

# Tipton County Schools

Dr. John Combs,  
Superintendent

## SUPPORT STAFF HANDBOOK

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“A Great Place to LEARN, and a Great Place to GROW.”

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Revised July 2018

# Tipton County Schools

## EMPLOYEE HANDBOOK

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Dear Employee,

The Employee Handbook has been prepared by our staff and provided for your information and future reference concerning employee responsibilities and expected performance during the school year. Please review the handbook to ensure you have a complete understanding of the laws, regulations and policies relating to your employment in the Tipton County School System. You may also access the Tipton County Board of Education's Policies and Procedures Manual via the System website ([www.tipton-county.com](http://www.tipton-county.com)).

Any questions or requests for further interpretation of this handbook may be directed to the school principal and/or the Superintendent's Office. Please note that this handbook is subject to revision, and addenda may be issued during the year. Suggestions for improvement of the handbook are welcomed and should be addressed to:

Dr. John Combs, Superintendent  
1580 Highway 51 South  
Covington, TN 38019

Sincerely,

John Combs

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# Welcome

Welcome to Tipton County Schools. Because this handbook is a general source of information, it is not intended to be, and should not be interpreted as a contract. It is **not** an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and Board policy or administrative procedures, the policies and procedures govern. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information. Any employee is free to review official policies and procedures and is expected to be familiar with those related to his/her job responsibilities. Employees and students who fail to comply with Board policies may be subject to disciplinary action. School level rules and procedures, which are also available from the principal, may also apply in specific instances.

## Future Policy Changes

Although every effort will be made to update the handbook on a timely basis, the Tipton County Board of Education reserves the right, and has the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The System reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time.

# Mission

The mission of the Tipton County School System, the leading catalyst for educational excellence, is to guide and inspire students to become model citizens who pursue postsecondary education and thrive in the global job market by engaging each student in challenging experiences led by quality educators in a safe and nurturing environment.

# Vision

The vision of the Tipton County School System in collaboration with our families and communities is to meet the needs of all students resulting in good citizenship, academic achievement, economic growth and prosperity.

# Goals

Each student:

Will excel in academics while exceeding all educational standards;

Will be prepared for postsecondary education;

Will be empowered to pursue his or her chosen career; and

Will become a model citizen who makes a positive contribution to the community.

# Beliefs

We believe that:

Education has a positive impact on our community;

Education is a shared responsibility among home, school, and community;

Environment influences the learning needs of individuals;

Safety is the foundation for any learning environment;

Integrity, respect, and trust are essential for the foundations of life;

Each person is unique and has the ability to learn;

Success is defined individually based on self-worth;

Motivation and communication promote success;

All people are equally important;

The arts enrich the development of the individual as a whole person; and

Maintaining a healthy lifestyle is necessary for a productive society.

# School Board Members

DISTRICT 1	Mr. Isaiah Davidson 342 Worthan Drive Covington, TN 38019
DISTRICT 2	Mr. Steve Clark 1090 Burnett Lane Covington, TN 38019
DISTRICT 3	Mr. Marty Burlison 209 Evans Rd. Burlison, TN 38015
DISTRICT 4	Mr. Grant Shipley, Jr. 293 Leggett Drive Atoka, TN 38004
DISTRICT 5	Mr. Farrel Vincent 93 S Gretna Green Dr. Munford, TN 38058
DISTRICT 6	Mr. Richard Joyner 2501 Glen Springs Road Drummonds, TN 38023
DISTRICT 7	Mr. Alvis Ferrell 1465 McCain Brighton, TN 38011
DISTRICT 8	Mr. Marty Haywood 2816 Drummonds Road Munford, TN 38058
DISTRICT 9	Mrs. Laurie McClerkin 320 E. Woodlawn Ave Brighton, TN 38011

# Central Office Personnel

<b>Directors</b>	
John Combs Superintendent	jcombs@tipton-county.com
Rebekah Byrd Director of Instruction	rbyrd@tipton-county.com
Charlotte Fisher Director of Operations	cfisher@tipton-county.com
<b>Bookkeeping</b>	
Peggy Murdock Finance	pbarber@tipton-county.com
Connie Francis Assistant Bookkeeper	cfrancis@tipton-county.com
Leigh Ann Combs General Payroll	lcombs@tipton-county.com
Linda Morgan Federal Payroll	lmorgan@tipton-county.com
Yolanda Pugh Assistant Bookkeeper	ypugh@tipton-county.com
Christie Marbry Accounts Payable/Purchasing Bookkeeper	cmarbry@tipton-county.com
<b>Coordinated School Health</b>	
Sherri Yarbro Coordinator	syarbro@tipton-county.com
Lisa Simpson Assistant	lsimpson@tipton-county.com
<b>Food Service</b>	
Henry Glass Supervisor	hglass@tipton-county.com
Evette Curtis Bookkeeper	ecurtis@tipton-county.com
<b>Human Resources</b>	
Leisa Bennett Human Resources Supervisor	lbennett@tipton-county.com
Melinda Pinner Human Resources Coordinator	mpinner@tipton-county.com
Marci Lincoln Human Resources Assistant	mllincoln@tipton-county.com
<b>Instruction</b>	
Brooke Shipley K-5 Supervisor	bshipley@tipton-county.com
Steve Maclin 6-12 Supervisor	smaclin@tipton-county.com



Marion Samuel Federal Projects Director, Accountability	msamuel@tipton-county.com
Harvey Witherington Career Technical Education Director	hwitherington@tipton-county.com
Monica Wilkins System Wide Instructional Facilitator	mwilkins@tipton-county.com
Angie Davis System Wide Instructional Facilitator	adavis@tipton-county.com
Renea McClerkin System Testing Coordinator	rmcclerkin@tipton-county.com
Debbie Kinney Federal Projects Administrative Assistant	dkinney@tipton-county.com
<b>Insurance</b>	
Wanda Starnes Benefits	wstarnes@tipton-county.com
<b>Maintenance</b>	
Barnet Hall Supervisor	bhall@tipton-county.com
Glenn Turner Energy/Facilities/Safety Manager	gturner@tipton-county.com
Jamie Stafford FEMA Grant Assistant	jstafford@tipton-county.com
<b>Operations</b>	
Blanche Strong Administrative Assistant	bstrong@tipton-county.com
<b>Pupil Services</b>	
Daryl Walker Pupil Services	dwalker@tipton-county.com
Lea Ann McCammon System Attendance Coordinator	leaann@tipton-county.com
<b>School Age Child Care</b>	
Stephanie Turnbow SACC Coordinator	sturnbow@tipton-county.com
<b>Special Education</b>	
Ann Burlison Preschool, Prekindergarten, and K-5 Special Education Supervisor	aburlison@tipton-county.com
Sharon Belew 6-12 Special Education Supervisor	sbelew@tipton-county.com
Melinda Godwin Assistant Special Education Supervisor	mgodwin@tipton-county.com
Julie Larue Administrative Assistant	jlarue@tipton-county.com
Michelle Cothran Administrative Assistant	mpeeler@tipton-county.com

<b>Technology</b>	
Marty Becton Technology Supervisor	mbecton@tipton-county.com
Marla Phillips Assistant Technology Supervisor	mphilips@tipton-county.com
Kevin Cullum IT Administrator	kcullum@tipton-county.com
Melissa Chipman Technology Specialist, Special Populations	mchipman@tipton-county.com
Ann Smith Media Supervisor	asmith@tipton-county.com
Amber Perry Technology Specialist	aperry@tipton-county.com
Brittany Cleveland Technology Specialist	bcleveland@tipton-county.com
Jerry Harris Media Assistant	jharris@tipton-county.com
Nita Blanchard Media Assistant	nblanchard@tipton-county.com
<b>Transportation</b>	
Jeff Morris Transportation Supervisor	rmorris@tipton-county.com
Charlie Ligon Coordinator of Transportation	cligon@tipton-county.com
Dee Mullins Administrative Assistant	dmullins@tipton-county.com

# School Principals

Location	Contact
Alternative Learning Center Steve Zurhellen	475-3502 <a href="mailto:szurhellen@tipton-county.com">szurhellen@tipton-county.com</a>
Atoka Elementary Lisa Rose	840-9525 <a href="mailto:lrose@tipton-county.com">lrose@tipton-county.com</a>
Austin Peay Elementary Jill McIntyre	840-9325 <a href="mailto:jmcintyre@tipton-county.com">jmcintyre@tipton-county.com</a>
Brighton Elementary School Latoya Avery	840-9500 <a href="mailto:lavery@tipton-county.com">lavery@tipton-county.com</a>
Brighton High School Christi Huffman	840-9400 <a href="mailto:chuffman@tipton-county.com">chuffman@tipton-county.com</a>
Brighton Middle School Sabrina Sneed-Matthews	840-9450 <a href="mailto:ssneed@tipton-county.com">ssneed@tipton-county.com</a>
Covington High School Mark McClain	840-9200 <a href="mailto:mmclain@tipton-county.com">mmclain@tipton-county.com</a>
Covington Integrated Arts Academy Autrell Williams	840-9150 <a href="mailto:auwilliams@tipton-county.com">auwilliams@tipton-county.com</a>
Crestview Elementary School Ann Adams	840-9300 <a href="mailto:aadams@tipton-county.com">aadams@tipton-county.com</a>

Crestview Middle School Christopher Morris	840-9250 <a href="mailto:cmorris@tipton-county.com">cmorris@tipton-county.com</a>
Drummonds Elementary School Patricia Mills	840-9750 <a href="mailto:pmills@tipton-county.com">pmills@tipton-county.com</a>
Munford Elementary School Varissa Smith-Richardson	840-9700 <a href="mailto:vrichardson@tipton-county.com">vrichardson@tipton-county.com</a>
Munford High School Courtney Fee	840-9600 <a href="mailto:cfee@tipton-county.com">cfee@tipton-county.com</a>
Munford Middle School Vicki Shipley	840-9650 <a href="mailto:vshipley@tipton-county.com">vshipley@tipton-county.com</a>
Central Office II	475-5808 <a href="mailto:jarue@tipton-county.com">jarue@tipton-county.com</a>
Teen Learning Center James Fields	476-5163 <a href="mailto:jfields@tipton-county.com">jfields@tipton-county.com</a>

# Areas of Responsibility

Area	School Contact	Central Office Contact
Accountability	Principal	Marion Samuel
Alternative School	Principal	Daryl Walker
Athletics	Athletic Director	Charlotte Fisher, Chic Nute
AV Materials & Equipment	Librarian	Ann Smith
Bus Routes/Mechanical Matters	Principal	Jeff Morris
Career Technical Education	Principal	Harvey Witherington
Food Service Concerns/Commendations	Cafeteria Manager	Henry Glass
Coordinated School Health	Principal	Sherri Yarbro
Credit Union	Principal	Yolanda Pugh
Evaluations: Support Staff	Principal	Charlotte Fisher
Federal Projects	Principal	Marion Samuel
504 Plans	Asst. Principal	Melinda Godwin
Furniture	Principal	Charlotte Fisher
General Bookkeeping Information	Principal	Peggy Murdock
General Discipline (school level & bus discipline)	Teacher/Principal	Daryl Walker
Health, Vision, Dental Insurance	Principal	Wanda Starnes
Home-School Instruction	Principal	LeaAnn McCammon, Renea McClerkin
Homebound Students	Principal	Ann Burlison, Sharon Belew
IEP Team Meetings	Teacher/Principal	Ann Burlison, Sharon Belew
Individual School Records	Principal	Wanda Starnes
Instruction	Teacher	Rebekah Byrd K-5 Brooke Shipley 6-12 Steve Maclin

Licensure/Certification	Principal	Becky Shankle
Maintenance Supplies	Principal	Barnett Hall
Maintenance Employment		Barnett Hall
Parent/Family Involvement	Sherry Layne	Marion Samuel
Payroll Information	Principal	Leigh Ann Combs
Personnel Information	Principal	John Combs, Charlotte Fisher, Leisa Bennett, Melinda Pinner
Policy/Procedures	Principal	John Combs, Becky Shankle
Preventative Maintenance	Principal	Barnett Hall
Procurement of Food Supply		Henry Glass, Evette Curtis
Requests for Leaves of Absence	Principal	Leisa Bennett, Marci Lincoln
School Lunch Planning	Cafeteria Manager	Henry Glass
School Zones	Principal	Dee Mullins
Transportation Information	Principal	Jeff Morris Dee Mullins
Special Education Registration	Principal	Ann Burlison Sharon Belew
Special Education Transportation	Principal	Jeff Morris
Student Attendance	Principal	Lea Ann McCammon
Substitute Teachers	Principal	Leisa Bennett
Teacher Evaluation	Principal	Brooke Shipley, Steve Maclin
Textbooks	Principal	Ann Smith
Verification of Employment	Principal	Yolanda Pugh
Webmaster		Marla Phillips

# General Terms of Employment

## Equal Opportunity Employment 5.104

The Tipton County Board of Education is an Equal Opportunity Employer. The System does not discriminate on the basis of age, color, disability, race, national origin, religion, sex, or genetic information, as required by law.

Reasonable accommodation for individuals with disabilities will be made as required by law. If considerations of sex, age or disability have a bona fide relationship to the unique requirements of a particular job or if there are federal or state legal requirements that apply, then sex, age or disability may be taken into account as a bona fide occupational qualification, provided such consideration is consistent with governing law.

## Classification and Qualifications 5.102

Support staff members are personnel whose regular employment does not require certification in accordance with rules, regulation of the State Department of Education. Support personnel include the following employees: bookkeepers, secretaries, attendance clerks, maintenance employees, cafeteria employees, instructional assistants, and transportation employees.

## Employee Selection Procedure 5.106

Individuals desiring employment with the Tipton County Board of Education shall file an application with the Central Office for the position desired. All applications must be complete before consideration for employment will be made. Applicant(s) under consideration for a specific job will be contacted and a selection interview arranged. Applicant(s) will be notified of the selection for a position; and, arrangements for new employee processing will be made.

Applications for positions will remain on file for consideration for a period of one (1) year. After such time if an applicant wishes to be considered for employment a new application must be made.

No support employee shall be employed:

1. Who has any contagious or communicable disease in such form that might endanger the health of children;
2. Who has not complied with the Immigration Reform and Control Act of 1986; or

3. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause; or
4. Who does not receive a satisfactory background check.

## Definition of Support Employee Status

- **Regular Full-time Employee**  
An employee who is working full-time (scheduled for more than 29 hours per week) and who has completed the probationary period.
- **Part-time Employee**  
An employee who is scheduled to work regularly, but works 29 hours or less per week. A part-time employee is not eligible for employee benefits.
- **Substitute Employee**  
An individual who works in the place of an absent regular employee. A substitute employee is not eligible for employee benefits.
- **Temporary Seasonal or Interim Employee 5.700**  
An employee who is appointed for a specific period of time with an anticipated termination date. An employee in this classification is not eligible for employee benefits.

## Probationary Period 5.107

A support staff employee shall be considered a probationary employee for the first six (6) months of active employment. Upon successful completion of the probationary period, the employee shall become a regular employee.

During the probationary period, the full-time employee shall be paid for holidays observed by the Board of Education and shall be allowed to accumulate and use sick leave. Probationary employees shall be subject to disciplinary action up to and including termination without recourse.

## Work Schedules for Support Personnel

Support personnel shall adhere to the following work schedule unless schedule is changed in advance by the immediate supervisor with prior permission from the Director of Operations or the Superintendent.

- **School Secretaries/Bookkeepers/Attendance Clerks:** Will begin work five (5) days prior to the first day of teacher in-service and will end work five (5) days after the last day for teachers. Will be expected to follow the same work schedule as teachers.



- Cafeteria Managers: Will begin work five (5) days prior to the first day of student attendance and five (5) days after the last days of student attendance or as directed under the supervision of the Food Service Supervisor.
- Cafeteria Workers: Will work the days students are in school plus 5 additional days as directed by the Food Service Supervisor.
- Educational Assistants: Will work the same schedule as teachers -- work days teachers work, out the same days as teachers, follow the same procedure as teachers for any make-up.
- Bus Drivers: Work 180 days and are employed on 183 day contract. Three days are built into contract for use as sick days as bus drivers do not accrue sick days.

## Time Schedules and Extra Duty 5.602

### Work Schedules

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

### Time Records Required

Each employee covered by the Wage and Hour Law shall keep a time record of actual hours worked. At the end of each reporting period, employees shall turn in time records to their immediate supervisor for approval. All time records will be forwarded to the payroll office for calculations.

### Employee Certification That Time Records Have Been Read

New employees shall be furnished a copy of this policy. Each employee shall read this policy or have it read to him/her and shall certify that the policy has been read and understood. A copy of this certification shall be on file before the first check is issued to a new employee.

### Employees Not Covered by the Wage and Hour Law

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

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

The Board expects that employees will work in excess of standard hours when requested. When work in excess of standard hours is required, employees will be compensated for the unscheduled hours worked. Overtime is defined as hours physically worked in excess of forty (40) hours per week. When an employee is requested to work over regularly scheduled hours, the following shall apply:

#### Compensation for Unscheduled Hours

1. Hours worked over the scheduled hours must be approved by the immediate supervisor.
2. Whenever possible, compensatory time off shall be used in preference to overtime pay.
3. All payment for overtime shall be processed through the payroll office

### Overtime Pay of Support Personnel 5.604

#### Overtime Pay

1. If it is determined by the immediate supervisor that compensatory time cannot be granted within the forty (40) hour pay period or without severe disruption of the operation of the facility, overtime may be authorized.
2. Overtime pay shall be paid for all hours worked over forty (40) hours per week

#### Payroll Provisions

1. Time and one-half (1 1/2) shall be paid for all hours physically worked in excess of forty (40) in a week.
2. An authorization for overtime payment must be submitted by the immediate supervisor.
3. Payment for overtime will be included in the paycheck for the period immediately following the one in which it was earned

### Compensation Guides/Contracts Personnel Policy 5.110

Salaries of all employees, including substitute and supplemental pay, shall be paid by the Board. No payment to any employee for service performed on behalf of the school system shall be made from any source other than the Board.

### Vacations and Holidays for Support Staff Employees 5.310

All vacation and holidays for support staff will be allocated according to board policy. Support staff of the Tipton County Board of Education will be eligible for vacation pay, subject to the following provisions:

- **Eleven Month Employees**  
Earn one (1) paid vacation day a month. These employees are to observe the same vacation days as teachers.
- **Twelve Month Employees**  
Earn one (1) paid vacation per month. These employees are requested to take ten (ten) of their earned days during the summer months. They will service the central office when it is open during extended teacher vacation days.

- Support Personnel

Earn one (1) day of vacation time for each twenty (20) days of employment. The time of vacation must be approved by the Superintendent or immediate supervisor.

- General Provisions

1. Temporary or part-time employees will not be eligible for vacation.
2. Vacation pay is computed on the basis of the employee's regular schedule and his/her regular rate of pay.
3. Vacation leave which is credited to a new employee may not be granted until the employee has completed six (6) months of service.
4. July 1st will be the date used for computing the number days of for vacation.
5. Creditable service for eligibility for vacation is to be computed from the beginning of employment with the Board.
6. Legal holidays that fall within the vacation schedule are not counted as vacation days.
7. Vacation schedules are subject to the approval of the immediate supervisor of the employee and are to be planned in such a way that operational procedures will continue satisfactorily.
8. Service in the Tennessee National Guard, State Military or Military Reserve will not be reckoned as vacation leave at the option of the employee. Employees electing to coincide vacation time with military service will receive full pay for the amount of specified vacation leave.
9. Only full-time employees are eligible for vacation benefits.

- Holidays 5.310

Support employees, if on active payroll at the time, shall be entitled to the following holidays:

1. Labor Day
2. Thanksgiving (2 days)
3. December 25
4. New Year's Day
5. Good Friday
6. Memorial Day
7. July 4
8. Martin Luther King Day
9. President's Day

## Harassment/Discrimination 5.500

The Tipton County Board of Education intends that employees have a safe and orderly work environment in which to perform their jobs. Therefore, the Board does not condone and will not tolerate harassment of or discrimination against employees, students, or visitors to the school or District, or any act prohibited by Board policy that disrupts the work place or the educational process and/or keeps employees from doing their jobs.

Employee discrimination/harassment will not be tolerated. Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature which:

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

Alleged victims of sexual, racial, ethnic and religious discrimination/harassment shall report these incidents immediately. This report should be made to the immediate supervisor except when the immediate supervisor is the offending party. If the immediate supervisor is the offending party, the report may be made to the Federal Rights Coordinator or the Director of Operations or the Director of Instruction. Allegations or discrimination/harassment shall be fully investigated as set forth in policy #5.501.

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

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension.

There will be no retaliation against any person who reports discrimination/harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such. An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator or the Director of Operations or the Director of Instruction.

## Job Responsibilities

Every employee is assigned an immediate supervisor. All employees receive a copy of their job description and responsibilities for review. Immediate supervisors may assign other duties as needed.

Employees should ask their supervisor if they have questions regarding their assigned duties and/or responsibilities.

All employees are expected to use sound judgment in the performance of their duties and take reasonable and commonly accepted measures to protect the health, safety, and well-being of others, as well as System property. In addition, employees shall cooperate fully with all investigations conducted by the District as authorized by policy or law.

## Criminal Background Check and Testing 5.106

Applicants, employees, and student teachers must undergo records checks and testing as required by law. In a continuing effort to further ensure the safety and welfare of students and staff, the district shall require criminal history records checks and fingerprinting of applicants for teaching positions and any other employee who has proximity to children. Knowingly falsifying information shall be sufficient grounds for termination of employment.

## Self-Reporting While Employed 5.106

Employees are required to report arrests and/or criminal convictions that occur after initial employment to the Superintendent or Designee. Employees are also required to notify the Superintendent or Designee immediately if the Department of Children's Services (DCS) has named them as an indicated perpetrator of child abuse. Any incident of "flagging" or suspension by the State Board of Education of a Teacher / Administrator License must be immediately reported by the teacher/administrator to the Superintendent or Designee.

## Salary and Payroll Information 5.110

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

## Confidentiality

In certain circumstances employees will receive confidential information regarding students' or employees' medical, educational or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual.

## Nepotism 1.108

Whenever a person is considered by the Superintendent for initial employment or promotion in the system and that person is related to a member of the Board, the Superintendent, an administrator in the system, a county commissioner, or any appointed or elected county office, the relationship shall be publicly made known to the Board prior to the employment or promotion of such a person.

If a member of the Board has a relative who is an employee in the system, prior to voting on any matter of business that may have an effect upon the employment of the relative, the member shall declare such relationship. In making such a declaration, the member shall certify that his/her vote on the pending matter will be in the best interest of the school system. For purposes of this policy, the terms "related to" and "relative" include the following relationships: spouse, parent, parent-in-law, child, son-in-law, daughter-in-law, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, or any person who resides in the same household.

The provisions of this policy shall not be construed to prohibit two (2) or more relatives from working for the System. If two (2) or more employees who are relatives are within the same direct line of supervision, or become within the same direct line of supervision by marriage or promotion, then the Superintendent shall attempt to resolve this issue by transfer of one (1) of the employees. If the director finds that transfer is not feasible or is not in the best interest of students, then an alternate evaluation plan shall be devised for one (1) of the employees.

## Section 2

# Benefits and Leave

### Insurance 3.600

The state of Tennessee Group Insurance program includes, health, dental and vision plans. Coverage is provided to full-time enrolled employees between October 1 and September 20 each school year. Payroll deductions are scheduled over the twenty pay periods between the end of August and June 15<sup>th</sup>.

Eligible employees are required to complete and submit the State of Tennessee Group Insurance program form within 31 days of their date of hire, choosing to accept or decline coverage. Eligible employees must meet with the Agency Benefits Coordinator prior to accepting or declining coverage.

After the initial new hire period, changes to insurance enrollment can only be made during the Annual Enrollment/Change period. Exceptions are made for approved Qualifying Events and Family Status changes at the time of the event or status change. See Benefits Coordinator for qualifying events and/or status change definitions.

### Employee Assistance Program

[www.Here4TN.com](http://www.Here4TN.com).

Included in the Partners for Health Tennessee Health Insurance program is the Employee Assistance program. EAP is a no cost, confidential program that provides insured employees with help in managing life's challenges. Call or log on to get information that can help make positive changes at home and at work. Contact Benefits Coordinator at 901-476-7148 for additional information.

### Death Benefit

A \$10,000 death benefit is provided to all Tipton County employees who are employed in active service in a full-time capacity. Beneficiary changes are to be completed by the employee when applicable.

### Tennessee Consolidated Retirement

<http://treasury.tn.gov/tcrs/>

The Tennessee Consolidated Retirement System (TCRS) is a defined benefit pension plan that covers state employees, higher education employees, K-12 public school teachers, and employees of political subdivisions who have elected to participate in the plan. For more information go to the TCRS website.

## Change in Withholding Information

If an employee wishes to make any changes to income tax withholding at any time during the year, please complete the appropriate form(s) and return to the Personnel Department. A W-4 form must be completed for a change in Federal Income Tax withholding. Employees should consider completing a new tax withholding form whenever personal or financial situation changes.

## Leave Policies 5.302

Guidance documents and forms necessary for requesting leave can be found at [www.tipton-county.com](http://www.tipton-county.com) under the Human Resources link.

In order to provide the highest level of service, employees are expected to be at work and on time every day. However, when circumstances dictate, the Board provides various types of leave under which absences may be authorized. Employees who must be absent should inform their immediate supervisor as soon as possible. Listed below is general information regarding several types of leave available to employees. All long term leaves shall be requested in writing at least thirty (30) days in advance on forms adopted by the Board of Education.

Authorization of leave and time taken off from one's job shall be in accordance with a specific leave policy. Absence from work that is not based on appropriate leave for which the employee is qualified may lead to disciplinary consequences, up to and including termination of employment. Guidance documents and all necessary forms are available on the Tipton County Schools website.

### General Leave of Absence Information

All leaves, except military and legislative leave, shall be from date certain to a date certain; however, any leave may be extended to a later specified date upon written request from the employee. The procedures for extending the leave and conditions under which a leave may be extended are the same as those used when originally requesting and granting the leave. Military leave and leave to hold legislative office shall be granted for whatever period may be required.

Upon return of a teacher within the twelve (12) months, the interim teacher shall relinquish the position, and the teacher shall return thereto. If the leave exceeds twelve (12) months, the teacher shall be placed in the same or comparable position.

Any teacher on leave shall, at least thirty (30) days prior to the date of return, notify the superintendent in writing if s/he does not intend to return to the position from which s/he is on leave. Failure to render such notice may be considered breach of contract.



Any teacher on leave shall retain any accumulated tenure, salary or fringe benefits and such leave shall not be construed to work a forfeiture of any accumulated tenure, salary, or benefit credits.

Positions vacated for less than twelve (12) months by teachers on leave shall be filled with an interim teacher for such time as the teacher is on leave.

#### Sick Leave Definition

When an employee is unable to be at work, s/he should notify their principal or supervisor as soon as it has been determined that the employee will be absent. If a third party is asked to relay the message that an employee is to be absent, the employee is held responsible for ascertaining that proper notification has been made. The Superintendent may require a certificate from a medical provider for any sick leave.

Sick leave shall be defined as:

Illness from natural causes or accident, quarantine, or illness or death of a member of the immediate family of a teacher, including the teacher's wife or husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law. Upon documentation from a medical provider verifying pregnancy, any employee may use all or a portion of her sick leave for maternity leave purposes during the period of disability only, as determined by medical provider.

## Types of Leave

### Military Leave 5.306

Military leave is granted under the provisions and conditions specified in law. Military leave is used to address a qualifying exigency (need) defined by federal regulation arising out of the active duty or call to active duty of a covered family member (spouse, son, daughter, or parent) who services in a reserve component or as an active or retired member of the Regular Armed Forces or Reserve in support of a contingency operation; and to care for a covered family member (spouse, son, daughter, parent or next of kin) who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces that has rendered or may render the family member medically unfit to perform duties of his/her office, grade, rank, or rating.

Qualifying exigencies include:

1. Issues arising from a covered military member's short notice deployment (i.e., less days of notice) for a period of seven days from the date of notification;

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

#### Military Caregiver Leave 5.305

An eligible employee who is a spouse, child, parent, or next of kin of a covered service member with a serious injury or illness shall be granted up to a total of 26 workweeks of unpaid leave during a "single 12-month period" to care for the service member. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. A serious injury or illness is one that was incurred by a service member in the line of duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank, or rating. The "single 12-month period" for leave to care for a covered service member with a serious injury or illness begins on the first day the employee takes leave for this reason and ends 12 months later, regardless of the 12 month period established by the employer for other types of FMLA leave. An eligible employee is limited to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during the "single 12-month period."

#### Jury Duty Leave 5.301

Any employee who serves on a jury in local, state, or federal court will be granted paid leave (minus any jury pay) for the period of her/his jury service. The employee shall present written evidence that s/he has been summoned to serve on a jury.

#### Court Appearances 5.301

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

#### Academic Leave 5.308

All employees shall be entitled to a leave of absence without pay not exceeding one (1) year to further education on a full-time basis, provided such academic work entails a minimum of at least eight (8) hours per semester or twelve (12) quarter hours per quarter. No regular employee or teacher shall be eligible for more than one (1) such leave every seven (7) years of consecutive service with the school system.

#### Maternity Leave 5.305

Any employee shall be granted, upon request, up to twelve (12) weeks unpaid leave for the birth or adoption of a child, the care of a child, spouse, or parent who has a serious health condition or for qualifying exigencies arising out of the fact that the employee's spouse, child, or parent is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation. (Any employee requesting leave due to pregnancy, childbirth, or adoption shall be granted up to four (4) months leave.)

Any employee on maternity leave shall be permitted to use accumulated sick leave during the period of actual physical disability only. Otherwise, the maternity leave shall be unpaid leave.

A teacher may use up to thirty (30) days of accumulated sick leave for the adoption of a child. If both adoptive parents are teachers, only one parent may request leave. Written verification from the adoption agency or other entity handling the adoption shall be required before the leave is granted.

#### Family Medical Leave Act 5.305

Full-time employees who have completed one (1) year of continuous employment and all part-time employees who worked at least 1,250 hours during the twelve (12)-month period immediately preceding the requested leave are entitled to family and medical leave. Employees who qualify may take up to twelve (12) workweeks of leave per year.

1. For the birth and care of employee's newborn child or for placement of a child with the employee for adoption or foster care; or
2. To care for the employee's spouse, child or parent who has a serious health condition, as defined by federal law; or
3. For an employee's own serious health condition, as defined by federal law, that makes the employee unable to perform her/his job; or
4. When family and medical leave is taken to care for a service member's recovery from a serious illness or injury sustained in the line of duty, an eligible employee may take up to twenty-six (26) workweeks of leave during a single twelve-month period.

For foreseeable leave, the employee shall provide the Superintendent with at least thirty (30) days written notice before the beginning of the anticipated leave. An unforeseeable leave shall be provided as soon as possible, generally the next business day. The employee shall be restored to the same position of employment or an equivalent position with no loss of benefits, pay or other terms of employment. The employee shall be kept under any group health plan for the duration of the leave.

The Board may recover the premium paid under the following conditions:

- a. The employee fails to return from leave after the period of leave has expired; or
- b. The employee fails to return to work for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the control of the employee.

Paid leave used under this policy will be subtracted from the twelve (12) workweeks to which the employee is entitled. Employees should contact their immediate supervisor as soon as they know they will need to use Family and Medical Leave.

The director may require that a request for leave be supported by certification issued by a health care provider with the following information:

- a. the date on which the serious health condition commenced;
- b. the probable duration of the condition;
- c. the appropriate medical facts within the knowledge of the health care provider regarding the condition; and
- d. a statement that the eligible employee is needed to care for the son, daughter, spouse or parent and an estimate of the amount of time that such employee is needed.

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

Once it has been established that the leave requested qualifies for FMLA, the Superintendent/designee shall notify the employee within five (5) business days (absent extenuating circumstances) that any leave taken pursuant to state leave statutes (paid vacation leave, personal leave, sick leave or worker's compensation) shall run concurrently with FMLA leave.

The following is a summary of the major provisions of the Family and Medical Leave Act (FMLA) provided by the United States Department of Labor.

### **FMLA Basic Leave Entitlement**

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

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

Military Family Leave Entitlements - Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

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

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

Eligibility Requirements - Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

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

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

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

**Substitution of Paid Leave for Unpaid Leave** - Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

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

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

**Employer Responsibilities** - Covered employers must inform employees requesting leave whether they are eligible under FMLA.

If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

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

**Unlawful Acts by Employers** - FMLA makes it unlawful for any employer to:

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

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

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

## Section 3

# Employee Conduct

## Staff Rights and Responsibilities 5.600

Each employee has a responsibility to:

1. Adhere to all state and federal laws and to all state and federal regulations and guidelines.
2. Make themselves familiar with and abide by, the laws of the state as these affect their work, the policies of the Board and the procedures designed to implement them.
3. Exercise good judgment in selecting issues for discussion and balance the relative maturity of his/her students and the students' right to know.
4. Be courteous and helpful in interacting and responding to parents, visitors and members of the public.
5. Keep all records and prepare and submit promptly all reports that may be required by state law, state board regulations, board policy and administrative procedures.
6. Wear appropriate dress for work according to board guidelines and local school rules.

## Pre-employment Drug Screening 5.403

Prior to employment, as a condition of any job offer, substance screens will be required for individuals applying for the following positions: school bus drivers, employees assigned to perform construction related work, mechanics, driver assistants, maintenance employees who drive vehicles during the performance of their duties, and food service employees who drive vehicles during performance of their duties.

All school transportation personnel and employees assigned to perform construction related work shall report to the Superintendent or his designee the use of any prescription drug which would likely affect the central nervous system or one that would likely impair reaction time. School personnel's failure to apprise the Superintendent or designee of the aforementioned types of prescription drugs shall result in disciplinary action up to and including dismissal.

All school transportation and employees assigned to perform construction related work shall be required to submit to random drug testing without advance notice.

Employees who test positive for the use of illegal drugs, or where applicable, drugs for which the employee cannot show proof that the drug has been prescribed specifically for the employee shall be terminated on the first offense.

### Reasonable Suspicion Drug Testing

Trained supervisors have the responsibility to observe and document the cause for reasonable suspicion and when appropriate, refer the matter to the Superintendent/designee. It is not the supervisor's responsibility to attempt diagnosis. All information, facts and circumstances leading to and supporting this suspicion should be included in a written report detailing the basis for the suspicion. After the report is filed, the employee should be notified.

Any employee may be required to submit to substance screening if the following conditions exist: (list is not inclusive)

1. Observed use, possession or sale of illegal drugs and/or use, possession, sale, or abuse of alcohol and/or use of prescription drugs for which the employee cannot show proof that the drug has been prescribed specifically for the employee.
2. Apparent physical state of impairment of motor functions that are not attributed to other factors.
3. Marked changes in personal behavior not attributed to other factors.
4. Employee involvement in or contribution to an accident where the use of alcohol or drugs is reasonably suspected or employee involvement in a pattern of repetitive accidents whether or not they involve actual or potential injury.
5. Violation of criminal statutes involving the use of illegal drugs, alcohol or prescription drugs and/or violations of drug statutes.
6. Employee involvement in an accident involving personal injury or involvement in an accident involving property damage in excess of \$1,000.

### Absenteeism/Tardiness/Substitutes

There is no substitute for a great employee. Excellent attendance is important for the success of our school system. It is vital that employee attendance be a priority.

Employees are expected to notify their immediate supervisor when they must be tardy or absent. Staff in positions requiring substitutes must contact their immediate supervisor or their designated person and Kelly Educational Services prior to their absence to request a substitute for the day. All school personnel are required to record their absence and request a substitute, if needed, through the Frontline Education Absence Management System provided by Kelly Services. This system integrates with Skyward Finance where sick/personal day information can be accessed.



### Tobacco Free Schools 1.803

All uses of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes and associated paraphernalia are prohibited in all of the school district's buildings and in all vehicles that are owned, leased or operated by the district. Smoking shall be prohibited in any public seating areas including, but not limited to, bleachers used for sporting events or public restrooms. District employees and students enrolled in the district's schools will not be permitted to use tobacco or tobacco products, including smokeless tobacco, electronic cigarettes and associated paraphernalia while they are participants in any class or activity in which they represent the school district.

### Drug-Free/Alcohol-Free Schools 1.804

No employee shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in federal law. "Workplace" shall include any school building or any school premise; any school-owned or any other school-approved vehicle used to transport students to and from school or school activities; and off-school property during any school-sponsored or school-approved activity, event or function. As a condition of employment, each employee shall notify his/her supervisor of his/her conviction on any criminal drug statute for violation occurring in the workplace as defined above no later than five (5) days after conviction.

Any employee who violates the terms of this policy shall be suspended and shall be subject to dismissal and referral for prosecution.

## Access to Electronic Media 1.805, 4.406

The Board supports reasonable access to various information formats for students, employees, and the community and believe it is incumbent upon users to utilize this privilege in an appropriate and responsible manner. Each employee will sign the Tipton County Acceptable Use Policy.

### **Tipton County Schools Employee Acceptable Use Policy**

The primary purpose of Tipton County School District's electronic communications network is to support and enhance learning and teaching that prepares students for success. Providing access to technology is an investment in the future of both our students and staff. The Tipton County Board of Education expects that employees will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat room and cyber bullying awareness and response. While employees will be able to move independently through resources, access from school to Internet resources should be structured in ways which point employees to those sources suited to educational objectives. Schools will use existing avenues of communication to raise awareness and inform parents about Internet safety. The district will provide adequate direction for Internet usage and instruction on how to teach students appropriate methods to avoid dangerous, inappropriate, or unlawful online behavior. The district shall take measures designed to protect students from child pornography and obscenity as well as other materials that are harmful to minors pursuant to 47. U.S.C. 6801, 677, 9134; 47 U.S.C. 254 (h) and (1) and the Children's Internet Protection Act (CIPA).

Employees may not install any hardware, software, peripherals, or external devices of any kind without adequate supervision and prior approval from both building level administration and the technology department.

Employees can be held legally and financially responsible for any problems that occur due to inappropriate use of the computer hardware, software, and the networks in our schools.

Terms and Conditions:

- I understand that computers, network, and Internet access, are for educational purposes only to qualified students, teachers, administrators and staff.
- I will never share my password with anyone else.
- I will never attempt to tamper with, or otherwise disrupt other people's data or computer equipment, or try to gain unauthorized access to accounts or files on any computer, network, or on the Internet.
- I understand that disciplinary action will be taken against any user found using the Internet/network to cyber bully or threaten another individual or group.
- I understand that disciplinary action will be taken against any user found sending or acquiring objectionable material over the Internet, or creating, copying or otherwise manipulating objectionable material on school equipment or on school premises.
- Any use of school technology for commercial or for profit purpose, personal or private gain, is strictly prohibited.
- Employees are financially responsible for the repair of any intentional damage done to any computer programs, hardware, and networks.
- Tipton County Schools specifically forbids the unauthorized reproduction/installation of software.
- I understand that I cannot use any device to access school or non-school networks while on school property without prior authorization.

## Procedure for Personnel Action with Regard to Progressive Discipline and Discharge

Supervisors are given the responsibility and authority to discipline employees if the situation requires discipline. The Seriousness of the offense should determine the severity of the discipline. Disciplinary action becomes a part of the record of the employee; therefore, any action taken is to be taken quite seriously.

The procedures for discipline are discussed below. Each step represents a more severe form of discipline, but they do not necessarily have to be administered in order. The severity of the discipline should match the seriousness of the offense; therefore, it is possible to use Step 3 as the initial discipline rather than Step 1 or 2. Discipline should always be used as an instrument to bring about the desired work behavior and never as a tool for punishment. A general rule to apply the lowest step that will accomplish this purpose.

Step 1. Verbal Warning by immediate Supervisor. A record of the date and basis for the verbal warning should be kept by the Supervisor in the Supervisors file.

Step 2. Written Warning the employee shall receive a written warning from his immediate Supervisor stating the reason for the disciplinary action. A copy of this warning to be placed in the employee's Personnel File.

Step 3. Suspension the employee shall receive a written notice of the suspension from the Superintendent stating the reason for the suspension. A copy of the suspension notice is to be place in the employee's Personnel File.

Step 4. Discharge any employee who is subject to further disciplinary action shall be suspended for investigation and/or or discharge. Discharged employees will be notified in writing by the Superintendent.

**SUPPORT STAFF EMPLOYEE DISCIPLINE WRITTEN WARNING**

School \_\_\_\_\_

Employee \_\_\_\_\_

Employee's Job Title \_\_\_\_\_

The following written warning is given to the above named employee and a copy of this warning is being placed in the said employee's personnel file.

Every effort should be made to correct the problem stated below as soon as possible.

The following warning is hereby given:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

## Employment-Related Complaints/Grievances 5.500

The Board believes that differences of opinions arising in the course of employment should be resolved as quickly as possible and at the lowest supervisory level. However, in instances where an individual employee feels for personal reasons that he/she cannot discuss a problem with his/her immediate superior, s/he may take the problem directly to the Superintendent.

After review of the problem, the Superintendent shall take action as s/he deems appropriate and within a prompt, reasonable time shall notify all parties concerned of his finding.

## Harassment/Discrimination Grievances 5.501

Employees should notify any district complaint manager if they believe the Board, its employees or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal statute or board policy including:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Claims of sexual harassment under Title VII of the
5. Civil Rights Act of 1964 and Title IX of the
6. Education Amendments of 1972

The complaint manager will endeavor to respond and resolve complaints.

1. Filing a Complaint — an employee who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with any district complaint manager. The employee may request a complaint manager of the same sex. The complaint manager may assist the employee in filing a grievance.
2. Investigation — the complaint manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The complaint and identity of the complainant will not be disclosed except (1) as required by law or this policy; or (2) as necessary to fully investigate the complaint; or (3) as authorized by the complainant. The complaint manager shall file a written report within ten (10) days of the filing of the grievance, which outlines the investigation of the complaint with the Superintendent. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board.

## Outside Employment or Activities 5.607

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

## Section 4

# General Information for Support Personnel

### Reporting Child Abuse 6.409

#### **Child Abuse Hotline 1-877-237-0004**

All personnel shall be alert for any evidence of child abuse or neglect. Child abuse is defined as any wound, injury, disability, or physical or mental condition which is of such nature as to reasonably indicate that it has been caused by brutality, abuse, or neglect or which on the basis of available information reasonably appears to have been caused by such. Staff members having knowledge or suspicion of any child who is suffering from abuse or neglect shall report such harm immediately.

### Health/Safety/Accident Reports 3.201, 5.400

It is the intent of the Board to provide a safe and healthful working environment for all employees. All employees, prior to entering service, shall present a certificate showing they have passed a post-offer pre-employment physical and proof that they have no communicable or contagious disease which might endanger the health of school children. Employees shall inform the Superintendent whenever they contract a contagious or communicable disease.

Employees should report any security hazard or conditions that they believe to be unsafe to their immediate supervisor. In addition, employees are required to notify their supervisors immediately after sustaining a work-related injury or accident.

The administrator is to forward a copy of the accident report to the Supervisor of Maintenance, the Board of Education Personnel Department, and the office of the County Budget Director within 24 hours of the accident as directed on the report form. In case of serious accident, the Supervisor of Maintenance and Personnel Department should be notified by the administrator by phone immediately in addition to the written report.

### Resignations of Support Staff Employees 5.202

A support staff employee desiring to terminate his/her services with the Tipton County Board of Education should give at least two (2) weeks written notice to his/her supervisor specifying the exact date he/she wishes to terminate employment.

## Inclement Weather 1.8011

In case of inclement weather, school closings will be announced at [www.tipton-county.com](http://www.tipton-county.com) and broadcast on 93.5 FM and 1250 AM. Television Channel 29 will have information on closings as well as Channels 3, 5, 13 and 24. In addition, every employee and students' parents will receive a phone call via the message system and Twitter.

### Helpful websites:

Tipton County Schools

[www.tipton-county.com](http://www.tipton-county.com)

Tennessee Department of Education

[www.state.tn.us/education](http://www.state.tn.us/education)

Tennessee Department of Education

<http://treasury.tn.gov/tcrs>

Tennessee Health Insurance

<http://partnersforhealthtn.gov>





\_\_\_ I hereby acknowledge receipt of the Support Staff Employee Handbook and agree to read and familiarize myself with the contents. I further agree to adhere to the policies and procedures of the Tipton County Board of Education.

\_\_\_ I certify that I have read and understand policy 5.602 Time Schedules and Extra Duty.

**Employee Name (print)** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_

**Date** \_\_\_\_\_