Key cutters
- Leaf blowers
- Paint sprayers
- Sewing machines
- TVs
- Washers/Dryers
- Items may be coded to Technology-related Hardware and Software if connected to a computer network.

- Cameras (photo & video)
- DVD/Blu-ray players
- Kilns
- Microwaves
- Power tools
- SPED assistance equipment
- Two-way radios
- Welders

- Cash registers
- Floor jacks
- Laminators
- Musical instruments
- Satellite dishes
- Telephones
- Vacuums

Technology-related Hardware & Software Examples (Object codes 6737-6739)

- Computer monitors
- Copiers (on-network)
- Network equipment
- Projectors
- Printers
- Scanners
- Smart Boards
- Software (Non-instructional)

Equipment Criteria

If an item is not included in the examples above, it should be coded as equipment if it meets ALL of the following:

1. Typically has a useful life of at least one year.
2. Typically repaired rather than replaced when worn or damaged.
3. An independent unit that retains its original shape, appearance, and character with use and does lose its identity through fabrication or incorporation into a different or more complex unit or substance.

DISCLAIMER FOR CHARTER SCHOOLS












All capital items with a unit cost of \$5000 or greater MUST be coded as 0190 in your budget and included on this Capital Outlay Worksheet.
All capital items with a unit cost less than \$5000 MUST NOT be coded as 0190 in your budget and MUST NOT be included on this Capital Outlay Worksheet.

Related Documents

Tucson Unified District (100201000) Public District - FY 2022 - **Medium Risk** - ARP - Homeless II Entitlement - Rev 10 - ARP - Homeless II Entitlement

ALL INFORMATION SUBMITTED TO ADE IS PUBLIC INFORMATION. Organizations uploading documents to GME must ensure that the information contained in the document **does not** include sensitive data such as student information, social security numbers, or any other information that could constitute a FERPA violation. Submission of such documents will result in delay of approval or other action in GME until the document is removed.

Optional Documents

Type	Document Template	Document/Link
Other	N/A	<ul style="list-style-type: none">  Job Description HEART AmeriCorps Mentor  Job Description HEART Certified Staff Mentor  Job Description HEART Buddies Mentor  Program Description - The MAMA Experience  Program Description - The MAMA Experience - 2  Program Description - I AM Somebody.  HEART Weekend Academy_budget  Supply_list for HEART summer dream academy.  Supply_list for college boot camp  List for Pre K STEAM - Discount  List for Pre K STEAM - Scholastics

 [List for Pre K STEAM - Lakeshore](#)

 [List for Pre K STEAM - Kaplan](#)

 [Supply_list for K12 STEAM - Lakeshore](#)

 [Supply_list for K12 STEAM - Demco](#)

 [Supply_list for K12 STEAM - Discount School Supply.](#)

 [Rosemont Center Renovations](#)

 [Scope of Work - Portable Reno 11.15.23](#)

 [Field Trip](#)


AZ HEP Vehicle Purchase Justification Form 2022

 [AZ HEP Vehicle Purchase Justification Form 2022](#)

 [RENOVATION PROJECT INCREASE](#)

Substantially Approved Dates

Tucson Unified District (100201000) Public District - FY 2022 - **Medium Risk** - ARP - Homeless II Entitlement - Rev 10 - Substantially Approved Dates

Grant	Substantially Approved	Substantially Approved Date
ARP - Homeless II Entitlement	Yes ▼	06/17/2022 

Tucson Unified District (100201000) Public District - FY 2022 - Medium Risk - ARP - Homeless II Entitlement - Rev 10 - ARP - Homeless II Entitlement Checklist


This checklist is a means of communication between the ADE and LEAs regarding the allowability and allocability of the items submitted in the funding application. Please follow the steps below to ensure that the funding application contains items that are in compliance with program requirements.

- After the LEA submits the application, the ADE will review the application and mark each section as OK, Not Applicable, or Attention Needed. If the application contains no items that are marked as Attention Needed, the application approval process will continue.
- If the application contains items that are marked as Needs Attention, the application cannot be approved and will be returned to the LEA for edits. The LEA will review the checklist for items that are marked Attention Needed and make the necessary changes to those items. Only the checked items in the sections marked Attention Needed are to be corrected and/or explained. Each section marked Attention Needed also has a place where the ADE may provide notes to explain items needing attention. The LEA should check for notes and additional comments.
- Once the LEA has made the necessary adjustments, the LEA will resubmit the application. If the ADE determines that the item has been corrected, Attention Needed will be changed to OK by the ADE Reviewer. If the items needing attention still have not been corrected, the application will be returned again to the LEA with a status of Not Approved.
- Applications that contain no items that are marked Attention Needed can be moved forward through the approval process.

Checklist Description ([Collapse All](#) [Expand All](#))

<input type="checkbox"/>	1. General Statement of Assurance (GSA) has been submitted	Not Reviewed ▼
	1. GSA location to review submission status: GME Main Menu > Entity Information > General Statement of Assurances link	
	2. If no, contact Grants Management through history log and select No from dropdown of checklist	
<input type="checkbox"/>	2. FFATA & GSA Verification page has been completed	Not Reviewed ▼
	1. Description is included	
	2. All LEA information has been submitted	
<input type="checkbox"/>	3. Reviewed LEA for outstanding Issues	Not Reviewed ▼
	1. Outstanding Completion Report (s)	
	2. Outstanding Refund (s)	
	3. Programmatic Holds (s)	
<input type="checkbox"/>	4. Reviewed for High Risk Status	Not Reviewed ▼
	1. Is this LEA under a high risk status	
	2. Program area may need to apply additional monitoring	
<input type="checkbox"/>	5. Capital Outlay Worksheet page has been reviewed	Not Reviewed ▼
	1. Capital Outlay Worksheet line items are corroborated in Budget Detail line items	
<input type="checkbox"/>	6. American Rescue Plan - Homeless Children and Youth	Not Reviewed ▼
	1. Verified that LEA has submitted/updated homeless data.	

Exhibit 9

 Tucson, Arizona GOVERNING BOARD POLICY	POLICY TITLE: Procedure for Resolution of Conflicts between Staff and Administrator
	POLICY CODE: GBDA

The following procedure shall be utilized to resolve conflicts and complaints between administrators and their staff, with the exceptions of discrimination complaints or conflicts which are within the subject matter jurisdiction of a bargaining agreement between the District and a group of employees.

1. For purposes of this policy, the term "administrator" shall be defined as those persons whose pay is determined by the Certificated or Classified Administrative Salary Schedules established by the District. The term "staff member" shall be defined as any District employee within the management authority of the administrator with whom the staff member has a conflict.
2. The staff member shall first attempt to resolve issues of conflict directly with the administrator with whom the staff member is in disagreement or conflict by informal consultation with that administrator. If the conflict thereafter remains unresolved, the staff member shall complete the Staff/Administrator Conflict Resolution Form ("the Form," attached as exhibit A) and mail or deliver it to the administrator with whom they are in disagreement. The staff member has the responsibility to state the issue clearly and concisely, including a suggestion(s) for resolution if possible. The administrator will respond to the staff member in writing within ten (10) working days of receiving the Form.
3. Except as otherwise provided herein, no other copies of the Form or other evidence of the complaint shall be distributed or published to any other individuals, it being the intent of this policy to reduce the conflict directly between staff and administrators whenever possible. The staff member may provide a copy of the Form to a representative of the bargaining unit to which the staff member may belong. The administrator may provide a copy to the administrator's immediate supervisor and to a representative from Tucson Administrators, Inc.
4. If, after receipt of the administrator's written response there is no resolution satisfactory to the staff member, or upon the administrator's failure to respond within the ten (10) day period, the staff member may appeal by sending copies of the Form, including the administrator's response (if any), to the administrator's immediate supervisor, with copies provided simultaneously to the administrator. The staff member must appeal within ten (10) working days of the administrator's

written response, or, in the event of no response, within ten (10) working days of the date the written response was due.

5. The administrator's immediate supervisor will investigate the conflict, including a review of all documents and any other relevant and reliable evidence. Within ten (10) working days of receipt of the appeal, the administrator's immediate supervisor shall meet with the administrator and staff member in an effort to mediate a resolution of the conflict. If the mediation is unsuccessful, the reviewing administrator will render a written decision within ten (10) days of the last mediation meeting, which decision shall be a final resolution of the matter.
6. The intent of this conflict resolution procedure is to resolve actual or potential conflict at a level as close to the site as possible. If the staff member fails to adhere to the requirements of this policy, the responding administrator shall have the right to fully dismiss the staff member's complaint, unless that complaint involves a violation of Governing Board Policy, Administrative Regulation, or state or federal law.
7. No retaliation of any kind may be taken against a person for utilizing the procedures set forth by this policy.
8. The use of the procedures established by this policy shall not operate to toll or extend any time limits created under any other applicable Governing Board Policies, which may be applicable, including but not limited to, bargaining agreements.

Adopted: November 17, 1992
Revised: September 9, 2008 (numeric to letter format only)
Reviewed: September 4, 2012

LEGAL REF.:

CROSS REF

Exhibit 10

TUCSON UNIFIED SCHOOL DISTRICT

2023-2024

**Employee Agreement for
Non-Bargaining Employees**

July 1, 2023 through June 30, 2024

Articles

1. Definitions 3

2. Wages..... 3

3. Contracts For Exempt Administrators..... 6

4. Reduction In Force..... 6

5. Professional Development 7

6. Fringe Benefits 7

7. Leaves Of Absence With Pay..... 8

8. Unpaid Leaves Of Absence..... 12

9. Separation Benefits 13

10. Conflict Resolution Process 17

11. Seniority Credit/Salary Schedule Placement As A Teacher For Exempt Administrators..... 17

12. Evaluation 18

13. Administrative Transfers For Exempt Administrators..... 19

Appendix A..... 20

Appendix B20

Appendix C22

Appendix D25

Appendix E27

Appendix F28

ARTICLE ONE

DEFINITIONS

- A. The term **ADMINISTRATOR** shall be defined as those persons whose pay is determined by the Exempt Administrator Salary Schedule (Appendix F) and who are listed in Appendix E.
- B. The term **DAYS** shall mean working days. Working days are considered to be those exclusive of holidays and weekends. During the school year, working days shall mean teaching days plus duty days. During the summer, working days will be those when the District's Central Administrative offices are open for business with the public.
- C. The term **DISTRICT** shall mean the Tucson Unified School District.
- D. The term **EMERGENCY** shall mean an event which a reasonable, prudent person could not have reasonably foreseen and prepared for.
- E. The term **EMPLOYEE** shall mean those individuals covered by this agreement: Exempt Administrators, Supervisory Confidential Employees and Exempt Coordinators (excluding initial probationary employees).
- F. The term **EXEMPT COORDINATOR** shall be defined as those persons who coordinate District-wide programs and whose pay is determined by the Exempt Coordinator Salary Schedule (Appendix D).
- G. The term **FAMILY** shall include all provisions as defined in this Agreement, A.R.S. 23-371, and further, the definition will extend to include anyone in the metropolitan Tucson area for whom the employee has or shares a major financial responsibility and is an established resident within the employee's household.
- H. The term **GOVERNING BOARD** shall mean the Governing Board of Tucson Unified School District.
- I. The term **SUPERINTENDENT** shall mean the Superintendent appointed by the Governing Board of Tucson Unified School District.

Nothing in the provisions of this agreement shall be construed as a limitation upon the application of federal law including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Equal Employment Opportunity Act of 1972, Age Discrimination in Employment Act, Americans with Disabilities Act of 1990, and other Federal and State non-discriminations laws and regulations.

ARTICLE TWO

WAGES

- A. **Salary Schedules**

1. The positions list and salary schedule for Exempt Administrators are found in Appendices E and F.
2. The positions list and salary schedule for Supervisory/Confidential Employees and Exempt Coordinators are found in Appendices C and D.
3. The positions list and salary schedule for Non-Exempt Supervisory/Confidential Employees are found in Appendices A and B.

B. Exempt Administrator Educational Stipend

1. Employees with a Ph.D. or Ed.D. will receive a \$1,000 educational stipend to be added to their annual contract amount. This stipend will be prorated if applicable.
2. Employees with an Educational Specialist degree will receive a \$700 educational stipend to be added to their annual contract amount. This stipend will be prorated if applicable.

C. Supervisory/Confidential Employees Working Out of Class

An out of class assignment is one in which a supervisory confidential employee is replacing an absent employee or is assigned to and given the responsibilities of a higher level position for a minimum of five (5) days within a pay period. An out of class assignment will need to be renewed after thirty (30) days should the site supervisor/manager determine an extension is necessary upon approval by the Executive Director of Human Resources or the designee.

1. Supervisory confidential employees assigned to perform work in a higher paying classification or grade in the unit than the grade of the position in which they perform their regular duties, shall receive additional compensation of two dollars and seventy-five cents (\$2.75) per hour for each day actually worked in the higher level position. The employee shall be compensated only for the actual hours worked.
2. Supervisory confidential employees assigned to perform work in the absence of a department head will be compensated at a rate established by the District after serving two days in that assignment.

D. Added Duty

Upon approval of the Superintendent or designee, an employee may be assigned additional projects, duties, assignments, or tasks.

1. All functions of the added duty assignment shall be performed for the duration of the assignment. If during the course of the added duty assignment the activity is discontinued, the obligation to continue the stipend shall cease.
2. These duties and the consideration for them, are separate and distinct from any other contractual obligations between the employee and District and are in addition to those other duties.
3. No employee will perform any added duty assignments without their consent and the written consent of the supervisor.

E. Reclassification Purpose

1. The purpose of a reclassification is to review the duties and level of responsibilities in a classification. A request for reclassification does not in any way guarantee that a position

will be upgraded. Reclassifications can result in one of the following: upgrade, downgrade, frozen in current rate of pay, or no change. When an employee is reclassified the employee's pay shall be commensurate with the market average, responsibilities, and experience.

2. Procedure

- a. An employee who feels that their duties have undergone a significant change in the kinds of duties and level of responsibility shall submit a request for review of their position by filling out a Position Analysis Form available from the Human Resources Department.
- b. If the Human Resources Department performs an independent position audit, the employee may also appeal the allocation as defined in three below.
- c. An employee's position will not be reviewed more than once every two (2) years.
- d. The definition of classifications or the assignment of a classification to a pay grade on the wage schedules are matters left to the sole discretion of the District.
- e. Within thirty (30) days of receipt of the analysis form, Human Resources shall inform the employee of receipt. A meeting will be scheduled within thirty (30) days of notification to review their classification. The review may include but not be limited to:
 - i) Position Description Questionnaire;
 - ii) Interviews;
 - iii) Work Observation.

3. Appeal

If the employee disagrees with Human Resources' decision, the employee shall within twenty (20) days appeal the decision by corresponding with the Executive Director of Human Resources, specifically stating the reasons for an appeal. The Executive Director of Human Resources shall refer the appeal to the Classification Appeal Board composed of three (3) members appointed by the District, including one (1) employee randomly selected from the unit. However, no District appointee who has conducted the evaluation in the reclassification will serve as a voting member on the appeals committee. The Appeal Board shall review the appeal and within thirty (30) days of its receipt render a recommendation to the Executive Director of Human Resources. The Executive Director of Human Resources shall, within ten (10) days of the Appeal Board's recommendation, correspond with the appealing employee informing the employee of the final decision.

The final decision by the Executive Director of Human Resources is not subject to appeal.

ARTICLE THREE

CONTRACTS FOR EXEMPT ADMINISTRATORS

A. Distribution of Contracts

The District shall distribute annual contracts to all exempt administrators to whom it intends to offer employment. Said contract will have an effective date of July 1. Exempt administrators who hold a certificate issued by the Arizona Department of Education must receive the annual contract no later than May 15 of the current contract year. Exempt administrators who do not hold a certificate issued by the Arizona Department of Education must receive the annual contract prior to July 1.

B. Notice of Non-Renewal of Contract

1. **Certificated Administrators.** In accordance with A.R.S. 15-503(D), the District must provide notice of its intent not to renew the contract of an administrator on or before April 15 of the current contract year for any exempt administrator who holds a certificate issued by the Arizona Department of Education.
2. **Non-Certificated Administrators.** The District must provide notice of its intent not to renew the contract of a non-certificated exempt administrator, who does not qualify under Article 3(B)(1), no later than May 15 of the current contract year.
3. **Notice of intention not to re-employ an administrator** shall be delivered personally to the administrator or sent by certified mail directed to the employee at their place of residence.

C. Contract Offer Acceptance

1. An exempt administrator offered a contract for the following school year must indicate acceptance of the contract within thirty (30) days from the date of the written contract or the offer is revoked.
2. **Release from Contract:** An exempt administrator under contract will be released from the obligations of the contract upon request, under the following conditions:
 - a. a release from contract, prior to July 1, will be granted provided a letter of resignation is submitted prior to that date.
 - b. a release from contract will be granted in case of illness or a life changing situation (in accord with Family Medical Leave Act).

- D.** Administrators covered by this Agreement are employed by individual contracts on an annual basis, or pro-rata annual basis, as applicable. They receive no "tenure" rights, and all such contracts are subject to non-renewal in accordance with the terms of this Agreement and the Governing Board and District policies and regulations. This provision shall not be construed to abrogate any rights afforded to an administrator under Arizona Revised Statutes, Title 15.

ARTICLE FOUR

REDUCTION IN FORCE

- A.** District notification of administrators (certificated and non-certificated), in the event of a reduction in force, shall be in accordance with the notice of non-renewal provisions of Article 3(B).
- B.** All other employees whose positions are not subject to the provisions set forth in Article 4(A) are entitled to no less than 30 days' notice in the event of a Reduction in Force.

ARTICLE FIVE

PROFESSIONAL DEVELOPMENT

THE PROFESSIONAL DEVELOPMENT FUND IS SUSPENDED UNLESS AND UNTIL THE GOVERNING BOARD DETERMINES, IN ITS SOLE DISCRETION, THAT FUNDS EXIST FOR PROFESSIONAL DEVELOPMENT AT A FUTURE DATE.

ARTICLE SIX

FRINGE BENEFITS

Medical Insurance

1. For the duration of this agreement, the medical premiums shall reflect the affordability contribution percentage determined by the requirements of the Affordable Care Act.
2. The following optional insurance programs are available for an employee at their own expense:
 - a) Medical Insurance (administrator);
 - b) Dental Insurance (administrator);
 - c) Dependent coverage for medical and/or dental care;
 - d) Life Insurance (up to three times salary or a maximum of \$300,000);
 - e) Vision;
 - f) Group Universal Life;
 - g) Short-Term Disability insurance.
3. If the full-time employee works less than their full contract year, the District contribution will be prorated based on the portion of the contract year worked.
4. Employees who terminate before the last duty day in the school year shall terminate the District's further contribution to District-sponsored single coverage medical insurance.

Life Insurance

All full-time employees that elect insurance coverage shall be provided at District expense with a term life insurance policy equal to the employee's base salary as of July 1, but not less than \$10,000. Employees shall have the option of purchasing additional term life insurance at their own expense.

Mileage Allowance

Reimbursements for mileage will be made in accordance with Governing Board Regulation EEB-R1.

Holidays

1. 9-, 9-1/2, 10-, 10-1/2 and 12-month employees shall be granted the following paid holidays, provided they were on-pay status during any portion of their regular work day of their assignment immediately preceding and succeeding the holiday. If an employee utilizes leave prior to, or after a holiday, and is out of leave balances, they will not be considered on-pay status and thus will not be eligible to receive holiday pay.
 - a) Nine (9), Nine and a half (9-1/2), Ten (10), and Ten and a half (10-1/2) Month

- i) Labor Day 1
- ii) Veterans’ Day 1
- iii) Thanksgiving 2
- iv) Winter Break 10
- v) Martin Luther King Day 1
- vi) Rodeo Break 2
- vii) Spring Break 3

- b) Twelve (12) Month
 - i) Independence Day 1
 - ii) Labor Day 1
 - iii) Veterans’ Day 1
 - iv) Thanksgiving 2
 - v) Winter Break 10
 - vi) Martin Luther King Day 1
 - vii) Rodeo Break 2
 - viii) Spring Break 1
 - ix) Memorial Day 1

2. A non-exempt employee required to work on a holiday shall be compensated at one and a half (1.5x) times the employee’s normal rate of pay.

ARTICLE SEVEN

LEAVES OF ABSENCE WITH PAY

Sick Leave

1. All regular full-time employees shall be eligible for sick leave benefits which will accrue without limit at the following rate:

Classification	Sick Leave
12-month	8 days a year
10-1/2 month	5 days a year
10-month	5 days a year
9-1/2-month	5 days a year
9-month	5 days a year

2. Employees may not utilize sick leave during their initial sixty days of employment. Sick leave hours as identified above are credited every two weeks in conjunction with the pay period.
3. Employees are required to notify their immediate supervisor(s) or designee(s) of a necessary sick leave absence at least one-half (1/2) hour prior to the start of the employee's work day.
4. Employees who need to leave their position before the work day is finished, or employees who start their work day later, will have their absence time charged to sick leave to the nearest quarter hour.

5. Employees must report absences of 1/2 day or more when they are adjusting their schedule due to excessive time worked during the pay period.
6. Sick leave may be used in accordance with the requirements of The Fair Wages and Healthy Families Act, A.R.S. 23-373. For the purposes of sick leave, the term family shall include all provisions as defined in this Agreement, A.R.S. 23-371, and further, the definition will extend to include anyone in the metropolitan Tucson area for whom the employee has or shares a major financial responsibility and is an established resident within the employee’s household.
7. A written statement from the treating physician will be required by the District to substantiate an absence due to an employee's illness or for illness within the employee's family if the absence is more than three (3) consecutive days duration. The District may require a written statement from the treating physician to substantiate any sick leave absence, including those of less than three (3) days, when there is a reasonable doubt as to the proper use of sick leave.

Personal Leave

1. All regular full-time employees shall be eligible for personal leave benefits which will be credited at the following rate:

Classification	Personal Leave
12-month	8 days a year
10-1/2 month	7 days a year
10-month	7 days a year
9-1/2-month	7 days a year
9-month	7 days a year

2. Personal leave is credited to the employee at the beginning of employee’s contract year. New employees whose entry day to the District is other than July 1, will have their personal leave prorated.
3. Unused personal leave shall be made part of the employee's accumulated sick leave at the end of each fiscal year.
4. An employee planning to use a personal day or days shall notify their immediate supervisor at least one day in advance, except in cases of emergency. Use of personal leave must be approved by their supervisor.
5. Non-emergency use of personal leave should be scheduled with the immediate supervisor.

Bereavement

In the event of death in the family of an employee, the employee may use accumulated paid leave balances for a maximum of eight (8) days (which may include necessary travel time), excluding weekends. Additional days may be granted at the discretion of the Superintendent or their designee. For purposes of this paragraph, the term family shall include all provisions as defined in this Agreement, A.R.S. 23-371, and further, the definition will extend to include anyone in the

metropolitan Tucson area for whom the employee has or shares a major financial responsibility and is an established resident within the employee’s household.

Medical Leave Assistance Program

1. Employees who have depleted their accrued sick and personal leave as a result of a qualified medical reason may request access to the Medical Leave Assistance Program by submitting a form to the Benefits office asking to receive donations of sick leave from other employees. A serious health condition is defined as a "non-work related" qualified medical reason that is anticipated to last for the continuous period of time of four or more weeks, as verified by a licensed health care practitioner.
2. The donor employee may donate a maximum of five (5) sick leave days annually and may only donate if the employee has thirty (30) or more days of accumulated sick leave. The donor employee will designate the donation in the name of the employee to receive the donation. Supervisory Confidential employees may donate to and receive donations from other TUSD classified employees in the Supervisory Professional and/or White Collar/Food Service employee units.
3. The donor employee may donate a maximum of five (5) sick leave days annually and may only donate if they have thirty (30) or more days of accumulated sick leave. The donor employee will designate the donation in the name of the employee to receive the donation. Exempt Coordinator employees may donate to and receive donations from any other TUSD employee’s groups/units.
4. The recipient employee will be credited with the number of days donated, up to a maximum of one week after their projected return to work. Days donated in excess of this amount will be held in reserve and credited to the employee only if needed. If not needed, days in excess of one week beyond the original amount requested will be restored to the donor(s). Days of leave, not the actual wage of the donor employee, will be donated.

Vacation

1. **Vacation leave eligibility** – Only 12-month employees are eligible to accrue vacation.
2. **Vacation Leave Accrual for non-administrators**

YEARS OF SERVICE	DAYS ACCRUED
1-5 YEARS	10
6-15 YEARS	15
16+ YEARS	20

- a) Years of service shall be calculated from the employee's most recent date of hire in the District in a regular part-time or full-time position.
- b) Exempt coordinators and supervisory/confidential employees will earn vacation during the first year; however, are not eligible to schedule accrued vacation until after completion of the first year of employment.

- c) If a nine and one-half (9-1/2), ten (10), or ten and a half (10-1/2) month contract employee is transferred to a twelve (12) month position, the employee will accrue their vacation from the first day in the new assignment, at the vacation accrual rate equal to the years of service in the District.

3. Vacation Days For Exempt Administrators

- a) Administrators receive twenty (20) days (160 hours) of vacation entitlement each year. Vacation entitlement is accrued on a bi-monthly pro-rata basis starting with the first day of employment.
- b) Administrators separating from the District will receive payment for any unused vacation leave at their existing daily rate of pay at the time of separation.

4. Vacation Leave Usage

- a) Employees having earned vacation may take vacation in increments as approved by the immediate supervisor and/or site administrator.
- b) The immediate supervisor shall grant or deny vacation request in writing within ten (10) days of receipt. Denial of an employee's vacation request shall be put in writing and a copy forwarded to Human Resources.
- c) Twelve (12) month employees may accumulate up to and no more than 160 hours (or prorated cap) of vacation at any given time. No more than 160 hours or four weeks of vacation may be rolled over into the next fiscal year. Vacation must be scheduled with the employee's supervisor no less than four weeks in advance, except in cases of emergency.
- d) If a holiday occurs during an employee's vacation, said holiday shall not be deducted from accumulated vacation leave.

Jury Duty

Employees subpoenaed for jury duty or as a witness in the course and scope of employment shall not suffer loss of earnings as a result of such service. An employee may choose:

- 1) to keep the jury duty or witness pay and have the employee pay docked an equal amount; or,
- 2) in cases where jury duty pay exceeds the employee's daily rate, the employee may use a personal leave day or be docked at their daily rate instead of using a jury code for those days.

Employees subpoenaed for jury duty or as a witness, are required to submit a copy of the jury summons or subpoena to their supervisor and inform the supervisor of their choice regarding jury duty or witness pay. It is the employee's responsibility to report a jury duty or witness absence to the time clock system. No report of jury duty or witness absence need be submitted if the employee chooses to take a pay dock or a personal leave day.

Absences due to litigation while the employee is either a plaintiff, defendant, or subpoenaed as a witness outside of the course and scope of employment must be charged to personal leave, vacation, or dock.

Military Leave

In accordance with A.R.S. § 38-610, employees will receive pay for all days during which they are employed in training duty under orders with any branch of the armed forces for a period not to

exceed thirty days in any two consecutive years. For purposes of this article only the term "year" means the fiscal year of the U.S. government.

Released Time

Released time may be granted to attend any approved conference or convention which would enhance an employee's work performance. First consideration will be given to employees participating or presenting in the conference. Released time must be requested at least one (1) week before in-state meetings, and out-of-state forms must be submitted for Superintendent approval prior to the conference.

ARTICLE EIGHT

UNPAID LEAVES OF ABSENCE

A. Governing Board-Approved Leave of Absence

1. The Board may grant a leave of absence to employees not to exceed one year for the purposes listed below. All requests for such leaves of absence shall be submitted in writing to Human Resources. No leaves will be granted for other employment.
 - a) Health of employee (doctor's verification of illness is required).
 - b) Health of immediate family, as defined in this agreement. A doctor's verification of illness or disability and projected date of return to work is required.
 - c) New infant or childcare (birth certificate or doctor's statement required).
 - d) Course of study, education or training, as approved by TUSD (enrollment or registration documentation required).
 - e) Military service (military order required).
 - f) Campaign/Serve in public office.
2. Employees must have worked the equivalent of one full school year to be eligible for an unpaid, board-approved leave of absence.
3. Employees on unpaid leave of absence shall be allowed to continue insurance coverage in the program in which they are enrolled, provided the employee notifies the District of their desire to continue coverage through COBRA, and pays the premiums for the insurance and other benefits at the employee's expense.
4. Upon granting the authorized absence, all rights of tenure, seniority, retirement, accrued leave with pay and other benefits shall be preserved and available to the applicant after the termination of the leave, provided they were earned prior to the leave.
5. Notification of intention to resume employment by the employee must be submitted in writing thirty (30) days prior to date of return, or if the employee is an Administrator, then the notification must be submitted by the earlier of either February 1 or thirty (30) days prior to the leave's expiration date.
6. An administrator on a leave of absence is subject to the provisions of Article 3, Reduction in Force.

B. Family and Medical Leave

All requests for Family Medical Leave by District employees will be processed in accordance with the corresponding Governing Board Policy.

C. Absence Due to On-the-Job Injury

1. An employee will use accumulated paid leave for absences due to an industrial injury, not to exceed 100% of their regular pay. The District's Workers' Compensation carrier will also compensate the employee in accordance with state law. Within four weeks of returning to work, an employee may make arrangements with Payroll to buy back paid leave used to supplement Workers' Compensation benefits for an on-the-job injury or illness.
2. Employees injured on the job may be assigned to work "restricted duty" as recommended by the industrial injury treating physician.
3. A combination of paid leaves, restricted duty, and unpaid leaves of absences are not to exceed twelve (12) months for a single on-the-job injury. At twelve months, the position will be released for recruitment.

D. Variable office hours for Exempt Administrators

Variable office hours may be applied when normal work responsibilities require an administrator's presence at activities beyond the normal work day. Administrators will be given reasonable flexibility in office hours so long as 1) proper notification is given to the administrator's supervisors; 2) time away from the site/office is reasonably limited; and 3) the administrator works the required number of hours and performs their duties in a satisfactory manner.

ARTICLE NINE

SEVERANCE / SEPARATION BENEFITS

A. SEVERANCE PAY – FROZEN AS OF JULY 1, 2010 AND DISCONTINUED FOR EMPLOYEES WHO DID NOT QUALIFY AS OF JUNE 30, 2010

1. On June 30, 2010, the employee's severance stipend benefit shall be calculated as follows for those with thirteen (13) or more years of continuous service and this dollar amount will be frozen as the employee's minimum severance pay. It shall be calculated by multiplying the employees 2009-2010 annual salary by .006 and then multiplying by the employee's years of service by June 30, 2010. The service stipend shall be paid out at the time of voluntary separation. Employees with less than thirteen (13) years of continuous service as of June 30, 2010 are not eligible for this stipend.
2. If an employee has elected separation but dies before the severance pay is made, said payment shall be paid to the estate of the deceased.

B. SEPARATION BENEFIT FOR SUPERVISORY/CONFIDENTIAL – SICK LEAVE PAYOUT

1. After ten (10) consecutive years of service in the Tucson Unified School District, employees who are Supervisory/Confidential as of the effective date of the agreement, or who become Supervisory/Confidential after the effective date of the agreement, shall receive pay for unused sick leave at voluntary separation.
2. The District shall provide a payment for unused sick leave to employees upon separation in accord with the following: The amount of payment shall be 2/3rds of the base salary hourly rate of pay for Step 1 of the grade level of the employee at separation times the number of sick leave hours accrued through the date of separation up to a maximum of

500 hours. Payment shall be included in the last payroll in that fiscal year or the first payroll of the following fiscal year, at the District's option. All legally required deductions will be taken from the incentive payment, including the employee's contribution to the State Retirement Fund, if any. The rights contained in this paragraph are not considered vested rights.

C. SEPARATION BENEFIT FOR EXEMPT COORDINATORS – SICK LEAVE PAYOUT

1. After ten (10) consecutive years of service in Tucson Unified School District, Exempt Coordinators shall receive pay for unused sick leave.
2. The District shall provide a payment for unused sick leave to Exempt Coordinators upon separation in accord with the following: The amount of payment shall be 2/3rds of the base salary daily rate of pay for Step 1 of the grade level of the employee at separation times the number of sick leave days up to a maximum of 67 days. Payment shall be included in the last payroll in that fiscal year or the first payroll of the following fiscal year, at the District's option. All legally required deductions will be taken from this payment, including the employee's contribution to the State Retirement.

D. SEPARATION BENEFIT FOR EXEMPT ADMINISTRATORS – SICK LEAVE PAYOUT

1. **SICK LEAVE PAY AT SEPARATION FOR ADMINISTRATORS HIRED AFTER AUGUST 16, 2005**
 - a. After ten (10) consecutive years of full time service in the Tucson Unified School District administrators who are covered under these terms and conditions as of the effective date of agreement, or who become covered by these terms and conditions after the effective date of the agreement shall receive pay for unused sick leave.
 - b. The District shall provide a payment for unused sick leave to administrators upon separation in accordance with the following: The amount of payment shall be accrued up to a maximum of 67 days. The payout shall be 2/3rds of the base salary the daily rate of pay for Step 1 of the grade level of the employee at separation, times the number of sick leave days up to 67 days. Payment shall be included in the last payroll in that fiscal year or the first payroll of the following fiscal year, at the District's option. All legally required deductions shall be taken from the incentive payment including the administrator's contribution to the State Retirement Fund, if any. The rights contained in this paragraph are not considered vested rights.
 - c. If an administrator is eligible for sick leave payout but dies before the payment is made, said payment shall be paid to the estate of the deceased.
2. **SICK LEAVE PAY AT SEPARATION ADMINISTRATORS ONLY HIRED PRIOR TO AUGUST 16, 2005**

Voluntary Separation - 20 years of service

 - a. After twenty (20) years of full-time service in the Tucson Unified School District an administrator may apply for the benefits in Article Nine by giving written notice to the District's Executive Director of Human Resource on or before January 15. Should an administrator separate at mid-year, written notice should

be received by the Executive Director of Human Resource on or before November 15. In the event state legislation concerning retirement is changed in such a way as to allow administrators benefits unavailable before the change, the date for notice of separation will be reopened for a period of fifteen (15) days following the enactment of the legislation. The notice may be withdrawn until and including the first Monday in February after notice is made.

- b.** For those administrators meeting the eligibility requirements in D-2-a above, the District shall provide pay for unused sick leave accrued before June 30, 1991 and not used before date of separation. Payment shall be based upon the daily rate of pay for the minimum salary on the 1991-92 administrative salary schedules, as follows:

- i) Daily rate of pay for administrators on Grade I, I-A, or I-A-12 at time of separation shall be based on Class I of the 1991-92 salary schedule.
- ii) Daily rate of pay for administrators on Grade II or II-12 at time of separation shall be based on Class II of the 1991-92 salary schedule.
- iii) Daily rate of pay for administrators on Grade III at time of separation shall be based on Class III of the 1991-92 salary schedule.
- iv) Daily rate of pay for administrators on Grade IV at time of separation shall be based on Class IV of the 1991-92 salary schedule.
- v) Daily rate of pay for administrators on Grade VA or VA-12 at time of separation shall be based on Class VA of the 1991-92 salary schedule.
- vi) Daily rate of pay for administrators on Grade VB or VB-12 at time of separation shall be based on Class VB of the 1991-92 salary schedule.
- vii) Daily rate of pay for administrators on Grade VI at time of separation shall be based on Class VI of the 1991-92 salary schedule.
- viii) Daily rate of pay for administrators on Grade VII at time of separation shall be based on Class VII of the 1991-92 salary schedule.

- c.** For those administrators meeting the eligibility requirements in D-2-a above, the District shall provide pay for unused sick leave accrued before June 30, 1991 and not used before date of separation. With implementation of the new salary schedule (January 5, 2003), payment for classified and certified administrators shall be, as follows:

<u>New Class</u>	<u>91-92 Schedule</u>
○ All Grade 1	Class 1
○ 2-A (AP, middle & dual elem)	Class 11
○ 2-B (AP, middle EYOS)	Class 11
○ 3-A (AP HS)	Class VI
○ 4-A (princ elem)	Class VA
○ 4-B (princ/elem EYOS)	Class VA
○ 4-B (all others)	Class VI
○ 5-A (princ/middle & dual elem)	Class VB
○ 5-A (Mary Meredith)	Class VI
○ 5-B (princ /middle & elem combo)	Class VI
○ 5-C (princ/middle EYOS)	Class VII

- o 6 (princ/HS) Class VII
 - i) Rate of pay shall be multiplied by the number of sick leave days accumulated prior to June 30, 1991.
 - ii) Payment shall be included in the last payroll in that fiscal year or the first payroll of the following fiscal year, at the District's option.
 - iii) All legally required deductions will be taken from the incentive payment including the employee's contribution to the State Retirement Fund, if any.
 - iv) Sick Leave used subsequent to July 1, 1991, will be deducted from sick leave accumulated after July 1, 1991, unless that accumulation has been depleted.
 - v) In addition to Section D-1, administrators are eligible to receive the benefits outlined in Section D-2-Voluntary Separation, 10 Years of Service.
- d. If after twenty (20) years of full time service in the Tucson Unified School District, an administrator dies, the payment described in Section D-1-b above will be paid to the estate of the deceased.
 - e. An administrator shall receive the separation benefits contained herein if the effective date of the separation is at the end of a semester or at the end of a school year. Exceptions to this provision may be granted to applicants who are forced to separation because of emergency.
- 3. Voluntary Separation for Exempt Administrators – 10 Years of Service**
Upon separation, administrators with at least ten (10) consecutive years of full-time service in TUSD are eligible to request and receive pay for ninety percent (90%) of the days of unused sick leave accumulated subsequent to **July 1, 1991**. This request will be a written application to the District's Executive Director of Human Resource on or before November 15 for administrators separating at end of the semester, or January 15 for administrators separating at end of the school year. The rate of pay will be the daily administrative substitute rate at the time of separation.
- 4. No Vested Rights for Exempt Administrators**
Administrators who do not serve a timely notice of separation as provided in Section D-2-a above in the school year immediately preceding their separation shall gain no vested rights through or under this Article; however, exceptions to this may be granted by the District in cases where timelines are not met due to emergency situations or other extenuating circumstances.

E. SEPARATION BENEFIT FOR EXEMPT ADMINISTRATORS, EXEMPT COORDINATORS, AND SUPERVISORY/CONFIDENTIAL EMPLOYEES – VACATION PAYOUT

- 1. After six (6) consecutive months of service in Tucson Unified School District, employees shall be eligible to receive pay for unused vacation leave.

ARTICLE TEN

CONFLICT RESOLUTION PROCESS

The intent of this process is to provide a method of resolving conflict in an equitable manner. As such, this process is recognized as a non-judicial, administrative process. The employee, in implementation of the process, has the right to have another employee assist them in the presentation of a problem issue.

A. The Conflict Resolution Process may be used for the following:

1. Informal Step - The employee and their immediate supervisor shall meet informally to try to resolve the issue. If resolution is not reached by such a meeting, the employee may proceed to the next step.
2. If no resolution is reached, the employee shall, within 10 days of the informal meeting, present a written summary of the issue to their immediate supervisor, with a copy to the department head. The immediate supervisor or department head shall respond in writing to the employee's complaint within 10 days. If the department head is the immediate supervisor, the matter may then proceed directly in writing to the Director of Employee Relations.
3. The employee, the Director of Employee Relations, and the department head shall then schedule a meeting to mediate the employee's issue.

ARTICLE ELEVEN

SENIORITY CREDIT/SALARY SCHEDULE PLACEMENT AS A TEACHER FOR EXEMPT ADMINISTRATORS

A. Criteria. Administrators who return to teaching will be eligible for salary placement as described in subsection (B) below if:

1. The District and an administrator reach a mutual agreement that the administrator shall return to teacher; or
2. The District notifies the administrator that the administrative contract will not be renewed and that they will be assigned to a teaching position; or
3. In the absence of an agreement or assignment, the administrator's position has been eliminated for budgetary or programmatic reasons,

And

1. The administrator acquired tenure or continuing teacher status as defined in A.R.S. Section 15-501.5 and 15-538.01, as amended, or predecessor statutes, as a certificated teacher with the District prior to going into administration; and
2. The administrator has had continuous employment, including approved leaves where taken, with the District.

B. Salary Placement

For the purposes of this paragraph, notwithstanding any provision of the Consensus Agreement with TEA or successor agreement regarding experience credit for placement on the salary schedule, administrators who return to teaching as provided in this Agreement shall be accorded

one step on the salary schedule for each year of prior experience in the District up to any maximum contained within the teacher salary schedule, regardless of the years or decade in which it was earned. The salary step credits provided for in the preceding sentence shall be granted for each year step increases were granted to teachers.

- C. Administrators who, in accord with Article 11, Seniority Credit as a Teacher, are reassigned to positions covered under the Consensus Agreement with the Tucson Education Association will be accorded District Initiated Transfer (DIT) status under that agreement for purposes of assignments.

ARTICLE TWELVE

EVALUATION

A. Evaluation

Employees will be evaluated according to applicable Arizona statutes and Evaluation Procedures as adopted by the Governing Board.

B. Personnel File

1. All employees in the Tucson Unified School District shall have the right to review the contents of their personnel file and to receive a copy of all material contained therein at District expense.
2. The official personnel file for all employees shall be maintained in Human Resources.
3. Following adoption of this policy, no material derogatory regarding an employee's conduct, performance, character or personality shall be placed in the personnel file unless a copy is provided to the employee for review, and unless the employee has the opportunity to submit a reply to the material. Said reply shall be attached to the original document and shall remain attached throughout the term of that employee's employment unless removed by mutual agreement between the employee and the Superintendent or designee. Such agreement shall be in writing and signed by both the employee and the Superintendent or designee.
4. Any discipline issued as a result of a criminal offense against a student shall remain in the employee's official personnel file and is not subject to removal. These offenses include, but are not limited to, criminal offenses defined by Arizona state law under Title 13, assault, hitting, striking, harassment, inappropriate touching or caressing of a student, sexual assault, or causing the student to suffer physical harm.

C. Surveillance

Eavesdropping or surveillance methods will not be used for conducting performance reviews or evaluations of employees, but may be used for safety and security purposes. At no time will the District use security cameras in a location where Employees or students have a reasonable expectation for privacy.

ARTICLE THIRTEEN

ADMINISTRATIVE TRANSFERS FOR EXEMPT ADMINISTRATORS

A. Purpose

The purpose of the following provisions on administrative transfers is to ensure consistent, fair, and equitable transfer opportunities and assignments for all administrators. Transfers are not intended to replace administrative evaluations, nor are transfers to be used for punitive or disciplinary purposes.

B. Notice and Consultation

Written notice of all administrative vacancies occurring prior to the end of the school year will be advertised through TUSD's Human Resources Department.

All current administrators who volunteer to transfer may provide a letter of intent to the Executive Director of Human Resources and Superintendent identifying the specific position in which they may be interested. Those current administrators shall be given equal consideration with other applicants in the placement or interview and selection process.

Appendix A – Supervisory/Confidential Titles
Supervisory/Confidential Non-Exempt Titles (CCS)
July 1, 2023 – June 30, 2024

Title	Grade	Entry Rate
Courier	D3	\$15.77
Human Resources Assistant	E13	\$18.15
Human Resources Assistant-Senior	H6	\$19.17
Custodian Student and Public Records	H10	\$19.95
Audio Visual Specialist	I5	\$19.78
Human Resources Specialist	J1	\$19.81
Administrative Assistant, Senior	J5	\$20.61
Employee Relations Assistant	J9	\$ 21.45
Legal Secretary	J9	\$ 21.45
Staff Assistant to Governing Board	M17	\$26.30
Executive Assistant	M18	\$26.56
Executive Assistant to Superintendent	N17	\$27.41
Legal Assistant/Paralegal	O1	\$24.36
Risk Management Analyst	O1	\$24.36
Workers Compensation Analyst	O6	\$25.60

Appendix B – Supervisory/Confidential Non-Exempt Salary Schedule
July 1, 2023 – June 30, 2024

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Grade D	\$15.45	\$15.60	\$15.77	\$15.92	\$16.08	\$16.24	\$16.40
Grade E	\$16.11	\$16.27	\$16.43	\$16.59	\$16.76	\$16.93	\$17.10
Grade F	\$16.79	\$16.96	\$17.12	\$17.29	\$17.47	\$17.64	\$17.82
Grade G	\$17.49	\$17.68	\$17.85	\$18.03	\$18.21	\$18.39	\$18.57
Grade H	\$18.24	\$18.42	\$18.60	\$18.79	\$18.98	\$19.17	\$19.36
Grade I	\$19.01	\$19.20	\$19.39	\$19.58	\$19.78	\$19.98	\$20.18
Grade J	\$19.81	\$20.01	\$20.21	\$20.41	\$20.61	\$20.82	\$21.03
Grade K	\$20.64	\$20.86	\$21.06	\$21.27	\$21.48	\$21.70	\$21.92
Grade L	\$21.52	\$21.74	\$21.95	\$22.17	\$22.39	\$22.61	\$22.85
Grade M	\$22.43	\$22.65	\$22.88	\$23.11	\$23.34	\$23.57	\$23.81
Grade N	\$23.38	\$23.61	\$23.85	\$24.09	\$24.33	\$24.57	\$24.82
Grade O	\$24.36	\$24.60	\$24.86	\$25.10	\$25.35	\$25.60	\$25.87

Grade	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
Grade D	\$16.56	\$16.74	\$16.90	\$17.07	\$17.24	\$17.41	\$17.58
Grade E	\$17.27	\$17.44	\$17.61	\$17.80	\$17.97	\$18.15	\$18.33
Grade F	\$18.00	\$18.18	\$18.36	\$18.54	\$18.73	\$18.92	\$19.11

Grade G	\$18.76	\$18.95	\$19.14	\$19.33	\$19.52	\$19.72	\$19.92
Grade H	\$19.55	\$19.75	\$19.95	\$20.14	\$20.34	\$20.55	\$20.76
Grade I	\$20.38	\$20.58	\$20.79	\$21.00	\$21.20	\$21.41	\$21.63
Grade J	\$21.24	\$21.45	\$21.66	\$21.89	\$22.10	\$22.32	\$22.54
Grade K	\$22.14	\$22.36	\$22.58	\$22.81	\$23.04	\$23.27	\$23.50
Grade L	\$23.07	\$23.30	\$23.53	\$23.78	\$24.01	\$24.25	\$24.49
Grade M	\$24.05	\$24.29	\$24.53	\$24.78	\$25.03	\$25.27	\$25.52
Grade N	\$25.07	\$25.31	\$25.56	\$25.83	\$26.08	\$26.34	\$26.60
Grade O	\$26.12	\$26.38	\$26.64	\$26.92	\$27.18	\$27.45	\$27.73

Grade	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21
Grade D	\$17.77	\$17.94	\$18.12	\$18.30	\$18.48	\$18.66	\$18.86
Grade E	\$18.51	\$18.70	\$18.89	\$19.08	\$19.26	\$19.46	\$19.65
Grade F	\$19.30	\$19.49	\$19.68	\$19.88	\$20.08	\$20.28	\$20.48
Grade G	\$20.11	\$20.31	\$20.51	\$20.73	\$20.93	\$21.14	\$21.35
Grade H	\$20.96	\$21.17	\$21.38	\$21.59	\$21.82	\$22.03	\$22.25
Grade I	\$21.85	\$22.07	\$22.29	\$22.51	\$22.74	\$22.96	\$23.19
Grade J	\$22.78	\$23.00	\$23.23	\$23.46	\$23.69	\$23.94	\$24.17
Grade K	\$23.74	\$23.97	\$24.21	\$24.45	\$24.69	\$24.95	\$25.19
Grade L	\$24.73	\$24.99	\$25.23	\$25.48	\$25.74	\$26.00	\$26.26
Grade M	\$25.79	\$26.04	\$26.30	\$26.56	\$26.83	\$27.10	\$27.37
Grade N	\$26.88	\$27.14	\$27.41	\$27.68	\$27.97	\$28.24	\$28.52
Grade O	\$28.01	\$28.29	\$28.57	\$28.86	\$29.15	\$29.43	\$29.73

Grade	Step 22	Step 23	Step 24	Step 25	Step 26	Step 27	Step 28
Grade D	\$19.05	\$19.23	\$19.42	\$19.62	\$19.82	\$20.02	\$20.22
Grade E	\$19.85	\$20.05	\$20.25	\$20.45	\$20.65	\$20.86	\$21.07
Grade F	\$20.68	\$20.90	\$21.10	\$21.31	\$21.52	\$21.75	\$21.96
Grade G	\$21.56	\$21.78	\$22.00	\$22.22	\$22.44	\$22.66	\$22.89
Grade H	\$22.47	\$22.69	\$22.93	\$23.16	\$23.38	\$23.62	\$23.86
Grade I	\$23.42	\$23.65	\$23.90	\$24.13	\$24.37	\$24.61	\$24.87
Grade J	\$24.41	\$24.65	\$24.91	\$25.15	\$25.40	\$25.65	\$25.92
Grade K	\$25.44	\$25.70	\$25.96	\$26.22	\$26.48	\$26.74	\$27.01
Grade L	\$26.52	\$26.79	\$27.06	\$27.32	\$27.59	\$27.88	\$28.15
Grade M	\$27.64	\$27.92	\$28.20	\$28.48	\$28.76	\$29.05	\$29.34
Grade N	\$28.81	\$29.10	\$29.39	\$29.68	\$29.98	\$30.28	\$30.58
Grade O	\$30.03	\$30.33	\$30.63	\$30.94	\$31.25	\$31.56	\$31.88

Grade	Step 29	Step 30	Step 31	Step 32	Step 33	Step 34	Step 35
Grade D	\$20.42	\$20.62	\$20.83	\$21.04	\$21.25	\$21.46	\$21.67
Grade E	\$21.28	\$21.49	\$21.70	\$21.93	\$22.15	\$22.36	\$22.59
Grade F	\$22.18	\$22.40	\$22.62	\$22.86	\$23.08	\$23.31	\$23.54
Grade G	\$23.12	\$23.35	\$23.58	\$23.82	\$24.06	\$24.30	\$24.54
Grade H	\$24.10	\$24.33	\$24.58	\$24.83	\$25.07	\$25.32	\$25.57
Grade I	\$25.11	\$25.36	\$25.61	\$25.88	\$26.13	\$26.39	\$26.65
Grade J	\$26.18	\$26.43	\$26.70	\$26.97	\$27.24	\$27.51	\$27.79
Grade K	\$27.28	\$27.55	\$27.83	\$28.11	\$28.39	\$28.67	\$28.96
Grade L	\$28.43	\$28.71	\$29.01	\$29.30	\$29.59	\$29.89	\$30.18
Grade M	\$29.63	\$29.94	\$30.23	\$30.53	\$30.84	\$31.15	\$31.46
Grade N	\$30.89	\$31.20	\$31.51	\$31.83	\$32.14	\$32.46	\$32.78
Grade O	\$32.19	\$32.51	\$32.85	\$33.17	\$33.50	\$33.84	\$34.18

Grade	Step 36	Step 37	Step 38	Step 39	Step 40	Step 41	Step 42	Step 43
Grade D	\$21.89	\$22.11	\$22.33	\$22.55	\$22.78	\$23.01	\$23.24	\$23.47
Grade E	\$22.82	\$23.05	\$23.27	\$23.50	\$23.75	\$23.98	\$24.22	\$24.46
Grade F	\$23.78	\$24.02	\$24.26	\$24.50	\$24.75	\$25.00	\$25.24	\$25.49
Grade G	\$24.79	\$25.04	\$25.28	\$25.53	\$25.80	\$26.05	\$26.31	\$26.57
Grade H	\$25.84	\$26.09	\$26.35	\$26.61	\$26.89	\$27.15	\$27.42	\$27.69
Grade I	\$26.93	\$27.19	\$27.46	\$27.74	\$28.02	\$28.30	\$28.58	\$28.87
Grade J	\$28.06	\$28.34	\$28.62	\$28.92	\$29.20	\$29.49	\$29.78	\$30.09
Grade K	\$29.25	\$29.54	\$29.84	\$30.14	\$30.43	\$30.74	\$31.05	\$31.36
Grade L	\$30.48	\$30.78	\$31.10	\$31.41	\$31.72	\$32.04	\$32.36	\$32.68
Grade M	\$31.77	\$32.09	\$32.41	\$32.73	\$33.07	\$33.39	\$33.72	\$34.07
Grade N	\$33.12	\$33.45	\$33.78	\$34.12	\$34.46	\$34.80	\$35.16	\$35.50
Grade O	\$34.51	\$34.87	\$35.21	\$35.56	\$35.92	\$36.28	\$36.64	\$37.01

Appendix C -Supervisory/Confidential Exempt Titles (CCE) and Exempt Coordinators

Title	Grade	Entry Rate
Planner Analyst	M 12mo	\$60,651.39
Data Analyst, Senior - Technology Services	N 12mo	\$52,342.40
Accountant	O 12mo	\$51,899.54
Cash Compliance Analyst	O 12mo	\$51,372.32
Customer Support Center Coordinator	O 12mo	\$55,632.25
Substitute Coordinator	O 12mo	\$55,632.25
Employee Relations Analyst	O 12mo	\$50,866.19
HR Analyst	O 12mo	\$51,899.54
Program Coordinator - Gov Board Staff Services	O 12mo	\$55,632.25

Program Coordinator - Infant & Early Learning	O 12mo	\$55,632.25
Athletic Director	O 12mo	\$55,632.25
Enrollment Coordinator	O 12mo	\$55,632.25
Coordinator	O 12mo	\$55,632.25
Payroll Coordinator	O 12mo	\$55,632.25
Multi-Tiered System of Support Facilitator (MTSS)	P 10.5mo	\$50,817.22
Senior Systems Engineer	Q 12mo	\$67,441.98
Program Coordinator 9.5mo	R 9.5mo	\$46,145.93
Program Coordinator - College & Career Readiness	R 9.5mo	\$46,145.93
Program Coordinator – Inst Data Intervention	R10.5mo	\$49,489.84
Program Coordinator 10.5mo	R10.5mo	\$49,489.84
Response to Intervention Specialist (RTI)	R10.5mo	\$49,489.84
Accounts Payable Supervisor	R 12mo	\$58,184.00
Program Coordinator - Application Services	R 12mo	\$58,184.00
Program Coordinator - District Testing	R 12mo	\$58,184.00
Program Coordinator - Exceptional Education	R 12mo	\$58,184.00
Program Coordinator - Grants	R 12mo	\$58,184.00
Program Coordinator - Guidance Counselor	R 12mo	\$58,184.00
Program Coordinator - Interscholastics	R 12mo	\$58,184.00
Program Coordinator - MTSS	R 12mo	\$58,184.00
Program Coordinator - Multicultural Curriculum Integration	R 12mo	\$58,184.00
Program Coordinator - New Teacher Induction	R 12mo	\$58,184.00
Program Coordinator - Operations Solutions	R 12mo	\$58,184.00
Program Coordinator 12mo	R 12mo	\$58,184.00
Student Finance Supervisor	R 12mo	\$58,184.00
Budget Analyst, Senior	S 12mo	\$60,039.81
Program Coordinator, Senior – 10.5mo	T 10.5mo	\$53,220.86
Computer Systems Manager	T 12mo	\$62,570.47
Customer Support Center Manager	T 12mo	\$62,570.47
Payroll Manager	T 12mo	\$62,570.47
Program Coordinator - Communications	T 12mo	\$62,570.47
Program Coordinator, Senior - 12mo	T 12mo	\$62,570.47
Program Coordinator, Senior - GATE Program	T 12mo	\$62,570.47
Program Coordinator, Senior – Application Services	T 12mo	\$62,570.47
Program Coordinator, Senior – Library & Digital Services	T 12mo	\$62,570.47
Program Coordinator, Senior – School Office Services	T 12mo	\$62,570.47
Ombudsperson	T 12mo	\$65,754.88
Program Manager - Career Technical Education (CTE)	T 12mo	\$65,754.88

Program Manager	T 12mo	\$65,754.88
Accounting Manager, Senior	U 12mo	\$65,227.66
Cloud Solutions Architect	V 12mo	\$76,594.52
Program Coordinator - Operations Business Office	V 12mo	\$67,969.20
Human Resources Manager	V 12mo	\$67,969.20
Programming Manager	V 12mo	\$67,969.20

**Appendix D – Supervisory/Confidential Salary Schedule
Exempt Coordinators Salary Schedule
July 1, 2023 – June 30, 2024**

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
M 12mo	\$46,838.22	\$47,302.18	\$47,766.13	\$48,251.17	\$48,736.22	\$49,221.26
N 12mo	\$48,820.57	\$49,305.61	\$49,790.66	\$50,296.79	\$50,802.92	\$51,309.05
O 12mo	\$50,866.19	\$51,372.32	\$51,899.54	\$52,405.67	\$52,932.89	\$53,460.11
P 10.5mo	\$45,095.13	\$45,543.57	\$46,009.94	\$46,476.32	\$46,924.76	\$47,409.08
Q 12mo	\$55,273.74	\$55,822.05	\$56,370.36	\$56,939.76	\$57,509.16	\$58,078.56
R 9.5mo	\$45,677.61	\$46,145.93	\$46,597.52	\$47,065.84	\$47,534.16	\$48,019.20
R 10.5mo	\$48,987.59	\$49,489.84	\$49,974.15	\$50,476.41	\$50,978.66	\$51,498.85
R 12mo	\$57,593.51	\$58,184.00	\$58,753.40	\$59,343.88	\$59,934.37	\$60,545.94
S 12mo	\$60,039.81	\$60,630.30	\$61,241.88	\$61,853.45	\$62,465.03	\$63,097.69
T 12mo	\$62,570.47	\$63,203.13	\$63,835.80	\$64,468.46	\$65,122.21	\$65,754.88
U 12mo	\$65,227.66	\$65,860.32	\$66,535.16	\$67,188.92	\$67,863.76	\$68,538.60
V 12mo	\$67,969.20	\$68,644.04	\$69,339.97	\$70,035.90	\$70,731.84	\$71,448.85

Grade	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
M 12mo	\$49,706.30	\$50,212.43	\$50,718.56	\$51,224.70	\$51,730.83	\$52,258.05
N 12mo	\$51,815.18	\$52,342.40	\$52,848.53	\$53,375.75	\$53,924.06	\$54,451.28
O 12mo	\$54,008.42	\$54,535.64	\$55,083.95	\$55,632.25	\$56,201.65	\$56,749.96
P 10.5mo	\$47,875.45	\$48,359.77	\$48,844.08	\$49,328.40	\$49,812.72	\$50,314.97
Q 12mo	\$58,669.04	\$59,259.53	\$59,850.01	\$60,440.50	\$61,052.08	\$61,663.65
R 9.5mo	\$48,487.51	\$48,972.56	\$49,474.32	\$49,959.37	\$50,461.14	\$50,962.90
R 10.5mo	\$52,001.10	\$52,521.29	\$53,059.42	\$53,579.61	\$54,117.74	\$54,655.87
R 12mo	\$61,136.43	\$61,748.01	\$62,380.67	\$62,992.25	\$63,624.91	\$64,257.57
S 12mo	\$63,730.35	\$64,363.02	\$65,016.77	\$65,649.43	\$66,324.28	\$66,978.03
T 12mo	\$66,429.72	\$67,083.47	\$67,758.31	\$68,433.16	\$69,129.09	\$69,803.93
U 12mo	\$69,234.53	\$69,930.46	\$70,626.39	\$71,322.32	\$72,039.34	\$72,756.36
V 12mo	\$72,144.78	\$72,882.89	\$73,599.91	\$74,338.02	\$75,076.13	\$75,835.32

Grade	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18
M 12mo	\$52,764.18	\$53,291.40	\$53,839.71	\$54,366.93	\$54,915.24	\$55,463.54
N 12mo	\$54,999.59	\$55,547.90	\$56,117.30	\$56,665.61	\$57,235.00	\$57,804.40
O 12mo	\$57,319.36	\$57,909.84	\$58,479.24	\$59,069.73	\$59,660.22	\$60,250.70
P 10.5mo	\$50,817.22	\$51,337.41	\$51,839.66	\$52,359.85	\$52,880.04	\$53,418.17
Q 12mo	\$62,275.23	\$62,886.80	\$63,519.47	\$64,152.13	\$64,805.88	\$65,459.64
R 9.5mo	\$51,481.40	\$51,999.89	\$52,518.38	\$53,036.88	\$53,572.10	\$54,107.32
R 10.5mo	\$55,211.93	\$55,768.00	\$56,324.06	\$56,880.13	\$57,454.13	\$58,028.14

R 12mo	\$64,911.33	\$65,565.08	\$66,218.83	\$66,872.58	\$67,547.43	\$68,222.27
S 12mo	\$67,652.87	\$68,327.71	\$69,002.55	\$69,698.48	\$70,394.41	\$71,090.34
T 12mo	\$70,499.86	\$71,216.88	\$71,933.90	\$72,650.92	\$73,367.94	\$74,106.04
U 12mo	\$73,494.47	\$74,232.58	\$74,970.68	\$75,708.79	\$76,467.99	\$77,227.19
V 12mo	\$76,594.52	\$77,353.72	\$78,134.00	\$78,914.29	\$79,694.58	\$80,495.95

Grade	Step 19	Step 20	Step 21	Step 22	Step 23	Step 24
M 12mo	\$56,011.85	\$56,581.25	\$57,150.65	\$57,720.05	\$58,289.44	\$58,879.93
N 12mo	\$58,394.89	\$58,964.28	\$59,554.77	\$60,145.26	\$60,756.83	\$61,368.41
O 12mo	\$60,862.28	\$61,452.76	\$62,085.43	\$62,697.00	\$63,329.67	\$63,962.33
P 10.5mo	\$53,956.30	\$54,494.43	\$55,032.56	\$55,588.62	\$56,144.69	\$56,700.75
Q 12mo	\$66,113.39	\$66,767.14	\$67,441.98	\$68,116.82	\$68,791.67	\$69,487.60
R 9.5mo	\$54,642.54	\$55,194.48	\$55,746.42	\$56,298.37	\$56,867.04	\$57,435.71
R 10.5mo	\$58,602.14	\$59,194.08	\$59,786.02	\$60,377.96	\$60,987.84	\$61,597.72
R 12mo	\$68,897.11	\$69,593.04	\$70,288.97	\$70,984.90	\$71,701.92	\$72,418.94
S 12mo	\$71,807.36	\$72,524.38	\$73,262.49	\$73,979.51	\$74,717.62	\$75,476.82
T 12mo	\$74,844.15	\$75,603.35	\$76,341.46	\$77,121.74	\$77,880.94	\$78,661.22
U 12mo	\$78,007.47	\$78,787.76	\$79,568.04	\$80,369.42	\$81,170.79	\$81,993.25
V 12mo	\$81,297.32	\$82,119.79	\$82,942.25	\$83,764.71	\$84,608.27	\$85,451.82

Grade	Step 25	Step 26	Step 27	Step 28	Step 29	Step 30
M 12mo	\$59,470.42	\$60,060.90	\$60,651.39	\$61,262.96	\$61,874.54	\$62,507.20
N 12mo	\$61,979.98	\$62,591.56	\$63,224.22	\$63,856.89	\$64,489.55	\$65,143.30
O 12mo	\$64,594.99	\$65,248.75	\$65,902.50	\$66,556.25	\$67,210.01	\$67,884.85
P 10.5mo	\$57,274.76	\$57,830.82	\$58,422.76	\$58,996.77	\$59,588.71	\$60,180.65
Q 12mo	\$70,162.44	\$70,879.46	\$71,575.39	\$72,292.41	\$73,030.51	\$73,747.53
R 9.5mo	\$58,004.38	\$58,589.78	\$59,175.17	\$59,760.57	\$60,362.69	\$60,964.81
R 10.5mo	\$62,207.60	\$62,835.41	\$63,463.23	\$64,091.04	\$64,736.80	\$65,382.55
R 12mo	\$73,135.96	\$73,874.07	\$74,612.17	\$75,350.28	\$76,109.48	\$76,868.68
S 12mo	\$76,236.01	\$76,995.21	\$77,754.41	\$78,534.69	\$79,314.98	\$80,116.35
T 12mo	\$79,441.51	\$80,242.88	\$81,044.26	\$81,866.72	\$82,668.10	\$83,511.65
U 12mo	\$82,815.72	\$83,638.18	\$84,481.73	\$85,325.28	\$86,168.84	\$87,033.48
V 12mo	\$86,316.46	\$87,181.10	\$88,045.74	\$88,931.47	\$89,817.20	\$90,702.93

Grade	Step 37	Step 38	Step 39	Step 40	Step 41	Step 42	Step 43
M 12mo	\$66,999.12	\$67,673.96	\$68,348.80	\$69,044.73	\$69,719.57	\$70,415.50	\$71,132.52
N 12mo	\$69,846.11	\$70,542.04	\$71,237.97	\$71,954.99	\$72,672.00	\$73,410.11	\$74,127.13
O 12mo	\$72,798.54	\$73,515.56	\$74,253.66	\$74,991.77	\$75,750.97	\$76,510.17	\$77,269.36
P 10.5mo	\$64,521.55	\$65,167.30	\$65,830.99	\$66,476.75	\$67,140.44	\$67,822.07	\$68,503.69

Q 12mo	\$79,061.91	\$79,863.29	\$80,664.66	\$81,466.03	\$82,288.50	\$83,110.96	\$83,933.42
R 9.5mo	\$65,363.64	\$66,015.94	\$66,668.24	\$67,337.27	\$68,023.02	\$68,692.04	\$69,377.79
R 10.5mo	\$70,100.14	\$70,799.71	\$71,499.27	\$72,216.78	\$72,952.22	\$73,669.72	\$74,405.16
R 12mo	\$82,415.03	\$83,237.49	\$84,059.96	\$84,903.51	\$85,768.15	\$86,611.70	\$87,476.34
S 12mo	\$85,894.68	\$86,759.32	\$87,623.96	\$88,509.69	\$89,374.33	\$90,281.15	\$91,187.97
T 12mo	\$89,521.96	\$90,428.77	\$91,335.59	\$92,242.41	\$93,170.32	\$94,098.23	\$95,026.13
U 12mo	\$93,317.94	\$94,245.85	\$95,194.84	\$96,143.84	\$97,092.84	\$98,062.92	\$99,054.09
V 12mo	\$97,261.55	\$98,231.63	\$99,201.72	\$100,192.89	\$101,205.15	\$102,217.41	\$103,229.68

Appendix E – Exempt Administrators

Title	Grade	Entry Rate
Assistant Director – Exceptional Education	A1	\$73,796.85
Director – Purchasing Services	A2	\$78,261.56
Director – Language Acquisition	A2	\$80,632.96
Director – African American Student Services	A2	\$80,632.96
Director – Asian Pacific American and Refugee Student Services	A2	\$80,632.96
Director – Family & Community Outreach	A2	\$80,632.96
Director – Mexican American Student Services	A2	\$80,632.96
Director – Native American Student Services	A2	\$80,632.96
Director – Employee Relations	A3	\$81,361.03
Director – Human Resources – Diversity Recruitment and Inclusion Programs	A3	\$81,361.03
Director – Human Resources – Employment	A3	\$81,361.03
Director – Financial Services	A3	\$84,664.60
Director – Social Emotional Learning	A3	\$84,664.60
Director – Culturally Responsive Pedagogy	A3	\$84,664.60
Director – Multicultural Curriculum	A3	\$84,664.60
Director – Fine Arts/Opening the Mind through the Arts (OMA)	A3	\$84,664.60
Director – Interscholastics	A3	\$84,664.60
Director – Communications & Media Relations	A3	\$84,664.60
Director – Transportation Services	A4	\$85,429.09
Director – Community Schools and Pre-K Programs	A4	\$85,429.09
Director – Alternative Education	A4	\$85,429.09
Director – Health Services	A4	\$85,429.09
Director – Facilities Management	A4	\$85,429.09
Director – Food Services	A4	\$85,429.09
Director – School Safety & Security	A4	\$85,429.09
Applications and Data Manager, Senior	A4	\$88,897.85
Risk Manager	A4	\$90,684.70

Internal Auditor	A5	\$90,597.54
Associate General Counsel	A5	\$95,218.91
Director – Information Systems	A5	\$89,700.53
Director – Information Technology Infrastructure	A5	\$98,104.16
Director - Advanced Learning Experiences	A5	\$90,597.54
Director – Student Relations	A5	\$89,700.53
Senior Director – Grants & Federal Programs	A7	\$98,894.84
Senior Director – Assessment & Program Evaluation	A7	\$98,894.84
Senior Director – Curriculum Development	A7	\$98,894.84
Senior Director – Instructional Technology and Online Education	A7	\$98,894.84
Senior Director – Equity, Diversity & Inclusivity	A7	\$98,894.84
Senior Director – Exceptional Education	A7	\$98,894.84
Executive Director – Technology Services	A8	\$103,839.58

Superintendent Leadership Team

Title	Grade
Assistant Superintendent – Curriculum & Instruction	A9
Assistant Superintendent – Equity, Diversity & Inclusion	A9
Assistant Superintendent – Regional	A9
Assistant Superintendent – Leadership and Student Success	A9
Chief Financial Officer	A10
Chief Human Capital Officer	A10
Chief Operations Officer	A10
General Counsel	A10

Appendix F – Exempt Administrator Salary Schedule

(Based on a 12-month schedule; prorate if less than 12 months)

July 1, 2023 - June 30, 2024

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
A1	\$73,796.85	\$74,534.83	\$75,280.18	\$76,032.96	\$76,793.30	\$77,561.23
A2	\$77,486.68	\$78,261.56	\$79,044.18	\$79,834.62	\$80,632.96	\$81,439.29
A3	\$81,361.03	\$82,174.63	\$82,996.39	\$83,826.34	\$84,664.60	\$85,511.26
A4	\$85,429.09	\$86,283.37	\$87,146.20	\$88,017.67	\$88,897.85	\$89,786.83
A5	\$89,700.53	\$90,597.54	\$91,503.52	\$92,418.56	\$93,342.74	\$94,276.16
A6	\$94,185.56	\$95,127.43	\$96,078.69	\$97,039.48	\$98,009.86	\$98,989.97
A7	\$98,894.84	\$99,883.79	\$100,882.64	\$101,891.45	\$102,910.36	\$103,939.47
A8	\$103,839.58	\$104,877.99	\$105,926.76	\$106,986.04	\$108,055.89	\$109,136.44
A9	\$109,031.56	\$110,121.87	\$111,223.09	\$112,335.33	\$113,458.67	\$114,593.27
A10	\$114,483.14	\$115,627.97	\$116,784.25	\$117,952.09	\$119,131.61	\$120,322.92

Grade	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
A1	\$78,336.85	\$79,120.22	\$79,911.42	\$80,710.53	\$81,517.65	\$82,332.82
A2	\$82,253.69	\$83,076.23	\$83,906.99	\$84,746.06	\$85,593.52	\$86,449.45
A3	\$86,366.37	\$87,230.04	\$88,102.34	\$88,983.36	\$89,873.19	\$90,771.93
A4	\$90,684.70	\$91,591.54	\$92,507.46	\$93,432.53	\$94,366.86	\$95,310.53
A5	\$95,218.91	\$96,171.12	\$97,132.83	\$98,104.16	\$99,085.19	\$100,076.05
A6	\$99,979.87	\$100,979.67	\$101,989.46	\$103,009.35	\$104,039.45	\$105,079.85
A7	\$104,978.87	\$106,028.65	\$107,088.93	\$108,159.83	\$109,241.43	\$110,333.84
A8	\$110,227.80	\$111,330.09	\$112,443.38	\$113,567.81	\$114,703.50	\$115,850.54
A9	\$115,739.20	\$116,896.59	\$118,065.56	\$119,246.22	\$120,438.68	\$121,643.06
A10	\$121,526.16	\$122,741.43	\$123,968.82	\$125,208.52	\$126,460.61	\$127,725.21

Grade	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18
A1	\$83,156.14	\$83,987.69	\$84,827.59	\$85,675.87	\$86,532.61	\$87,397.94
A2	\$87,313.94	\$88,187.08	\$89,068.96	\$89,959.65	\$90,859.25	\$91,767.84
A3	\$91,679.65	\$92,596.44	\$93,522.40	\$94,457.62	\$95,402.21	\$96,356.23
A4	\$96,263.64	\$97,226.27	\$98,198.53	\$99,180.51	\$100,172.32	\$101,174.03
A5	\$101,076.81	\$102,087.58	\$103,108.46	\$104,139.53	\$105,180.94	\$106,232.75
A6	\$106,130.65	\$107,191.95	\$108,263.87	\$109,346.51	\$110,439.98	\$111,544.37
A7	\$111,437.18	\$112,551.54	\$113,677.07	\$114,813.84	\$115,961.98	\$117,121.59
A8	\$117,009.04	\$118,179.12	\$119,360.92	\$120,554.53	\$121,760.08	\$122,977.68
A9	\$122,859.49	\$124,088.08	\$125,328.96	\$126,582.25	\$127,848.08	\$129,126.56
A10	\$129,002.47	\$130,292.49	\$131,595.41	\$132,911.36	\$134,240.48	\$135,582.88

Grade	Step 19	Step 20	Step 21	Step 22	Step 23	Step 24
A1	\$88,271.92	\$89,154.63	\$90,046.18	\$90,946.65	\$91,856.13	\$92,774.67
A2	\$92,685.52	\$93,612.37	\$94,548.49	\$95,493.97	\$96,448.92	\$97,413.42
A3	\$97,319.80	\$98,292.99	\$99,275.92	\$100,268.69	\$101,271.36	\$102,284.07
A4	\$102,185.77	\$103,207.63	\$104,239.71	\$105,282.12	\$106,334.94	\$107,398.29
A5	\$107,295.08	\$108,368.03	\$109,451.69	\$110,546.21	\$111,651.68	\$112,768.21
A6	\$112,659.81	\$113,786.42	\$114,924.28	\$116,073.52	\$117,234.26	\$118,406.60
A7	\$118,292.81	\$119,475.74	\$120,670.49	\$121,877.21	\$123,095.97	\$124,326.93
A8	\$124,207.46	\$125,449.52	\$126,704.02	\$127,971.06	\$129,250.78	\$130,543.29
A9	\$130,417.82	\$131,722.00	\$133,039.22	\$134,369.61	\$135,713.32	\$137,070.45
A10	\$136,938.71	\$138,308.10	\$139,691.18	\$141,088.09	\$142,498.97	\$143,923.97

Grade	Step 25	Step 26	Step 27	Step 28	Step 29	Step 30
A1	\$93,702.42	\$94,639.44	\$95,585.84	\$96,541.70	\$97,507.12	\$98,482.18
A2	\$98,387.55	\$99,371.42	\$100,365.12	\$101,368.78	\$102,382.47	\$103,406.29

A3	\$103,306.92	\$104,340.00	\$105,383.39	\$106,437.21	\$107,501.58	\$108,576.60
A4	\$108,472.26	\$109,556.98	\$110,652.55	\$111,759.09	\$112,876.67	\$114,005.45
A5	\$113,895.87	\$115,034.83	\$116,185.19	\$117,347.03	\$118,520.50	\$119,705.71
A6	\$119,590.68	\$120,786.59	\$121,994.44	\$123,214.38	\$124,446.52	\$125,691.00
A7	\$125,570.20	\$126,825.90	\$128,094.16	\$129,375.10	\$130,668.86	\$131,975.54
A8	\$131,848.70	\$133,167.21	\$134,498.87	\$135,843.86	\$137,202.31	\$138,574.32
A9	\$138,441.15	\$139,825.56	\$141,223.83	\$142,636.06	\$144,062.42	\$145,503.03
A10	\$145,363.21	\$146,816.84	\$148,285.01	\$149,767.86	\$151,265.53	\$152,778.19

Grade	Step 31	Step 32	Step 33	Step 34	Step 35	Step 36
A1	\$99,467.00	\$100,461.67	\$101,466.30	\$102,480.96	\$103,505.77	\$104,540.84
A2	\$104,440.35	\$105,484.76	\$106,539.62	\$107,605.01	\$108,681.05	\$109,767.86
A3	\$109,662.38	\$110,759.00	\$111,866.59	\$112,985.25	\$114,115.10	\$115,256.26
A4	\$115,145.49	\$116,296.94	\$117,459.92	\$118,634.53	\$119,820.87	\$121,019.07
A5	\$120,902.77	\$122,111.80	\$123,332.92	\$124,566.24	\$125,811.91	\$127,070.03
A6	\$126,947.90	\$128,217.38	\$129,499.56	\$130,794.56	\$132,102.50	\$133,423.53
A7	\$133,295.31	\$134,628.25	\$135,974.54	\$137,334.29	\$138,707.62	\$140,094.70
A8	\$139,960.06	\$141,359.67	\$142,773.27	\$144,201.00	\$145,643.01	\$147,099.45
A9	\$146,958.07	\$148,427.65	\$149,911.94	\$151,411.05	\$152,925.15	\$154,454.40
A10	\$154,305.97	\$155,849.04	\$157,407.52	\$158,981.60	\$160,571.42	\$162,177.12

Grade	Step 37	Step 38	Step 39	Step 40	Step 41	Step 42
A1	\$105,586.23	\$106,642.09	\$107,708.51	\$108,785.60	\$109,873.46	\$110,972.19
A2	\$110,865.54	\$111,974.20	\$113,093.94	\$114,224.89	\$115,367.13	\$116,520.80
A3	\$116,408.83	\$117,572.91	\$118,748.63	\$119,936.12	\$121,135.48	\$122,346.84
A4	\$122,229.25	\$123,451.55	\$124,686.08	\$125,932.94	\$127,192.26	\$128,464.19
A5	\$128,340.73	\$129,624.12	\$130,920.37	\$132,229.58	\$133,551.88	\$134,887.39
A6	\$134,757.76	\$136,105.34	\$137,466.38	\$138,841.05	\$140,229.46	\$141,631.76
A7	\$141,495.66	\$142,910.61	\$144,339.71	\$145,783.11	\$147,240.93	\$148,713.35
A8	\$148,570.42	\$150,056.13	\$151,556.69	\$153,072.26	\$154,602.98	\$156,149.01
A9	\$155,998.95	\$157,558.94	\$159,134.53	\$160,725.89	\$162,333.14	\$163,956.46
A10	\$163,798.89	\$165,436.88	\$167,091.26	\$168,762.17	\$170,449.79	\$172,154.29

Grade	Step 43	Step 44	Step 45
A1	\$112,081.91	\$113,202.72	\$114,334.76
A2	\$117,686.01	\$118,862.87	\$120,051.49
A3	\$123,570.31	\$124,806.01	\$126,054.07
A4	\$129,748.83	\$131,046.31	\$132,356.78
A5	\$136,236.26	\$137,598.63	\$138,974.62

A6	\$143,048.08	\$144,478.55	\$145,923.34
A7	\$150,200.48	\$151,702.48	\$153,219.50
A8	\$157,710.51	\$159,287.61	\$160,880.49
A9	\$165,596.02	\$167,251.99	\$168,924.51
A10	\$173,875.83	\$175,614.60	\$177,370.74

Exhibit 11

TUCSON UNIFIED SCHOOL DISTRICT

2023-2024

**TEA
White Collar and Food Service
Agreement**

July 1, 2023 through June 30, 2024

TABLE OF CONTENTS

THE 2023-2024 WHITE COLLAR/FOOD SERVICE AGREEMENT

Article	Title	Page
1	Definitions.....	4
2	General Provisions	6
3	Recognition	7
4	Association Duties & Obligations.....	7
5	Association Rights	8
6	Education Support Professional Rights.....	10
7	Grievance Procedure	13
8	Recruitment/Selection Process	16
9	Reclassification.....	18
10	Evaluation.....	19
11	Involuntary Adjustment of Work	20
12	Lay Off.....	21
13	Non-Disciplinary Actions, Discipline & Dismissal for Misconduct.....	22
14	Hours of Work.....	25
15	Wages.....	27
16	Professional Development.....	28
17	Fringe Benefits	28
18	Holidays	30
19	Leaves of Absence with Pay	30
20	Leaves of Absence without Pay	35
21	Separation Benefits	36
22	Health Examination.....	37
23	Waiver.....	37
24	Negotiations	37
25	Shared Decision Making	38
26	Duration.....	38
Appendix I – White Collar & Food Service Classification List.....		40
Appendix II – 2023-2024 Wage Scale		42
Appendix III – Policy GBQ-E Exhibit.....		44

TABLE OF CONTENTS in Alphabetical Order

THE 2023-2024 WHITE COLLAR/FOOD SERVICE AGREEMENT

Article	Title	Page
4	Association Duties & Obligations.....	7
5	Association Rights	8
1	Definitions.....	4
26	Duration.....	38
6	Education Support Professional Rights.....	10
10	Evaluation.....	19
17	Fringe Benefits	28
2	General Provisions	6
7	Grievance Procedure	13
22	Health Examination.....	37
18	Holidays	30
14	Hours of Work.....	25
11	Involuntary Adjustment of Work	20
12	Lay Off.....	21
19	Leaves of Absence with Pay	30
20	Leaves of Absence without Pay	35
14	Non-Disciplinary Actions, Discipline & Dismissal for Misconduct.....	22
24	Negotiations	37
16	Professional Development.....	28
9	Reclassification.....	18
3	Recognition	7
8	Recruitment/Selection Process.....	16
21	Separation Benefits	36
25	Shared Decision Making.....	38
15	Wages.....	27
23	Waiver.....	37
Appendix I – White Collar & Food Service Classification List.....		40
Appendix II – 2023-2024 Wage Scale		42
Appendix III – Policy GBQ-E Exhibit.....		44

ARTICLE ONE**DEFINITIONS**

- 1-1** The term **ASSAULT** shall mean unlawfully causing any physical injury to another; intentionally placing another in reasonable apprehension of imminent physical injury through verbal or physical means (initiating/hazing, threats/intimidation, bullying); knowingly touching another with intent to injure, insult, or provoke such person. An assault does not require actual physical contact.
- 1-2** The term **ASSOCIATION** shall mean the Tucson Education Association.
- 1-3** The term **BARGAINING UNIT** shall mean all regularly assigned part-time and full-time employees in a classification listed in Appendix I, excluding confidential, temporary, initial probationary employees, substitutes and other employees designated by the Board.
- 1-4** The term **BOARD** shall mean the Governing Board of the Tucson Unified School District.
- 1-5** The term **BREAK** shall mean a specified uninterrupted paid, duty-free period during the workday.
- 1-7** The term job **CLASSIFICATION** shall mean a designated title for like positions as set forth in Appendix I.
- 1-8** The term **DATE OF HIRE** shall mean the most recent date an individual is employed in a regular part-time or full-time position, exclusive of temporary and/or substitute employment.
- 1-9** The term **DAY(s)** shall mean working days. Working days are considered to be those exclusive of holidays and weekends. During the summer, working days will be those when the District's Central Administrative Offices are open for business with the public.
- 1-10** The term **DEMOTION** shall mean a change in assignment of ESP(s) from a position in one classification to a position of another classification having a lower salary grade.
- 1-11** The term **DISTRICT** shall mean the Tucson Unified School District No. One.
- 1-12** The term **EDUCATION SUPPORT PROFESSIONAL (ESP)** shall mean an employee hired to fill a part-time or full-time position in a job classification listed in Appendix 1, and any other positions created during the term of this agreement, for which the Association negotiates, excluding confidential, temporary, initial probationary employees, substitutes, and other employees designated by the Board.
- 1-13** The term **EMERGENCY** shall mean an event which a reasonable, prudent person could not have reasonably prepared for and foreseen.
- 1-14** The term **EXTRA DUTY** shall mean those duties performed above and beyond the regular position and compensated according to The Federal Fair Labor Standards Act (FLSA).
- 1-15** The term **FAMILY** shall include all provisions as defined in this Agreement, A.R.S. 23-371, and further, the definition will extend to include anyone in the metropolitan Tucson area for whom the ESP has or shares a major financial responsibility and is an established resident within ESPs the household.
- 1-16** The term **FTE** shall mean full-time equivalent.
- 1-17** The term **FULL-TIME** shall mean working 30 to 40 regularly assigned hours per week.
- 1-18** The term **GRIEVANCE** shall mean an action filed by an ESP alleging a violation, misinterpretation, or inequitable application of the terms or conditions of this Agreement.
- 1-19** The term **LAYOFF** shall mean a loss of regular employment with the District due to a lack of available work.

- 1-20** The term **LETTER OF DIRECTION** shall mean a letter from a supervisor to an ESP specifying certain directions to be followed.
- 1-21** The term **LUNCH PERIOD** shall be defined as a duty-free unpaid period of at least one-half (1/2) but no more than one (1) hour, scheduled as near as practical to the middle of an ESPs work shift.
- 1-22** The term **MENTAL HARASSMENT** shall mean to bother or torment repeatedly and persistently.
- 1-23** The term **OUT- OF-CLASS** shall mean an assignment in which an ESP is replacing an absent ESP in the classification or is assigned to the classification and given the responsibilities of the position.
- 1-23** The term **PART-TIME** shall mean working 20 or more regularly assigned hours per week, but less than 30 regularly assigned hours per week. Food Service employees hired before July 1, 1995, and who work less than twenty (20) regularly assigned hours per week are also considered part-time employees. These less than four-hour Food Service employees are not eligible for sick and personal leave, holiday pay, and insurance benefits listed in this Agreement.
- 1-24** The term **PERSONNEL FILE(S)** shall include those files in the possession of the ESPs supervisor which contain information concerning an ESP, exclusive of the supervisor's personal notes regarding the ESPs performance/conduct. The Personnel File maintained by Human Resources shall be considered the official personnel file.
- 1-25** The term **INITIAL PROBATION** shall mean a period of ninety (90) continuous workdays from the initial date of employment in a regular bargaining unit position with the management option of extending probation, based on written evaluation, by an additional ninety (90) continuous workdays. Management may also waive the probation period.
- 1-26** The term **PROMOTION PROBATION** shall mean a period of ninety (90) continuous workdays from the initial date of promotion in a regular full-time or part-time position with the management option to extend probation, based on written evaluation, by an additional ninety (90) continuous days. Management may also waive the probation period.
- 1-27** The term **PROFESSIONAL DEVELOPMENT** shall mean the voluntary participation by ESPs in any approved activity (as defined in Article 16) and selected by the individual. Professional development may count for reimbursement or compensation.
- 1-28** The term **PROMOTION** shall mean a non-temporary change in an ESPs job classification that would result in a higher pay grade.
- 1-29** The term **RECLASSIFICATION** shall mean a process by which an employee's position is evaluated to determine whether it is appropriately classified which may result in an upgrade, downgrade, rate of pay frozen at current rate (off schedule) or no change at all.
- 1-30** The term **REGULAR POSITION** shall mean a part-time or full-time Assignment within a classification of the bargaining unit which is assigned to a particular site or department, and which is budgeted as part-time or full-time and is not temporary, out of classification, or substitute in nature. Person(s) selected to fill such positions are regular ESPs.
- 1-31** The term **REPRESENTATIVE** shall mean any TEA member that is designated by the association to perform a function for the association. Upon request, the TEA president shall provide notification of such representatives.
- 1-32** The term **SCHOOL COUNCIL** shall mean the body of stakeholder representatives including site administration, faculty and staff, parents/guardians of pupils who attend the school, community representatives, and/or students established pursuant to A.R.S. §15-351.

- 1-33 The term **BARGAINING UNIT SENIORITY** shall mean the total number of years of uninterrupted service in a regular classification in the bargaining unit. However, seniority will not accrue during unpaid leaves of absence.
- 1-34 The term **DISTRICT SENIORITY** shall mean the total years of uninterrupted service calculated from the ESPs most recent date of hire with the District in a regular position. However, seniority will not accrue during unpaid leaves of absence.
- 1-35 The term **SHARED DECISION-MAKING** shall mean the process of decision making at a worksite in which decision making is shared by the site administrator(s), teachers, parents/guardians and ESPs within the framework of each site’s school council and Governing Board Policy. Shared decision-making shall be synonymous with the term site-based decision-making.
- 1-36 The term **STAFF DEVELOPMENT** shall mean the required participation by ESPs in in-service activities. Staff development hours shall not count toward Professional Development credit unless ESPs use personal time.
- 1-37 The term **SUBSTITUTE** shall mean a person hired for an unspecified period of time to replace a regular ESP who is absent with no guarantee of continuous worksite or hour assignment. It is not the intent of the District to use substitutes in place of filling a vacancy.
- 1-38 The term **SUPERVISOR** shall mean a person in a position designated by the Governing Board as supervisory/exempt or administrative.
- 1-39 The term **TEMPORARY EMPLOYEE** shall mean a person in a white collar classification hired for a period of employment.

The ninety (90) daytime limitation for employment of temporary ESPs does not apply to teacher assistants whose positions depend upon enrollment or temporary ESPs replacing persons on leaves of absence.
- 1-40 The term **TRANSFER** shall mean a change in worksite that entails no change in rate of pay and that involves a regular ESP.
- 1-41 The term **VACANCY** shall mean a regular position which has not been eliminated and has previously been held by a member of the bargaining unit or a newly created bargaining unit position which is not filled administratively through the layoff process, returning from leave, demotion, involuntary transfer processes or assignment in accord with ADA.
- 1-42 The term **WORK WEEK** shall be a seven (7) consecutive calendar day period.

ARTICLE TWO

GENERAL PROVISIONS

2-1 Savings Clause

The Board and the Association recognize that the Board has certain powers, discretions, and duties that under federal law, the Constitution and laws of the State of Arizona may not be delegated, limited to or abrogated by an Agreement with any party. Accordingly, if any provision of this agreement or any application to any ESP covered hereby shall be found contrary to law, such provision or application shall have effect in the law only to the extent permitted by law, but all other provisions or applications of this Agreement shall nevertheless continue in full force and effect. The Association and District shall immediately reopen negotiations for the purpose of arriving at a mutually satisfactory replacement for such provision.

2-2 Discrimination

- A. Neither the District nor the Association shall discriminate against any ESP on the basis of race, religion, color, national origin, age, gender, gender identity, marital status, disability, or membership or participation in the Association's activities.
- B. An ESP shall have the right to be free from physical or verbal abuse, mental harassment and racial, ethnic, or derogatory and/or defamatory statements.
- C. Nothing in the provisions of this agreement shall be construed as a limitation upon the application of federal law including Titles VI and vii of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Equal Employment Opportunity Act of 1972, Age Discrimination in Employment Act, Americans with Disabilities Act of 1990, and other federal and state nondiscrimination laws and regulations.
- D. The rights, privileges and benefits provided by virtue of this agreement shall be applied equitably to all ESPs.

2-3 District Rights

The District retains the right to manage its business, including the right to hire, layoff, assign, discipline, transfer, promote or terminate ESPs, subject only to such regulations and restrictions governing the exercise of these rights as are expressly provided in this Agreement.

2-4 Alteration

- A. No change, revision, alteration or modification of this agreement in whole or in part shall be valid unless the same is ratified by both the Board and the Association and endorsed in writing hereon.
- B. In case of emergency for during the term of this agreement, either party may request in writing to the other to reopen any article(s) for negotiation.

ARTICLE THREE

RECOGNITION

- 3-1 The District recognizes the Association as the exclusive representative of ESPs, and will negotiate terms and conditions of employment with the Association.
- 3-2 The District will post the White Collar/Food Service and Consensus Agreements on its website within thirty (30) calendar days from the date of Board approval and ratification by the Association.

ARTICLE FOUR

ASSOCIATION DUTIES AND OBLIGATIONS

- 4-1 As the exclusive representative of ESPs as defined in Article 1-1, Tucson Education Association (TEA) is obligated to represent all ESPs in the bargaining unit in good faith.
- 4-2 **Hold Harmless/Indemnity**
The Association shall indemnify and save harmless the District from and against any and all claims, damages or suits or other forms of liability which may arise out of or by reason of any action taken by the District or the Association for the purposes of complying with this Agreement.
- 4-3 The Association as a covered entity shall comply with all regulations as specified in the Americans with Disabilities Act (ADA).

ARTICLE FIVE**ASSOCIATION RIGHTS****5-1 Facilities**

With prior notification, the Association and its representatives shall have the right to use District facilities at reasonable times when there is no disruption of normal activities for the purposes of conducting Association business.

5-2 Communications

A. The Association and its representatives shall have the right to post notices of activities and matters of Association concern on a designated bulletin board at reasonably accessible places at each worksite. The responsible supervisor at the site, or the designee, shall be given a copy of all material to be posted prior to actual posting. Documents posted may not include any defamatory material or advocate insubordinate acts.

B. The Association shall have the right to utilize the District's mail system to communicate with members of the bargaining unit on matters authorized by a responsible Association representative as evidenced by the Association logo. The Superintendent or the designee shall be given a copy of matters communicated through the District's internal mail system prior to distribution to ESPs. Documents communicated through the District's internal mail system may not include defamatory material or advocate insubordinate acts.

5-3 Information - Seniority List

Upon request, the District shall make available to the Association a list of ESPs organized by department (per group) in alpha order by classification and shall also include bargaining unit seniority date and number of hours worked.

5-4 Payroll Deduction

A. Upon receipt of written authorization from any individual, the Board agrees to deduct from the salary of members of the Tucson Education Association the annual amount due and payable by the individual as now fixed and as hereafter increased or changed as certified by the Association. The Board further agrees to promptly transmit all such monies so deducted to the Association within five (5) days after deductions are made.

B. The individual's written authorization shall remain in effect during the term of employment of the individual unless employee revokes their authorization. Revocation shall be accomplished exclusively in the following manner: The individual shall initiate the requested revocation by providing written notice to the Association.

C. The deductions shall be made in equal amounts starting with the first full pay period after the start of the school year, or the first full pay period after District receives the individual's authorization.

D. In the event the individual's employment terminates, the Board has no obligation to recover any unpaid dues amounts for the Association. In addition, the Association agrees to indemnify the Board against any actions taken by any person for making any payroll deductions as specified in this Article 5-4.

5-5 Association Representatives

A. Association Representatives may take reasonable time off from work to provide representation for ESP(s) as defined in Article 6-2 and for the purposes of contract administration. An Association Representative shall notify the supervisor of any planned absence at least two (2) workdays in advance. Any Association Representative with the permission of their immediate supervisor may be released with less than two (2) days' notice, workload permitting.

Association Representatives will submit a form designated by the District to their supervisor when they notify the supervisor of their planned absence. This form will be maintained as a record of the time used by the Association Representative.

The Association will provide the District with the names of Association Representatives in each building and those members of official committees by October 15 and February 15 of each year of this Agreement.

- B.**
 - 1.** TEA representatives shall be granted released time for AEA Delegate Assembly, time spent as a member of the TEA White Collar/Food Service Bargaining Team, and TUSD/TEA consultations or involvement in a third step grievance hearing or arbitration proceeding.
 - 2.** The following released time shall be provided, and substitute salary shall be paid by the Association:
 - a)** Released time requests requiring substitutes for members of the TEA White Collar/Food Service Bargaining Team prior to March 1;
 - b)** Released time requests requiring substitutes which exceed 20 days. The following release time requests shall not be included in those 20 days: AEA Delegate Assembly; time spent as a member of the TEA Bargaining Team on or after March 1; TUSD/TEA consultation; and/or Level III grievance or arbitration proceedings.
 - 3.** In addition to the ESP filling out the released time form (20-12), TEA will notify in writing the Chief Human Resources Officer in advance of released time requests. If the request is for AEA Delegate Assembly, time spent as a member of the Bargaining Team; a TUSD/TEA consultation; or a Level III grievance/arbitration, the written notification will indicate the reason.
 - 4.** Supervisors shall be given two (2) days advance notice.

5-6 Access

Association representatives shall have access to records and files of all non-confidential information necessary to the determination and processing of any grievances.

5-7 Consultation

- A.** Upon request of the Association or the District, the Association and the District agree to meet and consult at least once per month. Topics of discussion shall include matters of concern to either party. Released time may be granted to allow ESPs to participate in TUSD/TEA consultations.
- B.** The District and the Association agree to have the following two joint committees for the term of this Agreement. The purpose of each is stated below:
 - 1.** Review of Exceptional Education Issues
 - 2.** Professional Development Committee as outlined in Article 16

Each committee shall be composed of up to eight (8) members, four (4) members appointed by the Superintendent and four (4) members appointed by the TEA president. The committees will begin meeting no later than October 1 of each school year. Each committee will provide, upon request, a quarterly update to the superintendent, and will present its findings and recommendations to the Superintendent and TEA. If applicable, the joint committees will forward their recommendations to the TUSD and TEA bargaining teams for consideration in future negotiations.

5-8 Job Descriptions

Within ten (10) days of request by the Association, the District shall make available to the Association a job description for those classifications in the bargaining unit, including any additions made during the life of this Agreement. The District shall provide any modifications or new job descriptions to the Association within ten (10) days of implementation.

5-9 Board agendas and minutes will be available to the Association.

5-10 Upon request, the District will provide to the Association the following ESP information:

- A.** List of all ESPs who have had an increase or decrease in assigned hours (indicate change in hours) by the third Wednesday of each month.

- B. List of all temporary/hourly ESPs and substitutes, including name, position, and site, upon request of the Association.

5-11 Association President and Vice President

Wherever the term Association is used, it is understood that the President of the Association or the designee acts for the association. The Association President and Vice President shall be entitled to a paid leave during the term of office and shall not suffer a loss of benefits. The Tucson Education Association shall reimburse the District for the cost of the paid leave and benefits.

- 5-12 The Association will be invited to participate in any group orientation the District holds for newly hired ESPs in the White Collar / Food Service bargaining units.

ARTICLE SIX

EDUCATION SUPPORT PROFESSIONAL RIGHTS

6-1 Personnel File

- A. During Human Resource's normal business hours, an ESP, with or without an accompanying Association representative, may review the contents of their personnel file(s) (microfiche and hard copy) and to receive a copy of each at Board expense, which shall be kept in Human Resources.
- B. Each ESPs personnel file shall contain all documents used in personnel actions and records of personnel actions involving the ESP. An ESP shall have the right to indicate in writing to the appropriate office those documents in their personnel file which may be obsolete, inaccurate or otherwise inappropriate to retain. Upon receipt of the written request to the Employee Relations Office said documents shall be reviewed by the Chief Human Resources Officer, and if determined to be obsolete, inaccurate, or otherwise inappropriate to retain, shall be destroyed within thirty-five (35) workdays. Letters of said request shall not be contained in an ESPs personnel file after such a process is requested and completed.
- C. No derogatory material regarding an ESPs conduct shall be placed in the personnel file unless the ESP has been given the opportunity to review all material and an opportunity to indicate such review was completed by signing the documents. Signature shall not indicate agreement with the documents, only that a review has been completed. A written signed response to the materials may be completed by the ESP within ten (10) days and this response will be attached and placed in the personnel file. An ESP may provide a representative with a signed, dated permission statement allowing a specific designated representative to have access to and copy at reasonable cost the content of the ESPs official personnel file. Such permission shall be for a specific duration of time with a fixed termination date never longer than ten (10) days from the date of the signed permission statement. All representatives shall process such statements through the Chief Human Resources Officer prior to access to the ESPs official personnel file.
- D. Grievance and materials related to grievance proceedings shall not be kept in the ESPs personnel file. Exceptions to this would be:
 1. Personnel Action Forms;
 2. Adjustments to issued reprimand letters;
 3. Copies of grievance settlements stipulating the settlement in lieu of a Personnel Action Form.

6-2 Association Representation

Upon request, an ESP has the right to representation for the following:

- A. Grievance procedures;
- B. When receiving any disciplinary action;
- C. When discussing an evaluation. If postponement of a meeting occurs in order to obtain a representative, that delay shall not invalidate the evaluation.
- D. During the classification appeals procedure;

- E. For meeting(s) reasonably requested by the ESP on job-related concerns. Such requests will not be unreasonably denied. Meetings on job-related concerns may be scheduled before, during or after the work hours;
- F. When reviewing ESPs personnel file.

The ESP shall be responsible for arranging representation prior to the scheduled meeting. The District shall afford the ESP reasonable time to make such arrangements, should representation be desired by the ESP.

6-3 Complaints

Any complaints regarding an ESP which may have an effect on the ESP's evaluation, continued employment, or which may result in disciplinary action, that are made to the administration by any parent, student or other person, shall be in writing and a copy shall be furnished to the ESP within five (5) days, excluding days for which the ESP is absent. Said ESP shall have the right to respond in writing within five (5) days and the response shall be reviewed by the administrator and attached to the complaint. Should the complaint result in disciplinary action, the discipline shall be issued within five (5) days from receipt of the response and the source of the complaint will be disclosed to the ESP.

6-4 Nepotism

Supervision, evaluation and the recommendation for hiring, retention, promotion, transfer, assignment, leave, salary, grievance adjustment, or discipline of an ESP shall not be made by a member of the family or an established person within the ESPs household.

6-5 Discrimination

ESPs shall have the right to be free from physical or verbal abuse, mental or sexual harassment, and racial, ethnic or derogatory and/or defamatory statements.

6-6 Political Action

An ESP shall have the liberty of political action outside of their work hours provided such action is within the laws of the United States of America and the State of Arizona; and provided further that such action does not impair their respective capacities.

An ESP shall be free from political coercion, or the pretended necessity of making political contributions of money, or other things of value, or engaging in any political work or activity against their wishes under the assumption that failure to do so will in any way affect their status as an ESP of the District.

6-7 Outside Employment

An ESP may secure outside employment beyond their normal workday, providing such employment does not interfere with the ESPs performance in their position with the District. No negative evaluation of performance or disciplinary action shall be predicated upon lawful, non-school related employment which has no impact upon the ESPs job performance.

6-8 Lawsuits and Liability

In case of a lawsuit against an ESP(s) by a third party, the District shall keep the ESP(s) informed regarding the handling of the incident. The ESP(s) will be informed by the District of the extent of coverage within the limitation of District policy of liability coverage.

6-9 Break Area

An area shall be provided at each site for the use of ESPs. The area shall be tobacco and smoke-free, adequately heated and cooled, and shall be accessible during working hours. The District shall provide a telephone in the area used as a staff lounge for the use of MBUs and ESPs to make local telephone calls.

6-10 Policy Handbook - Food Service

At the beginning of each school year, the Food Service Department shall make ESPs (paid from Food Service funds) aware of department rules and regulations. Such rules and regulations shall not conflict with any provisions of this Agreement. ESPs will be made aware of any changes in such rules and regulations.

6-11 Use of District Property

ESPs may use District property, supplies, materials, and work time only as necessary to complete their assigned work.

6-12 Student Supervision

- A. School clerical and Food Service personnel shall not be required to teach or administer discipline to children. When students referred for discipline are sent to the office of the school and the principal is out of the building, the principal designee will be notified immediately.
- B. An ESP may, within the confines of State law, protect themselves or other persons.
- C. When an ESP and the site administrator have mutually determined that the ESP has been physically assaulted by a student, the ESP will be allowed up to two (2) days leave not charged to the ESP.
- D. When an ESP and the site administrator have mutually determined that the ESP is in imminent physical danger through verbal, written or physical assault, the ESP may be allowed up to two (2) days leave not charged to the ESP.

6-13 Seniority Tie Breaker

In the event two or more ESPs share the same date of hire, seniority shall be determined by utilizing the last four digits in the ESP social security numbers. The ESP having the lowest number shall have the most seniority and others will be ranked from lowest to highest for their seniority order.

6-14 Physical Facilities

No ESP shall be required to work in any location which has been determined to be hazardous to ones health and/or safety by proper authority, i.e., Building Administrator, Health Inspector, Fire Inspector, District Engineer, etc. When buildings and/or worksites are closed because of emergencies, unsafe or hazardous conditions, ESPs may be temporarily reassigned to different locations until such time as the emergency or condition is rectified. No ESP shall suffer loss of pay resulting from these conditions.

6-15 Substitutes

- A. In assigning a substitute to cover for the office manager or health clerk, priority will be given to schools where principals have dual assignments. Second priority will be given to school offices staffed with one person.
- B. At all worksites, if a clerical ESP is out for an extended absence, a reasonable effort will be made to provide a substitute clerk, subject to District needs and the availability of funds.
- C. It is not the intent of the District to use substitutes in place of filling a vacancy, or use an ESP as a substitute for a certificated employee.

6-16 Job Description

- A. A description of duties for the specific classification shall be given to each new ESP when hired or when an ESP changes classification and will be available in Human Resources to current ESPs. The District shall notify the ESP with a written or electronic copy of any changes made to the minimum requirements, essential functions or marginal functions of the job descriptions at least ten days prior to implementation.
- B. If necessary, training will be provided by the District within 90 days to an ESP whose job description has been modified as described in 6-15-A.

- C. ESPs shall not be used as substitutes in certified positions and shall perform only those duties associated with their authorized assignment.
- D. The duties and/or changes to duties to be performed by teacher assistants shall be approved by the teacher before the assignment is made. Any duties assigned shall comply with the federal program guidelines for teacher assistants in federally funded programs.
- E. ESPs who are required to perform medical procedures, as outlined in their job descriptions, student individualized education plans (IEPs) and/or student 504 accommodation plans, shall receive proper training before performing such procedures without supervision. To ensure student safety, the District shall designate appropriate personnel to conduct said trainings, which shall include instruction/demonstration, observation of the ESP and documentation of completion. Every effort shall be made to provide the appropriate facilities, equipment and supplies necessary for said procedures to ensure student and ESP safety.

6-17 Health Office Coverage

All schools will be staffed with either a nurse or health assistant for those hours school is in session. If school health offices are not staffed by personnel hired specifically for that position, then clerical personnel shall not be required to dispense medication or administer first aid without first being provided specific training.

ARTICLE SEVEN

GRIEVANCE PROCEDURE

- 7-1**
- A. The District and the Association acknowledge that it is usually most desirable for an ESP and their immediate supervisor to resolve problems through free and informal communications. If, however, such informal processes fail to satisfy the ESP, a grievance may be filed to address an allegation of a violation of this agreement.
 - B. The purpose of this grievance procedure is to secure equitable solutions to a claim of the grievant in an equitable manner and at the lowest possible level.
- 7-2 Immediate Supervisor**
- 1. In any school, the immediate supervisor is deemed to be the building principal, principal designee or acting principal in their absence, or the Food Service Manager/Designee.
 - 2. If an ESP works at more than one school, the immediate supervisor shall be deemed to be the supervisor with whom the grievance has been filed.
 - 3. If an ESP is not assigned to an individual school, the immediate supervisor is deemed to be the administrator by whom the ESP is evaluated.
- 7-3 Level One**
- A. An ESP with a Level I grievance shall first present it orally and informally, with or without a representative, to the grievant's immediate supervisor within fifteen (15) days from the occurrence of the alleged violation, or fifteen (15) days from the time the alleged violation is known to the grievant or the Association.
 - B. When presenting a Level I grievance, the grievant must specifically inform the immediate supervisor that the presentation is a Level I grievance. A Level I grievance shall include the following:
 - 1. Date of alleged violation;
 - 2. Section of Agreement allegedly violated;
 - 3. Relief requested.
- 7-4 Level Two**
- A. If resolution is not reached by means of the Level I grievance procedure, the grievant shall have five (5) days from the date of the Level I grievance meeting to file a written grievance. The grievant may

present a claim in writing to the immediate supervisor, either directly or through the Association.

- B.** A written grievance shall meet the following specifications:
1. It shall contain a synopsis of the facts giving rise to the alleged violation or misinterpretation, including appropriate dates.
 2. It shall contain the specific section of this Agreement which has been allegedly misinterpreted or allegedly inequitably applied.
 3. It shall state the relief requested.
 4. It shall be signed and dated by the grievant.
- C.** Within five (5) days after receiving the written claim of grievance, the immediate supervisor shall state the decision in writing and forward it to the Superintendent or designee, the grievant, and the Association.

7-5 Level Three

- A.** Within ten (10) days after receiving the written decision of the immediate supervisor or designee, (or within twenty (20) days from the date the Level I was filed if there was no written response to the Level II), the grievant may, either in person or through the representative, submit a written appeal from the immediate supervisor's decision to the Director of Employee Relations. Said appeal shall be accompanied by copies of the original claim of grievance and the immediate supervisor's written decision and shall state with particularity objections to that decision. The Director of Employee Relations shall investigate the claim, evaluate the evidence, and within ten (10) days after receiving the written appeal schedule a hearing, and within ten (10) days after the hearing, state in writing a decision. The Association shall receive copies of all grievance decisions made as a result of hearings without Association Representation. Such decisions will not be used by either party as precedent in future grievances.
- B.** A copy of the original grievance and the Level III decision shall be sent to the Association at the same time the Level III decision is provided to the grievant.
- C.** The Level III filing will be submitted with at least one date (within five (5) days of filing) when the Association representative and the grievant will be available.

7-6 Level Four - Arbitration

- A.** Only grievances arising out of an alleged misinterpretation or alleged violation of the express terms of this Agreement may be submitted to Level IV, and only on petition of the Association. All arbitration hearings will be held at times and locations mutually agreeable to both the District and the Association.
- B.** If the response of the Level III review does not result in resolution of the grievance, the Association on behalf of the grievant may invoke this Level IV procedure within ten (10) days of the receipt of the Level III decision.
- C.** The Director of Employee Relations and the Association shall submit the issue and schedule a hearing date with the selected arbitrator within ten (10) days of filing of the grievance at Level IV.

7-7 Selection of Arbitrators

The selection of arbitrators to hear TEA grievances shall be accomplished in the following manner:

TEA and TUSD shall agree on a list of arbitrators who are acceptable to both TEA and TUSD. The arbitrators shall be placed on a list in alphabetical order and assigned in that order as each grievance is filed. The intent is to rotate arbitrators. If an arbitrator's schedule prevents a mutually agreeable hearing date from being scheduled within forty-five (45) calendar days of filing for arbitration, then the next arbitrator on the list shall be assigned that grievance.

7-8 Arbitration

- A. The arbitrator shall be bound by the following:
1. The arbitrator shall neither add to, detract from, nor modify the language of this Agreement.
 2. The arbitrator shall expressly be confined to the precise issues jointly submitted by the parties. If the parties are unable to reach agreement on the submission of issues, the arbitrator shall formulate the issues to be determined.
- B. The findings and recommendations for relief of the arbitrator shall be advisory. A copy of the decision shall be submitted to both parties within thirty (30) days of the hearing.
- C. The fees and expenses of the arbitrator shall be borne equally by the parties. All other expenses shall be borne by the incurring party.

7-9 Time Limits

- A. Failure at any step in this procedure to communicate the decision to the grievant by management within the specified time limit shall permit the grievant to proceed to the next step.
- B. Failure at any step to appeal a grievance to the next higher step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step. Time limits specified in the grievance procedure may be extended in any specific instance only by mutual written consent of both parties.

7-10 Reprisals

No reprisals shall be taken by the District or the Association against a grievant or witness(es) because of participation in the grievance procedure.

7-11 Group Grievance

If, in the judgment of the Association representative, the grievance affects a defined group of ESPs, the Association may pursue the grievance at Level III. Prior to filing the written Level III grievance, TEA shall first present the grievance orally to the Director of Employee Relations in accordance with the Level I provisions.

7-12 Hearings and Decisions

- A. At each of the levels of the grievance procedure the grievant, and their representative shall be given a reasonable opportunity to be heard. Hearings at each level will be held at times mutually agreeable to both the District and Association.
- B. All decisions at Level II and Level III shall be in writing and shall include supporting reasons. Copies of all decisions and recommendations shall be promptly furnished to all parties in interest.
- C. All decisions shall be implemented within ten (10) days unless stated otherwise in the decision.

7-13 Forms

Forms for filing grievances, withdrawing grievances, serving notices, taking appeals, making reports and recommendations and other necessary or related proceedings, shall be prepared by the District after consultation with the Association. Multiple copies shall be available upon request from TUSD Employee Relations or the Association.

7-14 Information

- A. Reasonable access shall be made available to records and files of all non-confidential information necessary to the determination and processing of any grievance.

- B.** Only the following grievance information may be placed in an EPS's personnel file:
1. Receiving additional monies/benefits;
 2. Placement on a salary schedule at a higher rate of pay;
 3. Placement in a position;
 4. Leave of absence and sabbatical approvals.

7-15 Participation in Grievance Process

- A.** Grievant(s) and a reasonable number of witnesses who testify orally at scheduled hearings or arbitration hearings shall receive their regular rate of pay for any part of their workday spent in the following grievance related activities:
1. Attending scheduled grievance hearings;
 2. Attending arbitration hearings.
- B.** The ESP shall be released from their work duties only for the time necessary to testify and shall return to work immediately upon being released from the hearing. Arrangements for grievant(s) and witnesses must be made at least two (2) days prior to the scheduled hearing.

ARTICLE EIGHT

RECRUITMENT/SELECTION PROCESS

8-1 Vacancies

- A.** It is recognized that all position vacancies within the bargaining unit may represent a promotional opportunity for some bargaining unit member. Therefore, in recognition of the fact that the District encourages internal promotions/transfers in pursuing its intent to hire the best qualified person, the following procedures shall apply in filling all vacancies within the bargaining unit:
1. Positions held by ESPs on leave status lasting over twelve (12) months will be considered vacancies and will be posted. When it is known a leave will extend beyond twelve (12) months, the position may be posted after the end of the eleventh (11) month.
 2. All vacancies shall be filled within twenty (20) days from close of posting except as provided in 8-1(3) below.
 3. Vacancies occurring within ninety (90) days of the end of the school year may be filled by temporary/hourly employees for the balance of the school year.
 4. During job fairs only, sites shall have the ability to offer on the spot hiring.

8-2 Job Vacancy Notices

- A.** Vacancies shall be posted on the TUSD website and in the Human Resources Department. All vacancy notices shall be posted for at least five (5) days prior to closing.
- B.** All vacancy notices may be posted at job sites.
- C.** Each vacancy notice shall include position, grade, hours, work location and closing date unless it is "opened until filled."

8-3 Promotion/Transfers/Voluntary Demotion

- A.** An employee wishing to apply for a promotion, transfer, or voluntary demotion, shall follow the application process as provided in 8-4 and shall be interviewed for the position if eligible. No employee voluntary transfer request shall be denied arbitrarily or capriciously.
- B.** To be eligible to compete for a promotion, transfer, or voluntary demotion, an ESP must have passed the initial and/or promotion probation period of their current position. ESP cannot be on an active plan of improvement or have pending discipline.

- C. If an ESP is promoted to a higher grade, the new wage rate for the promoted ESP will be commensurate with the market average, the responsibilities of the position, job description and experience. The promotion shall reflect a minimum salary increase of 5%.
- D. When an ESP voluntarily demotes (through the application process), the ESP will be placed in the new grade and classification at the step at which the ESP is currently paid in the classification being exited. This action will not be utilized as an alternative to disciplinary action.

8-4 Application

- A. Any ESP meeting the minimum qualifications may apply for a vacancy by submitting an electronic application online on or before the advertised closing date.
- B. The five most senior ESPs who apply and meet the posting criteria, shall be forwarded for consideration to the hiring authority along with any other candidates who meet the same requirements. Not less than three of the five most senior ESPs shall be interviewed.
- C. An ESP wishing to transfer to a vacant position elsewhere in the district in their same classification shall apply online by completely submitting an electronic application on or before the closing date of the position. Applications that meet the minimum requirements will be forwarded to the hiring authority for consideration.
- D. Teacher Assistants shall not be assigned to a teacher without the teacher's participation in the selection process, unless the teacher is not available at the time of assignment, or when only one applicant is available for the position.
- E. ESPs shall be allowed to flex their time to interview for another ESP position within TUSD.
- F. ESPs will be paid their hourly wage if they serve on an interview team at the request of TUSD and/or within their TEA White Collar/Food Service capacity. No ESP shall exceed their guaranteed board approved hours for this service, and ESPs must have prior permission from their Supervisor.

8-5 Interview Process

- A. The candidates selected for referral shall be interviewed by a committee composed of at least three (3) persons including:
 1. One (1) employee selected from an Association generated list;
 2. The immediate supervisor (Chairperson);
 3. A gender and ethnically diversified committee.

All interview questions or applicable skills tests, if necessary, shall be job-related and approved in advance by Human Resources in consultation with the Department Head.

The Chairman of the interview committee shall forward the name of the applicant being recommended for hire to the hiring authority or designee. No selection process shall be considered completed until Human Resources has reviewed the process and validated the selection.

It is understood, however, that the Board shall have final review and approval for all employment appointments.

Applicants who are interviewed, but not selected, will be notified within fifteen (15) days after the individual selected for the position has accepted, or when the vacancy has been canceled by the District.

- B. The interview questions and final overall scores shall be made available for review to the grievant or representative in preparation for Level II grievance proceedings. The ESP will be charged a reasonable rate for copies of documents provided.

8-6 Site Priorities

When additional hours in a white collar position are available at a site, then white collar employees currently employed less than eight (8) hours per day at the site shall have priority for those hours as added duty (does not increase regularly assigned hours) if the ESPs are qualified for the position and not currently working during the time the involved teacher(s) and/or administrator(s) determine(s) that additional hours are available. No ESP shall be scheduled to regularly work more than forty (40) hours per week.

ARTICLE NINE**RECLASSIFICATION****9-1 Procedure**

- A. An ESP who feels that their position has undergone a significant change in the kinds of duties, level of responsibility, and/or requirements shall submit a request for review of their position by filling out a Position Analysis Form available from the Human Resources Department. Once the Position Analysis Form is submitted to the supervisor, supervisor has ten (10) days to complete their portion and return it to the ESP. If the supervisor does not return the form within the stated timeline, the ESP shall forward the form to the Human Resources Department and the process will continue.
- B. If the Human Resources Department performs an independent position audit, the ESP may also appeal the allocation as defined in 9-2 below.
- C. An ESPs position will not be reviewed more than once every two (2) years.
- D. The definition of classifications or the assignment of a classification to a pay grade on the wage schedule are matters left to the sole discretion of the District.
- E. Within thirty (30) days of receipt of the analysis form, Human Resources shall inform the ESP of receipt. A meeting will be scheduled within thirty (30) days of notification to review their classification. The review may include but not be limited to:
 1. Position Description Questionnaire;
 2. Interviews;
 3. Work Observation.
- F. Thirty days following an individual ESPs classification review by the Human Resources Department, the ESP shall be notified in writing of the decision. If Human Resources needs to extend the timeline, the ESP shall be notified in writing of the need for such an extension. Said timelines do not apply to reclassifications submitted to an outside consultant.

9-2 Appeal

If the ESP disagrees with Human Resources' decision, ESP shall within twenty (20) days appeal the decision by corresponding with the Chief Human Resources Officer, specifically stating the reasons for an appeal. The Chief Human Resources Officer shall refer the appeal to the Classification Appeal Board composed of two (2) members appointed by the District and one (1) member appointed by the Association. However, no District appointee who has conducted the evaluation in the reclassification will serve as a voting member on the appeals committee. The Appeal Board shall review the appeal and within thirty (30) days of its receipt submit a recommendation to the Chief Human Resources Officer. The Chief Human Resources Officer shall, within ten (10) days of the Appeal Board's recommendation, correspond with the appealing ESP informing the ESP of the final decision.

The final decision by the Chief Human Resources Officer is not subject to appeal.

9-3 Wage Protection

- A. If an ESP is reclassified to a higher grade, the new wage rate for the reclassified ESP will be commensurate with the market average, the responsibilities of the position, job description and experience but not less than five percent (5%).

- B. An ESP shall not suffer a reduction in wages when the ESPs classification is changed to a lower grade. The ESP shall be placed at the step which is equivalent to the current rate of pay in the old classification, or frozen at their current rate of pay in the same classification (off-schedule) for a period not to exceed 12 months.

ARTICLE TEN

EVALUATION

10-1 Purpose

The evaluation is used to critique ESPs for the purpose of improving services in the District. This evaluation may be done on an annual basis or more frequently if necessary. The evaluation may provide one of the bases for administrative decisions regarding employment, promotion, demotion, or termination.

10-2 Evaluation Process

- A. The administrator and/or immediate supervisor shall give a copy of the form to all ESPs, upon request.
- B. Evaluation forms shall be completed by the administrator and/or immediate supervisor, discussed with the ESP in a conference, and signed by both. At least one evaluation per year shall be completed prior to May 13 for less than 12-month ESPs and prior to June 10 for 12 month ESPs. The original shall be retained in the ESPs file, a copy kept by the immediate supervisor, and a copy given to the ESP within five (5) days of the evaluation conference.
- C. **Teacher Assistant Evaluation**
A teacher shall have input into their assigned teacher assistant's evaluation at least one (1) time per year. The site administrator is responsible for the evaluation.
- D. Evaluation conferences shall be held in private away from the presence of pupils, parents, other ESPs, or the public. However, other individuals who are responsible for coordination of an ESPs activities may participate in that ESPs evaluation conferences.

10-3 ESP's Signature

The ESPs signature indicates only that the ESP has seen the written statement and does not necessarily indicate agreement with the contents of the statement(s). No ESP shall be required to sign a blank or incomplete form.

10-4 Rebuttal

An ESP may file objections in writing within ten (10) days of receipt of a copy of the completed form. If objections are filed, they shall be attached to all copies retained by the District.

10-5 Recommendations for Improvement

- A. Recommendations for improvement shall be provided to ESPs upon recognition of any deficiencies. Recommendations for improvement shall be offered in writing to guide the ESP toward the solution of such deficiencies.
- B. In the event an evaluation results in specific written recommendations for improvement, the ESP and supervisor shall meet within fifteen (15) days to determine a plan of action for meeting the recommendations of improvement. Follow-up evaluations will address progress or lack of progress in areas in need of improvement.
- C. Recommendations for improvement shall not be based on any modifications to an ESPs job description if the District failed to notify the ESP of the modification as described in 6-16-A or to provide training as required in 6-16-B within 90 days of the modification.

10-6 Additional Evaluations

In addition to District-initiated evaluations, ESPs shall be provided up to two (2) additional evaluations in a year upon request of the ESP.

10-7 Surveillance

The use of eavesdropping or surveillance methods will not be used for conducting evaluations of ESPs. On school buses, video devices may be used to ensure student safety. The District shall notify the Association regarding the installation/use of any such equipment to be used for student safety. At no time shall the District use the security cameras in a location where ESPs or students have a reasonable expectation for privacy.

10-8 Dismissal or Demotion

Dismissal or demotion of ESPs for performance deficiencies shall not be without just cause.

10-9 Pre-Termination Hearing

Prior to termination for performance deficiencies, a hearing will be held. An ESP will be notified in writing that they are immediately suspended with pay and that a pre-termination hearing is scheduled. Following the hearing, the decision of the supervisor will be communicated to the ESP and Human Resources. If termination is initiated, this decision will be communicated to the ESP by certified mail and a Personnel Action Form will be submitted to Human Resources. The ESP will be paid through the date of termination (which shall be no earlier than the day following the hearing) as specified in the letter. Dismissal can be appealed by filing a grievance directly at Level III.

ARTICLE ELEVEN**INVOLUNTARY ADJUSTMENT OF WORK**

11-1 If the economic or efficient operation of the District makes it necessary to reduce the work force in any classification, attrition will be utilized as the first means of reducing the staff. If additional reduction is necessary, initial probationary, temporary and substitute ESPs in the affected classification at the site shall be laid off. If additional reduction is necessary after attrition and the layoff of temporary and/or substitute ESPs, then ESPs may be reduced in hours or months of employment, transferred, or laid off in accord with this Agreement. No involuntary adjustment of work shall be arbitrary, capricious, or without basis in fact. An involuntary adjustment of work shall not be used as a substitute for evaluation or disciplinary action.

A. Exceptions - Involuntary Transfer

1. When established exceptional education classes and their teachers are relocated to a new site, the exceptional education teacher assistant can relocate along with the class, provided the position continues to be budgeted.
2. In exceptional education situations where an exceptional education teacher assistant has been assigned on a one-to-one basis with a student and that student is relocated to a different site, the teacher assistant may relocate with the student, provided the position continues to be budgeted.

B. If an involuntary transfer within the same classification is not available, the ESP will be given the option of transferring to a vacant position in a comparable classification in which the ESP meets minimum qualifications or moving to a vacant position in a classification previously held within the bargaining unit by exercising their District seniority.

C. An ESP transferred in this process is not guaranteed the same number of months, days, or hours in the new assignment. Under no circumstance will an ESP be offered a position of less than four hours per day.

D. Under no circumstance shall an ESP be transferred into a classification that will result in a promotion, unless the previous classification has been upgraded through the reclassification process.

E. If after following all steps outlined above, there is no vacancy for an ESP the ESP shall be laid off pursuant to Article 12 below.

11-2 Involuntary Work Adjustment

If it becomes necessary for the district to involuntarily adjust an ESPs work assignment, the ESP within that classification, at that site, with the least classification seniority shall be the ESP affected.

1. Every effort will be made to maintain the ESPs scheduled hours (months & hours).
2. Under no circumstances will an ESP be offered a position of less than four (4) hours per day.
3. ESP shall be notified not less than twenty (20) days prior to a reduction.
- 4.

ARTICLE TWELVE**LAY OFF****12-1 Procedures**

- A. If it becomes necessary to reduce the workforce of any classification in the bargaining unit, temporary and initial probationary employees occupying the affected classifications at the site shall be laid off first. Order of layoff shall be in the inverse order of classification seniority at the site.
- B. The district shall notify the association and affected ESP(s) of a layoff as far in advance as possible, but at least four weeks in advance.
- C. Laid off ESPs shall be recalled to their classification in the inverse order of layoff before a position within the affected classification is filled by promotion or initial hiring.

12-2 Recall

- A. All temporary/substitute assignments shall be offered to be laid off ESPs on recall, in order of seniority, before any other person is offered a temporary/substitute assignment within the affected classification. Work as a substitute or temporary will not affect recall rights to a white collar/food service position.
- B. The District shall maintain, as public record, a list of all ESPs who have retained recall rights. The list shall include the ESP's name, classification title, and date of hire into the District.
- C. An ESP who is recalled from layoff shall be notified by phone or by mail at the phone number or address on file in the Human Resources department. The ESP is responsible for maintaining a current contact information in the human resources department. If the ESP does not contact the district's Human Resources Department within five (5) days from date of the letter, the offer will be rescinded. If the recall letter is returned as unclaimed, the district's obligation ceases. If the ESP accepts the offer of recall, they shall be available to work within ten (10) days of acceptance.
- D. Individuals shall retain recall rights equaling the affected ESPs length of service up to a maximum of twelve (12) months from the day of layoff unless the ESP expressly withdraws in writing from the recall list. Individuals will have a date of hire and bargaining unit seniority as if they were not laid off. If, however, the individuals on layoff are not recalled within the eligibility time, their employment with TUSD shall be terminated and the District will not be obligated to provide seniority as defined above if hired into a different classification at a later date.
- E. An ESP in a classification affected by a layoff shall retain recall rights in that classification. Laid off individuals shall be recalled in order of district seniority. If through a classification study a position, title, and/or responsibilities change significantly, the ESP shall be recalled to a position representative of the new classification category if minimum qualifications are met.

12-3 Order of Recall

- A. Before any vacant full-time, twelve (12) month position is filled pursuant to Article 8 (Recruitment/Selection), the position shall be offered to be laid off full-time, twelve (12) month ESPs who meet the minimum qualifications. Laid off individuals shall be recalled in order of District seniority. Recall of any full-time, twelve (12) month ESP to a position of less than full-

- B. time, twelve (12) months shall not eliminate the right of recall to a full-time, twelve (12) month position during the twelve (12) month period following recall.
- C. **Promotion**
Under no circumstances will recall to a position result in a promotion.

12-4 Insurance Coverage and Continuation

When recalled ESPs return to work, all benefits including the appropriate step at the time of the layoff, shall be reinstated, and shall become effective the first day of the month after recall. While on layoff status, an ESP shall be allowed to participate in the COBRA insurance programs at their own expense.

12-5 Lay Off Protection

- A. All regular part-time and full-time ESPs hired on or before August 16, 2000, shall not be laid off.
- B. An ESP on layoff status is entitled to compete for any posted vacancy, provided they meet the qualifications. An ESP accepting a lower grade position shall retain recall rights in the position affected by the reduction. An ESP recommended for a position that would result in a promotion must notify the Human Resources Department within ten (10) days following the assignment to the new position if they wish to retain recall rights to the classification from which they were laid off. Failure to notify the Human Resources Department will result in the loss of recall rights to the previous classification.

12-6 Contracting Out

Before the District issues a contract for work currently being performed by bargaining unit employees or new work which is the same or similar to current bargaining unit work, its representatives will meet with representatives of the Association to discuss the reasons for the contracting decision and give the Association representatives the opportunity to present their suggestions for alternative ways of performing the work.

Any ESP who is covered by lay off protection and whose job is eliminated by contracting out shall not be laid off as a result of such job elimination.

ARTICLE THIRTEEN

NON-DISCIPLINARY ACTION, DISCIPLINE AND DISMISSAL FOR MISCONDUCT

13-1 Rules

- A. Violations of the rules, regulations or policies of the Governing Board or of state and federal laws may result in disciplinary action which shall be in accordance with these rules.
- B. The Governing Board or designee(s) reserves the right not to discipline an ESP for a violation of the rules, regulations or policies of the Governing Board.
- C. An ESP may be disciplined for just cause including, but not limited to the following reasons:
 1. Conduct which is a violation of any of the applicable rules, regulations, and policies of the Governing Board.
 2. Conduct which fails to comply with any applicable duties as set forth in the Arizona Revised Statutes.
 3. Insubordination.
 4. Unprofessional conduct including but not limited to:
 - a. Physical and/or verbal abuse of a pupil.
 - b. Being under the influence of or using alcohol or illegal drugs while on duty.
 - c. Conduct while on duty which would constitute a criminal offense.
 - d. Conviction of a felony.
 - e. Unauthorized absences which result in responsibilities not being performed.
 - f. Misuse or unauthorized use of District property.

- D.** When appropriate, discipline shall be issued as soon as practical following a letter of inquiry. It is, however, reasonable for a supervisor to await a final determination from an outside agency (such as law enforcement, a court, or other state or federal agency) before determining if discipline is appropriate. A notice of intent to impose discipline should be issued within five (5) days after receipt of the ESPs response to a letter of inquiry. However, if additional time is required by either party for appropriate due process to occur, requests may be made to extend deadlines, and no such request shall be denied arbitrarily.

13-2 Non-Disciplinary Action

Supervisors will utilize non-disciplinary action as a means to counsel and instruct ESP on minor infractions, behavior deficiencies or offenses to establish or clarify expectations and make necessary improvements in their behavior. It will not be used for conduct towards students that is deemed highly inappropriate by a reasonable person's standard, is unprofessional or immoral as defined in the Arizona Administrative Code and/or which may be construed as criminal.

A. Informal conference

A Supervisor will meet with ESP informally via phone, in-person or via email to discuss minor behavior infractions that do not warrant discipline.

B. Letters of Direction

1. Will serve as a warning to an ESP that there may be a need to take further disciplinary action should the conduct continue or repeat.
2. When an ESP transfers or relocates, said letter may be transmitted to the files of the new supervisor only after the transfer or relocation has been completed.
3. After six months from the date of the letter of direction, at the written request of the ESP, the letter of direction shall be removed from the files of the supervisor provided that both of the following conditions are met:
 - a. The action leading to the letter of direction, or any related action, has not been repeated in the six-month period following the letter of direction;
 - b. No other letter of direction has been placed in the ESPs file(s) in the six-month period following the letter of direction.

13-3 Progressive Discipline

- A.** The District shall use progressive discipline as a means to identify and correct problems. Progressively more severe penalties may be imposed when related offenses are repeated. This does not require that each penalty be more severe than the immediate preceding one regardless of the offense involved. Progressive discipline encourages supervisors to informally counsel and instruct ESPs about necessary improvements in their behavior prior to taking disciplinary action (Non-Disciplinary Action).
- B.** The normal sequence of disciplinary action shall be as follows:
1. Written Reprimand I;
 2. Written Reprimand II;
 3. Suspension without pay for up to ten (10) days;
 4. Termination;
 5. It is recognized that some offenses may be sufficiently serious as to warrant the omission of one or more of the normal steps of discipline progression.
- C.** The District may forego non-disciplinary action and take immediate action if:
1. ESP is charged by criminal complaint, information or indictment of any criminal offense which would be deemed cause for dismissal.
 2. The ESPs offense is of such serious nature that failure to take immediate action would seriously disrupt the functioning of the workplace. Such offenses include, but are not

limited to, unprofessional or immoral conduct as defined in the Arizona Administrative Code.

- D. Whenever disciplinary action is taken against an ESP, the ESP may appeal by filing a grievance at Level III to the Employee Relations Department within ten (10) days for reprimand and 30 calendar days for suspension.
- E. Any discipline of an employee by a supervisor, shall be conducted in private. No ESP shall be reprimanded and/or disciplined in the presence of pupils, parents, other employees, or the public.

13-4 Letters of Reprimand

Upon determination by a supervisor that there exists cause to impose discipline, the supervisor will notify the ESP of the intent to impose discipline and schedule a meeting for issuance of the Written Reprimand. The reprimand will describe the specific inappropriate behavior involved, expectations for future behavior, and the requirements for remediation and/or improvement, and that failure to correct will result in more severe discipline. A copy will be placed in the ESPs official personnel file, one copy will be given to the ESP and one copy will be retained by the supervisor.

13-5 Suspensions

If infraction(s) persist(s) or if the conduct is sufficiently severe warranting further discipline, the ESP will be notified, and a meeting scheduled to give the ESP written notification that they have failed to improve and that suspension is being issued without pay. The notification will describe the specific inappropriate behavior involved, expectations for future behavior, and the requirements for remediation and/or improvement, and state that failure to correct such behavior may result in termination. A copy will be given to the ESP and a copy will be placed in the ESPs official personnel file.

13-6 Pre-Termination Hearing

Prior to termination for misconduct, a pre-termination hearing will be held. The ESP will be notified in writing that the ESP is immediately suspended with pay and that a hearing will be scheduled. Following the hearing, the decision of the supervisor will be communicated to the ESP and the Human Resources Department. If termination is initiated, this decision will be communicated to the ESP by U.S. mail. The employee will be paid through the date of termination (which shall be no earlier than the day following the hearing) as specified in the letter.

13-7 Termination

If the decision is to terminate the ESP, the decision will be communicated by U.S. mail. The ESP will be paid through the termination date which shall be no earlier than the day following the Pre-Termination Hearing. Termination can be appealed by filing a grievance directly at Level III to the Employee Relations Department within ten (10) days of the date of the mailing, plus two days. The ESP will be notified of the appeal process.

It is expected that management will follow the disciplinary steps based on the severity of the incident. Disciplinary steps may or may not be given in sequence and variations from these practices may occur including immediate termination, when in the District's sole discretion, the circumstances warrant, when an ESP receives a disciplinary action they do not agree with, the grievance process may be utilized to achieve a fair and impartial outcome.

13-8 Eligibility for Rehire

Refer to Governing Board Policy GBQ Eligibility for Rehire and GBQ-E Exhibit which provides examples of reasons for leaving and corresponding eligibility for rehire. Policy Exhibit GBQ-E is in Appendix III of this Agreement. See Tucson Unified Governing Board policies for most up to date version of policy and exhibit.

13-9 Written Reprimand Retention

At the request of the ESP, a letter of reprimand shall be removed from their personnel file provided:

- A. The action leading to the reprimand, or any related action, has not been repeated in an eighteen (18) month period following the reprimand;
- B. No other letter of reprimand has been placed in their personnel file in an eighteen (18) month period following the reprimand.
- C. Any discipline issued as a result of physical abuse against a student shall remain in the ESPs official personnel file and is not subject to removal for five (5) years from the date of the Level III decision or a Memorandum of Agreement signed by TEA and TUSD has been received by the Office of Employee Relations. Removal is permitted after five (5) years at the request of the ESP and provided no additional reprimands have been issued during this period.
- D. After five (5) years, and at the request of the ESP, the Employee Relations Director may agree to conduct a hearing to determine if a suspension can be removed from the requesting ESPs file in instances where accumulation of minor infractions resulted in suspension, and assuming no similar action has been documented.

13-10 Participation

ESPs participating in the discipline and dismissal proceedings shall receive their regular rate of pay for the actual time spent during their regularly scheduled workday to attend scheduled discipline conferences.

ARTICLE FOURTEEN

HOURS OF WORK

14-1 Lunch Period

Each employee working at least five (5) hours a day on a regular basis shall be entitled to a duty-free lunch period. Lunch periods are normally an unpaid interval of at least 30 minutes but shall not exceed one hour. If an employee’s lunch period is interrupted because of an emergency, the time lost will be adjusted during the week at a time mutually agreeable between the employee and supervisor.

14-2 Breaks

- A. All ESPs shall be allowed a break if their regular daily schedule calls for four (4) or more continuous hours of work within the following schedule:

Daily Hours Worked	Breaks
From 4 to less than 6-1/2 hours	one 15-minute break
From 6-1/2 to 8 hours	two 15-minute breaks

The time of each fifteen (15) minute break shall be established and administered by the immediate supervisor.

- B. Breaks may be interrupted if deemed necessary by an appropriate authority in order to protect the health and safety of students, ESPs and/or the public and to protect District facilities. Breaks shall not be unreasonably interrupted.
- C. Breaks may not be accumulated or saved to be used at a later time.

14-3 Show-up Pay

When an ESP reports to work on an ESPs authorized workday and is sent home for that day through no fault of their own, they shall be paid for their authorized hours at the ESPs regular rate of pay. Unless the Administrator has complied with 14-7 B.

14-4 Call Back Pay

ESPs who have finished their daily assignment(s) and left their place(s) of employment and are later called back by their immediate supervisor shall be compensated for two (2) hours or actual time worked, whichever is greater, to be paid at the ESPs regular wage.

14-5 Overtime/Compensatory Time

- A. Overtime/compensatory time shall be compensated according to The Federal Fair Labor Standards Act (FLSA).
- B. Any period worked beyond forty (40) hours of the ESPs scheduled work week must be authorized in writing by the immediate supervisor, following administrative procedures, prior to that work period.
- C. ESPs changing worksites or separating from the District, shall be paid all approved compensatory time.

14-6 Overtime Assignments

When overtime assignments cannot be filled on a voluntary basis, the District will assign overtime on a rotating basis, starting with the least senior qualified ESP(s) at the worksite.

14-7 Grading Days

- A. **Food Service:** Three (3) days during the year are planned in the school calendar for teachers to use for grading days. Students are not in classes and therefore Food Service workers will be on a non-paid status for these days. In-service or training may be held on these days, but employees will be informed two (2) weeks prior to the date if they will be working. Employees will be paid for the actual hours involved in in-service or training.
- B. **Modified Schedule:** If a school decides to work a modified schedule, they must provide ESP one (1) week advance notice to allow ESPs who are scheduled to work sufficient time to flex their hours. Such modifications shall be mutually agreed upon between ESP and their administrator in order to cover the change in hours.

14-8 In-service Day or Registration Day - Food Service

During the school year, in-service or registration days are scheduled that will interrupt the lunch period for students; therefore, Food Service workers may not be needed at their assigned sites. Employees will be given an opportunity to sign up for substitute work if work is available. Employees will be placed in vacancies that are close to their assigned hours and within a reasonable distance of their assigned site. Employees will be paid for actual hours worked.

Employees may choose to use a personal leave day if the Department is notified 24 hours prior to the non-workday.

Employees not using one of the above options will be placed on a non-paid status.

14-9 Bilingual Teacher Assistants

The District shall make reasonable efforts to provide bilingual teacher assistants a minimum of twenty (20) regularly assigned hours per week. These reasonable efforts shall take into consideration scheduling, availability of teacher assistants, and teacher input.

14-10 Planning Days

Teacher Assistants and Exceptional Education Teacher Assistants shall receive three (3) extra workdays in addition to the contract days. The extra days shall be assigned as follows:

Non-Exceptional Education Teacher Assistants

1. The first day shall be allocated for the assigned teacher and shall occur during the three teacher preparation days before the first day of school with students.

2. One of these days shall be reserved for the discretion of the site Administrator for the purpose of mandatory training to be assigned at the end of the first or end of the third quarters.

Exceptional Education Teacher Assistants

1. The first day of the three teacher prep days prior to the start of school shall be designated for mandatory training at the discretion of the Director of Exceptional Education.
2. The second extra day shall occur on the second or third day of teacher prep, immediately prior to the start of school and shall be an in classroom or work assignment.
3. The final extra workday shall be utilized at the employee's discretion for a grading day at the end of the first, second or third quarter.

14-11 On days immediately prior to scheduled holidays or vacations, ESPs may leave after the dismissal of students at their assigned work site provided their professional responsibilities are completed. ESPs must utilize flex hours that were accumulated during the week of the holiday break in coordination with their immediate supervisor in advance of the holiday break in order to utilize this provision.

14-12 As the need arises, provided there is sufficient funding at the site budget, and per agreement of the ESP, administration may request ESPs report to their site prior to the first scheduled day of work according to the District's Work Calendar. These employees will be compensated at their hourly wage.

ARTICLE FIFTEEN

WAGES

- 15-1** **A.** For the duration of the agreement, the ESP salary shall be as listed in Appendix II.
- B.** Upon completion of each year of district service, ESPs will advance one step on the salary schedule with Governing Board approval of this agreement.

15-2 **Longevity Stipend**

Beginning School Year 2015-16 ESPs will no longer receive the longevity stipend. Employees who were receiving longevity stipends as of July 1, 2015, will be credited with steps to embed their longevity into their base salary.

15-3 **Shift Differential**

A. White Collar

All White Collar employees regularly scheduled to start work at/after the hour of 1:00 p.m. or at/before the hour of 5:00 a.m. shall have thirty (30) cents per hour added to their hourly rate as shift differential.

B. Food Service

A wage differential of thirty (30) cents per hour shall be paid to regularly scheduled Food Service employees at a site for hours worked after the hours of 6:00 p.m. and prior to the hour of 6:00 a.m.

15-4 **Working Out of Class**

- A.** An ESP authorized by their supervisor to perform work in a higher paying classification or grade than the grade of the position in which they perform their regular duties, shall receive additional compensation of two dollars and seventy-five cents (\$2.75) per hour. The ESP shall be compensated for the actual hours worked in the higher classification.

This provision does not apply when the ESP is assigned to perform duties as part of the Industrial Injury Light Duty Program.

15-5 Pay Plan Procedure

ESPs have the option of selecting one (1) of three (3) pay plans:

- A. Twenty (20) checks distributed bi-weekly throughout the school year calendar.
- B. Twenty (20) checks distributed bi-weekly throughout the school year calendar with the last of the twenty checks to include an additional lump sum check for “summer pay.” This option is only available if current district software permits and to the ESPs employed as of the first contract date of the school year. ESPs must submit a request to payroll by July 15 for this option.
- C. Twenty-six (26) checks to be paid out pursuant to the current payroll calendar. During the summer break, checks are mailed to the ESP’s summer address on file in Human Resources. This option is only available to ESPs employed as of the first contract date of the school year. ESPs must submit a request to payroll by July 15 for this option.

15-6 Extra Duty

Extra duty shall be compensated according to The Federal Fair Labor Standards Act (FLSA).

ARTICLE SIXTEEN

PROFESSIONAL DEVELOPMENT

16-1 The Professional Development fund is suspended.

TUSD shall allocate the remaining balance from the 2015-2016 Professional Development Fund to continue to be available for reimbursement or compensation for ESPs for the 2016-2017 contract year only.

16-2 ESPs will be reimbursed or compensated under the guidelines established by the Joint TUSD/TEA Professional Development Committee.

16-3 The reimbursement amount will not exceed \$500 per current school year (which includes course work from July 1st through June 30th).

16-4 TUSD and TEA shall jointly publish all criteria and procedures established by the joint TUSD/TEA Professional Development Committee.

16-5 TEA and TUSD shall collaboratively develop a program of professional development designed to provide ESPs with the skill and knowledge that would enhance their opportunities for career advancement in TUSD. This program shall be available to ESPs for the 2019-20 School Year, or sooner.

ARTICLE SEVENTEEN

FRINGE BENEFITS

17-1 Medical Insurance

- A. For the duration of this agreement, the employee will pay up to 15% of the cost of the PPO medical premium for District sponsored single coverage medical insurance for each employee.
- B. The District shall make available to each eligible ESP the following optional insurance programs from which an ESP may choose at their own expense.
 - 1. Dental Insurance;

WC/FS Agreement with TEA for 2023-2023

2. Supplemental Life Insurance;
 3. Vision;
 4. Coverage for spouse and/or dependent children in items 1 and 3 above;
 5. Short-Term Disability Insurance
- C. District contribution to the District-sponsored single coverage medical insurance is pro-rated for new ESPs based upon the portion of the contract year the ESP works.
- D. One ESP selected by the Association shall sit on the insurance committee.

17-2 Health Insurance Benefit Retention

ESPs on unpaid leave may retain their insurance benefits by enrolling in and paying the premiums personally.

17-3 Life Insurance

All full-time ESPs shall be provided at District expense with a term life insurance policy equal to the ESPs base salary as of July 1, but not less than \$10,000. Part-time ESPs (as defined in Article 1-23) shall receive at District expense, a term life insurance policy equal to half of the ESPs base salary as of July 1, but not less than \$5,000. ESPs shall have the option of purchasing additional term life insurance at their own expense.

17-4 Mileage Allowance

ESPs who have prior authorization and are required to utilize their own vehicle in the performance of District duties or to transport themselves or District equipment to worksites other than their initially scheduled, regularly assigned worksites shall be reimbursed at the rate established by the Arizona Uniform System of Financial Records (USFR), for miles driven from the permanently assigned worksite(s) to all other sites, including the distance between temporary worksites. ESPs shall submit a completed mileage reimbursement form monthly.

17-5 Meals - Food Service

All Food Service employees are provided with food for a meal and breaks according to the established Food Service Department Policy.

17-6 Payroll Deduction

Payroll deduction shall be made available upon request to any ESP for any of the following:

- A. District approved benefits
- B. Direct deposit to District-approved Banking Institutions

17-7 Open Enrollment

Any open enrollment period shall occur between the dates of August and May, and shall be three (3) weeks in duration. An ESP may discontinue or modify participation in any portion of the insurance program at any time, subject to a qualifying status change, as defined by federal law.

17-8 Newly Eligible ESPs

A newly eligible ESP shall be provided at least thirty (30) calendar days to enroll in an insurance program in accord with Article 17-1. If ESP declines to participate in any District insurance programs, they shall so indicate the refusal on the enrollment form.

ARTICLE EIGHTEEN

HOLIDAYS

- 18-1** ESPs shall be granted the following paid holidays provided they were on-pay status during any portion of their regular workday of their regular assignment immediately preceding and succeeding the holiday. If an

WC/FS Agreement with TEA for 2023-2023

employee utilizes leave prior to, or after a holiday, and is out of leave balances, they will not be considered on-pay status and thus will not be eligible to receive holiday pay.

A. Nine (9), Nine and a half (9-1/2), Ten (10), and Ten and a half (10-1/2) Month Employees:

Labor Day	1
Veterans' Day	1
Thanksgiving	2
Winter Break	10
Martin Luther King Day	1
Rodeo	2
Spring	3
Memorial Day	1 (for ESPs on pay status)

B. Twelve (12) Month Employees

Independence Day	1
Labor Day	1
Veterans' Day	1
Thanksgiving	2
Winter Break	10
Martin Luther King Day	1
Rodeo	2
Spring	1
Memorial Day	1

C. Early Childhood Care Specialists

Independence Day	1
Labor Day	1
Veterans' Day	1
Thanksgiving	2
Winter Break	10
Martin Luther King Day	1
Rodeo	2
Spring	1
Memorial Day	1

18-2 An employee required to work on a holiday shall be compensated at one and a half (1-1/2) times their normal rate of pay.

ARTICLE NINETEEN

LEAVE OF ABSENCE WITH PAY

19-1 SICK LEAVE – Accrual

A. All ESPs covered by this agreement shall be awarded sick leave benefits (without limit) based on the number of regularly assigned daily hours at the following rates.

	<u>Sick Leave</u>
12 Month	8 days a year
10 1/2 Month	5 days a year
10 Month	5 days a year
9 1/2 Month	5 days a year
9 Month	5 days a year

B. Probationary ESPs may not use sick leave during their initial sixty (60) day probationary period. If the probation is extended, the ESPs will only be eligible to take sick leave during this probation extension.

WC/FS Agreement with TEA for 2023-2023

19-2 SICK LEAVE - Usage

A. Illness

Sick leave may be used in accordance with the requirements of The Fair Wages and Healthy Families Act, A.R.S. 23-373. For the purposes of sick leave, the term immediate family shall include all provisions as defined in this Agreement, A.R.S. 23-371, and further, the definition will extend to include anyone in the metropolitan Tucson area for whom the employee has or shares a major financial responsibility and is an established resident within the employee's household.

B. ESPs are required to notify their immediate supervisor(s) or designee(s) of a necessary sick leave absence at least one-half (1/2) hour prior to the start of the ESPs workday.

C. A written statement from the treating physician may be required by the District to substantiate an absence due to an ESPs illness or for illness within the ESPs immediate family if the absence is more than three (3) consecutive days duration, or those of less than three (3) days, when there is a reasonable doubt as to the proper use of sick leave.

D. ESPs who leave their assignment before the workday is finished or start their workday late due to illness or medical appointments, will have their absence time charged to sick leave to the nearest quarter hour.

E. Bereavement Leave

In the event of death in the family of an ESP, the ESP may use accumulated paid leave balances for a maximum of eight (8) days (which may include necessary travel time), excluding weekends. Additional days may be granted at the discretion of the Superintendent or the designee.

F. Special Bereavement Leave

In the event of the death of a student, at least one ESP from the site may be permitted to attend the funeral without loss of leave time or compensation. In the event of the death of a staff member, at least one ESP from the site shall be permitted to attend the funeral without loss of leave time or compensation.

19-3 PERSONAL LEAVE - Accrual

A. Personal Leave will be credited to all ESPs covered by this agreement in the first month of the school year as follows.

	<u>Personal Leave</u>
12 Month	8 days a year
10 ½ Month	7 days a year
10 Month	7 days a year
9 ½ Month	7 days a year
9 Month	7 days a year

B. ESPs assigned to a regular position may accumulate personal leave, but not use it during their initial sixty (60) days of service. This restriction may be extended for an additional sixty (60) days of service at the District's option.

C. All unused personal leave shall be made part of the ESPs accumulated sick leave at the end of each fiscal year.

19-4 PERSONAL LEAVE - Usage

A. Personal leave days may not be taken the day immediately prior to or after a holiday or vacation, unless approved by the immediate supervisor. An ESP planning to use a personal day or days shall notify their immediate supervisor at least one (1) day in advance except in cases of emergency. The immediate supervisor may deny personal leave if an emergency occurs, and coverage of the ESPs responsibilities cannot be arranged.

B. An ESP with the approval of their supervisor may take personal leave during the first week or last

WC/FS Agreement with TEA for 2023-2023

week of school, or in the first work week prior to the start of school.

- C. ESPs assigned to a regular position may accumulate personal leave, but not use it during their initial sixty (60) days of service. This restriction may be extended for an additional sixty (60) days of service at the District's option.
- D. ESPs may use personal leave before or after a holiday or vacation for absenteeism for days of religious observation when the need for religious leave is documented.
- E. Site Administrator may identify up to three days per year in which ESPs are expected to not utilize personal leave days. The dates shall be provided to staff by October 15 of the respective school year. Such dates shall occur during the State testing window for AzMERIT Testing and ACT testing.

19-5 VACATION LEAVE - Eligibility

In order to be eligible, an ESP must hold a regular twelve (12) month position in order to accrue vacation. Accrual is based on the regularly assigned daily hours in the ESPs workday.

19-6 VACATION LEAVE - Accrual

- A. All ESPs covered by this agreement shall accrue vacation leave benefits based on the number of regularly assigned daily hours. Beginning 2014-2015 vacation leave shall be accrued according to the frequency established in district procedure below:

TERM	DAYS
1-5 YEARS	10
6-15 YEARS	15
16+ YEARS	20

- B. Years of service shall be calculated from the ESPs date of hire with any adjustment necessary as a result of an unpaid leave of absence.
- C. ESPs will earn vacation during the first year; however, are not eligible to schedule accrued vacation until after completion of the first year of employment.
- D. ESPs will earn vacation at the rate of ten (10) days annually during the first, second, third, fourth, and fifth years of service.
- E. During the sixth through fifteenth years of service, ESPs will earn fifteen (15) days annually.
- F. Upon completion of fifteen (15) or more years of service, ESPs will earn twenty (20) days annually.
- G. Twelve (12) month ESPs may accumulate up to and no more than 160 hours (or prorated cap) of vacation at any given time. No more than 160 hours may be rolled over into the next fiscal year. Vacation must be scheduled no less than four (4) weeks in advance, except in cases of emergency, to ensure that an employee has the opportunity to use available vacation time.
- H. If a nine (9), nine and one-half (9-1/2), ten (10), or ten and a half (10-1/2) month ESP is transferred to a twelve (12) month position, the ESP will accrue their vacation from the first day in the new assignment, at the vacation accrual rate equal to the years of service in the District as defined in

Article 19-6 (A).

19-7 VACATION LEAVE - Usage

- A. 1. The immediate supervisor shall grant or deny vacation request in writing within ten (10)

WC/FS Agreement with TEA for 2023-2023

days of receipt. Denial by a supervisor of an ESPs vacation request shall be put in writing and a copy forwarded to Human Resources. ESPs having earned vacation may take vacation in increments as approved by the site administrator.

2. If a supervisor denies vacation to an employee and vacation will be lost under those circumstances, the supervisor shall submit a request in writing by March 31 to Chief Financial Officer (CFO) to pay out the vacation earned by the employee. The CFO shall either mandate that vacation be taken by the employee or approve that the vacation leave be paid out at the current rate of pay.
- B. If a holiday occurs during an ESPs vacation, said holiday shall not be deducted from accumulated vacation leave.
 - C. If workload permits, vacation leave shall be granted at the time requested in writing by the ESP. If the nature of the work makes it necessary to limit the number of ESPs on vacation leave at the same time, the ESP with the greater District seniority shall be given their choice of vacation in event of conflict.
- The District may require ESPs to take leave time at times determined by the District but shall give the ESPs the option of vacation leave or unpaid temporary leave during temporary, complete or partial closing of various worksite(s). However, should the ESP choose to take an unpaid leave during a time that coincides with a holiday period, the ESP shall be paid for the holidays provided for in Article 18.
- D. A twelve (12) month ESP transferring to a less than twelve (12) month position will receive compensation for unused accumulated vacation prior to starting the new assignment.
 - E. Site Administrator shall identify up to three days per year in which ESPs may not utilize vacation leave and shall be denied. The dates shall be provided to the staff by August 31 of the respective school year. Such dates shall occur during the State testing window.

19-8 Jury Duty

- A. ESPs subpoenaed for jury duty or as a witness in the course and scope of employment shall not suffer loss of earnings as a result of such service. An ESP may choose: 1) to keep their jury duty or witness pay and have their pay docked an equal amount; or, 2) in cases where jury duty pay exceeds the ESPs daily rate, ESP may use a personal leave day or be docked at their daily rate instead of using a jury code for those days.
- B. ESPs subpoenaed for jury duty or as a witness are required to submit a copy of the jury summons or subpoena to their supervisor and inform the supervisor of ESPs choice regarding jury duty or witness pay. It is the employee's responsibility to report a jury duty or witness absence to the time clock system. No report of jury duty or witness absence need be submitted if the ESP chooses to take a pay dock or a personal leave day.
- C. Absences due to litigation while the ESP is either a plaintiff, defendant, or subpoenaed as a witness outside of the course and scope of employment must be charged to personal leave, vacation, or dock.

19-9 Military Leave

ESPs will receive pay for all days during which they are employed in training duty under orders with any branch of the armed forces for a period not to exceed thirty days in any two consecutive years. For purposes of this article only the term "years" means the fiscal year of the U.S. government. (A.R.S. 38-610).

19-10 Absence Due to On-the-Job Injury

- A. An employee will use accumulated paid leave (sick, personal or vacation) for absences due to an industrial injury. After the seventh day of absence, the workers' compensation carrier will begin compensating the employee in accordance with state law. The employee may utilize any remaining paid leave to supplement the workers' compensation payment up to 100% of their regular pay.

WC/FS Agreement with TEA for 2023-2023

Upon the recommendation of the District industrial physician or the employee's personal physician, an Employee injured on the job may choose to work on "limited duty". Such "limited duty" may be in any classification so designated by the District for which the employee is able to perform and shall be paid at the rate at the time of the injury, and shall advance their yearly salary if applicable.

- B. Within four (4) weeks of return to work, an employee may make arrangements with Payroll to buy back sick leave used for an on-the-job injury.
- C. Family Medical Leave will run concurrently with the workers' compensation leave.
- D. ESPs injured on the job may be assigned to work "restricted duty" as recommended by the industrial injury treating physician.
- E. A combination of paid leaves, restricted duty, and unpaid leaves of absences are not to exceed twelve (12) months for a single on-the-job injury. At twelve months, the position will be released for recruitment.
- F. When an ESP has been awarded a permanent disability preventing ESP from performing the essential functions of their pre-injury job classification, the District will attempt to find a position for which the ESP can qualify and/or in which reasonable accommodations can be made for the disability. In such a placement, regardless of any provisions elsewhere in this Agreement, the ESP will be paid the appropriate rate for the new position. Placement in another position as described in this article will not be considered if the ESP is pending lay-off, suspension or termination, is on a plan for improvement or recommendations to improve, or any type of disciplinary probation.
- G. The District will adhere to the Arizona Workers Compensation Statute, the Federal Medical Leave Act, and the Americans With Disabilities Act.

19-11 Released Time

Released time may be granted to attend an approved conference or convention which would enhance an ESPs work performance. First consideration will be given to ESPs participating or presenting in the conference. Released time must be requested at least one (1) week before in-state meetings, and out-of-state forms must be submitted before the second Tuesday of the month for Superintendent approval prior to the conference.

19-12 Extended Illness or Injury

Return to work after an illness or injury lasting fifteen (15) days or more must be accompanied by a medical release from the attending physician. The release must state that the ESP is "ready and medically capable of return to their regular job and duties." The District may require a "return to work" evaluation at District expense.

19-13 Medical Leave Assistance Program

- A. ESPs who have depleted their accrued sick and personal leave as a result of a qualified medical reason may request access to the Medical Leave Assistance Program by submitting a form to the Benefits office asking to receive donations of sick leave from other ESPs. A serious health condition is defined as a "non-work related" qualified medical reason that is anticipated to last for the continuous period of time of four or more weeks, as verified by a licensed health care practitioner.
- B. The donor ESP may donate a maximum of five (5) sick leave days for every thirty (30) days of accumulated sick leave. The donor ESP will designate the donation in the name of the ESP to receive the donation.
- C. The recipient ESP will be credited with the number of days donated, up to a maximum of one week after their projected return to work. Days donated in excess of this amount will be held in reserve and credited to the ESP only if needed. If not needed, days in excess of one week beyond the original amount requested will be restored to the donor(s). Days of leave, not the actual wage of the donor

WC/FS Agreement with TEA for 2023-2023
 ESP, will be donated.

- D. No ESP shall be eligible for the Medical Leave Assistance Program after they qualify for long-term or short-term disability coverage.

ARTICLE TWENTY

LEAVES OF ABSENCE WITHOUT PAY

20-1 Family Medical Leave

All requests for Family Medical Leave by District employees will be processed in accordance with the corresponding Governing Board Policy.

20-2 Governing Board Leave of Absence

- A. The Board may grant a leave of absence to ESPs not to exceed one (1) year for the purposes listed below. No leaves will be granted for other employment.
 - 1. Health of ESP (doctor’s verification of illness is required)
 - 2. Health of immediate family (as defined in 1-13); (doctor’s verification of illness or disability and projected date of return to work is required)
 - 3. New infant or childcare (birth certificate or doctor’s statement required)
 - 4. Course of study, education or training, as approved by TUSD (enrollment or registration documentation required)
 - 5. Military service (military order required)
 - 6. Campaign/Serve in public office
 - 7. Union business
- B. ESPs must have worked the equivalent of one full school year to be eligible for an unpaid, board-approved leave of absence.
- C. ESPs may be granted consecutive leaves.
- D. Upon granting the authorized absence, all rights of seniority, retirement, accrued leave with pay and other benefits shall be preserved and available to the applicant after the termination of the leave, provided they were earned prior to the leave.
- E. ESPs on unpaid leave of absence shall be allowed to continue insurance coverage in the program in which they are enrolled, provided the ESP notifies the District of their desire to continue, and pays the premiums for the insurance and other benefits at the ESPs expense.
- F. Requests for medical leave shall be in writing and accompanied by a doctor's verification of the illness or disability and projected date of return to work.

20-3 Short Term Leave

- A. Requests for medical leave shall be in writing and accompanied by a doctor's verification of the illness or disability and projected date of return to work. When an ESP has exhausted their paid leave and is medically unable to return to work, ESP shall be allowed up to thirty (30) consecutive days on an off-pay status, with a doctor's excuse. During this unpaid medical leave, the employee shall be responsible for the cost of their monthly insurance premiums (except for unpaid FML) or costs that the District would otherwise pay for the employee’s health insurance benefit in which the ESP was enrolled at the beginning of their unpaid medical leave. At the end of this period, ESP must return to work (and provide a medical release), or request for a board-approved leave. A short-term leave for personal business may be granted; however, it shall be with loss of pay and shall not exceed thirty (30) days. At the end of this period ESP may request a board-approved leave or return to work.
- B. 20-3, Short Term Leave and 20-1, Family Leave may not be used consecutively.

20-4 Maintenance of Position

WC/FS Agreement with TEA for 2023-2023

- A. Upon termination of a board-approved leave (12-month or less) or a short-term leave, the ESP, if ESP has not been subject to layoff, will be restored to their previous classification, grade and step. Seniority shall not accrue during the unpaid leave of absence above but shall be restored at the level prior to the leave of absence.
- B. If the ESP is affected by layoff during said leave of absence, ESP shall be covered by provisions in Article 12.
- C.

ARTICLE TWENTY-ONE

SEPARATION BENEFITS

21-1 Retirement Savings Plan: ESPs who meet the eligibility requirements listed below will have their separation benefits paid directly to a tax-sheltered annuity 403(b) or the Health Reimbursement Account as determined by the exit interview between the approved vendor and the ESP. If no interview occurs, the separation benefits will be paid directly to the tax-sheltered annuity 403(b). This payment shall be paid after the employee's final paycheck. Those who do not meet the criteria will receive their separation benefits paid directly through the regular payroll processing.

The eligibility requirements for the retirement savings plan are:

- The employee who is severing employment if age 55 or older at the time of severance, and,
- The total of the payment for separation benefits is equivalent to \$3,000 or more.

21-2 Severance Stipend

- A. For those ESPs with thirteen (13) or more years of continuous service as of June 30, 2010, the employee's severance stipend benefit shall be calculated as follows: The ESP's 2016-2017 annual salary will be multiplied by .006 and then by the ESPs years of service as of June 30, 2010. This dollar amount will be frozen as the employee's severance stipend. The stipend shall be paid out at the time of separation. Employees with less than thirteen (13) years of continuous service as of June 30, 2010 are not eligible for this stipend.
- B. If an ESP who is eligible for this service stipend dies before the severance payment is made, said payment shall be paid to the beneficiaries or the estate of the deceased.

21-3 Sick Leave Pay at Separation

- A. After ten (10) consecutive years of service in the Tucson Unified School District, ESPs who are members of the bargaining unit as of the effective date of this Agreement, or who become members after the effective date of this Agreement, shall receive pay for unused sick leave.
- B. The District shall provide a payment for unused sick leave to ESPs upon separation in accord with the following: The amount of payment shall be 2/3rds of the base salary hourly rate of pay for Step 1 of the grade level of the ESP at separation multiplied by the number of sick leave hours accrued through the date of separation, up to a maximum of 500 hours. Payment shall be included in the last payroll in that fiscal year or the first payroll of the following fiscal year, at the District's option. All legally required deductions will be taken from the payment including the ESPs contribution to the State Retirement Fund, if any. The rights contained in this paragraph are not considered vested rights.
- C. If an ESP is eligible for the separation payment but dies before the payment is made, said payment shall be paid to the beneficiaries or the estate of the deceased.

21-4 Benefits contained in this article are only available to those ESPs who voluntarily separate from the District.

21-5 Insurance Conversion for Retired ESPs

Retired employees will be eligible to continue medical insurance coverage through COBRA. The

WC/FS Agreement with TEA for 2023-2023

information will be provided to the retired employee upon retirement.

21-6 Upon separation, ESPs shall receive pay at their hourly rate for all unused vacation leave.

ARTICLE TWENTY-TWO

HEALTH EXAMINATION

22-1 When the District determines that an ESP's health condition (mental or physical) may be impairing their job performance, the immediate supervisor, site administrator (or equivalent position), or Assistant Superintendent (or equivalent position), with the concurrence of the Human Resources Department may, with just cause, direct the ESP to have a health examination at District expense. ESPs will be given a copy of the directive which will state the reason(s) for such examination. Following the examination, results will be sent by the Human Resources Department, to the ESP, and immediate supervisor.

22-2

ARTICLE TWENTY-THREE

WAIVER

- 23-1** **A.** This Agreement supersedes all previous agreements between the District and the Association or the District and any of the covered ESPs.
- C.** During the term of this Agreement, the Association and the District expressly waive and relinquish the right to negotiate with each other and neither party shall be obligated to negotiate with each other with respect to any subject or matter whether or not referred to or covered in this Agreement except as specifically provided in this Agreement, or by mutual consent of the parties.
- D.**

ARTICLE TWENTY-FOUR

NEGOTIATIONS

24-1 The negotiation process shall begin no later than March 1. Both parties agree to negotiate in good faith.

24-2 **Impasse**

If no agreement has been reached by April 15 as a result of good faith negotiations, either party may declare an impasse and the issues in dispute shall be submitted to mediation/arbitration. The American Arbitration Association (AAA) shall be requested to furnish a list of five (5) mediator/arbitrators from which the parties shall select a mediator/arbitrator in accordance with AAA rules.

The format, dates and times of meetings shall be conducted in closed sessions. The costs for the services of the mediator/arbitrator, including per diem expenses, if any, and actual and necessary travel expenses and subsistence, shall be shared equally by the District and the Association.

The mediator/arbitrator shall first attempt to resolve the dispute through the mediation process. Should this process fail, that person shall then function as the arbitrator of the issues remaining in dispute. Within ten (10) working days after the conclusion of arbitration hearings, the mediator/arbitrator shall submit a report in writing to the District and the Association only and shall set forth in the report findings of fact, reasoning and recommendations on the issues submitted. The report shall be advisory only and binding neither on the District nor the Association. Within five (5) days after receiving the report of the mediator/arbitrator, the representatives of the parties shall meet to discuss the report. No public release shall be made until after such meeting. The respective parties shall take official action on the report of the mediator/arbitrator no later than fifteen (15) days after the meeting described above.

24-3 **Decertification**

- A.** Petition
- 1.** A petition for an election to decertify the Association may be filed with the Superintendent by an ESP within the unit.

WC/FS Agreement with TEA for 2023-2023

2. The petition shall contain the following information:
 - a. The name, address and telephone number of the petitioner and the name, address and telephone number of the agent to be contacted, if any;
 - b. A description of the established unit;
 - c. The approximate number of ESPs in the established unit;
 - d. A statement that the members in the established unit no longer desire the Association as their exclusive representative;
3. The petition shall be signed by at least thirty (30) percent of the ESPs in the established unit.
4. The petitioner shall concurrently serve a copy of the petition to the District and the Association.

B. Election

1. Upon receipt of a petition for decertification, the Board may conduct an impartial representative election. The costs for such an election shall be defrayed equally by the petitioning organization and the District.
2. A petition shall not be considered whenever a representation election has been held within the twelve (12) months immediately preceding the filing of the petition. If there is an existing agreement in effect, the petition must be initiated, signed and delivered to the Board within ninety (90) to one hundred twenty (120) working days prior to expiration of the Agreement to fulfill the requirement for receipt of a valid petition for decertification.

ARTICLE TWENTY-FIVE

SHARED DECISION-MAKING

25-1 Purpose

The purpose of a shared decision-making program is to create an atmosphere in which decision making is a collegial, shared, process that fosters an exchange of ideas and information necessary for effective professional practice and for improved student performance. The Association and District agree to continue pursuing jointly the implementation of legitimately recognized school councils as a foundation of a shared decision-making program. All provisions of this agreement shall continue to be in full force and effect throughout the process.

25-2 Joint Shared Decision-Making Committee

If needed, the TUSD Superintendent and TEA President shall appoint a committee to resolve any issues regarding school councils or any proposed changes to any TUSD policy affecting school council authority. The joint committee shall consist of an equal number of appointees by the TUSD Superintendent and the TEA President.

25-3 School Council Standards

In all cases, school councils must operate according to State and Federal laws and TUSD Board Policy.

25-4 No Reprisals

Neither the Board nor its supervisory employees shall engage in any reprisals against TEA, AEA, NEA and persons involved in the walkout of April and May of 2018.

ARTICLE TWENTY-SIX

DURATION

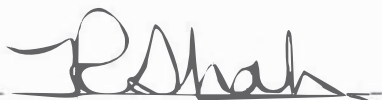
Unless specified otherwise in this Agreement, the provisions of this Agreement shall be effective beginning the first day of the fiscal year and shall continue in full force and effect through the last day of the fiscal year. In the event ratification does not occur by the first day of the following fiscal year, the previous year's agreement shall continue automatically for 45 days, provided that the parties have negotiated in good faith commencing in March.

RATIFICATION

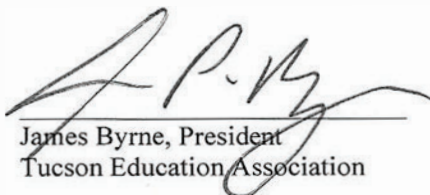
ALL PROVISIONS SHALL BE EFFECTIVE JULY 1, 2023, AND SHALL REMAIN IN FULL FORCE AND EFFECT THROUGH JUNE 30, 2024.

Tucson Unified School District

Tucson Education Association



Dr. Ravi Shah, President
TUSD Governing Board



James Byrne, President
Tucson Education Association

Date: 8/22/23

Date: 8/25/23

Approved as to form and content on this 22nd day of August, 2023 by:



Maricela Meza, Director of Employee
Relations Tucson Unified School District

**APPENDIX I
WHITE COLLAR/FOOD SERVICE**

Prior to the Board voting on any exemption change affecting a bargaining unit position, the Association will be notified and given the opportunity to discuss the change.

During the term of the Agreement, the wage schedule (Appendix II) shall not be changed without the mutual agreement of the Association and the District. If additional positions are identified during the term of this Agreement, or if the classification of a position changes, the Association will receive written notification of the change.

The definitions of classifications, the assignment of classifications to a pay grade on the wage schedule, and the determination of the appropriate pay grade on the wage schedule for classifications as they relate to other classifications are matters left to the sole discretion of the District.

White Collar/Food Services Classifications (WCL)

Grade	Title	Entry Rate
D	Cafeteria Worker	\$15.45
D	Data Technician	\$15.45
D	Early Childhood Care Specialist	\$15.45
D	Educational Audiologist Assistant	\$15.45
D	FS Meal Application Program Technician	\$15.45
D	Infant Care Specialist	\$15.45
D	Library Assistant	\$15.45
D	Office Assistant	\$15.45
D	Special Needs Aide - Adult	\$15.45
D	Special Needs Aide - Child	\$15.45
D5	FS Inventory Technician	\$16.08
E	Attendance & Registration Technician	\$16.11
E	Cafeteria Worker, Lead	\$16.11
E	Early Childhood Care Specialist, Senior	\$16.11
E	School Community Liaison	\$16.11
E5	Administrative Secretary	\$16.76
E8	Lending Library Associate Cataloguer	\$17.27
E8	Registrar	\$17.27
E13	Attendance Liaison	\$18.15
E13	School Site Technology Liaison	\$18.15
F	Budget Control Assistant	\$16.79
F8	CTE (Career & Tech. Education) Specialist	\$18.00
F13	Clothing Bank Specialist	\$18.92
F17	Braillist	\$19.68
G	Behavior Intervention Monitor	\$17.49
G	Health Assistant	\$17.49
G	Testing & PHLOTE Compliance Technician – Language	\$17.49
G	Teacher Assistant	\$17.49
G	Teacher Assistant - Bilingual	\$17.49
G	Teacher Assistant - Early Childhood	\$17.49
G	Campus Monitor	\$17.49

G2	Customer Service Specialist - Transportation	\$17.85
G3	Customer Service Specialist - Facilities Maintenance	\$17.85
G3	Ex Ed Compliance Monitor	\$17.85
G4	Teacher Assistant – Early Childhood Ex Ed Teacher Assistant	\$18.03
G4	Teacher Assistant - Exceptional Education	\$18.03
G4	Teacher Assistant Itinerant – Exceptional Education	\$18.03
G7	Instructional Specialist	\$18.57
G7	Instructional Specialist - CTE	\$18.57
G7	Instructional Specialist - General Subjects	\$18.57
G7	Instructional Specialist - Preschool	\$18.57
G7	Intervention Technician - Mary Meredith K12	\$18.57
G22	Department Accounting Specialist	\$21.56
H	Accounting Technician	\$18.24
H	Accounts Payable Technician	\$18.24
H	Administrative Assistant	\$18.24
H	Administrative Assistant-Rental Office	\$18.24
H	Asset Management Associate	\$18.24
H	Assistant Curator of Artifacts & Exhibits	\$18.24
H	Bookstore Manager	\$18.24
H	Facilities Data Manager	\$18.24
H	Language Assessment Coordinator	\$18.24
H7	School Site Office Manager	\$19.36
H7	Student Services Associate	\$19.36
H13	Extracurricular Specialist	\$20.55
H13	Payroll Associate	\$20.55
I	School Security Agent	\$19.01
J	Attendance Reporting System Analyst	\$19.81
J	Computer Support / Training Specialist	\$19.81
J	Customer Support Center Specialist	\$19.81
J	Instructional Staff Development Specialist	\$19.81
J	Resource Specialist	\$19.81
J	Technical Support Specialist	\$19.81
J	Technology Services (TS) Field Technician	\$19.81
J3	FS LAN Systems Specialist	\$20.21
J7	Athletic Compliance Specialist	\$21.03
J7	Language Support Specialist	\$21.03
J7	Student Success Coach	\$21.03
J7	Student Success Specialist	\$21.03
J12	Program Specialist	\$22.10
L	Accounting Associate	\$21.52
L	Accounting Associate – Cash Receipts	\$21.52
L	Technology Services (TS) Field Technician, Lead	\$21.52
M	Behavior Specialist	\$22.43
M	Behavior Specialist - Early Childhood Learning Center	\$22.43
M	E-Mail Systems Analyst	\$22.43

M15	Licensed Practical Nurse	\$25.79
N	Drop Out Intervention Specialist	\$23.38
N	Data Integrity Analyst - SIS	\$23.38
O	Network Administrator	\$24.36
O	Network Systems Security Analyst	\$24.36
O	Systems Administrator	\$24.36
O	Network Systems Coordinator	\$24.36
O	Telecommunications Technician	\$24.36

APPENDIX II
White Collar/Food Service Wage Scale
July 1, 2023 through June 30, 2024

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Grade D	\$15.45	\$15.60	\$15.77	\$15.92	\$16.08	\$16.24	\$16.40	\$16.56	\$16.74	\$16.90
Grade E	\$16.11	\$16.27	\$16.43	\$16.59	\$16.76	\$16.93	\$17.10	\$17.27	\$17.44	\$17.61
Grade F	\$16.79	\$16.96	\$17.12	\$17.29	\$17.47	\$17.64	\$17.82	\$18.00	\$18.18	\$18.36
Grade G	\$17.49	\$17.68	\$17.85	\$18.03	\$18.21	\$18.39	\$18.57	\$18.76	\$18.95	\$19.14
Grade H	\$18.24	\$18.42	\$18.60	\$18.79	\$18.98	\$19.17	\$19.36	\$19.55	\$19.75	\$19.95
Grade I	\$19.01	\$19.20	\$19.39	\$19.58	\$19.78	\$19.98	\$20.18	\$20.38	\$20.58	\$20.79
Grade J	\$19.81	\$20.01	\$20.21	\$20.41	\$20.61	\$20.82	\$21.03	\$21.24	\$21.45	\$21.66
Grade K	\$20.64	\$20.86	\$21.06	\$21.27	\$21.48	\$21.70	\$21.92	\$22.14	\$22.36	\$22.58
Grade L	\$21.52	\$21.74	\$21.95	\$22.17	\$22.39	\$22.61	\$22.85	\$23.07	\$23.30	\$23.53
Grade M	\$22.43	\$22.65	\$22.88	\$23.11	\$23.34	\$23.57	\$23.81	\$24.05	\$24.29	\$24.53
Grade N	\$23.38	\$23.61	\$23.85	\$24.09	\$24.33	\$24.57	\$24.82	\$25.07	\$25.31	\$25.56
Grade O	\$24.36	\$24.60	\$24.86	\$25.10	\$25.35	\$25.60	\$25.87	\$26.12	\$26.38	\$26.64

	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Grade D	\$17.07	\$17.24	\$17.41	\$17.58	\$17.77	\$17.94	\$18.12	\$18.30	\$18.48	\$18.66
Grade E	\$17.80	\$17.97	\$18.15	\$18.33	\$18.51	\$18.70	\$18.89	\$19.08	\$19.26	\$19.46
Grade F	\$18.54	\$18.73	\$18.92	\$19.11	\$19.30	\$19.49	\$19.68	\$19.88	\$20.08	\$20.28
Grade G	\$19.33	\$19.52	\$19.72	\$19.92	\$20.11	\$20.31	\$20.51	\$20.73	\$20.93	\$21.14
Grade H	\$20.14	\$20.34	\$20.55	\$20.76	\$20.96	\$21.17	\$21.38	\$21.59	\$21.82	\$22.03
Grade I	\$21.00	\$21.20	\$21.41	\$21.63	\$21.85	\$22.07	\$22.29	\$22.51	\$22.74	\$22.96
Grade J	\$21.89	\$22.10	\$22.32	\$22.54	\$22.78	\$23.00	\$23.23	\$23.46	\$23.69	\$23.94
Grade K	\$22.81	\$23.04	\$23.27	\$23.50	\$23.74	\$23.97	\$24.21	\$24.45	\$24.69	\$24.95
Grade L	\$23.78	\$24.01	\$24.25	\$24.49	\$24.73	\$24.99	\$25.23	\$25.48	\$25.74	\$26.00
Grade M	\$24.78	\$25.03	\$25.27	\$25.52	\$25.79	\$26.04	\$26.30	\$26.56	\$26.83	\$27.10
Grade N	\$25.83	\$26.08	\$26.34	\$26.60	\$26.88	\$27.14	\$27.41	\$27.68	\$27.97	\$28.24
Grade O	\$26.92	\$27.18	\$27.45	\$27.73	\$28.01	\$28.29	\$28.57	\$28.86	\$29.15	\$29.43

	Step 21	Step 22	Step 23	Step 24	Step 25	Step 26	Step 27	Step 28	Step 29	Step 30
Grade D	\$18.86	\$19.05	\$19.23	\$19.42	\$19.62	\$19.82	\$20.02	\$20.22	\$20.42	\$20.62
Grade E	\$19.65	\$19.85	\$20.05	\$20.25	\$20.45	\$20.65	\$20.86	\$21.07	\$21.28	\$21.49
Grade F	\$20.48	\$20.68	\$20.90	\$21.10	\$21.31	\$21.52	\$21.75	\$21.96	\$22.18	\$22.40
Grade G	\$21.35	\$21.56	\$21.78	\$22.00	\$22.22	\$22.44	\$22.66	\$22.89	\$23.12	\$23.35
Grade H	\$22.25	\$22.47	\$22.69	\$22.93	\$23.16	\$23.38	\$23.62	\$23.86	\$24.10	\$24.33
Grade I	\$23.19	\$23.42	\$23.65	\$23.90	\$24.13	\$24.37	\$24.61	\$24.87	\$25.11	\$25.36
Grade J	\$24.17	\$24.41	\$24.65	\$24.91	\$25.15	\$25.40	\$25.65	\$25.92	\$26.18	\$26.43
Grade K	\$25.19	\$25.44	\$25.70	\$25.96	\$26.22	\$26.48	\$26.74	\$27.01	\$27.28	\$27.55
Grade L	\$26.26	\$26.52	\$26.79	\$27.06	\$27.32	\$27.59	\$27.88	\$28.15	\$28.43	\$28.71
Grade M	\$27.37	\$27.64	\$27.92	\$28.20	\$28.48	\$28.76	\$29.05	\$29.34	\$29.63	\$29.94
Grade N	\$28.52	\$28.81	\$29.10	\$29.39	\$29.68	\$29.98	\$30.28	\$30.58	\$30.89	\$31.20
Grade O	\$29.73	\$30.03	\$30.33	\$30.63	\$30.94	\$31.25	\$31.56	\$31.88	\$32.19	\$32.51

	Step 31	Step 32	Step 33	Step 34	Step 35	Step 36	Step 37	Step 38	Step 39	Step 40
Grade D	\$20.83	\$21.04	\$21.25	\$21.46	\$21.67	\$21.89	\$22.11	\$22.33	\$22.55	\$22.78
Grade E	\$21.70	\$21.93	\$22.15	\$22.36	\$22.59	\$22.82	\$23.05	\$23.27	\$23.50	\$23.75
Grade F	\$22.62	\$22.86	\$23.08	\$23.31	\$23.54	\$23.78	\$24.02	\$24.26	\$24.50	\$24.75
Grade G	\$23.58	\$23.82	\$24.06	\$24.30	\$24.54	\$24.79	\$25.04	\$25.28	\$25.53	\$25.80
Grade H	\$24.58	\$24.83	\$25.07	\$25.32	\$25.57	\$25.84	\$26.09	\$26.35	\$26.61	\$26.89
Grade I	\$25.61	\$25.88	\$26.13	\$26.39	\$26.65	\$26.93	\$27.19	\$27.46	\$27.74	\$28.02
Grade J	\$26.70	\$26.97	\$27.24	\$27.51	\$27.79	\$28.06	\$28.34	\$28.62	\$28.92	\$29.20
Grade K	\$27.83	\$28.11	\$28.39	\$28.67	\$28.96	\$29.25	\$29.54	\$29.84	\$30.14	\$30.43
Grade L	\$29.01	\$29.30	\$29.59	\$29.89	\$30.18	\$30.48	\$30.78	\$31.10	\$31.41	\$31.72
Grade M	\$30.23	\$30.53	\$30.84	\$31.15	\$31.46	\$31.77	\$32.09	\$32.41	\$32.73	\$33.07
Grade N	\$31.51	\$31.83	\$32.14	\$32.46	\$32.78	\$33.12	\$33.45	\$33.78	\$34.12	\$34.46
Grade O	\$32.85	\$33.17	\$33.50	\$33.84	\$34.18	\$34.51	\$34.87	\$35.21	\$35.56	\$35.92

	Step 41	Step 42	Step 43
Grade D	\$23.01	\$23.24	\$23.47
Grade E	\$23.98	\$24.22	\$24.46
Grade F	\$25.00	\$25.24	\$25.49
Grade G	\$26.05	\$26.31	\$26.57
Grade H	\$27.15	\$27.42	\$27.69
Grade I	\$28.30	\$28.58	\$28.87
Grade J	\$29.49	\$29.78	\$30.09
Grade K	\$30.74	\$31.05	\$31.36
Grade L	\$32.04	\$32.36	\$32.68
Grade M	\$33.39	\$33.72	\$34.07
Grade N	\$34.80	\$35.16	\$35.50
Grade O	\$36.28	\$36.64	\$37.01

APPENDIX III

Policy GBQ-E Exhibit

Policy GBQ-E Exhibit

REASON FOR LEAVING TUSD	Eligibility for Rehire
Voluntary Resignation	Eligible
Retirement	Eligible
Contract Term Ends	Eligible
Probationary Period Termination/Nonrenewal	Mandatory Record Review
Expired Certificate/license required for position	Eligible (once credentials are reestablished)
Poor Performance	Mandatory Record Review
Unsafe Work Practices	Mandatory Record Review
Job Abandonment	Mandatory Record Review
Poor Attendance	Mandatory Record Review
Resignation in lieu of Dismissal	Mandatory Record Review
Felony conviction	Ineligible
Failure or refusal of a test for drugs/alcohol administered by TUSD while in a job working with students	Ineligible
Separation Agreement stating ineligibility	Ineligible
Theft	Mandatory Record Review
Possession, use, of drugs or alcohol on school property on at a school-sponsored activity	Ineligible
Firearms Possession	Ineligible
Threats or Intimidation as defined in ARS 13-1202	Ineligible
Assault as defined in ARS 13-1203 or Aggravated Assault under any of the circumstances described in ARS 13-1204	Ineligible
Loss of Fingerprint Clearance for criminal conviction	Ineligible
Breach of Confidentiality	Mandatory Record Review
Commission of a Crime	Mandatory Record Review
Sexual offenses as defined in ARS 13-1401 et seq. (Indecent exposure to a minor, public sexual indecency, sexual abuse, sexual conduct with a minor, sexual assault, unlawful sexual conduct, molestation of a child, bestiality)	Ineligible

Exhibit GBQ-E – Reason for Leaving TUSD – 10/02/2019