

Rutherford County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Support Personnel	Descriptor Code: 5.102	Issued Date: 01/12/12
		Rescinds: 5.102	Issued: 01/15/09

1 The non-certified/classified staff members are personnel whose regular employment status does not require
2 certification in accordance with rules and regulations of the State Department of Education.

3 4 **HIRING**

5
6 Application process shall be in accordance with procedures approved by the director of schools. Pro-
7 cedures for screening, interviewing and employment shall be defined or approved by the director of
8 schools. All employment shall be done in a fair and equitable manner. There shall be no discrimination
9 on the basis of sex, race, national origin, religion, age or disabilities.

10
11 Annually the director of schools shall appoint non-certified personnel.¹

12
13 Each person hired in a regular non-certified position shall be required to complete successfully a pro-
14 bationary period of six months. The probationary period shall be an essential part of the employment
15 process, and shall be utilized for the most effective adjustment of a new employee. This probationary
16 period may preclude the permanent hiring or promotion of any employee whose performance does not
17 meet the required standard of work.

18 19 **SALARIES**

20
21 Each employee will be paid the salary for which he/she qualifies by reason of assignment.

22
23 No employee shall work more than the hours agreed upon, and no individual will be allowed to donate
24 voluntary services.

25
26 All compensation, including, but not limited to, compensatory time, shall comply with all federal and
27 state wage and hour laws and regulations.

28
29 Salaries and supplements may be paid from revenue derived from sources other than taxes, provided the
30 revenue is deposited with and salaries paid through the board. This includes donations or contributions
31 from school support organizations, individuals, civic or other non-school related sources of funds from
32 individual school activity funds, such as gate receipts and concessions.

33 34 **ASSIGNMENT**

35
36 The director of schools shall assign and reassign non-certified personnel based upon needs within the
37 school system, the welfare of students, and the qualifications and preference of the employee.

38
39 With the exception of substitute employees, members of an immediate family should not be assigned
40 to the staff in the same school plant unless some unusual circumstance exist which makes it in the best
41

1
2
3 interest of the educational program as approved by the director of schools. Principals, assistant principals
4 or other supervisors are prohibited from having an immediate family member working under their direct
5 supervision. The director of schools may recommend exceptions to this policy; however, all exceptions
6 to this policy require prior approval of the Board of Education.

7
8 Immediate family shall be defined as spouse, child, parent, parent-in-law, brother, sister, brother-in-law,
9 and sister-in-law, aunt, uncle, niece, nephew and grandparent.

10
11 This policy will become effective immediately upon passage. Employees whose positions are in violation
12 of this policy, upon passage by the Board, shall be permitted to remain in these positions. However, this
13 policy shall not be construed to contravene existing State law.

14
15 A schedule will be developed by each employee's immediate supervisor.

16 **SUPERVISION**

17
18
19 (1) The principal has general supervision of personnel in his/her building and has direct supervision of
20 all school secretaries, custodians, cafeteria personnel and educational assistants who are not under
21 the direct supervision of another supervisor.

22
23 (2) The transportation supervisor is the immediate supervisor of all bus personnel.

24
25 (3) Maintenance personnel are under the immediate supervision of the property and plant maintenance
26 manager.

27
28 (4) Central office secretaries are under the immediate supervision of the supervisor to whom they are
29 assigned.

30
31 (5) All Central Office support staff are under the general supervision of the director of schools/desig-
32 nee.

33
34 (6) All personnel are ultimately responsible to the director of schools.

35 **SUSPENSION AND DISMISSAL**

36
37
38 Each employee is expected to give faithful service, and continuation of his/her employment shall be
39 based on good behavior, efficiency, the necessity of the work and the appropriation of sufficient funds.

40
41 All non-certified (classified) employees are employed at the will of the director. The director of schools
42 may dismiss any non-certified employee during the contract year for any lawful reason.

43 **RESIGNATION**

44
45
46 An employee wishing to resign shall do so by submitting written notice of resignation to his/her immediate
47 supervisor, who will forward the notice to the director of schools. Except where permission is otherwise
48 given, such resignation must be submitted at least two weeks prior to the intended termination date.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50

EXIT CONFERENCE

Employees are required to meet with their immediate supervisor prior to their final day of employment in order to return all property of the school/school system. Outstanding property will be cause for the employee’s final payroll check to be held by the payroll department. Upon proof that an exit conference has been conducted and is complete, the final paycheck will be released.

-
- Legal References:
1. TCA 49-2-203(a)(1)