

# Greene County Schools Certified and Classified Employee Handbook

**NOTE:** This handbook is intended as a general guide subject to change. Users should verify contents with current [Board policy and procedures](#) available [here](#).



*Building our future...  
One child at a time*

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## **TABLE OF CONTENTS**

Introduction Page.....	4
Vision, Mission Statement, and Beliefs .....	5
Equal Opportunity Employment.....	6
Board Members.....	7
Central Office Administration.....	7
Central Services.....	7

**SECTION I - ORGANIZATION**

Philosophy.....	8
Classification of Employees (Policy 5.102).....	8
Certified Employees.....	8
Support/Classified Employees.....	8
Line and Staff Relations (Policy 5.101).....	8
Staff Student Relations (Policy 5.610).....	9

**SECTION II – EMPLOYMENT POLICIES AND PROCEDURES**

Amendment of Rules, Policies, and Regulations.....	9
Notice to Employees.....	9
Criminal History Record Information Check.....	10
Employment Hiring Procedures.....	10
Immigration Papers.....	12
Fair Labor Standards Act.....	12
Physical Examinations.....	12
Compensation Guides for School Personnel.....	12
Job Descriptions and Classifications.....	13
Guidelines for Employment of Teaching Assistants (K-8).....	13
Work Day/Work Year and Pay Period.....	13
Payroll Deductions.....	15
Appointment, Assignment, and Transfer.....	15
Supervision.....	15
Evaluation Procedures.....	15
Staff Development.....	16
Personnel Records.....	16
Suspension (Policy 5.202).....	16
Dismissal (Policy 5.202).....	16
Resignation (Policy 5.202).....	16
Retirement (Policy 5.202).....	17
Exit Procedures.....	17
Certification/License.....	17
Complaints and Grievances.....	17
Non-School Employment.....	18
Sexual Harassment.....	18
Sexual Harassment of Students.....	19
Drug Free Workplace.....	19
Alcohol and Drug Testing Programs.....	19
Dress Code.....	20

### **SECTION III – EMPLOYEE BENEFITS**

Eligibility for Benefits.....	22
Group Health/Life Insurance.....	22
Leaves of Absence-Continuation of Coverage.....	23
Retirement.....	23
Longevity Salary Supplement or Lump Sum Salary Retirement Option.....	23
Section 125 (Cafeteria Plan).....	24
Sick Day Accrual.....	24
Vacation.....	24
Comp Time.....	25
Holidays.....	25
Dental/Optical Reimbursement Plan.....	25
Other Benefits.....	26

### **SECTION IV – WORKER'S AND UNEMPLOYMENT COMPENSATION**

Worker's Compensation.....	26
Notice to Employees in Case of Accident.....	28
Medical Treatment in Case of Injury.....	28
Unemployment Compensation.....	28

### **SECTION V – LEAVES**

Leaves of Absence.....	29
Sick Leave.....	29
Excessive Absence.....	30
Sick Leave Bank.....	30
Family and Medical Leave Act.....	30
Bereavement Leave.....	31
Personal/Professional Leave.....	31
Emergency Leave.....	31
Legal Leave.....	32
Local Legislative.....	32
Other Leave.....	32
Military Leave.....	32
Long Term Leave.....	32
Payment for Snow Days.....	33
Physical Assault Leave.....	33
Educational Improvement.....	33

### **SECTION VI – MISCELLANEOUS**

Use of School Vehicles.....	33
Use of Private Vehicles.....	33
Trips.....	33

## **Greene County Schools Certified and Classified Employee Handbook**

The purpose of this handbook is to serve as a guide for classified employees regarding personnel policies and how the policies are implemented within the Greene County School District. This handbook should provide general information regarding the school district and the procedures of the school district.

Procedures implemented in the Greene County School District are determined by the policies approved by the Board of Education. The policies of the Board of Education will always prevail should there be any inconsistencies between the information in this handbook and board policies. ([Policies and Procedures Link](#))

The Director of schools and the Board of Education reserve the right to make additions, substitutions, or deletions to the information contained in the handbook at any time. Nothing contained in this handbook may be construed as altering the employee's status as an at-will employee.

Employment Goals of the Greene County Board of Education are: ([Policy 5.100](#))

1. To ensure that the best qualified personnel are recruited and employed to staff the school system;
2. To provide staff compensation, benefits and working environment sufficient to attract and retain qualified employees;
3. To provide appropriate training for all employees to improve their performance;
4. To conduct an evaluation program that will contribute to the continuous improvement of staff performance; and
5. To ensure that personnel are assigned so that they are utilized as effectively as possible.

## **VISION**

We are building our future, one child at a time.

## **MISSION STATEMENT**

Students in Greene County Schools will develop a joy for learning; graduates from Greene County Schools will be prepared to enter the workforce with an industry certificate, to enroll in a community college with dual credits earned, or to enroll in a four-year college or university with ACT scores that forecast success. Furthermore, graduates will be contributing citizens demonstrating responsible, ethical behavior. To that end,

*Our schools will:*

- Provide a hopeful, challenging environment.
- Demonstrate the belief that hard work will result in success.
- Provide classes and coursework that are flexible, with an emphasis on students' strengths and interests while supplying support where needed.

*Our teachers will:*

- Model enthusiasm for learning and seek learning opportunities for themselves.
- Develop awareness and understanding of students' individual strengths, needs, and interests.
- Demonstrate the ability to provide effective instruction on common core standards in a way that engages students based on their readiness, interests and learning styles.
- Hold high expectations for students, expecting nothing less than their best.

*Our students will:*

- Develop a vision for the future and work toward that vision.
- Enjoy a relationship with an adult or adults who understand and support their vision.
- Accept responsibility for their successes and failures, demonstrating persistence and resilience in an effort to succeed.

## **BELIEFS**

- Education is the most important service a community provides for itself.
- All children can learn, and most can learn at very high levels.
- Skilled teachers and support staff make the difference.
- Strong leaders set the tone.
- Useful data provide direction.
- Safe, clean, appropriate facilities and 21st century resources are a necessity.
- School, family, and community partnerships strengthen learning.

## **EQUAL OPPORTUNITY EMPLOYMENT**

Opportunity for employment, as well as advancement in employment, shall be afforded equally to members of all races, creeds, colors, sexes, religions, ages, national origins, and individuals with disabilities or veteran status with regard only for qualifications for the positions involved. [\(Policy 5.104\)](#)

Anyone who believes that the school system has discriminated against them or another individual may file a complaint. The complaint can be sent to:

Federal Rights Coordinator or Director of schools/designee

Greene County Schools  
910 West Summer Streets  
Greeneville, TN 37743

# GREENE COUNTY SCHOOLS

## Board Members

Rick Tipton – Chairman  
Nathan Brown – Vice Chairman  
Kathy Austin  
Tommy Cobble

Michelle Holt  
Clark Justis  
Brian Wilhoit

## Central Office Administration

Director of schools  
Assistant Director of Academics & Human Resources  
Assistant Director of Operations & Student Services  
PreK/Federal Programs Supervisor  
K-8 Curriculum Supervisor  
K-8 Data Assessment & Evaluation Supervisor  
9-12/Vocational CTE Supervisor  
Special Education Supervisor  
Special Education Assistant Supervisor  
Technology Coordinator

David McLain  
Dr. Bill Ripley  
George Frye  
Chris Malone  
Dr. Kristi Wallin  
Dr. Julia Lamons  
Mark Norman  
Dr. Melinda Pruitt  
Tanya Herman  
Jason Patrick

## Central Office Staff

Accounts Payable  
Benefits Specialist  
Budget Director  
Certified Payroll Administrator  
Classified Payroll Administrator  
Federal/General Secretary  
Food Service Secretary  
Pre-K Administrative Assistant/Receptionist  
Purchasing/Personnel/Board Secretary  
Special Education Secretary  
Special Education Compliance Secretary

Paula Bullen  
Tammy Duncan  
Mary Lou Finley  
Jodi Wright  
Myra Darnell  
Mildred Hawkins  
Arlette Frye  
Lucy Ray  
Trenda Berney  
Carol Buchanan  
Becky Kenyon

## System Wide Staff

School Psychologist  
School Psychologist  
School Nurse  
School Nurse  
Behavior specialist  
Technology-System  
Technology-System  
Technology-System  
Technology-System  
Coordinated School Health

Paula Smith  
Amanda Smucker  
Suzanne Price, RN  
Kim Phillips, RN  
Brandon Mysinger  
Bob Franklin  
Steve King  
Becky Leifert  
Cole Spears  
Valerie Walters

## Central Services

Director of Facilities and Plant Operations  
Energy Education Specialist  
In-County Delivery Man  
In-County Delivery Man  
Maintenance/Transportation Secretary  
Materials Clerk

David Myers  
Steve Tipton  
Ronny Partin  
Ronnie Whitson  
Teresa Whaley  
Ellen Myers

## **SECTION I- ORGANIZATION**

### **Philosophy**

The Greene County Board of Education recognizes that the employment of highly qualified personnel is essential to provide quality education for students in the school system. The board recognizes the need to provide professional growth opportunities for employees, to involve employees in decision making, and to maintain high morale among the staff. The interest of the educational program is best served when mutual understanding, cooperation and communication exists among the board, the administration and the staff.

### **Classification of Employees ([Policy 5.102](#))**

Employees of the Greene County School District, are classified in two ways, professional or certified and support/classified or non-certified personnel.

### **Certified Employees**

The professional or certified employees are the personnel whose employment status requires a certification in accordance with the rules and regulations of the State Board of Education.

### **Support/Classified Employees**

The support/classified or non-certified personnel are personnel whose regular employment does not require certification in accordance with the rules and regulations of the state of Tennessee. Support personnel include, but are not limited to, the following: bookkeepers, secretaries, maintenance employees, technology employees, custodial employees, clerks, instructional assistants and family resource employees.

### **Line and Staff Relations ([Policy 5.101](#))**

All personnel are expected to keep their immediate supervisor informed of their activities and to refer matters requiring administrative action to them.

All personnel shall have the right to appeal any decision made by an administrative officer through grievance procedures established through board policy.

Lines of authority do not restrict the cooperative, sensible working together of all staff members at all levels. The established lines of authority represent direction of authority and responsibility and avenues for a two-way flow of ideas to improve the program and operations of the school system.



## **Staff Student Relations [\(Board Policy 5.610\)](#)**

Staff members shall maintain professional relationships with students at all times and develop wholesome and constructive relationships with them. Staff members shall be expected to regard each student as an individual and to accord each student the rights and respect that is due.

Staff members shall promote a learning environment that encourages fulfillment of each student's potential in regard to his/her program, consistent with district goals and with optimal opportunities for students. This goal may be reached by adapting instruction to individual needs, by:

1. Insisting on reasonable standards of scholastic accomplishment for all students;
2. Creating a positive atmosphere in and out of the classroom;
3. Extending courtesy and respect to students; and
4. Treating all students with consistent fairness.

Staff members shall use good judgment in their relationships with students beyond their work responsibilities and/or outside the school setting and shall avoid excessive informal and social involvement with individual students. Any appearance of impropriety shall be avoided. Sexual relationships between employees and students shall be prohibited.

## **SECTION II - EMPLOYMENT POLICIES AND PROCEDURES**

### **Amendment of Rules, Policies, and Regulations**

It is the responsibilities of all support/classified employees to carry out and comply with the rules, policies, and regulations contained in this handbook. The employee shall be aware that these rules, policies, and regulations are subject to periodic review and change by the Greene County Board of Education. Changes may occur from year to year and will supercede the provisions found herein. Before relying upon the provisions in this handbook, it is the employee's responsibility to check with the employer to see if any changes have occurred. The Personnel Office will strive to keep employees informed of all changes and keep the handbook updated.

### **Notice to Employees**

No policy, benefit, or procedure contained herein creates an employment contract for any period of time. Support/Classified employees will be considered employees-at-will. They may be terminated for failure to satisfactorily perform their duties or simply at the will of the employer, but they shall not be terminated for discriminatory or illegal purpose.

## **Criminal History Record Information Check**

All employees will be required to undergo a TBI/FBI criminal background check to be completed at the site designated by the school district. Employment will be contingent on receiving a satisfactory report although employees may begin working before the report is received (4-8 weeks are required to received a report). Each new employee will sign a form of acknowledgement to this effect.

The Board of Education will pay for the background checks for support/classified employees. However, if their employment is terminated (voluntary or involuntary) before nine months of service, the cost will be deducted from their final pay.

The school district will run a child abuse report from the Department of Children Services. This report must indicate no evidence of child abuse in order to be considered for employment.

## **Employment Hiring Procedures** [\(Procedure 5.106 Exhibit C\)](#)

- 1. Principal/Supervisor completes top portion of the *Personnel Requisition/Recommendation Form* (Form GCSP-1 for certified, Form GCSP-2 for classified) and submits to the personnel office as soon as there is an approved vacancy or a new position added at the school or department.**

- 2. The position is posted.** [\(Policy 5.105\)](#)

Information regarding vacant positions will be posted at the Central Office, on the Greene County Schools website, and in all the schools (during the school year). The posting will include a deadline for receiving applications. **Certified** positions may be posted with local universities, in local and area newspapers, and on other internet sites. **Support/Classified** positions may be advertised in the local newspaper as appropriate during the school year and the summer months.

- 3. The principal and/or supervisor will review applications for the position.** [\(Policy 5.106\)](#)

The principal and/or supervisor will review, screen, and rank selected certified applications according to educational training, scholastic record, experience, and other pertinent information. A pool of interview candidates will be identified. In system applications will be considered for any open position. **Support/Classified applications** (in system and out of system) will be screened and candidates to interview will be selected.

- 4. References forms are reviewed and checked by the principal and/or the supervisor.**

Final interview candidates will be selected.

- 5. An interview team is identified by the principal and supervisor. Candidates are interviewed and a recommendation for the position is made.**

The interview team can include school personnel, Central Office personnel, and parents if the principal so chooses. The principal or the supervisor will serve as chairperson of the interview team. The designated supervisor will be included in the classified interviews.

**6. The principal/supervisor completes remaining sections of the *Personnel Requisition/Recommendation Form*, including committee signatures, and attaches all supporting documentation, and submits to the personnel office.**

**7. The *Personnel Requisition/ Recommendation Form* is forwarded to the director of schools for consideration.**

**8. If the director of schools approves the recommendation, the principal will notify the applicants of the interview selection recommendation.**

The applicant recommended for the position is informed that employment is not official until all background checks are completed with satisfactory results and all licensure requirements are verified.

**9. An official letter, phone call, or e-mail is sent to the recommended candidate asking for a response to whether or not they will accept the position offered.**

If the candidate declines, the process may start over or the interview team may recommend another candidate from the interview list.

**10. The child abuse and TBI/FBI background checks will be completed at this time, if possible.**

**11. Employment orientation is scheduled with appropriate Central Office staff. ([Policy 5.107](#))**

Employment orientation is scheduled before the start date of each school year for all new staff members. Orientation for staff members employed after the beginning of the school year will be scheduled on an individual basis.

**12. Except in emergency situations or with approval of the director of schools, new employees should not begin work until all employment procedures are completed or in progress.** All procedures should be completed or in progress within five (5) days of beginning work.

**13. Physical examinations are required of all employees and must be completed immediately.** The employee will receive information regarding the approved site for the physical examination which is provided at no expense to the employee.

**14. If a certified vacancy occurs during the school year, the director of schools will determine the process used to fill the position with a temporary teacher.**

**15. Support/Classified vacancies that may occur during the school year will be advertised and interviews will be scheduled.**

**16. New employees will have their paycheck withheld until they complete all requirements.**

### **Immigration Papers**

Upon initial employment, all employees are required to attest that they are lawfully eligible to work in the United States. Employees are further required to supply to the employer copies of documents proving this eligibility.

### **Fair Labor Standards Act**

The Fair Labor Standards Act requires that all non-exempt employees be paid on an hourly basis. All hours worked over forty (40) in a work week must be paid time and a half or given compensatory time off at the rate of one and one half hours for every hour worked, up to a maximum of 240 hours. **All overtime must be approved by the immediate supervisor (director of schools' designee).** Comp time may be given in lieu of overtime pay only if agreed to, in writing, by the employee. If comp time is agreed to, records must be kept indicating when the overtime occurred, the reason for overtime, approval of the immediate supervisor and director, the date comp time is taken, and the balance of comp time remaining. A copy of the record must be filed with the appropriate supervisor. All comp time must be taken within thirty (30) days of being earned and cannot be carried forward to the next fiscal year (July 1 – June 30 is a fiscal year).

A work week in Greene County Schools is defined as 12:01 a.m. Saturday through 12:00 a.m. Friday of each seven days (168 hours) period. The hourly rate of pay will be provided to each employee.

### **Physical Examinations**

All new employees in the Greene County School System must have a physical examination. The examination results must be recorded on forms provided by the Central Office. This examination will be at the system's expense at a facility determined by the school system. The physical examination will be required within the first month of employment unless it cannot be scheduled within that period.

The director of schools may also require individual examination of an employee at any time with just cause. School bus drivers are required to have physical examinations each year completed at the site designated by the director of schools.

### **Compensation Guides for School Personnel**

Each employee will be paid a salary or hourly rate for the specific assignment as approved by the Board of Education.

Salaries of all employees, including substitute and supplemental pay, shall be paid by the Board of Education. No payment to any employee for service performed on behalf of the school system shall be made from any source other than the Board of Education.

[\(Certified Salary Schedule\)](#)  
[\(Classified Salary Schedule\)](#)

### **Job Descriptions and Classifications** ([Policy 5.102](#) and [Policy 5.103](#))

All school personnel will be given a written job description signed by the director of schools or designee and employee, upon employment with the school system. Receipt of the job description signifies the employee acknowledges performance responsibilities and has the ability and willingness to complete them.

Job descriptions will contain job title, qualifications, who the employee reports to, who the employee supervises (if applicable), the job goal, performance responsibilities, terms of employment, evaluation procedures, and signatures of the employee and the director of schools or designee.

### **Guidelines for Employment of Teaching Assistants (K-8)**

All paraprofessionals who are working Title I school wide must meet the qualifications:

All new paraprofessionals must have:

- Completed at least two years of study in an institution of higher education;
- Obtained an Associates' degree; or
- Passed a test that demonstrates the competencies addressed in the law with a minimum score of 456.

The ETS ParaPro Assessment is the test that the state of Tennessee uses to demonstrate the competencies required by the law.

Assistants **cannot** be employed in Title I schools unless the criteria above have been met. If a vacancy occurs in a Title I school and the person recommended for the position does not meet the employment criteria the following guidelines will be followed.

1. The person recommended for the position may work as a substitute, with no benefits, for a limited time period.
2. The person must take the test within thirty (30) days. The system will pay for the test, one time only which can be scheduled with receptionist at Central Office.
3. Individuals who are recommended for these positions must meet the employment criteria within sixty (6) school days.

### **The Workday/Work Year will be:** [\(Policy 5.602\)](#)

Classified:

1. Twelve (12) month employees (Central Office, Central Services, Maintenance, Garage, and some Custodial) work eight (8) hours daily, forty (40) hours per week all year except for paid holidays, vacations, etc. Arrival and departure times are set by the employee's immediate supervisor or the director of schools.
2. Ten (10) month employees work forty (40) hours per week for ten(10) months each year. Tenth month work days and arrival/departure times are determined by the principal or director of schools.

3. Nine (9) month employees work the school calendar when students are present only, unless otherwise required by the director of schools. Specific work hours are as follows:
  - a. Assistants – 8 a.m. – 3 p.m., Seven (7) hours daily with thirty (30) minutes on-site paid lunchtime.
  - b. Secretaries – Seven (7) or eight (8) hours daily to be scheduled by the principal. Ten (10) to fifteen (15) extra days of work will be scheduled by the principal if authorized by the director of schools.
  - c. Bus Drivers – 6:15 a.m. – 8:15 a.m. and 2:30 – 4:30 p.m., four (4) hours daily (except full time drivers for vocational school). Additional time may be given for bus inspection (1½ hrs.), bus driver school (4 hrs), and alcohol/drug screening (1½ hr.) except eight (8) hour drivers. Drivers may also get additional time for field trips and athletic trips.
  - d. Custodians – hours as scheduled by the principal.
  - e. Mini-bus drivers and attendants - hours as scheduled by the special education supervisor and the assistant director of operations and student services.
4. All support/classified personnel must account for time worked by filing a time sheet bi-weekly and signed by the immediate supervisor. A work week is defined as Saturday through Friday of each seven (7) day period (168 hours). Each employee will be given a school calendar at the beginning of each school year (or fiscal year for ten (10) and twelve (12) month employees.) All support/classified personnel will be paid bi-weekly [every two (2) weeks] unless otherwise requested.

Certified:

1. Teachers- The work year will be 200 days of accountability which includes 180 days with students present, five (5) in-service days, five (5) administrative days, and ten (10) holidays defined on the district calendar. The workday will be a minimum of seven and 1/4 (7.25) hours and will continue until professional responsibilities to the student and the school are completed. Administrative meetings, curriculum development, student supervision, assigned duties, parent conferences, group or individual planning and extra-curricular activities may require hours beyond the stated minimum. Teachers shall be allotted a duty-free planning period of two and one-half (2 1/2) hours each week to provide time for planning, preparation for effective teaching and attention to major program improvement. Except in rare instances as approved by the principal, all such unencumbered time shall be spent at the school to which the teacher is assigned.
2. Principals- The work year will be 230 days. which includes 180 days with students present, five (5) in-service days, five (5) administrative days, and ten (10) holidays defined on the district calendar. The eleventh month shall consist of five (5) days before school begins and five (5) days immediately after the close of school. For the 12<sup>th</sup> month, principals shall work an additional twenty (20) days in June and July. The workday will be a minimum of seven and 1/2 (7.5) hours and will continue until professional responsibilities to the student and the school are completed. Administrative meetings, curriculum development, student supervision, assigned duties, parent conferences, group or individual planning and extra-curricular activities may require hours beyond the stated minimum.
3. Supervisors- The work year will be 240 days which includes 180 days with students present, five (5) in-service days, five (5) administrative days, and ten (10) holidays

defined on the district calendar. Supervisors shall work for the eleventh month five (5) days before school begins and five (5) days immediately after the close of school. For the 12<sup>th</sup> month, supervisors shall work an additional twenty (20) days in June and July. Supervisors may have ten (10) vacation days to use during the year. The workday will be a minimum of seven and 1/2 (7.5) hours and will continue until professional responsibilities are completed. Administrative meetings, board meetings, policy meetings, curriculum development, assigned duties, and extra-curricular activities may require hours beyond the stated minimum.

### **Payroll Deductions**

Upon appropriate written authorization, the Board shall make appropriate deductions from the salary of the employee. Authorization must be filed on forms provided by the Board of Education and must be submitted to the business office within thirty (30) days of initial employment and during the month of March thereafter (credit union may be added, deleted, or changed at anytime).

Inquiries concerning payroll deductions should be made to the insurance clerk in the Central Office.

### **Appointment, Assignment, and Transfer** [\(Procedure 5.106 Exhibit C-1\)](#), [\(Policy 5.115\)](#)

The Director of schools shall assign and reassign personnel based upon needs within the school system, the welfare of the students, and the qualifications and preference of the employee. The director, when necessary to the efficient operation of the school system, may transfer personnel from one location to another within the school system, or from one type of work to another for which he/she is qualified and/or certified.

Employees with the Greene County School District may complete [\(Procedure 5.106 Exhibit C-1\)](#), to be considered for an interview for any advertised position. A complete application process shall not be required for current employees. Principals will select applicants to be interviewed.

### **Supervision** [\(Policy 5.108\)](#)

Support personnel shall be supervised by the person designated on the approved job description. The immediate supervisor has the responsibility of assigning specific duties and for giving guidance to the employee for the satisfactory performance of those duties.

### **Evaluation Procedures** [\(Policy 5.109\)](#)

An orientation shall be given to all new employees to explain the procedures, instruments, timelines, and minimum standards.

All support/classified personnel will be evaluated annually by their immediate supervisor or more frequently when deemed necessary. Evaluations will be based upon the day by day observation of the employee's performance and on [form](#) approved by the Greene County Board of Education. The employee shall sign the evaluation to indicate awareness of its contents. The employee may write a response to the evaluation if desired and attach it to the evaluation [form](#). Copies shall be given to the employee, immediate supervisor, and Central Office personnel file.

Certified staff shall be evaluated using the state approved [TEAM Evaluation model](#).

### **Staff Development** [\(Policy 5.113\)](#)

Staff development activities are required for certified staff and may be required for support/classified personnel as determined by administration. Nonexempt employees (support/classified) will be compensated for any time they are required to attend.

Staff development activities shall be aligned with district, school, and individual staff goals. Overnight travel for such activities requires prior approval by the director of schools on form [2.804 Exhibit C](#).

Bus drivers are required to attend the state mandated training program annually in order to maintain the Class B with endorsement P and S on their driver's license. CPR and first aid certification may be required for certain job descriptions. Personnel working with special education students are required to be trained and obtain certification in Professional Crisis Management (PCM).

### **Personnel Records** [\(Policy 5.114\)](#)

An individual personnel file will be maintained on each employee. It is the responsibility of each employee to provide accurate information to the employer. Employees are also responsible for reporting to the employer any change in the information they have previously provided.

### **Suspension** [\(Policy 5.202\)](#)

A director of schools/designee may suspend an employee at any time when deemed necessary. Prior to an employee being suspended s/he shall be: (1) provided with reasons for the suspension; (2) given an opportunity to respond; and (3) given a written decision of the suspension. All suspensions shall be without pay. Upon reinstatement, the employee shall be paid full salary for the period of suspension, unless suspension without pay is deemed to be an appropriate penalty.

### **Dismissal** [\(Policy 5.202\)](#)

All non-certified (support/classified) employees are employed at the will of the director. The director of schools may dismiss any non-certified employee during the school year for any reason.

### **Resignation** [\(Policy 5.202\)](#)

Support/classified personnel shall give the immediate supervisor written notice of resignation at least two (2) weeks or ten (10) working days in advance of the effective date of voluntary termination. The ten (10) working days may be waived by the director of schools for justifiable reason. The immediate supervisor shall forward copy the notice and date received to the director of schools' office. The payroll office will prepare final payment for the next appropriate scheduled pay day.



## **Retirement** ([Policy 5.202](#))

Retirement shall mean a termination of services under conditions which will allow the employee to draw benefits from retirement plans and/or social security benefits. Employees eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system. Central office personnel shall assist employees in securing retirement benefits; however, it shall be the responsibility of the retiring employee to provide verification of eligibility in writing from TCRS to the central office. It shall be the responsibility of the retiring employee to file for benefits. Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year without loss of retirement benefits.

## **Exit Procedures**

Principals and other immediate supervisors shall follow exit procedures which ensure that all keys, school property, badge, etc., are turned in prior to an employee's termination. Clearance of the employee should be made to the personnel office so a final payment can be made.

All terminating employees are required to complete an exit interview with the personnel department. The school system is very interested in making sure the reason for termination is not due to some misunderstanding or condition which possibly could be remedied. An employment exit form ([5.200 Exhibit A](#)), ([5.201 Exhibit A](#)), ([5.202 Exhibit A](#)) should be completed at this time.

The Greene County School System is very much interested in receiving positive input and constructive criticism so that improvements can be made. Information obtained in the exit interview will be held in strictest confidence.

## **Certification/License**

All required licenses or state certifications are the responsibility of employee to maintain. Failure to do so may result in loss of employment.

It is the responsibility of all employees to keep abreast of any changes in certification requirements.

## **Complaints and Grievances** ([Policy 5.500](#); [Policy 5.501](#); [Procedure 5.109 Exhibit A](#); [Procedure 5.109 Exhibit B](#); [Procedure 5.109 Exhibit B-1](#); [Procedure 5.109 Exhibit B-2](#); [5.501 Exhibit A](#))

The director of schools believes that differences of opinions arising in the course of employment should be resolved as quickly as possible. When differences arise, the employee experiencing a problem is encouraged to discuss the problem, complete a [grievance form](#) and schedule a personal conference with the principal or with the supervisory person directly in charge. If this approach is not feasible or if the results are not satisfactory, the employee may confer with the next level of supervision or directly with the director of schools. Each person in the chain of command should make every effort to resolve the problem.

## **Non-School Employment** ([Policy 5.607](#))

Outside employment is regarded as employment of compensation which is not within the duties and responsibilities of the employee's regular position with the school system. The director of schools expects each of its regular, full-time employees to devote maximum effort to the position in which they are employed.

An employee will not perform any duties related to an outside job during his/her regular working hours or during the additional time that the responsibilities of the position require, nor will an employee use any district facilities, equipment or materials in performing outside work.

When the periods of work are such that certain evenings, days, or vacation periods are duty free, the employee may use such off-duty time for the purposes of remuneration provided all the following conditions are met:

1. The work in no way interferes with the degree of effectiveness of his/her work in the school system; and
2. The work in no way reflects detrimentally upon the school system; and
3. Such outside obligations do not prevent the individual from assuming duties required by the regular position; and
4. The individual does not receive compensation for work which is customarily within the regular position.

## **Sexual Harassment** ([Policy 5.500](#))

Sexual harassment activity by any employee will not be tolerated. Sexual harassment is defined as conduct, advances, gestures, or words of sexual nature which:

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

Victims of sexual harassment should report these conditions to the appropriate school administrator. If the employee's direct administrator or supervisor is the offending person, the report shall be made to the next higher level of administration or supervisor. Confidentiality will be maintained and no reprisals or retaliation will occur as a result of good faith reporting of charges of sexual harassment.

In determining whether alleged conduct constitutes sexual harassment, all of the circumstances, including the nature of the conduct and the context in which the alleged conduct occurred, will be investigated. The Director of schools shall be responsible for investigating all complaints of sexual harassment.

Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to, warning, suspension, or termination.

## **Sexual Harassment of Students** ([Policy 6.304](#))

Sexual harassment activity toward any student will not be tolerated. Sexual harassment is defined as conduct, advances, gestures, or words of a sexual nature which:

1. Unreasonably interferes with the student's work or educational opportunities;
2. Creates an intimidating, hostile or offensive learning environment;
3. Implies that submission to such conduct is made explicit or explicit term of receiving grades or credit;
4. Implies that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

Victims of sexual harassment shall report these conditions to the immediate supervisor of the offending person. Confidentiality will be maintained and no reprisals or retaliation will occur as a result of good faith reporting of charges sexual harassment.

In determining whether alleged conduct constitutes sexual harassment, all circumstances, including the nature of the conduct and the content in which the alleged conduct occurred, will be investigated. The director of schools shall be responsible for investigating all complaints of sexual harassment.

## **Drug Free Workplace**

No employee shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in federal law. "Workplace" shall include any school building or any school premise; any school-owned or any other school-approved vehicle used to transport students to and from school or school-sponsored or school-approved activity, event or function.

Any employee who violates the terms of this policy shall be suspended and shall be subject to dismissal.

## **Alcohol and Drug Testing Programs** ([Policy 5.403](#); [Procedure 5.403 Exhibit A](#))

The Omnibus Transportation Employee Testing Act of 1991, and expanded in February 1994, mandates alcohol and drug testing for all school employees who possess a commercial driver's license. All bus drivers, substitute bus drivers, special education car drivers, garage employees, deliverymen, and custodians will be required to undergo alcohol and drug screening prior to employment.

Applicants will sign an acknowledgement prior to alcohol/drug screening, permitting the summary result to be sent to the director/designee. Refusal to sign the acknowledgement or to submit to alcohol/drug screening will be considered as withdrawal of the individuals' application for employment. The applicant will not be permitted to reapply for employment for at least twelve (12) months.

If alcohol/drug screening shows a confirmed positive result for which there is no current physician's prescription, the job offer will be revoked.

Random alcohol/drug testing will be conducted on an unannounced basis according to DOT guidelines. All school personnel possessing a commercial driver's license shall be notified in writing at the beginning of each school year that they shall be subject to testing for drugs and alcohol. Personnel shall report to the director and principal the use of any prescription or non-prescription drug that could affect the central nervous system or that would impair reaction time.

Post-accident testing will be conducted on employees whose performance could have contributed to the accident (specifically when the driver has received a citation or injury or fatality related accident). Testing will be conducted when a supervisor observes and documents behavior or appearance of an employee that causes reasonable suspicion of alcohol/drug misuse.

The Greene County School System **will not** provide rehabilitation, pay for treatment, or reinstate any employee who has a confirmed positive result for alcohol or drug in accordance with the guidelines set forth in this policy and DOT regulations.

All procedures and requirements as stipulated in the DOT rules and regulations regarding alcohol and drug testing will be strictly adhered to, including appropriate record keeping.

All employees who test positive are subject to the following disciplinary action:

1. Employees testing positive for use of prescribed or non-prescribed drugs without having reported it as stated above, shall be suspended for three (3) working days without pay. Re-testing with negative results shall be required as a prerequisite for reinstatement.
2. Employees who test positive for the use of controlled substances or alcohol shall be terminated on the first offense.

**Dress Code** ([Procedure 5.600 Exhibit A](#))[Policy 5.600](#).

The Greene County Board of Education realizes that no dress code or guidelines can cover all contingencies; therefore, all employees must exert a certain level of judgment in their choice of clothing to wear to work. The Board's objective is to establish guidelines which allow employees to work comfortable, yet professionally, in the workplace. In a business casual environment, clothing should be neat in appearance. Clothing that reveals cleavage, chest, stomach, or an undergarment is not appropriate. Wrinkled, torn, dirty, or frayed clothing is unacceptable. The wearing of gang-related clothing or accessories, clothing which advertises or promotes the use of drugs, alcohol, and/or tobacco, obscene or cruel slogans, or sexually suggestive language is expressly prohibited while on school property or at any school sponsored activity not on school property. With the approval of the school Principal or Director of Schools, "dress down days" can be declared in which blue jeans and/or other casual clothing may be appropriate (Fridays ONLY).

Listed below are items considered appropriate and inappropriate within these guidelines. Please keep in mind this list is not inclusive: For the purpose of this procedure, professional attires shall be defined as "business casual."

APPROPRIATE (List is not inclusive)

- Slacks
- Capri's (below the knee)
- Leggings worn under skirts/dresses- must be 1" below fingertips
- Dresses (skirt length shall not exceed 3" above the knee)
- Dressy denim (skirts, shirts, jumpers, and jackets)
- School logo T-Shirt attire (Friday Only)
- Polo type shirts
- Collared shirts
- Khaki pants
- Sleeveless Blouses (Strap must be credit card width)
- Exercise pants/suits with a collared shirt for P.E. Teachers only

INAPPROPRIATE (List is not inclusive)

- Shorts of any length (unless PE teacher- shorts/polo shirt)
- Tanktops
- Leggings worn as pants, with shirt shorter than 1" below the fingertips
- Spandex (form fitting)
- Sweatpants
- Visible body piercing or accessories, including spacers (except ears)
- Unnatural hair color (i.e. neon colors, green, purple, pink)
- Gym mesh shorts
- Denim jeans- except on Fridays
  
- Excessive or visible body art that is deemed by the building principal to be a distraction to the instructional setting
  
- Tattoos with vulgar language and/or obscene images.
  
- Principals will have the discretion to waive the dress code for specific situations such as science activities, certain field trips, special days, etc.

Staff working in specialty areas such as food service, Career Technical Education, physical education, custodians, bus drivers, etc. may need to deviate from the standard dress code as appropriate and approved to their specialty area, while still maintaining their professionalism.

Athletic coaches will wear appropriate attire for games, as required by P.E. teachers in a regular school day. Denim is not allowed during games.

Any deviation from these guidelines must have approval from the Director of Schools.

## **SECTION III - EMPLOYEE BENEFITS**

### **Eligibility for Benefits**

Greene County Board of Education Employees who work at least thirty (30) hours per week in a benefits position are eligible for the following: group health/life insurance, retirement, cafeteria plan, dental/optical reimbursement, sick leave, and vacation/paid holidays as provided by the Board of Education. If other benefits are added in the future, the district will use the same employment criteria.

### **Group Health/Life Benefits**

Employees who work at least thirty (30) hours per week in a benefits position are eligible for the group health insurance plan. Eligibility is effective the first of the month following employment. The Greene County Board of Education pays the major portion of the individual premium for employees. Family, spouse, and child coverage is optional and the additional cost must be paid for by the employee, if taken. When a husband and wife are both employed by the Greene County School System the Board shall apply the dollar amount which otherwise would have been paid by the individual coverage to family coverage.

All new bus drivers will be reimbursed for the actual cost of health insurance for an individual policy up to the same amount that the school system is contributing for an individual on the state insurance plan. Drivers must apply for reimbursement during the first thirty (30) days of employment. This is the only window of opportunity available for this benefit. Documentation for the actual cost of insurance must be submitted to the employee benefits clerk on a monthly basis.

Retiring support/classified employees who choose to continue their insurance coverage with the Tennessee Consolidation Retirement System group plan and have thirty years of service in Greene County, or are sixty (60) years of age with at least twenty (20) years of service in Greene County, shall be entitled to payment by the Board equal to the amount being paid each year for an active employee's individual coverage. Payment will be made to the insurance company as long as insurance is in effect until age sixty-five (65). Life insurance coverage will also be continued until sixty-five (65) within the same guidelines.

Continuation of coverage may be obtained if loss of coverage was a result of reduction of hours, termination of employment (for reasons other than gross misconduct), death of spouse, divorce or legal separation. Employees have the responsibility to inform the Employee Benefits Office when one of these conditions occur. In turn the employee will be notified of the right for continuation of coverage (eighteen (18) months or three (3) years – depending on the condition). If continuation is elected, the employee is responsible for full payment to the Tennessee Insurance Program.

Employees retiring with twenty (20) years of service with Greene County Schools AND age sixty (60) or thirty (30) years of credited service with Tennessee Consolidated Retirement System (TCRS) shall be carried on the group insurance plan. The Board will provide the retiree the funds equal to the total state and local funds provided on an

individual policy until the age eligible to receive Medicare benefits. The Board will also provide the retiree with continued life insurance coverage until the age eligible to receive Medicare benefits. Once the retiree reaches age eligible to receive Medicare benefits, the retiree may continue the coverage by self-paying the premium.

**Leaves of Absences – Continuation of Coverage** ([Policy 5.301](#); [Policy 5.302](#); [Policy 5.3021](#); [Policy 5.303](#); [Policy 5.304](#); [Policy 5.305](#); [Policy 5.306](#); [Policy 5.307](#); [Policy 5.308](#); [Procedure 5.304 Exhibit A](#))

Employees on non-paid leave of absence shall have the opportunity to continue insurance coverage by paying the premium to the Tennessee Insurance Program by the first working day of each month. Coverage may continue if the Board grants extended leave beyond one year if the premiums continue to be paid by the employee.

Employees on medical disability leave (self only) without FMLA protection may continue insurance coverage by paying the total premium to the Tennessee Insurance Program by the first working day of each month. If the employee is unable to return to work and employment is terminated, coverage may continue on the COBRA plan for eighteen (18) months (or thirty-six (36) months in certain situations) with the employee responsible for payment of the premium.

## **Retirement**

All support/classified personnel who work at least seventeen and half (17½) hours per week on a regular basis and all certified personnel are required to join the Tennessee Consolidated Retirement System (TCRS). Employee and employer contributions to TCRS shall be made in accordance with state requirements.

Generally, employees of the school system may retire with full benefits at age sixty (60) with at least five (5) years of experience or after thirty (30) years experience at any age. Employees must notify the payroll office of intent to retire by January 15<sup>th</sup> of the retiring year.

## **Longevity Salary Supplement or Lump Sum Salary Retirement Option**

Employees must notify and file the appropriate form with the personnel department prior to January 15<sup>th</sup>, the year that they plan to retire.

Support/classified employees who have twenty-five (25) years with the Greene County School System shall be eligible for a lump sum settlement of 20% of their previous year's salary.

Certified employees who, as of July 1, 2013, had twenty-five (25) or more years of experience: Upon retirement with at least 20 years of service with Greene County Schools will receive a 35% bonus based on their final year of service.

Certified employees who, as of July 1, 2013, had 15-24 years of experience: Upon retirement with at least 20 years of service with Greene County Schools will receive a 30% bonus based on their 30<sup>th</sup> year of service.

Certified employees who, as of July 1, 2013, having less than 15 years of experience: Upon retirement with least 20 years of service with Greene County Schools will receive a 25% bonus based on their 30th year of service.

### **Section 125 (Cafeteria Plan)**

Employees who work at least seventeen and half (17½) hours per week in a benefits position are eligible to participate in the Flexible Benefits (Cafeteria) plan. This is a salary reduction plan designed to exempt certain employee benefits, premiums, co-pay and eligible out-of-pocket medical expenses, from federal withholding tax. The following benefits available under this plan are:

1. Group Hospital and Surgery Insurance
2. Disability Income Insurance
3. Cancer coverage
4. Group Life Insurance

Eligible employees must complete the Flexible Benefit Plan Election Form annually during the enrollment period. The election form will remain in effect and cannot be revoked or changed during the plan year unless the revocation and new election are on account of and consistent with a change in family status (e.g., marriage, divorce, death of spouse or child, birth or adoption of child, and termination of employment of spouse).

Additional information and inquiries may be obtained from the Employee Benefits Office.

### **Sick Day Accrual**

One sick days is earned for each month of employment. (e.g. teachers on ten (10)month contract earn ten (10) days per year). Unused personal days convert to sick days on June 30 each year. Unused sick leave shall be counted toward time served for retirement benefits with Greene County Schools and TCRS.

Sick days will be credited annually at the beginning of each contract year (July 1) in advance of the employment obligation. For example, teachers on a regular ten (10) month contract receive ten (10 ) sick days on July 1; a twelve (12) month employee (i.e. principal or 12-month custodian receives twelve (12) days; a nine (9)month custodian receives nine (9) days on July 1).

Leave of absence time will not count toward accrual of sick days, and failure to earn the advanced sick days (negative balance) will result in payroll deduction or reduced sick days the following July 1.

### **Vacation**

Support/Classified personnel working twelve (12) months will receive paid vacation time according to the following chart. For new hires, vacation will begin to accrue immediately but cannot be used until employed successfully for six (6) months.



**12 Month Employees:**

YEARS OF EMPLOYMENT	NUMBER OF VACATION DAYS
0 – 1 Years completed	5 Days (6 month rule)
2 – 9 Years completed	10 Days School Year
10 – 19 Years completed	15 Days
20 + Years completed	20 Days

A work year is defined as July 1st-June 30<sup>th</sup>. In the event an employee has unpaid leave for one month or more, vacation time will be prorated regardless of the number years experience.

Vacation time may accrue and carry over from year to year in the following manner:

YEARS WORKED	VACATION TIME MAY ACCUMULATE TO
0 – 5 Years	Maximum of 30 Days
6 – 10 Years	Maximum of 36 Days
11 – 20 Years	Maximum of 39 Days
Over 20 Years	Maximum of 42 Days

Upon retirement, any accrued vacation will be paid in a lump sum. Vacation pay will be based on the last year’s employment rate of pay. Days accumulated above the maximum will be converted to sick leave at the end of the fiscal year (June 30<sup>th</sup>). There is no maximum accumulation of sick days.

**Nine (9) and Ten (10) Month Employees:**

Nine (9) and ten (10) month personnel receive ten (10) paid holidays per year. These days will be designated by the director of schools. Employees may not use these days at their discretion and they cannot accumulate from year to year. Personnel must be employed thirty (30) days before being eligible for paid holidays.

**Comp Time**

Greene County Schools shall utilize compensatory time in lieu of overtime pay which shall be documented on the *Overtime/Compensatory Time Record* [5.602 Exhibit C](#). Such time shall be pre-approved before being earned and shall be approved before being taken. Comp time must be taken within 30 days of being earned.

**Holidays**

Certified staff receive ten (10) holidays as reflected on the annual school calendar. Twelve (12) month support personnel receive paid holidays as designated each year by the director of schools. Personnel must be employed thirty (30) days before being eligible for paid holidays.

**Dental/Optical Reimbursement Plan**

A self-funded Dental/Optical Reimbursement Plan will be provided for eligible certified/classified employees. Maximum reimbursement is \$150.00 per year for services rendered for **employees or immediate family only**. Dates of service must be between

June 11<sup>th</sup> and June 10<sup>th</sup> of the current school year. One check will be written per employee, per year. Bills must be turned in to central office classified payroll clerk by **June 10<sup>th</sup>**.

## **Other Benefits**

All employees will be provided an I.D. card which will provide free admission to all school athletic events except Tennessee Secondary School Athletic Association (TSSAA) sponsored events. Contact the personnel office to obtain the I.D. card.

School Bus Privileges- The Board shall permit an employee to ride the school bus of his/her choice to school if the employee so chooses.

Athletic Events – The Board shall provide employees free admission to all school athletic events except TSSAA and TMSAA sponsored events.

## **SECTION IV – WORKER'S AND UNEMPLOYMENT COMPENSATION**

### **Worker's Compensation**

The Greene County Board of Education shall furnish Worker's Compensation coverage to all employees required by the Tennessee Workers Compensation Law as provided for in *T.C.A. §50-6-101 et seq.* That coverage is provided through the Greene County Self-Insurance Program. The major provisions for this plan are summarized below:

1. Every injured employee or the injured employee's representative shall immediately upon the occurrence of an injury or as soon thereafter as is reasonable and practicable give or cause to be given to the employer written notice of the injury; the employee may not be entitled to physician's fees or any compensation that may have accrued under the Tennessee Workers Compensation Law from the date of the accident to the date notice is given unless it can be shown that the employer had actual knowledge of the accident. No compensation shall be payable under the Workers Compensation Law unless written notice is given to the employer within 30 days after the occurrence of the accident, unless reasonable excuse for failure to give notice is made to the satisfaction of the tribunal for which the claim for compensation may be presented. (*T.C.A. §50-6-201(a)*).
2. No compensation shall be allowed for an injury or death due to:
  - (a) The Employees willful misconduct.
  - (b) Employee's intentional self-inflicted injury.
  - (c) The Employees intoxication or illegal drug use.
  - (d) The Employees willful failure or refusal to use safety devices.
  - (e) The Employees willful failure to perform a duty required by law.
  - (f) The Employees voluntary participation in recreational, social or exercise activities including but not limited to athletic events, competition, parties, picnics or exercise programs whether or not the employee pays some or all of the cost of activities unless:
    - Participation was expressly or impliedly required by the employee.

- Participation produced a direct benefit to the employee beyond the improvements of the employee health and morale.
  - Participation was during an employees work hours and was part of the employees work related duties.
  - Or the injury occurred due to unsafe condition during the voluntary participation using the facilities designated by or furnished by or maintained by the employer or the employers off duty premises and the employer had actual knowledge of the unsafe condition but failed to curtail the activity or program or cure the unsafe condition. (T.C.A. § 50-6-110)
3. As soon as practicable following the injury to an employee the injured employee must complete:
    - ❖ The form entitled First Report of Injury.
    - ❖ Acknowledge receipt of panel of physicians and select one physician on the panel for medical treatment.
    - ❖ Sign a medical authorization allowing the employer to procure medical records as it relates to the injured employees condition.
  4. Reasonable medical expenses as authorized by the employee's treating physician incurred as a direct result of the on the job injury will be paid for by the Greene County School System provided the employee has been compliant with this policy and the Tennessee Workers Compensation Law.
  5. Pursuant to the Workers Compensation Law the employer reserves the right to place the employee at a work status subject to and under such restrictions are imposed on the employee by medical provider, provided suitable work is available within the school system. Refusal by the employee to perform work duties offered could result in suspension of payment or termination.
  6. If work is missed because of an on-the-job injury:
    - a. The employee may but is not be required to use sick leave days or annual leave days if he/she chooses to do so will be given regular pay for the first seven (7) days.
    - b. If the disability injury lasts more than seven (7) days the employee will be paid at the worker's compensation rate of pay starting on the eighth day of disability.

All Benefits to which the employee is entitled under the Tennessee Workers Compensation Law including but not limited to payment for medical expenses, temporary total disability, temporary partial disability, permanent partial disability, and permanent total disability will be paid in accordance with the aforementioned Worker's Compensation Law.

Generally if an employee refuses or fails to continue medical treatment as recommended by his/her medical provider then the employee's claim for temporary partial or temporary total disability may be suspended.

*As previously stated all provisions related to on the job injuries for Board of education Employees are covered by the Tennessee Workers Compensation Law. The above summary of the Worker's Compensation Benefits and is not intended to be all inclusive or detailed. For further information contact the Greene County School Employee Benefits Office or contact the Tennessee Division of Worker's Compensation, 501 Union Building, 2<sup>nd</sup> floor, Nashville, Tennessee 37219; Telephone (615) 741-2395 or 1-800-332-2667.*

## **Notice to Employees in Case of Accident**

Your employer has provided for the payment of benefits under the Worker's Compensation Act of this state by the Greene County Self Insured Program

### **Medical Treatment in Case of Injury:**

Any employee who is injured while at work should report immediately to a supervisor or the office.

Medical attention will then be furnished in accordance with the provisions of the Worker's Compensation Law. Any employee sustaining an on-the-job injury that required medical treatment **must** consult one of the Doctors on the Greene County panel of Physicians.

*The above is merely a brief summary of the Worker's Compensation Benefits and is not intended to be all inclusive or detailed. For further information contact the Greene County School Employee Benefits Office or contact the Tennessee Division of Worker's Compensation, 501 Union Building, 2<sup>nd</sup> floor, Nashville, Tennessee 37219; Telephone (615) 741-2395 or 1-800-332-2667.*

### **Greeneville Urgent Care / Occ. Med**

Dr. Berry, M.D.  
1021 Coolidge Street, Suite 4  
Greeneville, TN 37743  
423-636-9828

### **The Doctor's Office**

Charles A. Montgomery, M.D.  
109 East Church Street  
Greeneville, TN 37743  
423-638-4131

### **Occupational Health**

Jaime Oakley, M.D.  
228 North Main Street  
Greeneville, TN 37745  
423-639-6436

## **Unemployment Compensation**

All Greene County School System employees are covered by unemployment compensation insurance in accordance with the State of Tennessee Department of Employment Security guidelines. The cost is borne entirely by the Greene County School System; nothing is deducted from the employee's wages to pay for this insurance.

The Department of Employment Security handles all claims and makes the decision, according to the law, to approve or deny claims.

## **SECTION V – LEAVES**

**Leaves of Absence** ([Policy 5.301](#); [Policy 5.302](#); [Policy 5.3021](#); [Policy 5.303](#); [Policy 5.304](#); [Policy 5.305](#); [Policy 5.306](#); [Policy 5.307](#); [Policy 5.308](#))

An employee of the Greene County Board of Education shall be granted leave for military service, legislative service, maternity, adoption, or recuperation of health and may be granted leave for educational improvement or other sufficient reason without forfeiture of accumulated leave, credits, tenure status, or fringe benefits. All leave shall be requested in writing at least thirty (30) days in advance on [forms](#) adopted by the director of schools and uniformly used throughout the school system. The thirty (30) day notice may be waived or reduced by director of schools or upon a certified statement of a physician approved by the local board of education. The employee's application for leave forms shall require, but not limited to:

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

Each request for leave must be acted upon by the director of schools. Each applicant shall be notified in writing of the action of the director of schools, and the beginning and ending dates of leave which is granted. All leaves, except military leave, shall be from a date certain to a date certain; however, any leave may be extended to a later specified date upon written request from employee. The procedure for extending leave and the conditions under which leave may be extended are the same as those when originally requesting and granting leave. Military leave and leave to hold legislative office shall be granted for whatever period may be required.

Part-time leaves may be granted upon written request.

Any employee on leave shall, at least thirty (30) days prior to the date of return, notify the director of schools in writing if said employee does not intend to return to the position from which he/she is on leave.

**Sick Leave** ([Policy 5.302](#); [Procedure 5.304 Exhibit B](#); [Procedure 5.304 Exhibit C](#))

The time allowed for sick leave for eligible personnel shall be one day each month worked and shall accumulate for an unlimited number of days.

Sick leave shall mean leave of absence because of: illness of an employee from natural causes or accident, quarantine, or illness or death of a member of the immediate family of an employee, including the employee's wife or husband, parents, grandparents, children, brothers, grandchildren, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law. All employees are required to contact their immediate supervisor prior to their report time if they are to be absent due to illness.

Certified staff shall utilize Subfinder Express (eSchool Solutions) in lieu of leave forms for approval for sick day use for short-term illness and to secure a substitute. The benefits office should be notified at 639-4194 for any illness resulting in 5 or more days of absence (Five days do not have to be consecutive).

A signed statement listing the cause of absence shall promptly be given to the immediate supervisor in support of all claims for sick leave pay. A falsified statement shall be grounds for dismissal.

A certificate executed by the attending physician on [forms](#) furnished by the director of schools may be required in support of any claim for sick leave pay. An employee will be required to provide a physician's statement if sick leave is for three (3) or more consecutive days.

In case, of doubt, the Director of schools shall have final authority as to who is entitled to leave under this section and the time for which the leave may be allowed. The director of schools reserves the right to seek a second opinion from a physician of his/her choosing for any sick leave claim.

An employee in need of sick leave shall be allowed to use unearned sick leave up to the amount of days which the employee may accumulate during the remainder of the school year in which he is employed. Such advance use of sick leave shall be charged to sick leave accumulated in the same year.

Upon termination of employment of such employee before such days are earned or at the end of the school year, there shall be deducted from the final salary of such employee an amount based on his/her daily rate of pay sufficient to cover the excess sick leave days used by him and if such final salary is insufficient for this purpose the employee shall be liable for reimbursement of any amount in excess of his/her final salary.

Permanent, cumulative sick leave records for each active employee shall be kept in the payroll office.

Upon written request of the employee accompanied by a statement from the physician verifying pregnancy, any employee who goes on maternity leave shall be allowed to use all or a portion of her accumulated sick leave for maternity leave purposes during the period of her physical disability only, as determined by a physician.

Substitutes for other positions will not be secured except in cases of extended leaves and as approved by the director of schools.

Unused accumulated sick leave at the date of retirement will be converted to creditable service in the retirement system.

**Excessive Absences** ([Procedure 5.602 Exhibit A](#); [Procedure 5.602 Exhibit B](#))

**Sick Leave Bank** ([Procedure 5.304 Exhibit C-2](#))

**Family and Medical Leave Act** ([Policy 5.305](#))

The Greene County School System shall comply with the provisions of the Family and Medical Act of 1993. Eligible employees (everyone who has at least twelve (12) months employment or 1,250 hrs. of service during the previous twelve (12) month period) are entitled to take up to twelve (12) weeks unpaid, job protected leave each year for the following reasons:

1. The birth or placement of a child for adoption or foster care;
2. To care for an immediate family member (spouse, child, or parent) with a serious health condition; or
3. To take medical leave when the employee is unable to work because of a serious health condition.

Spouses employed by the same employer are jointly entitled to a combined total of twelve (12) work weeks of family leave for the birth or placement of a child for adoption or foster care and to care for a parent (but not parent-in-law) having a serious health condition. For certified and non-certified positions, employees shall use up any of their paid sick or vacation leave available concurrently with their FMLA.

Group health insurance coverage for an employee on FMLA leave shall be maintained on the same terms as if the employee had continued to work if such insurance was provided before the leave was taken. Employees must make arrangements to pay their share of the health insurance premiums while on leave by the first of each month.

#### **Bereavement Leave** ([Policy 5.3021](#))

Three (3) days of bereavement leave will be granted due to the death of an employee's spouse, parent, child, grandchild, or sibling, grandparents, father-in-law or mother-in-law. One (1) day of bereavement will be granted due to the death of an employee's aunt or uncle, son-in-law, daughter-in-law, brother-in-law, sister-in-law, or any other person living in the home of the employee as a member of the family at that time. Restrictions on the use of bereavement leave can be found in ([Policy 5.3021](#)).

#### **Personal/Professional Leave** ([Policy 5.303](#))

Support/Classified staff in a benefits position will be allocated one (1) personal day per year. The personal day cannot be carried over into another year and cannot accumulate, but can convert to a sick day if not used.

Certified personnel are granted two personal and/or professional business days per year which, if unused, shall convert to sick days at the end of the school year. A third personal day may be utilized only after the first two personal days have been used provided that the teacher pays for the cost of the substitute teacher. The third personal day may be utilized at no cost if the teacher had no absences the previous year excluding personal and/or professional days.

#### **Emergency Leave** ([Policy 5.301](#))

An immediate supervisor may grant an employee paid emergency leave during the workday for a maximum of two (2) hours. Such leave shall be for a sudden, unexpected occurrence demanding immediate attention. Leave beyond two (2) hours shall be taken as vacation leave, sick leave or as leave without pay. The

employee who uses emergency leave shall justify said leave on leave form provided by the director of schools (classified) or through eSchool Solutions (certified). The immediate supervisor shall submit the forms to the Central Office.

### **Legal Leave** ([Policy 5.301](#))

Any employee called for jury duty during hours or summoned to testify in any court of law shall be provided leave time with no loss of pay or benefits.

### **Local Legislative** ([Policy 5.301](#))

Any employee serving as a member of the county commission or city council shall be provided time with no loss of pay or benefits.

### **Other Leave**

The director of schools or his/her designee may grant time (with duty coverage by a substitute paid by the Board of Education if a substitute is needed) for a leave of less than half ( $\frac{1}{2}$ ) day duration for any purpose not covered by other types of leave provided that oral request is made to the director of schools or his/her designee followed by written application. Such leave should be sufficient to attend a local funeral, fulfill a civic responsibility or other good cause not to exceed two (2) such requests per employee per school year. Said written applications, with signature of the director of schools denoting disposition of the request shall be on file in the director of schools office as a matter of public record.

### **Military Leave** ([Policy 5.306](#))

Employees who are members of the reserve component of the armed forces of the United States shall be entitled to leave of absence from their respective duties without loss of time, pay, regular leave or vacation, impairment of efficiency rating, or any other rights or benefits to which otherwise entitled for all periods of military service during which they are engaged in the performance of duty or training in the service of this state, or the United States, under competent order; provided that an officer or employee while on such leave shall be paid his/her salary or compensation for a period, or periods, not exceeding fifteen (15) working days in any one calendar year, plus additional days as may result from any call to active state duty. "Active state duty" as defined in GCBE Policy 5.306 refers to action taken by the governor "to enforce the laws of the state." Additionally, TCA 58-1-106 defines "active state duty" as "the governor shall have the power, in case of invasion, disaster, insurrection, riot, attack, or combination to oppose the enforcement of the law by force and violence, or imminent danger thereof, or other grave emergency, to order into the active service of the state, for such period, to such extent and in such manner as the governor may deem necessary, all or any part of the national guard or the Tennessee state guard, but, in accordance with the constitution, may not call the militia into service except in case of rebellion or invasion, and then only when the general assembly shall declare by law that the public safety requires it."

### **Long Term Leave** ([Policy 5.304](#); [Procedure 5.304 Exhibit D](#))



The director of schools will grant extended leave of absence for parental, recuperation of health (medical documentation required) and legislative leave with right to return to the system. Parental and recuperation of health leave will be granted for a maximum of three (3) years. All other leaves of absence except military and to hold legislative office will be limited to a maximum of one (1) school year.

### **Payment for Snow Days**

All nine (9) and ten (10) month support/classified staff will be paid for days missed due to inclement weather (snow, wind, flood) for up to thirteen (13) days so long as the State permits school systems to stockpile time to compensate for days missed. Twelve (12) month personnel will be expected to report to work unless notified otherwise by the director of schools or immediate supervisor. If called in for emergency situation on days they are not required to work, comp time will be given at the rate of time and a half.

### **Physical Assault Leave** [\(Policy 5.307\)](#)

### **Educational Improvement** [\(Policy 5.308\)](#)

## **SECTION VI – MISCELLANEOUS**

### **Use of School Vehicles** [\(Policy 3.402\)](#)

Employees whose responsibilities require the use of vehicles belonging to the Greene County School System are expected to observe all traffic and safety regulations. School vehicles are not to be used for personal business under any circumstances. Certain employees designated by the director of schools as being “on call” may be allowed to drive school vehicles home due to the nature of their work. School vehicles shall not be parked in places other than those required for the conduct of school business in order to foster good public relations.

### **Use of Private Vehicles** [\(Policy 3.404\)](#)

In the event an employee shall be required to use a private vehicle in the performance of assigned duties and in conducting school business, reimbursement for mileage will be made at the state rate in effect at the time of use. Before payment can be made, the employee must complete and file the proper mileage reimbursement form ([2.804 Exhibit D](#), [2.804 Exhibit B](#)) and have it approved by the immediate supervisor.

### **Trips** [\(Procedure 2.804 Exhibit C\)](#)

From time to time, an employee may be required to go out of town for school related business. Prior approval from the director of schools must be obtained on the proper request form. Employees will be reimbursed for expenses occurred for the trip at the state rate in effect at the time, where applicable.

