

WELCOME TO THE FREQUENTLY ASKED QUESTIONS. PLEASE CONTACT HUMAN RESOURCES IF YOU HAVE ANY QUESTIONS. WE'RE HERE TO HELP!

**HOW DO I RENEW MY ARIZONA DEPARTMENT OF EDUCATION CERTIFICATE?**

1. Visit the AZEDCert site and learn about the new portal: <http://www.azed.gov/educator-certification/azedcert/>
2. Download the Application, complete your information and send it to Human Resources, along with the PD hours you want reviewed to use for your renewal (remember, if you currently have a 6-year cert, you only need 90 hours to receive a new 12 year certificate.
3. Gather up the professional development hours that you want HR to review (i.e. TrueNorthLogic transcripts, college/university transcripts) and attach them to your ADE form. Send or bring this entire packet to FUSD Human Resources for review and verification. If you are renewing a 6 year certificate, you will need to show that you have completed 90 clock hours and ADE will award a 12 year certificate
4. Go to the new ADE portal (<http://www.azed.gov/educator-certification/azedcert/>), where you can upload your application **and** pay the ADE fees. (Note: Do not use your FUSD email when setting up your ADE account. Use a personal email address).
5. You'll receive an email verifying receipt of your application and payment. You'll also receive a link so you can check the status of your certificate.
6. Send HR a copy of your new certificate (front and back).

**If you wish to contact the Certification Unit, please refer to the information below:**

Email: [Certification@azed.gov](mailto:Certification@azed.gov)

Phone: 602-542-4367

Mailing Address: ADE – Certification, PO Box 6490, Phoenix AZ 85005-6940

Walk-in Address 8:30 – 4:00 Monday to Friday: 1535 West Jefferson Street, Phoenix AZ 85007 (SW corner of Jefferson St. and 15th Ave.) \* We suggest calling before you go travel to Phoenix to ensure their availability.

[www.ade.az.gov](http://www.ade.az.gov)

<http://www.azed.gov/educator-certification/>

- **I applied for a job? What happens next?**

Administrators will review all applications, and select the candidates to be interviewed. After the interview process is completed and an offer made and accepted all applicants will be notified.

Often, the hiring practice is done by way of a committee, so the process from posting to making a hire to contacting all applicants can take several days to weeks to complete.

- **The principal/administrator has offered me a position. What happens next?**

Congratulations! We look forward to your contributions! You will be contacted by Human Resources to set an appointment to complete your new hire paperwork. Sometimes this can take a few days, so we appreciate your patience.

- **I'm a current FUSD teacher, why do I have to submit a complete application online?**

Great question! All applicants (including current district employees) must submit a complete online application. This includes attaching Current Teacher Certificate, Current Fingerprint Clearance Card, AEPA and/or PRAXIS scores & Unofficial Transcripts. Administrators will no longer be coming into the HR office, to pull files when people apply. The only information available to administrators is what you provide in the online application. Also, the process of ensuring an equal employment opportunity for everyone, begins at the point of application. Administrators must be able to review all the requested items, in order to help them in their selection. Your cooperation is greatly appreciated.

- **Can I report to my new job, before I go to Human Resources?**

Not yet! After you complete your new hire paperwork, you are given a Work Authorization Ticket. You present this ticket to your site supervisor, indicating to them that you have completed the new hire process and are ready to begin your job assignment.

- **What is my work schedule?**

Your daily work schedule will be determined by the site administrator. Pay attention to the number of hours you were hired to fill each week, as you will need to work those amount of hours. This is critical, if you are benefit eligible, as dropping below your hired hours, could jeopardize your benefit eligibility.

- **How do I receive leave hours?**

#### **EARNED SICK LEAVE TIME ALL STAFF**

Starting July 1, 2017, staff will start accruing Earned Paid Sick Leave Time at a rate of one (1) hour per thirty (30) hours worked. Staff shall not be entitled to accrue and use more than forty (40) hours of Earned Paid Sick Time per year. Staff may use Earned Paid Sick Time as it is accumulated.

Staff will be provided the opportunity at the end of each year to transfer up to 40 hours of unused Earned Paid Sick Time to their Personal Leave Bank. Once Earned Paid Sick Time is transferred to Personal Leave, time is no longer subject to ARS 23-373 regulations. Only staff eligible for Personal Leave bank are eligible.

### **PERSONAL LEAVE & VACATION**

New staff starting after the beginning of the year will have their leave and vacation amount pro-rated. If employment terminates when an employee has used more leave than they earned that amount will be deducted from their final paycheck.

### **PERSONAL LEAVE**

#### **CLASSIFIED STAFF**

Classified Staff members shall be provided leave based on the number of hours worked per school year. Time is cumulative without limit based on months worked. Leave time will be given as follows:

- Twelve-month (12) employees receive seven (7) days. 3 days up front and 4 days earned over the rest of the school year.
- Eleven-month (11) employees receive six (6) days. 3 days up front and 3 days earned over the rest of the school year.
- Ten-month (10) employees receive five (5) days. 3 days up front and 2 days earned over the rest of the school year.
- Nine-month (9) employee received (6) days. 3 days up front and 3 days earned over the rest of the school year. 2 days of leave time will be designated for unpaid holidays during the winter break.

#### **PROFESSIONAL AND CERTIFIED**

Professional and Certified staff members shall receive six (6) days of leave per school year. 3 days up front and 3 days earned over the rest of the school year.

#### **ADMINISTRATIVE CERTIFIED AND CLASSIFIED 12 MONTH**

Administrative Certified and Classified staff shall receive seven (7) days. 3 days up front and 4 days earned over the rest of the school year.

### **VACATION**

#### **CLASSIFIED 12 MONTH**

Vacation earned on the 2<sup>nd</sup> payroll of the month: 0-4 years of service 10 days per year, 5-9 years of service 14 days per year, 10-16 years of service 17 days per year, 17+ years of service 20 days per year.

#### **ADMINISTRATIVE CERTIFIED AND CLASSIFIED 12 MONTH**

Vacation will be given up front and must be used by the end of the year or it is lost.

- **How will I be paid?**

FUSD is on a bi-monthly pay period schedule.

9 month, will be paid by hours submitted on time card.

10 month, 11 month, 12 month Classified will turn in time cards but will elect spread pay over 12 months or spread pay over the number of months actually worked.

Certified Employees can elect spread pay over 12 months or spread pay over the number of months actually worked.

Administrators (Certified or Classified) can elect spread pay over 12 months or spread pay over the number of months actually worked.

*Spread pay* is the process of taking the contract salary and dividing it evenly by the number of pay periods, either year round or during time worked.

Certified and Administrators sign contracts based on a contract salary.

Classified (10, 11, 12 month) get an employment summary and their contract salary is derived by hours per day times days per year times hourly rate.

- **What benefits can I expect to receive?**

You are eligible to receive benefits if you work 30 or more hours per week.

Insurance coverage is dependent on your date of hire. If your date of hire is the 1st – 16th of the month, your coverage will begin the following month. If your date of hire is the 17th – 31st your coverage will begin the month following next.

- Example: If you are hired January 14th, your coverage will begin February 1st.
- Example: If you are hired January 20th, your coverage will begin March 1st.

Benefits include Medical, Dental, Vision, Life Insurance. Anyone who works 20 or more hours per week will be enrolled in the Arizona State Retirement System program. In addition, FUSD is part of the NAPEBT Wellness Incentive Program and has exclusive use of the Vera Clinic. Please visit our Benefits page to learn more. <https://www.fusd1.org/Domain/2072>

- **I don't have my social security card. Can I still complete my new hire paperwork?**

Sorry, but we will need your social security card so that we may make a copy for payroll purposes. If you have lost your social security or need to complete a name change, please go to your local social security office to order a copy.

- **Who do I contact if I have more questions?**

Contact Human Resources at 928-527-6070 or email [hr@fusd1.org](mailto:hr@fusd1.org)