

# Employee Handbook

*Effective August 2017*



<http://www.gcschools.net>

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**GREENEVILLE CITY SCHOOL EMPLOYEE HANDBOOK  
ACKNOWLEDGEMENT PAGE  
2017 - 2018 School Year**

This Handbook contains a general description of Greeneville City School's policies, benefits, and procedures. This Handbook applies to all employees who work for the Greeneville City School system. The purpose of this Handbook is to serve as a guide for employees regarding personnel policies and how they are implemented within the Greeneville City School system. Its primary focus is to communicate general information to the employees. The Handbook is in no way meant to serve as an employee contract or guarantee of employment. While this Handbook contains a general description of benefits, the terms and conditions of benefit plans are to be based solely on the plan documents.

The Board of Education and the Administration of Greeneville City Schools expressly reserve the right to unilaterally make additions, deletions, or substitutions to this Handbook at any time, with or without notice. In addition, nothing contained in this employment manual may be construed as altering the employee's status as an at-will employee.

Greeneville City Schools operates pursuant to the Greeneville City Schools Board of Education policies, and in the event of any inconsistency between this Handbook and Board policies, Board policy would prevail.

Review of the Handbook will be a requirement via Mybenefitschannel [www.mybenefitschannel.com](http://www.mybenefitschannel.com) for all new hires, and for current employees on an annual basis at the beginning of each new school year. By completing this training, you are acknowledging that you have read a copy of the Handbook, and any appendices, and you understand that the policies in the Handbook apply to you. In addition, you are confirming that you understand it is your responsibility to read the Handbook, and any appendices, and that if you do not understand any section(s) of this Handbook, it is your responsibility to ask the Principal/Supervisor or the Human Resources department for clarification. You are also confirming that you understand the Greeneville City School Employee Handbook training should be completed via Mybenefitschannel within 14 days of hire (new hires), and annually at the beginning of each new school year (current GCS employee).

The most current version of the Employee Handbook is located on-line at [http://www.gcschools.net/District Forms and Documents/Human Resources](http://www.gcschools.net/DistrictFormsandDocuments/HumanResources). The current version of the handbook supersedes all other Employee Handbook versions.

## I. ORGANIZATION

### **A. Types of Employees (Board Policy 5.102)**

Within the Greeneville City School system there are two classifications of employees, certified and non-certified. Below is a description of the determining factors for each.

#### Certified Employees

In order to be considered a certified employee, an individual must possess a current valid Tennessee educator license.

#### Non-Certified Employees

Employees who do not possess an educator license are deemed non-certified employees, as their employment does not require certification in accordance with rules and regulations of the state Department of Education. Non-certified employees include, but may not be limited to, the following: Administrative Assistant, Athletic Trainer, Bookkeepers, Bus Driver, Custodian, Extended School Program Associate, Family Services Center (FSC), Instructional Assistant, Instructional Technology (IT), Maintenance, and School Nutrition.

An employee who has an educator license and has taught in the past is considered a certified employee for retirement funding purposes even if s/he is working presently in a non-certified position. If s/he has an educator license but has never worked as a certified Teacher and is presently working in a non-certified position, s/he will be deemed a non-certified employee for retirement funding purposes.

### **B. Board of Education**

Craig Ogle	Chairman
Cindy Luttrell	Vice-Chairman
Dr. Craig Shepherd	Member
Brian Cook	Member
Jerry Anderson	Treasurer
Lily Hawk	Student Member (Non-Voting)

School Board meetings are held the fourth Tuesday of each month at the Kathryn Leonard Central Office (KLCO) or at the Greene Technology Center (GTC). Joint School Board meetings are held on the fourth Thursday of October, January, April, and June. The meetings are open to the public unless otherwise stated and usually begin at 6:00pm. Occasionally, due to conflicts, the meetings may be held at a different date/time. The meeting schedule, agendas, and minutes of the meetings are available on the Board of Education section of the system website. All meetings will be properly reported using local media outlets.

### **C. Mission, and Vision**

#### Vision

- Learning Without Limits

#### Mission

- To ensure Limitless Learning opportunities for ALL students by nurturing talent, inspiring curiosity, and fostering critical thinking through innovative programs of excellence.

#### Core Values

- ALL individuals can learn and grow. Rationale: A growth mindset and high expectations for ALL are essential for optimal learning. Educators and students are committed to continuous learning. Everyone involved with the child's development has a unique role in this partnership.
- Trusting relationships are key to cultivating the mind and impacting the heart. Rationale: We are a family of learners committed to building relationships with students and colleagues to learn and grow together. We strive to develop the whole-child by nurturing purpose, passion, and strengths.

- ALL students deserve high-quality personalized instruction. Rationale: Learning is purposeful, engaging, and rigorous. It includes student voice and choice to equip students with the tools, resources, and support to be successful in life.
- We value a culture of high expectations and are committed to innovation and continuous improvement. Rationale: We are a learning organization that strives to move beyond what is and continually searches for what could be.
- The learning environment is safe and nurturing, empowering ALL to thrive. Rationale: The learning environment is clean, physically and emotionally safe, and fosters a sense of well-being and belonging.
- Student success depends upon a strong partnership between the student, school, family, and community. Rationale: Everyone concerned with the student’s development has a unique role in this collaborative partnership.

**D. Board Goals (Board Policy 1.700)**

1. Provide excellence in programs.
2. Provide “world class” educators.
3. Provide a state-of-the-art learning environment.
4. Demonstrate fiscal stability, responsibility, and accountability.
5. Cultivate family and community engagement.

**E. Line and Staff Relations (Board Policy 5.101)**

The Director of Schools is responsible for establishing lines of authority which are approved by the Board and shown on the system organization chart (<http://www.gcschools.net/Human Resources/Job Descriptions/Greeneville City Schools Leadership Structure>).

All personnel are expected to keep the person to whom they are immediately responsible informed of their activities and should refer matters requiring administrative action to the administrator to whom they are responsible. That administrator should refer such matters to the next higher administrative authority when necessary.

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

**F. Central Office Information**

Kathryn W. Leonard Central Office (KLCO)  
129 West Depot Street  
Greeneville, TN 37743  
(423) 787-8000

George Clem Operations Building (GCOB)  
312 Floral Street  
Greeneville, TN 37743  
(423) 787-8003

Both Central Office locations are open to the public from 8:00am through 4:30pm, Monday through Friday.

**G. System Directory**

Central Office personnel are designated by location: Kathryn W. Leonard Central Office (KLCO) or George Clem Operations Building (GCOB).

Job Title/Location	Name	Phone Number
Director of Schools (KLCO)	Dr. Jeffrey Richard Moorhouse	(423) 787-8014
Assistant Director of Schools for Instruction (KLCO)	Dr. Suzanne C. Bryant	(423) 787-8005
Assistant Director of Schools for Administration (KLCO)	Beverly S. Miller	(423) 787-8019
Chief Human Resources Officer (KLCO)	Melissa A. Batson	(423) 787-0976
Chief Student Services Officer (KLCO)	Jeff A. Townsley	(423) 787-8009

<b>Job Title/Location</b>	<b>Name</b>	<b>Phone Number</b>
Chief Financial Officer (KLCO)	Ellen M. Shuck	(423) 787-8002
Teaching & Learning Coordinator	Patricia P. Donaldson	(423) 787-8004
EastView Elementary Principal	Dale Landers	(423) 638-6351
Greene Technology Center Principal	Randy S. Wells	(423) 639-0171
Greeneville High School Principal	Patrick R. Fraley	(423) 787-8030
Greeneville Middle School Principal	Jack R. Evans	(423) 639-7841
Hal Henard Elementary Principal	Janet L. Ricker	(423) 638-3511
Highland Elementary Principal	Shelia A. Newland	(423) 638-3341
Tusculum View Elementary Principal	DeAnna Martin	(423) 639-2751
Operations/Maintenance/Transportation (GCOB)	Phillip J. Graham	(423) 787-8003
Coordinated School Health (GCOB)	B. Jeannie Woolsey	(423) 636-1696
School Psychologist (KLCO)	Amy M. Saunders	(423) 787-8011
School Nutrition Coordinator (GCOB)	Johnna D. Beard	(423) 787-8013
Alternative Learning Program (GCOB)	H. Fred Dobson	(423) 787-8042
Federal Programs (KCLO)	Kenneth W. Fay	(423) 823-5200
Pre-School (GCOB)	Tammie Feathers	(423) 525-2694
Greeneville City Schools Education Foundation	Amanda Waddell, Executive Director	(423) 823-0001

**H. Staff – Student Relations (Board Policy 5.610)**

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

Staff members should 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 must be avoided. Sexual relationships between employees and students are prohibited.

**II. EMPLOYMENT**

**A. Equal Opportunity Employment (Board Policy 5.104)**

Opportunity for employment, as well as continuation and advancement in employment, will 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.

Please refer to the Appendix E for additional guidelines.

**B. Americans with Disabilities Act**

The Americans with Disabilities Act of 1990 (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973 prohibits discrimination in employment activities against individuals on the basis of disability. The term “disability” means, with respect to an individual,

- A physical or mental impairment that substantially limits one or more of the major life activities of such an individual.
- A record of such an impairment.
- Being regarded as having such impairment. [42 U.S.C. Section 12102 (2)]

Any person having inquiries concerning Greeneville City Schools compliance with these regulations should contact the Chief Human Resources Officer.

### **C. Recruitment (Board Policy 5.105)**

The authorization of all school system positions rests with the Board. Personnel employment is at the discretion of the Director of Schools.

Identification of personnel needs shall be the responsibility of the Director of Schools, Supervisors, and building Principals/Supervisors. Effort will be made to include representation of academic and professional experience, age, ethnic backgrounds, race, and sex.

Vacancies of positions are posted on the system website (<http://www.gcschools.net>/Human Resources/ApplyOn-Line). Vacancies may be advertised locally and through placement offices. Vacancies will be posted until filled.

### **D. Application and Hiring**

#### Application

All applications are taken on-line through the system website (<http://www.gcschools.net>/Human Resources/Apply On-Line). Potential applicants who do not have access to apply on-line or need assistance in order to do so may contact the Human Resources department at (423) 787-8008.

Any current employee who desires to apply for a vacant position must apply on-line.

#### Background Checks (Board Policy 5.106)

In a continuing effort to further ensure the safety and welfare of students and staff, the system requires TBI criminal history records checks and fingerprinting of all employees who have proximity to children. All hiring decisions are contingent upon satisfactory background check results.

Knowingly falsifying information is sufficient grounds for termination of employment and also constitutes a Class A misdemeanor which must be reported to the District Attorney General for prosecution.

Any costs incurred by the Tennessee Bureau of Investigation in conducting such investigations of applicants are paid by the applicant. Full time non-certified employees will be reimbursed for criminal history checks and fingerprinting after successfully working 90 days with the system.

The Greeneville City School system reserves the right to withdraw an offer of employment based in whole or in part based on information received as a result of a background check. The results of all applicable background checks must be received and evaluated by the system before the individual becomes employed.

#### Hiring

Following the approval of a hire by the Director of Schools, the Principal/Supervisor will offer the job to the applicant contingent on an acceptable physical and background check. An appointment for the employment physical will be scheduled for the new employee by the Coordinated School Health department. The post-offer employment physical, including drug screen, is system paid. The physical must be completed prior to the new employee actually starting work.

Upon receipt of employment notification, the person shall have fourteen (14) days to accept or reject, in writing, the offered employment. From the date of the written acceptance, the person is considered to be under employment with the Board and is subject to all rights, privileges, and duties.

### **E. Contracts for Professional/Certified Staff (Board Policy 5.110)**

The Director of Schools will establish the salary rating of each professional/certified person employed and shall recommend such salary rating to the Board for approval.



As a general rule, all professional/certified personnel must make a written contract with the Board at a fixed salary per month before entering upon their duties. The purpose of the contract is to outline the compensation and benefits of the employee for the upcoming school year. The school calendar adopted by the Board each year shall become a part of each employee's contract. It is the employee's responsibility to review and sign the contract. If inaccuracies or questions pertain to the contract, all questions should be directed to the Finance department for clarification and revision if necessary.

Greeneville City Schools reserves the right to make corrections to contracts as information becomes available that necessitates a modification.

Non-certified staff are considered "at will" employees under Tennessee State Law. Non-certified staff will receive a letter of employment in lieu of a contract. This letter will give the employee information such as hourly rate, work site, and general information about employment.

#### ***F. Assignment and Re-Assignment***

The Director of Schools is ultimately responsible for determining the assignment of school system personnel. The Director of Schools may transfer employees as necessary for efficient operation of the schools. Transfers shall be non-discriminatory and shall not be arbitrary or capricious.

Extra assignments for which supplements are provided, and upon which initial employment was based, may not be relinquished in part by the employee without the approval of the person making the assignment. Other assignments for which supplemental salary is provided shall be made on an annual contract basis.

#### ***G. Educator Licensure***

All certified employees shall be responsible for obtaining an educator license, verifying its accuracy, maintaining its validity, registering it with the Greeneville City School Board of Education, and meeting the requirement of T.C.A. 49-5-101. In addition, it is the responsibility of all certified employees to report any name or address changes to the Office of Educator Licensing of the state Department of Education in Nashville, Tennessee, and the Human Resources department of Greeneville City Schools. Certified employees needing to renew their educator license, add a degree or endorsement must contact the Tennessee Office of Educator Licensing. The Tennessee Department of Educator Licensing may be contacted by the following means.

[www.tennessee.gov/education/licensing/index.shtml](http://www.tennessee.gov/education/licensing/index.shtml)

Office of Educator Licensing  
Tennessee Department of Education  
4<sup>th</sup> Floor, Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, TN 37243-0377  
Telephone (615) 741-5158  
Fax (615) 532-1448

License can now be renewed and personal information updated on line through TNCompass at <https://tdoe.tncompass.org>. Any time a new or revised license is obtained, the employee must notify the Human Resources department of Greeneville City Schools immediately.

#### ***H. Highly Qualified Status (New ESSA eliminated teacher requirement, Retained for IA's)***

The NCLB Act of 2001 required that all public school teachers teaching in the core academic areas be highly qualified as outlined by the state of Tennessee. This requirement is now obsolete under ESSA. However, requirements for Instructional Assistants were retained. All Instructional Assistants must have either a minimum of two (2) years of college credit or have passed the ParaPro Exam.

### ***I. Probation Period of Non-Certified Employees (Board Policy 5.107)***

A probationary period is defined as the first ninety (90) days of employment for a new employee or for an employee who has been re-hired following a break in service. The probationary period will be used to allow the immediate Supervisor to closely observe and evaluate the employee and to encourage effective adjustment to the position.

Probationary employees will be allowed to accumulate sick leave and vacation days in accordance with the appropriate Board policies during the probationary period. Holidays for probationary employees will follow the same procedures as for regular employees.

Once the ninety (90) day working probationary period has been successfully completed by the full time non-certified employee, a request for reimbursement of his/her background check fee can be made to the Finance department (Accounts Payable) via the Background Check Reimbursement Form (<http://www.gcschools.net/District Forms and Documents/Reimbursement>).

### ***J. Evaluation (Board Policy 5.109)***

#### Administrative and Supervisory Personnel

Administrative and supervisory personnel will be evaluated by use of a state approved model for evaluating. The Director of Schools is responsible for ensuring that all administrative and supervisory personnel are evaluated annually.

#### Licensed Teaching Personnel

Licensed teaching personnel will be evaluated through use of a state approved model or one that has been submitted to the Commissioner of Education for approval. Greeneville City Schools has adopted the AIMS TIGER model.

Evaluations will be conducted by a school administrator and/or designee(s) who have been trained and certified through the state sanctioned training in evaluation procedures prior to conducting evaluations. The Principal shall be responsible for the final evaluation decision.

Evaluations shall use multiple data sources which include but are not limited to the following,

- Classroom or position observations including planning and reflecting information and/or review.
- Review of previous evaluations and an educator self-assessment.
- Conferences.
- Examination of professional growth.
- Review of indicators of student progress.
- Examination of assessment techniques, results, and applications.

As part of the evaluation, a growth plan for the Teacher will be developed collaboratively by the Teachers, Principal, and/or Supervisor.

#### Non-Certified Personnel

Non-certified personnel will be evaluated once during the first year of employment. Non-certified personnel employed for more than one year as a general rule will be evaluated at least once a year.

Evaluations will be used to help improve employee performance and as a basis for continuing employment. Evaluation reports will be discussed with the employee who will be given a copy of the evaluation and will sign the Supervisor's copy as evidence that it has been discussed.

### ***K. Personnel Records (Board Policy 5.114)***

Official personnel records will be maintained by the Human Resources department as authorized by the Director of Schools and according to state and federal law. Information contained in personnel records will be limited to job related matters. An employee's personnel record may contain applications, contracts,

professional certificates, evaluations, cumulative information files, and other documents required by state and federal laws and regulations.

Employee records are public records, except medical records, and are open for inspection during regular business hours with a pre-scheduled appointment. Members of the public may not obtain the home telephone number, personal cell phone number, bank account information, social security number, residential street address, or driver license information (except where driving or operating a vehicle is considered to be a part of the employee's duties), of an employee or of the immediate family members or household members of an employee, unless release of this information is expressly authorized by the employee. A record of the person inspecting and the date of the inspection will be recorded.

An employee shall be granted the opportunity to respond in writing to material placed in his/her records.

***L. Employment or Supervision of Relatives (Board Policies 1.108 and 5.115)***

In order to avoid a conflict of interest in the supervision and evaluation of employees, the Director of Schools will not employ any teacher or other employee if such teacher or other employee is related to the Director of Schools or any member of the Board.

In addition, at no time may any administrator be the immediate Supervisor of any employee who is his/her immediate family member nor is any employee to directly supervise or evaluate another employee who is an immediate family member. Immediate family is defined as spouse, child, parent, parent-in-law, brother, sister, brother-in-law, and sister-in-law.

This policy does not apply to any person within such relationship or relationships who has been regularly employed by the Board prior to the inception of the relationship, the adoption of this policy, or a Board member's election.

***M. Tenure (Board Policies 5.116 and 5.117)***

The Board of Education will grant tenure only to those Teachers who can present documentation of a record of excellence as a Teacher and who are determined by state guidelines to be considered a "highly qualified" Teacher. The decision to grant tenure is solely within the discretion of the Board of Education. Only those Teachers who receive a majority vote of the membership of the Board will be granted tenure.

The Director of Schools is responsible for documenting and presenting the recommendation for tenure to the Board of Education.

Documentation of a record of excellence in teaching must include the following,

- Consistently high ratings on evaluations conducted by the Principal and/or other evaluators.
- Specific evidence of effectiveness in teaching students (if appropriate),
  - test scores, including the annual estimate of Teacher effect on student progress
  - narrative descriptions of specific examples of effectiveness with students
  - letters from parents.
- Record of attendance for the last five years.
- Documentation of strongly favorable student response.
- Letter from the Principal summarizing reasons for recommendation of tenure.
- Other indicators of effectiveness may be included.

\*See Tennessee Code Annotated 49-5-501 and 49-1-302 for more information on the changes in tenure, timelines, and Teacher evaluation requirements.

#### ***N. Suspension (Board Policies 5.200, 5.201, 5.202)***

The Director of Schools may suspend an employee at any time when it is deemed necessary. Before an employee is suspended s/he will be, (1) provided with reasons for the suspension, and (2) given an opportunity to respond.

Under no circumstances are employees suspended with pay. If reinstated, the employee will be paid full salary for the period of suspension unless suspension without pay is deemed to be an appropriate penalty.

#### ***O. Dismissal or Non-Renewal***

##### ***Certified Employees (Board Policies 5.200 and 5.201)***

Dismissal or non-renewals of certified employees as defined by state law will be in accordance with procedures set forth in statute. Please refer to **Board Policies 5.200 and 5.201** for state defined procedures.

The Director of Schools is under no obligation to re-employ non-tenured Teachers at the end of their contract period. If the Director of Schools determines not to renew the contract of a non-tenured Teacher, the following action shall be taken,

- The Board will be notified at the next regular Board meeting.
- Written notice of non-renewal shall be hand delivered or sent to the employee by registered mail within five (5) business days following the last instructional day for the school year to be applicable to the next succeeding school year.

##### ***Non-Certified Employees (Board Policy 5.202)***

Dismissal or non-renewals of non-certified employees as defined by state law will be in accordance with procedures set forth in statute.

#### ***P. Resignation***

##### ***Certified Employees (Board Policies 5.200 and 5.201)***

A Teacher is required to give the Director of Schools notice of resignation at least thirty (30) days prior to the effective date of the resignation. This notice should be in the form of a letter of resignation which is also copied to the Principal or Supervisor to which the Teacher reports. Failure to provide notice in the absence of justifiable extenuating circumstances may result in the forfeiture of all tenure status. The Board may waive the thirty days' notice requirement and allow the Teacher to resign in good standing.

Any Teacher on leave who does not notify the Director of Schools in writing at least thirty (30) days prior to the date of return, if the Teacher does not intend to return to the position from which s/he has taken leave, may be in breach of contract. Breach of contract may result in the Board's filing of a complaint with the Commissioner of Education to request suspension of the Teacher's educator license.

##### ***Non-Certified Employees (Board Policy 5.202)***

A non-certified employee shall give his/her immediate Supervisor written notice of resignation at least two weeks (ten working days) prior to the effective date of the resignation. The ten working days' notice may be waived by the Director of Schools for justifiable reasons. The employee's immediate Supervisor shall forward the notice of resignation to the Director of Schools on the day it is received. The employee will receive final payment on the next appropriate scheduled pay day.

#### ***Q. Retirement (Board Policies 5.200, 5.201, 5.202)***

Full Retirement eligibility with TCRS is either 30 years credited service with TCRS or be age 60 and vested. Early retirement (25 years credited service with TCRS or age 55) is available at a reduced benefit. Central Office personnel shall assist employees in securing retirement benefits, but the retiring employee is

responsible for providing written verification of eligibility from Tennessee Consolidated Retirement System (TCRS) to the Central Office and for filing for benefits.

Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year without loss of retirement benefits. Public Chapter 287 allows retired teachers to now teach beyond the 120 days provided the director of schools certifies, in writing, that no other qualified personnel are available.

#### Retirement Incentive Program

All state certified teaching personnel who have completed fifteen (15) years of employment with Greeneville City Schools and who meet the eligibility retirement requirements for full benefits under TCRS are eligible to participate in the retirement incentive program offered by the Board and outlined in **Board Policy 5.200**. Participation in the program is voluntary. The deadline to apply to receive the incentive is May 15<sup>th</sup> each year.

#### Insurance for Retirees

To be eligible for a health insurance benefit, an employee must be eligible for full retirement benefits with TCRS.

Greeneville City Schools Health Insurance is provided through the State. State of Tennessee Benefits Administration eligibility guidelines are: (*See Policies 5.200, 5.201, and 5.202 for more details*)

If you have...

- Ten years of creditable service with the state or a participating Local Education agency **and** at least three continuous years of insurance coverage in the plan immediately prior to final termination of employment. (Employees may cover family *at their cost* so long as the employee meets these requirements)
- At least 20 or more years of creditable service with the state or a participating Local Education agency **and** at least one continuous year of insurance coverage in the plan immediately prior to final termination of employment. (Employees may cover family *at their cost* so long as the employee meets these requirements)

To be eligible for GCS paid individual health insurance coverage, an employee must have a total of at least 15 years of service with Greeneville City Schools. Eligible employees may receive individual health insurance coverage provided and paid by the school system for up to ten years or age 65. If an employee retires before age 55, s/he is responsible for a payment of insurance up to age 55 or after the system-paid 10 years.

At age 65, the employee will have the option of purchasing a Medicare supplement policy. No supplement policy is offered by Greeneville City Schools. Life insurance will be system provided until age 65. After age 65, the retirees will have the right to convert this coverage to a private policy at his/her own expense.

Employees hired in Education after July, 2015: In 2015, the State Insurance plan made the decision to deny retiree eligibility to any employee hired into local education on or after 7/1/15.

### **III. COMPENSATION AND BENEFITS**

Compensation for all employee types is established by the adoption of salary schedules and scales by action of the Board of Education.

## **A. Salary Schedules and Scales**

Salary schedules and scales for various employment categories within Greeneville City Schools are available on the Greeneville City Schools website (<http://www.gcschools.net/Finance/Salary Scales and Work Calendars>).

### Certified Employees

There is one salary schedule which pertains to all certified employees. In order to determine the appropriate salary, employees should refer to the salary schedule based on both their degree and years of experience.

### Non-Certified Employees

Non-certified pay scales are provided for the various types of employment. Although years of service are tracked for retirement and longevity purposes, the non-certified scales are based on pay levels, and these levels are not correlated to years of service.

New non-certified employees will begin at a pay level of zero (0) unless one of the following applies:

- Experience in Education: Beginning pay level will be based on years of experience and will be accepted for pay so long as it is in the same position hired. A completed experience verification form from the previous system will be required.
- Experience outside of Education: Beginning pay level may be determined based on relevant years of experience correlating to the position hired and no higher than the current level budgeted for the position. A completed experience verification form from the previous employer(s) will be required.

### Degree Changes

At the beginning of each year, certified personnel are required to document their intention to obtain an advanced degree for the upcoming school year by responding to the Employment Intention survey. This notification via the Employment Intention survey is necessary so that appropriate funding can be set aside to cover the increased cost of an advanced degree. The Employment Intention survey response does not replace the actual Contract Revision Form required for actual salary changes.

Advanced Degree Program Guidelines: The State of Tennessee requires districts to maintain a differentiated pay plan. As stipulated in the plan, payment on an advanced degree will continue so long as the following guidelines are met. Advanced degrees must be related to the area in which a certified employee teaches. Pay for administrative degrees received will only be honored if in an administrative position. Educators currently enrolled in a program will be eligible provided that those programs are completed by July 1, 2018.

Salary changes based on a degree or additional hours earned can occur at two different points during the year and require submission of the Contract Revision Form (with appropriate supporting documentation) to the Human Resources department. Documentation must be received no later than September 1 for the beginning of the school year change and by January 1 for a change effective in the spring semester. Once the appropriate documentation has been received, the Teacher's monthly salary will be adjusted accordingly for the remainder of the school year. Official sealed transcripts are required.

Greeneville City Schools pays supplements for additional hours beyond a bachelor's or master's degree when the hours total 10 hours (\$100 supplement) or 20 hours (\$200 supplement). It is the responsibility of the educator to notify payroll and human resources if they have such hours beyond their degree. If 30 hours beyond a master's degree are completed, the Teacher is required to make application to the state for a new license and will be placed on the masters + 30 level on the salary schedule. All hours referred to above are semester hours.

Greeneville City School’s forms, salary schedules, and scales are available on the system website (<http://www.gcschools.net/Finance/Salary Scales and Work Calendars>). All licensure changes must be initiated through TNCompass at <http://tdoe.tncompass.org>

**B. Payroll Procedures (Board Policy 2.802)**

Pay Dates

Greeneville City School employees are paid either monthly or semi-monthly based on their position within the system.

<b>Paid Semi-Monthly, 15<sup>th</sup> and last day of month</b>	<b>Paid Monthly, on the 20<sup>th</sup></b>
GCOB and KLCO Support Staff	Administrator (GCOB, KLCO, Principals)
Custodian	Administrative Assistant and/or Bookkeeper (School Locations)
Lawn Care	Adult Basic Education (ABE)
Maintenance	Athletic Trainer
School Nutrition	Bus Driver and Substitute Bus Driver
Student Associate	Coordinated School Health Supervisor
Substitute (Custodian, School Nutrition, Teacher)	Extended School Program Associate
	Family Services Center
	Instructional Technology (IT)
	Instructional Assistant
	JROTC Instructor
	Psychologist
	School Nurse
	School Nutrition Coordinator
	Teacher
	Contracted Coach – Paid monthly during sport season.

Teachers and full time Instructional Assistants paid on a ten-month basis (August through May) have the option of requesting paychecks to be spread over a twelve-month period (which would be an August through July scenario).

If a designated pay date falls on a weekend or a holiday, the pay date will occur on the preceding business day.

Direct Deposit

Upon accepting employment with Greeneville City Schools, individuals are asked to provide the Finance department (Payroll) with a voided check for the account or accounts to which they would like their payroll deposited. Payroll checks can be deposited in up to five (5) different bank accounts if the employee chooses. When providing this information, if more than one account is being utilized, the employee must indicate the amounts to go into the various accounts.

The new employee’s first pay, and the first pay of the current employee changing bank accounts, will NOT be direct deposited in order to pre-note the account/new account information with the financial institution. The first check will be forwarded to the Greeneville City Schools employee at the school location via school mail. The first check of a Substitute Teacher will be forward to his/her home.

Insurance Deductions

Deductions for elective insurances, medical reimbursement, and dependent care reimbursement occur during the months of August through May. Employees who receive their pay over twelve (12) months will not have these payments deducted from their paychecks during the months of June and July.

Insurances are paid in full through June 30<sup>th</sup> each year. In the event an employee resigns in July, s/he would be responsible for the employee portion of the premium.

### **C. Annuities**

In addition to the retirement funding that Greeneville City Schools provides to full-time employees through the Tennessee Consolidated Retirement Service (TCRS), employees may elect to individually participate in annuity programs.

Currently, Greeneville City Schools offers the following annuity providers:

- American Fidelity
- Ameriprise
- Aspire
- Horace Mann
- Modern Woodman
- Primerica
- Tennessee Farmers Mutual
- Valic.

In order to establish an annuity account, an interested employee should contact one of the above listed providers (phone numbers are available from the Finance department). Once the annuity is set up, it is the employee's, or their selected annuity provider's, responsibility to communicate the deduction information to the Finance department (Payroll).

Some annuities are deducted on a ten (10) month basis while others are deducted on a twelve (12) month basis depending on the annuity provider selected. The annuity providers' documentation supplies details regarding the programs. Annuity documents contain terms of the plans that are subject to change and prevail over the Employee Handbook.

### **D. Section 125**

Greeneville City Schools sponsors a Section 125 Cafeteria Plan which enables employees to purchase elective insurances and/or participate in medical and dependent care reimbursement plans and have those premiums deducted from their paycheck on either a taxable or pre-tax basis.

The plans, administered by American Fidelity, are based on group rates, and therefore afford employees the opportunity to purchase individual coverage at reduced rates.

Each year during the enrollment period in the fall, American Fidelity will hold open enrollment meetings in each school and at the Central Office during which employees will have the opportunity to add, delete, or change their elective insurances. At this time, employees also have the opportunity to begin participation, end participation, or change their level of participation in the medical reimbursement and/or dependent care reimbursement plans.

Any elections or changes will not take effect until January 1 of each year and will remain intact until December 31 of that same year. During the year, no changes may be made regarding pre-tax deductions unless a qualifying event occurs.

The plans' terms are subject to change and take precedence over any statement in this Handbook.



**E. Student Tuition**

Student tuition may be deducted from Greeneville City School employees' payroll check if an employee chooses this method of payment. This option is only available to Greeneville City School employees and will be taken out of their paychecks during the months of August through May.

**F. Travel and Expense Reimbursement (Board Policy 2.804)**

Anytime an employee is required to travel as a result of his or her employment with Greeneville City Schools, s/he will need to complete a Travel Permission Form and submit it to his or her immediate Supervisor for approval. Upon completion of the travel, the employee should complete the Travel and Expense Reimbursement Form, have it signed by the Supervisor, and submit it to the Finance department (Accounts Payable) in order to receive reimbursement for incurred expenses. The forms are available on the Greeneville City Schools website (<http://www.gcschools.net>/ District Forms and Documents / Reimbursement). Please submit reimbursements within 30 days of travel. Forms should be submitted via the Eclipse scanning system.

Mileage

Mileage is reimbursed at \$.47 per mile for required travel. This rate is determined by the Board of Education. Mileage incurred as a result of a specific trip should be reported on the Travel and Expense Reimbursement Form. The employee is required to indicate the odometer reading on his or her vehicle at the beginning of the trip and the end of the trip. The number of miles is then multiplied by \$.47 in order to determine the reimbursement amount.

Employees who are required to drive their personal vehicles on a routine basis should complete a Mileage Reimbursement Form. This form requires that the employee list the date of the incurred miles, the origination and destination of the trip, and the purpose.

Meals

In order to be eligible for reimbursement for meals, an employee must be required to be away from home overnight for work related purposes. The Travel and Expense Reimbursement Form contains departure and return time guidelines for eligibility for specific meal reimbursement. In order to receive reimbursement for breakfast, an employee must leave home prior to 6:30am. For lunch reimbursement, the employee must leave prior to 11:00am. The employee must return home after 7:00pm to be eligible for reimbursement for dinner.

Being required to attend a one day seminar out of town, but not overnight, does not entitle the employee to be reimbursed for the cost of any meals s/he might purchase while attending the seminar.

Reimbursement rates for meals are on a per diem basis, and therefore, no receipts are required. The current per diem rates are as follows.

Breakfast	\$ 7.00
Lunch	\$ 9.00
Dinner	\$15.00

Reimbursement is not allowed for meals which were paid for by an outside party or for meals which were made available at no cost by the seminar or event the employee is attending. This rule will apply whether you choose to partake of the meal or not; if a meal is provided, reimbursement may not be requested.

Hotel/Motel

Receipts are required for motel/hotel reimbursement. These receipts should be attached to the Travel and Expense Reimbursement Form.

When an employee is required to stay in a hotel or motel for school related business, s/he should contact the Finance department (Accounts Payable) prior to his or her departure to request a Sales Tax Exemption Form. The purpose of this form is to verify to the hotel or motel Greeneville City Schools tax exempt status. The completed form should be given to the desk clerk upon check in to avoid being billed sales tax as part of the expense of the stay. This form does not, however, waive the cost of occupancy tax.

#### Miscellaneous Expenses

All requests for miscellaneous expenses incurred as a result of the trip for which the form is being completed should be documented with a receipt in order to receive reimbursement. These expenses might include, but are not limited to, such items as taxi receipts, parking receipts, and conference registration.

#### Method and Timing of Reimbursement

Reimbursement payments are typically processed each Friday. In order for a reimbursement to be issued on Friday, the request with immediate Supervisor approval must be received by the Finance department by Wednesday of that same week. Reimbursement payments to employees are direct deposited.

#### **G. Special Expenditure Reimbursement**

When an employee is required to spend his or her personal money for a school system related expense, a Special Expenditure Reimbursement Form must be completed and submitted to the Finance department (Accounts Payable) for reimbursement. The form is available on the system website (<http://www.gcschools.net/District Forms and Documents/Reimbursement>). All receipts should be attached to the completed form. The form has space to list the expenditures, along with an explanation of the purpose of the expense(s) as well as the total cost. Sales tax is not reimbursable.

Prior to submitting this form for reimbursement, the immediate Supervisor who authorized the expense must sign the form indicating his or her approval. Unauthorized expenditures will not be reimbursed by Greeneville City Schools.

Reimbursement payments are typically processed each Friday. In order for a reimbursement to be issued on Friday, the request with immediate Supervisor approval must be received by the Finance department by Wednesday of that same week. Reimbursement payments to employees are direct deposited.

#### **H. Overtime and Compensatory Time (Board Policy 5.604)**

Greeneville City Schools complies with the Fair Labor Standards Act (FLSA) to determine eligibility for overtime. The system classifies all employees as either exempt or non-exempt based upon their job duties and salary requirements (FLSA). Non-exempt employees must receive prior approval from the Director of Schools, or his/her designee, to work additional hours beyond their regular work schedule. At that time, the Supervisor will determine whether the employee will receive compensation in the form of overtime pay or compensatory time off. Overtime pay for non-exempt employees will be paid at the rate of one and one-half times the employee's regular rate of pay for all hours worked over forty hours in a work week. Clocking in early or late without prior permission is strictly prohibited and will not result in automatic comp time or overtime. Any issues with clocking in/out shall be reported to the immediate supervisor.

Exempt employees are not eligible for overtime or compensatory time according to the FLSA.

#### **I. Health Insurance**

Greeneville City Schools provides individual health insurance coverage for all full time employees. Because Greeneville City Schools is a member of the state of Tennessee's health insurance plan, each year employees have the opportunity to choose between different state sponsored plans to meet the employee's medical insurance needs.

For the individual eligible employee, Greeneville City Schools will pay 100% of the premium of the least expensive of the plans. Anyone who selects a more expensive plan will incur payroll deductions for the additional premium.

The state of Tennessee sets the required minimum percentage of a certified Teacher's family health insurance premium that must be paid by the school system by which the Teacher is employed.

The state of Tennessee Benefits Administration is responsible for Greeneville City Schools employee health, insurance, Employee Assistance Program, and Mental Health and Substance Abuse Program. The website is [www.tn.gov/finance](http://www.tn.gov/finance). Effective January 2017, Dental and Vision are administered by private plans.

#### Affordable Care Act

In accordance with the Affordable Care Act of 2010, GCS (for the purposes of health insurance) recognizes full time employees as those that work over 30 hours per week. Greeneville City Schools adopted provisions of the lookback measurement method safe harbor in order to determine the full time status of variable hour employees. See Appendix L for more information.

If an employee is on a leave of absence covered by FMLA (Family Medical Leave Act), as required by law, the system will continue to pay the employer portion of the premium. If an employee has an accumulated paid leave balance (i.e. accumulated sick leave, personal leave, vacation, or sick leave bank), the system will continue to pay the employer portion of the premium until the employee has exhausted all paid leave. At the point an employee exhausts all paid leave, but is still employed by the system, s/he may continue on insurance at the full cost of the premium paid by the employee.

#### Retiree Health Insurance

The Board of Education provides payment of individual health insurance premiums for ten (10) years or until the age of 65, whichever occurs first, for all certified and non-certified employees who retire with fifteen (15) years of service with the Greeneville City School system.

Employees hired in Education after July, 2015: In 2015, the State Insurance plan made the decision to deny retiree eligibility to any employee hired into local education on or after 7/1/15.

At age 65, the employee will have the option of purchasing a Medicare supplement policy. No supplement policy is offered by Greeneville City Schools. Life insurance will be system provided until age 65. After age 65, the retirees will have the right to convert this coverage to a private policy at his/her own expense.

Excluding employees whose first employment with local education commenced on or after July 1, 2015, eligible employees may receive individual health insurance coverage provided and paid by the school system for up to ten years or age 65. If an employee retires before age 55, s/he is responsible for a payment of insurance up to age 55 or after the system-paid 10 years. This benefit is separate from the Early Retirement Incentive Plan. The employee will receive this benefit provided the employee is eligible for full retirement under the eligibility standards as set by the Tennessee Consolidated Retirement System

If you have...

- Ten years of creditable service with the state or a participating Local Education agency **and** at least three continuous years of insurance coverage in the plan immediately prior to final termination of employment. (Employees may cover family *at their cost* so long as the employee meets these requirements)

- At least 20 or more years of creditable service with the state or a participating Local Education agency **and** at least one continuous year of insurance coverage in the plan immediately prior to final termination of employment. (Employees may cover family *at their cost* so long as the employee meets these requirements)

### **J. Life Insurance**

Greeneville City Schools provides life insurance for all full time employees. The amount of coverage is dependent upon the employment position; however, in no event is the coverage less than \$20,000 unless over the age of 65. Life insurance benefits are reduced by 35% at age 65 and by 50% at age 70. Specific coverage amounts for each employee will be detailed in his/her annual employment contract distributed at the beginning of the school year or at the time of employment. Additionally, optional life insurance is available for the employee, spouse, and children. Employees are responsible for the cost of the optional insurance. The cost for this optional coverage will be payroll deducted over ten months.

### Retiree Life Insurance

The Board of Education provides payment of individual life insurance premiums until the age of 65 for all certified and non-certified employees who retire with fifteen (15) years of service with Greeneville City Schools. The employee will receive this benefit provided,

- The employee is eligible for full retirement under the eligibility standards as set by the Tennessee Consolidated Retirement System, and
- The employee was enrolled in the Board-sponsored insurance plan for one (1) full year prior to retirement.

### **K. Dental Insurance**

Greeneville City Schools provides employees who meet eligibility requirements with the option to purchase dental insurance coverage for the employee and dependents. The cost of this optional coverage will be payroll deducted over ten months. Employees may opt to enroll in this coverage when they are hired or during the annual enrollment period. Employees are responsible for 100% of the dental insurance premiums.

### **L. Vision Insurance**

Greeneville City Schools provides employees who meet eligibility requirements with the option to purchase vision insurance coverage for the employee and dependents. The cost of this optional coverage will be payroll deducted over ten months. Employees may opt to enroll in this coverage when they are hired or during the annual enrollment period. Employees are responsible for 100% of the vision insurance premiums.

### **M. Retirement Funding**

All full time Greeneville City Schools employees participate in the Tennessee Consolidated Retirement System (TCRS). Greeneville City Schools is required to contribute to retirement funding a certain percentage of each certified employee's wages each pay period. Funding for non-certified employees is provided solely by Greeneville City Schools. Employees can navigate to <http://tcrs.tn.gov> to access TCRS information.

401K – Empower Retirement: Effective July 1, 2014, any new teacher (not previously a member of TCRS) is considered a “Hybrid” member. Hybrid members are automatic participants of TCRS and the State 401K program. GCS contributes to both plans. While the certified hybrid employee is required to contribute to the TCRS pension plan, employee contribution to the 401K is optional. Certified employees hired prior to July 2014 and non-certified employees are considered “Legacy” members and do have the option to contribute to the 401K, however, the system does not contribute for Legacy members.

#### ***N. Workers' Compensation (Board Policy 3.602)***

**Anytime an employee experiences a work related injury, it should be reported to his/her Principal or direct Supervisor immediately.** In addition, there is an accident report form to be completed and filed in the Coordinated School Health department at the George Clem Operations Building. This form may be obtained from the Greeneville City Schools website (<http://www.gcschools.net/District Forms and Documents/Human Resources/Employee Accident Report and in the Workers Compensation Packet>). All injuries shall be reported to Coordinated School Health immediately.

Greeneville City Schools maintains workers' compensation insurance for each of its employees. The Coordinated School Health department should be contacted prior to visiting a physician for a workers' compensation claim as there is an approved panel of physicians who are used for treatment of those claims. In the case of an injury requiring emergency treatment, an employee may go or be taken to the emergency room or may be transported by ambulance. In those situations, the school Principal or immediate Supervisor should be contacted as soon as possible.

Workers' Compensation is designed to provide relief to employees injured during the performance of job duties. An employee who is injured or who becomes disabled while performing his/her job duties is entitled to medical care provided through the panel of physicians. It is important to note that sick leave benefits shall be paid to employees only when workers' compensation benefits are not involved.

#### Employee Pay While on Workers Compensation

Per Tennessee Workers Compensation Law. When a work related injury occurs and if an employee is not able to work due to the injury, s/he may turn in system paid leave for the first seven (7) days. After the 7<sup>th</sup> day, if the employee is still out of work due to the work related injury, Workers Compensation benefits pick up beginning on the eighth (8<sup>th</sup>) day. Workers Compensation does not allow for an employee to be paid from the employer while they are receiving workers compensation benefits. Therefore, an employee may not turn in any system paid leave during the time they are receiving WC benefits. If the employee is still out of work due to a work related injury after fourteen (14) days, Workers Compensation will go back and pay the employee benefits back to the date of injury until the employee is back to work full time. Employees that are back to work, but must leave for appointments related to their work related injury are required to clock out for this time and report any time away from work to their workers compensation case manager.

#### TN Drug Free Workplace Program

Greeneville City Schools participates in the Tennessee Drug Free Workplace Program. As a part of this program a drug screen test will be completed when an employee suffers a work related injury requiring more than on-site first aid or an employee is involved in a job-related accident or incident which results in property damage estimated at \$500 or more, such testing will occur as soon as possible, but only after emergency or urgent medical care has been administered to the employee.

#### Procedure for Filing a Workers' Compensation Claim

- Notify the immediate Supervisor and the Coordinated School Health department of the injury and the employee's choice of physician from the panel. The names of the physicians and the emergency care facilities are posted in conspicuous places throughout the maintenance, transportation, administrative, and professional areas of schools and facilities.
- The Coordinated School Health department will schedule the appointment and notify the employee of the appointment time.
- Complete the Workers' Compensation Physician Choice form and the Workers' Compensation Pharmacy Program form to take to the appointment. These forms are available on the system website.
- Provide necessary information for completion of the "First Report of Injury" to the Coordinated School Health department.
- In the event of an emergency, treatment may be sought at either of the emergency care facilities listed with the panel of physicians.

- When seeking emergency treatment, inform the emergency care facility that this is a workers' compensation injury, and it should not be billed to the employee's health insurance provider. Inform them that it is a workers' compensation claim with Greeneville City Schools.
- In the event a specialist is required, the treating physician will provide the employee with a choice of physicians from the TML panel of specialists.

**All accidents and injuries, regardless of their apparent significance, should be reported on the "Employee Accident Report" form, which is available on the system website. This requirement applies even if no medical treatment is received at the time of injury.** The Principal/Supervisor reviewing the Employee Accident Report is responsible for filing this report with the Coordinated School Health department.

#### **IV. LEAVE**

##### **A. Request and Approval of Leave**

All requests, approval, and recording of leave (i.e. bereavement, jury duty, loss of pay, personal leave, professional leave, sick leave, and vacation) must be made through the system's designated leave management system which can be accessed via the Greeneville City Schools website <http://www.gcschools.net>. Part time employees should also request approval of absences in advance via the MUNIS Employee Self-Service website selecting codes specific to part time.

To request FMLA or sabbatical leave, the employee must notify the Human Resources department and request the appropriate paperwork.

##### **B. Sick Leave (Board Policy 5.302)**

All full time employees shall earn one sick day per month of employment. Sick leave is defined as the following: illness of an employee from natural causes or accident, quarantine, or illness or death of a member of the immediate family member, which includes wife or husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law.

For detailed information on sick leave policy, please refer to **Board Policy 5.302**.

Employees wishing to request sick leave must do so through the system's designated leave management system. Leave may be requested in ¼, ½, or whole days. To request FMLA, sabbatical leave, etc., the employee must notify the Human Resources department and request the appropriate paperwork. The request should be made in advance of the leave unless an emergency prevents the request from being made until after the employee's return to work.

Employees wishing to transfer sick leave from a previous Tennessee state or governmental employer should contact the Human Resources department to discuss any necessary paperwork that must be filed. It is the employee's responsibility to have the previous employer send a notarized letter with the number of accumulated days to the Director of Schools or the Human Resources department.

##### Sick Leave Bank

The Greeneville City Schools Sick Leave Bank provides for the sharing of sick leave days among its participants according to regulations established by the board of trustees of the Sick Leave Bank.

All full time employees, certified and non-certified, are eligible to join. A one-time donation of two (2) days are required to join the bank. Open enrollment for the bank begins in August and ends October 31<sup>st</sup> of each year. For more information, visit the District Forms and Documents page [here](#).

##### **C. Bereavement Leave**



For full time employees, three (3) days of bereavement leave will be granted due to the death of an employee's spouse, parent, child, grandchild, 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.

***D. Personal Leave (Board Policy 5.303)***

All certified employees receive three (3) personal days per year to be used at their own discretion. These days are earned evenly throughout the year and are prorated for employees who do not work the entire school year. Up to two (2) unused personal days remaining at the end of the fiscal year shall be credited to the employee's sick leave. Requests for personal day usage must be submitted through the system's designated leave management system prior to the date of the leave.

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

- Except in emergency, each employee shall give the Principal at least one day's notice of intent to take leave.
- The approval of the Director of Schools or designee shall be required,
  - If more than ten percent (10%) of the Teachers in any given school request its use on the same day.
  - If requested during any prior established student examination period.
  - If requested on the day immediately preceding or following a holiday or vacation period.
  - If requested for a day scheduled for professional development or in-service training, according to the school calendar adopted by the Board.
  - If requested for a day scheduled for parent-teacher conferences, according to the school calendar adopted by the Board.

***E. Professional Leave (Board Policy 5.303)***

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

Requests for professional leave must be submitted through the system's designated leave management system five (5) days prior to the date of the leave.

***F. Vacation (Board Policy 5.310)***

Greeneville City Schools provides vacation at varying degrees for all full time employees with the exception of Teachers and School Nutrition Associates. The rate at which days are granted depends on the number of months the individual is employed, as well as the length of time the individual has been employed. Beginning 12 month system-wide administrators start with twelve (12) vacation days per year. The 11 month full time employee receives five (5) vacation days per year. For each full time employee to whom vacation is provided, the employee's vacation allocation is listed on his/her contract or letter of employment.

Any vacation time not used by the end of a fiscal year will be lost, with the exception of 260 day employees. 260 day employees may carry over twenty (20) days and can request for payment for up to five (5) days over the twenty (20) day limit. Beyond this, any days over twenty (20) are lost.

***G. Family and Medical Leave Act (Board Policy 5.305)***

Eligibility and Leave Entitlement

Eligible employees who have worked for the system for at least twelve (12) months (without a break in service of more than seven years, except for breaks caused by certain military service obligations) and at least 1,250 hours during the twelve month period immediately preceding the commencement of leave may

take up to 12 weeks of leave under the Family and Medical Leave Act (“FMLA”) on a 12 month rolling period, (1) for the birth of a son or daughter, and to care for the newborn child; (2) for placement with the employee of a son or daughter for adoption or foster care; (3) to care for the employee's spouse, son, daughter, or parent with a serious health condition; (4) because of a serious health condition that makes the employee unable to perform the functions of the employee's job; (5) because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty). Any employee requesting leave due to pregnancy, childbirth, or adoption shall be granted up to 16 weeks of leave.

The amount of FMLA leave available to the employee is determined by examining the amount of FMLA leave taken in the preceding twelve (12) month period, measured backward from the date an employee uses any FMLA leave. This is referred to as the “rolling period” method of calculation. In addition, eligible employees may take up to 26 weeks of leave to care for a covered military service member with a serious injury or illness, in a single 12 month period, if the employee is the spouse, son, daughter, parent, or next of kin of the service member.

The entire Greeneville City Schools Family and Medical Leave Act Policy is located in Appendix D.

**H. Other Available Leave**

Please refer to the following Board policies for information on the following types of available leave.

Long Term Leave for Professional/Certified Personnel	<b>Board Policy 5.304</b>
Leave for Adoption, Pregnancy, Childbirth, and Nursing of a Child	<b>Board Policy 5.3051</b>
Military Leave	<b>Board Policy 5.306</b>
Physical Assault Leave	<b>Board Policy 5.307</b>
Sabbatical Leave	<b>Board Policy 5.308</b>
Legislative Leave	<b>Board Policy 5.309</b>

**V. GENERAL EMPLOYEE RULES**

**A. Attendance Guidelines**

Regular attendance and punctuality are expected and essential for the efficient operation of Greeneville City Schools. Our students, staff, parents, and community depend on us to provide services that ensure the best learning opportunities.

Greeneville City Schools understands that there may be legitimate reasons as to why an employee must miss work. These guidelines ensure a clear and consistent system to appropriately address absenteeism. It is the responsibility of Principals/Supervisors to evaluate each absenteeism situation using the guidelines and to ensure that absenteeism data is accurately maintained.

**Definitions**

Unscheduled Absence Any *unscheduled* time lost from work regardless of reason. The term “unscheduled” **excludes** pre-scheduled and approved vacations, leaves of absence, Family Medical Leave, jury duty, funeral, workers’ compensation time, and loss of pay.

Tardiness The failure to report to the assigned work area at the appropriate time as defined by the Principal/Supervisor or leaves work prior to the end of the work schedule without prior approval.

No Call/No Show Employees must report an absence daily within two (2) hours of the scheduled start time unless the absence has been approved in advance and/or the Principal/Supervisor has excused the employee from calling in daily. Failure to call in daily within two (2) hours of the scheduled start time is considered a no call/no show.



## **Guidelines**

- 1) Any unscheduled absences are to be reported by the employee on a daily basis to the Principal/Supervisor or designee at least two (2) hours prior to the scheduled start time. The Principal/Supervisor will communicate with you directly if the job you hold requires a modified absence reporting schedule. For example, Bus Drivers are required to report absences to work at least three (3) hours prior to the start of the scheduled start time.
- 2) The Principal/Supervisor may require a physician's clearance to return to work when the employee is absent for four (4) or more consecutive days.
- 3) An unscheduled absence for less than an hour is considered a tardy.
- 4) A No Call/No Show is immediate grounds for disciplinary action including written reprimand up to and including termination. Each day an employee does not call in and does not report for work as scheduled counts as an unscheduled absence. Any employee who fails to call in and/or report to work for three (3) consecutive days or four (4) non-consecutive days is voluntarily terminating employment.

The following schedule of recommended progressive discipline, which apply to the unscheduled absence and tardiness guidelines, are measurable within a six-month period. Based on the severity of the offense, Principals/Supervisors reserve the right to skip or repeat steps as deemed necessary.

- Level A    Three (3) unscheduled absences or four (4) tardy occurrences  
              Documented Verbal Warning (Attendance Guidelines will be reviewed)
- Level B    Four (4) unscheduled absences or six (6) tardy occurrences  
              Formal Written Warning (Attendance Guidelines will be reviewed)
- Level C    Five (5) unscheduled absences or eight (8) tardy occurrences  
              Final Written Warning (Attendance Guidelines will be reviewed)

### ***B. Blood-borne Pathogen Training***

All Greeneville City School employees shall be advised of routine procedures to follow for handling body fluids. These procedures shall provide simple and effective precautions against transmission of diseases to persons potentially exposed to the blood or body fluids of another. Training and appropriate supplies shall be available to all employees.

Staff members who are at high risk for occupational exposure to blood or other potentially infectious materials will be provided with personal protective equipment, including Hepatitis B vaccinations. Employees considered to be at high risk shall include Custodians, Administrative Assistants (school locations), School Nurses, Special Education Teachers and Instructional Assistants, Coaches, and Physical Education Teachers.

A series of three Hepatitis B vaccinations will be provided free of charge to the high risk employee categories listed in the paragraph above. In most instances, these vaccinations can be obtained at the employee's doctor's office. If the employee's doctor does not provide this service, the employee should contact the Coordinated School Health department for assistance in finding a provider for these vaccinations. Any out of pocket costs incurred as a result of these vaccinations should be submitted to the Finance department for reimbursement.

### ***C. Building Keys/Security Cards***

Building keys and/or security cards may be issued to employees by the school Principal, Operations Manager, or the employee's Supervisor. In order to protect Greeneville City Schools property, students, and employees and to ensure the building is adequately secured when no authorized personnel are present, employees are expected to follow these procedures.

- The duplication of keys is prohibited.
- Keys/security cards are not to be left on desks, tables, in mailboxes, or other unsecure areas.

- Keys/security cards may not be loaned to students or individuals not employed by Greeneville City Schools. Under no circumstances should employees provide keys/security cards to students to run errands, unlock/lock doors, or perform other actions.
- Lost or stolen keys/security cards must be reported to the school Principal or the employee's immediate Supervisor within 24 hours of discovery of the loss or theft so that measures may be taken to protect Greeneville City School's property. Three days will be allowed for the recovery of keys/security cards before any charges are assessed.
- Teachers and staff should keep their Greeneville City Schools key(s) on their person at all times in order to facilitate a lockdown if the need arises.
- Charges for lost or stolen keys/security cards may be made to the employee to whom the key(s) have been issued.
- This policy also applies to keys/security cards to all athletic facilities.

#### ***D. Cash Collection Policy***

Money collected by staff as a result of fundraisers or other school-related purposes shall be deposited in the office along with a collection log each day. At no time is money to be kept overnight in classrooms.

#### ***E. Cellular Phone Usage***

Employee's personal cellular phones must be turned off during instructional time and school related meetings in order to focus time and attention on the business of Greeneville City Schools.

#### ***F. Confidentiality***

Employees who have access to confidential information pertaining to students or other employees are expected to disclose such only to appropriate individuals within the system. Release of such information outside the system may result in violation of federal and state laws, rules, and regulations. Only those employees authorized to release such information may do so.

#### ***G. Copyright and Fair Use***

A copyright is a form of protection provided by Title 17 of the United States Code to the authors of "original works of authorship" including literary, dramatic, musical, artistic, and certain other intellectual works. These laws apply to audio visual and electronic information as well as printed material. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed in to a digital format. All employees are required to abide by copyright regulations.

In addition, Teachers should follow "fair use" guidelines when utilizing copyrighted material in the classroom. The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes.

#### ***H. Classroom and Office Security***

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

All staff are asked to refrain from keeping personal items of value in or about their desks. Purses should never be left unsecured. Greeneville City Schools will not be responsible for the loss of or damage to, personal property due to such causes as fire, theft, or accident.

Appropriate measures should be taken to protect school and system property from theft or vandalism.

#### ***I. Complaints and Grievances***

##### Employment-Related Complaints and Grievances

In instances of questions by an individual staff member concerning the interpretation of policies and procedures to that staff member, administrative practices within his/her particular school, and relationships with other employees, the staff member concerned must consult the administrative or supervisory personnel to whom he/she is responsible. If a satisfactory resolution of the problem cannot be reached after ample opportunity for consideration of the matter, the staff member concerned may discuss the matter with the next level of supervision up to and including the Director of Schools.

In instances where an individual staff member feels for personal reasons that he/she cannot discuss a problem with his/her immediate superior, s/he may discuss the matter with the next level of supervision up to and including the Director of Schools. After review of the case, the Director of Schools shall take action as s/he deems appropriate and, within a prompt reasonable time, shall notify all parties concerned of his/her decision.

#### Harassment/Discrimination Grievances

Employees should notify any district Complaint Manager if they believe the Board, its employees or agents have violated their rights guaranteed by the state or federal constitution, state or federal statute or Board policy including the following,

- Title II of the Americans with Disabilities Act.
- Title IX of the Education Amendments of 1972.
- Section 504 of the Rehabilitation Act of 1973.
- Claims of sexual harassment under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

Grievance procedures are outlined in **Board Policies 1.802 and 5.501**. Complaint Managers for the district are the Chief Student Services Officer and the Chief Human Resources Officer.

#### **J. Criminal Activity**

Any employee who is arrested and/or charged with criminal activity is responsible for notifying the Director of Schools within seventy-two (72) hours of the arrest or charge.

#### **K. Department of Transportation (DOT) Physicals**

All employees who drive school buses are required to have an annual DOT physical. The Coordinated School Health department will schedule the physical appointment and notify the employee of his/her appointment time.

Federal regulations require all school Bus Drivers to undergo random drug screening as well. The school system assumes all costs associated with the DOT physical and random drug testing.

#### **L. Disciplinary Guidelines**

Employees are to comply with policies, procedures, and laws to ensure a positive working and learning environment for staff and students. These guidelines were developed to protect the interests and safety of employees, Greeneville City Schools, students, parents, and the community at large.

Many situations can be resolved through verbal counseling or discussion between the employee and Principal/Supervisor; however, some one-time incidents may be severe enough to merit a formal written warning, final written warning (which may include suspension without pay), or termination. The seriousness of the offense and the employee's disciplinary and performance history will be considered when determining the level of discipline to be applied. All decisions to escalate progressive disciplinary action to a higher level of discipline should be made in consultation with the Chief Human Resources Officer.

- Step 1      Verbal Warning
- Step 2      Written Warning

- Step 3 Final Written Warning (may include a suspension without pay)  
Step 4 Termination of Employment

Examples of misconduct include, but are not limited to,

1. Violations of Greeneville City Schools policy and procedures, or violation of Tennessee Code Annotate Law including,
  - a. Anti-Harassment
  - b. Hours of Work (i.e., unauthorized sleeping while on scheduled work time)
  - c. Drug-Free Workplace
  - d. Electronic Communication Policy
  - e. Greeneville City Schools Personal Characteristics
  - f. Tennessee Teacher Code of Ethics.
2. Violence in the workplace.
  - a. Possessing an unauthorized weapon on Greeneville City Schools time or premises.
  - b. Threatening or assaulting another person on Greeneville City Schools time or premises.
3. Serious neglect of duty, insubordination, violation of safety rules, dishonesty, falsification of records, breach of confidentiality, unauthorized use of Greeneville City School resources for personal gain, unauthorized removal or destruction of property belonging to others.
4. Criminal activity and disclosures.
  - a. Failure to report a criminal arrest, charges, or conviction to the Principal/Supervisor within seventy-two (72) hours of the arrest or conviction.
  - b. Conviction of a crime involving dishonesty, violence, or other behavior that impacts suitability for employment.
  - c. Participating in activity that involves dishonesty, violence, or other behavior that impacts suitability for employment whether or not it results in criminal prosecution or conviction.

Tennessee is known as an “EMPLOYMENT-AT-WILL” state for non-certified staff. Generally, this means the employer may legally hire, fire, suspend, or discipline any employee at any time and for any reason. However, an employer may not discriminate against any employee on the basis of the employee’s race, sex, age, religion, color, national origin, or disability.

***M. Discrimination/Harassment of Employees (Sexual, Racial, Ethnic, Religious) (Board Policies 5.500 and 5.501)***

Greeneville City Schools firmly believes that each employee should be treated with respect and should be able to work in an environment free of discrimination or harassment. That being the case, Greeneville City Schools prohibits any form of discrimination or harassment in the workplace by any individual.

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

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

Any employee who feels that he or she has been discriminated against/harassed should report the incident immediately to his or her immediate Supervisor, except when the immediate Supervisor is the offending party, at which time it should be reported to the one of the two following school system Complaint Managers, the Chief Human Resources Officer or the Chief Student Services Officer.

An oral complaint may be submitted; however, a formal written complaint must be provided in order to perform a more thorough investigation. The written complaint should include the following information,

- Identity of the alleged victim and person accused.

- Location, date, time, and circumstances surrounding the alleged incident.
- Description of what happened.
- Identity of witnesses.
- Any other evidence available.

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

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

***N. Drug-Free Workplace (Board Policy 1.804)***

Greeneville City Schools is committed to providing a safe work environment and fostering the well-being and health of our employees. That commitment is jeopardized when any Greeneville City Schools employee uses drugs on the workplace or off the job. "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 activities and off school property during any school sponsored or school approved activity, event, or function. Pursuant to T.C.A. section 50-9-100.

- 1) It is a violation of company policy for any employee to use, possess, manufacture, distribute, sell, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on or off the job.
- 2) It is a violation of company policy for any employee to report to work under the influence of or while possessing in his or her body illegal drugs in any detectable amount.
- 3) It is a violation of company policy for any employee to report to work under the influence of or impaired by alcohol. Impairment is defined as a blood or breath alcohol level of 0.02 or greater.
- 4) It is a violation of company policy for any employee to use prescription drugs illegally, i.e. to use prescription drugs that have not been legally obtained or in a manner or for a purpose other than as prescribed. However, nothing in this policy precludes the appropriate use of legally prescribed medications.
- 5) Violations of this policy are subject to disciplinary action up to and including termination.

As a condition of employment, each employee shall notify his/her Principal/Supervisor of his/her conviction of any criminal drug violation no later than seventy two (72) hours after conviction. Within thirty (30) days after receiving such notice of conviction, the Director of Schools will take appropriate disciplinary action and/or refer the employee to an appropriate substance abuse rehabilitation program.

***O. Elected Office***

No employee of Greeneville City Schools shall retain his or her position in the school system and at the same time be a member of the Board of Mayor and Aldermen of the Town of Greeneville.

***P. E-mail Use (Board Policy 1.805)***

All Greeneville City Schools employees are assigned a Greeneville City Schools email account. Electronic mail capability among employees exists for the purpose of enhancing communication to better perform tasks associated with their positions and assignments. Employees are required to routinely check their Greeneville City Schools email account. All staff that have access to the system-wide network must adhere to the following guidelines when sending or receiving messages via system-wide electronic mail (e-mail),

- Messages shall pertain to legitimate Board/system business.
- Because all computer hardware and software belong to the Board, all data including e-mail communications stored or transmitted on school system computers will be monitored. Employees have no right to privacy with regard to such data. Confidentiality of e-mail communication cannot be assured. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.
- Employees shall not reveal their passwords to others in the network or to anyone outside of it. If anyone has reason to believe that a password has been lost or stolen or that e-mail has been accessed by someone without authorization s/he shall contact the Assistant Director of Schools for Administration immediately.
- Senders are responsible for observing all copyright laws.
- Messages shall not be sent that contain material that may be defined by a reasonable person as obscene or that are racist, sexist, or promote illegal or unethical activity, or that violates any other policies in this Employee Handbook including but not limited to the policy prohibiting harassment or discrimination.
- Any usage contrary to the above shall be reported immediately to the Director of Schools and may result in the suspension and/or revocation of system access.

**Q. Fundraising by Schools and Clubs (Board Policies 2.809 and 6.701)**

In order to appropriately enter into a fundraising initiative, schools must first execute a written agreement with the vendor. The written agreement should include, but not be limited to the following information,

- The portion of the proceeds that will be retained by the school and the portion that will be paid to the vendor.
- The method by which sales tax will be paid.
- The date(s) of delivery.
- Package prices or other charges.
- Scheduled dates of service.

All fundraisers must be pre-approved in writing by the Director of Schools. No quotas will be imposed on students involved, and their efforts will be voluntary.

**R. Identification Badges**

Upon employment with Greeneville City Schools, each employee, whether full time or part time, will be photographed and provided with a Greeneville City School employee identification badge. This badge should be worn in a visible location at all times when providing services for Greeneville City Schools.

**S. Inclement Weather Attendance**

Schools Closed

On days that school is out due to inclement weather, non-exempt employees who work a student calendar are not expected to come to work. This list would include Instructional Assistants, School Nutrition Associates, and Bus Drivers. Essential staff (Maintenance and Custodians) will report on all days if at all possible unless directed by their Supervisor. Exempt employees working a student calendar such as Teachers and School Nurses would not be expected to report to work either. All these employees would, however, be expected to work on any make-up days.

Non-exempt employees who work a twelve (12) month calendar such as Central Office support staff, Maintenance, and Custodians are expected to report to work or request an appropriate leave. When the Central Office is closed, the staff required to work will receive compensation time for reporting to work as required in order to clear sidewalks, parking lots, etc.

### Delay in Starting Time and Early Dismissal

Each building level Supervisor or Principal will address the procedures for delays and early dismissals accordingly. For the safety of students, all instructional and office employees are expected to remain at their buildings to assist with dismissal. The Principal will determine when employees are dismissed during these times.

Principals and Custodians are expected to be at their buildings at regular time on delay days. Principals are expected to stay in their buildings on early dismissal days until they have received word that all buses have completed their runs and have ensured the safe departure of all employees.

### Make Up Days

Eight (8) days may be missed for snow. On the ninth (9<sup>th</sup>) day, we must begin making up the days. (Cont.) Designated make up dates are listed on the calendar each year.

### Employee Pay when out for snow

All full-time/benefits eligible employees are paid when the system is out for snow. If an employee had a planned paid leave day and a snow day occurs; that paid leave day will not be exhausted.

Part-Time employees are not paid for snow days, however, at the principal's discretion the hours lost due to snow days and early dismissal due to snow, may be made up during the immediate or next pay period only.

### ***T. Internet Use (Board Policy 4.406)***

Before any employee is allowed the use of the Greeneville City Schools internet or intranet access, the employee must electronically sign a Responsible Use Policy developed by the school system that sets out the terms and conditions of such use. Any employee who accesses the Greeneville City Schools computer system for any purpose agrees to be bound by the terms of that agreement, even if no signed written agreement is on file.

Prohibited and illegal activities, include, but are not limited to the following,

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting, defaming, or attacking others.
- Damaging computers, computer systems, or networks.
- Hacking or attempting unauthorized access to any computer.
- Violation of copyright laws.
- Trespassing in another's folders, work, or files.
- Intentional misuse of resources.
- Buying or selling on the Internet during regular business hours.
- Using another's password or other identifier.
- Use of the network for commercial purposes.

### ***U. Parking Tickets and Traffic Violations***

Greeneville City Schools will not be responsible for paying fines or tickets incurred by Greeneville City School employees regardless if they are in the process of conducting Greeneville City School business when the ticket is incurred.

Parking on West Depot Street is limited to two (2) hours. In addition, a limited number of guest parking spots are located on the side of the Kathryn Leonard Central Office building. You may also park in the Town Square lot in spots that are located away from the sidewalks.

## ***V. Trip Sheets***

Anytime a bus is required to be utilized for an athletic trip or a field trip, a Trip Requisition Form must be completed and submitted online by using trip tracker. This should be submitted a minimum of two weeks before the trip date.

It is the responsibility of the Teacher or Coach sponsoring the trip to make sure the electronic form is completed in its entirety. This includes the time of departure, the time of return, the beginning odometer reading, the ending odometer reading, and whether or not the Bus Driver was required to stay with the group. The Bus Driver's copy of the trip sheet must be checked for accurate time and mileage before the trip leader signs it at the end of the trip.

## ***W. Substitute Workers***

Substitute hourly/certified/non-certified positions are employed by Greeneville City Schools, and applicants must apply on-line. Criminal history record checks, fingerprinting/background checks of applicants, and post offer employment physicals for substitutes are required.

Greeneville City Schools uses an online substitute software management system to assign Substitute Teachers to jobs.

A Substitute Teacher must possess an educator license with endorsement in the content area to be taught when applicable, when substituting for a Teacher who has been absent for twenty (20) consecutive days. When substituting for a Teacher without sick leave, the substitute must be certified. The Substitute Teacher will be paid according to the Greeneville City Schools salary schedule.

### Use of an Instructional Assistant as a Substitute Teacher

If needed, an Instructional Assistant may be used as a substitute for a Teacher, provided the Principal approves. Per TCA 49-5-111(b), **no educational assistant shall assume responsibility for the classroom for more than 3 consecutive days**. If this situation arises, the Instructional Assistant will receive, 2 hours of comp time for subbing an entire day and 1 hour for a half day for each day s/he substitute teaches. Part time instructional assistants are not eligible to earn comp time.

The Business and Finance department (Payroll) should be notified as soon as possible of such an arrangement in order to allow for modifications in the Instructional Assistant's paycheck.

## ***X. Tobacco-Free Schools (Board Policy 1.803)***

All uses of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes and associated paraphernalia are prohibited in all of the school system's buildings. Smoking is prohibited in any public seating area, including but not limited to, bleachers used for sporting events, or public restrooms.

The use of tobacco or tobacco products, including smokeless tobacco, electronic cigarettes and associated paraphernalia will be prohibited in all vehicles, owned, leased, or operated by the district.

School system employees are not permitted to use tobacco or tobacco products, including smokeless tobacco, electronic cigarettes and associated paraphernalia while they are participants in any activity in which they represent the school district.

## ***Y. Vehicles – Private (Board Policy 3.404)***

From time to time, certain employees may need to use their private vehicles for school purposes. With the use of private vehicles for Greeneville City School business, the following policy must be observed.



To use a private vehicle for school purposes, the person must have permission of an appropriate school representative (Central Office or School Administrator, Athletic Director, or Head Coach) and provide proof of his/her valid driver's liability insurance coverage.

Although the Board carries liability insurance, the personal liability insurance of the driver of the private vehicle will be the primary protection in the event of an accident.

**Z. Vehicles – School System (Board Policy 3.402)**

The Director of Schools shall recommend for Board approval a list of Board owned vehicles to be assigned to positions requiring full time use. Such use will be restricted to commuting to and from job related sites, and must comply with IRS requirements, including implications for reporting taxable income. Employees' assigned full time use of Board owned vehicles shall be on call twenty-four (24) hours a day to perform services required by their job responsibilities. Other than commuting to and from work, use of these vehicles for personal use is prohibited.

**AA. Vendor Relations (Board Policy 2.809)**

Employees of Greeneville City Schools are prohibited from accepting anything of value from an individual or a vendor for the purpose of influencing his/her professional judgment. Material value is defined by law as \$50 or more from a single source in a single year.

In addition, the solicitation of employees by sales people, other staff, or agents during the regular workday is prohibited without prior approval from the school Principal or the immediate Supervisor. Any solicitation should be reported to the appropriate determining party.

**BB. Video Surveillance**

In the continuing effort to provide the safest possible environment for the students and employees of the Greeneville City Schools, video surveillance is conducted in all Greeneville City School locations and on the school buses.

In the event a video surveillance recording captures an employee, student, or other building user violating school policies, rules, or local, state, or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings and may also be provided to law enforcement agencies.

**CC. Visitors to the Schools (Board Policy 1.501)**

Except on occasions such as school programs, athletic events, open house, and similar public events, all visitors will report to the school office when entering the school and will be asked to sign a logbook. Authorization to visit elsewhere in the building or on the school campus will be determined by the Principal or designee. Guest passes shall be issued for all persons other than students and employees of the school.

In order to maintain the conditions and atmosphere suitable for learning, no other person will be allowed to enter onto the grounds or into the school buildings during the hours of student instruction except students assigned to the school, the staff of the school, parents of students, and other persons with lawful and valid business on the school premises.

The Principal has the authority to exclude from the school premises any persons disrupting the educational programs in the classroom or in the school, disturbing the Teachers or students on the premises, or on the premises for the purpose of committing an illegal act. The Principal will engage law enforcement officials when he or she believes the situation warrants such measures.

**DD. Work Breaks**

In order to ensure safety, efficiency, and to meet the requirements of the law, scheduled paid breaks are provided to all non-exempt employees. Non-exempt employees working four (4) hours are entitled to one

fifteen-minute break during the four (4) hour period. Non-exempt employees working eight hours are entitled to two (2) fifteen (15) minute breaks, one for each four hours worked. Any non-exempt employee working over six (6) hours shall have at least a thirty (30) minute duty free lunch/dinner break. All teachers shall be provided with a duty free lunch period as well.

Greeneville City Schools does not intend for, nor allow, non-exempt employees to perform job related functions during their lunch period or entitled break periods. Employees are expected to adhere to the break schedule established by the school Principal or immediate Supervisor. Deviation from the regularly scheduled break period requires prior Supervisor approval.

## **EE. Appendices**

## **APPENDIX A – Extended Health Care Coverage (COBRA)**

Under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA), employers must extend health coverage to you and your family for up to 18 months at your expense if you leave the system or your hours are reduced and result in loss of coverage, except if you are terminated for gross misconduct. The 18-month period may be extended to 29 months if you or your dependent becomes disabled for social security purposes during the first sixty days of continuation coverage.

Health care coverage may also be extended for up to 36 months to spouses and dependents of deceased employees, divorced or legally separated spouses and dependents of employees covered by Medicare, and dependent children who would no longer be covered under the Greeneville City Schools health plan. You will be given details of COBRA rights upon your enrollment in our health plan and upon termination of employment.

## ***APPENDIX B – Health Insurance Portability and Accountability Act (HIPAA)***

This policy is intended to promote awareness of the confidential nature of the medical information that is collected, maintained, and disseminated by the Greeneville City School System as a sponsor of group health plans (the "Plans"). The Plans are considered "group health plans" and "covered entities" under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the regulations promulgated thereunder. This policy and these procedures reflect the commitment of the Greeneville City Schools to protect the confidentiality of its Plan participants' private health information.

This Policy shall be overseen by the Privacy Official, who shall report on privacy issues, as needed, to the Chief Human Resources Officer. The Privacy Official shall be the Human Resources Specialist, and shall have authority and responsibility for implementation and operation of the policy and will have the discretion to delegate any of his or her responsibilities or functions to another individual (the "Designee"). The Plan will use protected health information (PHI) to the extent of and in accordance with the uses and disclosures permitted by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Specifically, the Plan will use and disclose PHI for purposes related to health care treatment, payment for health care and health care operations, and otherwise to the extent permitted by and in accordance with the provisions of HIPAA.

# APPENDIX C – The Family and Medical Leave Act of 1996

## EMPLOYEE RIGHTS AND RESPONSIBILITIES

### UNDER THE FAMILY AND MEDICAL LEAVE ACT

#### Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee’s child after birth, or placement for adoption or foster care;
- to care for the employee’s spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee’s job.

#### Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness\*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.\*

**\*The FMLA definitions of “serious injury or illness” for current servicemembers and veterans are distinct from the FMLA definition of “serious health condition”.**

#### Benefits and Protections

During FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan” on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

#### Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 • months, have 1,250 hours of service in the previous 12 months\*, and if at least 50 • employees are employed by the employer within 75 miles.

**\*Special hours of service eligibility requirements apply to airline flight crew employees.**

#### Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least

two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

#### Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer’s operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

#### Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer’s normal paid leave policies.

#### Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer’s normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

#### Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees’ rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee’s leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

#### Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

interfere with, restrain, or deny the exercise of any right provided under FMLA; and discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

#### Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

**FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.**



## **APPENDIX D – Greeneville City Schools FMLA Policy 5.305**

### **PURPOSE**

To entitle employees to take reasonable leave for medical reasons, for the birth or adoption of a child, and for the care of a child, spouse or parent who has a serious health condition.

### **ELIGIBILITY**

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

### **GENERAL PRINCIPLES**

1. Any employee shall be granted, upon request, up to twelve (12) weeks unpaid leave for the birth, adoption or foster care of a child, the care of a child, spouse, or parent who has a serious health condition or for qualifying exigencies arising out of the fact that the employee's spouse, child, or parent is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation. (Any employee requesting leave due to pregnancy, childbirth, or adoption shall be granted up to four (4) months leave.)
2. Any employee on maternity leave shall be permitted to use accumulated sick leave during the period of actual physical disability only. Otherwise, the maternity leave shall be unpaid leave. A teacher may use up to thirty (30) days of accumulated sick leave for the adoption or foster care of a child. If both adoptive parents are teachers, only one parent may request leave. Written verification from the adoption agency or other entity handling the adoption shall be required before the leave is granted.
3. A physician's statement may be required by the Director of Schools when determining the period of actual physical disability.
4. Request for leaves and extension of leaves shall conform to State law governing all leaves of absence.

### **QUALIFYING EXIGENCIES**

- Issues arising from a covered service member's short notice deployment (i.e. less days of notice) for a period of seven days from the date of notification.
- Military events and related activities, such as official ceremonies, programs, or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of a covered service member.
- Military events and related activities, such as official ceremonies, programs, or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of a covered service member.
- Making or updating financial and legal arrangements to address a covered service member's absence.
- Attending counseling provided by someone other than a health care provider for oneself, the covered service member, or the child of the covered service member, the need for which arises from the active duty or call to active duty status of the covered service member.
- Taking up to 15 days of leave to spend time with a covered service member who is on short-term temporary, rest and recuperation leave during deployment.
- Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of 90 days following the termination of the covered service member's active duty status, and addressing issues arising from the death of a covered service member.
- Any other event that the employee and employer agree is a qualifying exigency.

## **MILITARY CAREGIVER LEAVE**

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

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

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

The "single 12-month period" for leave to care for a covered service member or covered veteran with a serious injury or illness begins on the first day the employee takes leave for this reason and ends 12 months later, regardless of the 12 month period established by the employer for other types of FMLA leave. 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."

## **RESTRICTIONS**

1. For foreseeable leave, the employee shall provide the Director of Schools with at least thirty (30) days written notice before the beginning of the anticipated leave.
2. The Director may require that a request for leave be supported by certification issued by a health care provider with the following information,
  - A. The date on which the serious health condition commenced.
  - B. The probable duration of the condition.
  - C. The appropriate medical facts within the knowledge of the health care provider regarding the condition.
  - D. A statement that the eligible employee is needed to care for the son, daughter, spouse or parent and an estimate of the amount of time that such employee is needed.
3. If there is any reason to doubt the validity of the certification provided, the Director may require, at the expense of the school system, an opinion of a second health care provider.
4. Once it has been established that the leave requested qualifies for FMLA, the Director of Schools/designee shall notify the employee within two (2) business days (absent extenuating circumstances) that,
  - A. Any leave taken pursuant to state leave statutes (paid vacation leave, personal leave, sick leave or worker's compensation) shall run concurrently with FMLA leave.
  - B. The notice may be given orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than the following pay day.
5. Intermittent Leave - When a licensed employee requests foreseeable leave for planned medical treatment and the employee would be on leave for greater than 20% of the total number of working days in the period

during which the leave would extend, the school may require that such employee elect either to take the leave for periods of a particular duration, not to exceed the duration of the planned medical treatment or to transfer temporarily to an available alternative position offered by the school system for which the employee is qualified, and that has equivalent pay and benefits and better accommodates recurring periods of leave.

6. Period Near the End of an Academic Term (Professional employees) - If leave is taken more than five (5) weeks prior to the end of the term, the Director of Schools may require the employee to continue taking leave until the end of the term if the leave is at least three (3) weeks of duration and the return of employment would occur during the three (3) week period before the end of the term. If the leave is taken five (5) weeks prior to the end of the term, the Director of Schools may require the employee to continue taking leave until the end of the term if the leave is greater than two (2) weeks duration and the return to employment would occur during the two (2) week period before the end of the term.
7. Spouses employed by the same employer are limited to a combined total of 26 workweeks in a "single 12-month period" if the leave is to care for a covered service member or covered veteran with a serious injury or illness, and for the birth and care of a newborn child, for placement of a child for adoption or foster care, or to care for a parent who has a serious health condition.
8. Any employee eligible under state law who requests leave due to pregnancy, childbirth, or adoption shall be granted up to four (4) months leave.<sup>3</sup> FMLA leave for birth and care of a newborn child or for placement of a child for adoption or foster care, shall run concurrently with the state leave.<sup>3</sup>
9. Spouses who are both eligible employees of the school district are limited to a combined total of 12 workweeks of FMLA leave in a single 12-month period if the leave is taken for birth and care of a newborn child, for placement of a child for adoption or foster care, or to care for a parent who has a serious health condition.<sup>8</sup> Under certain circumstances, spouses who share such leave may be eligible for limited amounts of additional leave for other qualifying FMLA reasons.<sup>8,9</sup>

#### **REQUIREMENTS OF THE BOARD**

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



# APPENDIX E – *Equal Employee Opportunity is* **THE LAW**

## Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following on the following bases:

### **RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN**

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

### **DISABILITY**

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

### **AGE**

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

### **SEX (WAGES)**

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

### **GENETICS**

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

### **RETALIATION**

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

### **WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED**

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected:

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at [www.eeoc.gov](http://www.eeoc.gov) or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at [www.eeoc.gov](http://www.eeoc.gov).

### Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases:

#### **RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN**

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

#### **INDIVIDUALS WITH DISABILITIES**

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

#### **DISABLED, RECENTLY SEPARATED, OTHER PROTECTED AND ARMED FORCES SERVICE MEDAL VETERANS**

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within

three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

#### **RETALIATION**

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), U.S.

Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at [OFCCP-Public@dol.gov](mailto:OFCCP-Public@dol.gov), or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

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## Programs or Activities Receiving Federal Financial Assistance

#### **RACE, COLOR, RELIGION, SEX**

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

#### **INDIVIDUALS WITH DISABILITIES**

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which received Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

# EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

## FEDERAL MINIMUM WAGE

**\$7.25** PER HOUR

BEGINNING JULY 24, 2009

- OVERTIME PAY** At least 1½ times your regular rate of pay for all hours worked over 40 in a workweek.
- CHILD LABOR** An employee must be at least **16** years old to work in most non-farm jobs and at least **18** to work in non-farm jobs declared hazardous by the Secretary of Labor.
- Youths **14** and **15** years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs under the following conditions:
- No more than**
- **3** hours on a school day or **18** hours in a school week;
  - **8** hours on a non-school day or **40** hours in a non-school week.
- Also, work may not begin before **7 a.m.** or end after **7 p.m.**, except from June 1 through Labor Day, when evening hours are extended to **9 p.m.** Different rules apply in agricultural employment.
- TIP CREDIT** Employers of “tipped employees” must pay a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee’s tips combined with the employer’s cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference. Certain other conditions must also be met.
- ENFORCEMENT** The Department of Labor may recover back wages either administratively or through court action, for the employees that have been underpaid in violation of the law. Violations may result in civil or criminal action.
- Employers may be assessed civil money penalties of up to \$1,100 for each willful or repeated violation of the minimum wage or overtime pay provisions of the law and up to \$11,000 for each employee who is the subject of a violation of the Act’s child labor provisions. In addition, a civil money penalty of up to \$50,000 may be assessed for each child labor violation that causes the death or serious injury of any minor employee, and such assessments may be doubled, up to \$100,000, when the violations are determined to be willful or repeated. The law also prohibits discriminating against or discharging workers who file a complaint or participate in any proceeding under the Act.
- ADDITIONAL INFORMATION**
- Certain occupations and establishments are exempt from the minimum wage and/or overtime pay provisions.
  - Special provisions apply to workers in American Samoa and the Commonwealth of the Northern Mariana Islands.
  - Some state laws provide greater employee protections; employers must comply with both.
  - The law requires employers to display this poster where employees can readily see it.
  - Employees under 20 years of age may be paid \$4.25 per hour during their first 90 consecutive calendar days of employment with an employer.
  - Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

For additional information:



**1-866-4-USWAGE**

(1-866-487-9243)

TTY: 1-877-889-5627



**WWW.WAGEHOUR.DOL.GOV**

U.S. Department of Labor | Wage and Hour Division

## ***APPENDIX G – Genetic Information Non-Discrimination Policy***

Greeneville City Schools respects all employees' privacy in their genetic information and enforces a strict policy of nondiscrimination on the basis of genetic information. The system will not discriminate, harass, or retaliate on the basis of genetic information when it comes to any aspect of employment. The system's policies regarding equal employment opportunity, harassment and retaliation are applicable to genetic information, as well as other categories protected by law.

Additionally, Greeneville City Schools will not use genetic information (as defined by applicable law and regulations) to make an employment decision. Genetic information includes information about an individual's genetic test and the genetic tests of an individual's family members, as well as information about any disease, disorder, or condition of an individual's family members (i.e., an individual's family medical history). In the event the system receives genetic information, it will treat such information confidential and will only use such information in accordance with applicable law.

## APPENDIX H - ASBESTOS MANAGEMENT PLAN AVAILABILITY

Greeneville City Schools      Phone (423) 787-8000  
Director of Schools            Phone (423) 787-8014  
P. O. Box 1420                 FAX (423) 638-2540  
Greeneville, Tennessee 37744-1420

### Memo

**TO:** Parents  
**FROM:** Director of Schools  
**DATE:** July 2017  
**SUBJECT:** ASBESTOSMANAGEMENTPLANAVAILABILITY

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In November of 1988, the Greeneville City Board of Education submitted a Management Plan to the Tennessee Department of Finance and Administration. The Management Plan details all areas where asbestos-containing materials are present in the buildings of Greeneville City Schools and the manner in which the materials will be handled.

The Management Plan will be available to the public for review at the Greeneville City Schools' Operations office located at 312 Floral Street, Greeneville, Tennessee. Management Plans for the school buildings will be available in the office area of each school. Viewing time will be 9:00 a.m. to 4:00 p.m. (local time) Monday through Friday.

The Management Plan is updated every six months (beginning July 9, 1989) with progress reports being submitted to the state annually.

## **APPENDIX I - Family Educational Rights and Privacy Act (FERPA)**

### **Greeneville City Schools Family Educational Rights and Privacy Act (FERPA) Annual Notification Rights**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school Principal a written request that identifies the record(s) they wish to inspect. The Assistant Director will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the students education records, except to the extent that FERPA authorizes disclosure without consent. Three exceptions which permit disclosure without consent are as follows,
  - a. Disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an Administrator, Supervisor, Instructor, or a Support Staff Member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
  - b. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
  - c. In an emergency, FERPA permits school officials to disclose without consent education records, including personally identifiable information from those records, to protect the health or safety of parties such as law enforcement officials, public health officials, and trained medical personnel. This exception is limited to the period of the emergency and generally does not allow for a blanket release of personally identifiable information from a student’s education records.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are as follows:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

**Greeneville City Schools  
Family Rights and Privacy Act (FERPA)  
Annual Release of Directory Information**

The Family Educational Rights and Privacy Act (FERPA) requires that Greeneville City Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the school district may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school publications. Examples of such publications include the following,

- A playbill, showing your student's role in a drama production.
- The annual yearbook.
- Honor roll or other recognition lists.
- Graduation programs.
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, address and telephones listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the school district to disclose directory information from your child's education records without prior written consent, you must notify the school Principal in writing within two weeks of your child's enrollment and clearly identify your child's name, grade, school and the information that you do not want released. Greeneville City Schools has designated the following information as directory information,

- Student's name, address and phone number.
- Participation in officially recognized activities and sports.
- Weight and height of members of athletic teams.
- Electronic mail address.
- Photograph.
- Degrees, honors and awards received.
- Date and place of birth.
- Major field of study.
- Dates of attendance grade level.
- The most recent educational agency or institution attended.



**Greeneville City Schools**  
**Protection of Pupil Rights Amendment (PPRA)**  
**Annual Notification of Rights**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of—*
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use—
  1. Protected information surveys of students’
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 8 years old or an emancipated minor under State law.

Greeneville City Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The school district will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The school district will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The school district will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time.

For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement,



- Collections, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

## **Personal Characteristics Expected of ALL Greeneville City Schools Personnel**

<b>INTEGRITY</b>	Soundness of moral character; adherence to generally accepted ethical principles
<b>DEPENDABILITY</b>	Worthy of trust; reliable
<b>COOPERATIVENESS</b>	Willingness to work with others to achieve organizational goals
<b>ENTHUSIASM</b>	Eager and excited interest in pursuing and achieving organization priorities
<b>INITIATIVE</b>	Readiness and ability to take first steps to solve a problem; to seek and pursue new solutions
<b>COMMITMENT</b>	Faithfulness to obligations and responsibilities; adherence to solutions, positions and decisions of the organization
<b>JUDGMENT</b>	The general ability to make sound decisions within the broad confines of policy and acceptable practices

## APPENDIX K – Tennessee Teacher Code of Ethics

49-5-1001. Short title. —

This part shall be known and may be cited as the “Teacher Code of Ethics.” [Acts 2010, ch. 916, § 1.]

49-5-1002. Legislative findings. —

The general assembly finds and declares that:

(1) An educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. An educator accepts the responsibility to adhere to the highest ethical standards; and

(2) An educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. [Acts 2010, ch. 916, § 1.]

49-5-1003. Educator's obligations to students. —

(a) An educator shall strive to help each student realize the student's potential as a worthy and effective member of society. An educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

(b) In fulfillment of this obligation to the student, an educator shall:

(1) Not unreasonably restrain the student from independent action in the pursuit of learning;

(2) Not unreasonably deny the student access to varying points of view;

(3) Not deliberately suppress or distort subject matter relevant to the student's progress;

(4) Make reasonable effort to protect the student from conditions harmful to learning or to health and safety;

(5) Not intentionally expose the student to embarrassment or disparagement;

(6) Not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background or sexual orientation unfairly:

(A) Exclude any student from participation in any program;

(B) Deny benefits to any student; or

(C) Grant any advantage to any student;

(7) Not use professional relationships with students for private advantage; and

(8) Not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law. [Acts 2010, ch. 916, § 1.]

49-5-1004. Educator's obligations to the education profession. —

(a) The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service. In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions which attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

(b) In fulfillment of this obligation to the profession, an educator shall not:

(1) Deliberately make a false statement or fail to disclose a material fact related to competency and qualifications in an application for a professional position;

(2) Misrepresent the educator's professional qualifications;

(3) Assist entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute;

- (4) Knowingly make a false statement concerning the qualifications of a candidate for a professional position;
- (5) Assist a non-educator in the unauthorized practice of teaching;
- (6) Disclose information about colleagues obtained in the course of professional service unless the disclosure serves a compelling professional purpose or is required by law;
- (7) Knowingly make false or malicious statements about a colleague; and
- (8) Accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions. [Acts 2010, ch. 916, § 1.]