

WARREN COUNTY BOARD OF EDUCATION

Employee Handbook

"One Team, One Goal, High Levels of Learning for All!"

May 2015

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Employee Handbook Changes

Although every effort will be made to keep this employee handbook current, the Warren County Board of Education and/or Director of Schools reserves the right to change any policies, procedures, benefits, and terms of employment. The district reserves the right to change any portion of this handbook at any time.

Equal Opportunity Employment

The Warren County School District shall be staffed by the best individuals available. The best qualified applicants shall be selected for each position without regard to race, color, national origin, age, sex, marital status, disability, veteran status, or any other class protected by law. This policy fully embraces equality of opportunity for all employment matters; i.e., training, hiring, transfer, assignments, promotion, benefits, or discharge.

The Human Resources Director is designated to coordinate the day-to-day operations for the equal employment opportunity of all employees.

Nepotism

Two members of the same family may be assigned to the same building in cases where one relative does not directly supervise the other. In no case is it permissible for one relative to directly supervise another regardless of building assignment. No current employee shall be required to change building assignment or position assignment as a result of adoption of this policy. Board Policy BHB

Application and Employment

An individual desiring a position with the school district shall make application to the Director of Schools through the Director of Human Resources using the process approved and developed by the system and found on the district website.

In a continuing effort to further ensure the safety and welfare of students and staff, Warren County Board of Education shall require criminal history record checks and fingerprinting of applicants for teaching positions as well as any other employee who has proximity to children at applicant's expense. Knowingly falsifying information shall be sufficient grounds for termination of employment and shall also constitute a Class A misdemeanor which must be reported to the District Attorney General for prosecution. For more information see Board Policy GBDA

Employee Categories

Full time- Any employee who has a regular work schedule of 30 hours or more per week. This employee is eligible for all of the benefits that Warren County Board of Education offers.

Part time-Any employee who works 29 hours or less per week on a regular basis. (Regular basis means more than 26 weeks in a calendar year.) Part time employees are not eligible for benefits and are not entitled to accumulate vacation time or sick leave. Substitute, Temporary, or Interim Employee- WCBOE has very few substitute, temporary, seasonal employees. Short-term replacements for WCBOE employees are generally provided by contract with an independent staffing agency. The agency is an independent contractor and its employees remain employees of the agency at all times and for all purposes. Because they are not employees of WCBOE, they are not entitled to any benefits offered to WCBOE employees.

Interim Employee- An employee appointed to a vacancy while the selection process takes place or to fill in for an employee on leave. Certified Interim Employees are treated as full time employees for the period of their service.

Exempt Employees -Employees who are exempt from the minimum wage and hour requirements of the Fair Labor Standards Act. This includes professional staff and certain classified employees who fall into legally defined categories including executive, administrative and computer.

Non-exempt employees All non-professional employees who are not otherwise exempt. Non-exempt employees must submit time sheets which accurately reflect the amount of hours worked each week. Non-Exempt employees must not work additional hours outside their regular work schedule unless prior authorization from their principal/supervisor is obtained.

Extra pay and compensation time for nonexempt employees

When additional hours work are authorized, a nonexempt employee shall be entitled to extra pay for hours worked not to exceed 40 hours per workweek. For all hours worked in excess of 40 hours per workweek, an employee is entitled to compensation time off. An employee may not earn comp time in excess of 240 hours (160 actual hours worked) at any given time. Supervisors do not have authority to authorized compensation time exceeding 240 hours. Board Policy GCRD

Personnel Records

Various documents are required to be submitted in order to complete an employment file. Any employee who fails to submit the required document(s) within the specified time may be terminated, held off duty or otherwise appropriately counseled or disciplined. Board Policy GAK

Personnel files are “open records” which may be subject to public inspection. Personally identifiable information and other confidential information shall be redacted before WCBOE complies with an open records request.

Dress Code

All employees are required to maintain a neat appearance. Employees should recognize that their appearance is a reflection of the school and should groom themselves accordingly. Apparel, dress and grooming shall not be disruptive to the classroom atmosphere or the educational process. Employees are expected to maintain themselves in a manner that will favorably impress members of the general public.
Board Policy GAP

DUTIES AND RESPONSIBILITIES OF ALL STAFF

Supervision Responsibilities

While at school or during school-related or school-sponsored activities, students must be under the supervision of a school district employee at all times. All WCBOE employees are required to assist in providing appropriate supervision and correction of students. Employees are expected to take reasonable action in situations involving student welfare and safety including intervening and reporting to the Principal or to their immediate supervision. Such instances shall include, but are not limited to instances of dangerous or violent conduct, bullying, hazing, harassment and abuse which take place on school grounds, school-provided transportation or at school events. Board Policy JGFB

Child Abuse and Neglect

Warren County Board of Education complies with state law by requiring all staff members to confidentially report case of abuse or neglect to the juvenile judge, Department of Children's Services or the Office of the Sheriff or the chief law enforcement official of municipality where the child resides. Report to the CPS hotline number is preferred. Any person who has knowledge of an injury or a condition which is of such a nature to indicate that it has been caused by brutality, abuse or neglect or reasonably appears to have been so caused, shall report it immediately to the proper outside authorities and to the principal. It is recommended that any employee making a required report retain the intake number for future reference should documentation of the report become necessary.

It is also expected that the reporting employee will also immediately notify the principal of such report if there is any indication that the abuse or neglect happened at school or during a school sponsored trip, event or activity.

Parents shall also be notified within 24 hours if the alleged abuse happened at school or during a school sponsored trip, event or activity. If the alleged abuse did not happen at school, parents should be notified of the injury or condition where circumstances are such that notification to the parents will not cause potential of harm to the child or the investigation by authorities.

Employees should be aware that failure to report potential child abuse or neglect is a misdemeanor and may also be grounds for discipline including termination. Any questions concerning specific fact scenarios may be discussed with the principal or legal and equity compliance coordinator, Robin Phillips. However, a staff member should always err on the side of making the report if there is any reason to suspect that abuse or neglect has occurred or is occurring. All such reports to the authorities are confidential. Board Policy JGFE

Duty to Report Suspect Activity

In addition to the duty to report child abuse or neglect as set out above, WCBOE employees also have a duty to report other suspect activity. As a condition of their employment, all WCBOE employees are required to report any dangerous, suspicious or illegal activity which they witness or of which they are aware. Tennessee law specifically requires school employees to report the following:

- Child abuse and child sexual abuse
 - a weapon on school grounds,
 - bullying or harassment that is witnessed by or of which the employee is aware;
- and
- information regarding any credible threat to cause bodily injury or death to a student or school employee

Such report should be made to the principal, supervision and outside authorities if appropriate. Actions committed on campus or at school events that are possibly also criminal in nature criminal, should also be reported to an SRO.

Harassment/Discrimination

The Warren County Board of Education is committed to safeguarding the rights of all students within the school system to learn and work in an environment that is free from all forms of harassment on school campuses, at school events, and on school buses.

The Board specifically prohibits any form of harassment based upon disability, color, race or national origin, sex, gender or any other class protected by law.

It shall be a violation of WCBOE policy for any student, teacher, administrator or other school personnel of the Warren County School District to engage in bullying or harassing in any form. The school system will act to promptly investigate all complaints and appropriately discipline any student or school personnel who is found to have violated board policy, and/or take other appropriate action reasonably calculated to end the bullying or harassment and prevent its recurrence. Retaliation will not be tolerated. For more information please see Board Policy JTA and KAD

All persons are required to make a conscientious effort to fully consider and understand the nature and basis of any harassment complaint. Any employee witnessing or having knowledge of harassment must report it to the principal, supervisor or Equity and Legal Compliance Coordinator, Robin Phillips at WCBOE central office/ 668-4022 ext 242.

Employee use of Internet/Electronic Mail

The Board offers access to the Internet and electronic mail (e-mail) as a business tool to those employees whose job require access. Access to e-mail and the Internet can enable employees to explore thousands of libraries, databases and bulletin boards while exchanging information with Internet users throughout the world. Although there is some degree of risk in offering Internet access, WCBOE believes that benefits to the

school community exceed the disadvantages.

The network is provided for authorized employees to conduct research and communicate with others for school related purposes. Access to network services is given to employees who agree to act in a considerate and responsible manner. Access can be revoked at any time if network security or protocol is compromised. Access to the district network is a privilege which is conditioned on the employee's agreement to and compliance with the prescribed rules for usage.

Because all computer hardware and software belong to the school district, all data including e-mail communications stored or transmitted on school district computers shall be monitored. Employees have no right to privacy with regard to such data. Confidentiality of e-mail communication cannot be assured. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.

Messages shall pertain to legitimate district business; email shall not be used to circumvent requirements of the Open Meetings Act.

Staff will abide by the WCBOE Acceptable Use policy which should be read by them in its entirety. Staff shall not reveal their passwords to others in the network or to anyone outside of it. If an employee has reason to believe that a password has been lost or stolen or that e-mail has been accessed by someone without authorization, the employee shall contact the technology coordinator immediately.

Messages shall not be sent that contain material that may be defined by a reasonable person as obscene, vulgar, discriminatory, harassing or promoting illegal or unethical activity or behavior inconsistent with the mission of WCBOE.

Users with network access shall not utilize district resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. All data including e-mail communications stored or transmitted on school system computers may be monitored. Employees have no expectation of privacy with regard to such data.

Copyright compliance

It is the responsibility of the individual user to comply with copyright laws. Employees shall insure that they do not violate copyright laws in any form. WCBOE will not accept responsibility for copyright violations by employees, and will not defend or pay damages as a result of an employee violations.

For more information regarding technology issues affecting employment please see Board Policy IFBGA (Acceptable Use), Policy CP (Web pages), Policy CPA (Email), IFAE (copyright)

Safeguarding emails and other documents

Employees shall maintain emails or other documents or evidence relevant to any potential, threatened or pending litigation. If an employee is aware of commencement or threat of litigation he/she shall "hold"/safeguard all emails, documents or other evidence relative thereto and shall not destroy, alter or delete them. Violations of this directive shall be grounds for discipline, including termination.

Social Media/ FERPA

WCBOE recognizes the First Amendment rights of its employees to speak out matters of public concern. However, countervailing rights of students, parents and other members of the school community must also be safeguarded. Employees are reminded that they shall not discuss or disclose confidential information, including student records protected under the Federal Education Records Protection Act (FERPA) in social media or elsewhere. Board Policies JRC, JR and Pickering v. Board of Education

Employees are cautioned that there is no absolute First Amendment right to post anything they want on social networking sites. As representatives of WCBOE, the Board urges each employee to maintain themselves in a manner that will favorably impress members of the general public at all times, including their dealings with social media. Employees may be disciplined for engaging in unprotected speech that is unprofessional and/or discriminatory, disrespectful, or disruptive to the educational process or the orderly operation of schools. Pickering v. Board of Education.

Employees are also cautioned to use discretion in their social relationships with students on social media sites, texting or otherwise outside of school. Employees shall not establish any relationship with a student which could be perceived to disrupt the educational process, interfere with the employee's duties or responsibilities as a member of the school staff or is otherwise be deemed illegal or inappropriate.

Tobacco Free Schools

All uses of tobacco products, including smokeless tobacco, are prohibited on all school property. Board Policies BBDC and GAMA

Drug and Alcohol Policy

No employee shall unlawfully manufacture, distribute, dispense, use or possess any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol, or any other controlled substance as defined in federal law, in the workplace. "Workplace" shall include any school district building or property, any school district owned or leased vehicle used to transport students to and from school or school activities and off school property during any school-sponsored or school-approved activity. Board Policy BBDC

Employees who are required to drive any school-owned or school-leased vehicle during the performance of their duties are prohibited from using, possessing, distributing, dispensing, manufacturing, or having controlled substances, abused prescription drugs or any other mind altering or intoxicating substances present in their system while at work or on duty. Any employee who violates this provision of the policy shall be discharged. Board Policy GAN

Purchasing Orders and Contracts

All purchases made by the school district shall be by purchase order or formal contract. No purchases shall be made nor payment approved unless covered by an approved purchase order. Board Policy GADJ

Employee Conflict of Interest

Employees of the Board will not engage in, or have a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as members of the school staff. Board Policy GAG

Duty to Report Arrest or Conviction

As a condition of employment, each employee shall notify their supervisor of an arrest and/or conviction of criminal law no later than 72 HOURS after arrest and/or conviction or return to work whichever comes first. Any employee who violates the terms of this policy shall be disciplined and subject to suspension or dismissal. Board Policy GF

Safety Procedures

Within Board policy, the principal shall develop procedures for keeping school facilities safe and free from hazards. Each principal is responsible for seeing that the practice of safety is a part of the instructional program of the school and that it is appropriately geared to students at different grade levels.

The program shall include:

- Fire prevention
- Accident prevention
- Warning systems
- Emergency drills (Fire, severe weather, earthquake, and bomb threat)
- Emergency closings
- Traffic safety
- Traffic and parking controls
- Safety inspections
- First aid
- A disaster preparedness plan for a nuclear or other major emergency.
- A hazard prevention program
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The principal shall secure assistance from law enforcement officials when the principal deems it necessary in order to maintain order or security during the school day or during extracurricular activities at school. See also Warren County's Safety Policy which has been adopted by the WCBOE and covers WCBOE employees. (Link on Warren County Schools District website)

Workers Compensation

Procedures to follow if an employee is injured on the job are:

- The supervisor of the employee who has been hurt shall complete an Incident Report which is located in every building.
- Once the Incident report has been completed and signed by the principal or department manager, the nurse will forward the original to Director of Human Resources as soon as possible, who will forward to Southern Insurance or the Safety Coordinator.
- In the event the employee feels that he/she needs to go to the doctor at the time of the accident, the employee will be offered a panel of three health care providers to choose from. An employee who chooses to seek medical attention from a doctor not listed on the panel risks loss of coverage.
- Unless it is an emergency, all paperwork shall be signed by the employee and supervisor before the employee is seen by the health care provider they have chosen from the panel.
- Any paperwork the employee receives from the health care provider, including but not limited to office visit notes, restrictions, return to work slips must be sent directly to Director of Human Resources as soon as possible and within 5 days or before returning to work, whichever comes first.
- Any employee who does not notify Director of Human Resources and the principal or department head of work restrictions risks further injury for which WCBOE will not be held responsible.
- If the accident is an absolute emergency requiring an ambulance or immediate attention resulting in going to the Emergency Room, the nurse will call Director of Human Resources immediately, who will notify Risk Management of the delay in the paperwork.
- When an employee is hurt and chooses not to go to the doctor and has pain later (within a few days of the accident) he/she must call Director of Human Resources before seeking medical attention by their choice of health care providers on the panel.

TRANSPORATION ISSUES

School Trips

School trips designed to stimulate student interest and inquiry and provide opportunities for social growth and development are considered appropriate extensions of the classroom.

To the extent that they provide an effective means for accomplishing general curriculum objectives through experimental learning, school trips authorized by the principal and approved by the Director of Schools or Director's designee on the standard system school trip form shall be Warren County School Board sanctioned school trips.

To be educationally beneficial, a school trip requires thoughtful selection, careful

advance preparation of the class, and opportunities for students to summarize the experience during and at the conclusion of the trip. To this end, teachers and principals will be expected to consider the following factors in selection of school trips:

- Value of the activity to the particular class group or class groups
- Relationship of the school trip activity to a particular aspect of classroom instruction
- Suitability of the activity and distance traveled in terms of the age level
- Mode and availability of WCBOE approved transportation
- Cost

In no case will a school trip interfere with the daily pupil transportation program. All children shall be permitted to participate in a field trip regardless of handicapping conditions or personal financial limitations. Fees to cover costs of a field trip may be requested, but not required, of any student. For more information see Board Policy IFCB

Transportation of Students in Private Vehicles

According to WCBOE policy, only drivers who are properly authorized after meeting all requirements of state law and policy may transport students in private vehicles. Neither employees nor nonemployee volunteer drivers should transport students in a private vehicle unless every policy requirement is met. The employee requesting assistance from volunteer parent drivers is responsible for ensuring that all drivers have complied with policy. All documents relating to private vehicle transportation must be completed before transportation of students can be allowed and must be retained for the remainder of the school year. Board Policy EDAE

Use of District Owned Vehicles or Private Employee Vehicles for School Business

Employees may use district owned vehicles or their own vehicles for school business only if they are authorized and in compliance with the Warren County Driver Policy. While school district employees are not county employees, Warren County provides all liability insurance for the school district. Therefore, compliance with all safety and driver requirements put in place by the County Risk Management must be followed by school district employees, including training and initial and continuing reporting, and safe driving protocols. Board Policy EDAE

ATTENDANCE

Employees are expected to be at work and on time every day. However, when circumstances dictate, the WCBOE provides various types of leave under which absences may be authorized. Employees who must be absent should inform their school principal/immediate supervisor as soon as possible and sign up for the appropriate leave. For more information please see Board Policies GBRB, GBR, (Family Medical Leave – GBRIC), (Military Leave (GBRID and GCRG); Sabbatical Leave (GBRIA) Legislative Leave (GBRIE) Physical Assault Leave (GBRIF) Long Term Leave of Absence (GBRI) Court and Jury Leave (GCRG and GRBHA) and Injury Leave (GCRGA).

LEAVES

A professional employee, including an employee on pre-approved leave or other type of leave, shall not be charged with a day of leave for any day on which the employee's school or the school district is closed due to natural disaster, inclement weather, serious outbreak of contagious illness, or other unexpected event.

FMLA and Maternity Leave (Available to all qualified employees)

The purpose of FMLA is to entitle employees to take reasonable leave for serious health conditions that make the employee unable to perform the essential functions of his or her job; for the birth of a child and care for the newborn child within one year of birth, the placement with the employee of a child for adoption or foster care of a child and to care for the newly placed child within one year of placement; to care for the employee's spouse, child or parent who has a serious health condition; any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty"; or to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent or next of kin (military caregiver leave).

Employees who have been employed for at least twelve months by the school district and who have at least 1,250 hours of service during the previous twelve month period are eligible for FMLA under the qualifying circumstances.

Upon request, any eligible employee shall be granted up to twelve (12) workweeks unpaid job-protected leave in a 12 month period for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Upon request, any employee shall be granted up to four (4) months of unpaid leave for the birth and care of a newborn child of the employee, or the placement with the employee of a son or daughter for adoption in accordance with the Tennessee Maternity Leave Act. Any employee on maternity leave shall be permitted to use accumulated sick leave during the period of actual physical disability only. Otherwise, the maternity leave shall be unpaid leave. An employee may use up to thirty (30) days of accumulated sick leave for the adoption of a child. If both parents are employees of Warren County Board of Education, they are eligible for a combined four (4) months.

Any eligible employee shall be granted, upon request, up to twenty six (26) weeks of unpaid leave during a single 12 month period to care for a spouse, son, daughter, parent or next of kin of a current member of the Armed Forces with a serious injury or illness. (Military Caretaker Leave)

A physician's statement will be required by the Director of Schools when determining the period of actual physical disability.

Request for leave and extension of leave shall conform to board policy as well as federal and state laws governing leaves of absences. For more information see Board Policy GBRIC

Sick-Leave (available to all full-time employees)

Sick leave means leave of absence because of illness or accident of the employee or because of the illness, accident, or death of specified members of the employee's family which necessitates the absence of the employee.. For purposes of this policy, specified member of the employee's family include spouse, parent, grandparent, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, step-relatives as listed above, or other family member with approval of the Director of Schools.

Full time employees earn one paid day for each month of service per year which may be used for paid sick leave. Employees must follow board policy and submit required documentation of illness in order to take over 2 consecutive days sick leave.

Sick leave shall be cumulated for all earned days not used. Classified employees may only use accrued sick days until all earned days are depleted. Thereafter, any time off for sickness is unpaid.

Professional employees shall be allowed to use unearned sick days up to the number of days which such professional employee may accumulate during the remainder of the year in which he is employed. Upon termination of the employment of such professional employee before such days are earned, or at the end of the school year, these shall be deducted from the final salary of such professional employee an amount based on the employee's daily rate of pay sufficient to cover any excess sick leave days used by the employee. If such final salary is insufficient for this purpose, the professional employee shall be liable for reimbursement of any amount in excess of the employee's final salary.

WCBOE will pay the amount of sick leave accumulated up to 200 days upon separation from employment if timely notice of retirement is given by the employee. At retirement, the unused accumulated sick leave may be used as retirement credits.

When an employee will be absent from work and unable to attend his or her assigned classes, the employee shall notify the principal or the principal's designee as soon as possible before school opens. The employee shall inform the principal or the principal's designee if the employee intends to be absent for more than one day. Professional employees are expected to have appropriate lessons plans ready and available for use by a substitute teacher during their absence. Required paperwork must be submitted and, if appropriate, other applicable leave should be requested a reasonable time before being off work and not later than one (1) hour before school opens that morning so that the principal or the principal's designee may be able to notify a substitute.

A physician's statement shall be filed with the Principal/Supervisor for each period of illness of three or more consecutive work days. The physician's statement should include the date of commencement of the illness/injury and an expected date of return to work. The Director of Schools may require a physician's statement for any sick leave claim. In the event of the absence of an employee in excess of the sick leave days available to the professional employee, the Director of Schools may require an examination by a physician certifying the previous absences. The Board will pay for the second opinion. For more information see Board Policy GBRHB

Vacation Leave (available to classified and 12 month employees)

Central Office licensed/classified personnel and other licensed/classified personnel employed on a twelve month full-time basis shall earn and accrue vacation as noted in Board Policy GCRH

Personal and Professional Leave (available to full time certified and classified employees as set out in Board policy GBRHE for certified and Board policy GCRH for classified)

Certified

Certified personnel shall earn personal and professional leave at the rate of one day for each half year employed, plus 1 additional personal day if the employee works the entire year, for a total of 3 days per contract year. A certified employee starting work for the second half of the year will accrue only 1 day (1 day for second half of the year with no additional personal day earned since the employee did not work the entire year. If personal/ professional leave days remain unused at the end of a year, up to 2 days shall be credited to sick leave according to policy. The 3rd day is lost if unused at the end of a year.

Requests shall be submitted to the principal at least 5 days prior to the requested leave of absence. Special permission must be obtained for requests made under the following conditions:

- If more than 10% of the teachers in any given school request its use on the same day;
- If during any prior established student exam period;
- If requested on the day immediately preceding or following a holiday or vacation period;
- If requested for days scheduled for professional development, in-service training or parent-teacher conferences according to the school calendar adopted by the board prior to the commencement of the school year. For more information, see Board Policy GBRHE

Classified

Classified employees earn 1 personal after the first year of employment, 2 after the 3rd year of employment and 3 after the 5th year of employment and each year thereafter. All classified personal days are locally funded-i.e. there are no state-funded days for classified employees. Board Policy GCRH

Donation of Personal Days for WCBOE Employees- Practice and Procedure

Practice/Background

WCBOE employees accrue up to 3 personal leave days per school year. Per Board Policy, certified employee accrues 1 day for each 1/2 year of employment for a total for 2 days which are state funded. If the certified employee works both ½ year segments, he/she accrues 1 additional day which is wholly funded locally. The locally funded personal day shall be given to the certified employee at the beginning of the year, along with the other 2 personal days. If the certified employee fails to work both ½ year segments, the days not earned will be deducted from the final check.

Classified employees earn 1 personal after the first year of employment, 2 after the 3rd year of employment and 3 after the 5th year of employment and each year thereafter. All classified personal days are locally funded-i.e. there are no state-funded days for classified employees.

Each certified employee has discretion as to how to use the 1 locally funded personal day—he or she may use it by taking a day off for personal reasons or he/she may donate it to another employee. If the locally funded day is not “used” by the employee, by either taken a day off of work or donating it to another employee, it is lost. For certified employees, the 2 state funded personal days roll over to sick days if not used by the employee by the end of the contract year. The 3rd locally funded day does not. Only 1 day can be donated by each employee per year.

If any employee donates a day to any other employee, 1 day donated equals 1 day received. E.g. If a either a certified or classified employee donates to another certified or classified employee, 1 day donated equals 1 day received.

Procedure

1. An employee is not eligible to receive a donated personal day unless he/she is out of sick, vacation and personal days in his/her own account.

2. Each day is either left in the potential donor’s account or it is transferred to a nonworked/nonpaid day for the employee to whom it is donated. No days should be taken out that are not simultaneously put into another account as personal leave pay for another employee who has no more paid leave of any kind.

** The actual transfer of days out of a potential donors account should not be made until the donee has used all of the donee’s own sick and personal days. The transfer should be made simultaneously from one donor employee to another donee employee. No “bank’ exists where the donated days are held outside an employee’s account.

3. An employee may not “bank’ any days donated to them from another employee.

4. Please see written instructions for recommended solutions to specific issues to this practice/procedure as noted by WCBOE payroll or human resources as they may arise.

PLEASE NOTE THAT THIS IS A PRACTICE/PROCEDURE AND NOT BOARD POLICY AND MAY BE AMENDED AT THE DISCRETION OF THE DIRECTOR OF SCHOOLS.

Court and Jury Leave (available to all employees)
Policies GBRHA and GCRG

An employee summoned for jury duty on a day that the employee is accountable to work shall present written evidence that he/she had been summoned to serve on a jury. Upon presentation of such evidence, the employee shall be entitled to the usual daily or hourly rate of compensation for the day of jury service, less the amount paid by the court. The employee is responsible for insuring that all days claimed for jury duty are during the accountability period. Jury duty served on non-work days, including breaks and holidays shall not be paid since the employee is not accountable to work on these days and would not otherwise be paid for work on these days.

If an employee appears in state court because of a personal interest, whether as a plaintiff, defendant or witness or voluntarily appears in behalf of family or friends, or when a teacher is required to appear in court either as a defendant or plaintiff in a civil case, personal leave or leave without pay shall be granted. Upon presentation of the subpoena or other proof that the employee was subpoenaed to testify as a fact witness, the employee shall be entitled the usual daily rate of pay as long as the employee is subpoenaed on a day that the employee is accountable for work.

Other Leaves

Other leaves available for employees are set out fully in the text of the referred policy – Military Leave (GBRID and GCRG); Sabbatical Leave (GBRIA) Legislative Leave (GBRIE) Physical Assault Leave (GBRIF) Long Term Leave of Absence (GBRI) and Injury Leave (GCRGA). Some leaves are only available to certified employees. Please contact the Director of Human Resources with questions regarding leave or benefits.

PROCEDURE FOR REQUEST FOR EXTENDED LEAVE OF THREE OR MORE (3) CONSECUTIVE DAYS – GUIDELINES

Pursuant to Warren County Board of Education Policy, any claim for a leave period of three (3) or more consecutive days requires submission of a physician's statement along with the completed leave form.

Employees requesting extended sick/FMLA/ maternity leave must submit a physician's statement verifying disability / pregnancy along with the completed leave form. Pursuant to board policy, employees requesting extended / maternity leave may use all or a portion of accumulated sick leave for maternity / disability purposes during the period of physical disability only, as determined by the physician's statement. Any combination of sick and non-paid days may be used, however any designated sick days must be used on the front end of the leave, including leaves that run concurrently. FMLA and Maternity leave shall run concurrent to any other paid or unpaid sick leave to the greatest extent allowed by law.

Childcare leave must be requested contemporaneously with the request for maternity leave. Childcare leave is non-paid.

Pursuant to Warren County Board of Education Policy, Family Medical Leave Act, employees who have been employed for the previous 12 month period (July 1-June 30) and have worked at least 1, 250 hours during the previous 12 month period shall be eligible for 12 weeks of leave during any 12 month period (July 1 – June 30) for one or more of the following reasons:

- Incapacity due to pregnancy, prenatal medical care or child birth
- Care for the employee's child after birth, or placement for adoption or foster care
- Care for the employee's spouse, son, daughter, or parent who has a serious health condition
- A serious health condition that makes the employee unable to perform his/her job
- Military qualifying exigencies for eligible employees with a spouse, son, daughter or parent on active duty or a call to active duty status
- Military leave entitlement for eligible employees to care for a service member who has a serious injury or illness in the line of duty on active duty

Request for FMLA leave shall be filed on the Family and Medical Leave Act Certification form and include all required information.

The employer shall continue coverage under the "group health plan" for the employee who is approved for FMLA, up to 12 work weeks during any 12 month period, at the level and under the conditions coverage would have been provided if the employee had

continued employment continuously for the duration of such leave. Employee will continue to pay the employee share of the premium amount during the leave period. If the professional employee is not eligible under the conditions of FMLA, the professional employee shall have the opportunity to continue health coverage at his/her own expense while on leave, up to one calendar year. The employee shall have the opportunity to continue all fringe benefits at the employee's own expense while on leave. Contact Barbara Austin to set up a plan regarding change in payroll deductions.

An employee on FMLA leave will continue to receive credit for inclement weather days and other days not worked by other employees during the period covered by FMLA and shall also be allowed to participate in other benefits of employment such as bonuses to the extent required by law. Full bonuses will be paid during FMLA period only when required by state and/or federal law and will be added to the first regular paycheck the employee receives upon his/her return to work. Employees on other leaves will receive a prorated share of any bonus based on the number of the days the employee worked during the period covered by the bonus. For example, the bonus for an employee who works a 200 day contract will be calculated by divided the bonus amount by 200 days and then multiplied by the number of days actually worked during the 200 day period.

Because WCBOE must hire additional temporary employees to fill long term leaves, it is important that employees consider their circumstances before filling out leave forms. Employees are expected to only request the amount of leave they intend to use. WCBOE employees may not return to work prior to the end of a requested leave period. Continuation of leave can be requested as needed to the extent allowed by state/federal law and WCBOE policy.

Any revisions to the original Leave form must be made through the Director of Human Resources at 931-668-4022 Ext. 226

BENEFITS

Direct Deposit

WCBOE offers direct deposit of paychecks to all its employees. Each employee must complete the direct deposit form and attach a voided check from the bank or institution of their choice before the first paycheck for processing. All checks after the first check (which may be a cashable check) will be directly deposited into their account.

Employees are advised that while WCBOE strives to insure that all employees are paid correctly and in a timely manner, with well over 800 employees, occasionally accounting mistakes occur with deductions or credits on a particular paycheck. In such circumstances, WCBOE strives to correct the mistake as soon as possible. If the payment error is made in favor of WCBOE, WCBOE will make the proper adjustment as soon as possible after notice of the error, often before the next pay period. If the payment error is made in favor of the employee, the employee is expected and required by law to return all monies erroneously deposited into their account as soon as possible after notice of the error.

In addition, there are several benefits in which an employee may choose to participate.

Health Insurance

Affordable health insurance that provides minimal essential coverage is offered to all full time employees who choose to take it at the employee's cost. In addition to the minimal essential coverage plan, employees are offered other options which may provide additional coverage and may require payment of a higher premium. Employees may choose which best meets his/her needs and budget. Employees may also choose a plan which includes coverage for their spouse and dependents at an additional charge. Specific information relating to the deductible amount, percentage paid by the company, benefits covered and other questions can be found in a booklet available to employees through Central Office. These plans are administered by the State of Tennessee Insurance Administration..

Employee portion of the premium is paid through an automatic deduction from his/her paycheck. If an employee is on unpaid leave, arrangements for payment of premium for continued coverage should be made by contacting the payroll department.

Dental and/or Vision Coverage

The school district offers an optional dental and vision coverage paid for through direct withdrawal from the employee. If an employee is on unpaid leave, arrangements for payment of premium for continued coverage should be made by contacting the payroll department.

Life Insurance

The school district offers an optional term life insurance which may be paid for through direct withdrawal from the employee. If an employee is on unpaid leave, arrangements for payment of premium for continued coverage should be made by contacting the payroll department.

403b Retirement Plan

The school district offers an optional 403b retirement plan paid for through direct withdrawal from the employee.

Liability Insurance

All Warren County Board of Education employees are protected by the County's insurance carrier in lawsuits including but not limited to accusations of alleged error or omission in circumstances where such error or omission was not done intentionally by the employee.

Social Security and Employee Medicare

Social Security and Employee Medicare is paid jointly by you, the school system, and the State. The total contribution consists of a 7.65% deduction from your pay plus a matching 7.65% paid by the school system and the State.

Retirement

All employees are participants in the Tennessee Consolidated Retirement System (TCRS). For licensed personnel, a deduction of 5% of your annual compensation is contributed to your account with TCRS. The school system and the State of Tennessee jointly contribute an additional 9.05% to this fund. The school system pays all retirement for non-licensed personnel for the duration of your employment. A classified employee is vested after 5 years of employment. A certified employee is vested on date of hire.

EVALUATION OF JOB PERFORMANCE

All employees shall be evaluated at least annually by their direct supervisor. Such evaluation shall be in writing and signed by the evaluator and the employee. Such evaluation shall be kept in the employees personnel file and is an open record. Evaluations shall be used in making employment decisions about the employee. Board Policy GBI

Evaluation of Professional Staff

In order to assure high quality performance of teachers and the administrators and to advance the instructional program of the Warren County School District, WCBOE has adopted the state-approved TEAM model to evaluate all certified employees. School administrators shall review the evaluation model and process in the summer or fall of each year with their certified staff.

For more information see Board Policy GBI

WCBOE provides a local level grievance procedure in order to provide teachers and principals a process for resolving grievances regarding procedural aspects of their evaluation or accuracy of data without fear, discrimination or reprisal. Such grievance must timely filed no later than 15 days from the date the result at issue is received by the teacher or principal. Board Policy GAQA

Employee Assistance Program

An employee assistance program operates to develop and support the school district's most valuable assets—its employees. The process is designed to provide collaborative support and assistance to those educators who have been identified as needing assistance in developing performance standards necessary for fulfilling their professional responsibilities. The desired outcomes of the program are that the educator successfully achieve performance expectations and remediate documented deficiencies.

For more information about this program, please see Warren County Schools Employee Assistance Program tab on the website.

ASSIGNMENT AND TRANSFER

Assignment/Transfer or Reassignment of Employee

The Director of Schools shall develop a tentative assignment of licensed personnel to the various schools or departments by June 15 preceeding the school year for which such persons are to be employed. Each principal and department head shall assign the licensed personnel assigned to them more specific responsibilities within each school or department.

The Director of Schools has the responsibility to assign, transfer and reassign personnel within the district as necessary for the efficient operation of schools. Assignment of employees will be made by the Director of Schools based on the recommendation of the appropriate program director and/or school principal. The assignment will be determined by the applicant's training, experience, and ability to perform the duties of the position and in the best interest of the schools.

Extra assignments for which supplements are provided and upon which initial employment was based may not be relinquished in part by the employee without the approval of the person making the assignment. Other assignments for which supplement salary are provided shall be made on an annual contract basis.

Supplemental assignments may be changed at the discretion of the Director of Schools or designee for the efficient operation of schools.

Transfer

The Director of Schools shall transfer employees as necessary for the efficient operation of the schools. The Director of Schools is responsible for developing and disseminating procedures for transfer. Any employee requesting a transfer shall do so by (teacher-March 1, Board Policy GBM) (administrator April 1, Board Policy GBM) All employees transferred shall receive written notification of the transfer. Transfers made in accordance with board policy and state law are final.

Reassignment

Employees shall be reassigned as necessary for the efficient operation of the schools or department. Reassignments shall be made by the employee's immediate supervisor with approval by the Director of Schools. For more information please see Board Policy GBE

SEPARATION PRACTICES

Suspension or Dismissal

The Director of Schools or designee may suspend a teacher at any time when deemed necessary, pending investigation or final disposition of a case before the Board or an appeal. Under no circumstances, shall a Director suspend a teacher with pay. If vindicated or reinstated, the teacher shall be paid the full salary for the period during which the teacher was suspended. Before a teacher is suspended the teacher shall be:

- Provided with reasons for the suspension
- Given an opportunity to respond
- Given a written decision for the suspension.

The causes for which a tenured teacher may be suspended or dismissed are as follows: incompetence, inefficiency, neglect of duty, unprofessional conduct, and insubordination as defined in T.C.A 49-5-501. For more information see Board Policy GBG (non-tenured) GBN (tenured).

Noncertified classified staff members are “at will” employees who serve at the will of the Director. However, classified employees are afforded limited due process protections as set out in WCBOE Policy GCK.

Dismissal

For specific policies and procedures see board policies (Tenured- GBN) (Non-Tenured GBG)

Retirement

Employees of the Warren County School District are members of the Tennessee Consolidated Retirement System (TCRS) and may retire upon meeting the qualifications for retirement set forth by TCRS.

Retired TCRS members may be eligible for re-employment in a temporary, interim, part-time, or casual position providing:

- The retired TCRS member has been retired 60 days and does not accrue additional retirement credit with TCRS.
- The 60-day work period may be waived provided the member renders no more than one half of the hours he/she worked prior to retirement and the Director of Schools certifies in writing to TCRS that no other qualified persons are available to fill the position. Following the initial 60 days following retirement, the remaining time may be full-time or used over the one year period
- Compensation cannot exceed 60 % of the retiree's final year's salary, indexed

annually since retirement, or exceed 120 working days per calendar year from the date of re-hire.

Retired teachers who are re-employed may work the full school year provided the Director of Schools certifies there are no other qualified personnel available to perform such work. For TCRS retirees who were not previously employed by the WCBOE, certification of the final year's salary at the previous employer will be provided to Human Resources before employment.

Licensed employees of Warren County Board of Education contribute to the Consolidated Retirement System. Non-licensed employees are non-contributors. Board Policies GBG, GBN and GBQ

Reduction in Force

When it becomes necessary to reduce the number of teaching positions or non-licensed positions in the system because of a decrease in enrollment or for other good reason, teachers or non-licensed employees may be dismissed as part of a reduction in force. In such circumstances, the affected employees shall be given written notice explaining fully the circumstances or conditions of dismissal necessary as well as other important information explaining the right to placement on a preferred list for future employment with the district where applicable. Board Policy GBKA

ADDRESSING THE CONCERNS OF EMPLOYEES

Open-Door Policy

Warren County Board of Education is sincerely interested in your personal welfare and makes every effort to be fair and considerate and consistent at all times. However, if you believe you have been treated unfairly, or if you are in disagreement with a specific policy or practice, you should discuss the problem with your department head/supervisor. If an employment issue is not adequately addressed at the building level, please contact the Director of Human Resources.

Staff Complaints

Complaints involving application of policies or regulations. The Board subscribes to an orderly, well-defined grievance procedure for the resolution of problems derived from applications of Board policies and system regulations. Grievances should be handled on the lowest level possible with the employee first discussing the matter with their principal or direct supervisor. Any complaint that is not adequately addressed at the building level, should be referred to Director of Human Resources. All complaints shall be handled in a fair and expeditious manner. Board Policy GAE

Complaints involving illegal discrimination or harassment: Any employee that has a complaint regarding illegal discrimination or harassment shall contact the Equity and Legal Compliance Coordinator/Staff Attorney to discuss informally or to file a formal grievance. Policy GAQ

Complaints involving procedural aspects of evaluation or accuracy of data WCBOE provides a local level grievance procedure in order to provide teachers and principals a process for resolving grievances regarding procedural aspects of their evaluation or accuracy of data without fear, discrimination or reprisal. Such grievance must be timely filed no later than 15 days from the date the result at issue is received by the teacher or principal. Policy GAQA

This employee handbook highlights some of the board policies and procedures of Warren County Board of Education. Please refer to the WCBOE board policies for specific information and a comprehensive explanation of the policies. Copies of the WCBOE board policies may be found on the Warren County Schools website. Each employee is responsible for becoming knowledgeable of the contents of this handbook, WCBOE board policies, procedures and administrative directives. Please contact your principal/supervisor if you have questions regarding anything in this employee handbook, any of the board policies, procedures, and/or administrative directives.

Welcome to Warren County Board of Education!