



FAYETTEVILLE CITY SCHOOL SYSTEM

110 ELK AVENUE, SOUTH, SUITE 200
FAYETTEVILLE, TENNESSEE 37334

EMPLOYEE HANDBOOK

08/10/2017 (ON-LINE VERSION OF THIS HANDBOOK IS OFFICIAL VERSION)

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DIRECTOR'S WELCOME LETTER

Dear Fayetteville City School System Employee:

This is all about the children.

In order to move forward, we need to reflect on the statement above. Our children deserve the best that we can give. This handbook has been prepared for the benefit and convenience of the personnel of the Fayetteville City School System. Please read it carefully and refer to it often.

The 2017-2018 school year can be one of the best school years in our history. We have several initiatives that will give our students and staff more opportunities to experience new technology and curriculum. All of us, including bus drivers, food service, educational assistants, teachers and administrators must place our emphasis on serving the needs of one another to create a hospitable and nurturing atmosphere where all can excel.

We would like to welcome you to the Fayetteville City School System.

Sincerely,

Janine M. Wilson
Fayetteville City School System
Director of Schools

CENTRAL OFFICE

110 ELK AVENUE, SOUTH, SUITE 200

FAYETTEVILLE, TENNESSEE 37334

PHONE: (931) 433.5542

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Dr. Janine Wilson, Director of Schools

Patricia G. Bean, General Bookkeeper/Cafeteria

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Jeff Bryant, Supervisor of Maintenance

Rujena Dotson, Secondary Supervisor of Instruction, Grants, Career/Technical Education,
Testing Coordinator.

Megan Hall, School Nutrition Manager

Belinda Martin, Receptionist

Sarah Beth Spray, Supervisor of Federal Programs, Supervisor of Special Education, Middle School
Curriculum, Homebound, Homeschool

Ronald Perrin, Physical Plant & Operations, Transportation, Athletic Director, Food Services

Cindy Young, Elementary Supervisor of Instruction, Teacher Licensure, Fayetteville After-School Time
(FAST), PreK, Textbook Coordinator

JoAnn Scott, Human Resources, Payroll, Federal Bookkeeping

Carla Warden, Coordinated School Health, School Safety

OFFICE HOURS

The Central Office of the Fayetteville City School System is open on regular workdays, Monday through
Friday, between the hours of 7:30 a.m. and 4:00 p.m.

BOARD OF EDUCATION

The regular meeting of the Fayetteville City School System is held on the first Monday night of each month at 5:00 p.m. at the City of Fayetteville Municipal Building, Multi-purpose Room, second floor. All meetings of the Board are open to the public.

Current Board Members are:

Jeff Whitmore, Board Chairman

Tom Holland, Jr., Vice-Chairman

Mark Clark

Joyce Eady

Alice B. Palacio

Sarah Raby

PURPOSE OF THIS HANDBOOK

PURPOSE

This handbook is designed to acquaint employees with the Fayetteville City School System (FCS) and provide information about working conditions, employee benefits, policies, procedures, and practices affecting employment with the school district. It describes many employee responsibilities and district practices and outlines programs developed for the benefit of employees.

This handbook is not intended as an employment contract (express or implied) and accordingly should not be considered as such. Nothing in this handbook should be relied upon as a guarantee for certain privileges, working conditions or continued employment.

Employees should address questions pertaining to personnel policies and procedures to their immediate supervisor.

EFFECTIVE DATE

This handbook supersedes all prior Employee Handbooks (which should be discarded), verbal communications and staff meeting minutes and/or management memos, which may have been previously issued on subjects addressed in this handbook.

EMPLOYEE RESPONSIBILITIES

Employees are expected to read, understand and comply with the guidelines set forth in this handbook.

CONTENTS AND REVISIONS

No employee handbook can anticipate every circumstance or question. Accordingly, FCS may need to change the practices and guidelines described in this handbook. Revisions may include changing, rescinding or adding to any procedures, benefits or practices described in this handbook. The online version of the FCS Employee Handbook is the official version; therefore, all printed versions of this document are unofficial copies.

EQUAL EMPLOYMENT OPPORTUNITY

NON-DISCRIMINATION STATEMENT

It is the policy of the Fayetteville City School System not to discriminate on the basis of sex, race, national origin, creed, age, marital status or disability in its educational programs, activities or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973. It is also the policy of this district that the curriculum materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society. Inquiries regarding compliance with Title VI, Title IX and Section 504 may be directed to: Director of Schools, 110A Elk Avenue, South, Fayetteville, Tennessee 37334.

Employees should be provided a work environment free from sexual, racial, ethnic and religious discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass an employee through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature. The following guidelines are set forth to protect employees from discrimination/harassment.

Employee discrimination/harassment will not be tolerated.

Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature which:

1. Unreasonably interfere with the individual's work or performance; or
2. Create an intimidating, hostile or offensive work environment; or
3. Imply that submission to such conduct is made an explicit or implicit term of employment;
4. Imply that submission to or rejection of such conduct will be used as a basis for an employment decision affecting the harassed employee.

Alleged victims of sexual, racial, ethnic or religious discrimination/harassment shall report these incidents immediately. This report should be made to the immediate supervisor except when the immediate supervisor is the offending party. If the immediate supervisor is the offending party, the report may be made to the Director of Schools or any School Board Member or the City of Fayetteville Attorney. An oral complaint may be submitted; however such complaint must be reduced to writing to ensure a more complete investigation. The complaint should include the following information:

- Identity of the alleged victim and person accused;
- Location, date, time and circumstances surrounding the alleged incident;
- Description of what happened;
- Identity of witnesses;
- And any other evidence available.

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

A substantiated charge against an employee shall result in disciplinary action up to and including termination.

There will be no retaliation against any person who reports discrimination or harassment or participates in an investigation. However, any employee who refused to cooperate or gives false information during the course of the investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such.

An employee disciplined for violation of this policy may appeal the decision by contacting the Director of Schools.

EQUAL OPPORTUNITY EMPLOYER

The Fayetteville City School System is an Equal Opportunity Employer (EOE). Accordingly, FCS promotes equal opportunity in the areas of employment, training, development, transfer and promotion. Employment practices are without regard to race, color, religion, creed, sex, age, disability or medical condition, national origin, veteran status and all other categories protected by federal, state and local anti-discrimination laws.

Additionally, in keeping with the spirit of the Americans with Disabilities Act, the district will make appropriate accommodations for employees with qualified disabilities or religious needs whenever possible as long as the accommodation does not cause FCS or other employee's undue hardship.

Opportunity for employment, as well as continuation and advancement in employment, shall be afforded equally to members of all races, creeds, colors, sexes, religions, ages, national origins and individuals with disabilities or veteran status with regard only for qualifications for the position involved.

EMPLOYEE CLASSIFICATIONS

ADMINISTRATIVE AND SUPERVISORY PERSONNEL

All administrative and supervisory positions in the school system are established initially by the Board, by state law or State Board Rule, Regulations and Minimum Standards.

To be considered for certificated administrative or supervisory positions, the applicant must show the following qualifications:

1. Professional teaching certification; and
2. Administrative or supervisory certification and experience in accordance with state law and State Board Rules and Regulations in the appropriate areas based on the minimum of a master's degree.

Classified administrative and supervisory personnel shall possess sufficient training and experience to perform the services required and such additional qualifications as the Board and Director of Schools shall determine.

SUPERVISORY AND CERTIFICATED PERSONNEL

Certificated staff members are the personnel whose employment status requires certification in accordance with the rules and regulations of the State Board of Education. Should a Supervisory or Certificated employee earn an additional degree during the school year, salary changes will not occur until the first of the following school year.

CLASSIFIED PERSONNEL

Classified staff members are personnel whose regular employment does not require certification in accordance with rules and regulations of the State Department of Education. Classified personnel include the following employees: bookkeepers, secretaries, clerks, maintenance employees, custodial employees, cafeteria employees, educational assistants and transportation employees.

FULL- TIME EMPLOYEES

Full- time employees are those employees who work a regular schedule of at least 30 hours per week. These employees are eligible for all benefits offered by the district.

PART-TIME EMPLOYEES

Part-time employees are those employees who work less than 30 hours per week. Part-time employees should check with the Central Office staff to understand the benefits for which they are eligible.

EMPLOYEE INFORMATION

ABSENCES

Staff members unable to report to work for any reason must notify the school principal or his/her designee as soon as possible to ensure that appropriate substitute arrangements may be made. Substitutes are assigned on a daily basis unless a longer duration is specified.

In order to facilitate continuity during absences, staff members unable to return to their duties the following day should contact the building principal as soon as the decision is made. Whenever possible, and as appropriate, substitutes will be retained during the course of the absence. Under no circumstances may staff members arrange coverage through personal arrangements with substitutes or

others either for all day or for temporary absences from their duties unless authorized to do so by the building principal.

Substitute coverage for absences during work hours due to illness or emergency will be arranged as needed upon notification to the building principal.

Leave of Absence: If you need to be absent for more than ten (10) days, you must request a leave of absence. All leaves shall be requested in writing at least thirty (30) days in advance on forms provided by the Director of Schools. If you need to take a leave of absence, submit your leave of absence form to your principal or supervisor.

ABSENCES DUE TO INCLEMENT WEATHER AND OTHER EMERGENCIES

If the Director of Schools does not close the Central Office and other departments of the school system, individuals employed on a twelve (12) month contract traveling to and from work in snow, other inclement weather or other emergencies must make a personal decision as to the safety and feasibility in regard to his/her travel.

If an employee decides they will be absent from work due to inclement weather or other emergencies, the employee will have to use vacation time or personal leave time for their absence. In the event the employee does not have any leave time available to use, they will be on leave without pay.

In the event the Director of Schools announces that the Central Office and other departments are closed because of inclement weather or other emergencies, personnel who are required to work will be given time off in the future equal to the time worked.

ACCIDENT/INCIDENT REPORTS

All accidents/incidents occurring on Fayetteville City School System property, school buses, or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the building principal immediately. This includes accidents and incidents where no injuries occurred. Reports should cover property damage as well as personal injury.

ADMINISTERING MEDICINE TO STUDENTS (SEE BOARD POLICY 6.405)

Students who must take prescription and/or over-the-counter medication at school, on a temporary or regular basis, must provide a written request with instructions, signed by the parent.

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration (i.e. students with asthma).

The parent or guardian is responsible for informing the designated official of any change in the student's health or change in medication.

ALCOHOL, TOBACCO AND ILLEGAL DRUGS AT WORK

State law prohibits the sale, purchase, transfer or possession of any illegal or non-prescribed controlled drug during work hours or on school property at any time. In addition, the district strictly prohibits any employee from being under the influence of alcohol and/or any illegal drug while on duty or performing work activities. Taking legally prescribed medications or over-the-counter medications is permitted to the extent that use of such medications does not adversely affect job performance or safety.

COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT

It is the duty of all employees of Fayetteville City School System to report, orally and in writing, any arrests, citations or known official investigations. It shall be the employee's duty to report these events to his/her immediate supervisor within twenty-four (24) hours. The employee shall further understand that failure to comply may result in discipline up to or including termination.

It shall be the immediate supervisor's duty to report these events to the Director of Schools as soon as he/she received the information.

ALCOHOL OR DRUG TESTING (SEE BOARD POLICY 5.403)

An employee may be required to submit to substance screening should there be reasonable suspicion that an employee may be under the influence of alcohol or drugs. Any refusal to submit to testing is considered a positive test.

Any FCS employee who tests positive while on the job and/or premises will be subject to appropriate disciplinary action up to and including termination from employment with FCS.

All drivers and applicants for driver positions who are required to hold a Commercial Drivers' License (CDL) to perform their job function must submit to alcohol and drug testing prior to employment.

COPYRIGHT

A variety of machines and equipment are available to employees for the reproduction of materials as needed for their job requirements. Infringement of copyright laws, whether the material copied is prose, poetry, graphic images, music audio tape, video or computer-programmed materials, is a serious offense against federal law, a violation of Board policy and contrary to ethical standards required of staff. All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form.

DESTRUCTION OF AND TAMPERING WITH GOVERNMENT RECORDS

Tennessee law makes it unlawful for any person to:

1. Knowingly make a false entry in, or false alteration of, a governmental record;
2. Make, present or use any record, document or thing with knowledge of its falsity and with interest that it will be taken as a genuine governmental record;
3. Intentionally and unlawfully destroy, conceal, remove or otherwise impair the verity, legibility or availability of a governmental record.

A violation of this law is a Class A misdemeanor.

STAFF-STUDENT RELATIONS

Employees shall maintain professional relationships with students at all times and shall strive to develop wholesome and constructive relationships with them. Employees are expected to regard each student as an individual and to afford each student the rights and respect that he/she is due. Employees should

promote a learning environment that encourages fulfillment of each student's potential in regard to his program, consistent with the School system's goals and with optimal opportunities for students.

Employees are expected to use good judgment in their relationships with students beyond their work responsibilities and/or outside the school setting and must avoid excessive informal and social involvement with individual students. Any appearance of impropriety shall be avoided. Romantic and/or sexual relationships between employees and students are strictly prohibited. Appropriate disciplinary action, including dismissal, will be taken for violation of this rule.

TOBACCO (SEE BOARD POLICY 1.803)

By law, all school system buildings are smoke-free. Effective August 6, 2007, the district became a "smoke-free" organization with smoking or use of smokeless tobacco products prohibited in or on any district-owned properties to include all school campuses, administrative offices, athletic facilities as well as all school district vehicles.

Penalties for violation of this policy shall include private or public reprimand, demotion, suspension or a combination of any such penalties or termination. All reprimands/penalties shall be noted in the employee's personnel file and on the employee's final performance review.

USE OF PRESCRIPTION MEDICATIONS WHILE WORKING

Taking legally prescribed medications or over-the-counter medications is permitted to the extent that use of such medications does not adversely affect job performance or safety. However, employees using prescription or over-the-counter medications which discover that such medication impairs or adversely impacts their ability to work must immediately stop working and report the condition to their immediate supervisor. Working while affected by prescription or over-the-counter medications is dangerous. Employees should consult their personal physician in the event they find themselves impaired or affected by prescription or over-the-counter medications.

COMPENSATION

GARNISHMENT OF WAGES

The school system complies with court orders received to garnish an employee's wages. Garnishment refers to court ordered wage assignments or slow pays, state or county taxes, educational loans, bankruptcy notices, child support orders and IRS tax levies. The employee is sent a copy of the garnishment along with the start date, if garnishment is a court ordered wage assignment. For an educational loan garnishment, the employee is sent a copy of the order and the start date. Employees receive bankruptcy notices, child support orders and slow pay orders prior to payroll receiving them. If an IRS tax levy is received, the employee is required to complete paperwork. If paperwork is not completed, the highest amount allowed will be deducted from the employee's wages (Ref. IRS Table Publication 1494). Employees should address questions about such paycheck deductions to the Payroll Department.

DIRECT DEPOSIT

Direct deposit is mandatory for all employees. Employees must provide a form and a voided check with the necessary banking information. Employees will receive a direct deposit advice for all payroll deposits. Employees should also contact the payroll department in the event of a change in banking accounts so that the appropriate changes can be made to their payroll records.

PAY STUBS

Pay stubs will be distributed to employees through MyBenefitsChannel.com. Each employee will be assigned an email address and password, upon initial employment, in order to obtain their pay stubs online.

CORRECTION OF PAYROLL ERRORS

Employees are expected to carefully review their payroll information on an on-going basis and to immediately report suspected errors to the payroll department. The payroll department will pay underpayments resulting from inadequate information or administrative error either by manual check or adding the difference to the employee's next paycheck. The district reserves the right to make appropriate payroll deductions for repayment of overages in the event it is discovered that an employee has been overpaid. If an employee leaves the

district's employment before such overpayment is recouped, the balance due will be deducted from the employee's final paycheck.

PAY PERIODS

All employees will be paid based on their job assignment. Pay periods for FCS are monthly, either on the 15th or 28th day of the month. When a holiday or weekend coincides with payday, the payday will be the last banking day prior to the holiday.

All substitute workers (substitute teachers and/or cafeteria workers) will be paid twice monthly, on the 15th and 28th of each month.

No advance payments of salary shall be made. Upon resignation or retirement, a final salary payment will be withheld until all records and assets in custody of the employee are satisfactorily transferred to his successor or another designated person.

PAYROLL DEDUCTIONS AND W-2'S

The school system is required by law to make certain deductions from employee paychecks each pay period. These deductions include federal income tax, social security and medicare. The amount of these deductions is summarized on the W-2 form and provided to all employees no later than January 31st of each year.

Employees should report changes of name or address to the payroll department to ensure/maintain accuracy of their W-2 form.

RETIREMENT

All full-time employees are required to enroll in Tennessee Consolidated Retirement System (TCRS). Certificated personnel enrollment is immediate upon employment and classified personnel enrollment is after (6) six months of employment unless they are already a member of TCRS. In that case, classified personnel may elect to begin their retirement contribution upon their hire date. There will be a 5% contribution deducted from each paycheck for both certificated and classified personnel.

TIMESHEETS AND ABSENCE REPORTING

Non-exempt employee timesheets are important. Accurate, timely completion of timesheets is critical to correct payroll processing. In the event an employee cannot complete the timesheet as required, the employee should immediately contact their supervisor. Timesheets must be submitted weekly and be signed by the immediate supervisor.

All personnel are required to complete an Employee Verification Form for any absence. Supplying false information on a time card is a sufficient reason for dismissal.

COMPLAINT AND GRIEVANCE PROCEDURES

EMPLOYEE GRIEVANCE

The School System advocates resolving workplace disputes in an informal and efficient manner to assist employees and supervisors/department heads in resolving concerns, complaints and disputes. Such disputes may be related but not limited to the following: general work conditions, work schedules, assignments to duties, relationships with coworkers or supervisors and subordinates, and instances of conduct, actions or language that is reviewed by the employee as harassing, intimidating, discriminatory or otherwise unwelcome.

The Board believes that differences of opinions arising in the course of employment should be resolved as quickly as possible and at the lowest supervisory level. In instances of questions by an individual staff member concerning the interpretation of policies and procedures to that staff member, administrative practices with his/her particular school and relationships with other employees, the staff member concerned must consult the administrative or supervisory personnel to whom he/she is responsible. If a satisfactory resolution of the problem cannot be reached after ample opportunity for consideration of the matter, the staff member concerned may discuss the matter with the next level of supervision up to and including the Director of Schools. In instances where an individual staff member feels for personal reasons that he/she cannot discuss a problem with his/her immediate superior, he/she may take the problem directly to the Director of Schools. After review of the case, the Director of

Schools shall take action as he/she deems appropriate and within a prompt, reasonable time shall notify all parties concerned of his/her decision.

EMPLOYEE CONDUCT

ETHICS AT FAYETTEVILLE CITY SCHOOLS

All employees are expected to conduct themselves at all times in a manner that conforms to Board policy and administrative procedures. An effective educational program requires the services of men and women of integrity, high ideals and human understanding. To maintain and promote these essentials, all employees are expected to maintain high standards in their school relationship. These standards include, but are not limited to, the following:

1. The maintenance of just and courteous and professional relationships with student, parent(s), staff members and others;
2. The maintenance of their own efficiency and knowledge of the developments in their fields of work;
3. The transaction of all official business with the properly designed authorities of the school system;
4. The establishment of friendly and intelligent cooperation between the community and the school system;
5. The representation of the school system on all occasions that the contributions of the school system to the community are recognized;
6. The welfare of children as the first concern of the school system when placing professional personnel. The use of pressure on school officials for appointments or transfers is unethical;
7. Restraining from using school contacts and privileges to promote partisan politics, sectarian religious views or selfish propaganda of any kind;
8. The responsibility to make any criticism of other staff members or of the school system directly to the particular school administrator who has the administrative responsibility for improving the situation and then to the Director of Schools, if necessary; and
9. The proper use and protection of all school properties, equipment and materials.

CONFIDENTIALITY

An employee's work assignments may involve work of a confidential nature and/or involve contact with confidential student or employee information. Employees may not disclose to outsiders any information that is not in the public domain as referred to in FERPA and HIPPA.

DEPARTMENT OF CHILDREN'S SERVICES RESPONSIBILITIES

REPORTING SUSPECTED CHILD ABUSE (SEE BOARD POLICY 6.409)

Under Tennessee law, it is the duty of any person, including a teacher, with reasonable suspicion that a child has been the victim of physical, mental or sexual abuse, to report such harm to the county office of the Department of Human Services or the Juvenile Court or the sheriff or the police chief. If school personnel do not report the suspected abuse, they could be found guilty of a misdemeanor. Schools are required by law to give access to the child's records to the authorized person or team investigating the suspected abuse and to cooperate fully with the investigation.

The principal may not insist that a school employee be present during the interview by the investigator but may reasonably control the time, place and circumstances of the interview. This policy is to be followed even if the alleged abuser is a school employee or another student. School officials must honor the investigator's directive not to inform the child's parents of the interview if a parent is the alleged abuser. The person reporting shall be immune from liability and his identify shall remain confidential except when the juvenile court determines otherwise.

DISABILITY ACCOMMODATION

Employees who require accommodations for a medical condition or disability should contact their supervisor and the Central Office so that the school system can determine whether or not a reasonable accommodation can be made. Request for such accommodation will be handled in as timely and confidential manner as possible.

DISTRICT TOOLS AND EQUIPMENT

When using district tools and equipment (this includes technology equipment), employees are expected to use these items with caution so as not to injure themselves or others. Employees are also expected to operate such items in accordance with the manufacturer's specifications so that the tools and equipment will not be damaged. Employees in doubt as to how to properly operate a particular tool or piece of equipment should refer to the manufacturer's user's manual or ask their supervisor for assistance. Employees should immediately inform their supervisor of any tool or equipment malfunctions.

In some cases, employees may be assigned certain tools or equipment necessary for proper job performance. In such cases, the employee may be asked to sign for receipt of these items. Employees may be held financially responsible for the loss of any tools or equipment they have been issued. Upon termination of employment, employees must return all issued tools and equipment to the school system. Failure to do so could result in legal action being taken against the employee or the withholding of the employee's final paycheck.

EMPLOYMENT

BACKGROUND INVESTIGATIONS

All new FCS employees must have a background investigation conducted, which includes being fingerprinted and child protective services record checks. The cost of the investigation will be paid by the applicant upon employment or the cost will be deducted from the employees first pay check. Fingerprinting must be done within (5) five days of hire date. Failure to meet this deadline can result immediate termination of employment.

All new bus drivers must submit to and provide results of a drug test approved by the Board. Any costs or fees for the drug screen will be system paid. The Board assigns to the Director of Schools or his designee, the duty to conduct thorough background checks and to advise all hiring decisions are contingent upon satisfactory background check results.

CERTIFICATED EMPLOYEES

All applications for certificated positions must include a transcript of credits earned at the colleges or universities attended along with reference information from persons such as previous employer, college professors and supervisors of student teachers. Other information shall include whether such applicant has been dismissed for cause from a school system. If previously employed by a local board of education, the applicant shall provide evidence of acceptable resignation.

No person shall be employed:

1. Who does not hold a valid license to teach from the State Board of Education;
2. Who does not present a physician's certificate showing a satisfactory health record or has any contagious or communicable disease in such form that might endanger the health of school children;
3. Who refuses to take and subscribe to an oath to support the Constitution of the State of Tennessee and of the United States of America;
4. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause;
5. Who does not receive a satisfactory background check; or
6. Who advocates the overthrow of the American form of government or who is a member of a political party which advocates the overthrow of the American form of government.

CLASSIFIED EMPLOYEES

No person shall be employed:

1. Who has any contagious or communicable disease in such form that might endanger the health of the children;
2. Who has not complied with the Immigration Reform and Control Act of 1986; or
3. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause; or
4. Who does not receive a satisfactory background check.

HEALTH CERTIFICATION

Each employee of the FCS, prior to entering employment, must verify with the completion of a doctor's statement that they do not have a contagious or communicable disease in such form as might endanger the health of school

children. Employees are required to submit to a physical examination by a physician.

FCS commercial drivers who hold a valid Commercial Driver's License (CDL) are required to complete an annual re-certification of the required DOT physical. This annual physical is system paid.

Employees working as Pre-K teachers and assistants must follow the State Board of Education (Chapter 0520-12-1) physical examination requirements.

VERIFICATIONS AND REFERENCES FOR EMPLOYMENT

From time to time, employees may need the school system to verify employment for loans or to prospective employers. All employment verifications/reference requests must be directed to the Payroll Department. For employment/loans, the district will only release dates of employment, job title and compensation data unless the employee provides written authorization for the release of additional information.

EMERGENCY EVACUATION

The Worksite Classroom Emergency Procedures Guide is posted in each classroom and in the office. Employees must take time to become familiar with this guide.

EXPENSE REPORTS

TRAVEL AND BUSINESS EXPENSES

Because the Internal Revenue Service places stringent requirements to substantiate travel and business expenses, all expense reports must thoroughly detail the purpose of the reimbursed expense and the benefit derived from the expense. Reimbursement for travel will be based on the most direct route and economical method possible. Reimbursement will be based on the prevailing rate approved by the State of Tennessee and IRS and must be submitted on a per trip basis. Breakfast and dinner will only be reimbursed if overnight travel is involved.

Employees who travel between schools must submit their travel reimbursement monthly.

In all cases, there must be advanced approval of the expenditure by the Director of schools for expenses to be reimbursed.

Employees should direct questions regarding travel expenses to the Central Office. Employees are not to pay expenses themselves and be reimbursed.

Should an employee take it upon himself/herself to pay expenses or make purchases personally, without prior approval, it will be determined by the Director of Schools if said employee will be reimbursed. When purchases are made personally, sales tax is charged and will not be reimbursed to employee. Personal payment of purchases is discouraged.

GIFTS AND SOLICITATIONS

GIFTS

Employees of FCS shall not accept gifts from students unless the gifts are of token value only. Individual employees must refrain from giving gifts to staff members who exercise administrative or supervisory jurisdiction over them, either directly or indirectly. The collection of money for group gifts is discouraged except in special circumstances such as bereavement, serious illness or for mementos at retirement.

Employees are prohibited from accepting things of material value from individuals, companies or organizations doing business with the school system. Exceptions to this policy are the acceptance of minor items which are generally distributed to all by the companies through public relations programs.

SOLICITATIONS

No organization may solicit funds from employees within the schools. Flyers or other materials related to fund drives shall not be distributed through the schools without the written approval of the Director of Schools.

Employees will not be made responsible for the collection of any money or the distribution of any fund drive literature within the schools unless such activity has the approval of the Director of Schools.

FCS does not allow the solicitation of employees or students for any purpose during working time. Distribution of literature and notices during work time or on district premises is not allowed. Any exception to this policy must be approved by the Director of Schools.

Working time includes all time during which an employee is paid to perform duties for the district excluding breaks and meal periods.

Persons who are not employees of the district are not permitted to come upon or remain on the premises for the purpose of selling products or services, making solicitations, posting or distributing cards, literature, notices or other paper.

If an employee must meet with a vendor for personal business, this should be done on the employee's own time (e.g., before or after work or during lunch break).

For privacy, legal and/or security reasons, employees are not allowed to give out other employees' addresses, phone numbers and/or other information about employees or former employees. Request for such information should be directed to the Central Office.

HOLIDAYS

Holidays are listed on the school calendar which is located on the school website (fcsboe.org).

HOUSEKEEPING

To maintain a safe and healthy work environment, all employees must practice good housekeeping. This means better and more pleasant working conditions, helps reduce accidents, adds to the efficiency of our operations and contributes to the quality of the school system's work and services provided. The appearance of our workplace and our employees is very important to the school system's operational effectiveness and efficiency and to conveying the right message to prospective employees and students.

JOB DUTIES AND WORK ASSIGNMENTS

To ensure that schools within the system are provided the best possible service, work assignments are based on matching employee qualifications with school and district needs. From time to time it may be necessary to reassign an employee to a different department or job responsibility. A complete listing of all job descriptions can be found on the system website (fcsboe.org).

LEAVES OF ABSENCE

COURT APPEARANCES

If an employee appears in court because of a personal interest, whether as a plaintiff, defendant or witness or voluntarily appears on behalf of family or friends, or when an employee 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 in accordance with the established board policies on leave.

Employees called for jury duty or who will serve as court witnesses shall present the subpoena or other documents which give reporting instructions to the immediate supervisor.

If an employee is called for jury duty, they will receive their regular pay as long as their jury duty check is properly endorsed and delivered to the Central Office.

EMERGENCY LEAVE

An immediate supervisor may grant a certificated employee emergency leave during the workday for a sudden, unexpected occurrence demanding immediate attention. The leave shall be taken as personal, sick or leave without pay. The employee who uses emergency leave shall confirm said leave the day after returning to work on the appropriate form.

FAMILY AND MEDICAL LEAVE (FMLA) (BOARD POLICY 5.305)

The purpose of the Family and Medical Leave is to entitle employees to take reasonable leave for medical reasons, for the birth or adoption of a child, and for the care of a child, spouse or parent who has a serious health condition.

Anyone who has been employed for at least twelve (12) months by the school system or anyone who has at least 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for service for purposes of FMLA eligibility) during the previous twelve month period.

GENERAL PRINCIPLES

1. Any employee shall be granted, upon request, up to twelve (12) weeks unpaid leave for the birth or adoption of a child, the care of a child, spouse, or parent who has a serious health condition or for qualifying exigencies arising out of the fact that the employee's spouse, child or parent is on active duty or has been notified of an impending call or order to active duty, in support of a contingency operation. (Any employee requesting leave due to pregnancy, childbirth, or adoption shall be granted up to four (4) months leave.)

2. 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. A teacher may use up to thirty (30) days of accumulated sick leave for the adoption of a child. If both adoptive parents are teachers, only one parent may request leave. Written verification from the adoption agency or other entity handling the adoption shall be required before the leave is granted.

3. A physician's statement may be required by the director of schools when determining the period of actual physical disability.

4. Request for leaves and extensions of leave shall conform to state law governing all leaves of absence.

Qualifying exigencies include:

- Issues arising from a covered service member's short notice deployment (i.e., less days of notice) for a period of seven days from the date of notification;
- Military events and related activities, such as official ceremonies, programs or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations or the American Red Cross that are

related to the active duty or call to active duty status of a covered service member.

- Making or updating financial and legal arrangements to address a covered service member's absence;
- Attending counseling provided by someone other than a health care provider for oneself, the covered service member or the child of the covered service member, the need for which arises from the active duty or call to active duty status of the covered service member;
- Taking up to fifteen (15) days of leave to spend time with the covered service member who is on short-term temporary rest and recuperation leave during deployment;
- Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of ninety (90) days following the termination of a covered service member;
- Any other event that the employee and employer agree is a qualifying event.

MILITARY CAREGIVER LEAVE

An eligible employee who is a spouse, child, parent or next of kin of a covered service member or covered veteran with a serious injury or illness shall be granted up to a total of twenty-six (26) workweeks of unpaid leave during a "single twelve (12) month period" to care for the covered service member or covered veteran. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. A covered veteran is an individual who was a member of the Armed Forces at any time during the period of five (5) years preceding the date of the medical treatment, recuperation or therapy that has a serious injury or illness. A covered veteran is an individual who as a member of the Armed Forces at any time during the period of five (5) years preceding the date of the medical treatment, recuperation or therapy that has a serious injury or illness who is currently receiving medical treatment, recuperation or therapy. The calculation of this five (5) year period shall not include the interval of October 28, 2009 through March 8, 2013.

For covered service members, a serious injury or illness is one that was incurred by a service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank or rating. For covered veterans, a serious injury or illness is defined as:

1. A continuation of a serious injury or illness that incurred or aggravated in the line of duty while on active duty that rendered the veteran unable to perform the duties of the veteran's office, grade, rank or rating;
2. A physical or mental condition for which the veteran has received a U. S. Department of Veterans' Affairs Service Related Disability Rating (VASRD) of fifty (50%) percent or higher, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave;
3. A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
4. An injury, including a psychological injury, on the basis of which the veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

The "single twelve (12) month period" for leave to care for a covered service member or covered veteran with a serious injury or illness begins on the first day the employee takes leave for this reason and ends twelve (12) months later, regardless of the twelve (12) month period established by the employer for other types of FMLA leave. An eligible employee is limited to a combined total of twenty-six (26) workweeks of leave for any FMLA qualifying reasons during the "single twelve (12) month period".

RESTRICTIONS

1. For foreseeable leave, the employee shall provide the director of schools with at least thirty (30) days written notice before the beginning of the anticipated leave
2. The director may require that a request for leave be supported by certification issued by a health care provider with the following information:
 - a. the date on which the serious health condition commenced;
 - b. the probable duration of the condition;

- c. the appropriate medical facts within the knowledge of the health care provider regarding the condition; and
 - d. a statement that the eligible employee is needed to care for the son, daughter, spouse or parents and an estimate of the amount of time that such employee is needed.
3. If there is any reason to doubt the validity of the certification provided, the director may require, at the expense of the school system, an opinion of a second health care provider.
 4. Once it has been established that the leave requested qualified for FMLA, the director of schools/designee shall notify the employee within two (2) business days (absent extenuating circumstances) that

Any leave taken pursuant to state leave statutes (paid vacation leave personal leave, sick leave or worker's compensation) shall run concurrently with FMLA leave.

The notice may be given orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than the following day.

5. Intermittent Leave - When a licensed employee requests foreseeable leave for planned medical treatment and the employee would be on leave for greater than 20% of the total number of working days in the period during which the leave would extend, the school may require that such employee elect either to take the leave for periods of a particular duration, not to exceed the duration of the planned medical treatment or to transfer temporarily to an available alternative position offered by the school system for which the employee is qualified, and that has equivalent pay and benefits and better accommodates recurring periods of leave.
6. Period Near the End of an Academic Term (Certificated employees) If leave is taken more than five (5) weeks prior to the end of the term, the director of schools may require the employee to continue taking leave until the end of the term if the leave is at least three (3) weeks of duration and the return of employment would occur during the three (3) week period before the end of the term.
If the leave is taken five (5) weeks prior to the end of the term, the director of schools may require the employee to continue taking leave until the end of the term if the leave is greater than two (2) weeks duration and the

return to employment would occur during the two (2) week period before the end of the term.

7. Spouses employed by the same employer are limited to a combined total of 26 workweeks in a "single twelve (12) month period" if the leave is to care for a covered service member or covered veteran with a serious injury or illness, and for the birth and care of a newborn child, for placement of a child for adoption or foster care, or to care for a parent who has a serious health condition.

REQUIREMENTS OF THE BOARD

- 1) The employee shall be restored to the same position of employment or an equivalent position with no loss of benefits, pay or other terms of employment.
- 2) The employee shall be kept under any group health plan for the duration of the leave.
- 3) The Board may recover the premium paid under the following conditions:
 - a. The employee fails to return from leave after the period of leave has expired.
 - b. The employee fails to return to work for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the control of the employee.

LEGISLATIVE LEAVE (BOARD POLICY 5.3090)

Certificated employees who have been elected to state or local law-making bodies shall be granted personal leave or leave without pay for the time those law-making bodies are in official session or while attending official meetings outside the session.

In addition, certified employees shall be granted leave to serve on any board or commission of the state when the appointment is made by the Governor or General Assembly. Such leave shall not be counted against any other accumulated leave credits. The employee shall notify the principal at least five (5) days prior to leave being taken.

**LONG TERM LEAVES OF ABSENCE FOR CERTIFICATED PERSONNEL
(BOARD POLICY 5.304)**

Any person holding a position requiring a license to teach shall be granted leave for military service, legislative service, maternity, adoption, recuperation of health, educational improvements or other sufficient reason without loss of accumulated leave credits, tenure status or other fringe benefits. All leaves shall be requested in writing at least thirty (30) days in advance on forms provided by the Director of Schools. The 30-day notice may be waived or reduced by the Director of Schools upon submission of a certified statement by a physician. The application for leave forms shall require:

1. A description of the type of leave requested;
2. The requested dates for beginning and ending the leave; and
3. A statement of intent to return to the position from which leave is granted.

Each request for leave must be acted upon by the Director of Schools within (15) fifteen days. Each applicant shall be notified in writing of the action of the Director and the beginning and ending dates of the leave which is granted. All leaves, except military leave, shall be from a specific date to a specified date. However, any leave may be extended by the Director of Schools upon written request from the teacher. Military leave shall be granted for whatever period may be required. The procedure and condition for extending a leave are the same as those used when originally requesting and granting the leave.

Positions vacated for less than twelve (12) months by teachers on leave shall be filled with an interim teacher while the teacher is on leave. If the teacher returns from leave within twelve (12) months, the interim teacher shall relinquish the position. If the leave exceeds twelve (12) months, the teacher shall be placed in the same or a comparable position upon return.

Part-time leaves may be granted by the Director of Schools upon written request for the same conditions as for full-time leave.

Any teacher on leave shall notify the Director of Schools at least thirty (30) days prior to the date of return if the teacher does not intend to return to the position from which he/she is on leave. Failure to give such notice shall be considered breach of contract.

MILITARY LEAVE (BOARD POLICY 5.306)

Employees who are members of any reserve component of the Armed Forces of the United States shall be granted leave of absence for all periods of military service during which they are engaged in the performance of duty or training in the service of the state or the United States. Reservists who anticipate military duty during the school year must give written notice to the Director of Schools, within thirty (3) days of the beginning of the school year, of the dates of the anticipated duty. While performing such duty or training, the employee shall be paid his/her regular salary up to a maximum of twenty (20) working days in any one (1) calendar year, plus such additional days as may result from any call to active state duty. An employee called to active duty, by the governor to enforce the laws of the state shall be paid his/her regular salary for such time as he/she is engaged in the performance of his/her duty, and any time spent in active state duty shall not count against the twenty-day period of leave allowed for military service.

Requests for leaves and extension of leaves shall conform to state law and board policy governing all leaves of absence. Failure to comply with applicable laws and policies shall constitute grounds for dismissal.

The employee shall supply a copy of the orders for duty, including the dates of departure and return it to the Director of Schools prior to, or simultaneous with, requesting leave.

PERSONAL AND PROFESSIONAL LEAVE (BOARD POLICY 5.303)

Personal and professional leave shall be granted in accordance with laws of the State of Tennessee and rules and regulations of the State Board of Education. Certificated employees shall earn personal leave at the rate of one day for each half-year employed for a total of two (2) days per year. Any personal leave remaining unused at the end of a year shall be credited to sick leave.

If, at the termination of services, any employee has been absent for more days than leave has been earned, an amount sufficient to cover the excess days shall be deducted from the employee's final salary payment.

Subject to the following conditions, personal leave may be taken at the discretion of the employee:

1. Except in emergency, each employee shall give the principal at least one day's notice in writing of intent to take leave;
2. The approval of the principal of the school shall be required:
 - a. If more than ten percent (10%) of the teachers in any given school request its use on the same day; provided, however, on making this calculation, any major fraction shall be considered as one (1); and in schools of five (5) teachers or less, one (1) teacher may take personal leave at this discretion.
 - b. If requested during any prior established student examination period;
 - c. If requested on the day immediately preceding or following a holiday or vacation period.

Professional leave is a short, temporary absence for the purpose of attending workshops and other meetings relating to school business or serving on boards and commissions which meet during daytime hours when appointed by a mayor, city council, county executive or county commission.

Requests shall be submitted to the principal at least five (5) days prior to requested leave of absence.

In addition, certified employees shall be granted leave to serve on any board or commission of the state when the appointment is made by the Governor or General Assembly. Such leave shall not be counted against any other accumulated leave credits. The employee shall notify the principal at least five (5) days prior to leave being taken.

PAY AND BENEFITS

All leave granted in conformance with this policy shall be without pay except as may be covered by sick leave in the case of maternity and recuperative leaves. Employees shall have the opportunity to continue participation, at their own expense, in group insurance plans subject to restrictions of the insuring carrier.

PHYSICAL ASSAULT LEAVE (BOARD POLICY 5.307)

A teacher who is absent from assigned duties as a result of personal injury caused by physical assault or other violent criminal acts committed in the course of the

teacher's employment duties, shall receive workers' compensation or comparable benefits without loss of accumulated or granted sick, personal or professional leave.

A signed statement listing the cause of the absence shall be provided by the employee on forms furnished by the Director of Schools and shall promptly be given to the immediate supervisor in support of all claims. A certificate from the physician on forms furnished by the Director of Schools may also be required to verify the extent of the injury.

SABBATICAL LEAVE (BOARD POLICY 5.308)

Regular employees or teachers shall be entitled to a leave of absence without pay not exceeding one (1) year to further education on a full-time basis, provided such academic work entails a minimum of at least eight (8) hours per semester or twelve (12) quarter hours per quarter. No regular employee or teacher shall be eligible for more than one (1) such leave every seven (7) years of consecutive service with the school system.

SICK LEAVE (BOARD POLICY 5.302)

The time allowed for sick leave for all employees shall be one (1) day for each month employed during the school year and shall accumulate for an unlimited number of days. Unused sick leave benefits will be allowed to accumulate indefinitely but unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

Sick leave shall be defined as: illness of an employee from natural causes or accident, quarantine, or illness or death of a member of the immediate family of an employee, including the employee's wife or husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law and sister-in-law.

A signed statement listing the cause of absence shall be provided by the employee on the Employee Verification of Time Off form and shall promptly be given to the immediate supervisor in support of all claims for sick leave pay. A falsified statement shall be grounds for dismissal.

A certificate from the physician on forms furnished by the Board may be required in support of any claim for sick leave pay.

The principal shall notify the Director of Schools' office at once if an employee is sick beyond the limit of his/her sick leave accumulation. The substitute teacher, beyond this point, must have a certificate or permit and must be paid according to the state salary scale.

Any absence after sick leave is exhausted is leave without pay and a plan must be worked out with the Director of Schools. Excessive or unreasonable absences or tardiness will result in disciplinary action up to and including dismissal.

Permanent, cumulative sick leave records for each active employee shall be kept in the Director of Schools' office. A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee school system, provided that the Director of Schools of the system in which the accumulated leave was held provides notarized verification.

BEREAVEMENT LEAVE (BOARD POLICY (5.302))

Employees will be provided with three (3) bereavement days for the death of a spouse, child, parent, brother, sister, mother-in-law or father-in-law. These days will not be charged to the employee's sick leave.

LEAVING THE BUILDING

If for any reason you must leave the building during the school day, you are to contact the office and sign out before departure from the school grounds and sign in upon return to the school grounds.

OUTSIDE EMPLOYMENT

Employees must notify their supervisor when engaged in employment outside of the school system. The school system reserves the right to prohibit outside employment that creates real or potential conflict of interest to the school system or its students. If outside employment prohibits effective performance of the employee's system duties or creates an actual or potential conflict of interest, the system may ask the employee to either resign their outside employment or their position with the system. FCS assumes no responsibility for any outside

employment. Worker's comp and other benefits for injuries arising from outside employment will not be provided by FCS.

PARKING

Employees who park at school facilities do so at their own risk. The school system does not assume liability for theft or damage to an employee's vehicle or personal belongings. All employees are to park in appropriate designated parking spaces.

PERFORMANCE APPRAISALS

CERTIFICATED PERSONNEL

The Board adopts the TEAM evaluation model. The Director of Schools shall draft procedures to ensure that the model is implemented throughout the school system. Additionally, the Director shall provide information to all licensed teaching personnel regarding the nature of the evaluation and the grievance procedures prescribed by the Tennessee State Board of Education.

CLASSIFIED PERSONNEL

Newly hired non-licensed administrative/support personnel shall be evaluated once during the first year of employment. Classified personnel employed for more than one (1) year shall be evaluated at least once a year.

Evaluations shall be used as an aid in improving an employee's performance and as a basis for continuing employment. Evaluation reports shall be discussed with the evaluated employee. Each employee shall be given a copy of the evaluation and shall sign the supervisor's copy as evidence it has been discussed.

PERSONAL ON-SITE VISITS

Employees' family members and/or friends are not allowed to regularly visit the employee while he or she is on the job. Subject to the approval of an employee's direct supervisor, family members and/or visiting friends may volunteer to assist FCS employees with work-related activities with the same rights and responsibilities as other district volunteers.

PERSONAL USE OF DISTRICT SUPPLIES AND EQUIPMENT

Employees are prohibited from personal use of district supplies and equipment without the express approval of the immediate supervisor. This includes using computer equipment, software and the district postage meter for personal use. District stationery must not be used for personal correspondence, since any type of communication sent out on our stationery might be considered an official communication. Violation of these rules may result in disciplinary action.

RECORDS OF EMPLOYEES

PERSONNEL FILE

The district maintains a personnel file for each employee. Personnel files include basic information (e.g., name, address, phone number) and employment-related information such as copies of performance appraisals, etc. The employee's personnel file is the official record of employment with FCS.

An employee who wishes to review his or her personnel file must contact Central Office to arrange a time to review the file during normal work hours. Employees may request a single copy of any document from the personnel file at no cost. Employees may be charged for additional copies of personnel file documents. Personnel files are the property of the school system and, therefore, cannot be removed from the Central Office.

Personnel files for school system employees are public records under the law, and as such, may be reviewed by anyone. By law, the employee's social security number, cell phone number, home phone number, home address and birthdate will be redacted prior to viewing by someone outside the district. In the event that access to an active employee's file is requested, Central Office will attempt to contact the employee prior to access being granted. If this is not possible, the employee will be notified after the file has been accessed.

CHANGES IN PERSONAL INFORMATION

To ensure records are accurate and up-to-date, employees should notify both the Central Office and the Supervisor in writing when changes in personal information occur.

Employees should make appropriate notification as indicated below:

- Name (Note: New social security card required before name change will take effect).
- Address
- Telephone number
- Marital status or number of dependents (for tax withholding and insurance coverage) or beneficiary for life insurance
- Changes in Emergency Contact (name, relationship and daytime phone)- This information should go to immediate supervisor.
- Completion of Education/Training
- When a dependent child reaches age 26 if enrolled in medical, dental or vision plans.

SECURITY

CLASSROOM SECURITY

When leaving the classroom, locker room or other work areas between classes or at the end of the day, teachers are expected to turn out the lights and secure all doors and windows.

All school personnel are asked to refrain from keeping personal items of value in or about their desks. Purses should never be left unsecured. Students should be instructed to leave valuables at home. FCS will not be responsible for the loss of or damage to personal property due to such causes as fire, theft, accident or vandalism.

KEYS

Keys, key cards may be issued to staff by the building principal. In order to protect property, students and staff, and to ensure the building is adequately secured when no authorized personnel are present, all staff members are expected to follow the following key/key cards control procedures:

- The duplication of keys/key cards by an employee is prohibited.
- Keys are not to be left unattended. Avoid leaving keys/key cards on desks, tables, in mailboxes, unattended coat pockets or other public areas.
- Keys/key cards may not be loaned.
- Lost or stolen keys/key cards must be reported to the building principal immediately upon discovery of the loss or theft so that measures may be taken to protect the Fayetteville City School System property. Three days will be allowed for the finding or recovery of keys/key cards before any charges are assessed.
- Charges for lost or stolen keys/key cards in the amount of \$20.00 will be incurred by the staff member to whom the keys/key cards have been issued.
- All keys/key cards are to be checked in at the end of the school year. Staff with summer duties necessitating building access may make arrangements with the building principal to keep their keys as appropriate.

STAFF DRESS AND GROOMING

All staff are expected to be neat, clean and to wear appropriate dress for work that is in good taste and suitable for the job at hand. Dressing professionally sets a good example for students in every possible way. As adults and professionals, employees are expected to be guided in their grooming habits by what is more generally acceptable in the business and professional world.

STAFF ETHICS (BOARD POLICY 5.611)

An effective educational program requires the services of men and woman of integrity, high ideals and human understanding. To maintain and promote these essentials, all employees are expected to maintain high standards in their school relationship. These standards include the following:

1. The maintenance of just and courteous professional relationships with student, parent(s), staff members and others;
2. The maintenance of their own efficiency and knowledge of the developments in their fields of work;
3. The transaction of all official business with the properly designated authorities of the school system;

4. The establishment of friendly and intelligent cooperation between the community and the school system;
5. The representation of the school system on all occasions that the contributions of the school system to the community are recognized;
6. The welfare of children as the first concern of the school system when placing professional personnel. The use of pressure on school officials for appointments or transfers is unethical;
7. Restraint from using school contacts and privileges to promote partisan politics, sectarian religious views or selfish propaganda of any kind;
8. The responsibility to make any criticism of other staff members or of the school system directly to the particular school administrator who has the administrative responsibility for improving the situation and then to the Director of Schools, if necessary; and
9. The proper use and protection of all school properties, equipment and materials.

TARDINESS

Employees are expected to be at school on time. When you must be late, please call the principal or immediate supervisor. It may be necessary for you to leave a message. Arrangements will be made for your class or area to be supervised until your arrival. Let the principal/supervisor know when you arrive at school. When an employee accumulates ten tardies disciplinary action will begin.

TECHNOLOGY AND COMMUNICATION TOOLS ACCEPTABLE USE

The district has an extensive technology infrastructure, including hardware, software and connectivity equipment for the purpose of improving its educational, administrative and clerical functions. The significant ongoing investment in technology is, in part, justified by two promises:

1. To better prepare students for life and work in a future filled with technology laden changes and use.
2. To increase the productivity of current and future staff.

The following is the Employee Acceptable Use Policy regarding technology. Each employee has signed and must adhere to the attached policy. An executed copy is kept in their personnel file.

EMPLOYEE ACCEPTABLE USE POLICY

4.406-A

Fayetteville City School System provides technology to support the educational process in the school district. In order to better insure that computer technology is maintained for maximum use by our employees and our students, it is necessary that all computer users follow certain procedures, including board members, who have access to the district network. These procedures are intended to provide general guidelines and examples of prohibited uses, but do not attempt to state all required or prohibited activities by users. Failure to comply with Fayetteville City School System Board Policy and these rules may result in loss of computer and Internet/Intranet/Extranet access privileges, disciplinary action and/or legal action. Unacceptable use may result in suspension or cancellation of privileges, as well as additional disciplinary and/or legal action. All costs incurred by the school and/or the district because of the loss, or damage to computer technology equipment due to violation of board policy and/or to these rules, will be the responsibility of the employee. Any fines or fees associated to the violation of State and Federal laws will be the responsibility of the offending employee.

Employee access to computers, the Network and the Internet/Intranet/Extranet are provided for support of the system's educational purposes and research consistent with the school system's educational mission, curriculum and instructional goals. The system's computer technology is not to be used for private financial gain, commercial advertising or solicitation purposes. Sharing passwords or using passwords without permission and /or accessing other user's accounts are prohibited. There should be no expectation of privacy in the use of the Internet/Intranet/Extranet. Student information, pictures/videos will not be released by the school system without consent and approval of administration.

All employees of the school system will use the official email system for all district related email correspondence. All data, including email communications stored or transmitted on school system computers shall be monitored. Employees have no privacy with regard to such data. Email correspondence may be a public record under the public records law and may be subject to public inspection. Otherwise, all stored email and stored files will be considered a public record. The school system reserves the right to monitor all computer and Internet/Intranet/Extranet activity.

District staff who have a presence on social networking websites are prohibited from posting data, documents, photographs or inappropriate information that is likely to create a material and substantial disruption of classroom activity. District staff is prohibited from accessing personal social networking sites on school computers or during school hours except for legitimate instructional purposes. The Board discourages district staff from socializing with students on social networking websites. The same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium is unacceptable when done through the use of technology.

The system's computers, Network and/or Internet/Intranet/Extranet services will not be used to harass, defame, intimidate, threaten, or otherwise discriminate against other individuals. This includes accessing, submitting, posting, forwarding, scanning or displaying any offensive/obscene and/or inappropriate material by any method, including email. This will be considered a violation of the Employee Acceptable Use Policy and may be prosecuted under Federal and State laws. Although filtering software is in place, computer security cannot be made perfect; some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive. This includes material accessed through email. It is the responsibility of the employee to leave the offensive site immediately and report it to the Technology Department. The supervising teacher is also required by Federal law to monitor all computer activity of students under his/her guidance to ensure non-violation of the Student Acceptable Use Policy.

Violation of copyright laws is expressly prohibited. When Internet sources are used, the author, website and publisher must be identified. The same system policies that govern employee conduct and communication apply to the use of the computer and the email system. Web publishing/blogging/podcasting, including the use of Wikis used by the employee must be treated like a school publication representing the system. All language and content restrictions must be followed.

Personal software and/or personal music are not allowed to be brought from home and installed/copied on any system computer. This includes purchased software, shareware/freeware, as well as files downloaded from the Internet. Installing and/or copying software or music without a valid license is a federal offense. Offenders may be subject to civil damages, criminal penalties and even imprisonment.

Any malicious use, disruption or harm to the system's computers, Networks and or/internet services, which include, but are not limited to hacking activities, will be considered a violation of this Employee Acceptable Use Policy. All computing privileges will be revoked. Other disciplinary actions may follow, including criminal prosecution. Use of the system's computers, Networks and/or Internet services for illegal activity will be considered malicious use. Knowingly infecting a system computer with a "virus"/"Trojan Horse virus"/"worm" will be considered malicious use. Changing or tampering with any computer's system configuration is strictly prohibited. This includes changing passwords, with the exception of normal system password change requirements, and/or implementing BIOS passwords. This will be considered malicious behavior and a violation of this Employee Acceptable Use Policy. Any user who attempts to cause a breach of system security will have all privileges revoked and may be subject to other disciplinary actions. If a security problem has been identified, it is the user's responsibility to contact the administrative staff, who will then contact the IT Department.

Personal electronic network devices, such as laptops, computers, switches and wireless access points are expressly prohibited from plugging into the system's wired network infrastructure. Such equipment may be confiscated, with other disciplinary actions to follow. Donated devices must have prior approval from the administrative office and the Technology Department before use in the classroom and/or office.

Employees are responsible for the technology equipment assigned to their classroom/office. An inventory list will be turned in to the Technology Department at the completion of each school year.

The Fayetteville City School System will not be responsible for damage including but not limited to, loss of data or interruptions of service. The system is not responsible for the accuracy or quality of the information obtained through or stored on the network system. The Fayetteville City School System will not be responsible for financial obligations arising through the unauthorized use of the network. Fayetteville City School System reserves the right to modify these guidelines as deemed necessary in order to provide a safe and secure environment for the technological need of employees and students. Upon termination of employment with the school system, any devices that store information must be turned in to the Technology Supervisor and all access to information systems will be terminated.

By signing this contract, I hereby acknowledge that this is a legally binding document and I have thorough understanding of the Employee Acceptable Use Policy of the Fayetteville City School System and agree to abide by all of the terms and conditions listed hereinabove. I further understand that a violation of the Employee Acceptable Use Policy may result in disciplinary action, including, but not limited to, the loss of privilege to use the system's information technology resources and/or legal prosecution. I also further understand that this document will remain in effect during my entire employment with the Fayetteville City Schools System.

Employee Signature

Date

Employee's Printed Name

UPDATED 8/11/2016

CELL PHONES (SEE BOARD POLICY 3.3001)

Cellular phones shall be provided to a limited number of employees when essential to the operation of the school system. The assignment of cellular phones shall be approved by the Director of Schools. The Board shall be financially responsible for the customary minimum monthly bills for pre-approved cellular phones.

Cellular phones provided to employees are for official school board business. Teachers' cell phones should be turned off during the school day except during planning time and lunch.

MAIL

Employees should not have personal mail sent to their work location.

OTHER COMMUNICATION VEHICLES

The school system automated telephone notification system – Reliance Communications, Inc. – School Messenger - may be used to contact employees with emergency or outreach notifications.

PERSONAL TELEPHONE CALLS

Personal telephone calls should be limited both in time and nature so as not to interfere with employee job performance and responsibilities.

VACATION (BOARD POLICY 5.310)

Classified personnel shall earn (10) ten days of vacation time per year. Central Office classified personnel who have attained at least (10) ten years of employment shall earn (15) fifteen days of vacation time per year. The time of vacation must be approved by the Director of Schools and immediate supervisor. Certificated personnel that work a twelve (12) month contract shall earn (15) fifteen days of vacation time per year.

Vacation time is paid only for days taken off and may not be cashed out at any time, unless approved by the Board. Upon termination of employment, employees will forfeit unused vacation time.

VIOLENCE OR OTHER INAPPROPRIATE BEHAVIOR

Threatening employees, students, visitors, contractors or vendors engaging in threatening or violent behavior in our workplace is a serious matter. Employees engaging in such activities will be subject to appropriate disciplinary action up to and including termination of employment with FCS and perhaps legal action from the victim(s) of their conduct.

WORK HOURS

Work hours may differ from school to school and jobs performed.

CONFERENCES

Planned conferences between teachers and parents are essential to the Fayetteville City School System's efforts to further understanding and close cooperation between the home and school. Parent-teacher conferences are scheduled each fall and spring.

Conferences should be treated as an opportunity for constructive, mutual exchange of information and ideas for the welfare and continued academic growth of the student.

Occasionally, teachers or parents may arrange for conferences outside regularly scheduled conference dates, to meet more immediate student needs. Teachers should be prepared to provide after-school or pre-school time to meet with parents as necessary.

DISMISSAL OF CLASSES

Teachers should never dismiss a class before the established dismissal time. Detaining the entire class after dismissal time is also discouraged. Whenever individual students are detained after class, the teacher is expected to provide the student with a note for the student's next class teacher.

FIELD TRIPS

Field trips are direct extensions of units of study in the curriculum. Field trips must be approved before transportation can be scheduled. Please allow at least

two (2) weeks for the approval process. Any trip which requires students to be gone overnight must have board approval.

The cafeteria manager must be notified in writing at least two (2) weeks prior to any trip which will alter the lunch menu or number of lunches needed.

Mark the field trips on the school events calendar inside the school office.

All field trip money must be turned in 24 hours prior to the trip. The secretary will write a check on the day prior to the field trip.

Field trip requests may be denied if all stipulations listed above are not followed.

LEAVING SCHOOL GROUNDS WITH A CHILD

No staff person may leave school grounds with a child unless the principal and parent have given permission and know where you are going and when you will return. Under most circumstances, permission will not be granted unless the parent is notified prior to the transportation of the child.

MEETINGS

Staff meetings are scheduled for the purpose of organization and communication of business that typically cannot be handled through staff bulletins, departmental or committee structure.

All staff is expected to attend all meetings called by the administration and all in-service programs designed to improve the total school, unless excused by the person calling the meeting.

MONEY COLLECTED FROM STUDENTS

Money may not be left in the teacher's desk at any time. Money may be collected from students only for purposes approved by the school district. Each teacher is required to send a collection log and any money collected to the office daily. The teacher will be responsible for replacing money left unattended.

PLANNING PERIODS

Planning time is incorporated into the teaching day for each instructional position. The building principal, in emergency or unusual circumstances, may direct instructional staff to temporarily assume duties during this time. Planning time is for the purpose of developing the instructional program. Teachers must inform the principal or designee when leaving the building during planning time. Teachers will be allotted a duty-free planning period of at least two and one-half (2 1/2) hours each week to provide time for planning, preparation for effective teachers and attention to major program improvement.

SUBSTITUTE FOLDERS

Each teacher shall compile a folder of pertinent information for a substitute. The folder should include students' names, schedules, emergency drill procedures, teacher's duties, daily routines, students' names with special circumstances, students with medical needs, students' dismissal information and any other pertinent information.

Lesson plans should be accessible, current, easy-to-follow and complete.

