

# **Bibb County Board of Education**

# **Personnel Policies**

## **DATE OF EFFECT**

This is to advise that the policy statements contained in this manual were officially adopted on date displayed on each respective statement. The personnel policy statements contained in this manual hereby supersede all other School System personnel policies previously adopted by the Bibb County Board of Education.

## **G-- PERSONNEL**

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GAIA	Solicitations by and of Staff Members
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GAJD	Political Activity
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GAKB	Employment Criteria
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GALAD	Fringe Benefits for Personnel (Also DJCG)
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GALC	Retirement of Personnel
GALD	Salary Schedules for Personnel (Also DJCAG)
GALDA	Determination of Placement on Salary Schedule
GALDC	Payroll Checks for Personnel (Also DJCA)
GALE	Travel Expenses for Personnel (Also ECCHB)
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GAT	School Volunteers
GBA	Certified Personnel Defined
GBAA	Certified Personnel Contracts (also DJC)
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GBRB	Time Schedules and Work Loads for Certified Personnel
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GBRGB	Tutoring for Pay by Certified Personnel
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GDA	Non-Faculty Coaching Aides

## EQUAL OPPORTUNITY EMPLOYMENT

The Board recognizes that an effective educational program in the School System depends on the quality of the personnel employed in the District. Therefore, every effort will be made to employ the most qualified personnel available.

It is the policy of the Board that applicants for positions will be selected on the basis of their qualifications, merit, and ability. No person shall be denied employment, reemployment, advancement, or evaluations, nor shall be subjected to discrimination on the basis of sex, age, marital status, race, religion, national origin, ethnic group, or disability.

### Special Provisions

The Board shall comply with regulations of Title II of the Education Amendment of 1972, Americans with Disabilities Act of 1990, The Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 as evidenced by the Equal Opportunity Policy shown above. In addition the following provisions shall apply:

1. The Superintendent shall appoint a designee(s) to serve as the reporting officer(s) for discrimination complaints related to the Acts noted above. The name(s) and business phone number(s) of the reporting officer(s) shall be made known to employees throughout the School System. Any complaint covered by the Acts noted above, including sexual harassment, should be reported promptly to the reporting officer(s).
2. The Grievance Procedure (filed GAE under this cover) shall be used to ensure employees prompt and equitable action on grievances brought under the noted Acts.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999

LEGAL REF.:

Civil Rights Act of 1964 and Amendments, U. S. Const. XIV, 1; 42 U.S.C. 20003-1 to -17; 20 U.S.C. 1681, et. seq; 29 U.S.C. 794; 29 U.S.C. 621 et. seq., Section 504 of the Rehabilitation Act of 1973, Singleton v. Jackson Municipal Separate School District, 419 F 2d 1211 (5th Cir. 1969), 42 U.S.C. Section 12-101.

## GRIEVANCES

The Board is committed to the task of maintaining the highest possible level of professional relations among members of the staff of the School System and of maintaining good morale among employees. Consequently, grievance procedures should provide for sincere efforts by all persons concerned in working together on constructive solutions in an atmosphere of courtesy and cooperation. It should also be the purpose of such procedures to secure, at the lowest possible level, equitable and workable solutions to problems that may arise.

### I. Definitions:

- A. Grievance: A "grievance" shall be defined as a complaint by an employee or group of employees based upon an alleged violation, misinterpretation, or inequitable application of any existing policies, rules, regulations, or orders of the School System or a complaint regarding the equity of policies, rules, regulations, or orders. Dismissals, terminations, transfers, and any other procedures already established by law are not subject to the grievance procedures herein described.
- B. Employee: An "employee" is a full-time person regularly employed by the Board by the year.
- C. Aggrieved Person: An "aggrieved person" is the employee or employees making the complaint.
- D. Party in Interest: A "party in interest" is the employee or employees making the complaint or the Board who might be required to take action or against whom action might be taken in order to resolve the complaint.
- E. Days: "Days" shall mean working days.

### II. Procedure:

Grievances shall be processed as rapidly as possible. The number of days stated at each level shall be considered as a maximum, and every effort shall be made to expedite the process. However, when mutually agreed upon, the time limits may be extended. In all cases, the informal procedures and discussions must be initiated by the grievant within fifteen (15) days of the occurrence of the cause giving rise to the grievance. The following procedures shall apply:

- A. Informal Procedure: An employee with a grievance shall first discuss it with his/her principal or immediate supervisor, with the objective of resolving the matter informally. The principal or supervisor must grant the employee an opportunity to discuss the matter within five (5) days of the request. Should the principal or supervisor have an assistant principal or another employee present for the discussion, then the grievant must be given the opportunity to have another employee of the School System or counsel present.
- B. Formal Procedure - Level One: If the informal discussion does not resolve the grievance, if the grievant wishes, the grievance shall within five (5) days of the discussion date file the grievance in writing (Grievance Form filed GAE-R) with the principal or immediate supervisor. The principal or immediate supervisor shall within five (5) days of receipt of the written grievance transmit his/her written decision to the grievant.

- C. Formal Procedure - Level Two: If the aggrieved employee is not satisfied with the disposition of his/her grievance at Level One, he/she may file the grievance in writing (Grievance Form filed GAE-R) with the Superintendent within five (5) days after the decision at Level One. The Superintendent or designee shall hold a discussion with the grievant within five (5) days and communicate his/her written decision to the grievant within five (5) days after the discussion. Should the Superintendent have another administrator present for the discussion, then the employee may have a School System employee or counsel of his/her choice present.
- D. Formal Procedure - Level Three: If the aggrieved employee is not satisfied with the disposition of his/her grievance at Level Two, he/she may appeal to the Board by filing a written (Grievance Form filed GAE-R) request with the Superintendent within five (5) days after the decision at Level Two. The following provisions shall apply:
1. The Superintendent or designee will be present at all Level Three hearings.
  2. The parties in interest shall have the right to give testimony, to present witnesses and documentary evidence, and to cross-examine witnesses offered by the other party. All parties shall be given an opportunity to present oral arguments and written materials. All such materials shall be made available to the opposing parties at the time such materials are introduced at the hearing.
  3. The Board shall render its decision within five (5) days after the hearing and notify all interested parties of such decision.

III. Group Grievances:

If a grievance affects a group or class of employees, the employees may submit such grievance in writing (Grievance Form - filed GAE-R) directly to Level Two. The Superintendent will decide whether this grievance will be heard at Level Two or return it to Level One. The grievance procedure will then proceed as indicated above.

IV. Rights of Employees to Legal Counsel:

Any aggrieved employee may be represented at Level Three by himself/herself or, at his/her option, an attorney, or any other representative of his/her choice; however, the grievant must be present at each Level. The aggrieved employee may also exercise the option to choose an employee of the School System to accompany him/her rather than an attorney. The aggrieved employee must notify the Superintendent five (5) days prior to the Board meeting in order to have Board counsel present if the employee is to be represented by counsel.

V. Reprisals:

No reprisals of any kind shall be taken by the Board or by any member of the Administration against any party in interest or any other participant in the grievance procedure by reason of such involvement.

VI. Written Decisions:

All decisions rendered at Levels Two and Three shall be in writing (Grievance Form - Filed GAE-R), setting forth the decision, and shall be transmitted promptly to all parties in interest.

VII. Separate Grievance File:

All documents, communications, and records dealing with the processing of a grievance shall be maintained for not less than thirty (30) days in a separate grievance file and shall not be kept in the personnel file of participants.

VIII. Meetings and Hearings:

All meetings and hearings under the procedure shall be conducted in private to protect the good names of individuals and shall include only such parties in interest, witnesses, and their attorneys.

IX. Forms:

A sample of the grievance form is to be included with this policy and given appropriate distribution so as to facilitate operation of this procedure.

X. Alabama Statutes:

The above procedure in no way replaces appeal procedures available to employees as specified by Alabama Statutes.

XI. Rescissions:

This procedure rescinds all previous grievance procedures adopted by the Board.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999

LEGAL REF: The Code of Alabama, 16-8-9, 16-8-10, 16-9-13; Pickering v. Board of Education, 88 S. Ct. 1731 (1968); Givhan v. Western Line Consolidated School, 99 S. Ct. (1979).FILE: GAE



**GRIEVANCE NOTIFICATION AND REPORT FORM**

**BIBB COUNTY BOARD OF EDUCATION  
Centreville, Alabama**

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Grievance # \_\_\_\_\_

Submit in duplicate to principal or immediate supervisor

\_\_\_\_\_  
Building    Assignment    Name of Grievant    Date Filed

\_\_\_\_\_  
**Level One**

A. 1. Date Cause of Grievance Occurred: \_\_\_\_\_

2. Date Received by Principal/Supervisor \_\_\_\_\_

B. 1. Statement of Grievance: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Relief Sought: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature                  Date

C. Disposition by Principal or Immediate Supervisor: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature                  Date

D. Disposition by Grievant: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature                  Date

**Level Two**

A. Date Received by Superintendent: \_\_\_\_\_

B. Disposition by Superintendent: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature      Date

C. Disposition by Grievant: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature      Date

**Level Three**

A. Date Received by Board: \_\_\_\_\_

B. Disposition and Decision of Board: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Board President      Date

## **SOLICITATIONS BY AND OF STAFF MEMBERS**

### By Staff Members

Staff members shall not solicit or sell any goods or services on school property except as may be approved by the local school principal and/or the Superintendent.

All fund-raising campaigns conducted by school employees in the community or away from school premises to obtain funds for the school, student body, class or club must have prior approval by the local school principal, with notification to the Superintendent. Such fund-raising campaigns shall not be conducted during regular school hours.

Staff members shall not sell educational material or reference books for monetary gain in the attendance area served by his/her school.

Staff members shall not furnish the names and addresses of students or parents to any commercial firm without written consent by the parent or guardian.

### Of Staff Members

The School System shall not solicit funds from or attempt to sell goods or services to employees. All charity or fund-raising campaigns shall be participated in on a voluntary basis by employees of the School System.

The School System shall not allow commercial advertising or selling on school property during school or office hours. (This does not apply to those commercial firms that supply goods and services for school use.)

The School System or schools within the School System shall not furnish lists of staff members or students to any commercial firm.

Membership in professional organizations shall be on an individual basis; however, the Board encourages certified personnel to affiliate with professional organizations.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999

LEGAL REF.: The Code of Alabama, 16-8-8 to -9, 36-25-1(9), 36-25-2(a), 36-25-2(b), 36-25-2(d), 36-25-5(a), 36-25-6 to -7.

## **GIFTS TO EMPLOYEES**

### **From Students**

Employees may accept gifts from students on special occasions, provided the gift is not unduly elaborate or expensive. Employees should always use good taste and follow the Alabama Ethics Law when accepting gifts from any source, including students.

In no case shall an employee accept a gift from a student, student group, school organization, etc., over a nominal value. For the purposes of this policy, nominal value shall be something less than \$25 per occasion and less than \$50 per year from a single provider. Any purchase of gifts with school funds must have prior approval by the school principal.

### **From Employees**

Employees may accept gifts from other employees provided the gifts are not unduly elaborate or expensive and are given on a voluntary basis.

### **From Outside Agencies or Individuals**

Employees shall neither solicit nor accept gifts from outside agencies or individuals that are associated with the performance of school related duties or are a result of a precondition to business transactions between the School System and said agency or individual.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: July 26, 1999; Revised: January 9, 2014

LEGAL REF.: Alabama Ethics Law, Code of Alabama, Section 36-25-1, et seq.

## **POLITICAL ACTIVITY**

School System personnel engaging in political activity shall make it clear that their statements and actions are theirs as individuals and that they in no manner represent the views of the School System. No partisan political activity shall be permitted by any school employee any time during regular school hours.

School System personnel may participate in city, county, state political activities to the same extent as any other citizen, including the endorsement of candidates and contributing to political campaigns and political action groups. In addition, employees of the School System have the same rights as any citizen to publicly support issues and circulate petitions.

School System personnel seeking public office may continue to hold their employment positions since all political activities are conducted on their personal time, i.e. not during the workday.

School System personnel are forbidden from soliciting funds or contributions for political purposes from subordinate employees at any time.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999

LEGAL REF.: The Code of Alabama, 16-1-30, 16-8-8, 17-1-17; Attorney General's Ops., July 24, 1978, May 19, 1985 (85-00265), July 13, 1988 (88-00358).

## **SEXUAL HARASSMENT**

### **I. POLICY**

- A. It is the policy of the Board to maintain a learning and working-environment that is free from sexual harassment. No employee of the School System shall be subjected to sexual harassment.
- B. It shall be a violation of this policy for any employee of the School System to harass another staff member or student through conduct or communications of a sexual nature as defined in Section II below.
- C. Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and board policy and procedures governing sexual harassment within her or his school or office.
- D. Violations of this policy or procedure will be cause for disciplinary action.

### **II. DEFINITION**

- A. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  - 1) submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities; or
  - 2) submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student; or
  - 3) such conduct has the purpose or effect of unreasonably interfering with an employee's or student's performance or creating an intimidating, hostile, or offensive work or learning environment.
- B. Sexual harassment, as set forth in Section II-A, may include, but is not limited to, the following:
  - 1) verbal harassment or abuse;
  - 2) pressure for sexual activity;
  - 3) repeated remarks with sexual or demeaning implications;
  - 4) unwelcome touching; and
  - 5) sexual jokes, posters, etc. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, job, etc.

### **III. REPORTING PROCEDURES**

- A. Any employee who feels he/she has been sexually harassed by another employee(s) or student(s) of the School System should present the complaint directly to the School System Title IX Coordinator. The complaint should be filed as soon as possible after the incident or the latest occurrence if a series of incidents are involved.
- B. The complaint should be made to the Title IX Coordinator and may be made in person or in writing. If the initial complaint is made in person, the

complainant will then be responsible for preparing a signed, written complaint detailing the events/occurrences giving rise to the sexual harassment charge.

- C. Such complaint of sexual harassment will not reflect upon the complainant's status, nor will it affect future employment, or work assignments.

IV. INVESTIGATION - HEARING PROCEDURES

- A. The Title IX Coordinator or the Superintendent's designee will promptly initiate an investigation of the allegation. Due process shall be accorded to all parties involved in the allegation throughout the investigation. The person(s) accused will be given an opportunity to present a written, signed statement detailing his/her recall of the events/occurrences leading to the sexual harassment complaint against him/her.
- B. When the investigation is completed the person conducting the investigation shall report the findings to the Superintendent. The findings of the investigation shall then be reduced to writing and copies presented to the complainant and the accused employee(s). The Superintendent or designee and investigating officer shall meet separately with the complainant and accused employee to attempt to resolve the complaint.
- C. If the complaint cannot be resolved as noted above, the Superintendent shall report the matter to the Board. The Board, at its discretion, may conduct a hearing in accordance with applicable laws and attempt to resolve the complaint.
- D. If the complaint cannot be resolved by the Board, the complainant may seek redress in an appropriate court.
- E. In all situations, the confidentiality of the complainant and the accused will be respected consistent with the School System's legal obligations and with the necessity to investigate fully any allegations of misconduct and to take corrective action when it is determined that sexual harassment has occurred.

V. SANCTIONS

A substantiated charge against an employee of the School System shall subject that employee to disciplinary action, up to and including discharge.

VI. NOTIFICATION

This policy will be placed in the School System policy manual.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999; Revised June 25, 2007

LEGAL REF.: The Code of Alabama: 16-8-23; Meritor Savings Bank FSB v. Vinson, 477 U.S. 57 (1986); Civil Rights Act of 1964, Title VII; EEOC Guidelines. Equal Employment Opportunities Commission (EEOC), Minnesota Department of Education; and Programs for Educational Opportunity (PEO), Univ. of Michigan, Ann Arbor, Michigan.

FILE: GAK

## **RECRUITMENT OF PERSONNEL**

It shall be the duty of the Superintendent to ensure that all certified and noncertified employees satisfactorily meet requirements of State Law, State Board of Education rules and regulations, and School System job-description qualifications. In addition, the Superintendent shall always seek to employ the best-qualified personnel for employment positions without regard to sex, age, marital status, race, religion, national origin, ethnic group, or disability. The Superintendent shall establish and maintain a plan for actively recruiting promising personnel for employment by the School System.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999

LEGAL REF.: The Code of Alabama, 16-8-23, Civil Rights Act of 1964, Title VII, and amendments.



## **EMPLOYMENT OF PERSONNEL**

When the Superintendent is notified and determines that a job vacancy exists in the School System, he/she and other appropriate personnel will conduct a review of the applications on file to determine the most qualified applicants for the position. The most qualified applicants will be determined by reviewing, analyzing, and comparing the non-prioritized employment criteria (see policy GAKB) data shown on the employment application forms. The applicants found to be best qualified will then be scheduled for interviews by the Superintendent and/or the applicable principal/work site supervisor(s) and other person(s) designated by the Superintendent. Interviews will be scheduled and conducted, writing sample (if applicable) collected, and references contacted. All information from the employment application form, interviews, writing sample analyses (when applicable), and reference contacts will be reviewed and analyzed to determine the top candidate(s) to be considered for employment.

The Superintendent will recommend the employment of all perspective employees to the Board for review and approval. In order to be employed by the School System, all applicants must be recommended by the Superintendent and receive a majority vote of the whole Board.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999

LEGAL REF.: The Code of Alabama, 16-4-9, 16-8-23, 16-9-23 to 24; Attorney General's Op., July 7, 1960.

## **EMPLOYMENT CRITERIA**

The selection of personnel in the School System shall be made without regard to sex, age, marital status, race, religion, national origin, ethnic group, or disability. The following criteria shall be used in selecting new personnel for employment within the schools of the School System:

### Certified Personnel

1. College transcript
2. Type of teaching certificate and areas of endorsement on certification
3. Rank and class of teaching certificate
4. Number of years of teaching experience within the School System
5. Number of years of teaching experience in public elementary or secondary education
6. Number of years work experience outside of education
7. Number of years of teaching experience outside of public education
8. Physical and mental health
9. Grades, subjects or positions in which professional experience has been gained
10. Student teaching level
11. Number of hours earned above highest degree held
12. Number of hours held in current (past 5 years) participation in seminars and workshops
13. Placement file data
14. Analysis of written material submitted

### Noncertified Personnel

1. High school transcript
2. Business school transcript
3. Junior college transcript
4. Trade school transcript
5. College transcript
6. Hours completed in apprenticeship or training program
7. Job related courses or training
8. Number of years worked within the School System
9. Number of years of job related work experience
10. Physical and mental health

After use of the employment criteria above, a subjective evaluation in each of the following categories shall be made: 1. Past performance, 2. Character, 3. Ability, 4. Leadership, and 5. Personality. The subjective evaluation shall be based upon a personal interview and information obtained in individual references.

Employment of all school personnel with unsupervised access to students will be contingent upon a background check resulting in suitability determination.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999; Revised: May 16, 2005.

LEGAL REF.: U.S. Const. Amend. XIV, S.1.; 42 U.S.C. SS. 2000e-3 to -17; 20 U.S.C. S. 1681; 19 U.S.C. S. 794; 29 U.S.C. S. 621.

## **JOB VACANCIES**

When vacancies occur in new or existing certified or noncertified employment positions, such vacancies shall be made known to employees of the School System. Except that, in extreme emergencies, classroom teachers may be employed promptly to protect the educational interest of students.

Such notice shall be posted by each principal and/or work area supervisor in a designated location in each school and central office work site. Furthermore, the notice shall be printed on standardized forms and shall include but not be limited to the following:

1. the school or work site where the vacancy exists,
2. the position title of the vacancy,
3. the grade level and/or work area of the vacancy,
4. the minimum certificate or qualifications required,
5. the minimum experience required to qualify,
6. a space to designate other important qualification criteria,
7. the procedure(s) for making application for said position, and
8. salary range for position.

Any person who believes he/she possesses the qualification for an advertised vacancy may apply. It shall be the policy of the Board to employ personnel based upon the intent of the Equal Opportunity Employment policy filed GAAA under this cover. In keeping with the intent of said policy, job vacancies in the School System may be made known to persons outside the School System.

No vacancy as noted above shall be filled until such vacancy shall have been posted in the prescribed manner for not less than fourteen (14) calendar days during the summer, and not less than seven (7) calendar days during the school year, except emergencies as noted above.

## **APPLICATIONS FOR EMPLOYMENT**

### Application Forms

Employment Application Forms shall be standard throughout the School System and shall be designed to gather only information permitted by various laws. Employment Application Forms for certified and non-certified employment positions shall be available at the Central Office.

### Completion Requirements

All certified and non-certified personnel seeking employment with the School System must complete an approved Employment Application Form. Applicants are responsible for providing all credentials required for employment purposes and for any costs associated with providing such materials. Employment Application Forms are considered complete when the listing of required information and credentials specified on the Form are provided by the applicant. The employment process cannot and will not be continued until the Employment Application Form is fully completed, including the submission of references, teaching certificate or letter of completion from a college or university, clear background check, evidence of highly qualified, if applicable, etc. In every case, applicants must specify on the Employment Application Form the type of position for which they are applying (example: elementary teacher, principal, supervisor, bus driver, etc.).

### References

References from persons knowledgeable of the applicant's abilities, qualifications, character, physical condition, etc. are important to the selection process. It shall be the responsibility of the applicant to include the names of not less than three (3) such references on the Employment Application Form. The Superintendent or designee may, at his/her discretion, secure additional references from appropriate sources not listed on the Employment Application Form by applicants.

### Active Status Period for Application Forms

Completed application forms will remain on file and active for not less than 12 calendar months. Following the minimum 12-month active period, all active application forms will be placed in inactive status. On January 1 each year, all application forms that have been on inactive status for one (1) calendar year will be discarded. Prospective employees may keep application forms active by submitting a written request to the Superintendent or personally updating said forms at the central office. It shall be the responsibility of the Superintendent to establish appropriate procedure to implement the intent of this policy.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999; Revised June 25, 2007

LEGAL REF.: The Code of Alabama, 16-8-38, 16-9-27.

## **EMPLOYMENT INTERVIEWS**

Employment interviews are an important part of the process for the selection of persons to be employed by the School System. Such interviews shall be used to gather vital information that cannot be obtained from the application and personal references. Information relative to applicants' character, personality, ability, prior job-related experiences, leadership potential, etc. may be obtained best through personal interviews.

### General Provisions

The following provisions shall apply to employment interviews conducted by School System personnel:

1. Interviews will be conducted only when a vacancy(ies) has been determined and confirmed and, if applicable, posted.
2. Only applicants seriously considered for employment based on Employment Application Form data and references shall be interviewed. In such instance, the Superintendent or designee will conduct the interview.
3. Applicants seriously considered for employment shall also be interviewed by their prospective principal, coordinator, or work site supervisor. The Superintendent or designee shall be responsible for arranging such interviews.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999

LEGAL REF.: The Code of Alabama, 16-8-23, 16-8-24, 16-9-23, 16-9-24.

FILE: GAKF

## **JOB DESCRIPTION DEVELOPMENT**

It shall be the duty of the Superintendent and representative personnel to prepare or cause to be prepared job descriptions for all certified and non-certified employment positions in the School System. The Superintendent shall periodically review and update job descriptions. Further, he/she or his/her designee(s) shall familiarize said personnel with their duties and responsibilities as defined by job descriptions. Job descriptions will be provided to each individual upon employment with the Bibb County Board of Education.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999

LEGAL REF.: The Code of Alabama, 16-8-8 to 10, 16-9-15, 16-9- 23 to 24.

## PERSONNEL QUALIFICATIONS

All personnel employed by the School System shall meet requirements of State Law, State Board of Education rules and regulations, and qualifications specified in respective job descriptions.

In an effort to provide maximum educational opportunities for students and comparable working arrangements for employees, it is expected the employees will meet the minimum conditions and qualifications spelled out in job descriptions at the time of employment, and will continue to maintain the ability to perform the job related responsibilities during the course of employment. However, reasonable accommodations as defined by the Americans with Disabilities Act will be made for qualifying individuals with a disability as defined by ADA.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999

LEGAL REF.: The Code of Alabama, 16-3-16, 16-8-23, 16-23-1 to -3, 16-23-5, 16-23-9, Harrah Independent School District v. Martin, 99 S. Ct. 1062 (1979).

## **ORIENTATION OF PERSONNEL**

It shall be the responsibility of the Superintendent or designee to conduct annual orientation programs for personnel regarding policies of the Board and such other topics as may be necessary for the effective operation and improvement of the School System.

### **Newly Appointed Employees**

The Board hereby directs the administrative staff of the School System to develop and implement annual orientation and inservice programs for all newly appointed personnel in the following categories: Teachers, Administrators, Substitute Teachers, Aides, Local School Volunteers, and all categories of non-certified personnel.

Such orientation and inservice programs should serve to orient said personnel with the policies of the Board, rules and regulations of the Board, and other matters that will assist them in becoming better acquainted with School System procedures and operational methods and in having a better understanding of their employment responsibilities.

### **On-Going Orientation and Inservice Opportunities**

In addition, the Board encourages the administrative staff to develop orientation and inservice programs on an as-needed basis for all categories of employees for the purpose of enhancing and updating skills and competencies, acquainting employees with any newly adopted programs, curricula, etc.

### **Local School Orientation**

The principal is directed to develop, early in the school year, an orientation program for his/her staff. Emphasis should be made to inform each member of the staff of the school's rules and regulations, of their particular assignment, and of their duties and responsibilities. Each first year teacher should be assigned a mentor whose duty it shall be to assist the probationary teacher in acclimating to the teaching profession, the school, and the School System.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999; Revised June 25, 2007

LEGAL REF.: The Code of Alabama, 16-1-30, 16-8-8, 16-9-13, 16-23-7 to 9.



## **ASSIGNMENT OF PERSONNEL**

The Superintendent has the authority to make the initial assignment of certified and non-certified personnel as the needs of the School System shall require, with the advice and counsel of respective local school principals, work site supervisors, and appropriate members of the administrative staff. However, certified personnel are generally certified or qualified in specialized fields of study and in all possible cases shall be assigned to employment positions based upon certification and other qualifications. Non-certified personnel generally shall be employed for specified positions and shall be assigned initially to such positions.

Certain reassignment may be considered as a transfer and, if so, should be handled in accordance with applicable transfer policies and laws related to certified and non-certified personnel.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999

LEGAL REF.: The Code of Alabama, 16-8-8 to 9, 16-9-23 to 24, 16-24-1 to 13, 36-26-100 to 108.

## **NON-PROBATIONARY STATUS/TENURE**

Teaching Personnel-Teachers attain tenure (non-probationary status) after three (3) complete, consecutive school years of full-time employment as a teacher with the Bibb County School System unless the Board of Education approves and issues written notice of termination to the teacher on or before the last day of the teacher's third consecutive complete school year of employment. The first year of employment must begin before October 1 and continue through the end of the school year in order for the employee to earn a full year of credit toward tenure, and then the employee must remain in continuous employment for the next two school years in order to earn tenure status.

Non-Certified Personnel-Classified employees attain non-probationary status after three (3) complete, consecutive school years of full-time employment with the Bibb County School System unless the Board of Education approves and issues written notice of termination to the employee on or before the 15th day of June immediately following the employee's third consecutive complete school year of employment.

Employees of the Bibb County Schools do not earn tenure or non-probationary status in a particular position, rank, work site or location, job assignment, title or rate of compensation. Employees may not apply service years in a classified position to service years in a professional/certified position or vice versa for purposes of attaining tenure or non-probationary status. Tenure cannot be earned in positions where the funding and duration of employment are finite, such as summer school, part-time substitute, temporary employment, or position created to serve experimental, pilot, temporary or similar programs or projects.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: January 9, 2014

LEGAL REF.: Students First Act-Act 2011-270; Code of Alabama, Section 16-24C-1, et seq.

## **TRANSFERS OF PERSONNEL**

Bibb County School employees may be reassigned or transferred to any position for which they are qualified by skill, training, or experience.

A teacher may be transferred within the same school or campus by the Superintendent once per year by the 20th calendar day after school begins, provided the teacher has the appropriate certification for the position to which he/she is transferred. Tenured teachers may be transferred to another school without reduction in compensation to a position for which he/she is certified with the approval of the Board of Education once per year by the 20th calendar day after school begins.

Non-probationary classified employees may be transferred once per year to any position for which they are qualified provided that the transfer is without loss of or reduction in compensation, that written notice of the proposed transfer is issued to the employee not less than 15 calendar days before a final decision is made, and that the transfer is effective not less than 15 calendar days after the date of the final decision to transfer.

Probationary employees (certified or classified) may be transferred to a position for which he/she is certified or qualified that results in a loss of or reduction in compensation. Such transfers must be effective not less than 15 calendar days after the date of the final decision to transfer. Employees must be provided notice of the proposed transfer that contains a written explanation of the effect of the transfer on the employee's compensation and notice that the employee may object in writing to the transfer before a final decision is made. Tenured teachers or non-probationary classified employees involuntarily transferred to a position with less pay shall be provided due process in the same manner as a proposed termination of employment.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: July 26, 1999; Revised: January 9, 2014.

LEGAL REF.: Students First Act-Act 2011-270; Code of Alabama, Section 16-24C-1, et seq.

## PERSONNEL RECORDS

The Superintendent or his/her designated representative shall have responsibility to initiate and maintain a current personnel record file at the central office on each employee of the Board. Such records shall be considered as confidential and shall not be transmitted to other persons or agencies without the written consent of employee involved.

All information regarding certified and non-certified personnel shall be collected, maintained, and disseminated under such safeguards of privacy as may be obtained through informed consent, verification of accuracy, limited access, selective discard, and appropriate use.

Employees shall have the right to examine, after having signed appropriate request forms in the central office, the contents of their personnel file, except application references. Such reference shall not be made available to employees or other persons or agencies.

Any material, except application references, derogatory to an employee's conduct, service, character, or personality, shall be placed in his/her personnel file and subject to review by said employee. The employee will be allowed to respond in writing and have the response kept on record.

The following documents must be on file for all employees of the School System:

### **Certified Personnel**

1. An Application Form
2. A current Alabama Teaching Certificate
3. A record of previous teaching experience (if applicable)
4. Tax Exemption Forms (W-4)
5. A Sick Leave Transfer Form (if applicable)
6. A photocopy of the Social Security Card
7. College Transcripts from each institution where credit has been earned.
8. Employment Verification Form (I-9 Form)
9. Insurance Enrollment Forms
10. Clear Background Check
11. Evidence of High Qualified Status

### **Non-Certified Personnel**

1. An Application Form
2. A Social Security Number
3. Tax Exemption Forms (W-4)
4. A Sick Leave Transfer (if applicable)
5. An Alabama Teacher Retirement Form
6. Transcripts (if applicable)
7. Employment Verification Form (I-9)
8. Insurance Enrollment Forms
9. Clear Background Check

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999; Revised June 25, 2007

LEGAL REF.: The Code of Alabama, 16-8-7, 16-23-1 to -13.

FILE: GAKJ

## **PUBLIC USE OF PERSONNEL RECORDS**

All employees' personnel records shall be considered as confidential, and the School System shall not release information from said records unless approved in writing by the employee or subpoenaed by legal authorities.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999

LEGAL REF.: The Code of Alabama, 16-8-7, 16-23-1 to -13; Family Educational Rights and Privacy Act, 1974 (P.L. 93-380).

## **SALARY DEDUCTIONS**

The School System shall make all salary deductions required by law. In no cases will the School System make other deductions unless approved, in writing, by the employee.

### Federal and State Income Tax Deductions

The School System will deduct federal and state income tax from all employees in accordance with law. Each employee of the School System shall file with the Superintendent all necessary income tax withholding forms when initially employed and when adjustments are necessary.

### FICA - Social Security Deductions

The School System will deduct FICA tax from all employees in accordance with law.

### Teacher Retirement Deductions

The School System will deduct teacher retirement contributions from all employees eligible for participation in the State Teacher Retirement System. Said deduction shall be made in accordance with law.

### Professional Dues and Political Deductions

The School System will withhold dues for membership to the national, state, and local education association as a service to employees. Said dues and state political deductions shall not be made without initial authorization, in writing, by each employee. Continuing payroll deductions shall remain in effect until canceled in writing by the employee. Deductions shall be withheld in not less than 9 equal payments, with September and January enrollment and/or authorization periods.

### Other Deductions

The School System shall at its discretion make other deductions in compliance with various laws. In compliance with Legislative Act 83-207, the Board approves the following payroll deduction policy:

1. Existing insurance, annuity and credit union companies approved for payroll deductions are as follows:
  - a. Group Hospital-Medical Insurance Plan.
  - b. Group Hospital-Medical Insurance Supplement Plan.
  - c. RSA-1.
  - d. Tax Sheltered Annuity with Franklin Life Insurance Company - enrollment and change dates - September and January each year.
  - e. Franklin Life - Life Insurance
  - f. Life Insurance of Alabama - Cancer
  - g. American Family Life - Intensive Care
  - h. First Educator's Credit Union - enrollment and change dates September and January each year.
  - i. Liberty National

2. Payroll deductions for a Cafeteria Plan will be added and must meet the following requirements:
  - a. One company (only) with a minimum of 25 full-time employees of the Board.
  - b. Company will be selected by an employee committee appointed by BCEA.
  - c. Anniversary date shall be October 1 each year with a minimum enrollment period of 12 months.
  
3. Any other requests presented for payroll deductions must meet the following requirements:
  - a. New authorizations may be added only in January or September of a given year. Such deductions may be for annuities, membership dues, voluntary contributions and group insurance premiums, and will be made from salaries earned in not less than 9 different periods. Voluntary contributions may be revoked by giving a 30-day notice in writing.
  - b. Companies approved for payroll deduction will be recommended to the Board for approval by an employee committee appointed by the Superintendent. Only one (1) company will be selected for each type insurance plan/coverage, and no company may be selected that enrolls or pre-enrolls less than 25 of the employees of the Board.
  - c. To maintain the privilege of participating in the School System's insurance payroll deduction plan, each insurance company must maintain an enrollment of 12% of employees in the insurance plan for which it is approved. Any insurance company/agent/ representative that attempts to sell on School System property a different insurance policy/plan/coverage other than the one for which it is payroll deduction approved or if its enrollment of eligible employees for a respective plan/coverage falls below the 12% minimum, will be dropped from the payroll deduction plan.

The Board will further comply with ACT 83-207 that states, "Upon termination, amounts owed under the authorization of an employee shall be deducted from employee's final pay due."

The Board shall not be liable for any error when acting in good faith under provisions of the Act 83-207.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999

LEGAL REF.: The Code of Alabama, 16-22-6; Legislative Act 83-207.

## **REGULATIONS FOR HANDLING PAYROLL DEDUCTIONS INSURANCE AND ANNUITY PLANS**

Effective this adoption date, the regulation governing the handling of insurance and annuity plans for employees of the Board through payroll deduction shall be according to the following procedures:

1. All insurance and annuity companies given the privilege to participate in payroll deductions will invoice for payment in twelve (12) equal monthly installments.
2. Each company will prepare one (1) invoice for each plan that the company has on the payroll system. (Example: Franklin Life Insurance Company should prepare one (1) invoice for life insurance and one (1) invoice for tax-sheltered annuities.) The invoice must be received at the office no later than the 20th of the month in order that payment can be made by the first.
3. The insurance year shall be considered to be the same as the state fiscal year (October through September).
4. In order to be given the privilege of being placed on the payroll deduction plan, all companies must agree in writing to the requirements of these procedures and must secure a minimum of 15% of eligible employee's contracts for each plan prior to that plan's being approved for payroll deductions.
5. In order to maintain the privilege of participating in the School System's insurance payroll deduction plan, all companies must maintain an enrollment of 12% of employees in each insurance plan for which they are approved. Any insurance company/agent/ representative that attempts to sell on School System property a different insurance policy/plan/coverage other than the one for which it is payroll deduction approved or if its enrollment of eligible employees for a respective plan/coverage falls below the 12% minimum, will be dropped from the payroll deduction plan.
6. New applications must be turned in by the insurance representative to the Payroll Department no later than the 15th of the month in order for deductions to be taken from checks paid on the last day of the month. A personal check from the employee to the company will provide coverage if this deadline is missed.
7. Cancellations must be turned in to the Payroll Department no later than the 15th of the month in order for the deduction to be canceled for that month.
8. No employee may have more than seven (7) different insurance, annuity and/or credit union plans on payroll deduction at any one time.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999

LEGAL REF.: The Code of Alabama, 16-22-6; Legislative Act 83-207; Attorney General's Op., Aug. 15, 1975, Apr. 18, 1984.



## **FAIR LABOR STANDARDS ACT: "COMP" TIME AND OVERTIME PAY**

The Board recognizes the requirements of the Fair Labor Standards Act of 1938 and its amendments. The Board expresses its intent to comply with the Act and authorizes the Superintendent to take the necessary steps to insure that the Board is in compliance with the Act.

### Applicable Provisions

As authorized by the Board, the Superintendent shall determine the need for overtime work, discuss with supervisors and employees the amount and timing of overtime work, and compensate the employees for that overtime work. All employees eligible for overtime pay shall be compensated by:

- 1) Payment to the employee for working additional hours beyond the forty- (40) hour workweek at the rate of 150% of regular pay, or
- 2) Release time in the form of "comp time" at the rate of 1.5 hours for each hour worked beyond the forty- (40) hour workweek. Note: "comp time" earned in accordance with FLSA must be used within **12 months** following the pay period in which it was earned.

### Eligibility

In accordance with Title 29, Part 541 of The Code of Federal Regulations, revised June, 1983, certain employment categories/ positions are defined as being "exempt." Exempt positions are not entitled to overtime pay or compensatory release time. As outlined in The Code, exempt employees are those that meet one (1) or more of the following criteria:

- 1) Executive, administrative, and professional (certified) employees including teachers and academic administrative positions (e.g., "director," "supervisor").
- 2) Non-certified employees (a) whose primary duties consist of the management of the enterprise in which they are employed, (b) who customarily direct the work of two or more employees, (c) who have the authority to hire or fire or whose suggestions and recommendations as to the hiring, firing, or other change of status decision for other employees will be given particular weight, and (d) who customarily and regularly exercise discretionary powers.

Employees not meeting one (1) of the above criteria are defined as "nonexempt" and subject to the provisions of the FLSA and as such are eligible for additional compensation or "comp time" at the individual employee's discretion for work performed in excess of forty (40) hours per week.

Approval to Work Overtime

Only the Superintendent has the authority to approve overtime work. When possible, all work requiring overtime by employees must be approved in advance. All overtime pay must be initialed by the Superintendent on the monthly payroll form. Any such approval for overtime work shall be based on emergency situations only; in all cases, work requiring overtime wages shall be kept to a minimum.

Responsibility

All administrative personnel are expected to give due consideration to employee workloads and effective scheduling of the workday. The responsibility to see that guidelines are followed and that locally approved overtime requests are essential rests with principals, supervisors, and directors.

SOURCE: Bibb County Board of Education, Centreville, AL  
ADOPTED: JULY 26, 1999

LEGAL REF.: The Code of Alabama, 16-22-6; Legislative Act 83-207; Attorney General's Op., Aug. 15, 1975, Apr. 18, 1984; Fair Labor Standards Act of 1938, as amended.

## **FRINGE BENEFITS FOR PERSONNEL**

### **FULL-TIME PERSONNEL: CERTIFIED AND NON-CERTIFIED**

Currently the School System provides the following fringe benefits for full-time (20 or more hours per week and adult bus drivers) personnel:

#### Insurance

1. The Public Education Employee Health Insurance Program (PEEHIP) and Complete Health insurance are offered to employees in accordance with rules and regulations of the plan provider.
2. Supplementary insurance is available at a fixed monthly rate per supplement. The supplemental dental, vision, cancer and indemnity coverages are offered at no cost to employees who are not applying their state PEEHIP insurance allocation toward hospitalization insurance. Those employees who are applying their state PEEHIP insurance allocation toward hospitalization insurance may purchase any or all of the supplemental insurance coverages by paying applicable costs.

#### Retirement

1. All full-time employees are eligible for and required to participate in the Teachers' Retirement System of Alabama. Employees contribute five (5) per cent of their salary or wages each month, with the state contributing an actuarially determined amount. Part-time employees are not eligible to participate in the Retirement program.

#### Leave Days and Vacation

1. Sick Leave -- Each full-time employee will accrue sick leave at the rate of one (1) day per month of contract (the 12-month employee will earn 12 sick leave days per year; the 9-month employee will earn 9 days, etc.). The sick leave days may be accumulated to a maximum of 225 days (see GALB). Accumulated sick leave days may be used for retirement purposes (see GALBB). In addition, other sick leave days may be available for on-the-job injuries (see policy GALBAD) and catastrophic illness (for those participating in one of the School System's sick leave banks, see policies GBRIB-R1 and GCRIB-R1).
2. Family and Medical Leave -- Each full-time employee may be eligible for up to 12 weeks of family and medical leave in accordance with provisions of the policy (see policy GALBEA).
3. Other Medically Related Leave -- Each full-time employee may be eligible for other medically-related leave in accordance with policy provisions (see policies GALBA, On the Job Injury Leave; GALBAT, Bereavement Leave; GALBE, Maternity Leave).
4. Personal Leave -- Each full-time employee may accrue up to five (5) personal leave days per year in accordance with applicable policies (see policies GBRI and GCRI). Personal leave days are noncumulative from year to year based on policy provisions.

5. Professional Leave/Detached Duty-- Employees may request professional leave or detached duty days for educationally or work-related purposes. These requests must be approved by the principal/work site supervisor and the Superintendent. Any such days approved may be with or without pay, with or without pay for any needed substitute personnel, and/or with or without travel or lodging expenses based on funds available (see policy GALBG).
6. Vacation Leave -- Full-time, twelve-month employees may earn up to ten (10) days of paid vacation each year. Vacation days must be earned and taken in accordance with provisions of policy GALBJ.

**PART-TIME PERMANENT PERSONNEL: CERTIFIED AND NON-CERTIFIED**

Part-time (employed for less than 20 hour per week) permanent (employed on a continuing/regular basis by the Board) personnel are eligible only for the following benefits:

**Insurance**

Part-time permanent employees will be eligible for insurance benefits in accordance with the following provisions:

**Certified Personnel** -- Working at least 1/4 time will be eligible for the applicable insurance benefits provided by the state insurance plan (PEEHIP) in effect at the time of and during employment. Such personnel working less than 1/4 time will not be eligible for insurance benefits.

**Non-certified Personnel** -- Working at least 5 hours weekly will be eligible for the applicable insurance benefits provided by the state insurance plan (PEEHIP) in effect at the time of and during employment. Such personnel working less than 5 hours per week will not be eligible for insurance benefits.

Part-time permanent employees meeting the work hour requirement noted above may purchase one (1) or more of the supplemental insurance policies depending on the number of hours worked or apply the credit(s) towards hospital insurance and pay the difference. (All of the above costs are subject to change from year to year.)

**Leave Days and Vacation**

Part-time employees will not be eligible to earn leave days or vacation days. The term leave days includes any leave days available to full-time employees.

**FRINGE BENEFITS WHILE ON APPROVED LEAVE WITHOUT PAY**

All fringe benefits end when an employee goes on approved leave without pay, except that;

- (1) employees currently participating in the Public Education Employee Health Insurance Program (PEEHIP) with a projected return date from the approved

leave may retain the PEEHIP coverage by paying the total cost of the plan. Payments for such coverages must be made through the Payroll Office.

Employees without a projected return date from the approved leave may continue their current insurance coverages through PEEHIP based on COBRA provisions. Payments for such coverages must be made directly to PEEHIP.

- (2) employees currently participating in the one (1) of the supplemental insurance policies (dental, vision, cancer, indemnity) with a projected return date from the approved leave may continue their current insurance coverage by paying the total cost of the plan on a quarterly basis. Payments for such coverages must be made through the Payroll Office. Employees without a projected return date from the approved leave may continue their current insurance coverages through PEEHIP based on COBRA provisions. Payments for such coverages must be made directly to PEEHIP.
- (3) employees on an approved Family and Medical Leave will receive a PEEHIP insurance allocation provided such leave is taken during the time they are working to fulfill the terms of their contract. Example: a teacher on a nine (9) months contract is eligible to receive the PEEHIP insurance allocation during the period of time they are fulfilling their 180 day of contract (generally, mid to late August through May) based on the School System's annual school calendar. However, such insurance allocation will not be available to such personnel during the period of time they are not working to fulfill their contract, i.e. summer months (normally, June, July, and part of August).

#### Leave Days

Employees on an approved leave without pay will not earn any leave days (sick, vacation, personal, etc.) while on such leave.

#### Placement on the Salary Schedule

Employees on an approved leave without pay will not receive a yearly experience credit for placement on the salary schedule unless they work at least one-half (1/2) of their respective contract days during that year.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999

LEGAL REF.: The Code of Alabama, 16-1-30.

**ADMISSION TO ATHLETIC EVENTS FOR SCHOOL PERSONNEL**

All current, active employees of the Bibb County School District will be admitted to any school district sponsored activity or AHSAA sanctioned regular season competition or jamboree hosted by any member school in the district, provided the employee presents a current year, district issued photo ID. Only the employee may be granted admission with such ID, and the rights to admission are not transferable to any other individual family, friend, or other. This policy covers regular season AHSAA regular season gate or door admission only, and does not cover the cost of parking, programs, concessions, or any other associated event costs. **THIS POLICY DOES NOT COVER ADMISSION TO ANY AHSAA SECTIONAL OR PLAYOFF ROUNDS OF COMPETITION.**

SOURCE: Bibb County Board of Education, Centreville, AL  
ADOPTED: August 22, 2013  
LEGAL REF.:

## **SICK LEAVE FOR PERSONNEL**

Leave with pay may be granted to employees of the School System for absences from their assigned duties due to illness or some other unavoidable cause which prevents such employees from discharging their duties. Authorization is granted under provision of State Law, rules and regulations of the State Board of Education, and policies of the Board.

### Definition

Sick leave is defined as the absence from regular duty by an employee because of the following:

1. Personal illness.
2. Bodily injury which incapacitates an employee.
3. Attendance upon an ill member of the immediate family (husband, wife, father, mother, son, daughter, brother, sister) of the employee, or a person standing in loco parentis.
4. Death in the immediate family of the employee (husband, wife, father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, nephew, niece, granddaughter, grandson, grandfather, grandmother, uncle and aunt).
5. Where unusually strong personal ties exist, due to an employee having been supported or educated by a person of some relationship other than those listed, this relationship may be recognized for sick leave purposes. In each such case the employee concerned shall file with the Superintendent a written statement of the circumstances which justify an exception to the general rule.

### Authorization

Sick leave shall apply to all full-time employees of the Board and shall be in accordance with rules and regulations as follows:

1. One day of sick leave per month is allowed for the total months of full-time employment per scholastic year (July 1 through June 30).  
Certified personnel, i.e., teachers, administrators, etc., and non-certified personnel, i.e. bus drivers, custodians, etc., shall be allowed one (1) day per month for each month of full-time employment, and may carry over unused sick leave to the next consecutive year or years of employment.
2. Verification of sick leave shall be the responsibility of the employee's immediate supervisor.
3. The Superintendent based on reasonable cause to believe that sick leave day usage is being abused, may require an employee to provide a physician's statement and/or other acceptable documentation, and may, at the Board's expense, designate a physician to render a second opinion verifying absences related to the five (5) conditions stated above.

4. Each employee shall receive an accounting of accrued sick leave days monthly with the payroll check.

Restrictions

The following restrictions shall apply to sick leave in the School System:

1. Sick leave days will not be granted in increments of less than one-half (1/2) day
2. Full pay for sick leave shall be allowed only if the absences fall within the definition of sick leave as defined in this policy and the employee has sufficient accumulated sick leave/personal leave days.
3. Using the balance of accrued sick leave at the time of retirement will not be permitted, unless an employee meets the conditions of illness as defined by the Alabama State Board of Education as stated above. In such instance where an employee seeks to use the balance of accrued sick leave days based on an illness claim, not less than two (2) medical opinions as to the health condition of the employee will be required. The employee shall be required to furnish, at his/her expense, a detailed analysis in written form of his/her health condition from a licensed medical doctor. The second medical opinion and detailed analysis in written form will be from a licensed medical doctor designated and paid by the Board. If the medical opinions of the employee's medical doctor and the opinion of the medical doctor designated by the Board conflict, the Board at its discretion and expense may require a third medical opinion by a medical official jointly designated by the Board and the employee. However, an employee who is eligible for a service retirement is entitled to use the unused accrued sick leave toward retirement service credits.
4. No cash payments for unused sick leave days will be made by the School System.

Transfer of Sick Leave

The following provisions shall apply to the transfer of sick leave into the School System:

1. Unused sick leave days may be transferred into the School System provided employees seeking to have such days transferred earned the sick leave days at schools/agencies/institutions covered by either The Teachers' Retirement System of Alabama or The Employees' Retirement System of Alabama. Sick leave days will not be transferred into the School System from any other sources, i.e. out-of-state, private schools, business and industry, etc.
2. Sick leave days transferred into the School System from other schools/agencies/institutions must be available to the individual for illnesses and retirement.
3. It shall be the responsibility of individual employees to request any eligible previous employers to supply the Central Office with written verification of the number of unused sick leave days earned with such employers. Such verification papers must be on file prior to the sick leave days being accepted for transfer by the School System.

The following provisions shall apply to the transfer of sick leave days within the School System:



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(Continued)

1. Sick leave days may not be given, loaned, or transferred, etc. by one employee to another employee except as provided for in the guidelines specified in a duly approved sick leave bank.
2. Employees working in two (2) different full-time positions (i.e. teacher/bus driver) may not transfer accumulated sick leave days from one position to the other.  
Neither may sick leave days earned in one position be taken for the other position.

Physician's Release

Provided an employee has experienced a long-term, debilitating illness which may affect his/her ability to perform job-related tasks, the Board, in such cases, reserves the right to require such employee to secure a physician's statement certifying that the employee is able to return to work and perform job-related responsibilities under the Americans with Disabilities Act.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999; Revised: June 19, 2006.

LEGAL REF.: The Code of Alabama, 16-1-18, 16-3-36, 16-8-25, 16-25-11.1; Legislative Acts, 84-251; 84-253; and 84-383; Attorney General's Op., Mar. 3, 1969, Mar. 7, 1973, Nov. 3, 1986, May 20, 1988.

## **SICK LEAVE FOR JOB-RELATED INJURIES**

Based on The Code of Alabama, 16-1-18.1, School System personnel may be granted up to ninety (90) work days of sick leave for job-related injuries. Such leave shall be based on the following provisions:

1. The injury must have been sustained on-the-job. Job-related injuries are defined as those injuries occurring during the normal school day, at school-sponsored activities when responsibility is assigned, or when conducting school business at the request of administrative/supervisory personnel.
2. The injury shall have been caused by an unintentional action by the employee or fellow employee or by an act of the employee or fellow employee which does not have any contributing factor such as gross negligence or disobedience of instructions. Any employee who is injured by a person or persons not employed by the Board as a result of the employee's attempt to perform his/her assigned duties or protect the property of the Board or the lives and health and well-being of students and/or employees shall be fully protected under this policy.
3. Any on-the-job injury shall be reported immediately (but not later than 24 hours following the injury) to the employee's supervisor and a Report of On-The-Job Injury Form (filed GALBAT-F1) completed and signed by the injured employee (if able) and the immediate supervisor. Failure of the employee to report the injury within 24 hours shall void any claim.
4. The injury sustained under the terms of this policy shall be of such severity or nature that the employee is rendered incapable of performing his/her regularly assigned duties. However, such leave, by law, cannot be granted for injuries resulting in permanent disabilities but is applicable only for temporary disabilities where there is a reasonable expectation of the employee's return to work.
5. Such disability as stated in number four (4) above shall be documented by a completed and signed Physician Certification Form (filed GALBAD-F2). Such Form must be completed and signed by a licensed physician, with all cost borne by the employee. NOTE: The Superintendent may require a second physician's opinion, with the cost borne by the Board.
6. Any employee approved for such leave shall be paid 100 percent of his/her salary for a period of up to 90 working days, provided that the employee is totally unable to

perform his/her duties during the number of days in question, without having such days of disability counted against the employee's regular sick leave or any other leave.

7. During such leave an employee shall not receive salary and/or remuneration in excess of 100% of his/her regular salary.
8. The Superintendent shall approve such leave consistent with the employee's injury as determined by the statement(s) on the completed Physician Certification Form(s) signed by a physician or physicians.
9. Employees who request on-the-job injury days shall be requested to sign a statement that they have been notified of their option to appeal to the Alabama State Board of Adjustment.

#### Application Procedures

Personnel sustaining a verifiable on-the-job injury and who seek to be approved for on-the-job injury days must:

1. Complete and submit a Report of On-The-Job Injury Form (Filed GALBAT-F1) to their immediate supervisor in accordance with policy GALBAT, and
2. Insure that their immediate supervisor has completed his/her section of the Report of On-The-Job Injury Form (Filed GALBAT-F1), and
3. Complete and submit a Request Form for Use of On-The-Job Injury Days (filed GALBAD-F1) to the Superintendent or designee, and
4. Submit a fully completed and signed Physician Certification Form (filed GALBAD-F2) from a licensed physician.

NOTE: When such leave is approved by the Superintendent, the employee will be granted retroactive benefits as set out in this policy when it is shown that the employee's claim was presented in an accurate, reasonable, prompt fashion and in accordance with Board policy. It is understood that a claim for this type leave cannot be made until after a disabling injury has occurred.

NOTE: Where an employee's on-the-job injury, as determined by a physician or physicians, is disabling and renders the employee medically unable to complete and sign necessary forms, the Superintendent or other knowledgeable supervisor may sign the On-The-Job Injury Form for the injured employee. Further, in cases where

FILE: GALBAD

(Continued)

the injured employee remains incapacitated and has no remaining regular sick leave days or other leave days, the Board authorizes the Superintendent, after discussions with an immediate family member (defined as husband, wife, father, mother, son, daughter, brother, sister) of the injured employee, to complete and sign the Request Form For Use of On-The-Job Injury Days for the injured employee. This procedure should be used only in situations where the employee injured on-the-job is personally unable to complete applicable Forms and should insure that such employee remains on the payroll for the number of certifiable disabled days (up to 90 days) and maintains applicable state insurance plans.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999

LEGAL REF.: The Code of Alabama, 16-1-18.1.

**REQUEST FORM FOR USE OF ON-THE-JOB INJURY DAYS**

**BIBB COUNTY BOARD OF EDUCATION  
Centreville, Alabama**

\*\*\*\*\*

**DIRECTIONS:** *This Form must be completed by the employee who seeks approval for use of sick leave days approved under provisions of The Code of Alabama, 16-1-18.1. In such instances, the employee must complete this form and file it with the Superintendent or designee. The Form should be submitted only after it is determined by a licensed physician that the employee has suffered an on-the-job injury resulting in a temporary disability and that the disability makes it necessary for the employee to take on-the-job sick leave days.*

I, \_\_\_\_\_, would like to request Superintendent approval for use of a total of \_\_\_\_\_ sick leave days covered under The Code of Alabama, 16-1-18.1. The number of days requested is based on:

- \_\_\_\_\_ sick leave days I have already used for recuperative purposes
- \_\_\_\_\_ my physician's recommendation of the number of days needed for recuperative purposes
- \_\_\_\_\_ my physician's estimate of the number of days needed for recuperative purposes

Further, I have completed the following requirements based on Board policy:

- \_\_\_\_\_ Submitted a School System Report of On-The-Job Injury Form (filed GALBAT-F1)
- \_\_\_\_\_ Submitted a Physician Certification Form (filed GALBAD-F2) from a licensed physician that describes the nature and extent of the injury, verifies that the injury has caused a temporary disability, and the estimated time needed for recuperation.

Note: I understand that a completed School System Report of On-The-Job Injury Form and a Physician Certification Form must be on file with the Superintendent or designee prior to any consideration being given this request.

\_\_\_\_\_  
Name of Employee

Name of Supply \_\_\_\_\_  
Employee #/SS# \_\_\_\_\_

Days Worked \_\_\_\_\_

Name of Supply \_\_\_\_\_  
Employee #/SS# \_\_\_\_\_

Days Worked \_\_\_\_\_

Name of Supply \_\_\_\_\_  
Employee #/SS# \_\_\_\_\_

Days Worked \_\_\_\_\_

PHYSICIAN CERTIFICATION FORM

BIBB COUNTY BOARD OF EDUCATION
Centreville, Alabama

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Name of Injured Employee: \_\_\_\_\_

SS #: \_\_\_/\_\_\_/\_\_\_ Last, First MI
Date of Birth: \_\_\_/\_\_\_/\_\_\_ Sex: \_\_\_ M \_\_\_ F

Home Address:

No. & St. City/Town St. Zip

Tele. No's: (Home) ( ) \_\_\_\_\_ (Work) ( ) \_\_\_\_\_ Date of Injury: \_\_\_/\_\_\_/\_\_\_

Job Title: \_\_\_\_\_ Where Employed: \_\_\_\_\_
School/Work Site

INFORMATION BELOW TO BE COMPLETED BY PHYSICIAN

\*\*\*\*\*

Describe the injury:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

1. Did the injury cause a disabling condition? \_\_\_ Y \_\_\_ N

\*\*\*\*\*

2. If yes, is the disability temporary? \_\_\_ Y \_\_\_ N

\*\*\*\*\*

3. If yes, will the disability require the employee to take time off from work? \_\_\_ Y \_\_\_ N

\*\*\*\*\*

4. If yes, estimate of time away from work needed? \_\_\_\_\_ Days

\*\*\*\*\*

5. Give details for employee not being able to return to work. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

6. If the employee is able to return to work, give any special conditions that may be applicable.

.....

Signature of Physician Print Name Tele. # Date

## REPORTING ON-THE-JOB INJURIES

### Reporting At the Local Level

An employee suffering a job-related injury must comply with the following procedures:

A. Immediate Actions:

1. Notify immediate supervisor of injury immediately after the injury occurs (not later than 24 hours after injury) or where the employee is medically unable to make notification, it shall be permissible for another person who is reasonably knowledgeable (supervisor, etc.) of the incident to make the notification.
2. To make notification, the employee must File a Report of On-The-Job Injury (filed GALBAT-F1) with the Central Office. Make certain the Report is completed fully, accurately, and timely.

### Reporting to the State Board of Adjustment

An employee suffering a job-related injury and desiring to register a claim with the State Board of Adjustment should comply with the following procedures:

- A. File medical claims with personal health insurance carrier. The Board of Adjustments makes it a rule to award only expenses not covered by insurance (out-of-pocket expenses). Evidence must be documented to show what treatment was provided, when it was provided, and what charges were made (an itemized bill). Along with an itemized bill, evidence of insurance filing and the amount paid and not paid by insurance should be provided (an insurance company summary sheet, etc.).
- B. File claims\* for out-of-pocket State Board of Adjustment expenses (such expenses would include those not paid for by personal health insurance carrier, such as travel expense incurred to and from doctor, home care by nurse). The claimant should provide evidence (receipts, bills, etc.) to substantiate the expense award.

After an employee has been absent from work in excess of ninety (90) working days, the employee has the option of filing a claim\* for lost wages with the State Board of Adjustment or using accumulated sick leave days. NOTE: Sick leave days used for on-the-job injury are non-refundable. Should the employee choose to incur lost wages, a claim for lost wages should only be filed after the employee has returned to work. The claimant must provide evidence (usually a letter from employer) to show the number of days, weeks, etc., lost from work as a result of an on-the-job injury and the claimant's rate of pay. Such claims must be made within a year of the injury.

The responsibility for filing a claim with the Alabama State Board of Adjustment rests with the injured employee.

3. Disability - If necessary, claimant should provide medical evidence (usually a letter or report from physician) that he/she has reached maximum medical improvement and is left with a disability. The rate of disability should be stated in percentage of the whole body or whatever part (leg, arm, etc.) is involved.

**IMPORTANT** - The Alabama State Board of Adjustment usually limits its awards to documented out-of-pocket expenses incurred by the claimant, keeping in mind that awards are made as reimbursement for expenses incurred. The responsibility for payment of any and all expenses (doctors, drugs, etc.) rests with the person receiving the treatment or services. All claims must be submitted to the State Board of Adjustment within one (1) calendar year of the occurrence of the accident.

\* *Forms may be picked up in the Central Office*

***Requesting Approval for Sick Leave Days for On-The-Job Injuries Covered by Legislative Act 96-614***

*An employee suffering a job-related injury and desiring to request approval from the Board to use up to ninety (90) days of sick leave granted under the provisions of Legislative Act, 96-614 should comply with the procedures of policy GALBAD.*

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999

LEGAL REF.: State Board of Education regulations, Feb. 9, 1984.



**ON-THE-JOB INJURY REPORT FORM**  
**BIBB COUNTY BOARD OF EDUCATION**  
**Centreville, Alabama**

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**DIRECTIONS:** This report must be completed by the employee immediately (but no later than 24 hours after injury) following an on-the-job injury and filed (please send all copies) with the Central Office.

**PLEASE NOTE:** The report must be signed by both the employee and the employee's immediate supervisor.

NAME OF INJURED \_\_\_\_\_  
ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

DATE OF INJURY \_\_\_\_\_ TIME OF DAY INJURY OCCURRED \_\_\_\_\_

WHERE DID INJURY OCCUR \_\_\_\_\_

NATURE OF INJURY \_\_\_\_\_  
(Describe the injury)

DESCRIBE HOW INJURY  
OCCURRED \_\_\_\_\_

WAS IMMEDIATE SUPERVISOR NOTIFIED? YES \_\_\_ NO \_\_\_

DATE AND TIME IMMEDIATE SUPERVISOR NOTIFIED \_\_\_\_\_

NAME OF PERSON WHO ADMINISTERED FIRST AID, IF ANY \_\_\_\_\_

WAS INJURED TAKEN TO A PHYSICIAN? YES \_\_\_ NO \_\_\_

NAME OF PHYSICIAN \_\_\_\_\_

WAS INJURED TAKEN TO A HOSPITAL? YES \_\_\_ NO \_\_\_

NAME OF HOSPITAL \_\_\_\_\_

NAME(S) AND ADDRESS OF WITNESS(ES) \_\_\_\_\_

**TO THE EMPLOYEE:** Your signature below verifies that the above-described injury occurred while working in the line of duty as an employee of the Board.

\_\_\_\_\_  
*Signature of Employee* \_\_\_\_\_ *Date*

\*\*\*\*\*

**\*THIS SECTION TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR:**

NATURE OF INJURY \_\_\_\_\_  
(Describe the injury)

IN YOUR OPINION, HOW DID THE INJURY OCCUR? . \_\_\_\_\_

\_\_\_\_\_  
*Signature of Immediate Supervisor* \_\_\_\_\_ *Date*

*Date Report Submitted* \_\_\_\_\_ *Date*

## **SICK LEAVE FOR RETIREMENT PURPOSES**

Based on The Code of Alabama, 16-25-11.1 personnel of the School System, who are members of the Alabama Teachers' Retirement System and whose retirement date is **on** or after June 1, 1984, may use unused accrued sick leave for retirement purposes. The following provisions shall apply:

1. Those eligible to receive credit for accrued sick leave for retirement purposes are:
  - a. those retiring on service, and
  - b. those retiring on disability who are otherwise eligible for service retirement (over age sixty (60) or more than twenty-five (25) years of service).

2. Retirement service will be granted based on a ratio of accrued sick leave days to 225 days, rounded to the nearest whole month.

Example: 173-187 days = 1 yr. or 218-225 days = 15 months

3. Accrued sick leave may be used to satisfy the ten-(10) year or twenty-five (25) year service requirements.
4. An employee participating in the program shall not attain vested status (10 years) or eligibility for disability retirement nor add service credit to one retiring on disability (except as in 1b above).
5. All sick leave days to be used toward retirement must be certified by the School System (each employee receives an accounting of accumulated sick leave days each month on payroll check).

SOURCE: Bibb County Board of Education, Centreville, Al

ADOPTED: JULY 26, 1999

LEGAL REF.: The Code of Alabama, 16-1-18 to 18.1; 16-25-11.1.

## **MILITARY LEAVE FOR PERSONNEL**

### General Policy

All employees are entitled to military leave of absence when ordered to active duty for training as members of the Alabama National Guard or any component of the U. S. Armed Forces. Employees who volunteer or are drafted, or are ordered to extended active duty with any component of the U. S. Armed Forces, shall be entitled to reinstatement to their former positions or comparable positions.

### Military Leave for Training or Short-Term Duty

Employees who are required to attend annual summer training or special active duty for training shall not suffer any loss of salary during the first one hundred sixty-eight (168) hours of such absence in any calendar year. Such employees who are ordered for such duty shall provide one (1) copy of their orders to the Superintendent. Such leave will be without loss of benefits. Such arrangements shall apply to any "military call-ups."

### Reinstatement to Positions After Extended Duty

Employees who volunteer, are drafted, or are called to active duty for extended periods will be placed on "Military Leave of Absence" upon written application of such employees and be entitled to reinstatement to their former or similar positions upon their return under the conditions that follow:

1. They must not have remained on active duty beyond their first opportunity for honorable release, and
2. They must report to claim reinstatement within ninety (90) days after completion of such service (31 days in case of individuals who undergo only 6 months' active training or less).

SOURCE: Bibb County Board of Education, Centreville, Al

ADOPTED: JULY 26, 1999; September 16, 2002

LEGAL REF.: The Code of Alabama, 16-24-13, 31-2-13 (d); Title 38 U.S.C. 2024 (d) and 2021 (d) (3); Lee v. City of Pensacola, 634 F. 2d 886 (5th Cir, Unit B. 1981), Dewey v. City of Eufaula, 79-149-N (M.D. Ala. Oct 31, 1979); Attorney General's Op., May 13, 1974, Mar. 4, 1986.

## MATERNITY LEAVE FOR PERSONNEL

An employee of the School System shall be eligible for maternity leave in accordance with the following provisions:

1. Maternity leave shall be without pay, except that, accumulated sick leave days may be utilized for illnesses associated with pregnancy, and/or when the attending physician notified the Board that the employee is no longer able to perform assigned duties.
2. Maternity leave normally shall not extend over a period of time exceeding 12 calendar months.
3. Maternity leave shall become effective under ordinary circumstances when:
  - A) the employee requests and has such leave approved by the Board, and/or
  - B) the attending physician notifies the Board that it is in the best interest of the teacher to take such leave.
4. Maternity leave ends under ordinary circumstances when:
  - A) the employee requests to return to work, and/or
  - B) when the attending physician states that the employee is able to resume normal duties.
5. Maternity leave shall not be counted as experience in the determination of placement on the salary schedule, except that an employee who has served at least 90 scholastic days during that school year shall be placed on the salary schedule on the step that would have been reached had the employee completed the full year.
6. A certified employee on returning from maternity leave shall be restored to the exact former position. A non-certified employee returning from maternity leave shall be restored to the former position or a position of like nature. Both categories of employees shall maintain tenure/permanent status and all accruable benefits, except that days are not to be accrued for sick leave or annual leave while on maternity leave without pay.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999; Revised June 25, 2007

LEGAL REF.: The Code of Alabama, 16-1-30, 16-24-13; Board of Education v. LaFleur, 414 U.S. 632; P.L. 103-3 -- Feb. 5, 1993; Scott v. Opelika City Schools, 63 F.R.D. 144; Bravo v. Chicago Board of Education, 345 F.Supp. 501; Attorney General's Op., Mar. 21, 1971, Mar. 7, 1973.

**MATERNITY LEAVE REQUEST FORM**

**BIBB COUNTY BOARD OF EDUCATION  
Centreville, Alabama**

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**To:** Superintendent

**From:** \_\_\_\_\_

**Subject:** Maternity Leave

**School:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I hereby request a maternity leave from my official duties due to pregnancy. The expected date on which I would like to begin such leave is \_\_\_\_\_.  
month day year

The expected delivery date is \_\_\_\_\_.  
month day year

I expect to use \_\_\_\_\_ day(s) of my accumulated sick leave and \_\_\_\_\_ day(s) of personal leave.  
no. days no. days

The date on which I expect to resume my regular duties is: \_\_\_\_\_.  
month day year

I have read the Maternity Leave policy, filed GALBE, and I am making this request being fully cognizant of its terms and conditions.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
employee

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Superintendent

## **FAMILY AND MEDICAL LEAVE FOR PERSONNEL**

It is the policy of the Board to make available to eligible employees of the School System family and medical leave in accordance with the Family and Medical Leave Act (FMLA). The leave will be without pay for up to 12 weeks in any 12-month period, will be gender-neutral, and may be taken for one or more of the following reasons:

1. Birth of a child.
2. Adoption of a child or placement of a foster child.
3. Care of a sick spouse, child, or parent.
4. Serious health condition of the employee.

### **A. DEFINITIONS**

1. **Eligible employee** - Means one employed with the School System for at least 12 months during which time the employee worked at least 1,250 hours.
2. **Health Care Provider** - Means a state licensed medical doctor.
3. **Family Member** - Means a legal spouse, biological parent(s), and a biological son or daughter, an adopted or foster child, or stepchild, or a legal ward, or a child of a person standing in loco parentis who is under 18 years of age or 18 years of age or older and incapable of self-care.
4. **Parent** - Means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter.
5. **Serious Health Condition** - Means an illness, injury, impairment, or physical or mental condition involving inpatient or continuing treatment by a health care provider.
6. **Spouse**- Means a husband or wife, as the case may be.
7. **Week** - Means a work week

### **B. ELIGIBILITY FOR FAMILY AND MEDICAL LEAVE**

1. The employee must have been employed by the Board for at least 12 months and for at least 1,250 hours during the prior 12-month period.
2. Upon the birth of a child, the mother is eligible for up to 12 weeks of leave under the FMLA. The law provides that when the mother's leave period is over, the child's father is eligible for up to 12 weeks of leave. However, if both parents are employees of the Board, the aggregate amount of leave granted to both parents during any 12 months is limited to a total of 12 weeks. The mother may utilize any of her accrued sick leave, accrued personal leave, and/or accrued vacation leave in conjunction with the 12 weeks of FML. If such accrued leave is requested, the reason(s) for such leave must meet the requirements noted in the respective leave policy(ies), i.e., Sick Leave policy filed: GALB; Vacation Leave policy filed: GALBJ; and the Personal Leave policy filed: GARI. Any accrued leave used in conjunction with FML must be taken immediately prior to or immediately after FML and may not be used intermittently during an approved FML.
3. In the event a child is placed in an employee's home for adoption or foster care, the employee is eligible for up to 12 weeks of leave under the FMLA. In such case, the employee may request to use any of his/her available accrued personal leave and/or any

authorized paid vacation in conjunction with FML. If such accrued leave is requested, the reason(s) for such leave must meet the requirements noted in the respective leave policy(ies), i.e., Vacation Leave policy filed: GALBJ; and the Personal Leave policy filed: GARI. Any such accrued leave used in conjunction with FML must be taken immediately prior to or immediately after FML and may not be used intermittently during an approved FML.

4. In the event of a serious health condition of an employee or a family member as determined by a licensed physician(s), the employee is eligible for leave under the FMLA for up to 12 weeks. In such case, the employee may request to use any of his/her available accrued sick leave, personal leave, and/or any authorized paid vacation in conjunction with FML. If such accrued leave is requested, the reason(s) for such leave must meet the requirements noted in the respective leave policy(ies), i.e., Sick Leave policy filed: GALB; Vacation Leave policy filed: GALBJ; and the Personal Leave policy filed GARI. Any accrued leave used in conjunction with FML must be taken immediately prior to or immediately after FML and may not be used intermittently during an approved FML.

Note: The birth or placement of a child for adoption or foster care entitlement to leave expires at the end of the 12 month period beginning on the date of the birth or placement. However, if both parents are employed by the Board, the aggregate amount of leave granted to both parents in such instances shall not exceed 12 weeks in any 12-month period.

Note: The Board will not permit the use of sick leave, personal leave, and/or vacation leave in relation to FMLA leave when such leave is not permitted by state statute, State Board of Education Policy, or Board policy.

#### C. INTERMITTENT LEAVE OR REDUCED LEAVE TIME

Leave granted for the birth of a child or placement of a child for adoption or foster care may not be taken on an intermittent or reduced leave basis unless agreed to by Board and the employee. However, when leave is taken to care for a sick family member or due to the employee's own serious health condition, leave may be taken intermittently or on a reduced leave basis when medically necessary.

If an employee requests intermittent leave or leave on a reduced leave basis due to the serious health condition of the employee or of a family member and the leave is foreseeable based on planned medical treatment, the Board may require the employee to transfer to a temporary alternative job (where available) for which the employee is qualified and which better accommodates the leave than the employee's regular job. However, the temporary job will have the equivalent pay and benefits of the employee's regular job.

#### D. NOTICE OF LEAVE AND INITIAL CERTIFICATION

An employee requesting leave under the provisions of the FMLA is required to give notice to the Board as to when leave is to be taken.

1. **Birth or Placement of a Child, Adoption, or Foster Care** - A 30-day written notice of intent to take FMLA leave is required. If the date of birth or placement requires leave to begin in less than 30 days, the employee must provide such notice as soon as practical.
2. **Serious Health Conditions of the Employee or Family Member** - Where the necessity for FMLA leave is due to the serious health condition of a family member or of the employee and is foreseeable based on planned medical treatment, the employee must give at least 30 days written notice or notice as soon as practical, if treatment starts in less than 30 days.
3. **Certification** - For any leave requested based on the serious health condition of the employee or of a family member, the employee must provide certification from a state licensed medical doctor supporting the request for leave. The employee must provide a copy of the certification to the Board in a "timely manner." The certification must contain the following information:
  - The date the serious health condition began.
  - The probable duration of the condition.
  - The appropriate medical facts regarding the condition.
  - If the leave is based on the care of the spouse, child, or parent, a statement that the employee is needed to provide the care and an estimate of the amount of time the care will need to be continued.
  - If the leave is based on the employee's own serious health condition, a statement that the employee is unable to perform the functions of the job.
  - In the case of intermittent leave or leave on a reduced schedule for planned medical treatment, the dates the treatment is expected to be given and the duration of the treatment.

#### E. PROCEDURE FOR GIVING NOTICE

The employee will give written notice on the Family and Medical Leave Form to the employee's immediate supervisor in accordance with criteria outlined under the "Notice of Leave and Initial Certification Section" of this policy. Failure to give notice may lead to denial of the request for leave.

#### F. MEDICAL TREATMENT

The employee must make a reasonable effort to schedule the medical treatment so as not to unduly disrupt the operations of the Board, subject to the approval of the health care provider. Where the need for leave is unforeseeable, notice as soon as practical is required.



**G. RECERTIFICATION OF HEALTH CONDITION**

The Board may at its discretion require:

1. The employee to provide later certification "on a reasonable basis" as to the status of the health condition for which leave was granted.
2. The employee to report periodically on his/her health status.
3. The employee's intention to return to work.
4. The employee to obtain certification from an authorized health care provider verifying that the employee is able to resume work when the employee is taking leave due to the employee's serious health condition.

**H. SUBSEQUENT (SECOND & THIRD) MEDICAL OPINIONS**

The Board at its discretion and expense may require the employee to get a second medical opinion. In such instance, the second health care provider will be designated by the Board; but that provider will not be an employee of the Board. If the medical opinions of the employee's health care provider and the opinion of the medical official designated by the Board conflict, the Board at its discretion and expense may require a third medical opinion by a medical official jointly designated by the Board and the employee. The opinion of the third provider will be final.

**I. MAINTENANCE OF BENEFITS**

Health insurance coverage must be maintained under any group health plan for any employee requesting and being granted leave under FMLA. The coverage will be continued for the duration of the leave at the same level and under the same conditions coverage would have been provided no leave had been taken. However, if an employee fails to return to work after the period of leave expires, the Board may recover any premium the Board may have paid for coverage during the leave period.

**J. ENTITLEMENT TO REEMPLOYMENT AND BENEFITS**

With limited exceptions, an eligible employee who take leave will be entitled to be restored to his/her old job or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. No employment benefits that accrued before the date leave began will be lost. An employee is not entitled to an accrual of any seniority or employment benefits (sick leave, personal leave, vacation leave, etc.) that would have occurred during the leave period.

**K. FAIR LABOR STANDARDS ACT**

Providing unpaid leave will not affect an employee's status as an exempt employee under the Fair Labor Standards Act provisions governing overtime pay.

**L. UNEMPLOYMENT COMPENSATION**

During the FMLA leave period the employee is not entitled to unemployment compensation, even if the leave is unpaid.

SOURCE: Bibb County Board of Education, Centreville, AL  
ADOPTED: JULY 26, 1999; Amended June 25, 2007  
LEGAL REF.: Federal Family and Medical Leave Act of 1993

FAMILY AND MEDICAL LEAVE REQUEST FORM
BIBB COUNTY BOARD OF EDUCATION
Centreville, Alabama

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To: Superintendent
From: \_\_\_\_\_

Subject: Family and Medical Leave
ELIGIBILITY: To be eligible for Family and Medical Leave an employee must have been employed with the Board for at least 12 months and have worked for at least 1,250 hours during the past 12 months.

REASONS: Family and Medical Leave may be requested only for the following reasons, a) Birth of a child, b) Adoption or placement of a child, c) Care of a sick spouse, child, or parent, and d) Serious health condition of an employee.

Date: \_\_\_\_\_

Sch/Work Site: \_\_\_\_\_

\*\*\*\*\*

I hereby request Family and Medical Leave from my official duties due to the following reason:

- ( ) Birth of a child ( ) Adoption of a child
( ) Placement of foster child ( ) Care of a sick spouse
( ) Serious personal health condition ( ) Care of a sick child ( ) Care of a sick parent

The expected date on which I would like to begin such leave is \_\_\_\_\_ month day year.

The date on which I expect to resume my regular duties is \_\_\_\_\_ month day year.

Use of accrued leave days

CONDITIONS: For the birth of a child, care of a sick spouse, child, or parent, or serious health condition of the employee an employee may use accrued sick leave, personal leave, or vacation days in conjunction with FMLA leave (NOTE: any such leave taken must be in accordance with the Sick Leave policy filed: GALB; the Vacation Leave policy filed: GALBJ; and the Personal Leave policies filed: GARI. Such leave used in conjunction with FML must be taken immediately prior to or immediately after the FMLA leave and may not be taken intermittently during such leave). For the adoption of a child or placement of a foster child an employee may use accrued personal leave or vacation leave in conjunction with FML.

I would like to use the following accumulated leave in conjunction with my approved Family and Medical Leave :

- ( ) Sick leave -- Number of days to be used \_\_\_\_\_.
( ) Personal leave -- Number of days to be used \_\_\_\_\_.
( ) Vacation days -- Number of days to be used \_\_\_\_\_.

NOTE: Use of accrued leave days must be approved in advance of beginning Family and Medical Leave.

I have read the Family and Medical Leave policy, filed GALBEA, and I am making this request being fully cognizant of its terms and conditions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_
Employee

Approved: \_\_\_\_\_ Date: \_\_\_\_\_
Superintendent

## **LEGAL SERVICE ABSENCES FOR PERSONNEL**

### Jury Service

Personnel may be excused without loss of pay for jury service. To be eligible for jury service leave with pay, personnel must present the jury summons to their immediate supervisor as far in advance of the leave date as possible in order to secure appropriate substitute personnel.

### Court Appearance

Personnel may be excused without loss of pay for serving as a witness under a subpoena in a court of law. To be eligible for court appearance leave with pay, personnel must present the subpoena to their immediate supervisor as far in advance of the leave date as possible in order to secure appropriate substitute personnel.

### Voting Service

Personnel may not be excused with pay for serving as a voting official.

Personnel are not required to reimburse the School System for expense allowances paid for jury or court service.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999

LEGAL REF.: Legislative Act, 1977 No. 759; Attorney General's Opinion dated February 23, 1979.

**LEGAL SERVICE LEAVE REQUEST FORM**

**BIBB COUNTY BOARD OF EDUCATION  
Centreville, Alabama**

\*\*\*\*\*

Request for leave with pay for Jury Service or Court Appearances (Jury Summons or Subpoenas must be attached). The Board does not provide leave with pay for court appearances as the plaintiff.

Name \_\_\_\_\_

School/Work Site \_\_\_\_\_

I hereby request leave from my official job duties based on the following: (explain in full)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Day(s) employee expects to be absent: \_\_\_\_\_ Date(s): \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_  
Employee

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
Principal/Supervisor

Note: Upon returning to work, personnel must submit a court attendance form to verify attendance.

## **TEMPORARY PROFESSIONAL LEAVES OF ABSENCE FOR PERSONNEL**

### Professional Leave

The Board authorizes the Superintendent to grant release time for personnel to participate in short-term study, conferences, and general educational development activities related to common goals and objectives held by personnel and the School System.

### Detached Duty Leaves

The Board authorizes the Superintendent to grant release time for personnel to perform extended duty directly related to the goals and objectives of the School System or State of Alabama. Such duty would include but not be limited to such activities as System-wide curriculum-related work, serving on System-wide committees, System-wide administrative-related matters, etc.

### Accreditation Visits

School System personnel may be permitted to serve on only one (1) accreditation visit per year, unless special permission is granted by the Superintendent and Board.

### Conditions of and Approval for Professional Leaves

All professional leave as noted above must be approved in advance by the principal/work site supervisor and Superintendent. Such leave time shall be at the discretion of the Superintendent based on available finances, number of other personnel on leave, and educational value to the School System and may be with or without pay, with or without pay for any needed substitute personnel, and/or with or without travel or lodging expenses based on funds available.

### Application Procedure

Employees must complete and submit a copy of the Temporary Professional Leave Request Form (Filed GALBG-R) to their principal/work site supervisor for approval and then to the Superintendent for approval.

### Board Approvals for Leave Over Three Days

Any requests for leave under this policy for more than three (3) days must be recommended by the Superintendent and approved by the Board.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999

LEGAL REF.: The Code of Alabama, 16-8-10, 16-8-25, 16-23-12 to 13, 16-24-13.

**TEMPORARY PROFESSIONAL LEAVE/DETACHED DUTY  
REQUEST FORM  
BIBB COUNTY BOARD OF EDUCATION  
Centreville, Alabama**

\*\*\*\*\*

NOTE: Request for temporary professional leave/detached duty must be submitted at least 10 days prior to the anticipated leave date. Temporary leave request for more than three (3) days must be submitted 20 days prior the anticipated leave date.

Name \_\_\_\_\_

School/Work Site \_\_\_\_\_

I hereby request leave from my official duties based on the following information: (explain in full)

\_\_\_\_\_

Day(s) employee to be absent: \_\_\_\_\_ Date(s): \_\_\_\_\_

Signature: \_\_\_\_\_

Employee

\*\*\*\*\*

**TO BE COMPLETED BY THE PRINCIPAL/WORK SITE SUPERVISOR**

- Leave Approved:  Yes  No If yes, \_\_\_\_\_
- Is substitute requested?  Yes  No
- Will substitute be paid from local school funds?  Yes  No
- Will substitute be paid by employee?  Yes  No
- Will travel be paid from local school funds?  Yes  No

Principal/Supervisor Signature \_\_\_\_\_

\*\*\*\*\*

**SUPERINTENDENT APPROVAL**

- Leave Approved:  Yes  No If yes, \_\_\_\_\_
- Approved with pay.  Yes  No
- Approved without pay.  Yes  No
- Approved with local school paying substitute.  Yes  No
- Approved with employee paying substitute.  Yes  No
- Approved with local school paying travel costs.  Yes  No
- Approved with employee paying travel costs  Yes  No
- Approved with Board paying substitute.  Yes  No
- Approved with Board paying travel costs.  Yes  No

Superintendent's Signature \_\_\_\_\_ Date \_\_\_\_\_

## VACATION LEAVE FOR PERSONNEL

### Number of Days Earned: Full Time Permanent Employees

Full-time permanent employees who have worked twelve (12) months are entitled to ten days vacation leave.

Full-time permanent employees who have worked eleven (11) months are entitled to five days vacation leave.

No vacation days may be granted before they are earned.

The School System shall not make cash payments for unused vacation days.

### Vacation Days Earned by Twelve -Month Employees Only

A maximum of 20 vacation days may be carried over from calendar year to calendar year.

All vacation days must be used prior to an effective resignation date or they are subject to loss.

### Vacation Days Earned by Eleven-Month Employees

No vacation days may be carried over from calendar year to calendar year.

### Summer Vacation Time Period

All eligible employees with direct supervisory responsibilities for students (i.e., principals, 12-month vocational teachers, etc.) and all eleven-month employees MUST use vacation leave on non-instructional days. The Superintendent, in the case of extraordinary and unusual circumstances, may approve alternative vacation times for such personnel.

### Vacation Schedule

All vacation leave dates must be approved in advance by the Superintendent or designee.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999; Revised June 19, 2006; Revised June 25, 2007; Revised May 20, 2015.

LEGAL REF.: The Code of Alabama, 16-1-30, 16-9-23.

FILE: GALC

## **RETIREMENT OF PERSONNEL**

By state law there is no mandatory retirement age; however, the Board encourages retirement by age seventy (70). In accordance with state law, employees seventy (70) years of age and older shall be required to make an annual application, to include evidence of physical and mental fitness to the Board for review and approval. In addition, the Board reserves the right to require physical and/or mental examinations of any employee, regardless of age, to determine fitness for assigned responsibilities.

Personnel shall be subject to and retired in accordance with Alabama Law pertaining to retirement (See The Code of Alabama, 16-25-14 .

All personnel employed by the School System shall be covered by the Social Security Program. All employees shall be eligible for benefits in accordance with the rules and regulations as may be developed by said Agency.

SOURCE: Bibb County Board of Education, Centreville, Al

ADOPTED: JULY 26, 1999

LEGAL REF.: The Code of Alabama, 16-22-9, Title 16, Chapter 25; Legislative Act, 85-208; The Code of Alabama, 16-25-14



## **SALARY SCHEDULES FOR PERSONNEL**

### General

The Board, in compliance with state law, directs the Superintendent or designee to develop salary schedules for all regular and temporary categories of employees of the School System. Such salary schedules shall be based on training, qualifications, job-related experiences, and other fair and equitable criteria as may be determined by the Board. The salary schedules shall be presented to the Board for review and approval and shall be available at each school and work site.

When System-wide changes occur in the general salary schedules, the Superintendent or designee shall prepare or cause to be prepared new salary schedules for all personnel employed by the School System.

### Initial Placement on Salary Schedule - Certified Personnel

The number of years of acceptable experience for initial placement on the salary schedules shall be determined and agreed upon prior to employment. Job applicants must provide verification of all past job-related experience from their former employers. The determination of such credit shall be based on the following criteria:

1. All teaching/administrative experience gained in all public elementary and secondary schools and/or state or regionally accredited public institutions of higher learning shall be approved as credit for placement on the salary schedule.
2. Teaching/administrative experience gained in private elementary and secondary schools will not be considered for credit for placement on the salary schedule.
3. Credit for military service will not be granted for placement on the salary schedule. (See policy GALBD).
4. In determining experience for placement on the salary schedule, credit shall be given for whole and parts of a year greater than one-half of the total annual contract days for the School System.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999

LEGAL REF.: Legislative Act, 90-325.

## **DETERMINATION OF PLACEMENT ON SALARY SCHEDULE**

The number of years of acceptable experience for initial placement on the salary schedule shall be determined and agreed upon prior to employment.

Verified full-time experience in all public K-12, post-secondary, college, elementary and secondary school, in or out of state, shall be approved as credit for placement on the salary schedule.

Experience gained in and outside the system must be in a similar position in order to receive credit. The skills required for the new position must be similar to those required for the former position. (Examples: An instructional aide moving to a secretarial position would not get credit for experience as an instructional aide; a school secretary moving to a secretarial position at the system level would receive credit for experience as a school secretary; a teacher moving to a position of principal would not receive credit for experience gained as a teacher; a principal moving to a system level administrative position would receive credit for experience gained as a principal.)

The Bibb County Board of Education, through the office of the superintendent or his/her designee, shall have the sole responsibility for the determination of similar skills and the amount of experience to be credited based on the documentation provided.

Source: Bibb County Board of Education

Adopted: August 7, 2000

## **TRAVEL EXPENSES FOR PERSONNEL**

Personnel shall be reimbursed for travel expense incurred while performing duties related to their jobs, when such travel is at the request of or approved by the Superintendent and said employees immediate supervisor.

### Travel Within the School System

Employees who are required to travel on a continuing basis from school to school or work site to work site shall be paid mileage (no expenses) as specified below from School System funds. An employee assigned to teach classes at two (2) (or more) different campuses, (example - mornings at one campus, afternoons at a second campus), may claim one-way only mileage for travel between the campuses. Employees may not claim mileage when they are assigned to work all day at different schools or work sites on alternate days, (example - Mondays at one school, Tuesdays at a second school or any like combinations). Reimbursement for such mileage shall be paid monthly, based on travel claim forms signed by the employee and principal/work site supervisor.

When principals exclusively are required to travel in their private automobile within the School System to attend meetings called by the Superintendent, they shall be eligible to claim mileage (no expenses) from the School System funds at the rate shown below. All claims for such mileage shall be made monthly on forms approved by the Board. Said forms must be signed by the principal and Superintendent.

When principals are required to travel in their private automobile within or outside the School System to transact business directly associated with their school, they may claim mileage and expenses at the rates shown below from local schools funds with written prior approval by the Superintendent. When claiming such travel funds, the principal shall complete travel forms approved by the Board, sign the form, transmit it to the Superintendent for his/her signature prior to issuing a local school check for such claim.

When teachers or other employees are required to travel in their private automobile within or outside the School System at the request of the local school principal, they shall be eligible to claim mileage and expenses at the rates shown below from local school funds. All claims for such mileage shall be on forms approved by the Board and shall be signed by the employee and local school principal prior to issuing a local school check for such claim.

### Travel Within the State

Reimbursement for travel expenses in the state shall not exceed actual, itemized expenses. Prior approval for all travel must be obtained from the Superintendent before any travel expenses can be incurred. All travel expense claims must be made on forms approved by the Board. All expense claims for travel in the state must be supported by receipts for meals, lodging, parking, etc. All in-state travel must be by automobile. The cost of in-state travel and

lodging should be shared with other employees when possible. Provided a person not employed by the School System shares a room with an employee, the School System employee shall be eligible for reimbursement at single room rate only. Reimbursement for personal items and entertainment will not be made. Currently, twenty-five (25) cent per mile is approved as the mileage reimbursement rate for School System personnel.

#### Travel Outside the State

Reimbursement for travel expenses outside the state shall not exceed actual, itemized expenses. Prior approval for all travel must be obtained from the Superintendent before any travel expenses can be incurred. All travel expense claims must be made on forms approved by the Board. All expense claims for out-of-state travel must be supported by receipts, airline ticket, parking stub, etc. All out-of-state travel must be by automobile or tourist class air travel and will be based on the most economical mode of transportation. The cost of out-of-state travel and lodging should be shared with other employees when possible. Provided a person not employed by the School System shares a room with an employee, the School System employee shall be eligible for reimbursement at single room rate only. Reimbursement for personal items and entertainment will not be made.

#### Travel Expense Advances

Employees with approved, budgeted travel funds may have certain expenses associated with travel paid in advance provided the expenses submitted for advance payment meet the following criteria:

1. They are related to hotel lodging, conference registrations, meals, and/or air fare, etc. where payment(s) can be made directly to the hotel, conference, air line, etc, and
2. They are approved by the Superintendent for advance payment, and
3. The requests for such travel and advances are submitted to the Pay Roll office in a timely manner.

NOTE: No cash advances or checks shall be issued to individual employees to cover travel expenses.

SOURCE: Bibb County Board of Education, Centreville, Al

ADOPTED: JULY 26, 1999

LEGAL REF.: The Code of Alabama, 16-8-8 and 9, 16-13-3; Attorney General's Op., May 30, 1968, Jul. 28, 1980.

**TRAVEL REIMBURSEMENT REQUEST FORM**  
**BIBB COUNTY BOARD OF EDUCATION**  
**Centreville, Alabama**

\*\*\*\*\*

DATE \_\_\_\_\_

STATEMENT OF TRAVEL OF \_\_\_\_\_  
(Name of person to whom paid)

IN CONNECTION WITH \_\_\_\_\_  
(Type of service performed for the Bibb County Board of Education)

DATE	TRAVEL DESTINATION	NO. MILES	RATE PER MILE .25	TOTAL
____/____/____	_____	____/____	____/____	____/____
____/____/____	_____	____/____	____/____	____/____
____/____/____	_____	____/____	____/____	____/____
____/____/____	_____	____/____	____/____	____/____
____/____/____	_____	____/____	____/____	____/____
____/____/____	_____	____/____	____/____	____/____
____/____/____	_____	____/____	____/____	____/____
____/____/____	_____	____/____	____/____	____/____
____/____/____	_____	____/____	____/____	____/____
TOTAL MILES				\$

DATE	HOTEL AND MEALS **	AMOUNT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SIGNED \_\_\_\_\_ TOTAL AMOUNT \_\_\_\_\_

The above is an accurate report of the travel and expense done by me as stated above.  
\*\*Please attach copies of paid invoices for hotel bills and meals to this report.

POSSESSION OF FIREARMS OR OTHER DEADLY WEAPONS BY SCHOOL PERSONNEL,  
PARENTS AND OTHERS

School employees, parents and other non-school personnel, other than law enforcement officers, are prohibited from bringing or possessing firearms or other deadly weapons on school property or at school functions or activities.

Firearms Defined

For purposes of this policy, the term firearm is defined in Section 921 of Title 18, United States Code. According to Section 921, the following are included:

- Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive,
- The frame or receiver of any weapon described above,
- Any firearm muffler or firearm silencer,
- Any destructive device, which includes:
  - a)Any explosive, incendiary, or poison gas
    - 1)Bomb,
    - 2)Grenade,
    - 3)Rocket having a propellant charge of more than four ounces,
    - 4)Missile having an explosive or incendiary charge of more than one-quarter Ounce,
    - 5)Mine, or
    - 6)Similar device;
  - b)Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter,
  - c)Any combination or parts either designed or intended for use on converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may readily be assembled.

Deadly Weapon Defined

Section 13-A-72 (g), The Code of Alabama, defines a “deadly weapon” as “a firearm or anything manifestly designed, made, or adapted for the purposes of inflicting death or serious physical injury, and such term includes, but is not limited to, a bazooka, hand grenade, missile, or explosive or incendiary device; a pistol, rifle, or shotgun; a switch-blade knife, stiletto, sword, or dagger; or any club, baton, billy, black-jack, bludgeon, or metal knuckles”.

Discipline Measures

Any employee, parent or other non-school personnel charged with bringing or possessing a firearm or other deadly weapon on school property or at any school function or activity shall be automatically referred to the Superintendent and the Board for investigation and possible disciplinary/legal proceedings.

The principal shall notify the appropriate law enforcement officials for any firearm or deadly weapon violation. If any criminal charge results from the conduct, the principal is authorized to sign the warrant.

Any school employee, parent or other non-school personnel found guilty of violating this policy must petition the Board and receive its approval before entering Board property and participating in school functions or related work.

Criminal Penalties

According to The Code of Alabama, Section 13-A-11-72 (d), possession of a firearm or other deadly weapon with the intent to do bodily harm on the premises of a public school is a Class C felony.

Title 18 of the United States Code, Part 1, Chapter 44, Section 922 (q) (2) (A) states that “It will be unlawful for any individual knowingly to possess a firearm that has moved in or that otherwise affects interstate or foreign commerce at a place that the individual knows, or have reasonable cause to believe, in a school zone.”

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: June 25, 2007

LEGAL REFERENCE: The Code of Alabama, Section 13-A-11-72 (d) & (g); United States Code, Title 18, Section 921 & 922 (q) (2) (A); and, The Alabama Administrative Code, 290-3-1-.02 (1) (b) 3.

FILE: GAMA

## **HEALTH EXAMINATION FOR PERSONNEL**

The Board reserves the right to require employees of the School System at any time at the Board's expense to submit to a physical or mental examination by a physician or physicians to be designated, or approved by the Board. The Board may terminate the employment of any person whose condition of health as disclosed by such examination and physicians make further retention of such employee detrimental to the best interest of the School System.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999

LEGAL REF.: The Code of Alabama, 16-1-30, 16-22-3.



## COMMUNICABLE DISEASE

The School System will work cooperatively with local and state health agencies to enforce and comply with applicable health codes for the prevention, control, and containment of communicable diseases in schools.

1. Certificate of Immunization

A certificate of immunization against diseases designated by the state health officer shall be required before a person is employed initially in the schools of the School System.

2. Authority to Exclude Student or Staff Member

The Superintendent shall have the authority to exclude any employee with a communicable disease or parasite known to be spread by any form of casual contact\* and is considered a health threat to the school population. Such employee shall be excluded from schools in the School System for a period of time as may be prescribed by the Public Health Department or a physician. In all cases, a statement of clearance from the Department of Health or a physician shall be required before the employee may re-enter school or return to work.

3. Due Process

When reliable evidence or information from a qualified source confirms that an employee is known to have a communicable disease or infection that is known not to be spread by casual contact\*, i.e. AIDS, Hepatitis B and other like diseases, the decision as to whether the affected person will remain in the employment setting will be addressed on a case by case basis by a review panel to ensure due process. (Protocol and review panel membership outlined in FILE: GAMMA-R1).

4. Mandatory Screening for Communicable Diseases

Mandatory screening for communicable diseases that are known not be spread by casual contact is not warranted as a condition for employment or continued employment.

5. Procedures for Handling Blood or Body Fluids

Irrespective of the disease presence, routine procedures shall be used and adequate sanitation facilities will be available for handling blood or body fluids within the school setting. Employees will be trained in the proper procedures for handling blood and body fluids and these procedures will be strictly adhered to by all school personnel. (FILE: GAMMA-R2 Routine and Standard Procedures for Sanitation and Hygiene-Handling Body Fluids)

6. Confidential Information

All persons privileged with any medical information that pertains to employees shall be required to treat all proceedings, discussions and documents as confidential information. Before any medical information is shared with anyone in the school setting a "Need to Know" review shall be made which includes the employee or his/her representative. Any violation will be subject to disciplinary action by the Board of Education.

7. Instructions Regarding Communicable Diseases

Instruction on the principal modes by which communicable diseases, including, but not limited to, Acquired Immunodeficiency Syndrome (AIDS) are spread and the best methods for the restriction and prevention of these diseases shall be taught all employees.

\*For a clearer understanding of the phrase "spread by casual contact" refer to The New England Journal of Medicine, February 6, 1986, P. 346.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999

LEGAL REF.: The Code of Alabama, 16-29-1 to-30; State Department of Public Health Guideline, Jan. 3, 1983; State Department of Education Memorandum, April 14, 1978; Michigan Department of Education Model Communicable Disease Policy; The New England Journal Medicine, Feb. 6, 1986 Pg.346.

**PROTOCOL FOR COMMUNICABLE DISEASES KNOWN  
NOT TO BE SPREAD BY CASUAL CONTACT**

Rationale for Protocol Concerning Employees Who Have Contracted Human Immunodeficiency Virus (HIV).

1. Employment
  - a. The Bibb County Public Schools do not discriminate on the basis of HIV infection or association with another person with HIV infection.
  
2. Privacy
  - a. Staff members are not required to disclose HIV infection status to anyone in the education system.
  - b. HIV antibody testing is not required.
  - c. Every employee shall treat as highly confidential any knowledge or speculation concerning the HIV status of a student or other staff member.
  - d. Violation of medical privacy is cause for disciplinary action, criminal prosecution and/or personal liability for a civil suit.
  - e. No information regarding a person's HIV status shall be divulged to any individual or organization without a court order or the informed, written, signed, and dated consent of the person with HIV infection (or the parent/guardian of a legal minor). The written consent shall specify the name of the recipient of the information and the purpose for disclosure.
  - f. All health records, notes, and other documents that reference a person's HIV status shall be kept in a secure and confidential file apart from any employee file.
  
3. Infection Control
  - a. All employees shall consistently follow infection control guidelines in all settings and at all times, including playgrounds and school buses.
  - b. Schools shall operate according to the standards promulgated by the U. S. Occupational Health and Safety Administration for the prevention of blood-borne infections.
  - c. Equipment and supplies needed to apply the infection control guidelines shall be maintained and kept reasonably available.
  - d. School Health Services personnel shall implement the precautions and investigate, correct and report on instances of lapse.
  - e. A school staff member shall alert the school nurse if a student's health condition or behavior presents reasonable risk of transmitting any infection (examples: bleeding, biting, spitting, scratching, or other risky behaviors).
  - f. If a situation occurs at school in which a person might have been exposed to an infectious agent, such as an instance of blood to blood contact, school authorities shall counsel that person (or, alert a parent/guardian) to seek appropriate medical evaluation.

4. HIV Prevention Education

- a. The goals of HIV prevention education are to promote healthful living and discourage the behaviors that put people at risk of acquiring HIV. The education program shall:
  - (1) Be taught at every level, Kindergarten through grade twelve;
  - (2) Use methods demonstrated by sound research to be effective;
  - (3) Be consistent with community standards;
  - (4) Follow content guidelines prepared by the Centers for Disease Control and Prevention (CDC);
  - (5) Be appropriate to students' developmental levels, behaviors, and cultural backgrounds;
  - (6) Build knowledge and skills from year to year;
  - (7) Stress the benefits of abstinence from sexual activity, alcohol consumption, and other drug use;
  - (8) Include accurate information on reducing the risk of HIV infection;
  - (9) Address students' own concerns;
  - (10) Include means for evaluation;
  - (11) Be an integral part of a Coordinated School Health Program;
  - (12) Be taught by well-prepared instructors with adequate support;
  - (13) And involve parents and families as partners in education.
- b. Parents and guardians shall have convenient opportunities to preview all HIV prevention curricula and material. School staff members shall assist parents or guardians who ask for help discussing HIV infection with their children. If a parent or guardian submit a written request to a Principal that a child not receive instruction in a specific HIV prevention topic at school, and assures that the topics will be discussed at home or elsewhere, the child shall be excused without penalty.
- c. The education system shall endeavor to cooperate with HIV prevention efforts in the community that address out-of-school youth and youth in situations that put them at risk of acquiring HIV.

5. Staff Development

- a. **Each employee will be provided a copy of the adopted policy and procedures annually.** All school staff members shall participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs about current law and state, district, and school policies concerning HIV; assists staff to maintain productive parent and community relations; and includes annual review sessions.
- b. Identified employees shall receive additional specialized training as appropriate to their positions and responsibilities.

6. General Provisions

- a. Upon request, school administrators shall make available to students, their family members, and school personnel current policies concerning HIV infection and provide convenient opportunities to discuss them.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: March 19, 2001; Revised

LEGAL REF.: Revises policy GAMMA-R1

Adapted from suggested policy by the National Association of State Board of Education, 1996.

## **ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY FLUIDS**

### Purpose

To insure that body fluids involving blood, vomitus, urine, feces, semen, saliva and nasal discharges are handled properly.

### Those Affected

All school staff should be alerted to dangers of infections (see chart on page 14) from body fluids. School nurses, custodians and teachers should be particularly alert to the proper techniques in handling and disposal of materials.

### Equipment Needed

Soap, Disposal Bags, Water, Dust Pans, Paper Towels, Buckets, Disposable Gloves, Mops

Disinfectants- should be one of the following classes:

- a. Phenolic germicidal detergent in a 1% aqueous solution (e.g. Lysol\*)
- b. Sodium hypochlorite solution (household bleach),
- c. Quaternary ammonium germicidal detergent in 2% aqueous-solution. (e.g., Tri-quat\*, Mytar\*, or Sage\*).
- d. Iodophor germicidal detergent with 500 ppm available iodine (e.g., Wescodyne\*).
- e. Sanitary absorbing agent (Chlora Sorb\*, X-O Oder Away\*)

### Procedures

#### 1. General

- a. Wear disposable gloves before making contact with body fluids during care, treatment, and all cleaning procedures.
- b. Discard gloves after each use.
- c. Wash hands after handling fluids and contaminated articles, whether or not gloves are worn.
- d. Discard disposal items including tampons, used bandages and dressings in plastic-lined trash container with lid. Close bags and discard daily.
- e. Do not reuse plastic bags.
- f. Use disposable items to handle body fluids whenever possible.
- g. Use paper towels to pick up and discard any solid waste materials, such as vomitus or feces.

#### 2. Handwashing

- a. Use soap and running water. Soap suspends easily removable soil and microorganisms allowing them to be washing off.
- b. Rub hands together for approximately 10 seconds to work up a lather.
- c. Scrub between fingers, knuckles, backs of hands, and nails.
- d. Rinse hands under warm running water. Running water is necessary to carry away debris and dirt.
- e. Use paper towels to thoroughly dry hands.
- f. Discard paper towels.

3. For washable surfaces
  - a. For tables, desks, etc.:
    - (1) Use Lysol, or household bleach solution of 1 part bleach to 10 parts water, mixed fresh.
    - (2) Rinse with water if so directed on disinfectant.
    - (3) Allow to air dry.
    - (4) When bleach solution is used, handle carefully.
      - (a) Gloves should be worn since the solution is irritating to skin, b) Avoid applying on metal since it will corrode most metals.
  - b. For floors:
    - (1) One of the most readily available and effective disinfectants is the bleach solution (1-1/2 cups bleach to one (1) gallon water).
    - (2) Use the two-bucket system, one bucket to wash the soiled surface and one bucket to rinse as follows:
      - (a) In bucket #1, dip, wring, mop up vomitus, blood, (b) Dip, wring and mop once more, (c) Dip, wring out mop in bucket #1, (d) Put mop into bucket #2 (rinse bucket) that has clean disinfectant (such as Lysol, bleach solution), (e) Mop or rinse area, (f) Return mop to bucket #1 to wring out. This keeps the rinse bucket clean for second spill in the area, and (g) After all spills are cleaned up, proceed with #3.
    - (3) Soak mop in the disinfectant after use.
    - (4) Disposable cleaning equipment and water should be placed in a toilet or plastic bag as appropriate.
    - (5) Rinse non-disposable cleaning equipment, dustpans, buckets in disinfectant.
    - (6) Dispose disinfectant solution down a drainpipe.
    - (7) Remove gloves, if worn, and discard in appropriate receptacle.
    - (8) Wash hands as described in #2.
4. For non-washable surfaces (rugs, upholstery)
  - a. Apply sanitary absorbing agent, let dry, vacuum.
  - b. If necessary, use broom and dustpan to remove solid materials.
  - c. Apply rug/upholstery shampoo as directed. Re-vacuum according to directions on shampoo.
  - d. If a sanitizing carpet cleaner only available by water extraction method is used, follow the directions on the label.
  - e. Clean dustpan and broom, if used. Rinse in disinfectant solution.
  - f. Air dry.
  - g. Wash hands as described in #2.
5. For soiled washable materials (clothing, towels, etc.)
  - a. Rinse item under running water using gloved hands if appropriate.
  - b. Place item in plastic bag and seal until item is washed. Plastic bags containing soiled, washable material must be identified if outside laundry service is used.

- c. Wash hands as described in #2.
- d. Wipe sink with paper towels, discard towels.
- e. Wash soiled items separately, washing and drying as usual.
- f. If material is bleachable, add 1/2-cup bleach to the wash cycle.
- g. Discard plastic bag.
- h. Wash hands as described in #2 after handling soiled items.

**TRANSMISSION CONCERNS IN THE SCHOOL SETTING**  
**BODY FLUIDS SOURCE OF INFECTIOUS AGENTS BODY FLUIDS**

*ORGANISM OF CONCERN		TRANSMISSION CONCERNS
Blood	Hepatitis B. virus	Bloodstream
cuts and abrasions	AIDS virus	Inoculation through
nosebleeds	Cytomegalovirus	cuts and abrasions on
menses		hands
contaminated needle		
		Direct blood
**Feces	Salmonella bacteria	stream inoculation
incontinence	Shigella bacteria	Oral inoculation
	Rotavirus	from contaminated
	Hepatitis A virus	hands
**Urine	Cytomegalovirus	Bloodstream, oral and
incontinence		and mucus membrane
		inoculation from
		hands
**Respiratory Secretions	Mononucleosis virus	Oral inoculation
saliva	common cold virus	from contaminated
nasal discharge	influenza virus	hands
	Hepatitis B virus	Bloodstream
		inoculation through
		bites
**Vomit	Gastrointestinal	Oral inoculation
	viruses, e.g. (Norwalk	from contaminated
	agent Rotavirus)	hands
Semen	Hepatitis B	Sexual contact
	AIDS virus	
	Gonorrhea	

\*This is not an all inclusive list of organisms of concern for transmission in the school setting.  
 \*\*Possible transmission of AIDS is currently thought to be of little concern from these sources.

SOURCE: Bibb County Board of Education; Centreville, AL

ADOPTED: JULY 26, 1999

LEGAL REF.: The Code of Alabama, 16-29-1 to 16-30; State Department of Public Health Guideline, Jan. 3, 1983; State Department of Education Memorandum, April 14, 1978; Michigan Department of Education Model Communicable Disease Policy; The New England Journal of Medicine, Feb. 6, 1986 p.346.



## INITIAL TUBERCULOSIS TESTING FOR PERSONNEL

The following provisions shall apply to employees of the School System with respect to testing for Tuberculosis:

1. Only newly-employed personnel, including teachers, janitors, bus drivers, food handlers, aides, and other persons who have direct contact with, children are recommended for an initial examination for tuberculosis.
2. New employees should be tuberculin-skin tested initially at the time they are employed. If the skin test is negative, no further skin testing or examinations are required. If the tuberculin test is positive, a chest x-ray is recommended. If the chest x-ray is essentially negative, INH preventive therapy will be highly recommended for persons under 35 years of age, unless there are medical contradictions. c. Persons over 35 with a positive skin test and negative chest x-ray will be considered for INH preventive therapy on an individual basis, depending upon other risk factors and the clinical judgment of the physician. d. After the initial examination of all new employees for tuberculosis, no further annual skin testing or x-raying is recommended unless the local health officer or physician considers it necessary. Further procedures, such as sputum examinations, may be requested by the local health officer or clinician as deemed necessary.
3. If a female employee is employed in the first trimester of her pregnancy and is found to be skin-test positive and asymptomatic, she may be x-rayed on the anniversary date of her employment or within a calendar year.
4. The State Committee of Public Health recommends that routine measures of supervision, as indicated by the Tuberculosis Control Program Guidelines, should be followed where a case is found in a school. The contacts should be investigated, examined, and considered for preventive therapy in accordance with the tuberculosis program guidelines.
5. Educational programs relating to respiratory diseases, including tuberculosis, for students and employees should be encouraged at both the local and state levels.

Approved by the State Tuberculosis Medical Advisory Council and the State Committee of Public Health, August, 1980.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999

LEGAL REF.: The Code of Alabama, 16-22-3; State Department of Public Health recommendation, dated July 1, 1982.

## **DRUG-FREE WORKPLACE POLICY**

Drug abuse and use at the workplace are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs may impair the well being of all employees, the public at large, and result in damage to School System property. Therefore, it is the policy of the Board that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the schools or on school property by any employee is prohibited. Any employees violating this policy will be subject to discipline up to and including termination and referral for prosecution. The specifics of this policy are as follows:

1. The Board does not differentiate between drug users and drug pushers or sellers. Any employee who gives or in any way transfers a controlled substance to another person or sells or manufactures a controlled substance while on the job or on Bibb County Board of Education premises will be subject to discipline up to and including termination.
2. The term "Controlled Substance" means any drug listed in 21 U.S.C.S. 812 and other federal regulations. Generally, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to, Heroin, Marijuana, Cocaine, PCP, and "Crack". They also include "legal drugs" which are not prescribed by a licensed physician.
3. Each employee is required by law to inform the Board within five (5) days after he or she is convicted for violation of any federal or state criminal drug statute where such violation occurred on Board premises. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.
4. The Board must notify the U.S. Government Agency with which the contract was made within ten (10) days after receiving notice from the employee or otherwise receives actual notice of such a conviction.
5. If an employee is convicted of violating any criminal drug statute while on the workplace, he or she will be subject to discipline up to and including termination. Alternately, the Board may require the employee to successfully finish a drug abuse program sponsored by an approved private or governmental institution.
6. As a condition of further employment on any federal government contract, the law requires all employees to abide by this policy.

Information regarding any available drug and alcohol counseling and rehabilitation, and re-entry programs that are available to employees will be disseminated through the local school teacher lounge and/or work areas.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999; Revised: May 16, 2005.

LEGAL REF.: Drug Free Workplace Act of 1988, 34 CRF Part 85, Subpart F.49 C.F.R. Part 40;  
The Omnibus Transportation Employee Testing Act of 1991.

## TOBACCO USE BY PERSONNEL

Smoking and/or use of tobacco, in any form, by all employees, both certified and non-certified, and all other persons, is hereby prohibited on, or in, all Board properties at all times, including extracurricular activities. Extracurricular activities are those activities that occur at any time and place that are school related and/or supervised. They include, but are not limited to, all athletic events, proms, field trips, class trips, academic competitions, riding of school buses for any purpose, etc.

### DISCIPLINARY ACTIONS FOR BOARD EMPLOYEES

#### 1st Offense:

Supervisor and/or principal will inform the Superintendent, in writing, of violation. Superintendent will write a letter of reprimand, with a copy given to the employee and the original to the employee's personnel folder in the Central Office.

#### 2nd Offense:

Supervisor and/or principal will inform the Superintendent, in writing, of violation. The employee will be asked to come before the Board in executive or public session (employee's choice) to explain why he/she is unable to comply with the Tobacco Use Policy.

#### 3rd Offense:

Supervisor and/or principal will inform the Superintendent, in writing, of violation. The Superintendent will recommend to the Board to start termination procedures in compliance with Title 16, The Code of Alabama.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999; Revised June 25, 2007

LEGAL REF.: The Code of Alabama, 16-8-10, 16-9-15; Alabama Administrative Code 290-030-010-.06 Passed by State Board of Education, July 11, 1995

## **Human Immunodeficiency Virus (HIV) Policy**

1. Employment
  - a. The Bibb County Public Schools do not discriminate on the basis of HIV infection or association with another person with HIV infection.
  
2. Privacy
  - a. Staff members are not required to disclose HIV infection status to anyone in the education system.
  - b. HIV antibody testing is not required.
  - c. Every employee shall treat as highly confidential any knowledge or speculation concerning the HIV status of a student or other staff member.
  - d. Violation of medical privacy may constitute cause for disciplinary action, criminal prosecution and/or personal liability for a civil suit.
  - e. No information regarding an employee or student's HIV status shall be divulged to any individual or organization, unless authorized by law, without a court order or the informed, written, signed, and dated consent of the person with HIV infection (or the parent/guardian of a legal minor). The written consent shall specify the name of the recipient of the information and the purpose for disclosure.
  - f. All health records, notes, and other documents that reference a person's HIV status shall be kept in a secure and confidential file apart from any employee/student file.
  
3. Infection Control
  - a. All employees shall consistently follow infection control guidelines in all settings and at all times, including playgrounds and school buses.
  - b. Schools shall operate according to the standards promulgated by the U.S. Occupational Health and Safety Administration for the prevention of blood-borne infections.
  - c. Equipment and supplies needed to apply the infection control guidelines shall be maintained and kept reasonable available.
  - d. School Health Services personnel shall implement the precautions and investigate, correct and report on instances of lapses.
  - e. A school staff member shall alert the school nurse if a student's health condition or behavior presents reasonable risk of transmitting any infection (examples: bleeding, biting, spitting, scratching, or other risky behaviors).
  - f. If a situation occurs at school in which a person might have been exposed to an infectious agent, such as an instance of blood to contact, school authorities shall counsel that person (or, alert a parent/guardian) to seek appropriate medical evaluation.

4. HIV and Athletics

- a. The privilege of participating in physical education classes, athletic programs, competitive sports and recess is not conditional on a person's HIV status. School authorities shall make reasonable accommodations to allow students living with HIV infection to participate in school-sponsored physical activities.
- b. All employees shall consistently adhere to infection control guidelines in locker rooms and all play and athletic settings. Rulebooks will reflect these guidelines. First aid kits shall be on hand at every athletic event.
- c. All physical education teachers and athletic program staff shall complete an approved first aid and injury prevention course that includes implementation of infection control guidelines. Student orientation about safety on the playing field shall include guidelines for avoiding HIV infection.

5. HIV Prevention Education

- a. The goals of HIV prevention education are to promote healthful living and discourage the behaviors that put people at risk of acquiring HIV. The education program shall:
  - (1) Be taught at every level, Kindergarten through grade twelve;
  - (2) Use methods demonstrated by sound research to be effective;
  - (3) Be consistent with community standards;
  - (4) Follow content guidelines prepared by the Centers for Disease Control and Prevention (CDC);
  - (5) Be appropriate to students' developmental level, behaviors, and cultural backgrounds;
  - (6) Build knowledge and skills from year to year;
  - (7) Stress the benefits of abstinence from sexual activity, alcohol consumption, and other drug use;
  - (8) Include accurate information on reducing the risk of HIV infection;
  - (9) Address students' own concerns;
  - (10) Include means for evaluation;
  - (11) Be an integral part of a Coordinated School Health Program;
  - (12) Be taught by well-prepared instructors with adequate support;
  - (13) And involve parents and families as partners in education.
- b. Parents and guardians shall have convenient opportunities to preview all HIV prevention curricula and material. School staff members shall assist parents or guardians who ask for help discussing HIV infection with their children. If a parent or guardian submits a written request to a Principal that a child not receive instruction in a specific HIV prevention topic at school, and assures that the topics will be discussed at home or elsewhere, the child shall be excused without penalty.
- c. The education system shall endeavor to cooperate with HIV prevention

efforts in the community that address out-of-school youth and youth in situations that put them at risk of acquiring HIV.

6. Staff Development

- a. All school staff members shall participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs about current law and state, district, and school policies concerning HIV; assists staff to maintain productive parent and community relations; and includes annual review sessions.
- b. Identified employees shall receive additional training as appropriate to their positions and responsibilities.

7. General Provisions

- a. School administrators shall make available to students, their family members, and school personnel current policies concerning HIV infection and provide convenient opportunities to discuss them.
- b. Each school shall develop and adopt an Exposure Control Plan which will be annually reviewed and revised as needed, and will provide updated copies to all employees. Employees will be required to sign documentation to acknowledge receipt of the policy or material.

SOURCE: Bibb County Board of Education, Centreville, AL  
ADOPTED: March 19, 2001  
LEGAL REF.: Revises policy GAMMA-R1  
Adapted from suggested policy by the National Association of State Board of Education, 1996.

## **Automated External Defibrillator (AED) Policy**

### **PURPOSE**

Sudden Cardiac Arrest is a condition that occurs when the electrical impulses of the heart malfunction, causing a disturbance in the heart's electrical rhythm called ventricular fibrillation (V-Fib). This erratic and ineffective heart rhythm causes complete cessation of the heart's normal function, resulting in sudden death. The most effective treatment for this condition is the administration of an electrical current to the heart by a defibrillator.

An AED is used to treat victims who experience Sudden Cardiac Arrest. It is only to be applied to victims that are unconscious, without pulse, signs of circulation and normal breathing. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

### **RESPONSIBILITIES**

The System-wide RN is responsible for the coordination of the AED's within the school setting. Their responsibilities are:

- \*Identifying employees for AED training at each school site
- \*Coordinating training for emergency responders
- \*Maintaining equipment
- \*Maintaining appropriate records
- \*Communication with emergency personnel on issues related to medical emergencies, including documentation and review of incidents
- \*Monitoring the effectiveness of the emergency system

The Bibb County School System will use the AED's under the medical direction of AmServ EMS and West Alabama CTC.

### **AUTHORIZED AED USERS**

The AED may only be used by personnel who have successfully completed an authorized AED/CPR training course, and must be able to show proof of completion with current completion card. Trained AED users are responsible for:

- \*Activating the emergency response system and providing basic life support including CPR/AED and first aid according to their training
- \*Understanding and complying with all procedures and guidelines for AED use.

### **EQUIPMENT**

The office staff that receives the emergency call will activate the emergency response system. The school nurse or other trained staff personnel will be dispatched to the emergency site. The office staff receiving the call is responsible to ensure that EMS is in route to the site of emergency. The designated employee will bring the AED and first-aid equipment to any medical emergency. The AED with regular (adult) electrode/pads should be used on any person who is at

least 8 years old and displays ALL the signs of a cardiac emergency. Pediatric electrodes/pads should be used on children under age 8 years or who weigh less than 55 pounds. The AED electrodes will be placed on the patient's chest only after the following symptoms are confirmed:

- \*Victim is unresponsive
- \*Victim is not breathing
- \*Victim has no signs of circulation such as pulse, coughing or movement

Each AED will have:

- \*Defibrillation electrodes; two sets
- \*One face shield
- \*Two pairs of gloves
- \*One razor
- \*One pair of scissors
- \*One small towel

#### LOCATION OF AED'S

<b>Woodstock Elementary School:</b>	<b>Office</b>
<b>Woodstock Elementary School 2:</b>	<b>Gym/Community Shelter</b>
<b>West Blocton Elementary School:</b>	<b>Library</b>
<b>West Blocton Elementary School 2:</b>	<b>Gym/Community Shelter</b>
<b>West Blocton Middle School:</b>	<b>Nurse Office</b>
<b>West Blocton High School:</b>	<b>Front Hall</b>
<b>West Blocton High School 2:</b>	<b>Athletics</b>
<b>Brent Elementary School:</b>	<b>Upstairs Teachers' Lounge</b>
<b>Centreville Middle School:</b>	<b>Front Hall Concession</b>
<b>Bibb County High School:</b>	<b>Workroom Wall</b>
<b>Bibb County High School 2:</b>	<b>Workroom Under Cabinet</b>
<b>Randolph Elementary School:</b>	<b>Main Front Hall</b>
<b>Randolph Elementary School 2:</b>	<b>Gym/Community Shelter</b>
<b>Bibb County Career Academy:</b>	<b>Office</b>
<b>Board of Education Building:</b>	<b>Auditorium Connecting Hall</b>



#### EQUIPMENT MAINTENANCE

All equipment and accessories shall be maintained in a state of readiness. Monthly maintenance requirements include:

\*If equipment is removed to be serviced or repaired the system RN shall be notified and notice given when equipment returned

\*Ensuring that all necessary equipment is within their expiration date

\*A spare battery date within the “install before” date

\*Machine passes self-tests

\*Record of monthly inspection

#### TRAINING

Emergency Responders must be CPR/AED certified through an authorized agency such as the American Red Cross or the American Heart Association. Trained employees shall keep their certification current.

#### DOCUMENTATION

Each use of the medical emergency response system involving the AED must be documented:

\*An Unusual Occurrence Report shall be completed and submitted to the System RN and Superintendent’s office within 24 hours of the occurrence.

\*A copy of the Unusual Occurrence Report shall be submitted to the Director of Am Serv EMS for review.

#### ANNUAL REVIEW

Each school year the System RN shall review the Emergency Response System. This review shall contain yearly maintenance records and findings. It shall identify actions that went well as well as areas that need improvement.

SOURCE: Bibb County Board of Education, Centreville, Alabama

ADOPTED: March 21, 2005; Revised: April 3, 2014

LEGAL REF: Sylacauga City Schools Health Services, Sylacauga, Alabama;  
Vestavia Hills City Board of Education, Vestavia, Alabama;  
Mobile County Board of Education, Mobile, Alabama;  
Alabama Senate Bill 5 and 351, 1999; U.S. Public Health Improvement Act, Cardiac Arrest Survival Act, October 26, 2000; Medtronic Physio-Control Corporation, 2002; American Red Cross Instructors Manual.

## **SUSPENSION FOR DISCIPLINARY PURPOSES**

As circumstances require, an employee may be suspended for disciplinary purposes by the Superintendent. Due process shall be a part of the procedure and shall include the following:

1. The Superintendent shall conduct an investigation to determine the facts of the case. If the employee involved is not found to be a threat to the health and/or safety of the School System, said investigation shall be concluded in advance of any suspension. The investigation shall be conducted in a manner that ensures parties of interest an opportunity to be heard.
2. If suspension without pay for disciplinary purposes is a consideration and the employee involved is not found to be a threat to health and/or safety, the Board shall conduct a fair and impartial hearing with appropriate due process, prior to any suspension without pay. The Board, based on the facts of the hearing, shall determine if the suspension for disciplinary purposes shall be with or without pay.
3. If the employee is considered to be a threat to the health and/or safety of the School System, said employee may be suspended forthwith for disciplinary purposes by the Superintendent with pay, with the hearing to be held before the Board to determine if suspension is to continue with or without pay.
4. If an employee is to be suspended pending a hearing before the Board to terminate said employee's contract, said suspension may be invoked by the Superintendent and shall be without pay.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999

LEGAL REF.: The Code of Alabama, 16-1-30; 16-24-9; 36-26-100 to 108.

FILE: GANF

## **SUPERVISING FAMILY MEMBERS**

The Board discourages any supervisor/administrator/principal having a member of his/her immediate family (defined here as husband, wife, father, mother, son, daughter, brother, or sister) working directly under his/her supervision. All personnel employed as of the adoption date of this policy are exempt based on prior employment assignments.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999

LEGAL REF.: The Code of Alabama, 16-1-30.

## **DRESS CODE FOR PERSONNEL**

The Board considers all employees to be vital to the success of the School System and to be its most important link with the community and students. It is through qualified, professional, and dedicated staff members that the School System is able to reach its educational goals and objectives and to establish and maintain positive relationships with the total educational community. To this end, it is important that all personnel of the School System follow standards of dress that promote the education profession and the School System and that serve as positive models for students and the community.

In general, the Board expects all personnel to dress in a manner appropriate for their employment positions. This expectation is predicated on the desire of the Board to encourage and foster a spirit of professionalism and pride in the educational profession and in the School System.

See Dress Code in sections GBRF and GCRF.

## **USE OF SCHOOL SYSTEM-OWNED EQUIPMENT AND MATERIALS**

### General

All equipment and materials owned by or purchased in the name of the School System shall be used exclusively for educational purposes as defined by the Board. Employees are authorized to use such equipment and materials while performing assigned job-related duties at their respective work sites/classrooms during regular work hours.

### Use of Equipment Away From School Work Sites/Classrooms

The use of School System-owned equipment away from work sites/classrooms shall be limited to items that are directly related to completing instructional/teaching-oriented work assignments.

**Fixed Asset Equipment and Certain Electronic Equipment --** Under no circumstances are School System employees authorized to take equipment shown on the Fixed Asset Inventory List or electronic equipment with a per unit cost of \$50.00 or more away from their work sites/classrooms without the prior written approval of their immediate supervisor/principal. When an employee is approved to use such equipment away from the work site/classroom, the equipment must be checked out by serial number or other appropriate identification and returned to the work site/classroom on a daily basis. However, when the schools are not in session, the principal may approve the use of such equipment away from the classroom/work site for longer periods of time.

**Non-Fixed Asset Equipment and Certain Electronic Equipment --** Employees may be authorized to take School System equipment not shown on the Fixed Asset Inventory List or electronic equipment with a per unit cost of \$50.00 or less away from their classrooms /work sites to complete school related tasks with the verbal approval of the principal.

### Use of School System-Owned Equipment and Services for Personal Gain

Under no circumstances shall an employee lend, rent, or lease School System-owned equipment to a nonemployee. Equipment and services may not be used for personal gain, including use of computers, Internet access, telephone service, etc. System owned cellular phones should not be used for personal calls.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999, Revised April 23, 2001

LEGAL REF.: The Code of Alabama, 16-1-30.

## **Bibb County Schools Technology Usage Policy Faculty and Staff**

### **MISSION:**

The mission of the Bibb County School District is to provide a system of education which is committed to academic excellence and which provides education of the highest quality to all Bibb County students.

### **INTRODUCTION:**

To ensure that students receive a quality education and that employees are able to work in a professional and intellectually stimulating environment, it is the goal of the Bibb County Schools to provide all students and employees with access to a variety of technology resources.

The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways, consistent with the Mission Statement and instructional goals of the Bibb County Schools.

Thus, it is the intention of the Bibb County Schools that all technology resources be used in accordance with any and all school system policies and procedures as well as local, state, and federal laws and/or guidelines governing the usage of technology and its component parts. Additionally, it is expected that all employees of the Bibb County Schools will use the provided technology resources so as not to waste them, abuse them, interfere with or cause harm to other individuals, institutions, or companies.

- The administrators of each school will be responsible for enforcing this policy at individual schools.
- This policy will be communicated to all employees. All technology users will have a signed Technology Use Policy on file.
- All Bibb County Schools technology resources, regardless of purchase date, location, or fund, are subject to this policy.
- Any questions about this policy, its interpretation, or specific circumstances shall be directed to the Local and/or District Technology Coordinator before proceeding.
- Violators of this policy will be handled as specified in the policy and in the Personnel Policy Manual.

### **POLICY STATEMENT:**

The primary goal of the technology environment is to support the educational and instructional endeavors of students and employees of the Bibb County Schools. Use of any and all technology resources is a privilege and not a right.

#### **I. ACCESS:**

- A. The use of all Bibb County Schools technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use will result in a cancellation of those privileges pending investigation.
- B. Individuals may use only accounts, files, software, and technology resources that are assigned to him/her.
- C. Individuals may not attempt to log in to the network by using another person's account and/or password or allow someone to use his/her password to access the network, e-mail, or the Internet.
- D. Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside the Bibb County Schools.
- E. Individuals identified as a security risk may be denied access.
- F. Individuals must not attempt to disrupt any computer services or data by spreading viruses, spamming or by any other means.
- G. Individuals must not attempt to modify technology resources, utilities, and configurations, or change the restrictions associated with his/her accounts, or attempt to breach any technology resources security system, either with or without malicious intent.
- H. The District/Local Technology Coordinators and/or school administrators will determine when inappropriate use has occurred and they have the right to recommend the denial, revocation, or suspension of specific user accounts.

#### **II. PRIVACY:**

- A. To maintain network integrity and to insure that the network is being used responsibly, the Superintendent and District Technology Coordinator reserve the right to review files and network communications.
- B. Users should not expect that files stored on the Bibb County Schools' network will ever be private.
- C. Because communications on the Internet are, often, public in nature, all users should be careful to maintain appropriate and responsible communications.
- D. The Bibb County School District does not guarantee the privacy, security, or confidentiality of any information sent or received via the Internet.
- E. Users should be aware that the technology staff routinely monitors and performs maintenance on file servers, e-mail, workstations, the Internet, user accounts, telephones, and telephone systems. During these procedures, it may be necessary to review e-mail and/or files stored on the network.
- F. Users are encouraged to avoid storing personal and/or private information on the district and/or school technology resources.
- G. The system-wide technology staff does perform routine backups. However, all users are responsible for storage of any critical files and/or data.

H. Student records, media center collections, and accounting information should be backed up to disk.

### III. COPYRIGHT:

- A. Illegal copies of software may not be created or used on school equipment.
- B. Any questions about copyright provisions should be directed to the District and/or Local Technology Coordinator.
- C. The legal and ethical practices of appropriate use of technology resources will be taught to all students and employees in the system (i.e. during lab orientation, network orientation, faculty meetings, etc).
- D. Copyright is implied for all information (text, data, and graphics) published on the Internet. Web page authors will be held responsible for the contents of their pages. Do not "borrow" icons or graphics from other pages without documented permission.
- E. Duplication of any copyrighted software is prohibited unless specifically allowed for in the license agreement and then, should occur only under the supervision and direction of the Technology department.
- F. A backup copy of all purchased software programs should be made and, thus, become the working copy.
- G. All original copies of software programs, including those purchased with departmental funds, will be stored in a secure place.
- H. If a single copy of a given software package is purchased, it may only be used on one computer at a time. Multiple loading or "loading the contents of one disk onto multiple computers," (1987 Statement on Software Copyright) is NOT allowed.
- I. If more than one copy of a software package is needed, a site license, lab pack, or network version must be purchased.
- J. It is advisable for users to consult technology staff prior to purchasing software.

### IV. ELECTRONIC MAIL:

- A. The Bibb County School District provides access to electronic mail for all employees. The network is used for class accounts on a limited basis.
- B. Access to e-mail is for employee, class, and/or student use in any educational and instructional business that they may conduct.
- C. Personal use of electronic mail is permitted as long as it does not violate Bibb County Schools' policy and/or adversely affect others or the speed of the network. Personal use of e-mail should not occur during class or actual work time.
- D. Electronic mail should reflect professional standards at all time.
- E. Bibb County Schools' e-mail accounts may not be used for political or personal gain.
- F. Bibb County Schools' e-mail accounts may not be used for attempting or successfully sending anonymous messages.
- G. Bibb County Schools' e-mail accounts may not be used for sending mass e-mails outside the system. Internal mass e-mails should be used for communication related to educational/instructional purposes only.

### V. INTERNET:

- A. The intent of the Bibb County Schools is to provide access to resources available via the Internet with the understanding that faculty, staff, and students will access and use information that is appropriate for his/her various curricula.
- B. All school rules and guidelines for appropriate technology usage shall apply to usage of the Internet.
- C. Teachers will screen all Internet resources that will be used in the classroom prior to their introduction.
- D. Students will gain access to the Internet and other technology resources by agreeing to abide by the Technology Usage Policy and by providing written permission from their parents.
- E. Students will be allowed to conduct independent research on the Internet upon the receipt of the appropriate permission forms.

### VI. INTERNET FILTERING:

- A. Internet access for all users is filtered, through one central point, by URL and IP address. The Bibb County School System is in compliance with the Children's Internet Protection Act.
- B. Internet searches are filtered by keyword.
- C. URLs and IP addresses may be added to or deleted from the filtered list by the District office.

### VII. WEB PUBLISHING:

- A. The Bibb County Schools' web server cannot be used for profit, commercial purposes, to express personal opinions, or to editorialize.
- B. All home pages will be reviewed periodically by the Local and/or District Technology Coordinator.
- C. The Technology Staff reserves the right to reject all or part of a Home page.
- D. Home pages may only be placed on the Web server by a Local or District Technology Coordinator, or designated web manager.
- E. All pages posted on the Bibb County Schools' web server must be written with an approved editor.
- F. Each posted page must include: the school location, date of last update, and an e-mail address.
- G. All posted work must be of publishable quality with regard to spelling, usage, and mechanics.
- H. All web page authors are responsible for the maintenance of their own pages.
- I. All links should be checked periodically to make sure they are current and working.
- J. Pages that are not updated in a timely fashion; that contain inaccurate or inappropriate information; or contain links that do not work will be removed and the author will be notified.

- K. Unfinished pages will not be posted until they are fully functional.
- L. Teacher created web pages stored on a commercial or private server may be accessed via link from a teacher created web page stored on the Bibb County Schools Internet server, and must meet the same criteria as those pages hosted on the school system web server.
- M. Pictures and other personally identifiable information should only be used with permission in writing from the parent/guardian of the student involved. No full names should be used-only first name, last initial. No written permission is required for in-school broadcasts (i.e. morning news, announcements, class profiles, etc.)
- N. Posting of student personal information of any kind is prohibited. Personal information includes: home and/or school address, work address, home and/or school phone numbers, full name, social security number, etc.
- O. No written permission is required to list faculty/staff and their school contact information (phone extension, e-mail address, etc.)
- P. Written consent will be required for posting of any employee photographs.
- Q. Infringement of copyright laws, obscene, harassing or threatening materials on web sites are against the law and are subject to prosecution.
- R. Unauthorized transmission of confidential information (grades, identification numbers, copies of student work) is prohibited.

#### VIII. PARENTAL PERMISSIONS:

It is the responsibility of the staff posting information on the web, requesting videos, or designing publicity or public relations information to obtain written parental permission.

#### IX. EXAMPLES OF INAPPROPRIATE USE OF RESOURCES:

The following activities are examples of inappropriate activities for any Bibb County Schools network, e-mail system, or the Internet. This list is not all-inclusive. Anything that would be considered inappropriate in "paper form" is also considered inappropriate in electronic form.

- A. Using another user's password or attempting to find out another user's password
- B. Sharing your own password
- C. Trespassing in another user's files, folders, home directory, or work
- D. Saving information on ANY network drive or directory other than your personal Home directory OR a teacher specified and approved location.
- E. Student downloading, installing, or copying software of any kind onto a workstation, your home directory, or any network drive
- F. Harassing, insulting, or attacking others via technology resources
- G. Damaging computers, computer systems, or computer networks (this includes changing workstation configurations such as screen savers, backgrounds, printers, BIOS information, preset passwords, etc., without teacher permission)
- H. Intentionally wasting limited resources such as disk space and printing capacity
- I. Accessing inappropriate web sites (sites containing information that is violent, illegal, satanic, sexual, etc.)
- J. Sending, displaying, or downloading offensive messages or pictures
- K. Using obscene, racist, profane, discriminatory, threatening, or inflammatory language
- L. Posting any false or damaging information about other people, the school system, or other organizations
- M. Posting of any personal information about another person
- N. Participating in sending/perpetuating chain letters
- O. Violating copyright laws
- P. Plagiarism of materials that are found on the Internet
- Q. Use of technology resources to create illegal materials (i.e. counterfeit money, fake identification, etc.)
- R. Attempting to bypass or bypassing the web filter; example: Use of web proxy, or IP masking.
- S. Use of any Bibb County Schools Technology resources for personal gain, commercial or political purposes

#### X. VIOLATIONS

Violations of any nature may subject the offending employee to discipline by the Administrative Staff or Board, including suspension of privileges, and disciplinary procedures, including termination, as outlined in the Personnel Policy Manual for employees.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: January 22, 2001; Revised: May 16, 2005; Revised: July 29, 2009; Revised: July 12, 2016

LEGAL REF.: The Code of Alabama, 16-8-9, 16-21-I to 3; Children's Internet Protection Act-47 U.D.C. 254(h) and (l).



**BIBB COUNTY SCHOOLS  
Technology Usage Policy**

**Faculty and Staff – Acknowledgement Receipt**

All Bibb County Schools Staff,

The Bibb County School Technology Usage Policy is designed to provide guidelines for using the technology resources in classrooms, school media centers, and computer labs of schools. The faculty and staff usage policy sets the terms for use of school technology resources. Will you please take time to read this policy? If you have any questions, please call or e-mail me.

Thank you,

Glen Judd  
Technology Coordinator

---

**Technology Usage Policy**

**Faculty and Staff**

I acknowledge that I have read, understand and agree to all terms as outlined in the Technology Usage Policy.

\_\_\_\_\_  
Name – Printed

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today's Date

***Please sign and return the front page. Thank You!***

## **PERSONAL LEAVES AND ABSENCES FOR PERSONNEL**

Each full-time employee shall be entitled to five (5) days of non-cumulative personal leave annually, granted upon the request of the employee. The first two (2) days used are considered as state days and may be taken at no cost to the employee. The last three days are considered local days and the employee shall have the daily cost of a substitute withheld from his/her next monthly payroll check for each day taken. The following provisions shall apply:

1. In order to protect the educational interest of the School System, personal leave shall not be taken during the first or last two weeks of school, or immediately before or after a holiday.
2. Employees are encouraged to notify their principal and/or supervisor as far in advance as possible prior to taking personal leave, although it is recognized that advanced notification may not always be possible.
3. The total number of personal leave days is earned over the terms of the full contract period. Therefore, certified employees who use all five (5) personal leave days and fail to complete their full contract period will need to negotiate repayment of such days on a daily rate of pay basis prior to leaving the School System.
4. Such leave shall be reported as personal business. No explanation is required.
5. Personnel will be reimbursed at the current rate paid substitute personnel for each unused state personal leave day or they may be transferred to sick leave. Such reimbursement will be paid in a bonus payroll check.
6. When an employee chooses to use any of the three (3) local days, the current substitute rate of pay will be deducted from their next payroll check. This provision applies even when a substitute cannot be employed or is not employed.
7. Personal leave days are non-cumulative and may not be carried forward to the next school year. They may be used for an illness.
8. Employees may not use personal leave days in increments of less than one-half (1/2) days.
9. All unused personal leave days may be converted to sick leave days at the end of the scholastic year (June 30) unless the employee chooses to be reimbursed for the two state paid days.

SOURCE: Bibb County Board of Education, Centreville, Alabama

ADOPTED: JULY 26, 1999; Revised May 21, 2001; Revision: December 9, 2008

LEGAL REF.: The Code of Alabama, 16-8-8, 16-8-26; Legislative Acts, 84-251, 85-644, 95-314, 97-444; Attorney General's Op., Aug. 22, 1984, Oct. 31, 1985, Jun. 4, 1992.

## **SICK LEAVE BANK FOR PERSONNEL**

The Board, upon request of a minimum of ten percent of its full-time personnel, may at its discretion establish a sick leave bank for such personnel. The plan if established shall allow each employee to deposit into the bank an equal number of his/her earned sick leaves, not to exceed five days. These days shall be available for loan to any other participating I member whose sick leave has been exhausted.

The accounting and administration of the sick leave bank shall be the responsibility of the Board. A committee comprised of an equal number of certified employees and representatives of the Board shall develop proposed rules and regulations for the operation for the sick leave bank. The respective parties shall fill vacancies on the committee. No committee member shall serve for more than five years.

See GARIB-R1 for personnel sick leave bank guidelines.

The following minimum regulations will apply to the sick leave bank:

1. No employee's borrowed time shall exceed ten (10) days more than the employee has on deposit to the sick leave bank.
2. The committee shall develop application for sick leave loans.

SOURCE: Bibb County Board of Education, Centreville, AL.

ADOPTED: JULY 26, 1999

LEGAL REF.: The Code of Alabama, 16-3-36, 16-22-9; Attorney General's Op.. Apr. 9, 1985, Oct. 24, 1985

## **SICK LEAVE BANK GUIDELINES FOR PERSONNEL**

### **I. Purpose**

The School System Sick Leave Bank for personnel (hereinafter referred to as SLB) is established to provide a loan of leave days for participating members after their accumulated sick leave days have been exhausted. This action is authorized by The Code of Alabama and the Official Resolution of the Board.

### **II. Sick Leave Bank Committee**

- A. The SLB Committee shall consist of four (4) members as follows: one (1) member of the Central Office staff, one (1) principal, appointed by the Superintendent, the President of BCEA or his/her designee, and the ESPO President or his/her designee.
- B. Members of the SLB committee will serve a term of up to two (2) years and initiate a rotation of terms; the appointed four (4) members shall be designated as one-year, two-year, and three-year members at the confirmation of their selection and appointment by the Board. The terms shall be from October 1 until September 30.
- C. The SLB committee is charged with advising the administration and operation of the SLB in keeping with adopted policies and guidelines. Policies, decisions, and recommended changes in the SLB guidelines may occur only after approval by a majority vote of the SLB committee and upon that committee's recommendation to the Board with subsequent Board approval.
- D. Duties of the SLB Committee as follows:
  1. The SLB will elect by majority vote a chairperson from among its members at the beginning of each year.
  2. Meetings of the SLB committee shall be scheduled on a regular basis as determined by the committee. It is recommended that the Committee meet the day after payroll is submitted to the Central Office Payroll Department each month to review applications and requests. Additional meetings may be called by the chairperson or by a majority of the committee members.
  3. The SLB committee shall have the authority to re-open the bank to nonparticipating members, require an additional deposit of days, not to exceed a total of five (5) days, from existing members in order to maintain membership in the bank, and/or take any other actions deemed necessary for the effective and efficient operation of the SLB.
  4. The SLB committee will distribute Enrollment Forms (filed GARIB-F1) to all eligible employees. Loan Forms (filed GARIB-F2) for requesting loans from the SLB shall be available at the Central Office and in the principal's office of each school.
  5. The SLB committee shall maintain accurate records of contributors eligible to participate in the SLB. (Authorization Forms).

6. The SLB committee shall review all applications for loans from the SLB and make appropriate decisions on approval of such loans.

7. Any alleged abuse of the SLB shall be investigated by the committee and, on a finding of wrongdoing, the violator shall repay all of the sick leave credits drawn from the SLB and be subject to appropriate disciplinary action by the Board. In cases of abuse, the committee has the authority to terminate SLB membership with a majority vote.

8. The SLB committee shall not approve request for borrowed days that exceed the total days on deposit in the SLB. Requests shall be refused if such a situation ever exists.

III. Eligibility and Participation in the Sick Leave Bank

- A. Any full-time, certified employee of the Board who has completed a School System Enrollment Form (filed GARIB-F1) contributing five (5) days to the SLB or committing five (5) days to the SLB is eligible to borrow up to 15 days from the SLB in accordance with State Board of Education guidelines regulating sick leave.
- B. The contribution of leave days into the SLB must take place before the end of the current payroll period.
- C. To be eligible for a loan from the SLB, a participating member must have exhausted all accumulated sick leave in his/her personal account.
- D. Those days that a contributing employee has placed in the SLB are to be counted toward the cumulative total of the maximum days allowable under law.
- E. The Board Payroll Department shall maintain records of all members' contributions to the SLB, withdrawals from the SLB, and the status of the SLB. Reports shall be provided on a timely basis and at the request of the SLB committee, Superintendent, or Board.
- F. In cases where the contributor has been incapacitated, his/her designated agent may apply to the SLB committee on the contributor's behalf.
- G. Contributions of days must have been authorized prior to the occurrence of any illness or disability for which the individual seeks a loan of days for the SLB.
- H. The SLB committee will require a statement from the applicant's physician certifying the nature of the illness or disability as a prerequisite for awarding a loan.
- I. An individual cannot leave the School System without repaying any outstanding debt of leave days to the SLB. If the employee has no sick leave days remaining, then his/her final check shall be garnished at the prevailing rate for the number of days owed to the SLB. Any monies collected from employees as a result of the SLB operation shall be held by the Board as other funds. In turn, the Board shall notify the SLB committee of the number of days due to be credited in the SLB as a result of the receipt of such funds. It is expected that the Board shall take such action as is appropriate to recover from any employee or ex-employee those sums of money as would equate the value of sick days advanced or borrowed for which

FILE: GARIB-R1

(Continued)

the employee did not earn a sick day or otherwise compensate the Board.

- J. Any individual wishing to end his/her participation in the SLB may do so only at the end of the school year or upon departure from the School System. Resignation from the SLB must be made by submitting the School System Withdrawal Form (filed GARIB-F3) to the SLB committee and the Board Payroll Office.
- K. Application Procedure for Loans from the Sick Leave Bank
  1. Members who wish to borrow days from the bank must complete the School System Loan Form (filed GARIB-F2) and a physician statement and submit them to the Central Office.
  2. School System Loan Forms will be available at the Central Office and in the principal's office at each school.
  3. Any individual who disagrees with the decision of the SLB committee may appeal that decision in writing to the Board.
- L. Paying Back Days Owed to the Sick Leave Bank
  1. Sick leave days owed to the sick leave bank shall be paid back at the rate of one per month beginning with the next sick leave day earned after the loan was granted by the sick leave bank and continuing until the days loaned have been completely repaid.

SOURCE: Bibb County Board of Education, Centreville, Alabama

ADOPTED: JULY 26, 1999

LEGAL REF.: The Code of Alabama, 16-1-18, 16-8-25, 16-22-9; Title 16, Chapter 25; Legislative Acts, 84-251; 84-253; and 84-383; Attorney General's Op., Mar. 3, 1969, Mar. 7, 1973, Nov. 3, 1986, May 20, 1988; State Board of Education regulations (February 9, 1984)

**SICK LEAVE BANK ENROLLMENT FORM**

**BIBB COUNTY BOARD OF EDUCATION  
Centreville, Alabama**

\*\*\*\*\*

Enrollment period no later than the 15th of each month.

Employee Name: \_\_\_\_\_ Social Security #: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Please Print

Name of School/Work Site: \_\_\_\_\_

Position: \_\_\_\_\_

- ( ) I wish to deposit five (5) days of my earned sick leave in the ( ) Certified ( ) Non-Certified Sick Leave Bank.
- ( ) I do not wish to participate in the Sick Leave Bank

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

**SICK LEAVE BANK LOAN FORM**

**BIBB COUNTY BOARD OF EDUCATION  
Centreville, Alabama**

\*\*\*\*\*

Employee Name: \_\_\_\_\_ Social Security #: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Please Print

Name of School/Work Site: \_\_\_\_\_

Position: \_\_\_\_\_

I hereby request \_\_\_\_\_ day(s) to be borrowed from the ( ) Certified ( ) Non-Certified

Sick Leave Bank for the \_\_\_\_\_ payroll period.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE



**SICK LEAVE BANK WITHDRAWAL FORM**

**BIBB COUNTY BOARD OF EDUCATION  
Centreville, Alabama**

\*\*\*\*\*

Withdrawal Period - End of school year with May payroll.

Employee Name: \_\_\_\_\_ Social Security #: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Please Print

Name of School/Work Site: \_\_\_\_\_

Position: \_\_\_\_\_

( ) I wish to withdraw all of my earned sick leave days from the School System Sick Leave Bank and terminate my affiliation with the Bank.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

## **PROCEDURES FOR SICK LEAVE DUE TO CATASTROPHIC ILLNESS FOR PERSONNEL**

Use of Catastrophic Sick Leave by personnel shall be governed by the procedures that follow:

### **Catastrophic Illness Defined**

The Code of Alabama, 16-22-9 defines catastrophic illness as any illness or injury certified by a licensed physician which causes the employee to be absent from work for an extended period of time. The extended period of time will be determined on a case-by-case basis by the Board.

### **Eligibility**

In order for an employee to participate in the Catastrophic Sick Leave plan as defined in The Code of Alabama, 16-22-9, he/she must meet the following eligibility criteria:

1. Be a member of the Bibb County School Board's Sick Leave Bank.
2. Have used all regular sick leave days.
3. Be a full-time employee.

### Beneficiary Employee Eligibility

In order for an employee to receive and use donated catastrophic sick leave days from employees of the Bibb County School System or from employees of another Alabama school system, the beneficiary employee must be a member of the SLB.

### Donating Employee Eligibility

An employee of the Bibb County School System must be a member of the SLB to donate catastrophic sick leave days to another employee of the Bibb County School System. However, in order for an employee of the Bibb County School System to donate catastrophic sick leave days to an employee in another Alabama school system, he/she must be a member of the SLB and the beneficiary employee must be a member of his/her school system's sick leave bank. The transfer of such days must be from the SLB to and through the beneficiary's school system sick leave bank.

### **Donating Limits**

An employee, at his/her discretion, may donate up to 30 days to be used by an employee of the Bibb County School System. If the employee is a member of the SLB, he/she may also donate such sick leave days to an employee in another Alabama public school system.

### **Beneficiary Limits**

There is no limit on the number of sick leave days a beneficiary employee may receive under the catastrophic sick leave plan. However, a Bibb County School System employee who uses catastrophic sick leave days is required to reapply (completion of Catastrophic Sick Leave Approval Form and attending physician statement) at the end of 90 school days. In the event

reasonable cause exist to believe that illegal use is being made of catastrophic sick leave days, the School System may require the employee to submit to an examination by a physician chosen and paid for by the Board.

### **Donated Days Defined**

The sick leave days donated by an employee to the SLB for an employee in another Alabama public school system for catastrophic illness purposes are regular sick leave days and are deducted from the donating employee's state accumulated sick leave days. Therefore, individual employee donating such days will not be able to recover the donated days. However, if the beneficiary employee is employed in the Bibb County School System and does not use all sick leave days donated to him/her, the days will revert to the credit of those employees who donated the days in accordance with the following guidelines: (1) Any remaining days will be totaled, prorated, and restored in one-half (1/2) or one-(1) day increments to the account(s) of the donating employee(s). (2) Increments of less than one-half days will not be restored.

### **Procedures for Obtaining Approval: Inter-District**

Prior to participating in the catastrophic sick leave plan, employees of the Bibb County School System must receive approval from the Board. To initiate the approval process, employees must:

1. Complete Sections I and II of the Catastrophic Sick Leave Approval Form.
2. Have the attending physician complete Section III of the Catastrophic Sick Leave Approval Form.
3. Transmit the completed Catastrophic Sick Leave Approval Form to the Superintendent for review, approval and submission to the Board for approval. Where emergency situation arise, the Superintendent may canvass Board members individually to secure approval, with formal approval accomplished at the next subsequent Board meeting.

### **Procedures for Donating: Inter-District**

To donate catastrophic sick leave days to another employee of the Bibb County School System an employee should:

1. Determine if the employee to whom the days are to be donated has been approved for catastrophic leave by the Board.
2. Complete Sections I, II, and III, on the Catastrophic Sick Leave Transfer Authorization Form. All items should be completed to include dates, signatures of the donating employee, and the witness.
3. Transmit the completed form to the Superintendent's Office.

### **Procedures for Obtaining Approval and donating: Intra-system**

All sick leave days transferred or use by an employee in another Alabama public school system must be transferred through the Bibb County School System SLB, i.e. no days may be transferred employee to employee. An employee of the Bibb County School System desiring to

transfer catastrophic sick leave days to an employee in another Alabama public school system he/she must:

1. The Bibb County School System employee desiring to transfer catastrophic sick leave days to a person in another Alabama school system should contact the Superintendent to discuss the matter.
2. The Bibb County School System employee then should contact that person to have his/her superintendent or other appropriate official in the Alabama public school system where he/she is employed to transmit a completed copy of their catastrophic sick leave approval form to the Superintendent of the Bibb County School System.
3. After receipt to the above verifying information, the Superintendent or designee will notify the Bibb County School System Employee of receipt of verifying forms. The employee desiring to transfer days to the person should complete the Bibb County School System Transfer Authorization Form. The total number of days donated will then be transferred by the Superintendent or designee to the school system's sick leave bank where by the beneficiary person is employed.

#### **Earning Sick Leave Days While on Such Leave**

A beneficiary employee on catastrophic sick leave will earn regular sick leave days while on such leave at the rate of one per month; however, the earned sick leave day must be used each month as it is earned.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999; September 16, 2002

LEGAL REF.: The Code of Alabama, 16-1-18, 16-8-25, 16-22-9; Title 16, Chapter 25; Legislative Acts, 84-251; 84-253; and 84-383; Attorney General's Op., Mar. 3, 1969, Mar. 7, 1973, Nov. 3, 1986, May 20, 1988; State Board of Education regulations (February 9, 1984)

# CATASTROPHIC SICK LEAVE APPROVAL FORM

## BIBB COUNTY BOARD OF EDUCATION Centreville, Alabama

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### Section I: Employee Information

Name of Employee \_\_\_\_\_

Home Address \_\_\_\_\_

Home Address \_\_\_\_\_

S. S. No. \_\_\_\_\_ School/Work Site Phone No. \_\_\_\_\_

Note: The employee must be a member of the Bibb County School System SLB.

### Section II: Description of Illness/Injury

Note: This section should be completed by the employee requesting to be granted approval for catastrophic sick leave.

A description of my illness/injury is as follows: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

### Section III: Attending Physician's Statement (Required)

Note: A statement from the attending physician attesting to the need for the employee requesting catastrophic leave to be placed on extended leave.

Name of Physician \_\_\_\_\_

Business Address \_\_\_\_\_

Business Address \_\_\_\_\_

Business Phone Number \_\_\_\_\_

Physician's Statement (may be attached or written) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Based on my professional opinion, I estimate that the person whose name is shown in Section I above will need to be away from his/her employment for \_\_\_\_\_ days, weeks (circle one).

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date

### Section IV: Board Action

Recommended by Superintendent: Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

Approved by Board: Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

Directions: Complete and return this form to the Superintendent's Office.

**CATASTROPHIC SICK LEAVE TRANSFER AUTHORIZATION FORM  
BIBB COUNTY BOARD OF EDUCATION  
Centreville, Alabama**

\*\*\*\*\*

**Section I: Donating Employee Information**

Name of Employee \_\_\_\_\_

Home Address \_\_\_\_\_

Home Address \_\_\_\_\_

S. S. No. \_\_\_\_\_ School/Work Site Phone No. \_\_\_\_\_

Employer \_\_\_\_\_

Employer Address \_\_\_\_\_

Note: The donating employee must be a member of his/her local SLB to donate to an employee of the Bibb County School System.

**Section II: Beneficiary Employee Information**

Name of Employee \_\_\_\_\_

Home Address \_\_\_\_\_

Home Address \_\_\_\_\_

S. S. No. \_\_\_\_\_ School/Work Site Phone No. \_\_\_\_\_

Employer \_\_\_\_\_

Employer Address \_\_\_\_\_

Note: The beneficiary employee must be a member of the SLB or a member of the sick leave bank in the public school system where he/she is employed.

**Section III: Number of Days Donated**

I certify that I hereby donate \_\_\_\_\_ days of my regular state sick leave days to the beneficiary employee whose name is listed above in Section II. My employer has my permission to transfer the indicated number of sick leave days to the employer of the beneficiary for his/her use due to catastrophic illness/injury as defined in The Code of Alabama, 16-22-9. I understand that my accumulated sick leave balance will be reduced by the specified number of days I have authorized to be transferred and that such days will not be returned to me.

\_\_\_\_\_  
Donating Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

Note: Not more than 30 days may be donated by any one employee.

**Section IV: School System Authorizations**

I hereby certify that the donating employee is employed by the Bibb County Board of Education and has an accumulated balance of sick leave days equal to or greater than the number of days authorized for transfer. I further certify that the provisions of the SLB have been followed in authorization of this transfer of sick leave days.

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

## **SCHOOL VOLUNTEERS**

The Bibb County Board of Education recognizes that volunteers can make many valuable contributions to the schools and can be used as effective learning resource. Therefore, the Board endorses a volunteer program in the district, subject to suitable regulations and safeguards. These regulations and safeguards shall include volunteers operating within the written authorization of the board and/or members of its administrative staff and under the supervision of Board employees. These regulations shall be developed and promulgated by the Superintendent or staff in cooperation with the faculty of each school.

The school principal or designee must conduct an orientation for all school volunteers.

Any volunteer (i.e., a person performing services for a non-profit organization, a non-profit corporation, a hospital, or a governmental entity without compensation, other than reimbursement for actual expenses incurred) shall be immune from civil liability in any action on the basis of any act or omission of a volunteer resulting in damage or injury if:

1. The volunteer was acting in good faith and within the scope of such volunteer's official functions and duties for a non-profit organization, a non-profit corporation, a hospital, or a governmental entity; and
2. The damage or injury was not caused by willful or wanton misconduct by such volunteer.

FILE: GBA

## **CERTIFIED PERSONNEL DEFINED**

Certified personnel are defined as persons employed by the Board who are regularly certified by the teacher certifying authority of the State of Alabama.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999

LEGAL REF.: The Code of Alabama, 16-23-1, 16-24-1.



## **CERTIFIED PERSONNEL CONTRACTS**

The contract serves as a legal agreement to protect the interest of both said personnel and the School System. The contract periods for certified personnel shall conform to the following schedule:

1. Nine-Month Personnel's work period shall encompass 180 workdays and normally shall begin each year on the date set for Institute Day. The work period normally shall conclude after 180 workdays. Workdays shall be in accordance with the Annual School Calendar approved by the Board.
2. Ten-Month Personnel's work period shall encompass 200 workdays and normally shall begin 10 workdays prior to the date set for Institute Day. The work period normally shall conclude 10 workdays after the last contract day for 9-month personnel. Based upon the needs of the School System, the Superintendent shall be authorized to establish alternate work periods for 10-month personnel.
3. Eleven-Month Personnel's work period shall encompass 220 workdays and normally shall begin 20 workdays prior to the date set for Institute Day. The work period normally shall conclude 20 workdays after the last contract day for 9-month personnel. Based upon the needs of the School System, the Superintendent shall be authorized to establish alternate work periods for 11-month personnel.
4. Twelve-Month Personnel's work period shall begin on July 1 each year and conclude on June 30, with provisions for two-(2) weeks vacation.

### Contracts for Part-Time Personnel

The School System, upon issuing written contracts to part-time temporary personnel, shall ensure that the following forms are specified:

1. the date the contract begins,
2. the date the contract ends,
3. that only those fringe benefits required by law shall be paid by the Board and,
4. the rate of pay.

### Other

All employees who do not plan to be in service the subsequent year should give written notice to the Superintendent as soon as possible, but not later than June 15th, so that the best replacement can be found.

The School System shall notify, in writing, non-tenured certified personnel on, or before, the last day of the school term if their contract is to be non-renewed by the Board.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999

LEGAL REF.: The Code of Alabama, 16-8-10, 16-13-51,16-13-147,16-13-196,16-24-4.

## REQUIREMENTS FOR THE RENEWAL OF PROFESSIONAL CERTIFICATES

### Application Procedures

To apply for the renewal of a professional certificate, all applicants must submit a complete application packet as directed on Form APP, Application for Alabama Certification. Educational experience must be verified on Supplement EXP, and CEUs must be verified as indicated on Form APP. Both forms are available from the Teacher Education and Certification Office, the offices of local superintendents or headmasters, and the teacher certification office of the Alabama institutions with state-approved programs. Individuals applying credit hours toward the renewal of their certificate(s) must submit official transcript(s) to the Teacher Education and Certification Office. College credits submitted for the original issuance of the certificate for which renewal is sought remain on file and should not be resubmitted.

A nonrefundable \$20.00 application fee is required for the renewal of a certificate and must be paid by cashier's check or money order made payable to the State Department of Education. The fee must accompany the application. No personal checks can be accepted.

Professional certificates may be renewed through continuation or reinstatement as follows:

- Continuation
- To continue a certificate is to update it without allowing it to lapse by meeting requirements prior to September 1 of the year of its expiration.
- Professional certificates may be continued with verification of:
  - 3 years of satisfactory educational experience and either 5 allowable Continuing Education Units (CEUs), which equate to 50 clock hours of professional development.
  - or 3 semester/4 quarter hours of allowable credit-, OR
  - 5 allowable CEUs and 3 semester/4 quarter hours of allowable credit; OR
  - 6 semester/9 quarter hours of allowable credit.
- All educational experience, CEUs, and credit hours applied toward the continuation of a certificate shall be completed during the valid period of the current certificate but no later than September 1 of the year of expiration of the certificate.
- Professional certificates continued on or after July 1, 1997 shall be valid for five years.
- Professional certificates shall not be continued prior to the calendar year of their expiration.
  
- Reinstatement
- To reinstate a lapsed certificate is to validate it by meeting requirements on or after September 1 of the year of its expiration.

- Expired certificates may be reinstated, except those designated as not eligible for reinstatement in the current issue of the Department's Bulletin No. 42 Subject and Personnel Codes.
- With verification of 9 semester/14 quarter hours of allowable credit earned within five years prior to the beginning date of the reinstated certificate. A maximum of 5 allowable CEUs, which equate to 3) semester/4 quarter hours, may be applied to this requirement- OR
- If, within the ten years immediately preceding the submission date of the renewal application, the individual verifies having met the continuation requirements as previously listed for each of the two five-year periods. Professional certificates that expired prior to July 1, 1997 shall be reinstated for a valid period of 5 years.

### **Allowable Credits and Continuing Education Units**

- Semester or quarter hours of credit submitted for renewal shall be:
  - Earned through regionally accredited senior institutions with state-approved teacher education programs, and shall be part of one of those programs;
  - Earned in the upper division or on the graduate level for renewal of bachelor's level certification and on the graduate level for renewal of master's or sixth-year level certification;
  - Completed in teaching field coursework, professional education coursework, or coursework applicable toward meeting requirements for additional certification;
  - Earned prior to September I of the year for which the certificate's new valid period is to become effective,
  - Limited to course credit in which a grade of C or above has been earned for bachelor's level certification and a grade of B or above has been earned for master's or sixth-year level certification; and
  - Verified on official transcript(s).
- Continuing Education Units submitted for renewal shall be-
  - Based on the individual's professional growth needs as identified through performance evaluations, if employed; or related to professional education with consideration given to the sponsoring organization, the professional qualifications of the presenter and the purposes, goals and evaluation of the activity;
  - Earned prior to September I of the year for which the certificate's new valid period is to become effective; and

- Verified on Supplement EXP for CEUs earned through Alabama school systems, or by photocopies of completion certificates for CEUs earned through school systems outside of Alabama, OR official transcripts or certificates of completion for any CEUs earned through a college or university.

### **Nonrenewable Certificates**

All professional certificates designated as nonrenewable when they were issued based on rules in effect prior to July 1, 1997, shall become renewable and shall bear a valid period of 5 years when they are continued or reinstated.

### **Educational Experience**

Educational experience is teaching experience and instructional support experience in full-time educational work in (a) any state or local public school, regionally accredited postsecondary school, educational agency, or educational association; (b) an accredited, state registered, state-approved, and/or church-related nonpublic school; and (c) rehabilitation facilities for P-12 students. Educational experience as an intern, graduate assistant, student teacher or in positions such as substitute teacher, aide, or clerical worker, shall not be considered appropriate.

### **Fingerprint Requirements for Renewal**

Applicants will be required to obtain background clearance through a fingerprint review conducted by the Alabama Bureau of Investigation (ABI) unless they hold or have held an Alabama professional certificate or Career/Technical Certificate which was issued on the basis of an application submitted prior to July 1, 1997. Individuals who obtain background clearance through the ABI will not be required to obtain another background clearance for additional certification as long as they hold a valid Alabama certificate. Individuals who obtain background clearance for the issuance of an Alabama certificate and allow their certificates to lapse for more than 90 days (holding no Alabama certificate for that 90-day period) will be required to obtain another background clearance for the issuance of any certificate or license.

Applicants must meet requirements in effect on the date the application is received in the Teacher Education and Certification Office. Certification regulations contained in this information sheet are subject to change.

A non-refundable \$25.00 application fee is required for the background clearance check. It must be paid by cashier's check or money order made payable to the SDE and must accompany the fingerprint card and release form.

SDE Effective date: JULY 1, 1997

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999

LEGAL REF.: The Code of Alabama, 16-8-7 to -9, 16-12-3, 16-12- 15, 16-23-7.

FILE: GBI

## EVALUATION OF CERTIFIED PERSONNEL

The Board will use the state-approved personnel evaluation program for the evaluation of all certified personnel as required by the state.

A. The Superintendent will develop a plan for implementation of the evaluation program, consistent with state guidelines, that ensures all Bibb County School System personnel serving as evaluators will undergo the required state training and be certified under the program.

B. Evaluation results shall be used to develop system and individual employee professional development plans.

Other Personnel — The Superintendent shall develop or select personnel performance assessment systems for all other staff.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: July 26, 1999; Revised 11/18/2002; Revised June 25, 2007; Revised: January 9, 2014

LEGAL REF.: Alabama State Board of Education Resolution (I-1-F), July, 1988; Alabama Improvement Act of 1991; Teacher Accountability Act (Legislative Act No. 2000-733).

FILE: GBN

## **TERMINATION/SEPARATION OF CERTIFIED PERSONNEL**

Non-tenured certified employees may have their contract nonrenewed, based upon the recommendation of the Superintendent and a majority vote of the Board, by being given written notice on or before the last day of the school term. Tenured employees shall be terminated from employment in accordance with the provisions of The Code of Alabama, Title 16, Chapter 24.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999

LEGAL REF.: The Code of Alabama, 16-4-8, 16-8-8, 16-8-23, 16-9-23, 16-10-9, 16-24-1 to -13, Foster v. Blount County Board of Education, 340 So. 2d 751 (1976); Singleton v. Jackson Municipal Separate School District, 419 F 2d 1211 (5th Cir. 1970); Pickens Co. Bd. of Ed. v. Keasler, 82 So. 2d, 197 (Ala. 1955); Robinson v. Brown, 328 So. 2d 291 (1976).

## **REDUCTION IN FORCE OF CERTIFIED PERSONNEL**

In the event it becomes necessary to reduce the number of certified staff employed by the School System due to a decrease in student enrollment, financial emergency, changes in curriculum, consolidation, or reorganization, the following procedures shall be followed to determine staff members to be affected: Reduction in force shall be non-punitive, non-discriminatory, and non-political.

### Procedure

1. In all cases, the Board upon the recommendation of the Superintendent shall officially declare reduction in force.
2. Attrition by resignation, retirement, voluntary leaves of absence, and voluntary transfers shall be the first method used to reduce the force.
3. Based on the philosophy of maintaining the best educational program possible, the Board, upon recommendation of the Superintendent, will identify the grade level(s) and discipline area(s) from which employees can best be reduced in force at respective times. For the purpose of implementing reduction in force the following areas are defined:
  - a. Grade Level-Kindergarten, elementary grades 1-6, secondary grades 7-12, administration and supervision, special education, counseling and guidance, career technical programs, and federal programs.
  - b. Discipline Area-Certification endorsement area(s) and current major teaching or administration/supervisory assignment(s) within the School System.
4. Following the identification of the grade level(s) and discipline area(s), the number of staff to be reduced from each area(s) will be determined by the Board, based on a recommendation by the Superintendent of Education. All staff members within the identified area(s) will be rank ordered from the greatest amount of service time to least amount of service time within the school system. The staff member(s) with the least amount of continuous service time (seniority), based on actual date of employment as reflected in the Board minutes, shall be the first to be reduced in force. In the event two or more staff members have the same amount of continuous service time within the school system based on Board minutes, the following additional criteria will be used in the order listed to determine the order of reduction in force:
  - a. Degree(s) held by the staff member (the staff member with the lower degree in current teaching assignment to be reduced or transferred first).

- b. Total years of validated experience in Bibb County, then overall in education (the staff member with the least number of years of experience in Bibb County, then overall in education to be reduced or transferred first).
5. No tenured teacher will be reduced in force when a vacant position is to be filled or a position is occupied by a non-tenured teacher and for which the tenured teacher is certified and qualified to fill the position.
6. It is understood that a reduction-in-force layoff by the Board constitutes a separation from employment with the Board of Education. However, employees who are laid off under authority of this policy are eligible for recall to employment as conditionally provided in this policy. Unless otherwise provided by law, layoffs are not terminations within the meaning of the Alabama Teacher Tenure or Fair Dismissal Laws and are not subject to the procedural or substantive requirements thereof. Nor does the term "layoff" include or apply to the expiration of temporary, occasional, or "at-will" appointments or to decisions not to renew or extend employment beyond the expiration of annual or other specified terms of appointment.
7. The name of an employee who has been laid off shall be placed on a recall list and remain on such list for one (1) year. If the employee wishes his/her name to remain on the list for a second year, the employee must notify the Superintendent in writing by July 1. The recall list will be maintained in the Superintendent's office. If an employee refuses an offer of employment pursuant to this policy, his/her name shall be removed from the recall list.
8. Laid off employees shall be given the opportunity in reverse order of their layoff to fill the first comparable employment vacancy, for which they are qualified, and which is from that employee's prior Work Area and/or Work Site. Said personnel must accept or reject the offer of re-employment in writing within ten (10) working days of receipt of offer. If any employee subject to recall refuses the first offer of re-employment pursuant to this policy, all rights of recall are forfeited. Whether or not the employee remains on the recall list, no years of layoff will be credited as years of service for compensation, retirement or other benefit purposes.
9. As provided by law, any employee recalled pursuant to this policy shall retain all of his/her previously earned seniority rights and benefit status upon re-appointment.
10. All written notices sent by the Board pursuant to this policy shall be considered received when deposited and sent by regular U.S. mail to the employee's mailing address on record in the Superintendent's Office. It is the responsibility of the employee to see that his/her correct and up to date mailing address is on file with the Superintendent.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: July 26, 1999; Revised June 25, 2007; Revised May 12, 2011

LEGAL REF.: The Code of Alabama, 16-1-33, 16-1-30, Acts 1997 No. 97-622



## **RESIGNATION OF CERTIFIED PERSONNEL**

Certified personnel shall resign in accordance with provisions of The Code of Alabama.  
The Code states:

No teacher, whether in continuing service status or not shall be permitted to cancel his/her contract during the school term or for a period of forty-five (45) days prior to the beginning of the next school term, unless such cancellation is mutually agreed upon by the Board and teacher. Any teacher shall be permitted to cancel his/her contract at any other time by giving five (5) days written notice to the employing board.

A certified employee canceling his/her contract in any other manner shall be deemed unprofessional and subject to revocation or suspension of certificate.

## **TIME SCHEDULES AND WORK LOADS FOR CERTIFIED PERSONNEL**

### Time Schedules

Time schedules for certified personnel may be designated by the Superintendent and/or the immediate supervisor of said personnel. Certified teaching personnel are generally required to be on duty 15 minutes before the time set for the opening of their respective school and 15 minutes after the close of the school day, Monday through Friday, and the time necessary to transact successfully school tasks and activities such as: faculty meetings, bus duty, extra curricular activities, parent-teacher conferences, the safe and orderly dismissal of students, etc. Consequently, hours of the certified teaching personnel in the School System may vary, but all such personnel work essentially the same minimum number of hours. The Principal is charged with the responsibility of seeing that the minimum standard is met.

### Work Loads

Workloads for certified personnel shall consist of all job-related duties and responsibilities as may be assigned by the Superintendent, immediate supervisor, and job descriptions. The Superintendent and/or immediate supervisor shall assign workloads to certified personnel on an equitable basis. All workload assignments shall conform to standards outlined by The Code of Alabama, the State Board of Education, and appropriate accreditation agencies. Further, certified personnel allotted for teaching purposes shall not be assigned workloads which remove them from teaching duties that result in an average increase in the pupil-teacher ratio for the school.

### Planning Time

Each teacher shall be provided a minimum of thirty (30) consecutive minutes each day free from instructional or supervisory responsibilities. In accordance with law, this time is to be used for instructional planning.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999

LEGAL REF.: The Code of Alabama, 16-1-30, 16-9-23.

FILE: GBRD

## **STAFF MEETINGS**

All certified personnel are required to attend staff meetings as may be called by the Superintendent and/or principal/immediate supervisor, except that when said personnel are exempted by the Superintendent and/or principal/immediate supervisor.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999

LEGAL REF.: The Code of Alabama, 16-1-30.

## **EXTRA DUTIES**

Extra duties may be assigned to and/or requested by certified personnel employed by the School System. When extra duties are assigned to certified teaching personnel, the following provisions shall apply:

1. Extra duties shall not be assigned during regular school hours that require certified teaching personnel to be removed on a continuing basis from teaching responsibilities.
2. Extra duties for certified teaching personnel shall not be compensated for by the assignment to positions that take teachers out of the classroom.
3. Extra duties that are assigned shall be made on a fair and equitable basis, taking into consideration the nature of such duties and the teachers involved.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999

LEGAL REF.: The Code of Alabama, 16-1-30.

## **EMPLOYEE DRESS CODE FOR CERTIFIED EMPLOYEES**

A general guideline covering an employee dress code is established in order to uplift, enhance and promote the professional image of the school system.

In departments where uniforms or uniformity in dress is prescribed, all effected personnel are required to abide by direction and procedure.

All employees should be professionally and appropriately attired when conducting school system business.

Schools or departments may adopt a voluntary dress code for uniforms.

Immediate or site supervisors may approve exceptions to this code for special or occasional activities.

All personnel should wear the official school identification badge in a visible location daily.

Beepers and cellular phones – Beepers should be in a discrete location, not audible to students. Cellular phones should not be used during class time, and should not be visible to students or audible for incoming calls. Cellular phones may be used by personnel during times they are not in direct supervision of students only.

### Restrictions:

Skirts and suit-type skorts no more than approximately two inches above the knee may be worn with hose and dress shoes. Knee length short suits with hose and dress shoes may be worn at the discretion of the principal.

Physical Education Teachers – Shorts of a reasonable length may be worn.

Inappropriate beach shoes or flip-flop shoes are discouraged. No mesh, see through, or spandex material, no halter or tank tops, no exposed mid-drift or otherwise inappropriately revealing clothing should be worn. Professional personnel, except physical education teachers, are discouraged from wearing thick soled athletic shoes. Choice of shoes should be such that it is compatible with professional attire.

No facial jewelry for males or females, except earrings for females.

### Required:

Collared or dress shirts for males.

The main premise for dress code is that dress should allow for the appropriate performance of duties without distraction. Some discretion will be the responsibility of building principals or a committee designated by the building principal on specific issues, such as planned events for jeans, school T-shirts, and athletic shoes.

FILE: GBRG

**NONSCHOOL EMPLOYMENT FOR  
CERTIFIED PERSONNEL**

Part-time employment that interferes with teaching or other duties as assigned by the Board or negatively reflects upon the image of the School System not acceptable.

In the event the regular work of an employee suffers because of part-time employment, the employee will be requested to eliminate the part-time work. In the event the employee does not give up the part-time work, the Board will exercise its prerogative in declaring that the quality of work performed for the Board does not meet the required standards and may initiate dismissal proceedings against said employee.

SOURCE: Bibb County Board of Education, Centreville, AL  
ADOPTED: JULY 26, 1999; Revised June 25, 2007

FILE: GBRGB

## **TUTORING FOR PAY BY CERTIFIED PERSONNEL**

Certified personnel may receive pay or its equivalent for out-of-school tutoring of students.

Tutoring for any form of remuneration shall not be done during the regular school hours.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999; Revised June 25, 2007

## **ANNUAL LEAVES OF ABSENCE FOR CERTIFIED PERSONNEL**

Certified personnel who have attained tenure in the School System may be granted annual leaves of absence at the discretion of the Board. If leave is granted, certain employment rights of the employee continue as if he/she were in regular employment. Upon completion of an approved leave, the employee is entitled to return to the school and position occupied when leave was granted unless transferred by the Board under the provisions of Chapter 24 of The Code of Alabama. Leaves of absence shall be without pay and in accordance with laws of the Alabama Teachers' Retirement System; leave time will not count for retirement purposes. An annual leave of absence under provisions of this policy does not impair the tenure status of an employee. The causes for which annual leaves of absence may be granted certified personnel are as follows:

- Study: College Level\* (tenured personnel only)
- Illness (tenured/non-tenured personnel)
- Pregnancy (tenured/non-tenured personnel)
- Teaching abroad\*\*(tenured only)
- Military Service (tenured/non-tenured personnel)
- Other Good and Just Causes (tenured/non-tenured personnel)

\*\*Applicable only to study related to pursuing a college degree from an institution of higher learning in the field of education.

\*Applicable only to teaching in a foreign country that relates to the curriculum, subject matter taught in the School System.

Annual leaves of absence are normally granted for a period of time not to exceed one (1) year; however, if in the opinion of the Board there is valid reason(s), such leave may be extended for one (1) additional year.

Certified personnel granted a full year's leave of absence must notify the Board in writing by April 1 relative to his/her intention to return for the next succeeding school year. If the leave is for less than a full year, written notification of his/her intent to return must be received thirty (30) days prior to the official end of the leave. If written notification is not received within the prescribed time period, the Board shall assume that the employee does not plan to return.

Note: See policy GALBG for information on short-term, temporary leaves of absence.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999

LEGAL REF.: The Code of Alabama, 16-24-13.



## **SUBSTITUTE TEACHERS**

### Qualifications

To qualify as a substitute teacher, a person must be a high school graduate or hold a G.E.D. certificate (some college preferred), possess an Alabama Substitute Teacher's Certificate or a Professional Alabama Teacher's Certificate, have the results of a Tuberculin (Payne Test) skin test on file with the Board. New substitutes must attend a substitute orientation session within the year.

### Employment

All substitute teacher candidates must make application for employment by completing an application form at the Central Office and have all required documents on file prior to being approved to substitute in the schools of the School System.

A list of eligible substitute teachers shall be compiled annually by the Superintendent or designee. Upon being placed on the list, potential substitute teachers should contact the principals in the schools where they are willing to substitute. Local school principals shall have the authority to call substitute teachers from the list at his/her discretion.

### Plan for Calling Substitute Teachers

Each local school principal is responsible for developing an approved plan for calling substitute teachers from the approved Substitute Teacher's List as he/she needs them. Principals may call substitute teachers from the list at his/her discretion.

### Pay for Substitute Teachers

The pay for substitute teachers shall be at least state scale and shall be paid by the Superintendent from appropriate leave funds if absences are covered by sick leave, personal leave or other approved leave provisions.

In the event certified teaching personnel are temporarily unable to perform their assigned duties for an extended period of time (defined as twenty (20) or more consecutive school days), the Superintendent may authorize the employment of temporary teaching personnel at a rate of at least \$44.00 per day. In such cases, certified teaching personnel employed at this pay rate must: (1) Possess at least a bachelor's degree, (2) Possess a valid Alabama teachers certificate, (3) Be available to teach until the regular teacher is able to assume normal duties. If a temporary substitute teacher meets the three criteria noted above and is employed as a substitute teacher for the same regular teacher for twenty (20) or more consecutive days, he/she shall be eligible to receive retroactive pay of at least \$44.00 for each such substitute teaching day.

Provided said absence is not covered by sick leave, professional or personal leave provisions, a day's pay shall be deducted from said employee's salary for each day of absence.

Paying for Own Substitute

By law certified personnel shall not under any circumstances be permitted personally to pay for a substitute to assume their duties for any length of time. All days that certified personnel are away from their jobs must be reported by the local principal and charged to respective employee as sick, personal leave, etc.

Provided funds are available, the Board, upon the recommendations of the Superintendent may employ temporary substitute teachers for a specific period of time. Said substitute teachers must have at least a bachelor's degree and a valid professional teachers certificate. In order to meet the widest range of teaching situations, said temporary substitute teachers should be certified in a broad field of study. Said teachers shall be employed on a short-term basis and be paid a monthly pay scale. Substitute teachers employed on a monthly basis shall be considered as a temporary employee and shall not be eligible for fringe benefits except as provided by law.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999

LEGAL REF.: The Code of Alabama, 16-25-26; The State Department of Public Health recommendation, dated July 1, 1982.

## **TEACHER AIDES/PARA-PROFESSIONALS**

The Board recognizes that teacher aides, para-professionals, increase the effectiveness of the teacher in the classroom. To be eligible for employment as an aide, para-professional, one must meet the following criteria:

1. Have completed No Child Left Behind (NCLB) requirements; if applicable for position.
2. Have the aptitude for work to be performed.
3. Have met requirements of essential functions of position.

### Employment

Persons interested in employment as a para-professional must complete an application form at the Central Office, be recommended for employment by the Superintendent, and receive a majority vote of the Board.

### Inservice Training

Inservice training is recognized as a vital vehicle for the improvement of instruction and as such shall be required of all personnel, including teacher aides (para-professionals) associated with the teaching and learning process. All teacher aides, para-professionals, shall receive a minimum of thirty (30) hours of inservice training as mandated by the State Department of Education and additional inservice as determined by the Board. Inservice education shall be planned, implemented and conducted by competent, certificated personnel authorized by the Board to perform said services.

Inservice education shall be offered to aides, para-professionals, in accordance with provisions of the School System's approved inservice plan and other requirements of the Alabama State Department of Education.

### Duties and Responsibilities

The aide, para-professional, shall function under the direct supervision of the teacher(s) to whom he/she is assigned. The para-professional will assist the teacher in performing instructional duties and noninstructional duties in the classroom and on the school premises.

FILE: GBRJD

IKHB

(Continued)

Aides, para-professionals, may not administer corporal punishment of any kind to students, conduct parent conferences or assume any other similar unassigned duties.

Specific Aides (Para-Professionals)

Aides, para-professionals assigned to and paid for by specific programs shall not be removed from such assignments on a continuing basis, i.e., aides, para-professionals, assigned to at-risk, special education classes, etc. must remain in such assignments until officially reassigned.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999; Revised June 25, 2007; Revised March 10, 2009

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FILE: GBS

## **PROFESSIONAL ORGANIZATIONS FOR CERTIFIED PERSONNEL**

Certified personnel of the School System shall respect each other's rights to choose for themselves the professional organizations with which they affiliate. Membership in professional organizations shall be on a voluntary basis. Administrators of the School System or local schools shall not take punitive action against employees because of their membership in professional organizations or because of their failure to affiliate with said organizations.

SOURCE: Bibb County Board of Education, Centreville, Al  
ADOPTED: JULY 26, 1999

## **PROFESSIONAL DEVELOPMENT PLAN FOR CERTIFICATED EMPLOYEES**

### **I. POLICY**

The Bibb County Board of Education seeks to provide a plan to meet the needs of certified personnel for continuous professional development to improve effectiveness on the job. By improving the competence of certificated employees, the students enrolled in the Bibb County School System should receive the best possible education and achieve at the highest possible level.

### **II. PROCEDURE**

#### **A. Needs Assessment**

A formal needs assessment will be conducted every other year by the Bibb County School System or by the University of Montevallo. The results of these assessments will be used along with other informal assessment instruments. Informal responses and opinions will be gathered from system personnel. These formal and informal needs assessment procedures will form the basis for professional development activities organized by the system. Additionally, other activities will be selected by individual schools in order to meet more specific and specialized needs as identified by those particular faculties and staffs.

#### **B. Professional Development Committee**

The superintendent and/or his or her designee shall appoint a Professional Development Committee. This committee shall be responsible for planning, implementing, and evaluating the Plan for Professional Development for certificated employees of the Bibb County Board of Education. The Professional Development Committee shall consist of one representative (employee) from each of the following schools and/or areas (12 members in all):

1. (1) Randolph Elementary School
2. (1) Centreville Elementary School
3. (1) Brent Elementary School
4. (1) Bibb County High School
5. (1) Bibb County Junior High School
6. (1) Woodstock Elementary School
7. (1) West Blocton Elementary School
8. (1) West Blocton Middle School
9. (1) West Blocton High School
10. (1) Bibb County Career Technical Center
11. (1) Special Education
12. (1) Student Services / Parental Support
13. (1) Central Office

In addition to serving on the Professional Development Committee for the Bibb County Board of Education, each member of the committee shall serve as chairperson of their individual school's Professional Development Committee, ex officio.

### **C. System-wide Plan for Professional Development**

The Professional Development Committee of the Bibb County Board of Education shall be responsible for planning, implementing, and evaluating professional development activities for two (2) inservice days at a minimum of six (6) clock hours of equivalency credit for each inservice day. Attendance for all activities planned for these inservice days is mandatory of all certificated personnel, unless otherwise excused by the superintendent for personal reasons or other professional development activities, i.e. state sponsored workshops, conferences, etc.

### **D. Individual School's Plan for Professional Development**

Each Professional Development Committee member shall serve as the chairperson (ex officio) for his or her respective school's own Professional Development Committee. It is the responsibility of each individual school's committee to plan, implement, and evaluate professional development activities for that school's certificated personnel. These activities shall consist of a minimum two (2) inservice days at a minimum of six (6) clock hours of equivalency credit for each inservice day. Attendance for all activities and programs regarding professional development is mandatory for all certificated personnel, unless otherwise excused by the school principal for personal reasons or other professional development activities, i.e. state sponsored workshops, conferences, etc.

## **III. PROGRAM**

### **A. Requirements**

Each certificated employee of the Bibb County Board of Education shall be required to earn at least six semester hours of credit or the equivalency during each five-year period beginning with the 1989-1990 school year. At least one semester hour or one equivalency activity must be completed each year. Each certificated employee will report annually to the superintendent using the Annual Individual Record of College / Equivalency Credits. One copy should be retained by the teacher and one copy should be retained by the school. Each school should form a three (3) member committee, approved by the superintendent, to review and recommend approval of the information contained on each professional employee's Annual Individual Record of College / Equivalency Credits.

Activities which have not been given prior approval for equivalency credit may be submitted to the superintendent or his or her designee for approval, using the Request for Approval of Equivalency Credits. Decisions concerning final approval of equivalency credits rests with the superintendent or his or her designee.

### **B. Equivalency Credit / Conversions**

Guidelines outlined below must be adhered to in approving equivalent professional activities:

1. Educationally related activities are defined as follows:  
activities which are conducted by any college, school system, or

professional organization; which are of high quality; extended over a stated period of time; and, in which the following specific conditions exist:

- a. The sponsoring organization has an identifiable educational interest.
- b. Professionally qualified persons organize and direct the activity.
- c. There is evidence of clearly defined purposes and goals, and a means of evaluation.
- d. The material covered in the activity is relevant to the educational position held by the participant.

2. Equivalent credit earned through any activity, as outlined above, shall be determined in accordance with the following point allocation table based on clock hours:

1-2 hours = .1	13 -14 hours = .7
3-5 hours = .2	15-16 hours = .8
6-7 hours = .3	17-19 hours = .9
8-9 hours = .4	20 hours = 1.0
10 hours = .5	40 hours = 2.0
11-12 hours = .6	60 hours = 3.0

3. Auditing of college courses may be accepted as equivalency credit. Conditions and procedures for approval of courses to be audited are the same as outlined above for equivalency activities.

4. Equivalency credit may be obtained for educational travel *if* prior approval is obtained. The amount of credit awarded will depend on the degree to which the travel experiences provide educationally related information which is directly applicable to fulfilling one's teaching assignment. No more than 1 equivalency credit is permitted for travel during the 5-year period.

5. The following types of activities have been approved for equivalency credit:

- County Inservice
- Regional Inservice and workshops
- Individual school workshops (instructional)
- State Department of Education workshops

6. Validation of participation must be submitted.



### **C. Inservice Institute**

All certificated personnel will participate in the pre-school institute planned by the Professional Development Committee and the superintendent. An additional inservice day will be incorporated in the school calendar, preferably during the middle period of the school year, for professional development activities planned by the committee and the superintendent. All certificated personnel will attend these activities. Programs planned for these two days will address needs identified through assessment procedures to serve the general needs common to all personnel, assist personnel with individual problems, and provide activities for groups of individuals with similar needs and responsibilities.

Hours spent in system-planned professional development activities may be counted toward the equivalency credits. Each participant must register his or her attendance at the time of the activity, and validation forms will be issued for these activities.

### **D. University of Montevallo Workshops**

Workshops conducted by the University of Montevallo Inservice Education Center are approved for equivalency credit. Validation of attendance will be required. Workshops attended during a given summer should be counted on the coming school year's *Annual Individual Record of College / Equivalency Credit*. The University of Montevallo Inservice Education Center will plan activities to meet stated needs determined by the formal needs assessment conducted, will give financial aid for inservice consultants, will make audio-visual aid available for system use, will aid in research studies, and will aid the Professional Development Committee in locating consultants for system workshops. The Bibb County Board of Education will have one representative on the Governing Board and will cooperate with the Center by allowing school facilities to be used for workshop sites, by participating in gathering needs assessment data, and by designating a central office contact person to function as a liaison.

### **E. Accumulation Reports**

An annual accumulation report shall be compiled by each employee to determine needed hours toward completion of the required 6 hours every 5 years. It should be noted that each certificated employee, by attending and participating in all system-wide planned and individual school planned professional development inservices, workshops, and other activities, will earn the required yearly hour of equivalency credit, but only 5 of the 6 hours required for the 5-year period. *It is each individual employee's responsibility to earn at least one (1) additional hour of equivalency credit during a 5-year period.*

### **F. Individual School Plan**

Each school will complete an annual school plan for professional development geared toward individual school needs. This plan should be submitted to the

superintendent or his or her designee by October 1, and activities should be conducted to meet objectives stated. This major emphasis work should be an ongoing experience during the academic school year.

#### **IV. EVALUATION**

An evaluation of each activity conducted by the school system for pre-school institute and for the mid-year inservice day will be completed. These evaluations will be used by the Professional Development Committee to formulate future activities.

Source: Bibb County Board of Education, Centreville, Alabama

Adopted: July 26, 1999; Revised November 17, 2003

LEGAL REF: State Department of Education, Instructional Services Division; Southern Association of Colleges and Schools.

**ANNUAL INDIVIDUAL RECORD OF EQUIVALENCY CREDIT**      FILE: GBT – F-1

**FOR SCHOOL YEAR 06/01/\_\_\_ - 05/31/\_\_\_**

(continued)

NAME \_\_\_\_\_ POSITION \_\_\_\_\_

SCHOOL \_\_\_\_\_

Workshop/Seminar/Conference	Location	Date	Documentation Attached	Clock Hours	Equivalency Credit
Bibb County Schools Institute					
Bibb County Schools Inservice					
<b>College (Attach copies of grade reports, transcripts, etc.)</b>	<b>Course Number &amp; Title</b>	<b>Date Completed</b>	<b>Documentation Attached</b>	<b>Semester Hours</b>	<b>Equivalency Credit</b>
<b>Total Equivalency Credit =</b>					

Approved by \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

**BIBB COUNTY BOARD OF EDUCATION** FILE: GBT- F-2  
**PROFESSIONAL DEVELOPMENT** (continued)

**VALIDATION FORM**

Name \_\_\_\_\_

School \_\_\_\_\_

Title of Workshop, Seminar, Conference, etc.

Date

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Location \_\_\_\_\_

Conducted by-

\_\_\_\_\_ of \_\_\_\_\_

Speaker(s)

School or Organization

**Length of Activity** \_\_\_\_\_ **Clock Hours/** \_\_\_\_\_ **Equivalency Credit**

Approved by \_\_\_\_\_ Date \_\_\_\_\_

## **NON-CERTIFIED PERSONNEL DEFINED**

The term "non-certified personnel"; is deemed to mean all persons employed full-time by the Board who are employed as bus drivers, lunchroom or cafeteria workers, custodians, maintenance personnel, nurses, para-professionals, secretaries, receptionists, bookkeepers and all other persons not otherwise certified by the State Board of Education. Full-time employed personnel include:

1. bus drivers, and
2. other personnel whose duties require twenty (20) or more hours in each normal working week.

Substitute teachers are excluded from this personnel category.

SOURCE: Bibb County Board of Education, Centreville, Al  
ADOPTED: JULY 26, 1999; Revised June 25, 2007  
LEGAL REF.: The Code of Alabama, 16-25-1, 36-26-100 to 108.

## **CONTRACTS FOR NON-CERTIFIED PERSONNEL**

The Board and its non-certified employees shall enter into contracts for fixed compensation. Such fixed compensation may be changed for any succeeding year in accordance with the Board's approved salary schedule. The Superintendent shall issue contracts in the form of employment letters to non-certified employees initially at the time of employment. A written acknowledgement of acceptance of the terms of the employment letter shall be obtained from the prospective employee prior to completing formal employment procedures.

### Contract Periods

The contract periods for non-certified personnel shall conform to the provisions agreed upon and stipulated in the initial employment letter. Any succeeding letters of employment issued in the name of the Board shall be acknowledged in writing by employees. The Superintendent has the authority to determine the number of days to be worked by 12-month employees during holiday periods defined by the Annual School Calendar (examples, Christmas, Spring break, etc.)

### Full and Part-time Contracts

Contracts for non-certified personnel shall be based on either full-time or part-time letters of employment. Full-time and part-time employment is defined in The Code of Alabama, Section 36-26-100. The School System, upon issuing written letters of employment to part-time temporary personnel, shall insure that the following minimal terms are specified: (1) the date the contract begins, (2) the date or conditions upon which the contract ends, (3) the fringe benefits to be accorded/paid by the Board, and (4) the rate of pay.

### Other

All non-certified employees who do not plan to remain in service with the School System must give a fifteen-day notice of resignation. The School System shall give written notice to nonpermanent, full-time non-certified personnel fifteen (15) days prior to termination of employment. Part-time and temporary non-certified personnel may be dismissed at any time by the Board upon the recommendation of the Superintendent.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999

LEGAL REF.: The Code of Alabama, 36-26-100 to 108.

FILE: GCH

## **SUPERVISION OF NON-CERTIFIED PERSONNEL**

Upon employment, all non-certified personnel shall be assigned duties and responsibilities in accordance with job descriptions. In all cases, said employees shall be placed under the direct supervision of an immediate supervisor. Employees shall be directly responsible to their immediate supervisor and shall initiate all complaints, grievances, requests, etc. through said supervisor.

SOURCE: Bibb County Board of Education, Centreville, Al

ADOPTED: JULY 26, 1999

LEGAL REF.: The Code of Alabama, 36-26-100 to 108.

## EVALUATION OF NON-CERTIFIED PERSONNEL

The evaluation of non-certified personnel shall be the responsibility of said employees' immediate supervisor and appropriate support personnel. Evaluation of non-certified personnel should be carried out by the School System in a systematic, uniform and honest manner. In order to ensure and promote the welfare of non-certified personnel, the evaluation of said personnel shall always encompass the provisions that follow:

1. Evaluation for re-employment purposes shall be completed after not less than two (2) work area visitations and conferences by the evaluator for all non-permanent employees. Evaluations shall be completed after not less than one (1) work area visitation and conference by the evaluator for all permanent employees.
2. The evaluator shall reduce the findings of each visitation to writing and transmit a copy to the employee not less than five (5) days following each visitation. Said findings shall be written on Board-approved forms that outline a set of predetermined evaluation criteria. Employees will acknowledge having reviewed the evaluation summary by signature. Said personnel shall always retain the right to disagree with the evaluation. In such cases, said personnel shall request the Superintendent to appoint an evaluator in addition to said employee's immediate supervisor.
3. When, in the opinion of the evaluator, the employee needs to improve certain skills required in his/her work, the evaluator and employee shall cooperatively develop a plan through which such skills might be acquired.
4. Every effort shall be made by the School System to provide meaningful job improvement opportunities for said personnel. Specialists and supervisors shall be made available to work with employees needing and desiring their services. Evaluators should make every effort to help non-certified personnel become a contributing member of the School System's staff.
5. However, when attempts to assist employees through the cooperatively developed skills' improvement plan have failed, the best interest of the School System must be considered.



6. A copy of the evaluation report shall be submitted to the Superintendent, one kept in the principal's/work site office, and one given to the employee. The evaluation shall be signed by the principal/work site supervisor and employee. The first evaluation report on nontenured personnel shall be completed by December 15, with the additional report for all non-certified personnel completed by April 1 each year.
7. Principals/work site supervisors shall be responsible for giving confidential ratings on employees and making recommendations to the Superintendent concerning the retention or termination/nonrenewal of employees. Such ratings and recommendations shall be supported by appropriate and adequate documentation.

**Support Personnel Assessment Form**

School \_\_\_\_\_

Employee \_\_\_\_\_

Date \_\_\_\_\_

Rate the job performance of the employee named above in the following categories below using the four-point rating scale shown.

	Demonstrates Excellence (4)	Area of Strength (3)	Needs Improvement (2)	Unsatisfactory (1)	N/A
1. Attitude toward job	_____	_____	_____	_____	
2. Relationship with other staff	_____	_____	_____	_____	
3. Relationship with students	_____	_____	_____	_____	
4. Performs duties assigned	_____	_____	_____	_____	
5. Follows Board policies	_____	_____	_____	_____	
6. Participates in staff development	_____	_____	_____	_____	
7. Punctuality toward job	_____	_____	_____	_____	
8. Demonstrates initiative toward unassigned tasks	_____	_____	_____	_____	
9. Demonstrates commitment to school improvement	_____	_____	_____	_____	
10. Assists in maintaining facilities that are clean and inviting	_____	_____	_____	_____	

Comments

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Signatures:**

**Administrator** \_\_\_\_\_

**Employee** \_\_\_\_\_

\_\_\_\_\_ I agree with the evaluation. \_\_\_\_\_ I disagree with the evaluation – Employee may attach statement

For employees with less than 3 full years of experience: Complete by \_\_\_\_ December 15  
 For all employees: Complete by \_\_\_\_ April 1

## **DRUG AND ALCOHOL TESTING PROGRAM FOR BUS DRIVERS**

The Board recognizes that our employees are our greatest assets. Our employees are the key to our goal of providing the best possible education program for our students. To achieve our goal, and to maximize the skills and talents of our employees, it important that every employee of our School System understand the dangers of drug and alcohol abuse and be aware of the new state and federal requirements concerning s substance abuse. This policy statement is offered to clarify our position on employee drug and alcohol use. This policy and procedure should not be construed as contractual in any nature.

### **POLICY OBJECTIVES:**

1. To create and maintain a safe, drug-free working environment for all employees.
2. To encourage any employee with a dependence on or addiction to, alcohol or other drugs to seek help in overcoming the problem.
3. To reduce problems of absenteeism-tardiness, carelessness and/or other unsatisfactory matters related to job performance.
4. To reduce the likelihood of incidents of accidental personal injury and/or damage to students, employees, visitors or property.
5. To meet the requirements of 49 C.F.R. Part 40 and the Omnibus Transportation Employee Testing Act of 1991.
6. To reduce the likelihood that school property will be used for illicit drug activities.
7. To protect the reputation of the School System and its employees within the community.

Substance abuse is a serious threat to the School System, its employees and students. Though the percentage of substance abusing employees may be relatively small, practical experience and research indicate that appropriate precautions are necessary. It is the belief of the Board that the benefits derived from the policy objectives outweigh the potential inconvenience to employees. The Board earnestly solicits the understanding and cooperation of all employees in implementing this policy

The Board requires that all employees report to work without any alcohol or illegal or mind altering substance in their systems. No employee shall report for work or remain on duty requiring the operation of a motor vehicle, other hazardous equipment or performing job duties in a hazardous environment when the employee is using any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to perform in a safe manner. No employee shall use alcohol while on duty. No employee shall perform any job-related duties within four hours after using alcohol. Further, outside conduct of a substance abuse-related nature which; affects an employee's work, the School System's relationship with the government or reflects badly on the School System is prohibited.

Employees must inform their supervisor when they are legitimately taking medication that may affect their ability to work, in order to avoid creating safety problems and violating the Drug and Alcohol Policy.

The School System also prohibits employees from using, possessing, manufacturing, distributing or making arrangements to distribute illegal drugs while at work or on company property.

#### ENFORCEMENT

In order to enforce these rules, the School System reserves the right to require all employees (defined as all employees subject to 49 C.F.R. Part 40 and the Omnibus Transportation Employee Testing Act of 1991 as well as other employees subject to testing under the authority of the Board) to submit to drug tests to determine the presence of prohibited substances at any time an employee is on duty or at any time an employee may normally be called to be on duty. The Board is required to and will develop, implement and enforce a drug and alcohol policy for their employees as a condition of compliance with the Omnibus Transportation Employee Testing Act of 1991.

Pursuant to Board policy and regulations, applicant testing may be required. Each employee submitting to a drug test should sign a statement that they have read and understand the procedures in place, and that they are able to have a retest. All current employees may be required to undergo testing in circumstances where the Board has reasonable suspicion to believe an employee has violated its Alcohol and Drug Policy, and/or on a random basis without advance notice. Employees are required to report all accidents involving school property or personnel or accidents that occur during school hours or on school-related activities. Employees involved in such accidents may be required to submit to alcohol screening within two (2) hours and to drug screening within 32 hours of a reportable accident. Employees who return to work following rehabilitation will be required to undergo return to duty/follow up testing in addition to the general School System testing requirements.

The Board also reserves the right to search desks, cabinets, tool boxes, vehicles, including personal vehicles brought on the School System's property, bags or any other property at the school or in vehicles when the Board has reasonable cause to believe an employee has violated its Alcohol and Drug Policy.

Violation of these rules, including testing positive will subject the employee to discipline, including discharge. Refusal to cooperate with the Board in any test investigation will result in discipline, including discharge as appropriate under the applicable state and federal laws.

All information, interviews, reports, statements, memoranda and test results, written or otherwise, received by the employer through its drug and alcohol testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings except in accordance with the Policy Consent/Release Form.

Any questions should be directed to the person assigned by the Superintendent and/or Board as its Drug Program Coordinator.

## **BUS DRIVER DRUG/ALCOHOL TEST PROCEDURES**

### **I. General Policy**

Practical experience and research has proven that even small quantities of narcotics, abused prescription drugs or alcohol can impair judgment and reflexes. Even when not readily apparent, this impairment can have serious results, particularly for employees operating vehicles or potentially dangerous equipment. Drug-using employees are a threat to students, co-workers and themselves, and may make costly errors. For these reasons, the School System has adopted a policy that all employees must report to work completely free from the effects of alcohol and/or the presence of drugs, unless used as prescribed by a physician.

### **II. Drug Use/Distribution/Impairment/Possession**

All employees are prohibited from using, possessing, distributing, manufacturing, or having controlled substances, abused prescription drugs or any other mind altering or intoxicating substances present in their system while at work or on duty.

### **III. Alcohol Use/Possession/Impairment**

All employees are prohibited from possessing, drinking or being impaired or intoxicated by alcohol while at work or on duty. While employees are prohibited from having any alcohol present in their system while on duty, a Breath Alcohol Concentration (BAC) of .04 will be accepted as presumptive evidence of intoxication. Additionally, mandated employees (employees subject to provisions of 49 C.F.R. Part 40 and the Omnibus Transportation Employee Testing Act of 1991) with a BAC of .02-.039 will be placed out-of-service for a period of no less than 24 hours. Evidential breath testing devices (EBT's) on the National Traffic Highway Safety Administration Conforming Products List will normally be used to determine BAC.

### **IV. Off-Duty Conduct**

Off-the-job use of drugs, alcohol or any other prohibited substances which results in impaired work performance, including, but not limited to, absenteeism, tardiness, poor work product, or harm to the School System's image or relationship with the government is prohibited. Employees should realize that these regulations prohibit all illicit drug use -- on and off duty.

### **V. Prescription Drugs**

The proper use of medication prescribed by a physician is not prohibited; however, the School System prohibits the misuse of prescribed (or over-the-counter) medications and requires all employees using drugs at the direction of a physician to notify the Board's Medical Review Officer (MRO), or their supervisor prior to beginning work where these drugs may affect their job performance, such as by causing drowsiness.

An employee or job applicant (with the exception of mandated employees) shall be allowed to provide notice to the School System of currently or recently used prescription or nonprescription

drugs at the time of the taking of the specimen to be tested, and such information shall be placed in writing upon the employer's drug and alcohol testing custody and control form prior to initial testing.

## VI. Substance Screening

### A. Applicants

Substance screening may be required for all final applicants. Such testing may be required either alone or as part of a pre-employment physical examination. Applicants are required to sign a consent/release form before submitting to screening. Applicants will be disqualified for hire if they test positive, refuse to submit to a test, or refuse to execute the required consent/release form.

### B. All Current Employees

#### 1. Reasonable Suspicion

All employees may be required to submit to screening whenever a supervisor observes circumstances which provide reasonable suspicion to believe an employee has used a controlled substance or has otherwise violated the substance abuse rules. The supervisor's determination that reasonable suspicion exists to require the employee to undergo an alcohol and drug test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee.

The required observations for alcohol and/or controlled substance reasonable suspicion testing shall be made by a supervisor or designee who has been trained for at least 60 minutes on alcohol misuse and an additional 60 minutes on controlled substance misuse.

The supervisor or supervisors requesting drug and alcohol testing shall prepare and sign written documents explaining the circumstances and evidence upon which they relied within 24 hours of the testing, or before the results of the tests are released, whichever is earlier. While one supervisor may request a reasonable suspicion test, when feasible, supervisors are encouraged to obtain a second supervisor as a witness.

#### 2. Random Testing

The Board may conduct random unannounced screening of all employees. Tests of employees for illicit drugs will be conducted in a number equal to or greater than 50 percent of the affected work force--without advance notice--in any given 12-month period. Tests of employees for alcohol will be conducted in a number equal to or greater than 10 percent of the affected work force--without advance notice--in any given 12-month period. There will be no maximum number of samples that any one individual will be required to provide during the testing schedule. Subsequent testing will be conducted at levels equal to or greater than the initial testing level. Employers Drug Program Management, Inc. will provide computerized random sample lists to the

Drug Program Coordinator. The list of employees in the random pool will be updated on a monthly basis. Employees will be required to report to the School Board designated collection site for testing as soon as possible but in no case later than 2 hours following notification. Annually, the tests will be spread reasonable over 12 months.

All employees may be tested during the initial implementation of the program.

### 3. Post Accident Testing

Employees are required to immediately notify the Drug Program Coordinator of any accident resulting in injury or damage to School System property. The Department of Transportation (DOT) requires post accident drug and alcohol testing following any accident which result in the: (1) loss of human life, or (2) receipt of a citation under State or local law for a moving traffic violation arising from the accident.

The School System will require an employee involved in any accident resulting in injury that requires more than simple first aid or results in damage to property, to undergo alcohol and drug screening within two (2) hours of the occurrence of the accident. The School System will discipline any employee who fails to report an accident or submit to substance screening where required by law or by this policy. The Drug Program Coordinator shall complete an Accident Report in compliance with School System policy and applicable laws and regulations.

### 4. Return to Duty/Follow up-Testing

All employees referred for rehabilitation through administrative channels, or suspended for violation of this policy, may be subject to unannounced testing following return to duty for a period of 60 months. Such employees shall be tested at the frequency stipulated in the abeyance contract or as scheduled by the MRO. The employee will be tested a minimum of six (6) follow up tests during the first 12 months. Testing will be on a daily, weekly, monthly or longer basis at the discretion of the MRO and will be in addition to the other types of tests provided in this policy.

Employees testing at a level 0.04 BAC for alcohol or positive for drugs must be assessed by a Substance Abuse Professional (SAP), satisfy the recommendations of the assessment, test negative for drugs and below 0.02 BAC for alcohol and be released as drug free by the MRO prior to returning to duty.

### 5. Recertification Physical Examinations

All mandated employees may be required to undergo urinalysis as part of a recertification physical examination.

## C. Testing Procedures

### 1. General Guidelines

The Board and its lab shall rely, when practical, on the guidance of the federal Department of

Transportation, Procedures For Transportation Workplace Drug Testing Programs, 49 C.F.R. Parts 40.1 through 40.39, and on the further guidance of the Omnibus Transportation Employee Testing Act provided in 49 C.F.R. Parts 382, 391, 392 and 395.

## 2. Substances Tested For

### All Employees

Employees may regularly be tested for: amphetamines, cannabinoids, cocaine, opiates, phencyclidine and alcohol. Testing for alcohol will also be conducted subject to the final provisions of the Omnibus Transportation Employee Testing Act of 1991. Employees may be tested for other substances without advance notice as part of a separate test performed by the School System for safety purposes. Such tests will be coordinated with the Drug Program Coordinator.

## 3. Testing Procedure

The Board reserves the right to utilize blood, hair, breath, saliva or urinalysis testing procedures. Only urinalysis and breath tests will be utilized in the pre-employment and random testing. All initial positive urine specimens will be confirmed by gas chromatography/mass spectrometry (GC/MS).

### D. Collection Sites

The School System will designate collection sites in areas where it maintains facilities or job sites where individuals may provide specimens.

### E. Collection Procedures

The Board, the drug testing agency, and the laboratory have developed and will maintain a documented procedure for collecting, shipping and accessing urine specimens. The School Board, drug testing agency and the laboratory will utilize a standard Urine Custody and Control Form for all employee drug testing. The School Board, drug testing agency and the laboratory will utilize a standard Breath Alcohol Testing Form for all employee alcohol testing. A tamper-proof sealing system, identifying numbers, labels, and sealed shipping containers will also be used for urine sample transportation. Alcohol results will use approved tamper evident tape.

Collection sites will maintain instructions and training emphasizing the responsibility of the collection site personnel to protect the integrity of the specimen and maintain as proper a collection procedure as reasonable. A person who collects or takes a specimen for a drug test pursuant to this policy shall collect an amount sufficient for two (2) drug tests as defined by the Department of Transportation. Where the School System has an employee collect the specimen, the Board will provide instruction and training to that employee. All alcohol testing will be performed by a certified Breath Alcohol Technician (BAT).



All employees will also be required to execute the School System Applicant/Employee Consent Form.

F. Occasions when the Collection Personnel Should Directly Observe the Specimen Being Provided

The School System has adopted the direct observation procedures as set out in Section 40.25 of the Department of Transportation regulations. An Employer or Medical representative at the collection site may directly observe an employee provide the specimen where there is reason to believe that an individual may alter or substitute the specimen. Section 40.25 (e)(2) sets out the only four (4) circumstances where direct observation is appropriate:

- (1) The employee has presented a urine specimen that falls outside the normal temperature range, and the employee declines to provide a measurement of oral body temperature by sterile thermometer, as provided in paragraph (f)(23) of this part, or the oral temperature does not equal or exceed that of the specimen.
- (2) The last urine specimen provided by the employee (i.e., on a previous occasion) was determined by the laboratory to have a specific gravity of less than 1.003 and a creatinine concentration below .2 g/L.
- (3) The collection site person observes conduct clearly and unequivocally indicating an attempt to substitute or adulterate the sample (e.g., substitute urine in plain view, blue dye in specimen presented, etc.).
- (4) The employee has previously been determined to have used a controlled substance without medical authorization and the particular test is being conducted as a part of a rehabilitation program or on return to duty after any required rehabilitation.

A second specimen should be obtained under direct observation wherever there is reason to believe that the individual may have altered or substituted the specimen.

Where necessary, a School System representative or medical personnel may obtain a specimen outside of a designated collection site (such as, at a public restroom at an accident investigation).

G. Evaluations and Return of Results to the School System

The laboratory will transmit (by fax, mail, or computer, but not orally over the telephone) the results of all tests to the School System's MRO. The MRO will be responsible for reviewing the quantified test results of employees and confirming that the individuals testing positive have used drugs in violation of School System policy. Prior to making a final decision, the MRO shall give the individuals an opportunity to provide a medical explanation for the positive test result either face to face or over the telephone.

The MRO shall then promptly report to the Drug Program Coordinator which employees or applicants test positive.

#### H. Request for Retest

Where a split specimen has been collected, an employee may request a retest of the split specimen within 72 hours of notification of the final test result. Where only one sample is submitted for testing the employee may request a retest of the original sample within 72 hours after notification of the final test result. Requests must be submitted to the Drug Program Coordinator.

The employee may be required to pay the associated costs of retest in advance.

#### I. Release of Test Results

All Information, interviews, reports, statements, memoranda and test results, written or otherwise, received by the employer through its drug and alcohol testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings except in accordance with the Policy Consent/Release Form.

Test results shall not be released by the School Board, beyond the MRO and School System's management without the individual's written authorization. However, all employees will be required to execute a consent/release form permitting the Board to release test results and related information to the Unemployment Compensation Commission, or other relevant government agencies.

The MRO shall retain the individual test results for five (5) years.

#### VII. Discipline

The Board will discipline, including discharge, employees for any violation of the policy, including refusing to submit to screening, to execute a release, or otherwise cooperate with an investigation or search by the School System. Disciplinary measures will be instituted in accordance with state and federal laws.

All employees who test positive in a confirmative substance test will be subject to discipline up to and including discharge. Rehabilitation, at a pre-approved treatment provider may be available to individuals who violate the policy. However, unless other provisions are available to the affected individual, assistance will be limited to the degree of treatment provided within the School System's Employee Benefits Plan. The Drug Program Coordinator should be contacted for guidance.

No employee may be returned to regular duties after any rehabilitation or testing positive unless released for duty by the School System's MRO. Any employee returned to duty after

violating the policy or testing positive will be subject to aftercare and random testing as set out in a written Probation Agreement.

#### VIII. Employee Assistance Program (EAP)

The Board's EAP shall include education and training for supervisors who are authorized to determine reasonable suspicion testing. These supervisors must receive a minimum of 60 minutes on alcohol abuse and an additional 60 minutes of training on controlled substance use and abuse.

The training shall cover the physical, behavioral, speech and performance indicators of probable use and misuse of alcohol and controlled substances. Documentation of training attendance must be maintained.

The Drug Program Coordinator should be contacted for further guidance.

#### IX. Investigations and Searches

Where a supervisor has reasonable cause to suspect that an employee has violated the substance abuse policy, he or she may inspect vehicles which an employee brings on the School Board's property, lockers, work areas, desks, purses, briefcases, tool boxes or other belongings, and at locations where school related activities are being conducted without prior notice in order to ensure a work environment free of prohibited substances. An employee may be asked to be present and remove a personal lock. Where the employee is not present or refuses to remove a personal lock, the Drug Program Coordinator will do so for him/her. The Board may release any illegal, or controlled drugs, or paraphernalia to appropriate law enforcement authorities.

All searches should be coordinated with the Drug Program Coordinator

#### NOTE

These procedures should not be construed as contractual in any nature. They represent the Board's current guidelines in dealing with a developing problem under evolving laws and facts, and may be changed in accordance with School System policy and state and federal law.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999

LEGAL REF.: 49 C.F.R. Part 40 and the Omnibus Transportation Employee Testing Act of 1991.

**BUS DRIVER DRUG/ALCOHOL TEST CONSENT-RELEASE  
FORM**

**BIBB COUNTY BOARD OF EDUCATION**

**Centreville, Alabama**

\*\*\*\*\*

I have read the above statement of policy and agree to abide by the School Board's drug and alcohol testing rules. I agree to submit to drug or alcohol tests at any time as a condition for my initial or continued employment. I authorize any laboratory or medical provider to release test results to the Bibb County Board of Education and its Medical Review Officer (MRO).

I expressly authorize the Board or its MRO to release any test-related information, including positive results, to the Unemployment Compensation Commission, or any other relevant government agency.

I understand that this agreement in no way limits my right to terminate my employment or be terminated in accordance with federal and state law.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**BUS DRIVER CONSENT FORM**

**BIBB COUNTY BOARD OF EDUCATION  
Centreville, Alabama**

\*\*\*\*\*

I, \_\_\_\_\_, do hereby give my consent to the Bibb County School Board of Education to collect a urine and/or breath sample from me on this date, and I further give my consent to the School System to forward the sample(s) to the testing laboratory for its performance of appropriate tests thereon to identify the presence of drugs and/or alcohol. I further give the laboratory my permission to release the results of such tests to the School System's Medical Review Officer. I understand that the refusal to submit to testing or a positive test result will affect my initial or continued employment and result in disciplinary action as described in the School System's Drug and Alcohol Policy. I also understand that it is not the purpose of this test to identify any disability I may have.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

FILE: GCN

## **TERMINATION/SEPARATION OF NON-CERTIFIED PERSONNEL**

A non-certified employee who wishes to terminate his/her services with the Board shall, at least fifteen (15) days prior to date of termination, notify in writing his/her immediate supervisor, who shall notify the Superintendent or his/her designated representative.

A non-certified probationary employee whose service is to be terminated by the Board shall be notified in writing fifteen (15) days prior to the date of termination. Non-certified employees on permanent status shall be terminated from employment in accordance with the procedures outlined in The Code of Alabama, 36-26-100 to 108.

SOURCE: Bibb County Board of Education, Centreville, Al

ADOPTED: JULY 26, 1999

LEGAL REF.: The Code of Alabama, 36-26-100 to 108.

## **REDUCTION IN FORCE OF NON-CERTIFIED PERSONNEL**

In the event it becomes necessary to reduce the number of non-certified staff employed by the School System due to a decrease in student enrollment, financial emergency, changes in curriculum, consolidation, or reorganization, the following procedures shall be followed to determine staff members to be affected: Reduction in force shall be non-punitive, non-discriminatory, and non-political.

### Procedure

1. In all cases, reduction in force shall be officially declared by the Board upon recommendation of the Superintendent.
2. Prior to commencing action to layoff classified employees under this procedure, the Board will attempt to effectuate the reduction in staff by:
  1. Voluntary retirements
  2. Voluntary resignations
  3. Voluntary leaves of absences
  4. Voluntary transfers
  5. Administration-initiated transfer of existing staff members
3. Based on the philosophy of maintaining the best educational program possible, the Board, upon recommendation of the Superintendent, shall identify the work area(s) and work site(s) from which employees are to be reduced in force at respective times. For the purpose of reduction in force, the following items are defined:
  - c. Work Areas-child nutrition personnel, custodians, bus drivers, secretaries/bookkeepers/receptionists, nurses, building maintenance, automotive mechanics and para-professionals.
  - d. Work Sites-Central Office to include: child nutrition personnel, bus drivers, secretaries/bookkeepers, building maintenance an automotive mechanics.
  - e. Local Schools to include: child nutrition personnel, custodians, secretaries/bookkeepers/receptionists, nurses, and para-professionals.
4. Following the identification of the work area(s) and work site(s), the number of employees to be reduced from each area(s) and site(s) will be determined by the Board, based on a recommendation by the Superintendent. In making final staff reduction decisions, all staff members within the identified area(s) will be rank ordered from the greatest amount of service time to least amount of service time within the school system. The staff member(s) with the least amount of cumulative service time (seniority) in the identified area(s), based on actual dates of employment service as reflected in the Board's minutes, shall be the first to be reduced in force. In the event two or more staff members

have the same amount of cumulative service time within the school system in the identified area(s) based on Board minutes, the Board shall then consider total years of overall validated experience in public education (the staff member with the least number of years of experience in Bibb County, then overall in public education to be reduced or transferred first). In the further event two or more staff members have the same amount of service time under this last criteria, then the Board shall consider qualifications in special areas as determined by education, training and experience, and job performance and skills.

5. It is understood that a reduction-in-force layoff by the Board constitutes a separation from employment with the Board of Education. However, employees who are laid off under authority of this policy are eligible for recall to employment as conditionally provided in this policy. Unless otherwise provided by law, layoffs are not terminations within the meaning of the Alabama Teacher Tenure or Fair Dismissal Laws and are not subject to the procedural or substantive requirements thereof. Nor does the term "layoff" include or apply to the expiration of temporary, occasional, or "at-will" appointments or to decisions not to renew or extend employment beyond the expiration of annual or other specified terms of appointment.
6. The name of an employee who has been laid off shall be placed on a recall list and remain on such list for one (1) year. If the employee wishes his/her name to remain on the list for a second year, the employee must notify the Superintendent in writing by July 1. The recall list will be maintained in the Superintendent's office. If an employee refuses an offer of employment pursuant to this policy, his/her name shall be removed from the recall list.
7. Laid off employees shall be given the opportunity in reverse order of their layoff to fill the first comparable employment vacancy, for which they are qualified, and which is from that employee's prior Work Area and/or Work Site. Said personnel must accept or reject the offer of re-employment in writing within five (5) working days of receipt of offer. If any employee subject to recall refuses the first offer of re-employment pursuant to this policy, all rights of recall are forfeited. Whether or not the employee remains on the recall list, no years of layoff will be credited as years of service for compensation, retirement or other benefit purposes.
8. No new employee shall be hired to fill a position for which an employee on the recall list is qualified.
9. All written notices sent by the Board pursuant to this policy shall be considered received when deposited and sent by regular U.S. mail to the employee's mailing address on record in the Superintendent's Office. It is the responsibility of the employee to see that his/her correct and up to date mailing address is on file with the Superintendent.

SOURCE: Bibb County Board of Education, Centreville, Alabama

ADOPTED: July 26, 1999; Revised June 25, 2007; Revised: May 12, 2011

LEGAL REF.: The Code of Alabama, 16-1-30, 36-26-100 to 108; Attorney General's Op. July 1, 1986; Acts 1997 No. 97-622



## **TIME SCHEDULES AND WORKLOADS FOR NON-CERTIFIED PERSONNEL**

### Time Schedules

Time schedules for non-certified personnel may be designated by the Superintendent or the immediate supervisor of said personnel. In all cases, the Superintendent and/or supervisor in charge shall have the right to establish time schedules to encompass said employee's workday. Said work schedules shall be in compliance with the Fair Labor Standards Act.

### Workload

Workloads for non-certified personnel shall consist of all duties and responsibilities as may be assigned by the Superintendent and/or immediate supervisor, and as outlined by individual job descriptions.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JULY 26, 1999

LEGAL REF.: The Code of Alabama, 16-1-30, 16-9-23; Fair Labor Standards Act of 1938, as amended.

## **EMPLOYEE DRESS CODE FOR NON-CERTIFIED PERSONNEL**

A general guideline covering an employee dress code is established in order to uplift, enhance and promote the image of the school system.

In departments where uniforms or uniformity in dress is prescribed, all effected personnel are required to abide by direction and procedure.

All employees should be appropriately attired when conducting school system business.

Schools or departments may adopt a voluntary dress code for uniforms.

Immediate or site supervisors may approve exceptions to this code for special or occasional activities.

All personnel should wear the official school identification badge in a visible location daily.

Beepers and cellular phones – Beepers should be in a discrete location, not audible to students. Cellular phones should not be used during the time duties are being performed, and should not be visible to students or audible for incoming calls.

### Restrictions:

Shorts of a reasonable length may be worn.

No beach shoes or flip-flop shoes. No mesh, see through, or spandex material, no halter or tank tops, no exposed mid-drift or otherwise inappropriately revealing clothing should be worn.

No facial jewelry for males or females, except earrings for females.

The main premise for dress code is that dress should allow for the appropriate performance of duties without distraction. Some discretion will be the responsibility of building principals or a committee designated by the building principal on specific issues.

### **Non-Faculty Coaching Aides**

Strong consideration must be given before an individual is recommended to serve as a non-faculty coaching aide. Those considered as non-faculty coaching aides must possess adequate knowledge and skills of the athletic activity they will assist. Their character must be of the caliber that will set a positive example for student athletes and the community.

Non-faculty coaching aides must serve directly under the supervision of a head coach who is a certified employee of the board of education. They will be under the authority of the school and board of education and must abide by all school and board of education rules and regulations. Non-faculty coaching aides may not represent the school in any official capacity and are not to be classified as a coach.

Coaching aides must be recommended by the head coach of the appropriate sport, the school athletic director and the school principal to the superintendent. The non-faculty coaching aide must be recommended by the superintendent and approved by the board.

The non-faculty coaching aide must meet all requirements set forth by the Alabama High School Athletic Association (AHSAA) for non-faculty coaching aides. The non-faculty coaching aide must abide by all rules and regulations of the Alabama High School Athletic Association. In addition, the non-faculty coaching aide will be required to attend training sessions which address methods for dealing with students and other appropriate issues.

Any compensation for time or expenses for non-faculty coaching aides must be recommended by the head coach of the appropriate sport, the school athletic director, and the school principal to the superintendent. The Board must approve any compensation.

Non-faculty coaching aides will be required to pass an FBI and ABI background check.

Schools shall limit their coaching volunteers to a number equal to their unfilled coaching allotment + 2 for each sport at the school.

The non-faculty coaching aide may be disqualified at any time by the head coach of the sport he/she assists, the athletic director, the school principal, the superintendent, or the board of education.

The non-faculty coaching aide will be required to sign a statement indicating their agreement with the requirements of this policy.

### **Retired Employees and Extracurricular Supplements**

The Bibb County Board of Education appreciates and acknowledges the service and commitment of our retired employees, many of whom dedicated years of work providing their time and talents to extracurricular activities beyond the scope of their contractual obligations. Although retirement has

ended their employment with the school system, their abilities to continue to mentor, teach, coach, and direct student extracurricular activities remains readily evident. Therefore, should any principal recommend to the superintendent and board that any unfilled sponsorships of extracurricular activities or supplemental coaching positions be filled by any retired employee vested in the Teachers Retirement System of Alabama, then the board shall have authority to approve such retired employee to receive a contract equal to the supplemental amount as set forth in the supplemental salary schedule for that particular activity or sport.

If the retired employee has been recommended by the school principal for an athletic coaching supplement, then he or she must meet all requirements set forth by the Alabama High School Athletic Association (AHSAA) for coaching.

If such retired person decides to decline any supplemental contract but still wish to volunteer his or her time and service, then the board may approve such individual as an additional volunteer not counted against the restrictions on volunteers set forth elsewhere in this policy.

As with other positions for which the board approves a supplement, any supplement approved for a retired employee remains in effect without further action from the board until such time as the principal recommends termination, or the retired employee requests to terminate such contract. The school principal may recommend termination of any such supplement for retired employee at any time.

The school principal shall submit to the payroll office all paperwork necessary for the documentation and verification of any such board-approved retired employee prior to disbursement of any contractual supplement or compensation.

SOURCE: Bibb County Board of Education, Centreville, Alabama ADOPTED: October 25,2004;  
Revised: September 18,2006; Revised: May2,2012; Revised: August 11, 2015; Revised June 28,  
2016.

LEGAL REF: Alabama High School Athletic Association