



# EMPLOYEE HANDBOOK

## INTRODUCTION

This handbook is intended to be a resource for employees and should be construed as a whole and with reference to related policies and applicable law. Although this manual is intended to explain certain procedures and practices of the Board, it does not establish or create a legal right, claim, entitlement, or interest to or in any title, position, assignment, duty, work location, level or rate of compensation, benefit, or term of employment. In general, the Board reserves the right to adopt, revise, interpret, amend, repeal, suspend, or apply its policies and procedures according to its assessment of the needs and interests of the school system, subject only to such limitations on the exercise of such prerogatives as may be imposed by law. Changes or additions to the policies, procedures, rules, or benefit plan documents referred to or incorporated herein may have become effective since the publication of this material and such changes would supersede the contents of this handbook. All forms associated with Human Resources or Payroll/Benefits information can be found online at: [www.chilton.k12.al.us](http://www.chilton.k12.al.us) or with your local bookkeeper. Human Resources related questions must be addressed to the Human Resources Department. Payroll questions must be addressed to the Finance Department. To contact either department, call 280-3000.

### Statement of Nondiscrimination

The Chilton County Board of Education does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in any of its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

## HUMAN RESOURCES INFORMATION & PROCEDURES

### EQUAL OPPORTUNITY EMPLOYER

The Chilton County Board of Education is an equal opportunity employer. Human Resources and payroll decisions will be made without regard to factors or considerations prohibited by federal or state law (as such laws may from time to time be amended), including but not limited to race, gender, age, disability, national origin, citizenship, genetic makeup and religious preference. Subject to the limitations set forth in the Policy Manual, the general complaint policy may be used to present any complaint alleging unlawful discrimination or harassment. Inquiries regarding compliance and complaint procedures can be directed to: Mrs. Adriane Dennis, Assistant Superintendent/Personnel Chilton County Schools, 1705 Lay Dam Road, Clanton, AL 35045 205-280-3000.

## EMPLOYMENT REQUIREMENTS

All applicants must submit an online application, any required documents, and a copy of their diploma if applicable. An official transcript and a teaching certificate must also be submitted, if applying for a certified position. Upon recommendation to hire, all employees of the Chilton County Board of Education are subject to a background check through the State Department of Education and are required to be e-verified through the Department of Homeland Security.

## PROFESSIONAL CERTIFICATION AND PROCEDURES

In addition to requirements established by the State Board of Education and the pertinent job description, professional employees must hold a degree from an accredited college or university and hold a current, valid and properly endorsed Alabama Teacher's Certificate, which will be maintained in their Human Resources file. A teacher who has completed the certification process, but has not received the certificate, may be employed pending verification of the initiation of the certification process from the State Department of Education. The Human Resources Department may work closely with each teacher to expedite the process to obtain the certificate as soon as possible; however, it is ultimately the teacher's responsibility to ensure they obtain and maintain the proper certification for their position. If a teacher earns a higher degree from a regionally accredited institution recognized by the State Department, that merits increased compensation under the approved salary schedule, the salary increase will become effective following verification of the new degree or additional hours with an official transcript presented to the Human Resources office.

### **Professional Certification Reminders:**

**It is ultimately the employee's responsibility to maintain and renew a certificate. The following information is based on the system's understanding of the state's certification requirements and is provided for informational purposes only. Employees are responsible for independently verifying the current requirements to obtain or maintain their certificate.**

- Any Provisional Certificate in a Teaching Field (PCTF) & Professional Certificate in Career & Technical Teaching Field (PCCT) applications must be received in the Teacher Certification Office at the Alabama Department of Education by October 1 st of the application year. To request the 1 st PCTF, the teacher must have already passed the Praxis II and AECTP by September 1st .
- Any first year Interim Employment Certificate (IEC) and Provisional Certificate in Library Media or School Counseling (PCLS) applications for the current school year must be received in the

Teacher Certification Office at the Alabama Department of Education each application year within four scholastic school years.

- An individual may not be employed more than three years while holding an PCTF, IEC, PRE or any combination thereof.
- If an employee is renewing an instructional leader/administrative certificate that expires on or after June 30, 2009, he or she must earn 5 PLU's (Professional Learning Units) regardless of his or her position or role in which they serve (2 must be ACLD approved).
- If an employee is renewing a teaching certificate that expires at the end of the five year period, he or she must earn 5 CEU's (50 hours of professional development). There is an additional option of 100 clock hours of allowable professional development from a prescribed list of providers.

#### SUBSTITUTES

Substitute teachers are required to follow policies and procedures outlined by The Chilton County Board of Education for Substitute Teachers. Upon completion of attending the Substitute Training and reading the policies and procedures for substitute teaching in Chilton County Schools, each substitute must sign the Substitute Agreement Form and Confidentiality Notice prior to being recommended for hire. Substitute teachers will use the Frontline system to search and sign up for openings. A copy of the Frontline Employee User Guide is provided as part of the substitute training.

#### WORK VERIFICATION PROCEDURES

Verification of prior work experience should be obtained through the interview and hiring process. Employees are responsible for providing proper documentation of previous experience for purposes of placement on the salary schedule .

#### DRUG AND ALCOHOL TESTING PROCEDURES

It is the policy of the Chilton County Board of Education that the use of alcohol and other drugs and the unlawful manufacture, distribution, dispensation, possession or use of illicit drugs is prohibited. The Board also requires that all employees report to work without any alcohol or illegal or mind altering substances in their system. All transportation personnel under the regulations of the United States Department of Transportation will be drug tested in accordance with state and federal law. If an employee holding a Commercial Driver's License tests positively during a random drug screening, he/she may be subject to immediate removal from safety-sensitive duties and be subject to such further action, including disciplinary action up to and including termination, as deemed appropriate by the Superintendent and the Board.

The Superintendent may be directed to establish a testing program whereby all covered employees may be tested for the presence of alcohol and controlled substances. The following tests may be conducted:

A. *Pre-employment Testing* - Prior to the first time a covered employee performs a safety-sensitive function for the Board, the employee must undergo testing for alcohol and controlled substances.

B. *Post-accident Testing* - Each surviving driver of an accident, as defined by the FHWA, will be tested for alcohol and controlled substances. In addition, covered employees who are involved in an accident involving injury to a person, or property damage in excess of five hundred dollars (\$500.00) will be subject to post-accident testing.

C. *Random Testing* - The Board will conduct unannounced random alcohol and controlled substance testing of its covered employees.

D. *Reasonable Suspicion Testing* - A covered employee must submit to alcohol or controlled substance testing whenever there is reasonable suspicion of alcohol misuse or the use of controlled substances based on specific, contemporaneous, and articulable observations concerning the appearance, behavior, speech, or bodily odors of the employee.

E. *Return-to-Duty Testing* - A covered employee must submit to return-to-work alcohol and /or controlled substance test before being permitted to return to work following a positive alcohol or controlled substance test or other violation of this policy or federal regulations

F. *Follow-up Testing* - Any employee who continues performing safety-sensitive functions for the Board, following a determination that the employee requires assistance in resolving problems associated with alcohol misuse or the use of controlled substances, shall be subject to unannounced follow-up alcohol or controlled substance testing as directed by the Board's substance abuse professional (SAP).

**Administration of Program** - The Superintendent is authorized to oversee the Board's testing program, to contract with appropriate providers to implement the program, to develop guidelines, rules and regulations, to implement training programs, to develop and distribute educational materials and appropriate notices to covered employees, and to take such further action as may be required by federal law.

## TECHNOLOGY

The primary goal of the technology environment is to support the educational and instructional endeavors of students and employees of Chilton Schools. Use of any and all technology resources is a privilege and not a right.

The Board permits restricted and conditional access to and use of its technology resources, including but not limited to computers, the "Internet," network storage areas, and electronic mail. Such access and use is restricted to employees, students, and other persons who are engaged in bona fide educational and administrative activities that serve and are consistent with identified educational objectives or authorized support functions. By signing an "Employee Network and Internet Acknowledgement Form," employees agree to abide by all Board policies, rules, and regulations regarding technology use including the Employee Network and Internet Usage Policy, Student Access to Network Information Resources Policy, Computer Software Selection and Duplication Policy, and the Reproduction of Copyrighted Materials Policy (File: IFBG, IFBGB, IFBGC, IFBGC-F1). Employees who violate any Board policy, rule, or regulation regarding technology use may be denied use of the Board's technology resources and may be subject to additional disciplinary action. All technology resources, including network and Internet resources, e-mail systems, and computers or other access devices owned, leased, or maintained by the Board are the sole property of the Board. Board personnel may, at any time and without prior notice, access, search, examine, inspect, collect, or retrieve information of any kind from the Board's technology resources, including computer or related equipment, files, and data, to determine if a user is in violation of any of the Board's policies, rules, and regulations regarding access to and use of technology resources, for or in connection with any other matter or reason related to the safe and efficient operation or administration of the school system, or for any other reason not prohibited by law. Users of school system technology resources have no personal right of privacy or confidentiality with respect to the use or content of such. The District may use software or other measures to monitor network and Internet activity, as needed.

The district filters Internet access in order to comply with Federal rules and to ensure that staff and students are protected from harmful and inappropriate material. However, no technology protection measure will be 100% effective. Therefore, all users should report any sites which contain inappropriate materials to the Technology Coordinator. Teachers should pre-screen websites before showing to their class to ensure suitability.

Teachers should supervise and monitor their students' use of Internet and/or electronic communications in order to assist in ensuring that their use is consistent with all rules, regulations, and protection measures. Teachers should not permit students to set up "hotspots" using their personal devices in order to provide other students with unfiltered Internet access. Teachers should know which of their students have a letter on file from the parent disallowing them from using the Internet independently, and enforce these restrictions.

Teachers and school staff should model appropriate online behavior and educate students about all aspects of being a responsible digital citizen.

In order to uphold a professional image as an educator, employees should follow the Chilton County Schools Social Networking Guidelines when using social media.

Protecting students' and employees' privacy is an important priority. The District's Data Governance Policy should be followed in order to protect all information (spoken, hard copy, electronic, or stored) from accidental or intentional unauthorized modification, destruction or disclosure.

Any questions about this policy, its interpretation, or specific circumstances shall be directed to the District Technology Coordinator.

## SEXUAL HARASSMENT

The Board strictly prohibits unlawful discrimination in all of its programs, offices, departments and facilities. Sexual harassment, as defined by law, is a form of unlawful discrimination and will not be tolerated from employees or other persons associated with the Board. All employees are required to participate in "Sexual Harassment" training. Any staff member who is aware of a sexual harassment complaint by a student should report the complaint to his or her principal or supervisor.

I. Definition of Sexual Harassment – Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when:

- a. Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of employment or other employment benefits provided by the Board;
- b. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual's employment, or other benefits provided by the Board; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

II. Examples of Prohibited Conduct – The following are examples of conduct that may constitute sexual harassment, depending on individual circumstances:

- a. Verbal harassment or abuse of a sexual nature, including graphic or derogatory comments, the display of sexually suggestive objects or pictures, and sexual propositions;
- b. Repeated unwelcome solicitation of sexual activity or sexual contact;
- c. Unwelcome, inappropriate sexual touching;
- d. Demands for sexual favors accompanied by implied or overt promises of preferential treatment or threats with regard to an individual's employment status.

### III. Employee Complaint Resolution Procedure

- a. Reporting – Any employee with reason to believe that he or she has been or is being subjected to any form of sexual harassment should report the matter immediately. Under no circumstances will an employee be required to present the complaint to the person who is the subject of the complaint.
- b. Informal Complaint – An employee may choose to submit a sexual harassment complaint to a supervisor for investigation and resolution at the departmental or local level without resorting to formal complaint procedures. If the supervisor is the subject of the complaint, the complaint may be submitted to the Superintendent for resolution. If the complaint is not resolved informally to the satisfaction of the complaining employee, the employee must contact the Superintendent to initiate formal complaint procedures.

### IV. Formal Complaint Procedure

- a. Persons Responsible for Receiving and Investigating Formal Complaints – The Superintendent is responsible for receiving and investigating formal complaints regarding sexual harassment. The Assistant Superintendent is an additional official to which formal complaints can be reported. If the Superintendent is unavailable or is the subject of the complaint, the alternate should be contacted regarding the formal complaint.
- b. Complaint form, contents – Formal complaints should be made in writing, signed by the complainant, and fully describe the circumstances surrounding the alleged harassment. Harassment complaints that cannot be made in writing should be memorialized by the Superintendent or designated alternate official.
- c. Investigation – The Superintendent will promptly investigate the complaint, review the results of any investigation with legal counsel or other appropriate officials, make any findings that are supported by the investigation, and recommend appropriate action based on these findings. The complainant will be informed of any action that is taken as a result of the investigation.



d. Review by the Superintendent and the Board – A complaining party who is not satisfied with the investigation or resolution of the complaint may request that the Superintendent take additional or different action or present the complaint to the Board for its review and action. In such case, the Board will render a final decision as soon as practicable.

V. Confidentiality – To the extent possible, reports of sexual harassment will be kept confidential; however, complete confidentiality cannot be guaranteed.

VI. Retaliation Prohibited – No retaliation or adverse action may be imposed as a result of a good faith complaint or report of sexual harassment. False accusations that are made in bad faith or for improper reasons may result in disciplinary action.

VII. Penalties for Violation – Any employee who violates the terms of this policy or who impedes or unreasonably refuses to cooperate with a Board investigation regarding allegations of sexual harassment will be subject to appropriate disciplinary action, up to and including termination.

#### EMPLOYEE ATTENDANCE REQUIREMENTS

Punctual, regular attendance is an essential job function of every job and position, and employees are expected to report to work when scheduled to work and to remain at work each working day.

#### **EMPLOYEE ABSENCES – Frontline (formally AESOP)**

When an employee needs to be absent from work, he/she is required to enter absences in Aesop. It is the employee's responsibility to register an absence when he/she will not be reporting to work and notify the building administrator/supervisor of the absence. In the event an employee must leave work in the middle of the day, he or she must notify an administrator who will arrange coverage. In the event of an emergency or incapacity that makes advance notice impractical, employees must notify the Board of their absence as early as possible. Except as otherwise provided or permitted, an employee who is absent from work without approved leave will be considered absent without leave in violation of Board policy and subject to appropriate disciplinary measures. Employees who are approved for paid leave or absences will be paid at the regular daily rate of pay; however, a day of paid leave or absence will not be counted as a day worked for the purposes of computing overtime under the Fair Labor Standards Act. Except as otherwise authorized under Board policy, employees may be absent from work only in the following circumstances:

**SICK LEAVE:** The sick leave plan for all employees shall be in accordance with the rules and regulations established by the State of Alabama and the Board of Education and are outlined as follows:

A. All employees shall be allowed sick leave at the rate of one day per month of employment and shall be permitted to accumulate these days to the maximum the state allows.

B. Full pay for sick leave shall be allowed only if the absences fall within the *definition of sick leave* established by the State Board of Education and outlined below:

1. Personal illness. 2. Bodily injury which incapacitates the employee. 3. Attendance upon an ill member of the employee's immediate family, i.e., husband, wife, father, mother, son, daughter, brother, sister, grandchildren, or a person standing in loco parentis. 4. Death in the employee's immediate family, i.e., husband, wife, father, mother, son, daughter, brother, sister, in-laws, grandparents, grandchildren, or a person standing in loco parentis. 5. Where unusually strong personal ties exist, due to an employee having been supported or educated by a person of some relationship other than those listed, this relationship may be recognized for leave purposes. In each of such cases, the employee shall file with the Superintendent a written statement of the circumstances which justify an exception to the general rule.

C. If an employee of the Board of Education is absent from his or her job due to personal illness or illness in the immediate family as described above, he or she shall notify his or her supervisor as soon as possible so that arrangements for substitutes can be made.

D. Employees must certify that sick leave was used for one of the reasons provided in state law and specify the reason. If the employee's principal or department head has probable cause to believe that an employee has abused or misused sick leave, a physician's statement verifying the existence and nature of the illness or medical condition may be required by the Board. Abuse of sick leave may subject the employee to disciplinary action.

#### FAMILY AND MEDICAL LEAVE

Employees who are eligible under the Family and Medical Leave Act of 1993 (FMLA) may take leave for up to 12 work weeks during a calendar year for any one or more of the following reasons:

1. The birth of the employee's child, and to care for the newborn child during the first year after the birth;
2. The placement with the employee of a child for adoption or foster care, and to care for the newly placed child during the first year after the placement;
3. To care for the employee's spouse, son, daughter, or parent (but not for parent-in-law), who has a serious health condition; or

4. Because of a serious health condition that makes the employee unable to perform one or more of the essential functions of his/her job.

From the inception of the qualifying event, the 12-week FMLA leave entitlement is to be charged concurrently with accumulated sick leave, annual leave or leave without pay. Any FMLA leave taken for a single condition should be taken all at one time. An employee may take FMLA leave intermittently or by reducing his/her work schedule to care for a family member with a serious health condition or for the employee's own serious health condition, only if medically necessary and with proper medical certification. *Any intermittent leave schedule must be approved by his or her supervisor and the superintendent.*

The Board may require the employee to provide medical certification of the serious health condition from the attending health care provider. The certification must be submitted within 15 calendar days after the Board requests it. Failure to provide the certification in a timely manner according to policy may result in denial of taking leave and/or discipline up to and including termination. The Board may require, at its discretion and expense, a second medical opinion. If the first and second opinions differ, the Board, at its own expense, may require the binding opinion of a third health care provider approved

jointly by the employee and the Board. The Board may require periodic recertification on a reasonable basis. The Board may also require, as a condition of reinstatement, certification from a health care provider that the employee is able to resume work.

Spouses who are both employed by the Board are entitled to a maximum of twelve (12) weeks of leave combined (rather than twelve (12) weeks each) for the birth or placement of a child for adoption or foster care. However, if an employee's child or spouse is seriously-ill, both the employee and his or her spouse are each entitled to twelve (12) weeks of leave. Leave may begin prior to birth or placement, as circumstances dictate. An employee's FMLA entitlement to leave for the birth or placement of a child for adoption or foster care shall expire at the end of the twelve (12) month period beginning on the date of such birth or placement.

During FMLA leave, the Board will maintain the employee's individual group insurance benefits at the same level and under the same conditions as if the employee had been working. Dependent insurance coverage must be paid by the employee. If an employee fails to return to work at the conclusion of the approved leave, he/she may be required to reimburse the Board for the employer's portion of the premium paid on their behalf during the leave.

Should an employee request FMLA-qualifying leave, the employee must give the Board at least thirty days' advance notice of the need for leave when it is foreseeable, such as a birth, placement of a child for adoption or foster care, or planned medical treatment for a serious health condition of the employee or of a family member, and must set forth:

1. The reasons for the requested leave;
2. The anticipated duration of the leave; and

### 3. The anticipated start of the leave.

If 30 days' notice is not practicable, such as a medical emergency, notice must be given as soon as practicable (which ordinarily means at least verbal notification to the employee's supervisor within 1 or 2 business days of when the need for leave becomes known to the employee). Reasonable efforts must also be made to schedule foreseeable leave so as not to unduly disrupt work operations, subject to the doctor's approval. Failure to give the required notice may delay the taking of FMLA leave until at least 30 days after the date the employee provides notice to the Board of the need for FMLA leave.

To be eligible for the leave, an employee must:

1. Have been employed by the Board for a least one year as of the date leave commences, and
2. Have worked for the Board at least 1,250 hours in the past 12 months.

Upon timely return from FMLA-qualifying leave and proper certification, an eligible employee who has not been designated a key employee by the Board, will be restored to his/her last position or an equivalent position with equal pay, benefits, and other conditions and terms of employment.

Employees involved in disciplinary actions from management will still be under those actions after returning to work from FMLA leave of absence.

It is the policy of the Board not to unlawfully interfere with, restrain, or deny the exercise of any right provided under the Family and Medical Leave Act (FMLA). It is not the intent of the Board to discharge or discriminate against any person for enforcing the FMLA or opposing practices made unlawful by FMLA; nor is it the Board's intent to discharge or discriminate against any person because of involvement in any proceeding under or related to FMLA. FMLA's enforcement procedures parallel those of the federal Fair Labor Standards Act. The FMLA will be enforced by the U.S. Department of Labor's Wage and Hour Division. If an eligible employee has a complaint regarding an FMLA violation, he or she should report it to the Coordinator of Human Resources.

## VACATION LEAVE

*Eligible Employees* - Twelve-month full-time employees are eligible for ten (10) paid vacation days.

**A. Vacation Benefits** - Eligible employees will earn vacation benefits as follows:

1. Twelve month employees who have been employed by the Chilton County Board of Education are entitled to earn up to ten (10) vacation days a year. These employees earn vacation at the rate of 0.84 days per month and it accrues on a monthly basis.
2. Examples:

1 month –  $(0.84 \times 1) = 0.84$  days  
2 months –  $(0.84 \times 2) = 1.68$  days  
3 months –  $(0.84 \times 3) = 2.52$  days  
4 months -  $(0.84 \times 4) = 3.36$  days and so on

**B. Accrual and Accumulation of Vacation Time** – Vacation days are awarded and will be accrued from July 1 of each year through June 30 of the following year. Vacation must be used by June 30th of the following year or forfeited.

Vacation days may not be bought, sold, or donated. Accumulated vacation time will be forfeited if not used prior to the effective date of resignation or retirement. No payment will be made for any vacation leave that is unused as of the employee's resignation, termination or death. The School System shall not make cash payments for unused vacation days.

**C. Scheduling** - Vacations must be scheduled with the knowledge and approval of the employee's department head. All twelve-month employees with direct supervisory responsibilities for students shall take their vacations during the time schools are not in session, however, the Superintendent or designee(s), may approve alternative vacation times.

#### PERSONAL LEAVE

All regular full time employees are eligible for three (3) non-cumulative personal leave days each scholastic year without loss of pay and may be granted two (2) additional non-cumulative personal leave days each scholastic year for which the employee will be charged an amount equal to the average daily rate of pay for a substitute teacher. Personal leave days will be prorated accordingly for employees hired during the scholastic year. Unused personal leave days are automatically converted to sick leave.

#### PROFESSIONAL LEAVE

Upon written request by the employee and approval by the Superintendent, professional leave may be granted for the purpose of attending national, regional, state or local meetings which, in the judgment of the Superintendent, serve the needs and interests of the school system.

#### ONE YEAR LEAVE OF ABSENCE

I. Permanent and full time employees may be permitted an unpaid leave of absence for educational or study reasons without loss of continuing service status upon the specific advance approval of the Board. The following terms and conditions will apply to any such request:

- a. The leave must not unduly disrupt the operation of the Board or school. For classroom teachers, such leave must be taken in semester blocks.
- b. The leave of absence must be for the purpose of receiving additional educational training or engaging in other activities that will benefit the instructional program and/or the operation of the school or the Board. Said leave will not be approved for an employee who wishes to receive training for a position or job outside of education.
- c. An employee requesting leave must be a tenured employee.
- d. Request for such a leave of absence must be made in writing.

The Board retains the sole discretion to approve the request for such leave and may consider the extent of disruption to the Board, benefits to the school system that will be derived as a result of the leave, the ability to secure a suitable substitute for the period of leave, length of service of the employee requesting leave, and any other factor the Board deems appropriate.

II. Other unpaid leave that is specifically approved by the Board, upon a showing of substantial hardship or extraordinary circumstances, may be allowed.

**MILITARY LEAVE** Military leave is available to all eligible employees in accordance with state and federal law. Military paid leave will be utilized for the specific number of days, according to the specific type of military leave, after verification has been provided to the Payroll/Benefits Department.

**COURT LEAVE** Permanent and full-time employees are entitled to regular compensation while performing jury duty (ALA. CODE § 12-8-25), or when the employee is summoned under subpoena or other legal requirement to testify at trial in a court of law, or in administrative proceedings constituted under the statutory authority of the agency conducting the proceeding provided that the testimony is not for a personal litigation matter and is for school-related purposes.

Paid leave is not authorized for employees to meet with attorneys, to attend depositions, or to otherwise prepare for legal proceedings unless the presence of the employee is requested or required by the Board. An employee must submit the summons for jury duty prior to the date to appear for this service. A copy of the jury certificate that an employee receives from the court at the completion of their jury service must also be submitted. These documents must be given to the payroll bookkeeper at the employee's work location. Failure to provide this documentation will result in utilizing the employee's accumulated personal or vacation to cover the absence. In the event the employee has no accumulated days, a pay deduction equivalent to their daily rate will be docked for each day.

## ON THE JOB INJURY LEAVE PROCEDURES

On-the-job injury includes an accident or injury to an employee that occurs in the course of performing job duties for the Board or when the employee is directed or requested by the employer to be on the property of employer and which prevents the employee from working or returning to the job. Employees who are accidentally injured on the job may be approved for paid “on-the-job injury” leave without using sick days, provided that:

- I. The injured employee submits written medical certification to the Human Resources Department from the attending licensed physician stating that the employee was injured and cannot return to work due to a specified injury, if there is a reasonable expectation that the employee will return to work and, if so, the expected date of that return. The Board may require a second opinion from a Board specified physician, at its expense.
- II. The employee submits a signed written account of the accident attested by a principal or department head to the Human Resources Department within twenty-four (24) hours after the injury occurred. If the injured employee is not able to notify the Board, another person reasonably knowledgeable about the employee’s condition and circumstances leading to the injury may provide the required notification.
- III. Upon a determination that the employee has been injured on the job and cannot return to work, the Board may maintain the employee’s salary and benefits for the period of incapacity caused by the injury, not to exceed ninety (90) days.

An employee who is injured on the job may file a request for unreimbursed medical expenses and costs with the State Board of Adjustment. The Board will provide such reasonable assistance to the employee in filing the Board of Adjustment claim as is required by law, but assumes and will have no responsibility or liability for processing the claim or directly reimbursing the employee any unreimbursed medical expenses and costs. On-the-job injury leave will be administered in accordance with and subject to the requirements and limitations imposed by state law regarding such leave.

## SICK LEAVE BANK

### **Duties of the SLB Committee**

Each SLB(s) guidelines shall include the regulations of this section. Additional guidelines shall be adopted by the SLB committee as may be deemed appropriate and beneficial. No Board or SLB committee shall adopt any regulation which conflicts with the following general regulations:

- A. No employee shall be allowed to owe more than 15 days to the SLB, unless over 50 percent of the members of the bank vote to extend the limit.
- B. Appropriate administrative forms for administering the SLB shall be developed by the SLB committee.
- C. Sick leave days shall be repaid to the SLB monthly as re-earned by the member. Upon the resignation or other termination of an employee who has an outstanding loan of sick leave days, the value of the loan shall be deducted from the final paycheck at the employee's prevailing rate of pay.
- D. A member of the SLB shall not be allowed to accumulate more days than allowed in Section 16-1-18-1, (Code of Alabama), including days in the SLB.
- E. Employee membership in the SLB shall be voluntary.
- F. Any alleged abuse of the SLB shall be investigated by the SLB committee. On the finding of wrongdoing, the member shall repay all of the sick leave credits drawn from the SLB and be subject to other appropriate disciplinary action as determined by the local Board.
- G. Upon retirement or transfer of the SLB members, days on deposit with the SLB shall be withdrawn and transferred with the employee or made accessible for retirement credit, as applicable.
- H. Before being eligible to use catastrophic sick leave days, the member of the SLB shall first borrow and utilize days from the SLB, up to a maximum of 15 days. However, if the member later qualifies for catastrophic sick leave, donated catastrophic sick leave days may be used to repay days owed to the SLB to the credit of the affected member.
- I. At the beginning of the scholastic year, or upon employment of a new employee, as the case may be, the appropriate number of sick leave days shall, upon application of the employee, be credited to the employee's account to enable the employee to join the SLB if the employee does not have the minimum number of sick days to enable him or her to join the bank. The SLB committee shall develop in its guidelines a provision whether or not to allow other employees who have previously failed or refused to join the SLB the option to join upon deposit of the



prerequisite number of sick leave days. Any policy developed by the SLB committee shall be uniformly applied to all employees.

#### Guidelines of the Chilton County Sick Leave Bank

1. Employee membership in the SLB shall be voluntary.
2. A donation of two (2) days from an employee's sick leave account must be placed on deposit in the SLB in order for an employee to become a member. (effective January 1, 2018)
3. Enrollment into the SLB shall be the first 30 days of the beginning of each scholastic year, the month of January, or within 30 days of hire date of new employee. Exceptions must be approved by the Sick Leave Bank Committee.
4. No employee shall be allowed to owe more than 15 days to the SLB unless over 50 percent of the votes cast by the members of the bank vote to extend the limit.
5. A member of the sick leave bank shall not be allowed to accumulate more days than allowed by state law, including days in the bank. Borrowed days may not be used toward retirement.
6. Sick leave days shall be repaid to the SLB monthly as re-earned by the member. Upon the resignation or other termination of an employee who has an outstanding loan of sick leave days, the value of the loan shall be deducted from the final paycheck at the employee's prevailing rate of pay.
7. Before being eligible to use catastrophic sick leave days, the member of the SLB shall first borrow and utilize days from the SLB up to a maximum of 15 days (-15 SLB balance). However, if the member later qualifies for catastrophic sick leave donated catastrophic sick leave days *may* be used to repay days owed to the SLB to the credit of the affected member.
8. An employee who donates days to another SLB member, for use during a catastrophic illness, shall not be able to recover the donated days unless the person does not require all the days donated to him or her. In that circumstance, the donated days will revert to the credit of the donating employee.
9. Upon retirement or transfer of a SLB member, days on deposit with the SLB shall be withdrawn and transferred with the employee or made accessible for retirement credit as applicable.

10. Any alleged abuse of the SLB shall be investigate by the SLB committee. On the finding of wrongdoing, the member shall repay all of the sick leave credits drawn from the SLB and be subject to other appropriate disciplinary action as determined by the local Board.
11. The CC Payroll Department shall maintain records of all member deposits to the SLB, withdrawals from the SLB, and the status of the SLB. Reports shall be provided at the request of the SLB Committee, Superintendent, or Superintendent designee.

#### Procedures for Sick Leave/Catastrophic Illness

1. Catastrophic illness or injury is defined as *“Any illness, injury, or pregnancy or medical condition related to childbirth, certified by a licensed physician which causes the employee to be absent from work for an extended period of time.”*
2. Must be a member of the Sick Leave Bank.
3. An employee may use catastrophic sick leave for a catastrophic illness for himself or herself or for the following covered persons: parent, spouse, and child, foster child currently in the custody and care of the employee, sibling, or an individual with a close personal ties.
4. Maternity Leave, **less than 6 weeks**, must complete a catastrophic form for board approval, but **does not require a physician signature**. Maternity leave that necessitates **more than 6 weeks must have physician signature** prior to presenting for board approval.
5. Employees participating in the SLB may donate a maximum of thirty (30) days to the sick leave bank to be designated for a specific employee for use against a catastrophic illness.
6. The employee who is to receive sick leave days for a catastrophic illness shall be a member of the SLB and must exhaust all sick, personal and vacation days before borrowing SLB day(s).
7. Donated catastrophic sick leave may be used to repay days owed to a sick leave bank. Once an employee returns to work from catastrophic leave, he/she may continue to receive donated days to satisfy a negative sick leave balance for ten (10) days after returning to work. After this time, any donated days that are not needed by the employee will revert back to the donating employee.
8. The employee who donates sick leave days to the sick leave bank for a particular employee for use against a catastrophic illness, shall not be able to recover such donated days. However, **if the particular employee does not require all the days donated to him/her, the days shall revert to the credit of those employees who**

**donated the days in accordance with the guidelines adopted by the sick leave bank committee.**

9. The SLBs are authorized to donate sick leave days to another SLB, including SLBs of other Alabama school systems, for use by a particular employee who is suffering a catastrophic illness.

## COMPLAINTS AND GRIEVANCE PROCEDURES

Employees may present to the Board a concern, complaint, grievance, or request for corrective action regarding any aspect of school system operations. Before requesting corrective action or relief from the Superintendent or the Board, persons with such complaints, grievances, or requests should present them for resolution to the employee, supervisor, or administrator at the lowest administrative level who has the authority and ability to address the problem or to implement the requested action.

Prior to filing a formal grievance, the employee is expected to have made reasonable efforts to resolve the complaint or problem underlying the grievance informally through discussions or other communication with the employee's immediate supervisor or other persons whose actions or decisions led to the filing of the grievance. Informal complaint resolution will not be required if such efforts would not be practical or reasonable under the circumstances.

### Level I-Form A

The Grievance process shall be initiated by filing an approved grievance report form to his or her principal or immediate supervisor. The filing should happen within 10 days of the incident being addressed.

The approved form must be signed by the grievant and include the following information:

- The date(s) of the act, omission, or decision on which the grievance is based;
- A complete description of the grievance, including the policy, procedure, or work rule assertedly violated or misapplied, and all facts supporting the complaint.
- The specific corrective action sought by the grievant
- Copies of any relevant documentary or evidentiary material in the possession of the grievant.

### Level I-Form B

The investigation by the supervisor/administrator may include interviews of witnesses, written statements, depositions, administrative conferences or hearings, or any lawful action

that is deemed necessary to reach a just disposition of the grievance. Upon completion of the investigation, the administrator/supervisor shall prepare a written decision on the grievance. Response should be provided within 10 days.

#### Level II-Form C

This level occurs when an employee appeals a Level One decision. The forms should be delivered to the Superintendent within 10 days of receiving the Level I decision/Form B in accordance with state law, local school board policy or any exceptions outlined therein.

The approved form must be signed by the grievant and include the following information:

- Supervisor/Administrator investigating/addressing complaint at Level I
- Representation, if assisting in pursuing the complaint
- Copies of original complaint (Form A) and decision being appealed. (Form B).

#### Level II-Form D

The investigation by the superintendent may include interviews of witnesses, written statements, depositions, administrative conferences or hearings, or any lawful action that is deemed necessary to reach a just disposition of the grievance. Upon completion of the investigation, the administrator/supervisor shall prepare a written decision on the grievance. Response should be provided within 15 days.

#### Level III

In the case of an appeal of the Superintendent's decision to the Board, attach a copy of the employee's original written complaint (Form A), a copy of the Level One Response (Form B), and copies of the written responses that have been given to the employee by the supervisor/administrator (Form C) and by the Superintendent (Form D). An appeal to the Board must be filed within 5 days of the decision presented by the Superintendent.

#### **Assistant Superintendent/Personnel**

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## PAYROLL GUIDE

The payroll section of this handbook is to provide information regarding paychecks, health benefits, insurance and other financially related matters. Employees are responsible for verifying their eligibility and coverage for the various benefits provided. ***In the event of a conflict between this handbook and any benefit plan documents, the benefit plan documents would control.***

### When do I get my first Paycheck?

- ❖ Nine month employees – September 30
- ❖ Ten & Eleven month employees – August 31
- ❖ Twelve month employees – July 31

An employee's salary is divided evenly over 12 months

September thru August for 9 and 9.5 month employees;

August through July for 10 month employees;

July thru June for 12 month employees.

The pay periods are for reporting absences. Adjustments to pay because of absence will be made in the payroll period in which it falls. So, pay shouldn't be considered a month behind, it's the absences that are reported a month behind. For late hires, pay is calculated on the number of working days and is divided equally over the remaining pay periods.

Some examples of non-mandatory deductions could include health insurance, disability insurance, dental insurance, savings accounts, deferred compensation plans and flexible spending accounts. Employees hired prior to January 1, 2013 are considered Tier 1 employees for the employer contribution rate for retirement purposes.

Any employee hired on or after January 1, 2013 is considered a Tier 2 employee for the employer contribution rate for retirement purposes.

Tier 1 Employees have 7.50% of their gross pay withheld for their retirement account at the Teachers' Retirement System in Montgomery. The board pays 11.94% to the retirement system on behalf of each employee.

Tier 2 employees have 6.00% of their gross pay withheld for their retirement account at the Teachers' Retirement System in Montgomery. The board pays 10.84% to the retirement system on behalf of each employee.

For every dollar that an employee pays in Social Security and Medicare tax the Board is required to match that amount on the employee's behalf. State unemployment insurance is also paid by the Board for the employee.

***\*TEACHER SALARY SCHEDULES CAN BE FOUND ON THE HUMAN RESOURCES WEBSITE DIRECT DEPOSIT***

All new employees are required to have direct deposit for receiving their monthly earnings. This feature provides Improved security, No waiting in lines at the bank, and Money available payday morning.

Choose your own bank Notify Payroll Department immediately if you change banks and/or your account is closed. Also, it is important that the payroll department be notified if your account number changes.

**HEALTH BENEFITS**

Blue Cross/Blue Shield

HMO Basic Major Medical

No Referrals

Monthly Premium

Single Coverage

Family Coverage

\$307 Family with spouse

VIVA Health Plan

Major Medical, Vision, Dental HMO

Monthly Premium

Single Coverage

Family Coverage

**Non-tobacco User Discount** - All PEEHIP members enrolled in the PEEHIP Hospital Medical or VIVA Health Plan are charged a \$50.00 per month PEEHIP premium increase. However, non-tobacco users can have the \$50 premium removed from their monthly premium by certifying that they (and their spouse, if the spouse is covered as a dependent) have not used tobacco products within the last 12 months. Members must certify their tobacco status to PEEHIP to qualify for the \$50 to be removed from their monthly premium. If you have previously certified your tobacco status and your spouse's status (if you have family coverage), you do not need to re-certify every year. You are required to complete a HEALTH INSURANCE AND OPTIONAL STATUS CHANGE form if your or your spouse's tobacco status changes during the year. New employees who enroll in hospital medical or VIVA Health Plan must certify their tobacco status (and their spouses' tobacco status if covered as a dependent) by completing the tobacco questions through the Member Online system at the time of enrollment.

**Southland Supplemental Insurance Coverage**

Cancer Plan

Dental Plan

Hospital Indemnity

Vision Plan

\*Single or Family Coverage

You can Purchase supplements for an additional amount

OR – Refuse major medical coverage and apply allocation to the supplements for coverage at no charge.

**PEEHIP Insurance Allocation - “3 – 1” Rule** An employee will earn one additional insurance allocation for every three months the employee has worked at least one half of the work days in the months worked.

- Work nine months and receive three summer allocations.
- Employees working less than nine months will not earn all months and will owe an additional amount for insurance.

**Open Enrollment dates for insurance: July 1 - August 30 for paper forms and through September 10 for online changes.** Effective date of coverage for Open Enrollment elections is October 1. This section provides you with information on how to enroll yourself and your eligible dependents in PEEHIP Hospital Medical Plans or Optional Coverage Plans, and Flexible Spending Accounts, or make changes in your coverages. Enrollments and changes in coverage are handled by PEEHIP and not by the employer. The preferred method of enrollment is online through Member Online Services (MOS) at <https://mso.rsa-al.gov>.

**Enrolling in or changing coverage online.**

1. Go to [www.rsa-al.gov](http://www.rsa-al.gov) and click the MOS Login at the top of the page. You can also go to <https://mso.rsa-al.gov>. 28
2. Enter your User ID and Password.
3. If you do not have a User ID and Password, click “Need to Register” and follow the on screen prompts to create your own User ID and Password. You will need your personal identification number (PID). The PID has replaced your social security number as your identifying number to use with the TRS and PEEHIP. Current and new members who do not know their PID can request a PID letter when registering online or call payroll.
4. Once you successfully log in, click the link “Enroll or Change PEEHIP Coverages” from the PEEHIP menu found at the left of your screen. How do I enroll or make changes in coverages?
5. Select the “New Enrollment” link (available for new employees who are within 30 days of their hire date), or “Open Enrollment” (available during the Open Enrollment period), or

“Qualifying Life Event” (to add a newly acquired dependent if within 45 days of QLE). Click Continue and follow the onscreen prompts until you receive your Confirmation page.

Items needed during the enrollment process:

1. Social Security numbers for you and your eligible dependents
2. Other health insurance information you and your dependents are covered under.

Enrollment Documentation Required by PEEHIP. Every member who enrolls dependent(s) on his or her PEEHIP coverage(s) is required to certify to PEEHIP their dependent’s eligibility. Certification will require appropriate documents to support your dependent’s eligibility. Black out Social Security numbers, account numbers, income, or statement balances prior to sending your documents to PEEHIP. Under no circumstances does PEEHIP solicit this type of information from members. Please mail, email, or fax your documents to PEEHIP. Enrollments cannot be processed without the appropriate documentation. PEEHIP is not bound by a court order to insure dependents who do not meet PEEHIP guidelines. To avoid enrollment deadlines, submit your enrollment even if you do not have all of the appropriate documentation at the time of enrollment. Alternatively, enrollments or changes in coverage can be made by submitting a completed new enrollment and Status change form. The form can be obtained upon request by calling Member Services at 877.517.0020.

\*New Employees have 30 days to enroll in insurance. \* If an employee does not need the PEEHIP hospital medical insurance, they may elect to enroll in the four Southland optional plans (dental, vision, cancer and indemnity) at no cost to the employee. There is also a Supplemental insurance plan at no cost if PEEHIP hospital medical is not elected.

#### THE WELLNESS PROGRAM

The Wellness Program is a voluntary program, available during work hours at no cost to PEEHIP members. Members and covered dependents will be eligible to participate in free health screenings, osteoporosis screenings and flu vaccines provided by the Public Health Department nurses. The wellness screenings are intended to assist employees and their families identify health risks and receive early and necessary treatment and ultimately lower healthcare costs. The PEEHIP Wellness screenings and flu shots will continue to be covered at 100% with no copayment or deductible. Additional information regarding the PEEHIP Worksite Wellness program can be found at [www.adph.org/worksitewellness](http://www.adph.org/worksitewellness) or by calling ADPH at 800.252.1818 and asking for the Wellness Division.

**Wellness Premium Discount Program-** All active employees covered under the State Employees’ Health Insurance Plan (Group 13000) are eligible for a wellness premium discount. Each wellness plan year is December 1 through November 30 and every active employee must



be screened either through the SEIB's worksite wellness screening program or by a healthcare provider (through the submission of a physician's certification form).

## **TEACHER RETIREMENT SYSTEM**

### **TIER 1 EMPLOYEES**

All full-time employees are eligible, and required, to participate in the State Retirement Program. For employees hired prior to January 1, 2013, seven and a half percent of the employee's salary is deducted each month for retirement and all contributions belong to the employee. Ten years of creditable service are required for an employee to become "vested" or eligible for benefits. Persons terminating their employment with less than 10 years of service must withdraw their retirement funds within 5 years of termination. A person hired prior to January 1, 2013 may retire after 25 years of service or at the age of 60 (if vested) and may use accumulated sick leave in determining the amount of creditable service. Retirement benefits will be calculated on the annual salary of the highest 3 of the last 10 years of service.

### **TIER 2 EMPLOYEES**

Employees hired January 1, 2013, or later, will pay six percent to the retirement system and their retirement benefits will be calculated at a lower percentage than current employees. Benefits will be calculated on the annual salary of the highest 3 of the last 5 years of service. The retirement age requirement for employees hired January 1, 2013, or later will be 62 (if vested) or 30 years of service. An employee may not use accumulated sick leave in determining the amount of creditable service.

### **TRS DEATH BENEFITS**

Death benefits are also provided through the Teacher Retirement Program and depend on years of service and age. For example persons under 60 years of age with from 1 to 25 years of service will receive death benefits consisting of their total retirement contributions and total earned interest plus an amount equal to the previous year's salary.

### **DEFERRED COMPENSATION PLANS**

**403B** Under this plan, employees may contribute as much as \$18,000 (2018) of pre-tax income to an annuity each year. The contribution is automatically deducted from their paychecks. By investing money in this way before taxes are paid, employees can reduce their current income tax burden. It is permissible to transfer accumulated funds, with no dollar limit, to other qualified IRA annuity plans.

Once such an investment is made, the interest or dividends earned are only taxed as funds are withdrawn. Since the withdrawals are usually made after retirement when the participant is

likely to be in a lower tax bracket, less tax is paid and funds accumulate faster. Lincoln Financial offers Educator investment options.

**RSA-1** Using this plan, employees may elect to delay receiving a portion of their salary (may not exceed--if more than one 457 plan, combined deferrals must not exceed--\$18,500 (2018) or \$24,500 (2018) for employees age 50 or over) until some later determined date, usually after retirement. The deferred income, which accumulates interest in a special fund, is not subject to federal income tax until distributed to the employee. RSA-1 funds will be invested in the same type of investments and are subject to the same guidelines and limitations as applicable to investments made by the Teacher Retirement System.

### **FLEXIBLE SPENDING PLAN**

A flexible spending plan is a way to provide employees valuable benefits and tax savings. Benefits under an eligible plan may include reimbursement of dependent care expenses and medical expenses such as co-payments and deductibles. Also, most importantly, you always pay insurance premiums with pre-tax dollars. All fulltime employees are eligible to participate in this plan which gives them the opportunity to recognize additional monthly income through pre-tax savings.

**OPEN ENROLLMENT** – The open enrollment deadline for the Flexible Spending Accounts is September 30th , for an effective date of October 1 st . – Plan deductions start on the October payroll check. Deductions end with the September payroll check of the following year.

All deductions are processed over 12 months.

The Flexible Spending Account is administered through PEEHIP that is offered through BC/BS of Alabama. Below is the website address: <https://www.rsa-al.gov/index.php/members/peehip/flex-account/>

Reimbursement of over-the-counter drugs from the Health Care FSA will be prohibited due to the Federal Reform Act unless you have a doctor's prescription for the drug.

## **Contacts for the Finance Office**

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