

CHAPTER 6.00 – HUMAN RESOURCES

EMPLOYMENT AND RECRUITMENT

6.10

- I. The Geneva City Board of Education recognizes that an effective educational program depends on the quality of the personnel employed in the system. Therefore, every effort shall be made to employ the most qualified personnel available. Applicants for position will be selected on the basis of their qualifications, merit, and ability. No person shall be denied employment, re-employment, advancement, or evaluations, nor shall be subjected to discrimination on the basis of sex, age, marital status, race, religion, national origin, ethnic group or disability.
- II. All personnel shall be appointed or re-appointed as prescribed by federal law, Alabama law and in conformance with applicable State Board of Education and Geneva City Board of Education rules.
- III. The Superintendent is directed to develop appropriate employment procedures governing the recruitment, screening, selection, appointment and employment of all Geneva City School System personnel. Employment qualifications and other criteria will be listed in job descriptions for each position within the school system.
- IV. The Superintendent shall establish and maintain a plan for actively recruiting promising personnel for employment by the Geneva City School System. The recruitment program may include, but shall not be limited to, the following:
 - A. Interview prospective employees prior to graduation at area colleges;
 - B. Mail applications when requested by prospective personnel;
 - C. Advertise and/or disseminate information about job vacancies; and,
 - D. Review files obtained by college placement bureaus, the AEA office, and the Alabama State Department of Education.
- V. Recruitment and employment practices of the Geneva City Board of Education shall follow
Alabama State Department of Education and the Code of Alabama.

REFERENCE(S):

CODE OF ALABAMA
16-12-16, 16-12-19, 16-11-17, 16-4-9;
CIVIL RIGHTS ACT OF 1964 AND AMENDMENTS;
SECTION 504 OF THE REHABILITATION ACT OF 1973,
AMERICANS WITH DISABILITIES ACT OF 1993, AAC §209-2-1-5

HISTORY

ADOPTED: August 18, 2014

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EMPLOYMENT STATUS AND TIME SCHEDULES

6.11

I. Full Time - A regular full time certified employee is a person who is employed for the school term or for the school fiscal year to render the minimum number of hours each day as established by the Geneva City Board of Education for that position or job. A full time support employee includes adult bus drivers and those employees working twenty (20) or more hours per week.

II. Part-time - A part-time certified employee is a person who is employed to render less than the number of hours each day as established by the Geneva City Board of Education for a regular full time employee. A part-time support employee is a person employed less than twenty (20) hours per week.

III. Temporary - A temporary employee is a person whose employment is expected to be for a limited time to fill a vacancy for which a permanent employee is not available or to perform some work of a temporary nature. Such employment will cease at the close of the school term or school fiscal year or when the temporary work has been completed. A temporary employee may work any number of hours up to 40 hours per week.

IV. Time Schedules for Certified Personnel – Time schedules for certified personnel may be designated by the Superintendent and/or the immediate supervisor of said personnel. All administrative and supervisory personnel shall normally observe an eight (8) hour work day, unless otherwise assigned by the Superintendent. Local school administrators shall be on duty no less than thirty (30) minutes prior to the time fixed for school to open and thirty (30) minutes after the close of school. Certified teaching personnel are generally required to be on duty 15 minutes before the time set for the opening of their respective school and 15 minutes after the close of the school day, Monday through Friday, and the necessary time to transact faculty meetings, school business, and safe orderly dismissal of students, etc.

V. Time Schedules for Non-Certified Personnel – Time schedules for non-certified personnel may be designated by the Superintendent or the immediate supervisor of said personnel. In all cases, the Superintendent and/or supervisor in charge shall have the right to establish time schedules to encompass said employee's workday. Said work schedules shall be in compliance with the Fair Labor Standards Act.

REFERENCE(S):

CODE OF ALABAMA

16-8-9, 36-25-1, 36-26-100, 16-13-10

FAIR LABOR STANDARDS ACT

HISTORY

ADOPTED: August 18, 2014

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POSTING VACANT POSITIONS

6.12

- I. The Geneva City Board of Education shall post a notice of vacancy for each vacant personnel position. The notice shall be posted in a conspicuous place at each school campus and worksite at least fourteen (14) calendar days before the position is to be filled. The notice shall include, but not necessarily be limited to, all of the following:
 - A. Job description and title
 - B. Required qualifications
 - C. A statement of reference to the approved salary schedule.
 - D. Information on where to submit an application
 - E. Information on any deadlines for applying
 - F. Other relevant information
- II. In accordance with Attorney General Opinion 2002-069, November 21, 2001 the following are exceptions to posting vacancies:
 - A. There is no vacancy when two (2) teachers trade positions; and
 - B. Where a lateral transfer occurs and the positions are neither newly created nor supervisory or managerial in nature, and there has been no increase or decrease in salary.
- III. If a personnel vacancy occurs during the time when schools are in session, the vacancy notice shall be posted not less than seven (7) calendar days before the position is to be filled. All vacancies involving jobs which are supervisory, managerial, or otherwise newly created positions shall nevertheless require posting notices of at least fourteen (14) calendar days. If the vacancy is to be filled on a temporary emergency basis through an involuntary transfer within fifteen (15) days before or after the first day of school (AL Code § 16-24B-7), the notice must be posted at least five (5) working days.
- IV. Nothing in this policy shall prohibit the immediate employment or transfer of Geneva City School System personnel needed to ensure the welfare and safety of students, personnel or others and teachers on a temporary emergency basis as provided by law.
- V. It shall be the duty of the Superintendent to ensure that all certified and non-certified employees satisfactorily meet all requirements of State Law and State Board of Education rules and regulations.

REFERENCE(S):

CODE OF ALABAMA
16-22-15, 16-24-63, AAC §290-2-1-5

HISTORY

ADOPTED: August 18, 2014

CHAPTER 6.00 – HUMAN RESOURCES

JOB DESCRIPTIONS

6.13

- I. The Geneva City Board of Education must approve a job description prior to the establishment of any new position.
- II. Each job description shall contain the minimal qualifications, required skills, essential performance responsibilities, physical requirements of the position and other information as deemed necessary.
- III. The Superintendent shall maintain comprehensive, up-to-date job descriptions for all Geneva City School System positions.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-12-19, 32-6-49.1, et seq.
AAC §290-2-1-5

HISTORY

ADOPTED: August 18, 2014

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CONFLICTS OF INTEREST

6.14

Alabama Ethics Law definition of *conflict of interest*:

A conflict on the part of a public official or public employee between his or her private interests and the official responsibilities inherent in an office of public trust. A conflict of interest involves any action, inaction, or decision by a public official or public employee in the discharge of his or her official duties which would materially affect his or her financial interest or those of his or her family members or any business with which the person is associated in a manner different from the manner it affects the other members of the class to which he or she belongs.

Board members, board employees, or agents of the board will abide by the Federal and state laws and regulations that address conflict of interest standards. In general, the Federal rules provide that:

No employee, officer, or agent of the board shall participate in the selection, or in the award or administration of a contract supported by Federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs, or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from the firm considered for a contract. The board's officers, employees, or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subcontracts.

A board member, board employee, or agent of the board may not review applications, proposals, or participate in the evaluation or selection process where his or her participation in the review process would create the appearance that he or she is: (a) giving preferential treatment; (b) losing independence and impartiality; (c) making decisions outside official and appropriate channels; or (d) harming the public's confidence in the integrity of the board. A board member, board employee, or agent of the board may not participate in his or her official capacity in a matter that is likely to have direct and predictable effects on his or her financial interests.

The Geneva City Board of Education prohibits School System employees from engaging in additional employment or any other person pursuits that would affect their efficiency or usefulness as employees in the system; that would make time and/or energy demands upon such individuals which would interfere with their effectiveness in performing their contractual obligations to the Board; that would compromise or embarrass the School System; that would adversely affect their Geneva City School System employment status or professional standing; or that would in any way conflict with or violate professional ethics or the state ethics.

The Geneva City Board of Education prohibits any employee of the School System from directly or indirectly reaping personal profit or reward from the sale or purchase of goods or services to students in the School System or to parents of students.

Geneva City School System employees acting as individuals are further prohibited from directly or indirectly furnishing or supplying a list or roster of names and addresses of students in the School System or parents of students to persons, firms, corporations, associations or organizations or to the salespersons or agents of any such entities who are engaged directly or indirectly in the business of selling school supplies or school-related activities, equipment or items without the written approval of the Superintendent.

REFERENCE(S):

CODE OF ALABAMA
16-9-13, 36-25-1, 36-25-2, 36-25-5, 36-25-8
PART 200- Uniform Guidance for Federal Programs

HISTORY

ADOPTED: August 18, 2014
REVISED: April 17, 2017

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GIFTS

6.14.1

- I. Staff members may, at their discretion, present personal gifts to student(s) on special occasions. Geneva City School System staff members must exercise good taste and sound professional judgment when giving gifts to students. Gifts provided by staff members to students must not be elaborate or expensive.
- II. Geneva City School System staff members shall not solicit or accept a gift, including money, from any source, when such a gift could be construed to be:
 - A. associated with the performance of school-related duties or activities;
 - B. a result of or a precondition to business transactions between the parties;
- III. Gifts of a nominal value on special occasions such as Valentine's Day, birthday, etc., are excluded from this provision. The value of the gift shall in no instance exceed the maximum for such gifts established by the Alabama Ethics Commission.
- IV. Staff members may present gifts to or accept gifts from other staff members provided the gifts are not unduly elaborate or expensive and are given on a voluntary basis.
- V. Staff members may accept gifts from students on special occasions, provided the gift is not unduly elaborate or expensive. Staff members should always use good judgment and adhere to the code of professional ethics when accepting gifts from students. In no case shall a staff member accept a gift from a student group, school organization, etc. in excess of a nominal value established by the Alabama Ethics Commission. In no case shall school funds be used to purchase said gifts.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 36-25-1, et seq

HISTORY

ADOPTED: August 18, 2014

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USE OF SCHOOL SYSTEM OWNED EQUIPMENT, VEHICLES AND MATERIALS

6.14.2

- I. All equipment, vehicles and materials owned by or purchased in the name of the Geneva City School System shall be used exclusively for educational purposes as defined by the Board. Employees are authorized to use such equipment and materials while performing assigned job-related duties at their respective work sites/classrooms during regular work hours.
- II. Use of School System-owned equipment away from work sites/classrooms shall be limited to items that are directly related to completing school-associated work assignments. Under no circumstances are employees authorized to take equipment away from their work sites/classrooms without the prior written approval of their immediate supervisor/principal. When an employee is approved to use School System-owned equipment away from the work site/classroom, the equipment must be checked out by serial number or other appropriate identification and returned to the work site/classroom on a daily basis.
- III. Under no circumstances shall an employee lend, rent, or lease School System-owned equipment or vehicle to a non-employee or use such equipment for personal gain.

REFERENCE(S):

CODE OF ALABAMA
16-11-9

HISTORY

ADOPTED: August 18, 2014

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NEPOTISM

6.15

- I. An Geneva City School System employee may not be recommended for employment or be supervised by a close relative with the exception of those exemptions allowed by the Code of Alabama.
- II. Two or more close relatives may not work in the same administrative unit except by special permission of the Superintendent.
- III. Close relatives are defined as mother, father, son, daughter, brother, sister and spouse and in-laws of the same.
- IV. All personnel employed, as of the adoption date of this policy who are in violation of this provision, are exempted from this policy.

REFERENCE(S):

CODE OF ALABAMA
16-18-11, 16-12-15, AAC §290-2-1-.01

HISTORY

ADOPTED: August 18, 2014

June 2015
Alabama Act 2015-486
Code of AL § 41-1-5

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EMPLOYMENT REQUIREMENTS

6.16

Any person desiring employment by the Geneva City Board of Education shall file a completed application on the form provided by the Superintendent or the Alabama State Department of Education.

- I. Certificate requirements - Each applicant for an instructional or a certified administrative position shall hold an appropriate professional certificate and all career/technical personnel shall meet the Alabama State Department of Education requirements and have the proper license to perform services.
 - A. To be considered for a position, an applicant shall be properly qualified for that position in accordance with state law, regulations of the State Department of Education and the approved job description. If it appears that the applicant is eligible for proper certification, appointment may be made subject to the conditions set forth in the contract of employment.
 - B. Any person not holding a valid professional certificate at the time of employment shall be required, upon initial employment to make application to the Alabama State Department of Education for such a certificate, through the personnel office of the Geneva City School System. When such certificate is received, it must be filed with the office of the Superintendent. If the Alabama State Department of Education declines to issue a certificate, the person's employment shall be terminated immediately. Failure to file for such certificate, except for good cause as determined by the Superintendent, shall result in the termination of employment.
- II. Criminal background checks by means of fingerprinting for prospective and current employees who have unsupervised access to students shall be conducted consistent with requirements of law.
- III. The Geneva City School System shall ensure that all aspects of the recruitment and selection process are job-related and are consistent with business necessity to ensure equal employment opportunity. Neither the system nor its agents shall engage in any discrimination with respect to employment in violation of any state or federal laws. Applicants shall be informed of the complaint procedure that may be used should they allege discrimination.

REFERENCE(S):

CODE OF ALABAMA
16-22A-1 et seq., 16-23-1 et seq.
AAC §290-2-1-5

HISTORY

ADOPTED: August 18, 2014

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MEDICAL EXAMINATIONS

6.16.1

The Superintendent may require a physical, psychological, and/or psychiatric examination by a physician or counselor licensed in the state of Alabama when in the Superintendent's judgment such an examination is relevant to the teaching performance or employment status of a Geneva City Board of Education employee. The Superintendent shall select the physician(s), psychologist(s), or psychiatrist(s) and the Board shall pay all costs incurred in the examination(s). The employee shall allow the report of the physician(s), psychologist(s), or psychiatrist(s) to be submitted to the Superintendent with a copy being forwarded to the employee.

Refusal to submit to such examinations may constitute grounds for dismissal.

REFERENCE(S):

**CODE OF ALABAMA
16-1-18.1, 16-11-2, 16-11-9, 16-22-3**

HISTORY

ADOPTED: August 18, 2014

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SUBSTITUTE TEACHERS

6.20

- I. An approved list of Geneva City School System substitute teachers shall be provided to each school in the system.
- II. Applicants who seek employment as substitute teachers shall meet the following minimum qualifications and provide the appropriate materials as required:
 - A. Be at least twenty-one (21) years of age;
 - B. Hold a valid professional certificate or valid substitute teacher's license.
- III. The compensation for substitute teachers shall be for services rendered in accordance with the salary schedule adopted by the Geneva City Board of Education.

REFERENCE(S):

**CODE OF ALABAMA
16-25-26, AAC §290-3-2.01**

HISTORY

ADOPTED: August 18, 2014

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NON-PROBATIONARY STATUS/TENURE

6.21

- I. Teaching Personnel – Teachers attain tenure (non-probationary status) after three (3) complete, consecutive school years of full-time employment as a teacher with the Geneva City School System unless the Board of Education approves and issues written notice of termination to the teacher on or before the last day of the teacher's third consecutive complete school year of employment.
- II. Non-certified Personnel – Classified employees attain non-probationary status after three complete, consecutive school years of full-time employment with the Geneva City School System unless the Board of Education approves and issues written notice of termination to the employee on or before the 15th day of June immediately following the employee's third consecutive complete school year of employment.
- III. Employees of the Geneva City Schools do not earn tenure or non-probationary status in a particular position, rank, work site or location, job assignment, title or rate of compensation. Employees may not apply service years in a classified position to service years in a professional/certified position or vice versa for purposes of attaining tenure or non-probationary status. Tenure cannot be earned in positions where the funding and duration of employment are finite, such as summer school, part-time substitute, temporary employment, or position created to serve experimental, pilot, temporary or similar special programs or projects.

REFERENCE(S):

LEGISLATIVE ACT 2011-270

HISTORY

ADOPTED: August 18, 2014

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VIOLATION OF LAW

6.30

- I. Anyone known to be violating a local, state, and/or federal law on Geneva City Board of Education property or at a school function will be subject to referral for prosecution to the appropriate law enforcement agency. The referral process will be subject to state statutes and Geneva City Board of Education rules.
- II. Geneva City School System employees in violation of this policy may be subject to termination or other disciplinary action.

REFERENCE(S):

CODE OF ALABAMA
16-1-24(e), 16-12-3(a), 16-12-16, 36-25-2(a), (b), (d),
36-25-5(a), 36-25-7, 36-25-8

HISTORY

ADOPTED: August 18, 2014

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EMPLOYEE POSSESSION OF DEADLY WEAPONS

6.30.1

Possession of a deadly weapon on Geneva City School System property or on a school bus with the intention to do bodily harm is a Class C felony.

The Geneva City Board of Education authorizes the Superintendent or designee to immediately and automatically suspend, terminate, or separate from service in accordance with Board policy any employee found in possession of a deadly weapon. A deadly weapon shall be defined as anything manifestly designed, made or adapted for the purpose of inflicting death or serious physical injury. Deadly weapons are not to be carried by any employee on school grounds, on school buses and/or at any school-sponsored event, during or after regular school hours.

Any Geneva City School System employee determined to have brought to school or have in his/her possession a firearm defined in Section 921, Title 18 of the U.S. Code in a school building, on school grounds, or at other school-sponsored functions shall be subject to suspension, termination and/or separation from service in accordance with Board policy and the law as it is put forth in the Code of Alabama.

REFERENCE(S):

CODE OF ALABAMA
16-1-24, 16-1-24.1, 16-12-3, 16-12-16
AAC §290-3-1-.02(1)(b)(3)

HISTORY

ADOPTED: August 18, 2014

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EMPLOYEE SOLICITATIONS

6.31

I. Solicitation by Employees

- A. Staff members shall not solicit or sell any goods or services on school property except as may be approved by the local school principal and the Superintendent.
- B. All fund-raising campaigns conducted by school employees in the community or away from school premises to obtain funds for the school, student body, class, or club must have prior approval by the local school principal and the Superintendent. Such fund raising campaigns shall not be conducted during regular school hours.
- C. Certified staff members shall not sell school related supplies and/or equipment or reference books for personal gain in the attendance area served by his/her instructional school.
- D. Staff members shall not furnish lists of students or parents to any commercial firm except as may be approved by the local school principal and the Superintendent.

II. Solicitations of Employees

- A. The School System shall not solicit funds from or attempt to sell goods or services to employees.
- B. All charity or fund raising campaigns shall be participated in on a voluntary basis by employees of the School System.
- C. The School System shall not allow commercial advertising or selling on school property during school or office hours without prior approval by the local school principal and/or Superintendent. This does not apply to those commercial firms that supply goods and services for school use.
- D. The School System or schools within the School System shall not furnish lists of staff members or students to any commercial firm.
- E. Membership in professional organizations shall be on an individual basis; however, the Board encourages certified personnel to affiliate with professional organizations.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-12-3(a), 36-25-1(9), 36-25-2(a),

HISTORY

ADOPTED: August 18, 2014

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POLITICAL ACTIVITIES

6.32

- I. Geneva City Board of Education employees shall not solicit support for any political candidate or issue during regular work hours.
- II. An Geneva City Board of Education employee who offers himself/herself as a candidate for public office shall conduct his/her campaign so as not to interfere with his/her responsibilities.
 - A. Such candidate shall adhere strictly to Alabama laws governing political activity on the part of public officials and public employees.
 - B. A successful candidate for an office requiring a part-time responsibility shall report immediately to the Superintendent after the election and thereafter, when deemed necessary by the Superintendent or the Geneva City Board of Education, to evaluate the compatibility of the dual responsibility and the amount of time the employee will be absent. Under no circumstances will a Geneva City School System employee who has been elected to public office be allowed to perform duties related to the public office while performing his/her duties for the school system.

REFERENCE(S):

CODE OF ALABAMA
17-1-7(c), 36-25-1 et seq.

HISTORY

ADOPTED: August 18, 2014

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PROFESSIONAL ORGANIZATIONS

6.33

Certified and non-certified personnel of the Geneva City School System shall respect each other's rights to choose for themselves the professional organizations with which they affiliate. Membership in professional organizations shall be on a voluntary basis. Administrators of the school system or local schools shall not take punitive action against employees because of their membership in professional organizations, or because of their failure to affiliate with said organizations.

REFERENCE(S):

**CODE OF ALABAMA
36-26-100 to -108**

HISTORY

ADOPTED: August 18, 2014

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EMPLOYEE GRIEVANCES

6.40

The Geneva City Board of Education is committed to the task of maintaining the highest possible level of professional relations among members of the staff of the school system and of maintaining good morale among employees. Grievances and problems which may arise from time to time should be resolved at the lowest possible level that provides equitable and satisfactory solutions. The goal is to encourage the best possible relations among employees and to enhance morale. Persons who may become concerned in grievance matters are urged to work together constructively in a sincere effort to resolve their disagreements.

It shall be understood that the Board is the final authority in all matters pertaining to grievances unless an employee should desire to exercise proper redress through the courts or utilize appeal procedures as established by law.

I. Definitions

- A. **Grievance** – A *grievance* is a complaint by an employee based upon an alleged violation, misinterpretation or inequitable application of any published policy, rule or regulation of the school system. The term *grievance* should not apply to any matter in which the method of review is prescribed by law. *Grievances* are objections to a specific act or condition. Dismissals, terminations, transfers and any other procedures already established by law, as well as performance appraisals, including assessments, observations and evaluations, are not subject to the grievance procedures herein described.
- B. **Employee** – The term *employee* is considered to apply to anyone employed on a full time or part-time basis by the Geneva City Board of Education, with the exception of the Superintendent.
- C. **Supervisor** – This term refers to that individual assigned to direct the work efforts of a person or group of persons within an organizational element and who has responsibility for management in respect to the functions of a defined organizational element. In a school, the principal would be the supervisor unless the job description states otherwise.
- D. **Organizational Element** – The term *organizational element* is any identifiable segment of the system that is clearly under the supervision of a single individual. This would include a school, a center and any support function.
- E. **Representative** – The term *representative* refers to any person chosen, if desired, by the aggrieved party to serve as the liaison supervisor.

II. Procedures

A. Informal Procedure

Hopefully, most grievances can be resolved informally and at the most immediate administrative level. With this objective in mind, simple, honest and straightforward communication is encouraged between the employee, the principal and the

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Superintendent. An employee who feels he/she has a grievance should present the matter orally to the immediate supervisor or whomever is in a position to deal most effectively with the problem. The immediate supervisor or other appropriate person to whom the grievance is presented shall hear and attempt to resolve the grievance within five (5) days from the time presented and advise the grievant of the decision within forty-eight (48) hours thereafter. If the grievance is resolved, or if no further action is needed, the matter is closed. If an employee feels his/her grievance has not been resolved, he/she may resort to the formal procedure.

B. Formal Procedure

In order to resolve grievances in the most appropriate fashion and in the shortest period of time possible, each grievant should start at the most immediate level of administration and progress to the next level until the matter is resolved. A grievance may be heard before the following Administrative levels: Principal, Superintendent and the Board. If a level does not apply to a particular grievant, that level should be omitted from the process.

A completed Grievance Notification and Report Form must be filed at each administrative level and the grievant shall indicate with his/her filing at each level that will accompany or represent him/her in any meetings or hearings that might be conducted.

All meetings and hearings shall be conducted at a specified time that does not interfere with the employee's workday or the normal operation of the schools. Scheduled meetings or hearings can be changed with mutual consent of the parties in interest.

All records of meetings and hearings shall be maintained in confidence; however, this shall not be interpreted to prevent such records from becoming a part of the grievant's personnel file.

Grievances, as defined, will be heard at all levels within ten (10) days of receipt of written requests. All decisions rendered at each level shall be set forth in writing and transmitted to all parties in interest within ten (10) days. Within ten (10) days after the receipt of a decision, the aggrieved party may appeal to the next level.

The decision at the Board level shall be the final step in this administrative procedure.

Although this grievance procedure shall be updated from time to time as necessary, this policy shall defer to the present Code of Alabama at all times.

REFERENCE(S):

CODE OF ALABAMA
16-12-3(c), 16-12-16, 16-12-19, 16-23-1, 16-24-12
Title VII of Civil Rights Act of 1964.

HISTORY

ADOPTED: August 18, 2014

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GRIEVANCE PROCEDURE

6.41

Whenever a Geneva City School System employee believes that he/she has a complaint, every effort is to be made to arrive at a satisfactory resolution of the problem on an informal basis. When this cannot be done, employees can resort to the more formal procedures as provided herein.

I. Definitions

- A. *Complaint* shall mean any alleged violation, misinterpretation or any inequitable application of any published policy, rule or regulation of the school system. *Complaint* shall not apply to any matter in which the method of review is prescribed by law. *Complaints* are objections to a specific act or condition. Dismissals, termination, transfers and any other procedure already instituted by law, as well as performance appraisals, including assessments, observations and evaluations, are not subject to the grievance procedure herein described.
- B. *Complainant* shall mean any employee or group of employees, directly affected by the alleged misinterpretation or violation, filing a complaint.
- C. *Employer* shall mean the Geneva City Board of Education or its representatives.
- D. *Day* shall mean a working day.

II. Time Limits – The number of days indicated at each level is to be considered the maximum. Time limits may be extended by mutual agreement between the parties.

III. Released Time – The complaint procedure will normally be carried out during non-work time. If, however, the Board elects to carry out provisions during work time, the complainant shall lose no pay.

IV. Complaint Procedure

- A. **Informal Discussion** – If an employee believes there is a basis for complaint, he/she shall discuss the complaint with his/her immediate supervisor (except in cases of discrimination or harassment involving the supervisor, in which case the complainant shall report to the Equity Coordinator or other person designated by the Superintendent) within five (5) days of the occurrence of the alleged violation except in cases involving harassment or discrimination in which thirty (30) days will be allowed.
- B. **Level One** – If the complainant is not satisfied with the informal resolution he/she may, within ten (10) days, file a formal complaint in writing and deliver it to his/her immediate supervisor or alternate. The supervisor or alternate shall communicate his/her answer in writing to the complainant. Class complaints involving more than one (1) supervisor and complaints involving an administrator above the building level may be filed by the complainant at level two.

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- C. Level Two – If the complainant is not satisfied with the resolution at level one he/she may, within ten (10) days of the answer, file a copy of the complaint with the Superintendent. The Superintendent shall indicate his/her disposition in writing to the complainant.
- D. Board Appeal – If the complainant is not satisfied with the resolution by the Superintendent, he/she shall have the right to appeal the Superintendent's decision to the Geneva City Board of Education, provided request for placement on Board agenda is filed within ten (10) days.
- V. Confidentiality will be provided to the extent possible to any employee, student or affected party who alleges discrimination or harassment.

REFERENCE(S):

CODE OF ALABAMA
16-1-30, 16-12-3(c); 16-12-16, 16-12-19
16-23-1, 16-24-22, 16-24-12,
TITLE VII OF CIVIL RIGHTS ACT OF 1964, TITLE IX OF
EDUCATION AMENDMENTS OF 1972

HISTORY

ADOPTED: August 18, 2014

SUSPENSION, TERMINATION, SEPARATION

6.50

- I. The Geneva City Board of Education may suspend or terminate employees who have earned tenure or non-probationary status or are principals serving under contract for the following reasons:
 - A. Immorality;
 - B. Incompetence;
 - C. Insubordination;
 - D. Neglect of duty;
 - E. Failure to perform duties in a satisfactory manner;
 - F. Justifiable decrease in the number of positions (for contract principals, decrease must be due to decreased enrollment or funding); and
 - G. Other good and just cause.
- II. Contract principals also may be terminated for
 - A. Conviction of a felony or a crime involving moral turpitude;
 - B. Failure to fulfill the duties and responsibilities imposed upon principals by Alabama code;
 - C. Failure to maintain his/her certificate in a current status; and,
 - D. Willful failure to comply with Geneva City Board of Education policy.
- III. Notification to the Geneva City School System employee of a proposed termination and his/her hearing rights will be governed by applicable state law.
- IV. An employee may be suspended for cause with or without pay on recommendation of the Superintendent and approval of the Board. Suspensions of more than twenty (20) work days may be appealed by the employee in the same manner as an appeal of termination.

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- V. The Geneva City Board of Education may end its employment relationship with employees who have not earned tenure or non-probationary status by providing the appropriate notice required under state law or contract.

- VI. The Geneva City Board of Education may end its employment with principals serving as non-probationary contract principals by providing a reason why their contract will not be renewed and notice as provided in state law. Probationary contract principals may not be provided a reason.

REFERENCE(S):

CODE OF ALABAMA

16-24-8, 16-24-12, 36-26-100 to -108; 16-24-14; LEGISLATIVE ACT 2011-270

HISTORY

ADOPTED: August 18, 2014

CHAPTER 6.00 – HUMAN RESOURCES

PERFORMANCE ASSESSMENT

6.60

- I. The Geneva City Board of Education shall evaluate and assess the performance of the Superintendent per his/her contract and State Department of Education guidelines.
- II. Certified Personnel -- The Board authorizes the use of a state-approved personnel evaluation program for the evaluation of all certified personnel as required by the Alabama State Department of Education.
 - A. The Superintendent will develop a plan for implementation of the evaluation program, consistent with state guidelines, that ensures all Geneva City School System personnel serving as evaluators will undergo the required state training and be certified under the program.
 - B. Evaluation results shall be considered in determining a teacher's professional development plan.
- III. Other Personnel – The Superintendent shall develop or select personnel performance assessment systems for all other staff. Probationary, non-certified employees will be evaluated during their probationary period by their supervisor.

REFERENCE(S):

CODE OF ALABAMA
16-11-9

HISTORY

ADOPTED: August 18, 2014

CHAPTER 6.00 – HUMAN RESOURCES

ANNUAL LEAVE OF ABSENCE

6.70

- I. A leave of absence is permission granted by the Geneva City Board of Education or allowed under its adopted policies for an employee to be absent from duty for a specified period of time with the right to return to employment upon the expiration of leave. Any absence of a member of the staff from duty shall be covered by leave duly authorized and granted. Leave shall be officially granted in advance and shall be used for the purposes set forth in the leave application. Leave for sickness or other emergencies may be deemed to be granted in advance if prompt report is made to the proper authority.
- II. Leave may be with or without pay as provided by law, regulations of the State Board of Education, and these rules. For any absence that is without pay, the deduction for each day of absence shall be determined by dividing the annual salary by the number of days/hours for the employment period.
- III. A leave shall not be granted to any Geneva City School System employee to accept other employment. Accepting employment while on a leave of absence may cancel the leave. The person on leave may be notified that he/she must return to work with the Geneva City Board of Education immediately, resign, or be terminated.
- IV. All requests for a leave of absence must be submitted to the Superintendent, in writing, with the additional approval and signature of the employee's direct supervisor. Requests must be received by the Superintendent at least one (1) week prior to a monthly Board meeting. Upon the recommendation of the Superintendent, the Board may grant a leave of absence. Limitations of the leave shall be specified in the action taken by the Board.
- V. An Geneva City School System employee having leave for the year or for the remaining part thereof and who plans to return to duty the next school fiscal year shall send a copy of such notice to the administrative supervisor by May 1st of that fiscal year.
- VI. A leave of absence grants the employee the right to return to the system in a similar role, but does not guarantee the reappointment to the specific job held prior to the leave. Alabama teachers' tenure laws cover the specific aspects of leaves of absences and shall be followed in the Geneva City School System.

REFERENCE(S):

CODE OF ALABAMA
16-1-18.1

HISTORY

ADOPTED: August 18, 2014

CHAPTER 6.00 – HUMAN RESOURCES

NOTIFICATION OF ABSENCE

6.70.1

- I. The principal or designee shall notify and submit the appropriate leave form to the Superintendent when he/she plans to be away from school for a half-day or longer. The principal shall designate a responsible member of the administrative or instructional staff to be in charge during his/her absence.
- II. An Geneva City School System employee who is absent from duty for any reason shall notify the principal or his/her immediate supervisor as early as possible. Such notification shall be given in advance unless conditions beyond the control of the employee make such advance notification impossible.
- III. Any Geneva City School System employee who is willfully absent from duty without leave may be subject to dismissal from employment and shall forfeit compensation for the time of the absence.

REFERENCE(S):

CODE OF ALABAMA
16-1-18.1, 16-1-30

HISTORY

ADOPTED: August 18, 2014

CHAPTER 6.00 – HUMAN RESOURCES

VACATION LEAVE

6.70.2

All personnel who are employed full-time on a twelve (12) month basis are entitled to ten (10) days vacation leave per year. A maximum of twenty (20) days of vacation may be carried over to the subsequent year (July 1 through June 30). Any balance in excess of twenty (20) days will be forfeited on July 1; employees shall not receive payment for days in excess of the amount allowed to be carried over.

Vacation days shall be earned at a rate of eighty-three hundredths (0.83) per month (or 10 per year), from July 1 through June 30.

New employees will begin earning vacation days on the effective date of employment, provided employment is on or before the fifteenth (15th) of the month. Provided employment is after the fifteenth (15th) of the month said employees will not earn vacation days for that month. Provided employees resign on, or before, the fifteenth (15th) of the month, they will not earn a vacation day for that month.

No vacation days will be granted before they are earned.

All vacation days must be used prior to effective resignation date. The School System shall make cash payments for unused vacation days not to exceed twenty (20) days upon employee retirement. The pay rate for unused vacation days will be at the employee's current daily rate. Unused vacation days will be forfeited by employees who are terminated for misconduct or who are not in good standing at the time of their separation from employment with the Board.

Notification of intent to take vacation days should be given to employee's supervisor prior to effective leave date.

REFERENCE(S):

CODE OF ALABAMA
16-1-18.1, 16-12-21

HISTORY

ADOPTED: August 18, 2014
REVISED: February 27, 2017

CHAPTER 6.00 – HUMAN RESOURCES

FAMILY AND MEDICAL LEAVE

6.70.3

- I. In compliance with the Family and Medical Leave Act of 1993, eligible full time Geneva City School System employees are entitled to take up to twelve (12) weeks unpaid leave a year for the following reasons:
 - A. The birth of the employee's child;
 - B. The placement of a child with the employee for adoption or foster care;
 - C. To care for the employee's spouse, child, or parent who has a serious health condition;
 - D. A serious health condition rendering the employee unable to perform his/her job; or
 - E. Other request as approved by the Geneva City Board of Education.
- II. Employees are to provide at least thirty (30) calendar days notice, if possible, of their intention to take leave. Medical certification that the leave is needed is required for the employee's own serious health condition or that of a family member. The Geneva City Board of Education will continue the employee's health insurance under the same conditions as if the employee were working. Upon returning from leave, the employee will be restored to the same or equivalent position with equivalent pay, benefits, and other terms and conditions of employment.
- III. Procedures for the implementation of this policy shall be developed at the direction of the Superintendent and shall be published in accordance with federal, state, and local laws and regulations.

REFERENCE(S):

CODE OF ALABAMA
16-1-18.1, 16-11-9, 16-22-9, 16-24-13
THE FAMILY AND MEDICAL LEAVE ACT OF 1993,

HISTORY

ADOPTED: August 18, 2014

CHAPTER 6.0 – HUMAN RESOURCES

MILITARY FAMILY AND MEDICAL LEAVE

6.70.3.1

I. Military Caregiver Leave

- A. An eligible employee of the Geneva City Board of Education shall be granted up to a total of 26 workweeks of unpaid military family and medical leave during any 12-month period to care for a spouse, son, daughter, parent, or next of kin of a covered service member with a serious injury or illness.
- B. 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 and is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
- C. An eligible employee means one employed with the school system for at least 12 months during which time the employee worked at least 1,250 hours.
- D. 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.
- E. The "single 12-month period" for leave to care for a covered service member with a serious injury or illness begins on the first day the employee takes leave for this reason and ends 12 months later, regardless of the 12-month period established by the Geneva City Board of Education for other types of FMLA leave.
- F. An eligible employee is limited to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during the "single 12-month period." Only 12 of the 26 weeks total may be for a FMLA-qualifying reason other than to care for a covered service member.

II. Qualifying Exigency Leave

- A. An eligible employee shall be granted up to a total of 12 workweeks of unpaid leave during the normal 12-month period established by the Geneva City Board of Education for FMLA leave for qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, 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. Qualifying exigency leave is available to a family member of a military member in the National Guard or Reserves; it does not extend to family members of military members in the Regular Armed Forces.

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B. Qualifying exigencies include:

- Issues arising from a covered military member's short notice deployment (i.e. deployment on seven or 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 military member;
- Certain childcare and related activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis, enrolling or transferring a child in a new school or day care facility, and attending certain meetings at a school or day care facility if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member;
- Making or updating financial and legal arrangements to address a covered military member's absence;
- Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or the child of the covered military member, the need for which rises from the active duty of call to active duty status of the covered military;
- Taking up to 5 days of leave to spend time with a covered military 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 90 days following the termination of the covered military member's active duty status, and addressing issues arising from the death of a covered military member;
- Any other event that the employee and employer agree is a qualifying exigency.

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

IV. Military FMLA leave may be taken intermittently whenever medically necessary to care for a covered service member with a serious injury or illness. FMLA leave also may be taken intermittently for a qualifying exigency arising out of the active duty status or call to active duty of a covered military member. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the school system's operation.

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- V. Appropriate and verifiable documentation of the qualifying exigency, military status, and relationships of the individual(s) seeking military FMLA leave may be requested.

REFERENCE(S):

**NATIONAL DEFENSE AUTHORIZATION ACT 2008,
PUBLIC LAW 110-181 AS AMENDED
FAMILY AND MEDICAL LEAVE ACT OF 1993**

HISTORY

ADOPTED: August 18, 2014

CHAPTER 6.00 – HUMAN RESOURCES

ON-THE-JOB INJURY

6.70.4

- I. Any full-time Geneva City School System employee shall be entitled to on-the-job injury leave for a period not to exceed ninety (90) working days per fiscal year when he/she has to be absent from work because of a personal injury received in the discharge of his/her duties.
- II. To be considered for on-the-job injury leave, the following conditions shall be met:
 - A. The employee must provide written testimony or evidence that his/her injury was received in the line of duty.
 - B. The employee may be required to supply written certification from a medical doctor who treated the patient, stating that in his/her opinion, there is a strong probability that the illness was contracted at the work site. The Geneva City Board of Education may at its expense require a second medical opinion.
 - C. The employee must file a written claim as required by the employer.
- III. The employee or, if incapacitated, another person knowledgeable of the situation shall notify the supervisor within twenty-four (24) hours of the occurrence of the injury.
- IV. The supervisor or his/her designee shall notify the Superintendent of the injury on the date of occurrence and follow-up with a written report including all documentation concerning the injury.

REFERENCE(S):

CODE OF ALABAMA
16-1-18.1

HISTORY

ADOPTED: August 18, 2014

CHAPTER 6.00 – HUMAN RESOURCES

JURY - WITNESS DUTY

6.70.5

- I. An employee of the Geneva City Board of Education who is summoned as a member of a jury panel may be granted leave with pay. Any jury fees may be retained by the employee. The Board shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a juror.
- II. An employee who is subpoenaed as a witness, not involving personal litigation, may be granted temporary leave. Any witness fees may be retained by the employee. The Board shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a witness. A copy of the legal proceedings should be attached to the request for leave.

When an Geneva City School System employee is subpoenaed in line of duty to represent the Board as a witness or defendant, he/she may retain any fees received from the court. In the event no fees are received from the court, he/she may be paid for meals, lodging, and travel expenses.

- III. When an Geneva City School System employee is released from jury service and/or court appearances, he/she is to report promptly (same day if possible) to the employment positions.

REFERENCE(S):

CODE OF ALABAMA

16-11-9;

LEGISLATIVE ACT 1977-759

HISTORY

ADOPTED: August 18, 2014

CHAPTER 6.00 – HUMAN RESOURCES

MILITARY LEAVE

6.70.6

- I. All Geneva City School System employees are entitled to military leave of absence when ordered to active duty for training as members of the Alabama National Guard or any component of the U.S. Armed Forces. Employees who volunteer, are drafted or are ordered to extended active duty with any component of the U.S. Armed Forces shall be entitled to reinstatement to their former positions or comparable positions if the right is exercised in a timely manner as noted below.
- II. Military Leave for Training or Short-term Duty – Employees who are required to attend annual training or special active duty shall not suffer any loss of salary during the first twenty-one (21) days of such absence in any calendar year. Geneva City School System employees who are ordered for such duty shall provide one copy of their orders to the Superintendent. Leave will be without loss of benefits. These arrangements shall apply to any “military call-ups.”
- III. Reinstatement to Positions after Extended Duty – Geneva City School System employees who volunteer, are drafted or called to active duty for extended periods will be placed on Military Leave of Absence upon written application and be entitled to reinstatement to their former or similar positions upon their return and under the following conditions:
 - A. They must not have remained on active duty beyond their first opportunity for honorable or general release;
 - B. They must report to claim reinstatement within ninety (90) days after completion of such service (31 days in case of individuals who undergo only six (6) months active training or less).

A maximum of three (3) years of experience credit for placement on the school system salary schedule may be granted for service in the U.S. military.

REFERENCE(S):

CODE OF ALABAMA
16-11-9

HISTORY

ADOPTED: August 18, 2014

CHAPTER 6.00 – HUMAN RESOURCES

PERSONAL LEAVE

6.70.7

- I. Personal Leave – All Geneva City School System employees will receive two (2) personal leave days funded by the state. In addition, the Board will grant one (1) additional day for a total of three (3) days per employee. Upon use of the third personal leave day, the cost of a substitute teacher shall be deducted from the employees pay.
- II. When the personal leave days are not used, Geneva City School System certified employees may receive, upon written request, compensation at the same daily rate paid for their substitute. Otherwise, unused personal leave days will be converted to sick leave days in July.
- III. Personal leave is non-cumulative and requires no justification from the employee. The Superintendent shall establish and publish procedures for documenting personal leave by employees.

REFERENCE(S):

CODE OF ALABAMA
16-1-18.1, 16-8-26

HISTORY

ADOPTED: August 18, 2014

CHAPTER 6.00 – HUMAN RESOURCES

PROFESSIONAL LEAVE AND LEAVE FOR TRAINING

6.70.8

- I. Professional Leave - Professional leave may be granted to personnel for participation in educational activities related to instructional improvement in the Geneva City School System.
- II. Leave for Training – Leave for training shall be granted to support personnel to participate in activities that will enrich the Geneva City School System's program and improve skills or understandings of the employee.
- III. All professional leave and leave for training requests must be approved by the Superintendent of Education before utilization.
- IV. The Board authorizes the Superintendent to grant release time for duly authorized delegates/personnel to attend professional meetings (NEA, AEA, CTA, ESPO, etc.). Such leave shall be approved in advance by the Superintendent. When such leave is granted, needed substitute personnel shall be paid applicable substitute pay through regular payroll procedures, with the Association reimbursing the School System for one-half (1/2) of the costs.

REFERENCE(S):

CODE OF ALABAMA

16-1-18.1, 16-13-231, 16-24-13

HISTORY

ADOPTED: August 18, 2014

CHAPTER 6.00 – HUMAN RESOURCES

SICK or BEREAVEMENT LEAVE

6.70.9

- I. Sick leave is defined as the absence from regular duty by an employee because of the following:
 - A. Personal illness or doctor's quarantine;
 - B. Incapacitating personal injury;
 - C. Death in the family of the employee (parent, spouse, child, sibling, parent-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, nephew, niece, grandchild, grandparent, uncle or aunt);
 - D. Where unusually strong personal ties exist because of an employee's having been supported or educated by a person of some relationship other than those listed, this relationship may be recognized for leave purposes. In such cases the employee concerned shall file with the Board a written statement of the circumstances which justify an exception to the general rule;
 - E. Attendance to an ill member of the immediate family (parent, spouse, child, sibling) of the employee, a person standing in loco parentis, or an individual with a close personal tie.
- II. Geneva City School System employees shall be allowed to accumulate an unlimited number of sick leave days.
- III. A new employee may transfer unused earned sick leave from another Alabama school board, as permitted by law, upon certification by the previous employer.

REFERENCE(S):

**CODE OF ALABAMA
16-1-18.1 TO 2, 16-8-26,
16-12-21, 16-25-1, 16-3-36**

HISTORY

ADOPTED: August 18, 2014

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MATERNITY LEAVE

6.70.10

An employee of the Geneva City School System who does not qualify for Family and Medical Leave (Policy 6.70.3) shall be eligible for maternity leave in accordance with the following provisions:

- I. Maternity leave shall be without pay, except that accumulated sick leave days and/or personal leave days may be utilized in accordance with law when pregnancy has been confirmed.
- II. Maternity leave normally shall not extend over a period of time exceeding twelve (12) calendar months. Requests for maternity leave, for periods exceeding twelve (12) months for extraordinary circumstances (extended illness, complications, etc.), will be considered by the Board.
- III. Maternity leave shall become effective under ordinary circumstances when (1) the employee requests and has such leave approved by the Board, and/or (2) the attending physician notifies the Board that it is in the best interest of the teacher to take such a leave.
- IV. Maternity leave ends, under ordinary circumstances, when (1) the employee requests to return to work, and/or (2) the attending physician determines the employee is able to return to work.
- V. Maternity leave shall not be counted as experience in the determination of placement on the salary schedule, except that an employee who has served at least ninety (90) days during that scholastic school year shall be placed on the salary schedule on the step she would have reached had she completed the full year.
- VI. An employee, on return from maternity leave, shall be restored to her former position. She shall maintain her tenure status and all accruable benefits, except that, days are not to be accrued for sick leave, personal leave, or annual leave while on maternity leave without pay.

REFERENCE(S):

CODE OF ALABAMA
16-8-25, 16-1-18.1

HISTORY

ADOPTED: August 18, 2014

CHAPTER 6.00 – HUMAN RESOURCES

SICK LEAVE BANK

6.71

- I. The Geneva City Board of Education, upon request of a minimum of ten percent (10%) of its full time professional personnel and full time support personnel, shall establish a sick leave bank for such personnel. The plan, if established, shall allow each employee to deposit into the bank an equal number of his/her earned sick leave, not to exceed five (5) days. These days shall be available for loan to any other participating employee whose sick leave has been exhausted.
- II. A Sick Leave Bank Committee composed of four (4) Geneva City School System employees and one (1) representative appointed by the Superintendent shall be established and selected as provided by law.
- III. The Sick Leave Bank Committee shall write the guidelines and procedures for the sick leave bank, including catastrophic leave provisions of law, for Board approval. All changes must be approved by a majority of the Sick Leave Bank membership.
- IV. All guidelines and procedures must be consistent with law.

REFERENCE(S):

CODE OF ALABAMA
16-1-18.1, 16-22-9

HISTORY

ADOPTED: August 18, 2014

CHAPTER 6.00 – HUMAN RESOURCES

DRUG-FREE WORKPLACE

6.72

It is the policy of the Geneva City Board of Education that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace is prohibited. Employees shall not possess, use, transfer, sell, deliver, nor be *under the influence* of narcotics, drugs, alcohol, controlled substances or use chemical substances which can affect psychological functioning of the employee. Geneva City School System employees shall not possess paraphernalia specific to the use of chemical substances. This policy shall apply on all system school properties, in school buildings, in school buses or during any school-sponsored extra-curricular activities.

Employees violating this policy will be subject to disciplinary action by school officials, including termination of employment, and may be subject to legal action by local, state and federal officers.

The specifics of the policy are as follows:

- I. The Geneva City School System does not differentiate between drug users and drug pushers or sellers. Any employee who gives or in any way transfers a controlled substance to another person or sells or manufactures a controlled substance while on the job or on the school system premises will be subject to disciplinary action, including termination of employment.
- II. The term *controlled substance* means any drug listed in 21 USC Section 812 and other federal regulations. Generally these are drugs that have a high potential for abuse. Such drugs include, but are not limited to heroin, marijuana, cocaine (including crack) and PCP. They also include *legal drugs* which are not prescribed by a licensed physician.
- III. Each Geneva City School System employee is required by the Drug-free Workplace Act of 1988 to inform the Superintendent within five (5) days after he/she is convicted for a violation of any federal or state criminal drug statute. A conviction means a finding of guilt (including a plea of *nolo contendere*) or the imposition of a sentence by a judge or jury in any federal or state court.
- IV. If the employee is paid with funds from a grant, the Superintendent must notify the U. S. Department agency by which the grant was made within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of such conviction.
- V. If an employee is convicted of violating any criminal drug statute while in the workplace, he/she will be subject to disciplinary action, including termination of employment. Alternatively, the Geneva City School System may require the employee to successfully complete a drug abuse program sponsored by an approved private or governmental institution.
- VI. As a condition of employment on any federal government grant, the Act requires all

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employees to abide by this policy.

- VII. Employees who use prescription drugs authorized for their use by a licensed physician do not violate this policy.
- VIII. *Under the influence* is defined as manifesting signs of chemical use/misuse such as staggering, odor of chemicals on breath or person, unusual inappropriate behavior, or *testing positive*.

REFERENCE(S):

CODE OF ALABAMA
16-2-2, 16-3-11-12, 16-3-14, 16-26-1-3
DRUG FREE WORKPLACE ACT OF 1988, 34 CFR PART 85, SUBPART F
AAC §290-3-1-.02(1)(A)

HISTORY

ADOPTED: August 18, 2014

CHAPTER 6.00 – HUMAN RESOURCES

DRUG AND ALCOHOL TESTING OF DESIGNATED EMPLOYEES

6.80

The Geneva City Board of Education recognizes that our employees are our greatest asset. Our employees are the indispensable key to our goal of providing the best possible education program for our students. To achieve our goal and to maximize the skills and talents of our employees it is important that every employee of our School System understand the dangers of drug and alcohol abuse and be aware of the new federal requirements concerning substance abuse. This policy statement should clarify our position on employee drug and alcohol use.

Designated employees are currently defined as employees who hold a CDL and school bus driver's licenses and drive a School System bus/vehicle to transport students and employees who operate School System-owned vehicles.

In compliance with the Omnibus Transportation Employee Testing Act of 1991, as a condition of employment, the Board reserves the right to require designated employees to sign an Application/Employee Consent Form and to submit, at any time they are on duty or following their involvement in a reportable vehicular accident, to drug tests to determine the presence of prohibited substances.

The objectives of this policy are:

- A. To reduce the likelihood of incidents of accidental personal injury and/or damage to pupil transportation, students, or property.
- B. To comply with Federal regulations and requirements of the Omnibus Transportation Employee Testing Act of 1991.
- C. To create and maintain a safe, drug-free working environment for all employees serving the goals of public education.
- D. To encourage any employee with a dependence on, or an addiction to, alcohol or other drugs to seek help in overcoming the problem.
- E. To reduce problems of absenteeism, tardiness, carelessness, and/or unsatisfactory matters related to job performance.
- F. To reduce the likelihood that school property will be used for illicit drug activities.
- G. To provide a positive image of the School System and its employees.

The Board requires that all employees report to work without any alcohol or illegal or mind-altering substances in their systems. The Board also prohibits employees from using, possessing, manufacturing, distributing or making arrangements to distribute illegal drugs or alcohol while at work or on School System property.

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Further, outside conduct of a substance abuse-related nature that affects an employee's work or the Board's relationship with the government is prohibited. Employees must inform their supervisor when they are legitimately taking medication that may affect their ability to work, in order to avoid creating safety problems and violating the Drug and Alcohol Policy.

As a condition of employment, the Board requires all designated employee's to submit, at any time they are on duty or following their involvement in a reportable vehicular accident, to drug tests to determine the presence of prohibited substances.

Pursuant to Board policy and procedures, designated employees will undergo testing:

- (1) At the time of initial employment;
- (2) When the Board or its designee has reasonable cause to believe an employee has violated its drug and alcohol policies;
- (3) On a random basis without advance notice;
- (4) Following any reportable accident;
- (5) Following rehabilitation, employees who return to work will be required to undergo random testing in addition to the general Board testing requirements.

The Board also reserves the right to search desks, cabinets, toolboxes, vehicles, including personal vehicles of designated employees brought on the School System's property, bags, or any other property at the school or in the designated employee's personal vehicle.

Violation of these rules, including testing positive, will subject the employee to discipline, including possible discharge. Refusal to cooperate with the School System's procedures in any test investigation will result in discipline, including possible discharge.

Substance screening is required for all designated final applicants. Applicants are required to sign a consent/release form before submitting to screening. Applicants will be disqualified for hire if they test positive, refuse to submit to a test, or refuse to execute the required consent/release form.

Substance screening of designated employees may be conducted in the following circumstances:

I. Reasonable Cause

All designated employees will be required to submit to screening whenever a supervisor observes circumstances he/she believes indicate an employee has used a controlled substance or otherwise violated the substance abuse rules. Among other things, reasonable cause testing may result from supervisor observation, co-worker complaints, performance decline, attendance or behavior changes, involvement in a workplace or vehicular accident, or other actions that indicate a possible error in judgment or negligence, or other violations of the drug or other School Board policy.

The supervisor(s) requesting testing shall prepare and sign written documents explaining the circumstances and evidence upon which they relied within 24 hours of the testing, or before the results of the tests are released, whichever is earlier. While one supervisor may request a reasonable cause test, when feasible, supervisors are encouraged to obtain a second supervisor as a witness.

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II. Random Testing

The Board will conduct random unannounced screening of all designated employees, regular and substitute. The Board will administer tests of employees in a number equal to or greater than 50 percent of the designated employees without advance notice - in the first 12 months of testing. There will be no maximum number of samples that any one individual will be required to provide. Subsequent testing will be conducted at levels equal to or greater than the initial testing level. A testing firm will provide computerized random sample lists to the Superintendent or designee. The list of employees in the random pool will be updated on a monthly basis. Employees will be required to report to the Board designated collection site for testing as soon as possible but in no case later than two (2) hours following notification. The tests will be spread reasonably over the 12 months.

III. Post Accident Testing

Employees are required to immediately notify the Superintendent or designee of any reportable accident. Any reportable accident requires employees involved in the accident to undergo substance screening within three (3) hours of the accident or as soon as possible thereafter. The Board will discipline, including possible discharge, any employee who fails to report an accident or submit to substance screening where required by law or this policy.

The Superintendent or designee shall complete an Accident Report in compliance with required Board policy.

IV. Return to Duty Testing

All employees who are suspended for abuse of substances covered under this policy will be subject to additional unannounced testing

V. Testing Procedures

A. General Guidelines

The Board and its designated laboratory (MRO) shall rely, when practical, on the guidance of the Federal Department of Transportation, Procedures for Transportation Workplace Drug Testing Programs.

B. Substances Tested for All Designated Employees

Designated employees will regularly be tested for: alcohol, amphetamines, cannabinoids, cocaine, opiates, and phencyclidine. Employees may be tested for other substances without advance notice as part of a separate test performed by the School Board for safety purposes. Such tests will be coordinated with the Superintendent or designee.

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C. Testing Procedure

The Board reserves the right to utilize blood, hair, breath, saliva, or urinalysis testing procedures. Only urinalysis will be utilized in the pre-employment and random testing. All initial positive urine specimens will be confirmed by gas chromatography/mass spectrometry (GC/MS).

Alcohol testing will be conducted by a certified Breath Alcohol Technician (BAT) using a DOT approved evidential breath testing (EBT) instrument.

D. Collection Sites

The Board or designee will designate collection sites in areas where it maintains facilities or job sites where individuals may provide specimens.

E. Collection Procedures

The Board, the program management firm, and the laboratory shall develop and maintain a documented procedure for collecting, shipping and accessing urine specimens. The program management firm and the laboratory will utilize a standard Urine Custody and Control Form for all employee testing. A tamper-proof sealing system, identifying numbers, labels, and sealed shipping containers will also be used.

Collection sites will maintain instructions and training emphasizing the responsibility of the collection site personnel to protect the integrity of the specimen and maintain as proper a collection procedure as reasonable. Alcohol testing will be done by having the subject exhale into a DOT approved evidential breath-testing device. If the initial test reading is .02 or greater, the subject must wait 15 minutes and repeat the test. Refusal of the subject to wait for the confirmation test will be considered a positive test.

All designated employees will also be required to complete the Board's Applicant/Employee Consent Form.

F. Occasions when the Collection Personnel Should Directly Observe the Specimen Being Provided

The Board has adopted the direct observation procedures as set out in Section 40.25 of the Department of Transportation regulations. An employer or medical representative at the collection site may directly observe the employee actually provide the specimen when there is reason to believe that an individual may alter or substitute the specimen. Section 40.25 (e) (2) sets out the only four circumstances when direct observation is appropriate:

1. The employee has presented a urine specimen that falls outside the normal temperature range, and the employee declines to provide a measurement of

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oral body temperature by sterile thermometer, or the oral temperature does not equal or exceed that of the specimen.

2. The last urine specimen provided by the employee (i.e., on a previous occasion) was determined by the laboratory to have a specific gravity of less than 1.003 and a creatinine concentration below .2 g/L.
3. The collection site person observed conduct clearly and unequivocally indicating an attempt to substitute or adulterate the sample (e.g., substitute urine in plain view, blue dye in specimen presented, etc.).
4. The employee has previously been determined to have used a controlled substance without medical authorization and the particular test is being conducted as a part of a rehabilitation program or on return to service after any required rehabilitation.

A second specimen should be obtained under direct observation wherever there is reason to believe that the individual may have altered or substituted the specimen. When necessary, medical personnel may obtain a specimen outside of a designated collection site (such as, at a public rest room at an accident investigation).

G. Evaluations and Return of Results to the Board

The laboratory will transmit (by fax, mail, or computer, but not orally over the telephone) the results of all tests to the School Board's MRO. The MRO will be responsible for reviewing the quantified test results of employees and confirm that the individuals testing positive have used drugs in violation of Board policy. Prior to making a final decision, the MRO shall give the individuals an opportunity to discuss the result either face to face or over the telephone. The MRO shall then promptly provide the Superintendent or designee with the names of employees or applicants who test positive.

H. Release of Test Results

Test results shall not be released by the Board, beyond the MRO, the Superintendent and Board without the individual's written authorization. However, all employees will be required to complete a consent/release form permitting the School Board to release test results and related information to the Unemployment Compensation Commission or other relevant government agency. The MRO shall retain the individual test results for positive specimens for five (5) years and negative for twelve (12) months.

VI. Discipline

The Board will discipline, including possible discharge, employees for any violation of the policy, including refusing to submit to screening, to execute a release, or otherwise cooperate with an investigation or search.

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All current employees who test positive will be subject to discipline up to and including discharge. Rehabilitation will be limited to the degree of treatment provided within the Board's regular employee benefit plan.

No employee may be returned to regular duty after rehabilitation or testing positive unless certified as safe and not using drugs by the Board's MRO and presentation of required certification, i.e., CDL, SDE Certificate, State Driver's licenses, etc. Any employee returned to duty after violating the policy or testing positive will be subject to aftercare and random testing as set out in a written Probation Agreement which he/she will be required to execute. Any employee dismissed as a result of violating policy or testing positive may reapply for any employment position for which he/she is qualified.

VII. Employee Assistance Program (EAP)

The Board EAP shall make available information for employees and supervisors regarding drugs and alcohol and the effects and consequences of drug and alcohol abuse.

VIII. Investigation/Searches

When a supervisor suspects that an employee has violated the substance policy, he/she may inspect vehicles (including vehicles which an employee brings on the School Board's property), lockers, work areas, desks, purses, briefcases, toolboxes, and other locations or belongings without prior notice in order to ensure a work environment free of prohibited substances. An employee must be present to remove a personal lock. Refusal to open a personal lock will result in discipline, including possible discharge. The Board may release any illegal, or controlled drugs, or paraphernalia to appropriate law enforcement authorities.

All searches should be coordinated with the Superintendent or designee.

IX. These procedures should not be construed as contractual in any nature. They represent the Board's current procedures for dealing with a developing problem under evolving laws and facts, and may be changed without advance notice.

REFERENCE(S):

**CODE OF ALABAMA
16-1-18.1, 349 CFR PART 40, DOT,
49 CFR PARTS 382 & 391, FEDERAL HIGHWAY ADMINISTRATION**

HISTORY

ADOPTED: August 18, 2014

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PERSONNEL RECORDS

6.82

The Geneva City Board of Education shall require complete and current personnel records for each employee. All information contained in an employee's personnel file, except sensitive personnel records, are considered public records under Alabama law.

- I. Each Geneva City School System employee shall have a right to review her/his local school or central office personnel file during normal business hours. No anonymous letters or materials shall be placed in personnel files. Each employee may have included in his/her personnel file a written response to any material contained within the file.
- II. Any Geneva City School System employee may request to review her/his personnel file at any time that is mutually agreeable with the Personnel Administrator and when the employee is not engaged in fulfilling employment-related duties. The Personnel Administrator or certified designee must be present during the review. A log shall be maintained documenting any such review.
- III. A copy of all materials to be placed in an employee's record which may tend to diminish the employee's professional or work status or reflect adversely on the employee's record of performance or character shall be provided to the employee.
- IV. Any anonymous complaint or material received by a school official shall be immediately transmitted to the Superintendent. If the material is deemed worthy of an investigation by the Superintendent, it may be investigated. The results of the investigation may be reduced to writing, signed by the Superintendent, principal, or other designated official in charge of the complaint, dated, attached to the material in question, and may be placed in the personnel file of the employee. Any anonymous complaint which is not investigated within thirty (30) calendar days of its receipt by the Superintendent shall not be retained, but shall be destroyed.
- V. The transfer of the personnel file or any parts, summation, or copies of the personnel file of the employee shall be effectuated upon the written request of the employee.

The Geneva City School System may transfer an employee's personnel file or copies or parts thereof to another employer or prospective employer.

REFERENCE(S):

CODE OF ALABAMA

16-11-9, 16-12-3, 16-22-14, 16-22-17, 36-12-40, 41-13-1

HISTORY

ADOPTED: August 18, 2014

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SALARY SCHEDULES AND PERSONNEL AGREEMENTS

6.83

I. Salary Schedules

The Superintendent shall prepare or cause to be prepared salary schedules for all professional personnel employed by the Geneva City School System. The salary schedules shall be presented to the Board for review and approval annually.

II. Salary Schedules for Temporary Personnel

Salary schedules for substitute teachers and other temporary personnel shall be prepared by the Superintendent and presented to the Board annually for review and approval.

III. Agreements

The Board and its employees shall enter into Agreements for fixed compensation. Such fixed compensation may be changed for any succeeding year in accordance with the Board's salary schedule.

IV. Ending Service

All professional personnel who do not plan to be in service the subsequent year must give written notice to the Superintendent no later than thirty calendar days before the first day of the next school term so that the best replacement can be found. Any employee who does not provide written notice, exclusive of mutual agreement, within thirty days of the beginning of the school term may not be released from his/her contract. The employee may terminate his or her employment after the beginning of the school term by giving five days written notice of such action. All professional personnel found to be in violation of these conditions may face certificate revocation.

The Geneva City School System shall notify, in writing, a non-tenured professional employee on, or before, the last day of the school term if his/her contract is to be non-renewed by the Board.

REFERENCE(S):

CODE OF ALABAMA
16-11-17, 16-13-231.1, 16-22-6, 16-22-17, 16-24-11
AAC §290-2-1-5 (C)

HISTORY

ADOPTED: August 18, 2014

CHAPTER 6.00 – HUMAN RESOURCES

COMPENSATORY TIME

6.86

Compensatory (comp) time occurs when a support/classified employee works more than his/her scheduled work hours during a work week. It is the intent of the Geneva City Board of Education that each employee adhere to his/her work schedule; however, there may be times when the immediate supervisor of an employee may request him/her to begin work before or work beyond the normal work day/week. If this occurs, the employee shall earn comp time for the time he/she works. Recorded comp time will be possible only in minimum time units of one-half hour.

For an employee to earn comp time, it should always be approved by the immediate supervisor prior to working beyond the regular work day. The immediate supervisor shall record earned comp time on an approved form and shall give the employee a copy within one week from the day the work was performed.

The immediate supervisor shall, if possible, provide the employee mutually agreed upon time to take earned comp time prior to June 30 each year. If the work performed occurs between May 31 and June 30, the employee will have until June 30 of the following year to use the earned time.

The approval and use of comp time will have no relationship whatever to payroll of the Geneva City School System employee. Comp time may be granted only to non-certified employees whose job titles or responsibilities indicate that the position is non-supervisory; however, comp time may be granted to all Central Office non-supervisory employees by the Superintendent. Comp time will be awarded at a rate of one and one-half times the amount of time worked when time worked within the work week is over forty (40) hours. Any approved comp time under forty (40) hours will be exchanged hour for hour of comp time.

REFERENCE(S):

CODE OF ALABAMA
16-11-9

HISTORY

ADOPTED: August 18, 2014

CHAPTER 6.00 – HUMAN RESOURCES

OVERTIME – NON-SUPERVISORY PERSONNEL

6.87

It is the intent of the Geneva City Board of Education for its employees to perform the necessary tasks of their jobs during the regular designated work week. However, there may be certain circumstances, in the best interest of students and the school system, when emergencies would necessitate that certain employees work beyond their designated work week. However, the option to receive compensatory time rather than pay must be approved by the immediate supervisor and the Superintendent.

Overtime should always be requested by the immediate supervisor and approved by the Superintendent or a designated representative on the approved form for overtime. Verbal approval should be given by the immediate supervisor at the time the work is done; however, an immediate follow-up written request must be forwarded to the Superintendent for approval within one working day after the work has been performed. Overtime pay may be granted only to non-certified employees whose job titles or responsibilities indicate that the position is non-supervisory.

Payment for overtime shall be made to the appropriate Geneva City School System employee at the next regular pay period if submitted prior to the deadline for the pay period.

REFERENCE(S):

**FAIR LABOR STANDARDS ACT OF 1938, TITLE 29, PART 541,
SECTION 13(A)(1) AND SECTION 13(A) (17) AS REVISED**

HISTORY

ADOPTED: August 18, 2014

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TRANSFERS

6.90

Geneva City School employees may be reassigned or transferred to any position for which they are qualified by skill, training, or experience.

A teacher may be transferred within the same school or campus by the Superintendent once per year by the 20th calendar day after school begins, provided the teacher has the appropriate certification for the position to which he/she is transferred. Tenured teachers may be transferred to another school without reduction in compensation to a position for which he/she is certified with the approval of the Board of Education once per year by the 20th calendar day after school begins.

Non-probationary classified employees may be transferred once per year to any position for which they are qualified provided that the transfer is without loss of or reduction in compensation, that written notice of the proposed transfer is issued to the employee not less than 15 calendar days before a final decision is made, and that the transfer is effective not less than 15 calendar days after the date of the final decision to transfer.

Probationary employees (certified or classified) may be transferred to a position for which he/she is certified or qualified that results in a loss of or reduction in compensation. Such transfers must be effective not less than 15 calendar days after the date of the final decision to transfer. Employees must be provided notice of the proposed transfer that contains a written explanation of the effect of the transfer on the employee's compensation and notice that the employee may object in writing to the transfer before a final decision is made. Tenured teachers or non-probationary classified employees involuntarily transferred to a position with less pay shall be provided due process in the same manner as a proposed termination of employment.

REFERENCE(S):

CODE OF ALABAMA

16-9-23; 16-24-5 TO -7; LEGISLATIVE ACT 2011-270

HISTORY

ADOPTED: August 18, 2014

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REDUCTION IN FORCE

6.91

- I. In accordance with The Code of Alabama §16-1-33 (1975) a reduction-in-force may be declared by the Geneva City Board of Education and layoffs approved thereunder if the Board determines that decreased student enrollment or a shortage of revenues requires a reduction in the work force (beyond normal attrition) in order to maintain effective provision of educational services or to meet the Board's financial, legal, or operational obligations.

A "layoff" within the meaning of this policy is a separation from employment with the Geneva City Board of Education. However, employees who are laid off under this policy are eligible for recall to employment as conditionally provided in this policy. Moreover, layoffs are not terminations within the meaning of the Alabama Teacher Tenure or Fair Dismissal laws and are not subject to the procedural or substantive requirements thereof.] The term "layoff" does not include or apply to the expiration of temporary, occasional, or "at-will" appointments or to decisions not to renew or extend employment beyond the expiration of annual or other specified terms of appointment.

- II. The order, priority, rank or selection of individual employees who are to be laid off under authority of this policy shall be determined on the basis of objective criteria. However, nothing herein shall be deemed or construed to limit or abridge the Board's legislative discretion to identify areas, department, programs, groupings or classifications for reductions (layoffs). (For example, the Board is not required to implement layoffs in classified or support categories of employees before laying off certified or instructional staff.)
 - A. The criterion or criteria on which the layoffs are to be based shall be announced or otherwise communicated by the Board to affected employees no later than the date of the notice of layoff is provided to employees.
 - B. "Objective criteria" within the meaning of this policy may include any lawful selection standard, or combination of standards, that is verifiable, calculable, measurable, or otherwise determinable by means or methods other than the personal or subjective judgments or opinions of the person(s) applying the criteria, and that would be expected to produce the same result if applied to the same employees or group of employees by different persons. Such objective criteria may include, but are not limited to:
 - Seniority, longevity, or time in service that will be more specifically described in the notice of layoff that is provided to affected employees
 - Years of experience
 - Degrees, certification, or licensure
 - Job classification
 - Status as probationary or non-probationary employee

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- III. Employees who have been laid off under the terms of this policy will be given priority in filling positions as enrollment or financial circumstances warrant, provided that:
- A. The nature of the position and qualifications therefore have not materially changed;
 - B. The laid-off employee remains properly qualified, licensed, or certified; and
 - C. The laid-off employee confirms in writing his or her availability for and interest in re-employment to the Board's Director of Human Resources in accordance with any directives that may be contained in or transmitted in conjunction with the notice of layoff.

Circumstances permitting, and to the extent practicable, the selection of employees for recall will be based on the criteria that were applied to the layoffs themselves if there are more employees eligible for recall than positions available to fill. When layoffs occur over a period of time, the Board will take relative length of separation from service into consideration in assigning recall priority, other factors being equal. In no case will any right to be recalled to employment extend beyond one (1) year from the effective date of the employee's layoff. Recalled employees will retain credit for the tenure, years of service, and the pay and benefit status they held on the effective date of their layoff. No pay, benefit, status, or additional rights will accrue or be credited to the recalled employee for the time he or she has been laid off.

- IV. Notification of layoff and recall shall be by United States certified or registered mail, hand delivery, or such other means as are reasonable under the circumstances. Upon receipt of notification of recall, a laid-off employee shall respond affirmatively to the notice of recall in accordance with such specific directions or instructions as may be contained therein. Any laid-off employee who does not so respond or who otherwise declines an offer of re-employment by the Board will be deemed to have waived any right to be recalled under the terms of this policy.

REFERENCE(S):

**CODE OF ALABAMA
16-1-33**

HISTORY

ADOPTED: August 18, 2014

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RETIREMENT OF PERSONNEL

6.92

Any employee who plans to retire shall submit his/her resignation in writing to the Geneva City Board of Education through the Superintendent.

REFERENCE(S):

**CODE OF ALABAMA
16-22-9**

HISTORY

ADOPTED: August 18, 2014

CHAPTER 6.00 – HUMAN RESOURCES

RESIGNATION

6.93

- I. Any administrative or instructional staff member who wishes to resign shall submit his or her resignation in writing addressed to the Geneva City Board of Education. The letter of resignation shall state the reasons for the resignation and the desired effective date. No resignation shall become effective until accepted by the Geneva City Board of Education. Any teacher resignation request submitted during the school term or within thirty (30) days prior to the beginning of said term can only be accepted if mutually agreed upon.
- II. A non-instructional employee who wishes to resign shall submit his/her resignation in writing addressed to the Geneva City Board of Education. Whenever possible, two (2) weeks notice shall be given. The letter of resignation shall state the reason for the resignation and the desired effective date. A resignation of an employee shall be sent to and countersigned by his/her immediate administrative supervisor. The resignation shall be submitted to the Geneva City Board of Education at its next regular or special meeting. No resignation shall become effective until accepted by the Geneva City Board of Education; the Geneva City Board of Education may refuse to accept any resignation for cause.
- III. An employee who violates the terms of an employment agreement or written contract by leaving his/her position without first being released from the agreement or contract by the Geneva City Board of Education and fails to complete and file the required records and reports, may have final compensation withheld.

REFERENCE(S):

CODE OF ALABAMA
16-24-11

HISTORY

ADOPTED: August 18, 2014