

# PERS3 - Employment Practices

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## P - Personnel

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### STAFF CONDUCT

#### General Expectations

All employees of the District are expected to conduct themselves in a manner consistent with effective and orderly education and to protect students and District property. Employees must not, by action or inaction, interfere with or disrupt any District activity or encourage such disruptions. Unauthorized possession of weapons on school grounds is prohibited. Employees must maintain order, adhere to District policies, and follow all applicable directives issued by the Superintendent.

#### Reporting Responsibilities

Staff members are required to report any suspected crime against a person or property that is serious in nature, involves a deadly weapon or dangerous instrument, or poses a threat of death or serious injury. Such conduct must be documented and communicated to the Superintendent, who will notify local law enforcement as necessary. Conduct considered to be bullying, harassment, or intimidation must be reported according to the District's policy on such behavior.

Parents or guardians of students involved in suspected crimes or serious incidents will be notified by the District, subject to federal law requirements.

#### Reporting Suspected Crimes or Incidents

By January 1, 2020, the District must post policies and procedures pertaining to "Reporting Suspected Crimes or Incidents" on its website. The Department of Education will verify that each school district has adopted these policies and procedures by this date.

#### Consequences for Non-Reporting

Any person who violates the reporting requirements may face disciplinary action, including dismissal, under the provisions of A.R.S. 15-341. The District must maintain records of any individual disciplined for failure to report, and these records must be made available to any public school or governing board considering hiring that individual.

#### Non-Appealable Offenses

Any employee or applicant arrested for or charged with a non-appealable offense listed under A.R.S. 41-1758.03(B) must immediately report the arrest or charge to their supervisor or potential employer. Failure to do so will result in immediate dismissal without the right to appeal under A.R.S. 15-539(F). The employee will be given an opportunity to provide a written explanation before termination.

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### Use of Physical Force

School personnel entrusted with the care and supervision of minors may use reasonable and appropriate physical force to maintain order, defend themselves or others, and protect District or personal property. The threat or use of physical force is not justified in response to verbal provocation alone or when the degree of force used exceeds that necessary to prevent harm or preserve property.

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### Nonmedical Use or Abuse of Drugs or Alcohol

#### Pre-Employment Post-Offer Testing

All applicants are required to undergo a drug/alcohol test after receiving a conditional offer of employment.

Failure to pass the test will result in withdrawal of the employment offer. Applicants may retest at their own expense.

### **Reasonable Suspicion Testing**

If the District has reasonable suspicion that an employee is under the influence of drugs or alcohol, the employee may be required to submit to testing. Circumstances constituting reasonable suspicion include observable signs of impairment or erratic behavior. Refusal to undergo testing will be considered insubordination and may result in disciplinary action.

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### **Smoking by Staff Members**

The possession or use of tobacco products, electronic cigarettes, or vapor products is prohibited on school grounds, in school vehicles, and at off-campus school-sponsored events. Violation of this policy is a petty offense under A.R.S. 36-798.03.

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### **Staff Use of Digital Wireless Communications or Electronic Devices While Operating a Motor Vehicle**

Employees are prohibited from operating a motor vehicle while physically holding or supporting a wireless communication device or while writing, sending, or reading text-based communication, except for hands-free voice communication.

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### **Prohibited Personnel Practices**

#### **Disclosure Protection**

The District prohibits reprisals against employees who disclose matters of public concern, such as violations of law, mismanagement, or misappropriation of funds. Employees may file a complaint with the Board if they believe adverse personnel actions were taken due to such disclosures.

#### **Reporting Protection**

No reprisals may be taken against employees for reporting, in good faith, misconduct by certificated personnel involving minors as required by A.R.S. 13-3620 (Reporting Child Abuse).

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### **Legal References**

A.R.S.  
15-341  
15-421  
13-3620  
41-783  
38-532