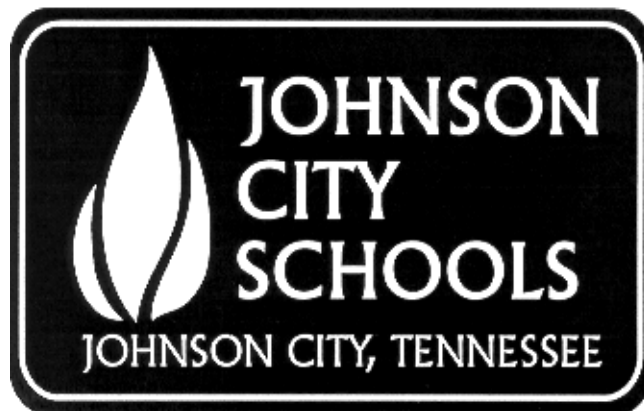


Johnson City Schools



Classified Employee Handbook

The mission of the Johnson City Schools
is to enable all students to achieve excellence
in learning, social responsibility, and self-worth.

April 2014

INTRODUCTION

This Classified Employee Handbook is an abbreviated reference manual for classified employees of Johnson City Schools. More comprehensive information on the subjects contained in this Handbook can be found in the Johnson City Board of Education Policy Manual, available online at <http://www.jcschools.org/jcschools/index.php/boe/142-policy.html>

The purpose of this Handbook is to provide employees with information regarding the working conditions, benefits, policies and procedures that impact their employment. This Handbook is revised when necessary to reflect changes in board policies, procedures, practices and guidelines as well as state and federal laws. The Handbook is not intended to be comprehensive or to address all possible applications of, or exceptions to, the policies and procedures of the Board of Education. This Handbook should be used as a guideline; it is not intended as an employment contract (expressed or implied) and accordingly should not be considered as such. No statement in this Handbook should be relied upon as a guarantee for privileges, working conditions, or continued employment.

No employee handbook can anticipate every circumstance or question. The Johnson City School System reserves the right to modify, amend or eliminate any procedure, policy or guideline at any time, whether described in this Handbook or not. This Handbook is subject to change without notice.

The Johnson City School System also reserves the right to modify, amend or eliminate any employee benefit program at any time, whether described in this Handbook or not, or to require and/or increase contributions toward those benefit programs. This Handbook does not guarantee benefits coverage. Eligibility requirements must be met for coverage to be in force.

Each employee should understand that he/she is responsible for reading the Handbook, or having it read to him or her. Employees are responsible for adhering to the policies and procedures of the Johnson City School System, whether set forth in the Handbook or elsewhere.

If you have questions regarding the applicability of a policy or practice to you, you should address your specific question to the Human Resources and/or Finance Department.

Equal Opportunity Employment

The Johnson City School System is an equal opportunity employer and does not discriminate or condone discrimination on the basis of race, creed, color, sex, gender, religion, age, national origin, handicap or veteran status in any of its employment decisions. Any person who feels

that he/she has been discriminated against may make an inquiry or file a complaint directed to: Dr. Robbie Anderson, Title VI and Title IX coordinator for the Johnson City Schools at P.O. Box 1517, Johnson City, TN 37605.

As used in this Handbook, a classified employee is defined as an employee that is non-exempt according to the guidelines of the Fair Labor Standards Act.

Classified Employee Handbook Acknowledgment and Receipt

I have received my copy of the Johnson City Schools Classified Employee Handbook.

The Handbook describes important information about Johnson City Schools, and I understand that I should consult my principal, supervisor or Human Resources regarding any questions not answered in the Handbook. I have entered into my employment relationship with Johnson City Schools voluntarily and acknowledge that there is no specified length of employment. **Accordingly, either I or Johnson City Schools can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.**

I understand and agree that no principal, supervisor or representative of Johnson City Schools has any authority to enter into any agreement for employment other than at will; only the Superintendent of Schools has the authority to make any such agreement and then only in writing signed by the Superintendent of Johnson City Schools.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with Johnson City Schools. By distributing this handbook, Johnson City Schools expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein.

I understand that, except for employment-at-will status, any and all policies and practices may be changed at any time by Johnson City Schools, and Johnson City Schools reserves the right to change my hours, wages and working conditions at any time. I understand that revised information may supersede, modify or eliminate existing policies.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at Johnson City Schools is employment at will, which may be terminated at the will of either Johnson City Schools or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by Johnson City Schools or myself.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies and procedures outlined in this handbook and any revisions thereto.

Employee's Signature

Employee's Name (Print)

Date

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

SCHOOLS AND OFFICES

Central Office

Dr. Richard Bales, Superintendent
100 E. Maple
P.O. Box 1517
Johnson City, TN 37605
(423) 434-5200

Science Hill High School

Melanie Riden-Bacon, Principal
Tony Spears, Assoc. Principal
1509 John Exum Parkway
Johnson City, TN 37604
(423) 232-2190

Liberty Bell Middle School

Tammy L. Pearce, Principal
718 Morningside Dr.
Johnson City, TN 37604
(423) 232-2192

Indian Trail Intermediate School

James Jacobs, Principal
307 Car-Mol Drive
Johnson City, TN 37601
(423) 610-6000

Cherokee Elementary

Mary Nell McIntyre, Principal
2100 Cherokee Road
Johnson City, TN 37604
(423) 434-5281

Fairmont Elementary

Carol McGill, Principal
1405 Lester Harris Road
Johnson City, TN 37601
(423) 434-5275

Lake Ridge Elementary

John Phillips, Principal
1001 Lake Ridge Square
Johnson City, TN 37601
(423) 610-6030

Mountain View Elementary

Melissa Stukes, Interim Principal
907 King Springs Road
Johnson City, TN 37601
(423) 434-5260

North Side Elementary

Dr. Sharon Pickering, Principal
1000 North Roan St.
Johnson City, TN 37601
(423) 434-5249

South Side Elementary

Dr. Anne Littleford, Principal
1011 Southwest Avenue
Johnson City, TN 37604
(423) 434-5289

Towne Acres Elementary

Dr. Steven N. Barnett, Principal
2310 Larkspur Drive
Johnson City, TN 37604
(423) 854-4800

Woodland Elementary

Dr. Karen P. Reach, Principal
2203 Indian Ridge Road
Johnson City, TN 37601
(423) 434-5267

SCHOOL HOURS:

Science Hill High School (all campuses).....7:40 a.m. thru 2:40 p.m.

Liberty Bell Middle School7:40 a.m. thru 2:40 p.m.

Indian Trail Intermediate School.....7:50 a.m. thru 2:50 p.m.

Elementary Schools (all campuses).....8:15 a.m. thru 3:15 p.m.

Central Office Supervisory Staff

100 East Maple Street
P.O. Box 1517, Johnson City, TN 37605
(423) 434-5200

Dr. Richard Bales, Superintendent of Schools

Evelyn Dugger, Administrative Assistant
(423) 434-5205 FAX (423) 218-4968

Dr. Robbie Anderson, Director of Accountability and School Improvement

Patti Fatherree, Administrative Secretary
(423) 434-5220 FAX (423) 218-0549

Mr. Joe Barnes, Maintenance Supervisor

LeDonna Hughes, Administrative Secretary
(423) 434-5254 FAX (423) 434-5267

Dr. Debra Bentley, Supervisor of Instruction and Communications

Miranda Burd, Administrative Secretary
(423) 434-5233 FAX (423) 218-4965

Mr. David Chupa, Supervisor of Instruction and Attendance

(423) 434-5200 FAX (423) 218-4968

Ms. Pam Cox, Director of Finance

(423)434-5206 FAX (423) 218-0544

Ms. Cindy Lawson, Attendance /Testing Supervisor

Miranda Burd, Administrative Secretary
(423) 434-5233 FAX (423) 218-4965

Ms. Karen McGahey, Supervisor of Food Services

Linda Arnold, Administrative Manager
(423) 434-5228 FAX (423) 218-4966

Ms. Lee Patterson, Director of Human Resources

Sharron Livingston, Administrative Secretary
(423) 434-5207 FAX (423) 218-0545

Dr. Janie Snyder, Director of Secondary and Student Services

Danise Slayton, Administrative Secretary
(423) 434-5219 FAX (423) 218-0550

Ms. Melony Surrett, Technology Coordinator

Danise Slayton, Administrative Secretary
(423) 434-5219 FAX (423) 218-0550

Dr. Roger Walk, Supervisor of Instruction

(423) 434-5223 FAX (423) 218-4965

Dr. Ginger Woods, Supervisor of Special Education

Pam Baldwin, Administrative Secretary
(423) 434-5235 FAX (423) 218-4967

Office Hours

The Central Office of the Johnson City School System is open on regular workdays (Monday through Friday) between the hours of 8:00 a.m. and 5:00 p.m.

Board of Education Meetings

The regular meeting of the Johnson City Board of Education is held on the first Monday of each month at 6:00 p.m. at the Central Office. All meetings of the Board are open to the public.

Board Of Education

Ms. Kathy Hall, Chair

1420 Lester Harris Road

Johnson City, TN 37601

(423) 926-7934

Email: kathybrucehall@charter.net

Dr. Richard Manahan, Vice Chair

816 Xanadu Court

Johnson City, TN 37604

(423) 282-6424

Email: manahanr@mail.etsu.edu

Mr. Timothy S. Belisle, Secretary

1912 Millbrook Drive

Johnson City, TN 37604

(423) 434-0771

Email: timbelisle@embarqmail.com

Ms. Sheila B. Cox

1105 Woodmont Drive

Johnson City, TN 37601

(423) 928-8078

Email: sheilajackcox@aol.com

Mr. Thomas B. Hager, Jr.

1200 Plantation Drive

Johnson City, TN 37604

(423) 929-1546

Email: hagert@jcschools.org

Mr. John F. Hunter, II

203 Crestwood Drive

Johnson City, TN 37601

(423) 914-9448

Email: jfhunter@fcbinc.com

Ms. Lottie F. Ryans

10 Strawflower Place

Johnson City, TN 37604

423-854-0907

Email: ryansl@jcschools.org

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Exhibits

- Exhibit 1 - Transfer Request Form
- Exhibit 2 - List of Current Payroll Deductions
- Exhibit 3 - Policy 5.610 Staff-Student Relations
- Exhibit 4 - Policy 5.500 Discrimination/Harassment of Employees
- Exhibit 5 - Policy 6.304 Discrimination/Harassment of Students
- Exhibit 6 - Policy 5.605 Staff Gifts and Solicitations
- Exhibit 7 - Technology Acceptable Usage Agreement
- Exhibit 8 - Proof of Insurance Form
- Exhibit 9 - Leave Request Form

PERSONNEL INFORMATION

EQUAL OPPORTUNITY EMPLOYER

The Johnson City School System is an equal opportunity employer and does not discriminate or condone discrimination on the basis of race, creed, color, sex, gender, religion, age, national origin, handicap or veteran status in any of its employment decisions. Any person who feels that he or she has been discriminated against should contact the Human Resources Department or Dr. Robbie Anderson, Title VI and Title IX coordinator for the Johnson City Schools at P.O. Box 1517, Johnson City, TN 37605.

All classified employees are employed at the will of the Superintendent of Schools.

APPLICATION DISCLOSURES

All persons applying for any position with Johnson City Schools are required, in advance of employment, to report on their employment application, if they:

1. Have been convicted of or pled nolo contendere to a misdemeanor or a felony in the state of Tennessee, any other state, or in any other country;
2. Have been dismissed for any of the following causes: incompetence, inefficiency, neglect of duty, unprofessional conduct, and/or insubordination.

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



BACKGROUND CHECKS

All persons applying for a position requiring proximity to school children are required to:

1. Agree to the release of all investigative records to the Board for examination for the purpose of verifying the accuracy of criminal violation information; and
2. Supply a fingerprint sample and submit to criminal history records check to be conducted by the Tennessee Bureau of Investigation.

The charge for processing the fingerprinting and criminal history check must be paid for by the employee. Any offers of employment are contingent on the return and results of such checks. Applicant names will also be submitted to the State of Tennessee Department of Children's

Services and the State of Tennessee Department of Health Abuse Registry for a Database search.

HEALTH EXAMINATIONS

A physical examination is required of all new school personnel at the time of employment. School personnel must be free from contagious or communicable diseases or conditions, which might endanger the health of school children.

EMPLOYMENT PAPERWORK



Immediately after an applicant has accepted an offered position with the Johnson City School System, the following paperwork is required to be completed:

W-4 Form – This form is mandated by the federal government and must be completed by all new employees. Changes in dependents and deductions may be made by completing a new W-4 in the Finance Department located at the Central Office.

Employment Eligibility Verification Form I-9 – This information is required by the federal government- all new employees must complete this form. A passport or two (2) other supporting documents that establish proof identification are required to be examined by a representative of the School System. The most commonly presented items are a social security card and driver’s license.

Retirement – Retirement paperwork must be completed and submitted promptly after hire.

Insurance Form(s) – Medical and other insurance forms must be completed promptly due to very specific deadlines in regard to initial enrollment and available options.

JOB POSTINGS, ASSIGNMENTS AND TRANSFERS



Postings – Under normal, non-emergency circumstances classified job vacancies will be posted for ten (10) days. In an emergency the posting will be for a minimum of five (5) days. All postings can be found on our website www.jcschools.org and in a designated place in the Central Office, in each school and in the maintenance department.

Assignments/Supervision – The Superintendent of Schools will assign personnel to the appropriate school or department at the time of hire. An employee’s immediate supervisor and the Superintendent of Schools share the responsibility for providing an appropriate 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 these duties. The following is a general guide for supervision:

1. The school principal is the immediate supervisor of all certified personnel, school secretaries, educational assistants, custodians, nurses, grant funded employees, tutors and other employees located at each respective school.
2. The school cafeteria manager is the immediate supervisor of the school nutrition personnel at the respective school.
3. Maintenance personnel are under the immediate supervision of the Maintenance Supervisor.
4. Central Office staff members are under the immediate supervision of their respective supervisor.

All classified personnel are ultimately employees of, and responsible to, the Superintendent of Schools.

Reassignment - Reassignments are defined as a move to another assignment within the same school or administrative unit and may be made at the discretion of the principal or the employee's immediate supervisor. Reassignments shall be non-discriminatory and shall not be arbitrary or capricious. Employees shall be reassigned as necessary for efficient operation of the schools. Work schedules are developed, and revised as needed, by the principals and supervisors.

Transfer - A transfer is a move from one school or administrative unit to another. The Superintendent of Schools may transfer an employee from one school to another or from one department to another as necessary for the efficient operation of the schools. Transfers shall be non-discriminatory and shall not be arbitrary or capricious.

Transfer Requests - Classified employees can request a transfer into a vacant position if the position is not on a higher pay scale than the position currently held by the employee. If an employee wishes to transfer into a vacant position, the employee should contact the principal of the school or the supervisor of the department with the vacancy. If the employee is chosen to fill the position, he will be notified by the principal or supervisor. Any employee can apply for any posted job vacancy for which he is qualified. Employees can make application for a transfer through the on line application process or can submit a current resume with a Letter of Request for a Transfer. Submission of an application or a Letter of Request for a Transfer does not ensure that an employee will be interviewed for the vacant position. A copy of the current Transfer Request Form is attached as Exhibit 1.

RETIREMENT



Tennessee Consolidated Retirement System (TCRS) for Employees Hired Before 7/1/2010 - Participation in TCRS is mandatory for all employees hired before 7/1/2010 who work thirty hours per week or more. [These](#) classified employees are non-contributory, which means that they are not required to

contribute wages to TCRS for their retirement. However, the School System does contribute an amount determined by the TCRS from each of these employee's gross wages to TCRS for the purpose of that employee's retirement. These contributions began during the first full month of employment. A minimum of five (5) years of employment is required before an employee becomes vested in this retirement plan.

The Trust Company Retirement for Employees Hired After 7/1/2010 - Participation in The Trust is mandatory for all employees hired on or after 7/1/2010 who work thirty (30) hours per week or more. There is a six month waiting period for participation. Johnson City Schools and the employee will each contribute five percent (5%) of compensation to a 401(a) account for the employee. The employee can contribute a higher percentage of compensation to a 457 account and Johnson City Schools will match up to an additional three percent (3%) for employees for a total employer match of eight percent (8%). Classified employees participating in The Trust vest according to the following schedule:

<u>Service</u>	<u>Amount Vested</u>
Year 0 - 1	Zero percent (0%)
Year 1 - 2	Twenty-five percent (25%)
Year 2 - 3	Fifty percent (50%)
Year 4 - 5	Seventy-five percent (75%)
Year 5 and over	One hundred percent (100%)

Contracted employees, substitute teachers, and other employees who work less than thirty (30) hours per work week are not eligible for retirement benefits.

RESIGNATION

Classified personnel are expected to give his/her immediate supervisor written notice of resignation at least two (2) weeks (ten (10) working days) in advance of the effective date of voluntary resignation. This two (2) week notice may be waived by the Superintendent of Schools. The employee's immediate supervisor will forward a copy of the resignation to the office of the Superintendent of Schools. The Finance Office will prepare final payment for all earned wages; this payment will be made on the next regularly scheduled pay day.

JOB DESCRIPTIONS

A job description exists for all classified positions in the School System. Copies of job descriptions can be obtained from the Human Resources Office upon request. The qualifications, physical demands, and essential functions are listed for every position. The job description is not intended to contain a complete listing of the essential functions or requirements of the position. Each job description allows a supervisor to assign the employee additional duties or assignments as needed.

EVALUATIONS

Newly hired classified employees will be evaluated at least once during the first ninety days of employment (the evaluation period) and at least one (1) additional time following successful completion of the evaluation period during the first year of employment. Classified personnel employed for more than one (1) year will be evaluated at least once a year. Evaluations are performed by the employee's immediate supervisor or principal and are to be used as an aid in improving an employee's job performance and as a basis for continuing employment. Evaluation results will be discussed with the evaluated employee. Each employee will be given a copy of the evaluation and must sign the supervisor's copy as evidence it has been discussed. Completed evaluations will be placed in the employee's personnel file.

EMPLOYEE PAY

Earnings and Pay Dates - Classified employees are hired to work for a ten, eleven or twelve month period. Every classified employee is paid an hourly rate based on the appropriate salary schedule for the position for which he/she is employed. The pay of all ten and eleven month employees will be stretched over twenty four (24) pay checks. Wages will be calculated by multiplying the hourly rate times the number of daily work hours times the number of days in the employee's contract period and then dividing by twenty four (24).



Compensation Guides - Only supervisory employees are considered to be salaried employees; most classified employees are paid by the hour. There are separate pay scales for the following groups of employees:

- Scale 1** Student Worker
- Scale 1.5** Educare Care Giver hired after 2/7/11
- Scale 2** Educare Care Giver hired before 2/7/11; Custodian; Food Service Assistant Courier; Food Service Café Worker; Crossing Guard; Permanent Substitute
- Scale 3** Food Service Café Manager; Food Service Courier; Guard; Maintenance I; Mentor; Copy Clerk; Secretary
- Scale 4** Educational Assistant; Special Education Assistant; Educational Media; Elementary Bookkeeper
- Scale 5** Accounts Payable Accountant; Administrative Secretary; Educare Assistant Director; Food Service Administrative Manager; Head Custodian; Maintenance II; Printer; Secondary Bookkeeper
- Scale 6** Educare Director; Language Specialist; Food Service Accountant; Insurance Specialist; Payroll Accountant

All earned wages and salaries of all employees, including supplemental pay, must be paid by the Board of Education. Employees are not allowed to accept payment for services performed on behalf of the School System from any source other than the Board. Any person receiving compensation for work that involves regular, systematic contact with students or work of the

type that is normally performed by employees must be employed by the Johnson City Board of Education and/or the Johnson City School System and must be on the School System's payroll.

Overtime Pay - Classified employees are paid their hourly rate for up to, and including, forty (40) hours in the workweek. (The workweek is defined as Sunday 12:01 a.m. thru Saturday 12:00 p.m.) When requested, employees are expected to work in excess of standard hours. Overtime is defined as hours physically worked in excess of forty (40) hours per week.

The following procedures apply to overtime:

1. An employee's immediate supervisor must have an authorization for overtime pay from the Superintendent of Schools and the Director of Finance **prior to** the work being performed.
2. Compensatory time off shall be used in preference to overtime pay whenever possible.
3. All hours physically worked in excess of forty (40) hours in a week shall be compensated, with either compensatory time off or overtime pay, at a rate of time and one-half.
4. Employees who have been assigned to work overtime, unscheduled hours, whether voluntary or mandatory, shall be expected to report to work as directed.
5. Failure to report for overtime work shall subject an employee to disciplinary action as specified for any other non-appearance for a regularly scheduled work time.
6. Employees shall be released from mandatory overtime, without fear of discipline, when they can provide a reasonable excuse, such as the following:
 - a. Personal family emergency;
 - b. Personal or family health maintenance;
 - c. Important family functions – wedding, graduation, etc.

If there is doubt concerning the employee's sincerity in offering such an excuse, the principal or supervisor may ask for proof of the excuse.

Time Sheets - Every classified employee must complete a time sheet. The time sheet provides the appropriate supporting documentation for payroll. The employee must complete the time sheet – reporting the actual number of hours worked each workday and any leave taken. Each timesheet requires two (2) signatures - the employee's and the immediate supervisor's. The employee's signature verifies that the supplied information is correct; the immediate supervisor's signature verifies that the information has been reviewed and is correct. Timesheets must be completed, signed, and submitted every two (2) weeks.

Payroll Checks – All newly hired employees complete the paperwork to have their pay automatically deposited in their bank. Long term employees who continue to receive a paper check will have those checks delivered to their work locations on the designated pay days.

Deductions - Employees are required by law to have the following deducted from their salaries:

Federal Social Security (FICA) - Federal Social Security coverage is automatic for all employees of the Johnson City School System. The amount deducted is in accordance with the law and shown on the payroll check stub/deposit record.

Federal Withholding Tax – Federal Withholding Tax deductions are made according to the schedule prepared by the U.S. Treasury Department. The amount deducted is based upon the number of exemptions claimed by the employee.

Medicare – Deductions are made according to Federal Law. The amount deducted is shown on the payroll check stub/deposit record.

Employees can have a variety of items deducted from their salaries. A list of these deductions is attached as Exhibit 2. The Finance Department is not an agent for any insurance company or financial institution; all specific inquiries should be made directly to the responsible agent.

BENEFITS

Health Coverage - Health coverage is offered to all full time employees upon initial employment through the School System's self-insured insurance plan. Full time employees are those who regularly work thirty (30) hours or more per week. Individual, individual +1 and family coverages are available. All newly hired full-time employees must either accept or refuse the coverage. If an employee is interested in accepting this benefit, all necessary paperwork must be completed within the first thirty-one (31) calendar days of actual employment.



It is the **responsibility of the employee to inform the Finance Office when a new dependent** (due to marriage, the birth or adoption of a child) **needs to be added to the health coverage.** This must be done within thirty-one (31) days of the event for the new dependent to be properly covered. It is also the responsibility of the employee to inform the Finance Office if a dependent loses his/her eligibility for coverage due to a divorce or if a child no longer meet the definition of an eligible dependent.

Open enrollment to the System's health coverage plan occurs yearly from May 15 – June 30 with an effective date of July 1.

The federal COBRA law (Consolidated Omnibus Budget Reconciliation Act) allows employees and dependents to enroll in health coverage outside of the open enrollment period under certain conditions. Exceptions will also be made for eligible employees of dependents if they lose their health insurance coverage offered through the employer of the employee's spouse/ex-spouse. **Please contact the Finance Department if you believe you or one of your dependents is eligible for special enrollment.**

Dental Coverage – All full time employees who elect to participate in the health coverage provided by the System are automatically enrolled in the System's dental coverage as well.

Life Insurance and Accidental Death and Dismemberment Insurance – Full-time employees receive both life insurance and accidental death and dismemberment insurance in the following amounts, based on years of service in the Johnson City School System:

<u>Service</u>	<u>Amount of Insurance</u>
Less than 2 years	1 x annual regular salary
Over 2 years	2 x annual regular salary

Section 125 Cafeteria Plan - The Johnson City School System currently participates in a full Section 125 Cafeteria Plan. This allows employees to voluntarily select various benefits and pay the premiums for those benefits with pre-tax dollars. The Cafeteria Plan year runs from January 1 – December 31. An open window for enrollment takes place in the fall. All full-time employees must meet with a representative during open enrollment if they wish to participate in the plan. IRS rules dictate that deductions cannot be dropped or changed until the "Anniversary Date" of the plan with the only exception being a qualifying event (i.e., divorce, marriage, birth of child, adoption, death, etc.).



WORK YEAR AND WORK SCHEDULES

Depending upon the position, the length of an employee's work year can vary between ten (10), eleven (11) or twelve (12) months. Ten (10) month employees work the same calendar as the students at the school in which they are employed. Eleven (11) and twelve (12) month employees work a five (5) day work week. Principals and supervisors will determine the work calendar of eleven (11) month employees, to accommodate the needs of the school.

Each classified employee who does not work a twelve (12) month year will be notified by his principal or supervisor of his beginning date and schedule for each school year.

LENGTH OF WORK DAY

Employee arrival and departure times are set by the employee's immediate supervisor or principal and/or by the administration. The immediate supervisor must approve any deviation from an employee's established work schedule. All time sheets must accurately reflect hours worked and be signed by a principal or supervisor.

PAID HOLIDAYS

The Superintendent of Schools will determine at the beginning of each fiscal year the date on which a holiday will be taken. The following are the holidays currently recognized, however, these are subject to change without notice.

Ten Month Employees (except cafeteria workers) receive five (5) paid holidays:

One day for Labor Day
One day for Thanksgiving
Two days for Winter Break
One day for Martin Luther King, Jr. Day

Eleven Month Employees receive eleven (11) paid holidays:

One day for Labor Day
Three days for Thanksgiving
Three days for Winter Break
Two days for New Years
One day for Martin Luther King, Jr. Day
One day for Memorial Day

Twelve Month Employees receive twelve (12) paid holidays:

One day for Labor Day
Three days for Thanksgiving
Three days for Winter Break
Two days for New Years
One day for Martin Luther King, Jr. Day
One day for Memorial Day
One day for July 4th

This schedule will be modified as necessary to insure that supervisory and administrative staff will not be off when school is in session.

To be eligible to receive the paid holiday, an employee must be scheduled to work at least twenty-five (25) hours per week and be in a paid status on the workday immediately prior to and immediately after the holiday. "Paid status" is defined as:

1. Work for an entire scheduled workday;
2. Paid scheduled vacation day;
3. Paid sick leave day; or
4. Any combination of the above.

Holiday pay for employees who normally work less than an eight (8) hour work day will be prorated in accordance with the amount of time that the employee is normally scheduled to work. For example, an employee whose normal work day is a five (5) hours will receive five (5) hours pay for a holiday.

Employees working part-time in after school programs or in other areas outside of regular school day hours do not receive holiday pay.

INCLEMENT WEATHER PROCEDURES



Certified Staff –

- 2 Hour Delay –
Follow the delay schedule.
- School Closing –
Do not report to school.
- Early Close –
Leave after all students are safely dismissed.

Teacher Assistants and Other Ten Month Classified Staff –

- 2 Hour Delay –
Arrive as soon as safely possible. Staff will be given an opportunity to make up any time missed due to unsafe road conditions. If the missed time is not made up, pay will be adjusted.
- School Closing –
Do not report to school.
- Early Close –
Follow directive of principal.

Eleven and Twelve Month Classified Staff –

- 2 Hour Delay -
Arrive as soon as safely possible. Staff will be given an opportunity to make up any time missed due to unsafe road conditions. If the missed time is not made up, pay will be adjusted.
- School Closing –
Arrive as soon as safely possible. If an employee misses the full day or the majority of the day, he/she will need to take personal or vacation time; for less than four hours missed, the employee will be given an opportunity to make up time.
- Early Close –
Follow directive of principal.

Early Childhood Learning Center Teachers –

- 2 Hour Delay –
Arrive as directed by Principal.
- School Closing –
Do not report to school
- Early Close –
Leave after all students are safely dismissed.

Educare Directors and Caregivers –

- 2 Hour Delay –
Arrive as soon as safely possible.

School Closing –

Arrive as directed by Principal

Early Close –

Leave after all students are safely dismissed.

Part-Time Staff for After School Programs –

2 Hour Delay –

Arrive at normally scheduled time.

School Closing –

Do not report to school.

Early Close –

Do not report to school.

EMPLOYEE CONDUCT

EMPLOYEE DISCIPLINE

Disciplinary actions that may be taken against classified personnel may include, but are not necessarily limited to, the following:

1. Verbal warning;
2. Written warning;
3. Suspension without pay; and
4. Dismissal.

It is normally expected that disciplinary actions will follow a progressive path until the issue is corrected or the employee is dismissed. The seriousness of the disciplinary infraction will dictate the disciplinary action that is taken, up to and including, dismissal for the first offense.

The following shall be considered grounds for discipline of classified personnel:

1. Willful violation of school rules and regulations;
2. Misconduct causing adverse reflection on the employee or the system;
3. Incompetence;
4. Excessive or unreasonable absences or tardiness;
5. Failure to obey a legitimate system directive or order of a supervisor;
6. Willfully falsifying a report;
7. Willfully making a false statement, written or oral; and

Disciplinary actions may also be taken for actions other than those listed above.

All classified employees are employed at the will of the Superintendent. The Superintendent of Schools may dismiss any classified employee at any time for any reason.

Before an employee is suspended/dismissed, he shall be:

1. Provided with reasons for the suspension/dismissal;
2. Given an opportunity to respond; and
3. Given a written decision.



ATTENDANCE AND TARDINESS

The regular and prompt attendance of each employee is vital to the successful operation of the entire Johnson City School System. The absence or tardiness of an employee can result in other employees having excessive amounts of work. Attendance records are a

permanent part of personnel files. All employees are expected to be present during all work hours. Absence without prior approval, chronic absences, habitual tardiness or abuses of designated working hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal.

The Johnson City School System does recognize and understand that illness and emergencies can affect each of us. For this reason, the School System provides paid sick leave of one (1) day per month and two (2) personal leave days per year to eligible full time classified employees. Sick leave and personal leave days are prorated in accordance with the amount of time that the employee is normally scheduled to work for eligible part time employees.

Note that the following guidelines apply to attendance and tardiness:

1. If you must be absent or late for work, notify your principal or supervisor immediately. If there is an emergency and you are not able to immediately notify your principal or supervisor, you should have someone make notification on your behalf or you should do so at the first opportunity after the emergency has ended.
2. An absence or tardiness for any reason other than illness or emergency should have the prior approval of your principal, supervisor or the Superintendent of Schools.
3. The failure to notify your principal or supervisor of an absence will result in disciplinary action, up to and including dismissal.
4. Taking an absence which has not been approved, except in an emergency, will result in disciplinary action, up to and including dismissal.
5. Excessive or unreasonable absences or tardiness will result in disciplinary action, up to and including dismissal.

PERSONNEL RECORDS



The School System maintains a personnel record/file on all employees. Information contained in such files is limited to job related material. Employees must be granted an opportunity to respond in writing to material placed in their records. Pursuant to certain state and federal laws, employee records, except those that are otherwise exempt, are open for inspection by any citizen of the State of Tennessee during regular business hours. Members of the public may not obtain an employee's telephone number, address, bank account information, social security number or driver's license information (except where driving or operating a vehicle is considered to be a part of the employee's duties) unless release of this information is expressly authorized by the employee.

The School System may also disclose information about a former employee's job performance to a prospective employer under the following conditions:

1. Disclosure of information is upon the request of the prospective employer; or
2. Disclosure of information is upon the request of the former employee; and
3. The information is related to job performance.

The School System will not disclose information that is knowingly false, deliberately misleading, rendered with malicious purpose or is in violation of the employee's civil rights.

CONFIDENTIALITY

Information obtained about students, including grades and performance, must be kept confidential. It is against the law to disclose a student's grades, information contained in a student's personal folder, or the fact that a student has a special need or a disability, except to appropriate individuals within the School System. In other words, **an employee should assume and act as if any information learned about a student is confidential.** Only those employees authorized to release student or employee information may do so. Employees should not post photos or other information about students on any social media sites. In addition, personal information regarding other employees should not be publicly disseminated.

STAFF-STUDENT RELATIONS

Employees shall maintain professional relationships with students at all times and shall strive to develop wholesome and constructive relationships with them. Employees are expected to regard each student as an individual and to accord each student the rights and respect that he is due. Employees are should promote a learning environment that encourages fulfillment of each student's potential in regard to his program, consistent with the School System's and with optimal opportunities for students.

Employees are expected to use good judgment in their relationships with students beyond their work responsibilities and/or outside the school setting and must avoid excessive informal and social involvement with individual students. Any appearance of impropriety shall be avoided. As noted above, employees should not post photos or other information about students on any social media sites. Romantic and/or sexual relationships between employees and students are expressly prohibited. Appropriate disciplinary action, including dismissal, will be taken for violation of this rule. (See Exhibit 3 for a copy of Policy 5.610 Staff-Student Relations.)

CHILD ABUSE REPORTING

Any employee who knows or has a reasonable belief that any child under 18 years of age has suffered abuse or neglect, or that any adult with whom an employee is in contact has abused a child, shall immediately orally report or cause an oral report to be made to the Department of Children's Services at 1-877-237-0004. The employee's principal or supervisor shall also be immediately notified. For the purpose of this section, abuse includes: physical abuse or neglect, mental injury, threat of harm, sexual abuse and sexual exploitation. Failure to report suspected child abuse or to comply with the confidentiality of records requirements is a violation of law and of School System policy and may result in disciplinary action up to and including dismissal. Tennessee law provides that an employee, who, based on reasonable

grounds, participates in the good faith making of a child abuse report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed, as provided by law.

DISCRIMINATION/HARASSMENT (Sexual, Racial, Gender, Ethnic, Religious)

The Johnson City School System prohibits discrimination against and harassment of its employees and students in any form. Conduct, whether intentional or unintentional, that results in discrimination or in employee or student harassment will not be tolerated and may result in disciplinary action, up to and including termination.

Specifically prohibited are conduct, advances, gestures or words, either written or spoken, of a sexual, racial, ethnic or religious nature which:

1. Unreasonably interfere with another individual's work performance or a student's educational opportunities;
2. Create an intimidating, hostile or offensive work or educational environment;
3. Imply that submission to such conduct is a term of employment or is made an explicit or implicit term of receiving grades or credits; or
4. Imply that submission to or rejection of such conduct will be used as the basis of an employment or educational decision.

Other harassing conduct in the workplace is also prohibited. This includes repeated and offensive flirtations, advances, bullying, propositions, and verbal abuse, the display of sexually or racially offensive pictures or objects, and offensive touching.

Any employee who feels that he has been subjected to harassment or discrimination of any kind should report the incident to his immediate supervisor unless the supervisor is the offending party. In that situation the report may be made to the Director of Human Resources. All allegations of discrimination/harassment will be fully investigated. There will be no retaliation against any person who reports discrimination or harassment or participates in an investigation.

Employees are obligated to report any instance of harassment of or discrimination against a student. (See Exhibit 4 for a copy of Policy 5.500 Discrimination/Harassment of Employees and Exhibit 5 for a copy of Policy 6.304 Discrimination/Harassment of Students.)

EMPLOYMENT-RELATED COMMUNICATIONS AND COMPLAINTS

It is the practice of the School System to encourage open communication. Differences of opinions arising in the course of employment should be resolved as quickly as possible and at the lowest supervisory level.



If an employee has a question concerning the interpretation of policies and/or procedures in regard to relationships with other employees or practices within his particular school or

department, the employee must first consult his principal or supervisor. If such questions cannot be resolved satisfactorily at that level, the employee should discuss the matter with the next level of supervision, up to and including the Superintendent of Schools.

In instances where an employee feels, for personal reasons, that he cannot discuss a problem with his immediate superior, he may take the problem directly to the next level of supervision, to the Human Resources Director or to the Superintendent of Schools. After review of the case, the Superintendent shall take whatever action deemed appropriate and within a prompt, reasonable time shall notify all parties concerned of his determination.

All employees are expected to keep their supervisor informed of their activities and shall refer matters requiring administrative action to the administrator to whom they are responsible.

TOBACCO AND SMOKE FREE WORKPLACE



The use of tobacco and tobacco products, including smokeless tobacco and electronic cigarettes, is prohibited in all of the School System's buildings and on all School System grounds, including public seating areas and restrooms. The use of tobacco or tobacco products is prohibited in all vehicles, owned, leased or operated by the System.

Employees of the School System are not permitted to use tobacco or tobacco products, including smokeless tobacco or electronic cigarettes, while they are participants in any activity in which they represent the School System.

PERSONAL AND PROFESSIONAL CONDUCT

An employee's conduct should reflect positively upon the School System. Because the primary function of the School System is the education of children, all employees become role models for those children. Employees should strive to positively represent their individual school, the School System and the community. If an employee's conduct causes undue embarrassment or discredit to the Johnson City Schools, all necessary steps will be taken to preserve the System's reputation and good will.

An employee's personal religious or political beliefs, philosophies and opinions shall not be imposed upon the students. Employees may not use the schools, the classroom or their position with the System as a personal political or religious forum and they may not engage in any political promotion or solicitation during school hours.

Employees should use good judgment in their relationships with students and shall avoid excessive informal and social involvement with individual students. Any appearance of impropriety should be avoided. Romantic and sexual relationships between employees and

students are expressly prohibited. A violation of these guidelines will result in disciplinary action, up to and including dismissal.

Employees are prohibited from engaging in any activity that raises a reasonable question of conflict of interest with their responsibilities and duties as a School System employee. Employees may not engage in any type of work that makes use of information obtained through the School System.

CRIMINAL ACTIVITY; DRUG AND ALCOHOL FREE WORKPLACE



All employees are required to make a full disclosure of prior criminal convictions or pleas of nolo contendere at the time of their employment. Failure to do so 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.

No employee shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in federal law. As a condition of continued employment, every employee shall notify the Superintendent of Schools of an arrest, indictment or conviction of any criminal drug statute violation occurring in the workplace within five (5) days after conviction. Any employee who violates the terms of this condition shall be suspended without pay and shall be subject to dismissal and referral for prosecution.

"Workplace" is defined to include any school building or any school premise; any school-owned or any other school-approved vehicle used to transport students to and from school or school activities; and off-school property during any school-sponsored or school-approved activity, event or function.

Other criminal behavior, which causes adverse reflection on the employee or the System, will be dealt with by the Superintendent on a case-by-case basis.

DRUG AND ALCOHOL TESTING

Reasonable Suspicion Drug Testing - Any employee may be required to submit to substance screening if any of the following conditions exist (this list is not inclusive):

1. Observed use, possession or sale of illegal drugs and/or use, possession, sale or abuse of alcohol and/or prescription drugs.
2. Apparent physical state of impairment of motor functions.
3. Marked changes in personal behavior not attributed to other factors.
4. Employee involvement in or contribution to an accident where the use of alcohol or drugs is reasonably suspected or employee involvement in a pattern of repetitive accidents whether or not they involve actual or potential injury.
5. Violation of criminal statutes involving the use of illegal drugs, alcohol or prescription drugs and/or violations of drug statutes.

Pre-Employment Drug Screening - Prior to employment, as a condition of any job offer, substance screens are required for individuals applying for the following positions: school activity or mini-bus drivers, and maintenance, food service and other employees who drive vehicles during performance of their duties (hereinafter collectively referred to as “transportation employees”). Applicants for transportation positions must sign an acknowledgment prior to substance screening which permits the results of substance screens to be sent to the Superintendent of Schools or his designee. Refusal to sign the acknowledgment or to submit to substance screening will be considered a withdrawal of the individual's application for employment. The applicant will not be permitted to reapply for employment for at least twelve (12) months.

If substance screening shows a confirmed positive result for which the applicant has no current physician’s prescription, any outstanding job offer will be revoked. If for any reason the applicant is already employed, the applicant will be dismissed. The applicant will not be permitted to reapply for employment for at least twelve (12) months.

Drug Disclosure - All transportation employees are required to report to the Superintendent of Schools or designee the use of any prescription drug that could affect the central nervous system or impair reaction time. Further, all transportation employees must give notice of nonprescription (over-the-counter) drugs that they use on a regular basis. The notice must include information about how long the employee will be taking the medication and any possible side effects.

Prohibitions - The use, possession, sale, purchase or transfer of any controlled substance, except medically prescribed drugs, while on school business or property or while operating school equipment is prohibited. Transportation employees are prohibited from drinking alcoholic beverages during work hours, within four (4) hours of reporting for work, and from having any measurable amount of alcohol in their systems during work hours, whether on or off school property. The off-duty use of drugs and/or alcohol is prohibited to the extent that it affects a transportation employee’s attendance or performance and his ability to pass any required controlled substance tests. **A violation of these guidelines is grounds for disciplinary action, up to and including termination and legal prosecution.**

Random, Post Accident, Reasonable Suspicion and Return to Duty Testing - All transportation employees are subject to testing for drugs and alcohol during their period of employment. These employees are required to submit to drug tests conducted on a random, unannounced basis; after accidents when the employee’s performance could have contributed to the accident; upon the reasonable suspicion of a supervisor; and upon return to duty after a violation of these provisions.

For further information and procedures related to drug and alcohol testing of transportation employees, please see the Drug Testing Handbook, a copy of which can be obtained from the Department of Human Resources or the School Nurses Office.

COPYRIGHT

A variety of machines and equipment are available employees for the reproduction of materials as needed for their job requirements. Infringement of copyright laws, whether the material copied is prose, poetry, graphic images, music, audio, video or computer-programmed materials, is a serious offense against federal law, a violation of Board policy and contrary to ethical standards required of staff. All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form.


VISITORS TO THE SCHOOLS

Any person encountered by a staff member in a school building or on a school campus should be asked for a visitor’s pass. If the person does not have a visitor’s pass the person should be escorted to the principal’s office to obtain a pass.

Employees may not bring visitors, including their children, to their job sites except in an extreme emergency. Employees who need to bring their children to work in an emergency may do so only if they have their supervisor’s/principal’s advance permission and only if they can carry out their duties without interruption and without an impact on students and their co-workers. A principal or supervisor can revoke this privilege at any time.

DRESS GUIDELINES



The Johnson City School System is committed to helping create and maintain the very best learning environment possible. It is the System’s belief that a correlation  exists between appropriate attire and a positive learning environment.

It is expected that all employees will dress in a professional, modest manner and present a neat, clean appearance. Blue jeans, sweat pants, sweatshirts and shorts should not be worn except on days when there is a special activity. Blouses, shirts or tops that reveal the midriff or chest should not be worn. Hats and caps are not appropriate for wear inside the buildings. Clothing of any sort which contains a message promoting alcohol, drugs, tobacco or which may cause a disruption or disturbance in school may not be worn. Clothing which contains obscene or suggestive language may not be worn.

The above dress guidelines are the minimum expected of all employees. A principal or supervisor has the authority to require that employees in their individual school or at their work location adhere to a more rigid dress requirement. Certain departments may have specific dress requirements for staff as communicated by supervisors.



FUND RAISING

All fund raising activities that involve students or that occur on school property must be approved in advance by the principal and the Superintendent of Schools. This includes any activity that involves the collection of money, with the exception of classroom fees and field trip expenses. The Superintendent of Schools provides a form for this purpose.

SOLICITATIONS

Employees may conduct fundraisers and/or charitable drives (i.e. food, clothing, etc.) for the purpose of supporting perceived needs in the community and/or in response to a national or international crisis, provided that the following guidelines are met:

1. A request is made in writing to the principal/supervisor;
2. The request is approved by the principal/supervisor and Superintendent of Schools;
3. Employees shall not be excused from regular work duties to participate in a fundraising activity; and
4. No quotas will be imposed on employees involved and their efforts will be voluntary.

Employees who do not participate in fundraising activities will not be punished or discriminated against in any way. Flyers or other materials related to fund drives shall not be distributed through the schools without the approval of the Superintendent of Schools.

All such fundraisers/charitable drives must meet the guidelines set forth in Policy 5.605, attached as Exhibit 6.

Employees will not be made responsible for the collection of any money or the distribution of any fund drive literature within the schools unless such activity has the Superintendent of Schools' prior approval.

GIFTS



Employees may not accept personal gifts from students unless the gifts are of a token value and only if the gifts are given on a purely voluntary and personal basis.

Employees may not give gifts to students except during holidays and immediately prior to or following the presentation of plays, concerts, special programs, athletic events, etc.

Employees should not give gifts to staff members who exercise administrative or supervisory authority over them, either directly or indirectly, unless the gifts are of token value. The collection of money for group gifts is discouraged except in special circumstances such as bereavement, serious illness or for mementos at retirement.

Employees are prohibited from accepting things of material value from individuals, companies or organizations doing business with the School System. Exceptions to this policy are the acceptance of minor items which are generally distributed to all by the companies through public relations programs.

USE OF COMPUTERS AND THE INTERNET



All computer hardware and software belongs to the School System. Before any employee is allowed use of the School System's computers, other electronic devices or network, the employee shall sign a written Technology Acceptable Usage Agreement that sets out the terms and conditions of such use. This Agreement is attached as Exhibit 7. Any employee who accesses the School System's computer systems, electronic devices or network for any purpose agrees to be bound by the terms of the Technology Acceptable Usage Agreement, even if no signed written agreement is on file.

All computer data, including e-mail communications stored or transmitted on School System computers or other electronic devices, is subject to monitoring. Employees should have no expectation of privacy with regard to computer data.

E-Mail - Users with network access shall not utilize School System resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. E-mail correspondence may be a public record under the law and may be subject to public inspection.

Network Rules - Internet access and use is considered a privilege, not a right. Employee use is governed by applicable Board of Education policies, which prohibit, among other uses, the following:

- Sending or displaying offensive or obscene messages, language, or pictures;
- Using obscene language;
- Harassing, insulting, defaming, bullying or attacking others;
- Damaging computers, electronic devices, computer systems or computer networks;
- Hacking or attempting unauthorized access to any computer or server;
- Violation of copyright laws;
- Trespassing in others' folders, work or files;
- Using another person's password or other identification (impersonation);
- Using the network for commercial purposes;
- Accessing sexually explicit materials;
- Using the network for illegal purposes;
- Buying or selling on the internet; and
- Using school or System computers for personal business.

The administration will apply the same standard of educational suitability to an employee's use of computers and other electronic devices, the Internet and the computer network as they use

to review other educational resources. Misuse of any School System technology will result in disciplinary action, up to and including dismissal from employment. The Board retains the right to regularly monitor the on-line activities conducted on School System technology.



CELL PHONE USAGE

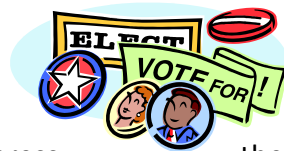
In order to protect instructional time, personal cell phones are not to be used by employees during class time except in an emergency. Employees should keep their cell phones turned off or on silent mode when in the classroom or in any other instructional setting.

CONFLICTS OF INTEREST

Employees are prohibited from engaging in or having a financial interest in any activity that could raise a reasonable question of conflict of interest with their duties and responsibilities with the School System. This includes, but is not limited, to the following:

1. School employees may not purchase for sale to students any goods or equipment 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 employer originates from information obtained through the School System;
4. The Board will not purchase of supplies, materials, or equipment from a School System employee. The purchase of services from an employee of the School System must have the express approval of the Board and Superintendent of Schools;
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; and
6. Any employee responsible for preparing any School System items or materials for public auction or resale shall be prohibited from purchasing such materials, as shall such employee's supervisors, whether direct or indirect.

POLITICAL ACTIVITY

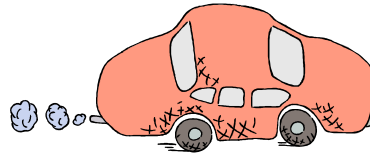


Employees have a right to express their views on any issue, but in each case, must make clear that the view expressed is not the official view of the Johnson City Board of Education or of the Johnson City School System. Employees may not use the schools, the classrooms or their position with the School System for a political forum, nor may they engage in any political promotion or solicitation during school hours.

Any employee who intends to campaign for an elective public office that may infringe upon his contractual responsibilities to the School System shall present a proposed solution to the Board

of Education 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.

USE OF PRIVATE VEHICLES



An employee is required to have proof of vehicle liability insurance coverage in amounts determined by the Board of Education and the written permission of the Superintendent of Schools or his designee prior to using a private vehicle in the performance or the conduct of System business. The School System will not assume responsibility or liability for an accident if the employee has not complied with these requirements. A copy of the Proof of Insurance Form is attached as Exhibit 8.

Reimbursement for mileage will be made at the rate set by the Board of Education in effect at the time of use upon submission of the properly executed reimbursement forms.

Employees are specifically forbidden to transport students for school purposes in their private vehicles. No employee shall send a student on an errand, either personal or school related, in a vehicle owned by the student, the employee, or the School System.

USE OF SCHOOL VEHICLES

Employees whose responsibilities require the use of vehicles that belong to the Johnson City School System are expected to observe all licensing, traffic and safety regulations. School vehicles are not to be used for personal business under any circumstances. Employees specifically designated by the Superintendent of Schools will be allowed to drive System owned vehicles home. No other employees are authorized to drive System vehicles home. Any employee that regularly drives a System vehicle home will have a fringe benefits tax deducted from their pay.

All employees who drive school vehicles are subject to the testing and procedures as outlined in **DRUG AND ALCOHOL TESTING**, above.

USE OF SCHOOL SYSTEM EQUIPMENT AND/OR MATERIALS

Each employee of the System will be held responsible for the materials, equipment and supplies assigned to him. In addition, he/she is responsible for the preservation and protection of materials, equipment and supplies not under his direct control when he is aware that such are endangered and when the System employee having direct control is not present or is otherwise unable to act.

Employees may use School System equipment and supplies outside of their normal working hours when the use is related to their employment. There shall be no cost to the employee for such use.

DESTRUCTION OF AND TAMPERING WITH GOVERNMENTAL RECORDS

Tennessee law makes it unlawful for any person to:

- (1) Knowingly make a false entry in, or false alteration of, a governmental record;
- (2) Make, present, or use any record, document, or thing with knowledge of its falsity and with intent that it will be taken as a genuine governmental record;
- (3) Intentionally and unlawfully destroy, conceal, remove, or otherwise impair the verity, legibility or availability of a governmental record.

A violation of this law is a Class A misdemeanor.

HEALTH AND SAFETY

ON-THE-JOB INJURIES/WORKER'S COMPENSATION



The Johnson City School System maintains Worker's Compensation Insurance Coverage for its employees. The amount of Worker's Compensation benefits an employee receives and what the employee must do to receive them are governed by state law.

If an employee is injured while on the job, the employee must report the injury to his supervisor or principal within twenty four (24) hours and complete the required **Accident Report Form** which is available at all school offices and at the Columbus Powell Service Center. The completed form must be submitted to the School System's Finance Department (fax 434-5227) and to the City of Johnson City's Risk Manager's Office (phone 434-6010; fax 232-7145) within twenty-four (24) hours. If the employee fails to make notification within the twenty-four hour (24) time frame, he may be ineligible for benefits. The secretary in the school office can assist with this process; however it is the employee's responsibility to complete the necessary forms.

Complete information regarding Worker's Compensation Coverage is available, upon request, from the Human Resources Department, the Finance Office and/or from your principal or supervisor.

EXPOSURE CONTROL/BLOODBORNE PATHOGENS

In an effort to reduce occupational exposure to Hepatitis B (HBV), HIV/AIDS and other bloodborne pathogens, all employees should consider blood and other body fluids from all individuals to be potentially infectious. Precautionary measures must be taken to protect all employees from health concerns which might develop because of inadvertent contact with blood and/or other potentially infectious materials (OPIM).

Universal Precautions in Schools - Universal Precautions is an infectious control method that requires employees to assume that all human blood and specified body fluids are infectious to HIV, HBV, HCV and other bloodborne pathogens. The specified body fluids are referred to as "other potentially infectious materials (OPIM)". OPIM can be the following human body fluids: cerebrospinal, synovial, semen, vaginal secretions, pleural, pericardial, and peritoneal fluids, amniotic fluid which surrounds a fetus, any body fluid that is visibly contaminated with blood (saliva, sweat, tears, vomit, urine, feces, nasal secretions), and all body fluids in situations

where it is difficult or impossible to differentiate between body fluids, and any unfixed tissue (severed limbs, fingers, etc.). **All employees are required to receive in-service training and education regarding Hepatitis B (HBV), HIV/AIDS and OSHA Bloodborne Pathogens standards. School personnel are to be advised of routine procedures to follow in the handling of body fluids. If you have not received training in Universal Precautions or would like additional training, contact your principal or supervisor.**

Employees must respect an individual's right to privacy and must treat knowledge of any medical diagnosis as confidential information. Information identifying employees and/or students with a bloodborne pathogen may not be released to the public. Any employee that violates confidentiality shall be subject to disciplinary action.

The single most important step in preventing exposure to, and transmission of, any infection is anticipating potential contact with infectious materials in routine as well as emergency situations. School employees should be prepared to use proper precautions prior to contact. Diligent and proper hand washing, the use of protective gloves, and proper decontamination of spills are essential techniques of infection control. **All individuals should practice universal precautions when responding to situations where blood and/or OPIM may be contacted.**

Hand Washing - Proper hand washing is crucial to preventing the spread of infection.

- Textured jewelry on the hands and wrists should be removed prior to washing and kept off until the completion of the procedure and hands are rewashed.
- Use running hot water, lather with soap, and use friction to clean all surfaces. Complete the process by rinsing well with running hot water and drying hands with paper towels.
- Hands should be washed before physical contact with individuals and after the contact is completed.
- Hands should be washed after contact with any used equipment.
- If hands (or other skin) come in contact with blood or body fluids, wash immediately before touching anything else.
- Hands should be washed whether gloves are worn or not and after gloves are removed.

Barriers - Barriers include disposable gloves and absorbent materials. Their use is intended to reduce the risk of contact with blood and body fluids as well as to control the spread of infectious agents. Gloves should be worn when in contact with blood and/or OPIM. Gloves should be removed without touching the outside and properly disposed of after each use.

Disposal of Waste - Blood and/or OPIM, used gloves, and absorbent materials should be placed in plastic bags (double-bagged) and disposed of in the usual procedure. Bodily wastes such as urine, vomit, or feces should be disposed of in the sanitary sewer system. Regulated waste will be used only in the case of a severe incident. Red bags are available at each school site; they should be used when needed and then disposed of properly.

Clean-Up - Spill of blood and/or OPIM should be cleaned up immediately.

- Gloves must be worn during clean-up.

- Use paper towels or other absorbent materials on the spill.
- Apply a solution of 5.25% sodium hypochloride (household bleach) diluted with water in a 1:10 ratio to disinfect the area. This solution must have a contact time of ten (10) minutes with the contaminated area. Other approved disinfectants may also be used. The area should be washed well.
- Dispose of gloves, soiled towels, and other waste in a plastic bag (double-bag).
- Clean and disinfect reusable supplies and equipment.

Exposure - An exposure incident is an accidental or inadvertent exposure to blood and/or OPIM through contact with broken skin, mucous membrane, or by needle or sharp stick, which requires immediate washing, reporting and follow-up.

- Always wash the exposed area immediately with soap and water.
- If a mucous membrane splash (eye or mouth) exposure occurs, wash the area thoroughly.
- If a cut or needle stick occurs, wash the area thoroughly with soap and water.
- **The exposure incident must be reported immediately to the immediate supervisor or school principal.**

Work Practice Controls - All procedures involving blood and/or OPIM should be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.

- Equipment which may become contaminated with blood and/or OPIM should always be examined prior to servicing or shipping and be decontaminated when needed.
- Eating, drinking, applying cosmetics or lip balm, and handling contact lenses are all prohibited in work areas where there is a reasonable likelihood of occupational exposure.
- Employees should wash their hands immediately or as soon as possible after the removal of gloves.

Personal Protective Equipment - Appropriate personal protective equipment, such as gloves, is provided at no cost to the employee and is readily accessible at each work site and/or issued to employees.

COMMUNICABLE DISEASES

No employee with a communicable disease may perform his duties in any location that might endanger the health of students. Employees may be required to submit to an examination by a physician whenever there is reason to believe that an employee has a communicable disease that may threaten the health of students.

LEAVES OF ABSENCE

GENERAL INFORMATION

The Johnson City School System provides ample leave time for its employees. It is expected that employees will use their leave for the purposes for which it is provided. Leave without pay must have the approval of the Superintendent of Schools and will not be granted except in cases of extreme emergency. Leave which does not fall within one of the following leave categories is not generally available to employees and anyone who is absent without approved leave will be subject to disciplinary action, up to and including termination. A copy of a current Leave Request Form is attached as Exhibit 9.

All Employees must record their absences on AESOP (Automated Educational Substitute Operator) even if the employee does not require a substitute. Employees are encouraged to record their absence as early as possible and no later than one hour before the start of the workday, unless an emergency is involved.

SICK LEAVE

Full time employees earn one (1) full day of sick leave for each full calendar month worked. Regular part time employees (those who work at least twenty-five (25) hours per week) earn sick leave on a pro-rated basis. Upon termination of employment, an employee may be able to transfer accumulated sick leave to another system or may be able to use accumulated days as credit for retirement purposes.



Employees working part-time in after school programs or in other areas outside of regular school day hours do not earn sick leave.

Sick leave is defined as:

1. The illness of an employee from natural causes, accident or quarantine; or
2. The illness or death of a member of the immediate family of an employee, including the employee's spouse, parents, grandparents, children, grandchildren, brothers, sisters, and in-laws.

An employee who must be absent from work because of an illness or accident is responsible for notifying his principal or supervisor and/or recording the absence with the AESOP System at least one hour before the start of his workday. If there is an emergency and the employee is not able to immediately notify the principal or supervisor, someone should make notification on the employee's behalf as soon as possible, or the employee should do so at the first opportunity after the emergency has ended. The employee is also expected to keep his principal or supervisor informed of his status on a regular basis.

An employee must promptly submit a signed sick leave form, which lists the cause of absence, to his principal or supervisor in support of all claims for sick leave pay. In addition, a statement from a physician can be requested at any time in support of a claim for sick leave. If a physician's statement has been requested and is not supplied, the absence will be treated as leave without pay. Employee's who are found to have violated sick leave policies and procedures may be subject to a charge of leave without pay and subject to disciplinary action, up to and including termination of employment.

Sick leave must be taken in increments of not less than ½ day. Sick leave will not be advanced prior to being earned unless approved, in advance, by the employee's immediate supervisor and by the Superintendent of Schools.

Employees are urged not to abuse the use of sick leave. Employees on authorized sick leave are not eligible for other leave benefits in addition to their sick leave.

Transfer Of Sick Leave Time - Classified employees with accumulated sick leave may transfer up to ten (10) days per year to another classified employee. No employee may make a transfer that would result in the employee having less than thirty (30) days of accumulated sick leave. Once a transfer of sick leave days has taken place, the transfer is permanent and will result in the transferring employee giving up all rights and benefits associated with the days, including future use of the sick days and any payment in lieu of the use of the days. All sick leave transfers are completely voluntary.

Transfers are subject to the following provisions:

1. An employee wishing to make a transfer must complete and submit the required transfer request form to the Finance Department a minimum of seven (7) days prior to the transfer. All sick leave transfer requests must be approved by the Superintendent of Schools.
2. The transfer recipient or a member of the immediate family of the recipient (spouse, parents, grandparents, children, grandchildren, brothers, sisters, and in-laws) must be under the direct care of a licensed physician due to a diagnosed long-term illness or injury, the treatment of which requires the employee to be absent from work for more days than all his accumulated compensatory leave (sick, vacation and personal) would allow.
3. The recipient's injury or illness must be confirmed by a physician in a statement submitted to the Department of Human Resources.

PERSONAL LEAVE

Classified personnel are able to earn up to two (2) days of personal leave each year. One personal day is earned the first half of the work year; the second personal day is earned the last half of the work year. Regular part time employees (those who work at least twenty-five (25) hours per week) earn personal leave on a pro-rated basis. Personal leave days may not be taken prior to being earned. These days may be taken in increments of ½ day or 1 full day. Subject to the following conditions, personal leave may be taken at the discretion of the employee:

1. Except in an emergency, the employee must give his principal or immediate supervisor at least one (1) day's notice in writing of the intent to take personal leave.
2. The approval of the principal or immediate supervisor and the Superintendent of Schools is required if the requested leave day falls on the day immediately preceding or following a holiday or vacation period, or if more than ten percent (10%) of the classified staff in any school or department requests leave on the same day.

Employees working part-time in after school programs or in other areas outside of regular school day hours do not earn personal days.

LEGAL LEAVE



When an employee is called for jury duty he must present to his principal or immediate supervisor evidence that he has been summoned and he must complete the appropriate leave request form. Employees on leave for jury duty shall be entitled to their usual compensation, less the amount paid by the court.

When an employee is required to appear in any school-related legal proceeding he shall be provided such time with no loss of pay or benefits, except where the employee is an adverse party.

If an employee appears in court on a personal matter, whether civil or criminal and 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 as a plaintiff or defendant in a civil case, personal or vacation leave may be used. Employees with no vacation or personal leave may request leave without pay, which must be approved by the principal or immediate supervisor and the Superintendent of Schools.

VACATION

All full time employees who work on an eleven (11) or twelve (12) month calendar earn one (1) paid vacation day per full calendar month worked. Regular part time employees (those who work at least twenty-five (25) hours per week) receive vacation days on a pro-rated basis, based

on the number of hours actually worked. Vacation leave does not accumulate. It is earned from July 1 through June 30 and must be used by December 31 following the year in which it is earned. Employees are encouraged to schedule and use vacation in accordance with these guidelines so that no paid vacation time will be lost.

Employees must have the advance approval of their principal or immediate supervisor for the use of vacation leave. Vacation leave must be used in increments of not less than one-half (1/2) day. Vacation leave may not be advanced before it is earned. If an employee leaves the System, he will be paid for vacation days earned and unused up to that point.

Employees working part-time in after school programs or in other areas outside of regular school day hours do not earn personal days.

MATERNITY LEAVE



A female employee who has been employed **full time** by the System for at least twelve (12) consecutive months may be eligible for up to four (4) months of maternity leave under Tennessee’s Maternity Leave Statute and the Family Medical Leave Act (“FMLA”). An employee on maternity leave may, during the period of **actual physical disability**, use any accumulated sick leave until that leave is exhausted. Once the period of actual disability ends or accumulated sick leave is exhausted, the leave shall be unpaid unless the employee elects to use any accumulated personal or vacation leave.

The period of actual physical disability is defined as six (6) weeks from the date of birth for a regular delivery and eight (8) weeks from the date of birth for a Caesarean section delivery. A physician’s statement may be required to determine the period of actual physical disability. Maternity Leave runs concurrently with Family Medical Leave Act leave, and is without pay.



MILITARY LEAVE

Employees are entitled to leave, with pay, for up to twenty (20) working days per calendar year, for active military duty or training. When possible, military leave should be scheduled during non-instructional time, or when it is the least disruptive to the employee’s work requirements. Employees who anticipate military duty during the school year must complete and submit a leave request form to the Superintendent of Schools within thirty (30) days of the commencement of the anticipated military duty or within thirty (30) days of the beginning of the school year. The employee must also submit a copy of the orders for duty, including the date of departure with the leave request form.

FAMILY MEDICAL LEAVE

The Family Medical Leave Act was enacted to allow employees to take up to twelve (12) weeks of leave time for medical reasons, the birth or adoption of a child, or for the care of a child,

spouse or parent who has a **serious health condition**. (Any full time female employee requesting leave due to pregnancy and childbirth shall be granted at least four (4) months leave pursuant to Tennessee's Maternity Leave Statute, as described above.)

Eligibility - In order to be entitled to FMLA leave, an employee must have been employed by the School System for twelve (12) months, working at least 1,250 hours during the twelve (12) month period immediately preceding the FMLA leave. Hours used for leave, even FMLA leave, will not be credited to service for purposes of FMLA eligibility.

Restrictions - For foreseeable leave, an employee shall provide the Superintendent of Schools with written notice, on the applicable leave request form, at least thirty (30) days before the beginning of the anticipated FMLA leave.

The Superintendent may require that a request for FMLA leave be supported by certification issued by a health care provider which contains 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. If applicable, a statement that the eligible employee is needed to care for a son, daughter, spouse or parent and an estimate of the amount of time that such employee is needed.

If there is any reason to doubt the validity of the certification provided, the Superintendent may require, at the expense of the School System, an opinion of a second health care provider.

Any leave taken pursuant to state leave or other leave policies (personal leave, sick leave, or worker's compensation) may run concurrently with FMLA leave if the employee is given adequate notice. 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.

Requirements - After return from Family Medical Leave 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.

An employee on FMLA leave is entitled to keep his group health insurance on the same terms as all other employees for the duration of the leave. However, the School System may recover its share of the health insurance premium paid if the employee fails to return from leave after the period of leave has expired for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the control of the employee.

Other Information - An employee may use FMLA leave for maternity purposes, however several restrictions apply. During the period of actual physical disability, the employee **must** use any accumulated sick leave before using FMLA leave. Sick leave may only be used during

the period of actual physical disability. If the employee has no accumulated sick, vacation or personal leave, the entire leave shall be unpaid FMLA leave. When determining the period of actual physical disability the Superintendent may require that a physician's statement be provided.

An employee may use up to thirty (30) days of accumulated sick leave for the adoption of a child. Any additional leave must be taken as unpaid FMLA leave, vacation leave or personal leave. If both adoptive parents are employees of the System, only one parent may request FMLA leave. Written verification from the adoption agency or other entity handling the adoption may be required before FMLA leave is granted.

EMERGENCY LEAVE

A principal or immediate supervisor may grant an employee emergency leave during the workday for a sudden, unexpected occurrence demanding immediate attention. This emergency leave shall be taken as personal or sick leave, or leave without pay. An employee who uses emergency leave must complete the appropriate leave forms on the day he returns to work.