

# Policy Advisory Volume 38 No. 2

April 23, 2026



# Policy Advisory

## Policy GB—General Personnel Policies

\*\*The original language in Policy GB, incorporating content from the former Policy GA to improve clarity and alignment

\*\*In addition, headings have been added, “General” was removed from the title, and one sentence encouraging employee participation in decision-making, previously found under the now-deleted Policy GBB, has been included under the heading Personnel Guidelines



# Policy Advisory

**Policy GBA— Equal Employment Opportunity**

**Regulation GBA-R — Equal Employment Opportunity**

**Exhibit GBA-E — Equal Employment Opportunity**

\*\*The titles of the policy, regulation, and exhibit have been updated to include “and Non-Discrimination,” now reading Equal Employment Opportunity and Non-Discrimination

\*\*Language aligned with Policy AC – Nondiscrimination/Equal Opportunity has been incorporated, and additional revisions were made to expand and clarify the policy

\*\*In addition, headings were added to the regulation, and the exhibit was revised to include a date line next to the signature line for clarity



# Policy Advisory

## Policy GBAC — Indian Preference in Employment

\*\*Legal references have been updated in Policy GBAC



# Policy Advisory

## Policy GBEA— Staff Ethics

### GBEA-R Ethics and Code of Conduct

### GBEA-E Ethics and Code of Conduct

\*\*Policy title has been updated to include “and Code of Conduct,” now reading Ethics and Code of Conduct

\*\*Content from former Policy GBEB addressing potential consequences for District employees who violate rules has been incorporated into Policy GBEA

\*\*Under the new Code of Conduct heading in Policy GBEA, the list of staff expectations has been revised for clarity and expanded to include provisions on protecting students (C.) and maintaining confidentiality (M.)



# Policy Advisory

## Policy GBEAA — Staff Conflict of Interest

### GBEAA-E — Staff Conflict of Interest

\*\*Revised to add hiring provisions, including the substitute-teacher exception for small school districts in A.R.S. 15-421, for clarity

\*\*Aligned more closely with Arizona conflict-of-interest law, including the substantial-interest framework in A.R.S. 38-502 through 38-509, and the Uniform System of Financial Records (USFR) guidance regarding annual employee conflict-of-interest disclosures and retention of related records



# Policy Advisory

## Policy GBEBB — Staff Conduct with Students

\*\*Reorganized and reworded for clarity to emphasize employee expectations regarding professional relationships with students and appropriate staff conduct

\*\* The revisions consolidate supervision, behavioral, and professional standards into a concise list format and reinforces compliance with A.R.S. 15-105 and Policy JLDB on restraint and seclusion



# Policy Advisory

## Policy GBEBC — Gifts to and Solicitations by Staff Members

\*\*Reworded for clarity, and existing provisions regarding gifts to employees and gifts to students were separated into distinct sections with new headings for easier reference



# Policy Advisory

**Policy GBEC — Drug - Free Workplace**

**GBEC-R — Drug - Free Workplace**

**GBEC-EA — Drug - Free Workplace**

\*\* Updated to incorporate language from Policies GBECA and GBECB; therefore, those policies have been removed from the model manual

\*\* The policy, regulation, and exhibit titles have been revised to Alcohol and Drug-Free Workplace

\*\* Additional information clarifying the possession of alcohol in an employee's personal vehicle was added under the heading Exceptions, and new definitions and subheadings were included to enhance clarity and organization



# Policy Advisory

## Policy GBED — Smoking by Staff Members

\*\*Headings were added for organization, and clarifying language was included under Violations to specify that employees who violate the policy are subject to disciplinary action, up to and including dismissal

\*\*Additional language was added under Exceptions to address the possession of legal tobacco products, tobacco substitutes, electronic cigarettes, or vapor products in an employee's locked personal vehicle, while maintaining the prohibition on their use on District property or at District-sponsored activities



# Policy Advisory

## Policy GBEF — Staff Use of Digital Communications and Electronic Devices

\*\*Language from Policy GBEFA was incorporated into Policy GBEF; therefore, Policy GBEFA was removed from the model manual

\*\*The definition of social media was streamlined and modernized for clarity and relevance

\*\*References to specific platforms and technologies (e.g., Facebook, LinkedIn, X, YouTube, Android, iPhone) were removed to ensure the policy remains current as technologies evolve



# Policy Advisory

## **NEW Policy GBGA — Health**

**GBGA-RA — Health**

**GBGA-RB — Health**

**GBGA-EA — Health**

**GBGA-EB — Health**

**\*\*Newly created Policy GBGA consolidates health, safety, and protective measures previously contained in Policies GBGB, GBGC, GBGCA, and GBGCB; therefore, these policies have been removed from the model manual**

**\*\*Disease-specific language regarding HIV/AIDS transmission, as well as the paragraph describing notification to staff with special vulnerabilities during outbreaks, have been removed from GBGA**



# Policy Advisory

## **Policy GBGD — Workers' Compensation**

### **GBGD-R — Workers' Compensation**

### **GBGD-E — Workers' Compensation**

\*\*The policy and regulation were revised to clarify coverage by replacing “accident” with “personal injury by accident,” aligning the terminology with A.R.S. 23-904. Exhibit GBGD-E was also updated: Item “C.” and the final paragraph were revised to align with EEOC/ADA return-to-work standards



# Policy Advisory

## Policy GBI — Staff Participation in Political Activities

\*\*Policy GBI was updated with minor edits, including expanding the prohibition on using District assets to influence elections to include “or any other thing of value of the District,” consistent with A.R.S. 15-511



# Policy Advisory

## Policy GBJ — Personnel Records and Files

### GBJ-R — Personnel Records and Files

\*\*Policy GBJ was reorganized with headings, and teacher confidentiality protections under A.R.S. 15-537 were added for clarity. Exhibit GBJ-E was recodified as a Regulation GBJ-R due to its compliance directive and replaced “bulleted above” with “listed above” in Item 4.a



# Policy Advisory

Policy GBK — Staff Grievances

GBK-R — Staff Grievances

GBK-EA — Staff Grievances

GBK-EB — Staff Grievances

GBK-EC — Staff Grievances

GBK-ED — Staff Grievances

GBK-EE — Staff Grievances

\*\* Updated to include the Board’s discretionary delegation to the Superintendent to establish an employee grievance procedure

\*\* Timelines remain a local decision; if the Board modifies the timelines in policy, the accompanying regulation and exhibits must be updated for consistency

\*\* Cross references were also added to the policy, and the regulation and exhibits were revised to specify “business” days for clarity and alignment with the policy



# Policy Advisory

## Policy GBP — Prohibited Personnel Practices

\*\*Policy GBP was retitled Reprisals to more accurately reflect its scope, improving alignment between the title and the policy's content



# Policy Advisory

## Policy GCB — Professional Staff Contracts and Compensation

\*\*Reorganized with headings and added definitions to improve clarity. Content from Policies GCBD, GDB, and GDBD was consolidated into GCB; accordingly, GCBD, GDB, and GDBD have been removed from the model manual

\*\*The title was revised to Compensation to better reflect the policy's scope and contents



# Policy Advisory

## Policy GCBA — Professional Staff Salary Schedules

\*\*Consolidates content from GCBC, GDBA, and GDBC; accordingly, those policies have been removed from the model manual

\*\*Headings were added for clarity, and the title was updated to Salaries to better reflect the policy's scope

\*\*The Advancement on Salary Schedule criteria (Items A–D) were revised to replace vague phrases with specific, documentable standards tied to job duties, compliance, and professional conduct



# Policy Advisory

## Policy GCCA — Professional / Support Staff Sick Leave

**GCCA-RA Types of Leaves**

**GCCA-RB Types of Leaves**

**GCCA-RC Types of Leaves**

**GCCA-E Types of Leaves**

\*\*To improve clarity, reduce redundancy, and centralize statutory references in one place, multiple leave-related policies (GCC, GCCA, GCCB, GCCC, GCCD, GCCE, GCCF, GCCG, GCCH, GCD, GDCG, and GDD) were consolidated into a single, comprehensive policy (GCCA – Types of Leaves)



# Policy Advisory

## Policy GCCA — Professional / Support Staff Sick Leave

GCCA-RA Types of Leaves

GCCA-RB Types of Leaves

GCCA-RC Types of Leaves

GCCA-E Types of Leaves

\*\*The unified policy organizes all common leave types—sick leave and earned paid sick time (A.R.S. 23-372, 23-373), FMLA (29 U.S.C. 2601–2654; 29 C.F.R. Part 825), banked/voluntary sick-leave transfer, personal and bereavement leave, victim leave (A.R.S. 8-420/13-4439), jury duty (A.R.S. 21-236), voting leave (A.R.S. 16-402), military/USERRA (A.R.S. 26-168; 38-610; 38 U.S.C. 4303), holidays (A.R.S. 15-801), vacation leave, sabbatical leave (A.R.S. 15-510), professional development leave, unpaid leaves of absence, and absent without leave—under clear headings



# Policy Advisory

**Policy GCF — Professional Staff Hiring**

**GCF-R — Professional Staff Hiring**

**GCF-EA — Professional Staff Hiring**

**GCF-EB — Professional Staff Hiring**

**GCF-EC — Professional Staff Hiring**

**GCF-ED — Professional Staff Hiring**

**GCF-EE — Hiring**

**GCF-EF — Hiring**

\*\*The title of the policy, along with the titles of its accompanying regulation and exhibits, has been updated to Hiring to reflect that these documents address both certificated and noncertificated employees



***THANK YOU***

**Mingus Union High  
School District #4**

