



Blount County Schools

Employee Handbook

Educational Excellence for all Students

Effective May 23, 2016

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WELCOME FROM THE DIRECTOR OF SCHOOLS

Blount County Schools welcomes you to the noble and challenging teaching profession. You have been selected for an important position in Blount County Schools. We strive to provide the high quality of education that our students deserve. Your role in providing that quality instruction is extremely crucial in the education of our students. This handbook has been prepared to assist you with training and instruction in your role in Blount County Schools.

In order to provide a 21st century high quality educational experience for all students, we must employ exceptional educators committed to achieving excellence. I encourage you to make it your mission to provide a safe and orderly environment; create a warm and inviting climate while maintaining structure, procedures, and routines; and focus on teaching and learning. In addition, make yourself familiar with all aspects of the school(s) you are serving and collaborate with the staff in making smooth transitions for students.

Working in education can be both a challenging and rewarding experience. I encourage you to use this handbook to guide you to a successful experience. It is my belief that our parents are entrusting you with their children; therefore, you need to act as a role model and be professional with your interactions with our children.

Our **VISION** is Educational Excellence for all Students! Our **MISSION** is to maximize the Academic Potential of Every Child in a Safe and Personalized Environment. Blount County Schools will graduate students who are college and career ready and prepared to meet the challenges of the 21st Century workplace.

On behalf of the students, teachers, support staff, parents Blount County Board of Education, and the entire Blount County Schools community, I offer our sincere appreciation for accepting this extremely important and challenging role. May you achieve success and experience the many joys and rewards that come from working with our children. Best Wishes!

Rob Britt, Director of Schools

EQUAL EMPLOYMENT OPPORTUNITY

Blount County Schools does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, or veteran status in provision of educational programs and services or employment opportunities and benefits. Blount County Schools does not discriminate on the basis of race, sex, or disability in the education programs and activities pursuant to the requirements of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age Discrimination in Employment Act (ADEA) or any other above referenced policies should be directed to the Human Resources Office of Blount County Schools at (865) 984-1212 located at 831 Grandview Drive, Maryville, TN 37803.

GOALS AND OBJECTIVES

The Board of Education's goals are:

1. To ensure that the best qualified personnel are recruited and employed to staff the school system;
2. To provide staff compensation, benefits and working environment sufficient to attract and retain qualified employees;
3. To provide an in-service training program for all employees to improve their performance;
4. To conduct an evaluation program that will contribute to the continuous improvement of staff performance; and
5. To ensure that personnel are assigned so that they are utilized as effectively as possible.
6. To develop the quality of human relationships necessary to obtain maximum staff performance; and
7. To provide opportunities for a genuine team approach to education, including staff involvement in planning, decision making, and evaluation.
8. To adhere to All State and Federal equal opportunity laws.

APPLICATION AND RECOMMENDATION

APPLICATION

All applicants must complete an online application. In a continuing effort to ensure the safety and welfare of students and staff, the district shall require criminal history records checks and fingerprinting of applicants having direct, unsupervised contact with students. Knowingly falsifying information shall be sufficient grounds for termination of employment and shall also constitute 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 shall be paid by the applicant.

RECOMMENDATION

After completion of the necessary background checks, the Director of Schools, or his designee, shall extend an offer of employment to qualified applicants. Employment of maintenance/custodial workers will be contingent on passing the physical examination and the required strength test. Classified

personnel hired by Blount County Schools after July 1, 1999 with prior experience may only be given credit if the following criteria are met:

1. Experience in Blount County Government (including schools) will automatically be counted;
2. All other like experience will be limited to five (5) years for salary rating purposes;
3. Experience must be verified in writing to the Human Resources Department on an Experience Verification Form within sixty (60) calendar days from initial hire.

CERTIFIED EMPLOYEES

Upon application to the school system, references shall be submitted with the online application. Other information shall include whether such applicant has been dismissed for cause from a school system. If previously employed by a local Board of Education, the applicant shall provide evidence of acceptable resignation. Upon recommendation for hire by a principal or supervisor, the applicant shall submit a transcript of credits earned at the colleges or universities. No person shall be employed:

1. Who does not hold a valid license to teach from the State Board of Education;
2. Who does not present a physician's certificate showing a satisfactory health record;
3. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause?

JOB DESCRIPTIONS

The Board will approve the broad purpose and function of the position in accordance with state laws and regulations, approve a statement of duties as recommended by the Director of Schools, and delegate to the Director of Schools the task of writing, or causing to be written, a job description for the position. A copy of each job description shall be provided to the employee, the immediate supervisor and included in the employee's personnel file. A copy of all job descriptions shall be maintained in the Human Resources office. Job descriptions shall be used as guides in annual employee evaluations. The Director of Schools shall maintain a comprehensive, coordinated set of job descriptions for all such positions to promote efficiency and economy in the staff's operations.

RECRUITMENT OF EMPLOYEES/VACANCIES/TRANSFERS

CLASSIFIED VACANCIES

Notices of vacancy will be given in writing to the Human Resources Department as soon as possible by the principal or other appropriate administrator. Upon receipt of notice of vacancy the human resources department will post all full time classified vacancies for five (5) business days on the Blount County Schools website. Employees may apply for vacancies posted inside the system. Applications for vacancies will be evaluated from both inside and outside the system for final selection of the employee/applicant to fill the vacancy.

PART-TIME PERSONNEL

Vacancies for part-time positions will be filled from the application pool.

TRANSFERS

The Director of Schools will maintain the authority to transfer based on the needs of the system.

The authorization of all school system positions rests with the Board. Personnel employment shall be within the discretion of the Director of Schools. The Director of Schools is responsible for the development of a program for the recruitment of licensed personnel. Identification of personnel needs shall be the responsibility of the Director of Schools, supervisors, and building principals. Effort shall be made to include representation of academic and professional experience, age, ethnic backgrounds, race and sex. Recruitment procedures shall take into consideration the talents and potential of individuals both inside and outside the system. All applications will remain active for one year.

CERTIFIED VACANCIES

After the first day of school, vacancies will be filled with interim licensed employees and posted as open, effective the beginning of the next school year.

NON-FACULTY COACHES

Applications must be made for non-faculty/volunteer coaching positions. The same completed application information including references will be required.

LINE AND STAFF RELATIONS

The Director of Schools shall establish lines of authority, which shall be approved by the Board. At the building level, the school principal is the immediate supervisor for all employees in the building (i.e. teachers, instructional assistants, secretaries, custodians, child nutrition employees, etc.). All personnel are expected to keep the person to whom they are immediately responsible informed of their activities and shall refer matters requiring administrative action to the administrator to whom they are responsible. That administrator shall refer such matters to the next higher administrative authority when necessary. Lines of authority do not restrict the cooperative, sensible working together of all staff members at all levels. The established lines of authority represent direction of authority and responsibility and avenues for a two-way flow of ideas to improve the program and operations of the school system.

CLASSIFICATIONS AND QUALIFICATIONS

CLASSIFIED

The classified staff members are personnel whose regular employment does not require certification in accordance with rules and regulations of the State Department of Education. Classified personnel include but are not limited to bookkeepers, secretaries, clerks, maintenance employees, custodial employees, cafeteria employees, and instructional assistants. Full time classified personnel are those that work thirty (30) or more hours per week. Part-time classified personnel are those that work less than thirty (30) hours per week. Federal guidelines of Every Student Succeeds Act (ESSA)

requires instructional assistants serving in Title I funded schools to have a minimum of 48 semester hours of college credit or equivalent upon employment, or passing of the ParaPro Assessment exam.

ADMINISTRATIVE AND SUPERVISORY PERSONNEL

All administrative and supervisory positions in the school system are established initially by the Board, by state law, or State Board Rule, Regulations and Minimum Standards. To be considered for certified, administrative or supervisory positions, the applicant must show the following qualifications:

1. Professional teaching certification; and
2. Administrative or supervisory certification and experience in accordance with state law and State Board Rules and Regulations in the appropriate area based on the minimum of a master's degree.

Non-certified administrative and supervisory personnel shall possess sufficient training and experience to perform the services required and such additional qualifications as the Board and Director of Schools shall determine.

PROFESSIONAL PERSONNEL

The professional staff members are the personnel whose employment status requires certification in accordance with the rules and regulations of the State Board of Education.

SUPERVISION

Supervision of administrative and supervisory personnel shall be provided by the Director of Schools. At the building level the principal or designee is the immediate supervisor for all employees assigned to the school. The immediate supervisor and Director of Schools' office share the responsibility for providing desirable orientation experience for newly hired employees. Periodic training sessions may be provided for employees or employee groups as deemed necessary. The immediate supervisor has the responsibility of assigning specific duties and for giving guidance to the employee for the satisfactory performance of those duties.

EVALUATION

CLASSIFIED PERSONNEL

Newly hired administrative/classified personnel shall be evaluated once during the first year of employment and annually thereafter. The evaluation shall be used as an aid in improving an employee's performance and as a basis for continuing employment. Evaluation reports shall be discussed with the employee. Each employee shall be given a copy of the evaluation and shall sign the supervisor's copy as evidence it has been discussed.

CERTIFIED PERSONNEL

The evaluation of performance and its effectiveness must be a cooperative and shared endeavor on the part of the Director of Schools and administrative and supervisory personnel. The Board shall use a state-approved model for evaluating administrative and supervisory personnel and shall approve standard forms to be used in evaluating support personnel.

LICENSED TEACHING PERSONNEL

The Board shall use guidelines developed by the State Board of Education for implementation of an approved evaluation system. The Board shall annually submit for state review and approval the evaluations and recommendations of all apprentice teachers who are in their final apprentice year. Teachers shall be evaluated for the following purposes:

1. Accountability – to assure that evaluation considers the effectiveness in the classroom and in the school.
2. Professional Growth – to provide a focus for professional growth in an area(s), which has the greatest capacity for facilitating student performance.
3. Cohesive School Structure – to increase and focus the dialogue within schools on the goal(s) of improved services to students.

Evaluations will be conducted by a school administrator and/or designee(s). All evaluators shall be trained and certified through state-sanctioned training in the evaluation procedures before conducting evaluations. The principal shall be responsible for the final evaluation decision.

Evaluations shall use multiple data sources, which include but not limited to:

1. Classroom or position observations including planning and reflecting information and/or review;
2. Review of previous evaluations and an educator self-assessment;
3. Conferences;
4. Examination of professional growth;
5. Review of indicators of student progress; and
6. Examination of assessment techniques, result and applications.

As part of the state model evaluation process, a growth plan shall be developed for all teachers. The plan shall be developed collaboratively by the teacher and the immediate supervisor and/or principal. The plan shall include identified area(s) for growth, action plan, and progress reporting procedures.

HEALTH EXAMINATIONS/COMMUNICABLE DISEASES

All employees, prior to entering service, shall present a certificate showing a satisfactory health record. Employees shall inform the Director of Schools whenever they contract a contagious or communicable disease. No employee who has any communicable disease shall perform his/her duties in any location where such might endanger the health of school children. The Board may require any employee to submit to a physical examination by a physician whenever there is reason to believe that the employee has any communicable disease. The Director of Schools shall reassign or suspend any employee who is suspected or confirmed of having a communicable disease, which might endanger the health of children, after investigation and final disposition of the case before the Board. To assist the Board in

making final disposition of the case, the Director of Schools may refer the case to the County Health Office or other medical experts. The Board shall use the written report to determine the employment status of the employee.

ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

The Board has the responsibility to ensure that each school's employees are in a state of physical condition, which will not endanger their personal health or the health of others. Concerns regarding health matters shall be approached within the boundaries of confidentiality. The Director of Schools shall be responsible for developing, revising and implementing the administrative guidelines and procedures for this policy. The Director of Schools shall be responsible for enforcing this policy by communicating it to all personnel and by providing necessary instruction to all administrators.

HIV/AIDS TESTING

No school official can require any employee to undergo an HIV antibody test or other HIV related test. This does not preclude school officials from requiring an employee to undergo an examination when another communicable illness is suspected.

LIABILITY AND NON-DISCRIMINATION

No employee who is diagnosed with HIV infection or AIDS shall be prevented from continuing his/her employment. No disciplinary action may be taken against an employee solely on the basis of HIV infection or AIDS. Action may be taken against an employee only if he/she is disabled and the disability interferes with his/her ability to perform the activities involved in employment duties. The Board shall make reasonable accommodation to enable the employee to perform employment duties as may be required by state or federal law.

CONFIDENTIALITY

If information is received regarding an employee's HIV status, the Director of Schools may consult with the school board attorney on the appropriate course of action to pursue, bearing in mind the school system's potential liability for defamation, employment discrimination, and breach of confidentiality requirements. Information obtained is confidential and may not be released to anyone except:

1. Persons named on an Authorization for Release of Confidential HIV-Related Information Form
2. Persons listed on a court order
3. Persons authorized to receive such information without a release or court order according to TCA 68-10-113

Under no circumstances shall information identifying an employee with AIDS be released to the public.

EDUCATION AND UNIVERSAL PRECAUTIONS

To prevent and manage exposure in the workplace, all school system employees will receive in-service training and education annually regarding HIV/AIDS and OSHA's Blood borne Pathogens Standard.

COMMUNICATIONS AND PUBLIC RELATIONS

Annually, the Board shall designate an individual who will be responsible for coordinating educational/training programs for all personnel, parents and board members. These programs can utilize the educational/training resources of agencies or private institutions with personnel trained in the areas of HIV/AIDS prevention education.

HEPATITIS B (HBV)

All schools shall provide a sanitary environment and shall establish routines for handling body fluids that are recommended by appropriate health professionals. All school district personnel shall be advised of routine procedures to follow in 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. These procedures shall be standard health and safety practices. No distinction shall be made between body fluids from individuals with a known disease and individuals without symptoms or with an undiagnosed disease. The administration shall develop, in consultation with medical personnel, a regulation to be distributed to all staff. Training and appropriate supplies shall be available to all personnel, including those involved in transportation and custodial services. In addition to insuring that these health and safety practices are carried out on a district wide basis, special emphasis shall be placed in those areas of school district operation that potentially present a greater need for these precautions.

CONFIDENTIALITY AND NON-DISCRIMINATION

In all instances, district personnel shall respect the individual's right to privacy and treat any medical diagnosis as confidential information. The Director of Schools shall initiate procedures to ensure that all medical information will be held in strict confidence. Any school staff member who violates confidentiality shall be subject to appropriate disciplinary measures. Under no circumstances shall information identifying an employee with HBV be released to the public.

SAFETY

Employees who are at high risk of occupational exposure shall be identified and provided with personal protective equipment, including HBV vaccinations. Employees considered to be at high risk shall include custodians, school nurses, special education teachers and teaching assistants, playground supervisors, coaches and physical education teachers. When any employee is known to have been exposed to HBV on the job site, a supervisor will notify the employee immediately, and the Board shall provide vaccinations. The principal/supervisor will ensure that an accident report is filed for all accidents. The report will include the employee's name, date of the accident, an explanation of the accident and the care used in treating the individual. These reports will be kept on file in the principal's office for a minimum of one (1) year.

EDUCATION AND UNIVERSAL PRECAUTIONS

HBV education, including universal precautions on handling blood and other body fluids, will be provided to all school personnel and volunteers and may include members of the Board.

DRUG & ALCOHOL TESTING FOR EMPLOYEES

Employees of the school system shall not possess, use, or distribute any illicit drug or beverage alcohol as defined in Tennessee Code Annotated while on school premises or while responsible for chaperoning students on school sponsored trips. The Board of Education will terminate the employment of any employee who possesses, uses, or distributes any illicit drug or beverage alcohol on school premises or while responsible for chaperoning students on a school sponsored trip. All school employees shall cooperate with law enforcement agencies in all investigations concerning any violation of this policy. The Director of Schools shall provide information about drug and alcohol counseling and rehabilitation to any employee when requested.

DISCRIMINATION/HARASSMENT OF EMPLOYEES

GENERAL STATEMENT OF POLICY

It is the policy of Blount County schools to maintain a learning work environment that is free from harassment and prohibits any and all forms of harassment. It shall be a violation of district policy for any student, teacher, administrator, or other school personnel of this district to harass an employee through conduct of a sexual nature, or regarding age, race, color, sex, national origin or disability, as defined by this policy. It shall also be a violation of district policy for any teacher, administrator, or other school personnel of this district to tolerate sexual harassment or harassment because of an employee's age, race, color, national origin, ethnicity, or disability, as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the school district.

For purpose of this policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district. The school system will act to promptly investigate all complaints, either formal or informal, verbal or written of harassment because of age, race, color, sex, national origin, or disability; to promptly take appropriate action to protect individuals from further harassment; and if it determines that unlawful harassment occurred, to promptly and appropriately discipline any student, teacher, administrator or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment.

DEFINITIONS

Sexual harassment: for purposes of this policy, sexual harassment of a student consists of unwelcome and unsolicited sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct, or communication of a sexual nature when:

1. A school employee or student causes an employee to believe that he/she must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when an employee or third party agent of the school district causes a student to believe that the employee will make an educational or work decision based on whether or not the student submits to unwelcome sexual conduct; or

2. The unwelcome sexual conduct is so severe, persistent or pervasive that it affects an employee's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational work environment.

Harassment because of race or color: for purposes of this policy, racial harassment of others consists of verbal or physical conduct relating to an individual's race or color, when:

1. The harassing conduct is sufficiently severe, persistent or pervasive that it affects an employee's ability to participate in or benefits from an educational program or activity or creates an intimidating, threatening or abusive educational work environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work performance;
3. The harassing conduct otherwise adversely affects an individual's employment opportunities.

Harassment based upon national origin or ethnicity: for purposes of this policy, ethnic or national origin harassment of an employee consist of verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members or ancestors when:

1. The harassing conduct is so severe, persistent, or pervasive that it affects an employee's ability to participate in or benefits from an educational program or work activity or creates an intimidating, threatening or abusive educational work environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work;
3. The harassing conduct otherwise adversely affects an individual's employment opportunities.

Harassment because of disability: for purpose of this policy, harassment because of a person's disability that consists of verbal or physical conduct relating to an individual's physical or mental impairment when:

1. The harassing conduct is sufficiently severe, persistent or pervasive that it affects an employee's ability to participate in or benefits from an educational program or work activity or creates an intimidating, threatening or abusive educational work environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work;
3. The harassing conduct otherwise adversely affects an individual's learning opportunities.

Non-Discrimination Information

Blount County Schools does not discriminate on the basis of race, gender, color, religion, national origin, age, or disability in provision of educational opportunities or employment opportunities and benefits pursuant to the requirements of Title VI of the Civil Rights Act of 1964 as codified in 42 USC 2000D, Title IX of the Education Amendments of 1972, Pub. L. 92-318, the Individuals with Disabilities Education Act Section 504 of the Rehabilitation Act of 1973, the Title II Americans with Disabilities Act of 1990, Pub. L.101-336, the Age Discrimination Act of 1975, and the Boy Scouts of America Equal Access Act. Inquiries concerning Title VI, Title IX,

Section 504, Title II, the Age Discrimination Act, and the Equal Access Act should be directed to the Blount County Schools Human Rights Officer Dr. Alisa Teffeteller at 831 Grandview Drive, Maryville, TN 37803 or call 984-1212. Charges of violation of the above may also be directed to the Director of Schools, Mr. Rob Britt, 831 Grandview Drive, Maryville, TN 37803 or call 865-984-1212. Contact to the Office of Civil Rights regional office for Tennessee is United States Department of Education, Office for Civil Rights, Atlanta Office, Southern Division, 61 Forsyth Street, S. W., Suite 19T70, Atlanta, GA 30303 or call (404) 974-9406.

CONFLICT OF INTEREST

Employees will not engage in, or have financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as members of the school staff. In cases where a conflict may exist, the employee will file a disclosure form with the Director of Schools. This includes but is not limited to the following:

1. School employees may not sell goods or equipment to students or render any service to the school system on a commission basis;
2. Employees who have patented or copyrighted any device, publication, or other item will not receive royalties for use of such item in the school system;
3. Employees will not engage in any type of work where the source of information concerning a customer, client, or employee originates from information obtained through the school system;
4. The Board shall make no purchase of supplies, materials, or equipment from a school system employee; and
5. Employees shall not solicit for the purpose of selling instructional supplies, equipment and reference books in a territory that includes the parents of the children of the school in which the employee is assigned.

PAYROLL INFORMATION

Employees are paid biweekly every other Monday. The pay plan is established by assigning each different job classification a salary grade that reflects the knowledge, skills and abilities needed to fill that position. Each employee will be compensated based upon the salary schedule that is assigned to his/her position. No full time employee shall be paid at a rate less than the base rate. The salary schedule is designed to give each classified employee an increase based on their years of experience with Blount County Schools. The increase is effective at the beginning of each fiscal year (July 1). Each year the amount of salary increase for the base salary will be contingent upon the approval of the Blount County Board of Education and funded by the Blount County Commission.

PAY PERIODS

A pay period schedule will be posted on the website the first week of school. This schedule will show the pay period ending date and the dates that the checks will be distributed to employees. The responsibility lies with each employee to make sure that his or her time is recorded correctly to the school secretary on the appropriate date. Please always be prompt submitting your time. If your time is not recorded it may not be paid until the following pay period. No payroll checks can be issued during the middle of a payroll cycle.

Classified employees will be paid as follows:

- 12-month (260 days) classified employees will be paid twenty-six (26) times per year.
- 10-month (200 days) classified employees including school food service managers that are paid for 200 days will be paid twenty-six (26) times per year (beginning on August 30 through August 15).
- 9 month classified employees (184 days) and bus attendants (182 days) will be paid twenty-six (26) times per year (beginning on August 30 through August 15).
- Food service employees working 187 days will be paid twenty-one (21) times per year (beginning August 30 through June 30).

Twelve month, Full Time

This category includes custodians, maintenance department, high school administrative assistants, and the central office staff. Employees in this category are paid for 260 days per year or 2080 hours per year. You are to work 260 days (less paid holidays and vacation days). Twelve-month employees will receive twenty-six (26) paychecks per year for working the number of days designated above. Each check will include pay for 80 hours. Dividing 24 pay periods into 2080 hours worked arrives at this number of hours. Your TBD will reflect the total number of hours worked each day, which should be eight (8).

School Secretaries and RN's

School secretaries & RN's will be paid for 200 days per year at eight (8) hours per day. The 200 days will include 180 regular school days, ten (10) professional development, in-service, or administrative days, five (5) paid holidays, and five (5) vacation days that will be designated during the Christmas break. The ten (10) professional development, in-service, or administrative days worked will be left to the discretion of the principal as to which days he/she would prefer their secretary to work. These days should be shown on the TBD as IS days and should be kept on file at the school for reference. Days not worked should be shown as NP (No Pay) except for the five vacation days that should be shown during the Christmas break.

Teaching Assistants, LPN's, and CNA's

Full time teaching assistants, LPN's, and CNA's are paid for 186 days per year at seven (7) hours per day. Part-time teaching assistants are paid 186 days per year (hours per day may vary). The 186 days include 178 regular school days, five (5) holidays, and two (2) professional development/administrative days. A memo will be sent out at the beginning of each school year designating which days will be worked. All professional development and administrative days should be shown as IS on TBD if the days are worked, if however, the days are not worked the days should be posted as NP (no pay) on TBD. The number of professional development, in-service, and/or administrative days worked by each assistant should be kept on file at each school for reference (these days are not posted in the Central Office). It is the building level administrator's responsibility to make sure each assistant has worked the required number of days. Bus Attendants (Full Time and Part-time) will be paid for 182 days per school year. This will include 177 regular school days and five (5) paid holidays.

RECORD OF TIME AND ATTENDANCE

All classified employees are required to submit their time in Kronos before a payroll check can be issued. The workweek begins at midnight on Sunday and ends at midnight the following Sunday. The responsibility of providing the employer with time worked lies with each employee. Failure to have time turned in by the cut-off date may mean that a payroll check cannot be produced until the next pay period.

Only holidays listed as paid holidays under your job classification should be shown as HO hours. Any other holidays that you will not be paid for should be shown on as NP (No Pay) hours. A list of paid holidays will be shown under vacations and holidays. Please refer to this list when submitting your time.

SALARY RANGES

The Director of Schools shall establish the salary range of each person employed and shall recommend such salary rating to the Board for its approval. Salaries of all employees, including supplemental pay, shall be paid by the Board. No payment to any employee for service performed on behalf of the school system shall be made from any source other than the Board.

Contracts for administrators and system-wide certified personnel shall include two-hundred (200) days of responsibility, plus twenty (20) days for each additional month assigned by the Board. Each contract shall provide:

1. One hundred, eighty (180) working days;
2. Five (5) days for in-service education;
3. Ten (10) vacation days; and
4. Five (5) administrative days as designated by the Board (one designated as parent conferences).

DIRECT DEPOSIT

Blount County Schools requires direct deposit and provides it to all area financial institutions. Direct deposit is a safe and convenient way to deposit your funds. Your direct deposit will begin approximately two (2) pay periods after processing your authorization form. A voided check or certified letter from your bank is required to initiate a direct deposit or to make a change affecting an account number.

PAYROLL DEDUCTIONS

Upon appropriate written authorization, payroll deductions approved by the Board and/or the Insurance Committee, will be made from the salary of the employee. Authorization must be made on forms provided by the Board and filed in the Human Resources office. An employee may change or terminate any voluntary salary deduction upon written notification to the human resources only during open enrollment or a qualifying life event. Deductions for the Cafeteria Plan (125) can only be changed during open enrollment. Upon appropriate written authorization from the employee, the payroll department shall deduct from the salary of any employee and make appropriate remittance to the specified organization of additional contributions and/or donations for insurance, United Way, tax shelters, and credit union contributions by approved vendors.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

In-service education and professional development are programs of planned activities designed to increase the competencies needed by all personnel in the performance of their responsibilities. Competencies are defined as the knowledge, skills, and attitudes that enable personnel to perform their tasks with maximum effectiveness.

CLASSIFIED PERSONNEL

The immediate supervisor shall be responsible for providing (3) days per year in-service education for teaching assistants.

ADMINISTRATIVE AND SUPERVISORY EMPLOYEES

These employees shall show evidence of continual professional growth by attendance at professional development programs and institutes, studying professional literature, meeting with other professionals for discussion, and otherwise keeping abreast of research in methodology, curriculum, and student growth and development. Each administrator serving in a state mandated position must complete 28 credit hours every 2 years with the Tennessee Academy of School Leaders.

CERTIFIED PERSONNEL

A system-wide in-service committee, composed of membership from a cross-section of other personnel, shall assess system-wide needs, establish priorities, develop objectives, design activities, and evaluate the professional development program. Currently all teachers must attend seven (7) days of professional development per year.

PERSONNEL RECORDS

The Director of Schools or his/her designee(s) shall be authorized to maintain personnel records and to permit inspection of the same.

Personnel records are the property of Blount County Schools, and access to the information they contain is restricted and confidential. A personnel file shall be kept for each employee and should include the employee's job application, copy of the letter of employment and position description, performance reviews, disciplinary records, records of salary increases and any other relevant personnel information. It is the responsibility of each employee to promptly notify his/ or her supervisor in writing of any changes in personnel data, including personal mailing addresses, telephone numbers, names of dependents, and individuals to be contacted in the event of an emergency. Employee records are public records, except for matters deemed Confidential by law and shall be open for inspection during regular business hours; A record of the person inspecting and the date of inspections shall be recorded; and access to personnel records that are open to the public by law shall be granted within a reasonable period of time.

DRESS CODE

The Blount County Board of Education functions to promote appropriate standards, reflect community values, provide a positive, productive school environment, and protect the health and safety of students. Certified and classified personnel are encouraged to wear the following:

MALES

Dress pants and collared shirts or sweaters; dress shoes or tennis shoes.

FEMALES

Dress pants, dresses and skirts at or near knee length, blouses, shirts or sweaters; dress shoes or tennis shoes.

SPECIAL DAYS

The school principal may allow optional dress on special occasions such as field trips, field days, theme days, school spirit days, etc.

EMPLOYEE INTERNET POSTING AND SOCIAL MEDIA

As representatives of the Blount County School System, employees shall maintain professional and appropriate relationships with their students and the community. Since most Internet postings are available to the general public, employees' public postings should remain professional and appropriate for minor students' viewing.

The same level of scrutiny will not apply to employees' private Internet postings. Private postings include, but are not limited to matters found on encrypted sites and invite only networks. However, when an employee makes those private postings available to students or parents, those postings should be treated as public and handled and maintained with appropriate care.

GRIEVANCE

The Board believes that differences of opinions arising in the course of employment should be resolved as quickly as possible and at the lowest supervisory level. 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, he/she may take the problem directly to the Director of Schools. After review of the case, the Director of Schools shall take action as he/she deems appropriate and within a prompt, reasonable time shall notify all parties concerned of his decision.

Information regarding steps to file a grievance can be found on the Blount County School website under Board Policy.

STAFF POSITIONS

ASSIGNMENT/ REASSIGNMENT

The Director of Schools shall assign personnel to the various schools by May 15 proceeding the school year for which such persons are employed while allowing each principal or immediate supervisor to assign more specific responsibilities within each school. When personnel certification and qualifications are equal, seniority within the system shall be considered in assignment. Extra assignments for which supplements are provided may not be relinquished in part by the employee without the approval of the person making the assignment.

The Director of Schools shall transfer and/or reassign employees, as he/she deems necessary, based on needs of the system.

JOB SHARING-TEACHERS

Job Sharing will be allowed for Blount County teachers. Teachers considered for Job Sharing must be outstanding experienced teachers who have also provided leadership toward accomplishing school goals. Further, a teacher must have experience in the general area of a particular assignment (i.e., primary, intermediate, etc.) and preferably have taught that particular grade or subject. Eligibility for the Job Sharing program shall be at the discretion of the Director of Schools. No more than two teachers may share a single job. For eligible teachers there are two (2) available Job Sharing scheduling options:

1. Each teacher would be required to work four (4) hours daily with a thirty (30) minute overlap for
2. Planning and transition time (7:30 a.m. – 11:30 a.m. and 11:00 a.m. – 3:00 p.m.). Teachers in this option will receive half of their normal salary without additional benefits; or
3. Each teacher will be required to work two and one-half (2 ½) consecutive days with a thirty (30) minute overlap on Wednesday for planning and transition. Teachers in this option also will receive half of their normal annual salary without additional benefits.

Job Sharing teachers are required to plan and coordinate all classroom rules, routines, and procedures for continuity during the school day. Job Sharing teachers are required to work as a team in evaluating students and reporting progress to parents. Both teachers will be involved in the development of each required Individualized Education Plan (IEP), but only one teacher will be required to attend IEP meetings (unless special circumstances require otherwise, in which case both teachers will be required to attend). Job Sharing teachers must attend all faculty meetings, serve on committees, attend committee meetings, and attend all professional, administrative, and in-service days. Teachers will be paid for a full day on days when they are required to work all day. Job Sharing teachers will be credited for one-half (1/2) year experience for each year of service in a shared job.

PROCEDURES FOR GRANTING TENURE

Beginning July 1, 2011, tenure in the state of TN is a five-year process. The Board of Education may grant tenure to teachers who can present documentation of a record of excellence and who are determined by the Tennessee Department of Education teacher evaluation model to be Above Expectations (Level 4) or significantly above Expectations (Level 5) during the two consecutive years

prior to being eligible for tenure. Portfolios demonstrating a record of excellence in teaching must include: (the teacher eligible for tenure is responsible for documentation)

1. Consistently high ratings on evaluations conducted by the principal and/or other evaluators.
2. Specific evidence of effectiveness in teaching students (if appropriate):
 - a. Test scores.
 - b. Narrative descriptions of specific examples of effectiveness with students.
 - c. Letters from parents, former students, community, or others.
3. Records of attendance for the last three years.
4. Documentation of strongly favorable student response.
5. Other indicators of effectiveness may be included.
6. Letter from the principal summarizing reasons for recommendation of tenure.

The following additional guidelines will apply:

1. The decision as to whether or not to grant tenure is solely within the discretion of the Board of Education.
2. The Director of Schools will recommend persons eligible for tenure at a board meeting in ample time for the Director of Schools to provide notice of non-renewal to each teacher not granted tenure prior to June 15 of the year of eligibility.
3. Only those teachers who receive a majority vote of the membership of the Board will be granted tenure.
4. No person who is eligible for tenure who has not been granted tenure by the Board of Education shall be employed in the school system in any position, which requires a license.

NON-TENURE

Non-tenured teachers are subject to the same rules and regulations and are entitled to the privileges of employment enjoyed by tenured teachers except that they have no claim upon continuing employment or tenure protections. The principal is responsible for discussing deficiencies with the non-tenured teacher and providing assistance for overcoming these deficiencies. Upon completion of the non-tenure period (beginning July 1, 2011, tenure is a five-year process in the state of TN), the Board of Education may grant tenure to teachers who can present documentation of a record of excellence and who are determined by the Tennessee Department of Education teacher evaluation model to be Above Expectations (Level 4) or Significantly Above Expectations (Level 5) during the two consecutive years prior to being eligible for tenure. A teacher scoring at Levels 1-3 in the State Teacher Evaluation Model may be retained on a year to year basis as determined by the Director of Schools indefinitely without the protection of tenure.

NON-RENEWAL

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:

1. The Board shall be notified at the next regular board meeting; and
2. Written notice of non-renewal from the Director of Schools shall be hand delivered or sent to the employee by registered mail so it will be received by the employee prior to June 15.

STAFF POSITIONS

CREATION OF POSITION

All staff positions shall be approved through the budget process in accordance with an organizational plan submitted by the Director of Schools. Before an additional position is established, the Director of Schools will present to the Board a job description, qualifications, performance responsibilities and the method by which the performance of these responsibilities will be evaluated. The Director of Schools may revise the organizational plan as long as budgetary amounts are not exceeded and the board policy is not violated. In the event of reorganization, the Director of Schools will adhere to all applicable reduction in force guidelines and will inform, in a timely manner, each member of the board of the change and include the change in the director's report at the next board meeting. If change in personnel creates additional encumbrance on a future budget, prior approval of the Board is required.

CERTIFIED PERSONNEL

Reduction in staff will be made according to which have the least detrimental effect on children. In general, this objective dictates a staff reduction policy which:

1. Retains the most effective teachers;
2. Avoids undue increases in class size; and
3. Provides consideration for the exceptional teacher without exclusive emphasis on seniority.

The elimination of a position does not necessarily mean the person occupying the position will be dismissed. When an employee is released, it is the responsibility of the director to make a recommendation to the Board about which employee shall be released and to justify the recommendation based upon a composite of the following criteria:

1. Effectiveness in teaching and in related professional responsibilities evidenced by teacher evaluation;
2. Adaptability to other assignments (academic and extracurricular);
3. Evidence of professional growth as well as specialized or advanced training;
4. Previous history of grade levels and subject areas taught; and
5. Type, length and quality of service made to the teaching profession and the school system.

When a teacher is released because of reduction in staff, the teacher shall be given written notice of release explaining the circumstances or conditions making dismissal necessary. A non-tenured teacher who has been released because of abolition of position shall be entitled to the first vacancy he/she is certified to hold during the remainder of the school year. A tenured teacher who has been released because of abolition of position shall be placed on a preferred list for reemployment in the first vacancy the teacher is qualified by training and experience to fill. The fitness of any teacher for reemployment shall be determined on the basis of the teacher's competence, compatibility and suitability to properly discharge the duties required by the position with consideration for the best interest of the students in the school where the vacancy exists. It shall be the responsibility of the separated teacher to notify the Director of Schools in writing of his/her availability and current address.

SUSPENSION/DISMISSAL OF NON-TENURED TEACHERS

SUSPENSION

Director of Schools/designee may suspend a non-tenured teacher at any time when deemed necessary. Before an employee is suspended he/she shall be: (1) provided with reasons for the suspension; (2) given an opportunity to respond; and (3) given a written decision of the suspension.

The Director of Schools may suspend a non-tenured teacher without pay. If suspended without pay then reinstated, the non-tenured teacher shall be paid full salary for the period of suspension unless suspension without pay is deemed to be an appropriate penalty.

DISMISSAL

The Director of Schools may dismiss any non-tenured teacher during the contract year for incompetence, inefficiency, insubordination, improper conduct or neglect of duty after giving the non-tenured teacher, in writing, due notice of the charges. The Director of Schools shall give the non-tenured teacher an opportunity for a full and complete hearing before an impartial hearing officer.

Additional information regarding this policy can be found in the Policy and Procedure manual at www.blountk12.org.

SUSPENSION/DISMISSAL OF TENURED TEACHERS

SUSPENSION

Director of Schools/designee may suspend a tenured teacher at any time when deemed necessary. Before a tenured teacher is suspended he/she shall be: (1) provided with reasons for the suspension; (2) given an opportunity to respond; and (3) given a written decision of the suspension. The causes for which a professional employee may be dismissed are as follows: incompetence, inefficiency, neglect of duty, unprofessional conduct, and insubordination. The Director of Schools may suspend an employee with or without pay. If suspended without pay and then reinstated, the employee shall be paid full salary for the period of suspension.

DISMISSAL

When charges are made against a tenured teacher, charging the teacher with offenses which may justify dismissal, the charges shall be made in writing, specifically stating the offenses which are charged and shall be signed by the party or parties making the charges. If, in the opinion of the Board, the charges are of such nature as to warrant the release of the teacher, the Director of Schools shall give the teacher a written notice of this decision, a copy of the charges against the teacher, and a copy of a form provided by the Commissioner of Education advising the teacher of his/her legal duties, rights and recourse. A tenured teacher who has been given notice of charges against him/her may within thirty (30) days after receipt of notice give written notice to the Director of Schools of his/her request for a hearing before an impartial hearing officer. The Director of Schools shall within five (5) days after receipt of request, indicate the place of such hearing and set a convenient date, which shall not be later than thirty (30) days following receipt of notice requesting a hearing. The teacher shall be allowed a full,

complete and impartial hearing before the officer, including the right to have evidence deemed relevant by the teacher included in the record of the hearings, even if the chairman objects. Either party may appeal to the Board of Education an adverse ruling by giving written notice of appeal within ten (10) working days of the hearing officer's delivery of written findings and conclusions. The Director of Schools shall prepare a copy of the proceedings, including all transcripts and evidence, documentary or otherwise, and transmit the same to the Board within twenty (20) days of the receipt of the notice of appeal. The Board shall hear the appeal on the record, and no new evidence may be submitted by either party. The appealing party may appear before the Board to argue why the adverse ruling should be overturned. In no event should such argument last more than fifteen (15) minutes, unless the Board should vote to extend additional time. At the conclusion of the hearing, any member of the Board may vote to sustain the decision of the Hearing officer, send the record back for additional evidence, revise the penalty or reverse the decision. The Board shall render its decision within ten (10) working days after the conclusion of the hearing. In the event that the decision of the Board is appealed to the Chancery Court, the Board shall transmit the entire record prepared by the director and reviewed by the Board to the Chancery court for its review.

Additional information regarding this policy can be found in the Policy and Procedure manual at www.blountk12.org.

SUSPENSION/DISMISSAL OF CLASSIFIED EMPLOYEES

The Director of Schools/designee may suspend an employee at any time when deemed necessary. Before an employee is suspended he/she shall be: (1) provided reasons for the suspension; (2) given an opportunity to respond; and (3) given a written decision of the suspension.

In accordance with state statute, all classified employees are considered "at will" and as such may be dismissed at the will of the Director of Schools for any lawful reason.

LEAVE POLICIES

JURY DUTY

The following procedures shall regulate the leave for jury duty:

1. The employee shall present written evidence that he/she has been summoned to serve on a jury; and
2. The employee shall be entitled to the usual compensation, less the amount paid by the court.
3. Signed Jury Duty checks must be returned to the accounting office for the employee to receive full compensation for the day(s).

COURT APPEARANCES

If an employee appears in state court because of a personal interest, whether as a plaintiff, defendant, or witness or voluntarily appears on behalf of family or friends, or when an employee is required to appear in court either as a defendant or plaintiff in a civil case, personal leave or leave without pay shall be granted in accordance with the established board policies on leaves. An employee subpoenaed regarding an issue relating to their professional responsibility will be granted leave with pay.

MILITARY LEAVE

Employees who are members of any reserve component of the Armed Forces of the United States shall be granted leave of absence for all periods of military service during which they are engaged in the performance of duty or training in the service of the state or the United States. Reservists who anticipate military duty during the school year must give written notice to the Director of Schools, within thirty (30) days of the beginning of the school year, of the dates of the anticipated duty. While performing such duty or training, the employee shall be paid his/her regular salary up to a maximum of fifteen (15) working days in any one (1) calendar year, plus such additional days as may result from any call to active state duty. An employee called to active duty by the governor to enforce the laws of the state shall be paid his/her regular salary for such time as he/she is engaged in the performance of his/her duty, and any time spent in active state duty shall not count against the fifteen-day period of leave allowed for military service. Requests for leaves and extension of leaves shall conform to state law and board policy governing all leaves of absence. Failure to comply with applicable laws and policies shall constitute grounds for dismissal. The employee shall supply a copy of the orders for duty, including the dates of departures and return to the Director of Schools prior to, or simultaneous with, requesting leave.

PERSONAL LEAVE-CLASSIFIED

Each full time classified employee working four (4) or five (5) days per week is entitled to two (2) personal leave days per year after completion of six (6) months of employment .After the employee has worked five (5) consecutive years he/she will earn three (3) personal days per year, after ten (10) consecutive years he/she will earn four (4) personal days per year, and after fifteen (15) consecutive years he/she will earn five (5) personal days per year.

Each part-time classified employee working three (3) days or less per week, will earn one (1) personal leave day after completion of six (6) months of employment. The employee will earn two (2) personal leave days after working five (5) consecutive years, will earn three (3) personal leave days after working ten (10) consecutive years, and will earn four (4) days after working fifteen (15) consecutive years.

Personal days are not accumulated from year to year. However, unused personal will be converted to sick leave on June 30 of each year. Personal days may not be taken in half-day increments. In case of employee's job termination or retirement, any unused personal leave days will be paid on employee's last check. Employee must complete at least 30 days of service during the current school year to be eligible. In case of full-time employee's death while still actively employed, any remaining personal days will be paid to the employee's beneficiary as stated on the TCRS beneficiary form.

PERSONAL LEAVE CERTIFIED

Personal leave shall be granted in accordance with laws of the State of Tennessee and rules and regulations of the State Board of Education. Certified employees shall earn personal leave at the rate of one day for each half-year employed for a total of two (2) days per year. If an employee has personal leave remaining at the end of the a year, up to 2 days shall be credited to their sick leave .If, at the termination of services, any employee has been absent for more days than leave has been earned, an amount sufficient to cover the excess days used shall be deducted from the employee's final salary payment.

Employees with five (5) or more years of continuous service with Blount County Schools shall be granted one (1) additional day of personal leave. Employees with ten (10) or more years of continuous service with Blount County Schools shall be granted two (2) additional days of personal leave. Employees with fifteen (15) or more years of continuous service with Blount County Schools shall be granted three (3) additional days of personal leave. Local Sick leave days may be used only after all other benefit time has been exhausted. Two unused personal days will roll into your sick leave accruals, any additional unused personal days the Board will pay the teacher forty-five dollars (\$45) for each unused day at the end of the school year.

SABBATICAL LEAVE

Any person holding a position which requires a teacher's certificate may request and may be granted leave for education improvement at the discretion of the Board. The Board will require proof that educational load necessitated the granting of the leave by proper verification of the educational institution; at least nine (9) hours per semester must be undertaken and courses must be related to the field of education. A copy of such proof will be sent to the Director of Schools for distribution to each member of the Board.

LEGISLATIVE LEAVE

Certified employees who have been elected to state or local law-making bodies shall be granted personal leave or leave without pay for the time those law-making bodies are in official session or while attending official meetings outside the session. In addition, certified employees shall be granted leave to serve on any board or commission of the state when the appointment is made by the Governor or General Assembly. Such leave shall not be counted against any other accumulated leave credits. The employee shall notify the principal at least five (5) days prior to leave being taken.

BEREAVEMENT LEAVE

In the case of death in an employee's immediate family (defined previously under Sick Leave) the employee may use sick leave days for paid leave up to five (5) days. If more days are needed, approval from the Director of Schools will be necessary. The employee is asked to notify his/her supervisor of his/her absence as soon as possible.

GENERAL SICK LEAVE RULES AND PROCEDURES

Full time employees, upon employment may transfer accumulated sick leave when transferring from any county or city government in Tennessee providing that the governmental entity provides notarized verification.

Sick leave shall be defined as: illness of an employee from natural causes or accident, quarantine, or illness or death of a member of the immediate family. Immediate family shall include employee's wife or husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, and brother-in-law.

EARNING AND ACCUMULATING SICK DAYS- CLASSIFIED EMPLOYEES

Sick leave is earned at one (1) day per month for each month employed during the school year. If an employee is in a paid status for one-half of the month or more, he/she will be credited with one day of sick leave for the month. Sick days may be accumulated as follows:

1. Twelve month full time employees will earn twelve (12) sick days per year (this includes custodians, maintenance department, high school administrative assistants, and central office employees).
2. Eleven month full time employees will earn eleven (11) sick days per year.
3. School secretaries will earn ten (10) sick days per year.
4. Teaching assistants working five (5) days per week will earn nine (9) sick days per year. Teaching assistants working four (4) days per week will earn eight (8) days per year. Teaching assistants working three (3) days per week will earn six (6) sick days per year. Teaching assistants working two (2) days per week will earn four (4) sick days per year. Teaching assistants working one (1) day per week will earn two (2) sick days per year.
5. Child nutrition managers will earn ten (10) sick days per year.
6. Child nutrition associates will earn nine (9) sick days per year, provided they work five (5) days per week. If the associates are working less than five (5) days per week, they will earn days the same as teaching assistants working less than five (5) days per week.
7. There is no maximum accumulation of sick leave days.

EARNED SICK DAYS - CERTIFIED EMPLOYEES

A certified employee is granted 10 sick days the beginning of each schools year ((1) day for each month employed during the school year) and shall accumulate for an unlimited number of days. An employee is also given a onetime grant of ten (10) local sick leave days upon initial employment. Local sick leave days do not replenish and may only be used after all other sick leave is exhausted.

USE OF SICK LEAVE

An employee may use sick leave days for absence due to his/her own illness or injury or for illness or injury of immediate family. Sick leave may also be used for appointments with a doctor, dentist, or recognized practitioner and can be used as a half day or full day. Certified employees can take sick leave in one-half (1/2) day increments, not to exceed ten (10) days per year provided a substitute can be obtained.

Employees who become ill during the period of their vacation may request that their vacation be temporarily terminated and the time changed to sick leave; however, such a request must be justified by means of a doctor's statement upon return to work.

Earned sick leave cannot be donated to another employee and sick leave days are not payable after the last day of work due to resignation or termination. Sick leave for maternity purposes may be taken during the period of physical disability only; however a full time employee may use up to thirty (30) days of accumulated sick leave for the adoption of a child. If both adoptive parents are employees 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.

DOCUMENTATION OF SICK LEAVE

Employees are required to notify the employer as early as possible on or before the first day of their absence. An official sick leave record is kept on each employee in the Blount County Schools Human Resources Office. An employee, who claims sick leave, may be required to furnish a doctor's excuse stating the nature of the illness or injury. The doctor's statement should also state the employee has been unable to work for the period of his/her absence, and state the date the employee will be able to resume his/her regular duties. *(When an employee is absent in excess of five (5) days FMLA paperwork for fulltime employees or medical leave paperwork for part-time employees is required.)*

All sick leave, personal leave, vacation days, are posted on an annual cumulative basis. Employees may view their sick leave record any time using Kronos, or may obtain such information regarding a current sick leave balance from the school secretary.

For all sick leave of five (5) days or more, please follow the leave of absence guidelines. A falsified statement shall be grounds for dismissal. A certificate from the physician may be required in support of any claim for sick leave pay, but the final determination of the validity of a sick leave request shall be the prerogative of the Board of Education.

EXHAUSTION OF SICK LEAVE

Employees that have used all of their accumulated sick leave will not be paid for additional days needed due to an illness or injury. For any additional time needed, the employee will be considered on leave without pay status unless the employee has accumulated vacation time, personal leave days, or documented compensatory time. The employee may request that additional sick leave be credited against the remaining vacation, personal, or documented compensatory time. The employee may also qualify for the sick leave bank.

Certified employees may request to use the ten (10) local sick days received upon initial employment.

SICK LEAVE BANK

The purpose of the Sick Leave Bank is to provide sick leave to full time classified and certified members of Blount County Schools who have suffered an unplanned personal illness, injury, disability, or quarantine and whose personal sick leave has been exhausted.

CLASSIFIED EMPLOYEES

An employee electing to participate in the Sick Leave Bank must have worked full time for one (1) continuous year before participation will be granted. Employees electing to participate shall do so any time after the completion of the first full year.

Any employee who elects to participate in the Sick Leave Bank shall initially have three (3) days of sick leave deducted from his/her personal accumulation and deposited to the Sick Leave Bank.

CERTIFIED EMPLOYEES

An employee electing to participate in the Sick Leave Bank shall do so during the months of August, September, or October of any year. An employee who elects to participate in the Sick Leave Bank shall initially have two (2) days of sick leave deducted from his/her personal accumulation and deposited to the Sick Leave Bank.

The Sick Leave Bank shall be administered by trustees comprised of various personnel with the Director of Schools serving as the chairperson. Details regarding the rules and process for applying can be accessed at blountk12.org under Board Policy/Personnel or by contacting Human Resources.

FAMILY MEDICAL LEAVE ACT (FMLA)

PURPOSE

To entitle employees to take reasonable leave for medical reasons, for 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 fulltime for at least twelve (12) months by the school system and anyone who has at least 1,250 hours of service and has been absent from work in excess of five (5) days is required to complete FMLA Paperwork. Hours used for leave, even FMLA leave, shall not be credited for service for purposes of FMLA eligibility 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 or adoption of a child or the care of a child, spouse, or parent who has a serious health condition. (Any female requesting leave due to pregnancy and childbirth shall be granted at least 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 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.

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; and
 - 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—any leave (employee choice) taken pursuant to state leave statutes (paid vacation leave, personal leave, sick leave or worker’s compensation) shall run concurrently with FMLA leave. 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 payday.
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 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.

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.

TEMPORARY LEAVE OF ABSENCE FOR TENURED TEACHERS

Upon request a certified teacher shall be entitled to one year of non-paid sabbatical leave every seven (7) years for studying, including study in another area of specialization, for travel, or for other reasons of value. Requests must be made in writing to the Board of Education and approved by July 1 prior to the requested leave year. The teacher will retain his or her seniority number. The employee must be

responsible for financially maintaining his or her insurance. A leave of absence without pay of up to two (2) years shall be granted to an employee upon application for the purpose of recuperation of health. Maternity leave will be limited to one (1) year. The employee must be responsible for financially maintaining his or her insurance. A leave of absence without pay of up to two (2) years shall be granted to an employee upon application for the purpose of engaging in study at an accredited college or university reasonably related to professional responsibilities. The employee must be responsible for financially maintaining his or her insurance. Any employee called for jury duty during school hours shall be provided such time with no loss in pay or benefits. Any fees or remuneration the employee receives during such leave shall be turned over to the Blount County School System.

PHYSICAL ASSAULT LEAVE

Any employee who is absent from assigned duties as a result of personal injury caused by physical assault or other violent criminal acts committed in the course of the employee's employment activities shall receive benefits comparable to workers' compensation program for up to one (1) year after the injury without loss of accumulated or granted sick, personal or professional leave. A signed statement listing the cause of the absence shall be provided by the employee on forms furnished by the Director of Schools and shall promptly be given to the immediate supervisor in support of all claims. A certificate from the physician on forms furnished by the Director of Schools shall also be required to verify the extent of the injury.

UNPAID LEAVE

The Principal must approve all no pay days for employees. For individuals who have exhausted sick days and/or personal leave or vacation days, no pay days will be limited to two (2) days per year without medical verification or certification.

VACATIONS AND HOLIDAYS

VACATIONS

The vacation plan for classified personnel, under a twelve (12) month contract, shall follow that established for other supervisory personnel employed by Blount County:

YEARS EMPLOYED NUMBER OF DAYS TO BE WORKED*

1 –10 237 (includes 13 holidays & 10 vacation days)

11 – 15 232 (includes 13 holidays & 15 vacation days)

16 – 20 227 (includes 13 holidays & 20 vacation days)

**Personal Leave, Sick Leave, Jury Duty, etc. are not included.*

Vacation days must be taken from July 1 – June 30. No vacation time can be carried over to the next fiscal year, unless approved by the Director of Schools. Vacation time taken must be limited to no more than five (5) days at a time unless approved by the immediate supervisor. Vacation days will be earned/accumulated after an employee has completed a full year of employment. At that time the employee will accrue vacation time as follows:

- .82 days per month- 1-10 Years

- 1.25 days per month-11-15 Years
- 1.67 days per month 16 plus Years

Employees transferring from ten months to twelve months will be eligible for vacation immediately.

Classified personnel hired by Blount County Schools who have prior work experience in Blount County Government will automatically transfer years of experience toward vacation.

USE OF VACATION DAYS

Vacation days may be used only at times approved in advance by the immediate supervisor or Director of Schools and will be honored to the extent possible. If two or more employees request vacation for the same period of time, it will be the supervisor's decision as to whether this will place a hardship on the department. If it is determined that it is not possible for both employees to be on vacation at the same time, the request of the employee who first asked for vacation will be honored. No employee may give or loan vacation days to another employee.

REQUESTING VACATION

When requesting vacation days each employee is asked to try to schedule his/her vacation during a period of time that is less busy and will not put a hardship on the other employees or supervisor. If at all possible, vacations should not be requested during the last two weeks that school is in session, the week before, the week of, and the week after schools opens. When an employee requests vacation, he/she should make sure his/her work is up to date and there is someone who can handle an emergency in his/her position, should the need arise.

HOLIDAYS

12 MONTH EMPLOYEES

All fulltime personnel, under a twelve (12) month contract, shall be entitled to the following holidays:

- July 4
- Labor Day
- Veteran's Day
- Thanksgiving Day (2 days)
- Christmas Day* (Day before, day of, and day after)
- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day

Exchange days, as approved by the Director of Schools, may be taken when these days fall on weekends or school is in session.

*These days are subject to change if Christmas falls on a weekend.

NINE, 10 & 11 MONTH EMPLOYEES

All school secretaries, teaching assistants, bus attendants, and child nutrition employees are paid for five (5) holidays each year. The five (5) paid holidays are:

- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Day
- Good Friday

These are the only holidays that should be recorded. If schools are closed for any other holidays during the school year, the days should be shown as NP (No Pay) on the time sheet.

These five holidays are calculated into the total number of days nine; ten and eleven-month employees are paid each year. When HO hours are turned in on a time sheet (especially for employees working less than 5 days per week), the employee will be paid HO hours as follows:

- work 40 hours per week – 8 HO
- work 35 hours per week – 7 HO
- work 30 hours per week – 6 HO
- work 25 hours per week – 5 HO
- work 20 hours per week – 4 HO
- work 15 hours per week – 3 HO
- work 7 hours per week – 2 HO

EMPLOYEE CLINIC

East Tennessee Medical Group, The CareToday Clinic, provides free service for full-time employees, retirees, spouses and children to age 26 who are covered by the County medical insurance. Examples of services provided include acute onset illnesses such as colds, flu and ear infections; injuries such as sprains, strains, cuts, minor burns; and routine treatments such as blood pressure checks and cholesterol screenings.

The CareToday Clinic is located at 266 Joule St., Alcoa, TN 37701. Contact their office at [\(865\) 983-0093](tel:8659830093) for current operating Hours.

GROUP INSURANCE COVERAGE

All full time employees are eligible to participate in the Blount County Group Insurance Plan. The plan offers a Comprehensive Health Insurance PPO Plan, Dental Plan, and a Term Life Insurance Plan. You will be given an opportunity during new employee orientation to learn more about the benefits and make your choices regarding the benefit plans available to you.

If you choose to waive coverage upon your initial employment you may make changes to your plan(s) during open enrollment or due to a qualified life event change. If a new dependent is added due to a life event change you will have 31 days to add the dependent to your insurance. A HIPAA statement from your dependent's previous carrier will be required. Group Insurance will terminate at midnight the last day of the pay period in which your employment ends. For example, if your last day worked is on a Wednesday and the pay period ends on Saturday, your coverage will end on Saturday at midnight. Each

employee shall have the right to continue his/her insurance and dependent coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA) Consolidated Ominous Budge COBRA Plan. This COBRA insurance may be carried for up to 18 months after termination of employment or reduction in hours, or 29 months if currently disabled and entitled to Social Security disability benefits, or 36 months after the employee's death, divorce, legal separation, eligibility for Medicare, a dependent child's exceeding the maximum age of eligibility, bankruptcy of the employer, or certain multiple qualifying events. The premiums will include a 2% increase over what the employer is currently paying for individual and dependent coverage.

RETIREE INSURANCE CONTINUATION

Payment of medical insurance coverage shall be available for any retiring employee-until the employee reaches age 65 provided that:

1. The employee is eligible for full retirement benefits as established by the Tennessee Consolidated Retirement System and Blount County Schools at age 60 with the last ten (10) consecutive years of service with Blount County Government or thirty (30) years of service with the last ten (10) consecutive years with Blount County Government
2. The employee was enrolled in the Board-sponsored insurance plan for the last ten (10) consecutive years of active employment with Blount County Government.
3. Retirees are eligible to continue medical and dental coverage until their 65th birthday, which at that time will automatically terminate at midnight. If dependent coverage is carried, the spouse medical and/or dental coverage will continue until their 65th birthday, dependents until their 26th birthday, as long as premiums are paid monthly.

RETIREMENT BENEFIT PLAN

Classified Employees

After a six (6) month probationary period, all full time classified employees will become members of the Tennessee Consolidated Retirement System (TCRS). Retirement enrollment forms will be completed during new employee orientation. After six months, retirement contributions will automatically begin being deducted from each payroll check. Five percent (5%) of gross wages will be deducted from each payroll check and sent to TCRS. Blount County Schools contributes a fixed percentage of the gross wages to TCRS each payroll period. The fixed percentage is set by the TCRS. This rate may change annually. Each employee has the option to buy back his or her retirement portions for the six (6) month probationary period. A form may be obtained from the business office. The sooner this time is purchased the less the employee will have to pay. If employment is ceased from Blount County Schools, you may request a refund of all your contributions plus interest from TCRS. If the refund is not rolled over into some type of tax shelter or annuity, you will be charged a penalty for withdrawal. A vested member may retire with full service retirement benefits at the age of sixty (60) or with 30 full years of service. The benefits are calculated by averaging your highest five years of creditable service. Blount County classified employees are vested with TCRS by working full time for five (5) consecutive years with Blount County Government. Each member is furnished an annual statement of accumulated contributions, interest, beneficiary information, and retirement projections each November. The Board of Education shall provide one (1) day of sick leave per month of continuous service for all full time classified employees. These days shall be accumulative. Any sick days remaining in the employee's

accumulation upon full eligibility retirement (same requirements needed to be eligible for retirement incentive) shall be given service credit with TCRS for the unused sick days (20 days will be equal to one (1) month of service credit).

Retirement shall mean a termination of services under conditions that will allow the employee to draw benefits from retirement plans and/or social security benefits. Employees eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system. Central office personnel shall assist employees in securing retirement benefits. Employees who retire under TCRS may be employed up to 120 days per year without the loss of retirement benefits

Certified Employees

Upon employment, all full time certified employees will become members of the Tennessee Consolidated Retirement System (TCRS). Retirement enrollment forms will be completed during new employee orientation and retirement contributions will automatically begin being deducted from each payroll check. Five percent (5%) of gross wages will be deducted from each payroll check and sent to TCRS. Blount County Schools contributes a fixed percentage of the gross wages to TCRS each payroll period. The fixed percentage is set by the TCRS. This rate may change annually. Each employee has the option to buy back his or her retirement portions for the six (6) month probationary period. A form may be obtained from the business office. The sooner this time is purchased the less the employee will have to pay. If employment is ceased from Blount County Schools, you may request a refund of all your contributions plus interest from TCRS. If the refund is not rolled over into some type of tax shelter or annuity, you will be charged a penalty for withdrawal. A vested member may retire with full service retirement benefits at the age of sixty (60) or with 30 full years of service. The benefits are calculated by averaging your highest five years of creditable service. Blount County classified employees are vested with TCRS by working full time for five (5) consecutive years with Blount County Government. Each member is furnished an annual statement of accumulated contributions, interest, beneficiary information, and retirement projections each November. The Board of Education shall provide one (1) day of sick leave per month of continuous service for all full time classified employees. These days shall be accumulative. Any sick days remaining in the employee's accumulation upon full eligibility retirement (same requirements needed to be eligible for retirement incentive) shall be given service credit with TCRS for the unused sick days (20 days will be equal to one (1) month of service credit).

Retirement shall mean a termination of services under conditions that will allow the employee to draw benefits from retirement plans and/or social security benefits. Employees eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system. Central office personnel shall assist employees in securing retirement benefits. Employees who retire under TCRS may be employed up to 120 days per year without the loss of retirement benefits. The Director of Schools may employ teachers retired for at least one year for full time employment as a kindergarten through twelfth grade teacher on a year-to-year basis. Retirement benefits will not be lost or suspended under certain conditions, which include but are not limited to the following:

1. The Director of Schools of the employing system must certify in writing that no other qualified individuals are available to fill the position;
2. The Commissioner of Education must certify that the employing school system serves an area that lacks qualified teachers to serve in the position to be filled;

3. The retired teacher must hold a valid license and shall not be entitled to tenure status;
4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave or receive medical insurance coverage; and
5. The salary paid to the retired member shall not be less than the rate of compensation set by the Board for teachers with no experience filling similar positions, nor more than eighty-five (85%) of the rate of compensation set by the Board for teachers with comparable training and years of experience filling similar positions.
6. At the end of any termination of employment or absence beyond twenty (20) days, all of the necessary information must be turned into the Human Resources Department and all property belonging to the Board of Education returned.

OVERTIME PAY OF CLASSIFIED PERSONNEL

The Board expects that employees will work in excess of 40 hours when requested. When work in excess of 40 hours is required, employees will be compensated for the unscheduled hours worked with prior approval by central office department supervisor or coordinator. Overtime is defined as hours physically worked in excess of 40 hours. When an employee is requested to work over regularly scheduled 40 hours, the following apply:

Compensation for Unscheduled Hours

1. Hours worked over the scheduled hours must be approved by the central office department supervisor or coordinator.
2. Whenever possible, compensatory time off shall be used in preference to overtime pay.
3. All payment for overtime shall be processed through the payroll office. No more than twenty (20) hours at a time can accrue as comp time. These twenty (20) hours must be taken before additional time can be accrued.
4. An employee required to work hours beyond the regular work week will be compensated at one and one-half (1.5) times the regular pay after 40 hours.

TIME SCHEDULES AND EXTRA DUTY

The school system shall comply with Wage and Hour Regulations as administered by the U.S. Department of Labor. Actual hours worked are to be reported by each employee.

WORK SCHEDULES

Administrators shall prepare a daily work schedule for both school and non-school months. The daily schedule includes the time to begin work, lunch time and ending time. Each employee is required to work according to his/her schedule unless there is an emergency. When an emergency arises, the immediate supervisor shall be notified as soon as possible. All authorized overtime or time-on-the-job-location not within the scheduled time must be approved by the immediate supervisor before the overtime occurs.

EMPLOYEES NOT COVERED BY WAGE AND HOUR LAW

All employees are covered by the Wage and Hour Law except:

1. Students who work an hour or less per day;
2. Volunteer workers other than regular employees; and
3. Those set forth in the Fair Labor Standards Act as executives, administrative employees and professional (to include all certified personnel);
4. 4. Contract personnel.

DAILY SCHEDULES

Teachers shall be on duty at least seven and one-half (7 ½) clock hours each day, including a duty-free lunch period and additional time as the administrative organization requires. Additional time is interpreted to include faculty meetings, in-service programs, committee meetings, general meetings, conferences, school-sponsored activities, and other extra duties before and after school.

EXTRA DUTIES

Extra duties shall be fairly distributed among the staff. At least one (1) principal or teacher must be on the school grounds when a bus arrives and at least one (1) teacher must remain after the close of the school day until all buses depart.

PLANNING TIME

Teachers shall be allotted a duty-free planning period of 2 and one-half (2 ½) hours each week to provide time for planning, preparation for effective teaching and attention to major program improvement.

LEAVING CLASSROOM

Teachers shall not be called from their classroom, unit or area while students are under their immediate supervision for any purpose other than an emergency concerning the teacher's immediate family or property or for purposes, as deemed by the principal, to be official school business needing immediate attention.

STAFF-COMMUNITY RELATIONS

COMMUNITY ACTIVITIES

Employees have a right to express their views on any issue, but must in each case make clear that the view expressed is not the official view of the Board or school system.

POLITICAL ACTIVITIES

Employees may, on their own time, campaign for or against any candidate or referendum, but they shall not use the schools, the classroom or system position for political forum nor engage in any political promotion or solicitation during school hours. Any employee who intends to campaign for an elective public office, which infringes upon a contracted agreement, shall present a proposed solution to the

Board for consideration. The essential element to be determined by the Board is whether the activities proposed by the employee are consistent with his services to the school system and the best interest of education.

NON-SCHOOL EMPLOYMENT-Classified

Classified personnel shall not be prohibited from holding employment outside the school system so long as such employment does not interfere with regular and overtime scheduled duties for the school system.

NON-SCHOOL EMPLOYMENT-Certified

A given certified position may require additional hours during evenings or other times when offices may be closed. Outside employment is regarded as employment for compensation, which is not within the duties and responsibilities of the employee's regular position with the school system. An employee will not perform any duties related to an outside job during his/her regular working hours or during the additional time that the responsibilities of the position require, nor will an employee use any district facilities, equipment or materials in performing outside work. This includes the Board's computer systems and networks and any configuration of hardware and software. The systems and networks include all of the computer hardware, operating system software, stored text and data files. This includes but is not limited to, electronic mail, local databases, externally accessed databases (such as the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. The Board reserves the right to have all technology resource activity monitored. The Board's technology resources will be used only for learning, teaching and administrative purposes consistent with the Board's mission and its goals. Commercial use of the Board's system is strictly prohibited. When the periods of work are such that certain evenings, days or vacation periods are duty-free, the employee may use such off-duty time for the purposes of remuneration, provided all the following conditions are met:

1. The work in no way interferes with the degree of effectiveness of his/her work in the school system;
2. The work in no way reflects detrimentally upon the school system or its prestige;
3. Such outside obligations do not prevent the individual from assuming duties required by the regular position; and
4. The individual does not receive remuneration for work, which is customarily within his/her regular position.
5. Request for non-school employment that may potentially interfere with any employment duties or work hours should be made in writing to and approved by the Board of Education.

STAFF-STUDENT RELATIONS

Staff members shall maintain professional relationships with students at all times and develop wholesome and constructive relationships with them. Staff members shall be expected to regard each student as an individual and to accord each student the rights and respect that is due. Staff members shall promote a learning environment that encourages fulfillment of each student's potential in regard to his/her program, consistent with district goals and with optimal opportunities for students. This goal may be reached by adapting instruction to individual needs, by:

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

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

TUTORING FOR PAY

Any teacher may enter into an agreement with parents for tutoring children for a fee, but this practice must be limited to children other than those for whom the teacher is currently exercising teaching, administrative, or supervisory responsibility. School facilities may not be used for private profit.

TEMPORARY EMPLOYMENT

Newly created temporary positions occurring during the school year for certified staff will be filled as temporary replacements for the remainder of the school year and will not be considered as initial employment. Said positions will be filled at the discretion of the Director of Schools in such a manner as to cause the least disruption in the educational process for students and as quickly as possible to ensure a continuous function of the position. Persons filling any temporary positions shall have no expectancy of continued employment under TCA 49-5-409 or any other, but such person shall be considered for employment in filling vacancies as specified in the section dealing with initial employment. The contract of each temporary employee shall contain the following statement: I understand that in filling a temporary position I have no expectancy of continued employment but shall be considered for initial employment to fill other vacancies.

WORKERS' COMPENSATION

If you experience an on-the-job injury or illness you are required to:

- Report the incident to your supervisor immediately.
- Ensure that your supervisor completes the First Report of Injury form provided by the State of Tennessee
- Complete the Employee's Choice of Physician form provided by Blount County by selecting a physician or signing that no medical treatment is necessary at this time.

When notified, Risk Management will schedule the appointment with the medical service provider you selected. You or your supervisor is not authorized to schedule the initial appointment with a medical provider for workers' compensation injuries.

You are required to attend all scheduled appointments with the authorized treating physician. If you need an appointment rescheduled, notify Risk Management and they will reschedule it for you.

It is your responsibility to notify Risk management and your supervisor if the physician instructs you not to return to work, or to return to work with restrictions. It is also your responsibility to notify Risk Management and your supervisor when the physician releases you to full duty.

Copies of all paperwork, including return to work forms, must be turned into your supervisor and Risk Management.

If you require emergency medical treatment you should go to the nearest emergency room of your choice. If the situation is warranted, contact the local ambulance service for transport. Notification to Risk Management should be made as soon as possible. If there is a follow-up appointment required after the initial visit to the emergency room, you need to choose a physician from the County provided Choice of Physicians form. You are not authorized to return to the emergency room for follow up treatment (i.e. removal of stitches, change of injury dressing, etc.).

If you are released to return to work with restrictions from your physician, and Blount County is able to provide you with a job that meets those restrictions, you are required to return to work and complete the assigned tasks.

RESIGNATION

CLASSIFIED PERSONNEL

Classified personnel shall give the immediate supervisor written notice of resignation at least two (2) weeks or ten (10) working days advance of the effective date of voluntary termination. The Director of Schools for justifiable reason may waive the ten (10) working days. The effective date of resignation shall be the last day an employee works. The immediate supervisor shall forward copies the day received to the Human Resources Office. The payroll office will prepare final payment for the next appropriate scheduled payday. Upon termination of employment all paperwork must be completed and all property belonging to the Board of Education returned.

CERTIFIED PERSONNEL

A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the effective date of the resignation. A teacher, who fails to give such notice, in the absence of justifiable extenuating circumstances, shall forfeit all tenure status. The Board may waive the thirty (30) days notice requirement and permit a teacher to resign in good standing. The conditions under which it is permissible to break a contract with the Board are as follows:

1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the Board;
2. The release by the Board of the teacher from the contract, which the teacher has entered into with the Board.

Any teacher on leave shall 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 he/she has taken leave. Failure to render such notice may be considered a breach of contract.

Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with the Commissioner and request the suspension of a teacher's certificate. After the Commissioner has provided the teacher an opportunity for defense during a hearing, the Commissioner may suspend the certificate for no less than thirty (30) and no more than three hundred sixty-five (365) days.

REDUCTION IN FORCE

When it becomes necessary to reduce the number of positions in the system because of a decrease in enrollment or for other good reasons, the Board shall abolish the positions and dismiss such employees as may be necessary.

TERMINATION PAY

An employee, whose services are being terminated, either voluntarily or involuntarily, shall be paid for all regular earnings, which are due, and accrued, plus all accrued vacation time (maximum of 20 days), overtime and compensatory time, and personal leave days accrued, the last check received may not be direct deposit. Payment shall be made upon the rate of pay the employee is receiving at the time of termination.

The employee will not be paid for any unused sick leave days.

In the event of death, the amount owed to the employee shall be paid to his/her estate or to the surviving spouse as may be required by law. Upon termination, all health, dental and life insurance benefits are ceased. The terminated employee may wish to continue his/her health or dental insurance or his/her dependent health or dental benefits. He/she may do this under the COBRA plan. He/she should contact the Human Resources department in the Blount County Mayor's Office upon termination for information regarding insurance continuation.

ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

As indicated by my signature below, I hereby acknowledge receipt of a copy of the Blount County Employee Handbook. I further acknowledge the following:

- 1. I understand that it is my responsibility to read this handbook or have it read to me and ask any questions I may have.
- 2. I understand that my employment will be subject to the provisions contained in the handbook.
- 3. I understand that this handbook is not a contract of employment and does not guarantee my employment with Blount County Schools.
- 4. I understand that a copy of the COBRA information and Family Medical Leave Act is included in this handbook.
- 5. I understand that Tennessee is an employment at will state, therefore, my employment may be separated with or without cause, with or without reason.

Employee Signature

Date