



**Geneva City Schools  
Procedure Manual  
For  
Personnel Policies**

2012-2013

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## INTRODUCTION

In 2006, the Geneva City Schools Board of Education adopted a revised policy manual. The existing manual reflects updated federal and state laws by which to operate a public school system in the State of Alabama. Any changes in policy require board approval. A copy of *Geneva City Schools' Policy Manual* is located at each school and available on the district website.

The purpose of this handbook is to address procedures that are referenced in the policy manual and the *Alabama Public School Employees' Leave Law*. All forms associated with this handbook can be found online or at the central office. In compliance with the U.S. Department of Homeland Security and the Social Security Administration, Geneva City Schools participates in E-Verify as specified under federal law.

## EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Geneva City School Board that "no person shall, on the basis of race, color, religion, gender, sexual orientation, age, ethnicity, marital status, disability if otherwise qualified, political or religious beliefs, national origin, social and family background, or on the basis of a language other than English, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program, or in any employment conditions or practices conducted by this school system except as provided by law."

# PERSONNEL PROCEDURES

## WORK SCHEDULES AND TIME CLOCK PROCEDURES

**Work Schedules (Teachers)** – Supervisory and instructional duties of teachers commence fifteen (15) minutes prior to the instructional day and conclude fifteen (15) minutes after the departure of students. Except as may otherwise be provided by the Board or required, the instructional day for teachers is seven and a half (7.5) hours. Assignments and duties may extend beyond the instructional day and may include off-campus functions, events, and activities; conferences and meetings with parents; supervision of student arrival and departure; and preparation for the following instructional day. Teachers will be provided a minimum of thirty (30) minutes free of instructional and supervisory responsibilities each instructional day.

Certified employees **must** utilize the payroll time clock system upon arrival each day to certify their attendance. When an absence occurs, it is the employees' responsibility to complete a *Employee Absentee Form* and submit it to the school secretary the day that they return to work. All absences should also be reported to Kelly Educational Staffing, regardless of the need for a substitute. Clocking in and out for another employee is strictly prohibited. Failure to adhere to time clock procedures may result in disciplinary action, up to and including termination.

**Work Schedules (Support Personnel)** – The Superintendent is authorized to establish work schedules, including minimum work times, for support personnel. Work schedules are subject to change anytime during the year based on building level needs.

Classified employees **must** utilize the payroll time clock system upon arrival each day to certify their attendance. Classified employees must clock out for required lunch period, a minimum of 30 minutes/day unless supervisor approves employee to work through lunch for special circumstances, and clock back in upon returning. A final clock out must occur at the end of the work day. Failure to comply with time clock procedures could result in further disciplinary action. When an absence occurs, it is the employees' responsibility to complete a *Employee Absentee Form* and submit it to the school secretary the day that they return to work. All absences should also be reported to Kelly Educational Staffing, regardless of the need for a substitute. If an error occurs in the time clock system (missed punch, double punch, etc.) it should be reported to the school secretary and a form completed to allow the error to be corrected. Clocking in and out for another employee is strictly prohibited. Failure to adhere to time clock procedures may result in disciplinary action, up to and including termination.