

SHELBY COUNTY SCHOOLS

# Employee HANDBOOK



“Before we can all effectively serve our ultimate customers, parents and students, we need a clear and collective vision for how we serve.”

- Dr. Joris M. Ray, Superintendent

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### MESSAGE FROM THE SUPERINTENDENT

Welcome!

Thank you for choosing Shelby County Schools and sharing our dedication to creating a positive culture for the children and families we serve.

Like you, Shelby County Schools is committed to excellence. We strive to be a premier school district that attracts a diverse student population and top-notch teachers, leaders and staff who provide meaningful educational and life experiences.

We continue to work together toward Destination 2025, our 10-year strategic plan to ensure all SCS students leave school prepared for careers or post-secondary education. As we raise expectations of our students, innovative and varied practices are needed to provide them with learning experiences that will prepare them for life after graduation. We believe successful teachers and leaders drive student success and we must provide educators with the support and tools needed to make classroom teaching impactful.

Preparing every single student for success in learning, leadership, and life is a collaborative effort that involves commitment from every employee of Shelby County Schools. It requires all of us to be on the same page and maintain high standards of policy and procedure, while also maintaining high standards of integrity and respect for ourselves, our District, our students, and our community as a whole.

We value all of our employees and are grateful to you for the role you play in our overall success as a District. Thank you for choosing to work with SCS.

Respectfully,  
Dr. Joris M. Ray  
Superintendent, Shelby County Schools



### MESSAGE FROM THE BOARD CHAIR

Welcome to Shelby County Schools, where employees are considered one of our most valuable resources.

The Board is the governing body of the District, whose primary responsibilities include setting the vision and goals for the school system, adopting and overseeing the annual budget, and creating policies which support educational equity. The decisions made are always done in the best interest of families, the community, staff, and most importantly, students.

Every employee plays an integral role in our mission of preparing all students for success in learning, leadership, and life. In order for our students to succeed, our employees must succeed. Through Destination 2025, our strategic plan, our priorities focus on not only improving the quality of public education, but also to create a more knowledgeable, productive workforce that ultimately benefits our entire community.

You, employees of Shelby County Schools, work hard each day to ensure students have the best educational experience possible. It takes the work of thousands of employees inside and outside of the classroom to move the District forward. Your input, expertise, and insight are extremely valuable. What you do makes a positive difference in the lives of Shelby County Schools students and families.

We commend you for all your hard work and thank you for being a part of the Shelby County Schools family.

SCS is 901.

Sincerely,  
Miska Clay Bibbs  
Chair, Shelby County Board of Education



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## BOARD MEMBERS

The Shelby County Board of Education is committed to its mission of preparing all students for success in learning, leadership, and life. The Board, which governs the business operations of Shelby County Schools, is comprised of nine (9) elected officials, representing all county districts.

Regular Business Meetings of the Shelby County Board of Education are held at the Francis E. Coe Administration Building, 160 S. Hollywood Street, at 5:30 p.m. on the final Tuesday of each month. Members of the public are invited to speak with the Board at Business Meetings during the Public Comment section of the agenda. The Board holds Work Sessions on Tuesdays one week prior to all regular business meetings.

As part of our commitment to keeping our community informed, all Shelby County Board of Education Work Sessions and Business Meetings are open to the public and streamed live online and broadcast live on Cable 19 and 88.5 FM.

### PUBLIC COMMENT

We value input from our community to help us succeed in our mission of preparing all students for success in learning, leadership, and life. Therefore, we set aside time at each regularly scheduled Board Business meeting for Shelby County residents, businesses/organizations and District employees to communicate with the Board. We ask that those who wish to address the board please sign up during the sign-up period, which begins thirty (30) minutes prior to each regular Business and/or Special Called Meeting.

### CONSTITUENT SERVICES

The Board Office assists parents and community members in communicating concerns to Board members. We encourage parents to first seek resolutions to concerns at the school-level through the appropriate staff member before contacting The Board Office.

As part of our overall commitment to cultivating a supportive, positive District-wide culture, Shelby County Schools provides helpful Parent Liaisons at the Parent Welcome Center, who are trained to support parents in addressing concerns and resolving issues. Parents are invited to visit The Parent Welcome Center at 2687 Avery Avenue or call the center at (901) 416-5300.

### CONTACTING THE BOARD

Because Board Members are elected officials rather than District employees, they do not have individual offices at the District's Central Office. However, you can mail correspondence to Board Members at 160 S. Hollywood. Any correspondence sent to Central Office will be delivered to the Board at their next scheduled meeting.

## MISSION

Shelby County Schools Is **Committed** To Preparing All Students For **Success** In **Learning, Leadership** And **Life**.

## VISION

Because of its commitment to **excellence**, Shelby County Schools is a **premier school district** that attracts a **diverse** student population and caring, effective teachers, leaders and staff.



### 7 Steps

- Implement the Academic Equity in Action Plan
- Build internal capacity to support Social Emotional Learning (SEL)
- Create a cohesive District-wide culture that focuses on students and families
- Embed the Servant Leadership methodology across the organization
- Effectively and efficiently align our resources
- Create a comprehensive Reimagining 901 plan (Footprint Proposal)
- Realize the District office transition





## WELCOME TO SHELBY COUNTY SCHOOLS

Welcome to Shelby County Schools, where we consider our employees to be one of our most valuable assets. Every employee plays an integral role in our mission of preparing all students for success in learning, leadership, and life.

This handbook contains only general information and guidelines and is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. If you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, please contact the Department of Human Resources.

This handbook does not confer any contractual right, either expressed or implied, to remain in the District's employment, nor does it guarantee any fixed terms and conditions of employment.

The procedures, practices, policies and benefits described here may be modified or discontinued without prior notice. Shelby County Schools retains the right to handle any particular situation in the manner it deems most appropriate and in the best overall interest of the District. The exercise of this discretion may result in departing from some of the items outlined in this handbook as dictated by the circumstances.

Some subjects described in this handbook are covered in detail in official policy documents. Because the handbook only briefly summarizes those guidelines and benefits, please refer to those official policy documents for specific information.

## EQUAL EMPLOYMENT OPPORTUNITY

SHELBY COUNTY SCHOOLS SHALL NOT DISCRIMINATE IN RECRUITMENT OR EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, CREED, AGE [40 YEARS OR OLDER], DISABILITY, NATIONAL ORIGIN, OR GENETIC INFORMATION IN COMPLIANCE WITH STATE/ FEDERAL LAWS. THE DISTRICT SHALL PROMOTE EQUAL OPPORTUNITIES THROUGH VIGOROUS RECRUITING PRACTICES AS AN INTEGRAL PART OF SHELBY COUNTY SCHOOLS' PERSONNEL POLICY AND PRACTICE IN THE EMPLOYMENT, DEVELOPMENT, ADVANCEMENT AND TREATMENT OF EMPLOYEES AND APPLICANTS OF SHELBY COUNTY SCHOOLS.

## COMMITMENT TO DIVERSITY AND INCLUSION

SHELBY COUNTY SCHOOLS IS COMMITTED TO CREATING AND MAINTAINING A DIVERSE AND INCLUSIVE WORKPLACE IN WHICH ALL EMPLOYEES HAVE AN OPPORTUNITY TO PARTICIPATE AND CONTRIBUTE TO THE SUCCESS OF THE ORGANIZATION AND ARE VALUED FOR THEIR SKILLS, EXPERIENCE AND UNIQUE PERSPECTIVE. THIS COMMITMENT IS EMBODIED IN THE DISTRICT POLICIES AND THE WAY WE DO BUSINESS AT SCS AND IS ESSENTIAL TO THE SUCCESS OF OUR STUDENTS AND ORGANIZATION.



# EMPLOYEE CONDUCT



## OUR STANDARDS OF CONDUCT

We know that you, our Shelby County Schools employees, work cooperatively to serve the best interests of the District and always strive to be courteous and respectful to students, one another, and the public.

SCS Employees:

- Recognize and respect the rights of students, parents, other employees, and community members.
- Maintain confidentiality in all matters related to students and colleagues.
- Report to work in accordance with the assigned schedule.
- Notify our supervisor as early as possible if we must be absent or late.
- Comply with our supervisor's expectations when reporting absences. We recognize that unauthorized absences, chronic absenteeism, tardiness, and failure to follow reporting procedures may result in disciplinary action.
- Comply with department/District policies and procedures.
- Express concerns and complaints through appropriate channels to find the best resolution.
- Observe safety rules and immediately report unsafe

conditions or injuries to a supervisor.

- Make the best use of our resources by using District time, funds, and property only for authorized business and activities.

At SCS, all employees should perform their duties in accordance with state and federal law, District policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. If an employee's performance presents a concern, their supervisor should provide corrective feedback and take disciplinary action if appropriate. Corrective actions should be designed to inform the employee of a problem and allow them an opportunity to demonstrate improvement. Actions include, but are not limited to, documented counseling, verbal reprimand, and written reprimand. Disciplinary action, including the immediate physical removal of an employee from his or her work site, will follow thoughtful consideration of an employee's misconduct and its impact on the school/District. The following are offenses for which any incidents of misconduct will result in resignations, suspensions, or terminations:

1. Conviction of a felony;
2. DCS finding that educator substantiated a perpetrator of child abuse, severe child abuse, child sexual abuse or child neglect;
3. Conviction of possession of illegal drugs;
4. Being on school premises, at a school-related activity involving students, or on official school business, while possessing, consuming or under the influence of alcohol or illegal drugs;
5. Falsification or altering of a license or documentation required for licensure;
6. Denial, suspension or revocation of a license or certificate in another jurisdiction for reasons which would justify denial, suspension or revocation under State Board Rules;
7. Negligence in the commission of duties as an educator that does not result in harm to student;
8. Negligence in the commission of duties as education that does result in harm to student;
9. Inappropriate communication with a student that is non-explicit;
10. Inappropriate communication with a student that is explicit;
11. Inappropriate use of school property;
12. Inappropriate physical contact with a student that does not result in harm;
13. Inappropriate physical contact with a student that does result in harm;
14. Non-compliance with security guidelines for TCAP or successor test; or
15. Other good cause. Conduct that calls into question the fitness of an educator to hold a license including, but not limited to, violation of any provision in the Teacher Code of Ethics as contained in T.C.A. § 49-5-1001, et seq.

## OUR STANDARDS OF CUSTOMER SERVICE

To cultivate a positive District culture focused on preparing all students for success in learning, leadership, and life, our SCS employees work together to ensure that all stakeholders feel welcomed and valued. Whether that person is a student, parent, visitor, school partner, or employee, you help to ensure everyone's interactions with SCS staff to be courteous. You treat our customers with dignity and confidence that their confidentiality and privacy will be respected.

### COMMUNICATION

In terms of communication, SCS Staff Members:

- Promptly acknowledge and greet customers when they enter our facilities. If you're serving another customer, politely ask if they would mind waiting until you have finished assisting the current customer.
- Answer the phone within three rings, and in a friendly tone, stating your name and the name of the facility.
- Actively listen to customers and ensure they receive accurate and consistent information.
- Activate out-of-office email and voicemail features to provide information regarding your return and other immediately available options.

### RESPONSIVENESS

In terms of responsiveness, SCS Staff Members:

- Politely assist customers or direct them to the appropriate person or department.
- Respond in a timely manner, returning phone calls within 24 hours and emails within two business days. If a response cannot be provided within the allotted time-frame, the customer will receive a notification with an estimated response time.

### ENVIRONMENT

In terms of environment, SCS Staff Members:

- Create a welcoming, family friendly environment in all District facilities.
- Wear identification badges at all times.
- Ensure facilities are easy to navigate; office hours are posted, and signage is visible and clear.



## TENNESSEE TEACHER CODE OF ETHICS (TENNESSEE CODE ANNOTATED SECTION 49-5-1003-1004)

### EDUCATOR'S OBLIGATIONS TO STUDENTS.

- An educator shall strive to help each student realize the student's potential as a worthy and effective member of society. An educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.
- In fulfillment of this obligation to the student, an educator shall:
  1. Abide by all applicable federal and state laws;
  2. Not unreasonably restrain the student from independent action in the pursuit of learning;
  3. Provide the student with professional education services in a nondiscriminatory manner and in consonance with accepted best practices known to the educator;
  4. Respect the constitutional rights of the student;
  5. Not unreasonably deny the student access to varying points of view;
  6. Not deliberately suppress or distort subject matter relevant to the student's progress;
  7. Make reasonable effort to protect the student from conditions harmful to learning or health safety;
  8. Make reasonable effort to protect the emotional well-being of the student;
  9. Not intentionally expose the student to embarrassment or disparagement;
  10. Not on the basis of race; color; creed; sex; national origin; marital status; political or religious beliefs; family, social, or cultural background; or sexual orientation, unfairly:
    - Exclude the student from participation in any program;
    - Deny benefits to the student; or
    - Grant any advantage to the student;
  11. Not use the educator's professional relationship with the student for private advantage;
  12. Not disclose information about the student obtained in the course of the educator's professional service, unless disclosure of the information is permitted, serves a compelling professional purpose, or is required by law;
  13. Not knowingly make false or malicious statements about students or colleagues;
  14. Ensure interactions with the student take place in transparent and appropriate settings;
  15. Not engage in any sexually related behavior with the student, whether verbal, written, physical, or electronic, with or without the student's consent. Sexually related behavior includes, but is not limited to, behaviors such as making sexual jokes or sexual remarks; engaging in sexual kidding, sexual teasing, or sexual innuendo; pressuring the student for dates or sexual favors; engaging

in inappropriate physical touching, groping, or grabbing; kissing; rape; threatening physical harm; and committing sexual assault;

16. Not furnish alcohol or illegal or unauthorized drugs to the student;
17. Strive to prevent the use of alcohol or illegal or unauthorized drugs by the student when the student is under the educator's supervision on school or LEA premises, during school activities, or in any private setting;
18. Refrain from the use of alcohol while on school or LEA premises or during a school activity at which students are present; and
19. Maintain a professional approach with the student at all times.

### EDUCATOR'S OBLIGATION TO THE EDUCATION PROFESSION (TENNESSEE CODE ANNOTATED SECTION 49-5-1004)

- The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service. In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions which attract persons, 'worthy of the trust', to careers in education, and to assist in preventing the practice of the profession by unqualified persons.
- In fulfillment of this obligation to the profession, an educator shall not:
  1. Deliberately make a false statement or fail to disclose a material fact related to competency and qualifications in an application for a professional position;
  2. Misrepresent the educator's professional qualifications;
  3. Assist entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute;
  4. Knowingly make a false statement concerning the qualifications of a candidate for a professional position;
  5. Assist a non-educator in the unauthorized practice of teaching;
  6. Disclose information about colleagues obtained in the course of professional service unless the disclosure serves a compelling professional purpose or is required by law;
  7. Knowingly make false or malicious statements about a colleague;
  8. Accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions; and
  9. Use of illegal or unauthorized drugs.

- In fulfillment of this obligation to the profession, educators shall:
- Administer state-mandated assessments fairly and ethically; and
- Conduct themselves in a manner that preserves the dignity and integrity of the education profession.
- An educator who has personal knowledge of a breach by another educator of the teacher code of ethics prescribed in 49-5-1003 and 49-5-1004 shall report the breach to the director of schools, local board of education, or state board of education within thirty (30) days of discovering the breach
- Failure to report a breach of the teacher code of ethics, or to file a report of any criminal activity or other misconduct that is required by federal or state law, is a breach of the teacher code of ethics.

## ARRESTS AND CONVICTIONS

Any SCS employee charged or convicted of (1) a misdemeanor that involves theft of property, alcohol/drug use, or assault (including domestic violence); (2) a felony offense; (3) abuse against a child; and/or (4) selling drugs to a minor child must report it to the SCS Department of Human Resources within seven (7) working days of the charge or conviction. Failure to report such charges or convictions may constitute grounds for immediate termination. Individual cases will be reviewed and appropriate action shall be taken.

Any employee who has been legally charged with abuse against a child and/or selling drugs to a minor child must report it to the SCS Department of Human Resources within seven (7) working days of the charge or conviction. Failure to report such charges or convictions may constitute grounds for immediate termination. Additionally, an employee convicted of abuse against a child and/or selling drugs to a minor child shall be terminated.

Employees who drive District-owned and/or District-leased vehicles as part of their employment must report a suspended or revoked driver's license to the Department of Human Resources within seven (7) working days of the notification of the suspension or revocation. Failure to disclose information may result in disciplinary actions up to and including termination.

Any teacher convicted of a felony, as defined by state law, shall be immediately suspended and dismissed subject to the provision. Please see full policies related to dismissal of teachers and non-tenured teachers (Policy 4017, 4018.)

## REQUIRED REPORTING OF TEACHER MISCONDUCT TO STATE BOARD OF EDUCATION (SBE)

The Director of Schools is required to report the following to the SBE:

- The conviction of a certified employee for any offense listed in Tenn. Code Ann. §39-13-352, §39-17-417, and §40-35-501(i)(2);
- Teachers who have been suspended or dismissed, or who

have resigned, following allegations of conduct, including sexual misconduct, which, if substantiated, would warrant consideration for license suspension or revocation under the state board of education rule.

For purposes of this section, "sexual misconduct" is any sexually related behavior with a child or student, regardless of the age of the child or student, whether verbal, nonverbal, written, physical, or electronic that is designed to establish a sexual relationship with the child or student, including, but not limited to, behaviors such as:

- Making sexual jokes, sexual remarks, or sexually suggestive comments;
- Engaging in sexual kidding, sexual teasing, sexual innuendo, or sexualized dialog;
- Dating or soliciting dates or sexual favors;
- Engaging in inappropriate physical contact or touching, groping, grabbing, or kissing; or
- Committing an offense under Tenn. Code Ann. § 39-13-5 against a child or student.

A (SBE) Director's Initial Report should be submitted as soon as the allegations are received by the Office of Employee Relations and an employee is placed on suspension or administrative leave, regardless of whether the allegations are substantiated at the time. If any subsequent activity occurs regarding the allegations (i.e., inability to substantiate allegations following an investigation, teacher nonrenewal, the issuing of tenure charges, reinstatement, convictions, a determination by DCS, etc.), then a second report – the Director's Final Report – should be submitted to close out the matter. In other words, in all cases where allegations of misconduct are made against an educator, an initial report should be immediately submitted alerting the licensing office of the allegations, and a second report should be submitted to the licensing office advising it of the disposition of the allegations.

## REPORTING OF SUSPECTED CHILD ABUSE – POLICY 6017

By law, all employees who know or have reasonable cause to suspect that any child has been abused, neglected or sexually abused are responsible for immediately reporting such knowledge or suspicion directly to their administrator or supervisor.

Upon notification, the administrator or supervisor must ensure one of the following is immediately notified:

- The judge having juvenile jurisdiction over the child;
- The office of the chief law-enforcement official where the child resides;
- The Sheriff of the county where the child resides; or
- The Department of Children Services

Additionally, they must notify the SCS Office of Security and the Office of Employee Relations that a report of child abuse, neglect, or sexual abuse was made.

### CORPORAL PUNISHMENT

For the safety of our students and liability protection for you, our employees, Shelby County Schools prohibits the use of corporal punishment, which includes any consequence that results in physical pain (including physical exercise) or harm to students. However, on rare occasions, physical force may be necessary to restrain a person or to prevent injury in accordance with policy 6057 Physical Relocation of Students.

### STUDENT-EMPLOYEE RELATIONSHIP

While we do encourage educators to get to know their students, please continue to use good judgment in your relationships with students beyond work responsibilities and/or outside the school setting and avoid excessive informal and social involvement with individual students. Romantic, amorous or sexual relationships, and romantic, amorous or sexual comments or communications in any form between employees and students are strictly prohibited. This includes unprofessional and inappropriate communication.

Examples of unprofessional and inappropriate communications include, but are not limited to:

1. Employees fraternizing or communicating with students in a peer to peer or unduly familiar manner;
2. Writing personal letters, e-mailing, texting, contacting through social media, or communicating with student(s) by phone or other electronic means about one or more topics that are beyond the scope of their educator/student relationship;
3. Sending suggestive, lewd or indecent pictures or images to students;
4. Discussing or revealing to student's inappropriate aspects of private lives or inviting students to do the same; and
5. Engaging in unnecessary and/or non-curricular dialogue concerning topics of a sexual nature.

Employees must guard against associations with students that are outside the normal scope of employment and an appropriate educator/student relationship. Employees engaging in such inappropriate conduct will be subject to disciplinary action, up to and including dismissal. Employees who have reason to believe that another employee is inappropriately involved with a student, as described above, are obligated to immediately report this information to their principal, supervisor or a human resources supervisor. Failure to do so may result in disciplinary action up to and including termination.

### CONFIDENTIALITY

At times, your work assignment may involve work of a confidential nature and/or involve contact with confidential student or employee information. For the protection of all, employees may not disclose to outsiders any information that is not in the public domain as referred to in FERPA, HIPPA, TCA, or any other state and federal guidelines.

### CONFLICT OF INTEREST-POLICY 4003

Employees of Shelby County Schools shall avoid any conflict or appearance of conflict between their personal interests and the interests of the system in dealing with suppliers, customers, and all organizations or individuals doing or seeking to do business with Shelby County Schools and/or in dealing with other employees of the District. Suppliers, customers and organizations shall include, but are not limited to, business firms and corporations; consultants and consulting firms; college and university academic and athletic recruitment programs; university research programs; foundations; and federal and state government officials. Employees shall avoid any situation that would result in their having a direct or indirect financial or material interest in firms, corporations or organizations doing business with the system.

### ELECTRONIC COMMUNICATION AND INTERNET USE - POLICY 4015

The Shelby County Schools Board of Education recognizes that electronic information resources have transformed the ways information may be accessed and communicated. The Board recognizes that the effective uses of these technologies enhance the quality and delivery of education by providing access to unique resources and opportunities for collaborative work.

However, the use of electronic technology is a privilege and is subject to all applicable state and federal laws and policies of the District. The Shelby County Schools Board of Education reserves the right to examine electronic mail messages, files on all types of Shelby County Schools' computers and servers, cache files, website logs and any other information stored or passing through the Shelby County Schools network systems.

Employees utilizing district-provided network access are responsible for professional behavior online, and violations may result in disciplinary action up to and including termination. Let us always think critically and responsibly when using electronic communications.

### MEDIA RELATIONS

Shelby County Schools' Communications Department works closely with media partners to coordinate positive coverage of the wonderful achievements, innovations and events in schools that involve our students, teachers, principals and staff.

We have guidelines in place for our media partners. To ensure efficiency and clear lines of communication in this process, the Communications Department should be informed any time a media outlet contacts staff directly for an interview or if an outlet arrives on campus or at a District office without prior notification from a Communications staff member. A member of the Communications team will always notify schools in advance if a media representative requests permission to conduct an interview or cover a story.

The Superintendent serves as the chief spokesperson for the District. As designated by the Superintendent, the Communications Department may also provide official statements on behalf of the District. **We request that employees not provide any statements that might serve as a representation of an official comment on behalf of the District without approval from the Communications Department.**

Additionally, the unauthorized release of any classified/confidential District information is prohibited and may result in disciplinary action.

If you have additional questions, concerns or support, our Communications Department will be happy to assist you. You can reach them at (901) 416-5628.

### SOCIAL MEDIA

Social media is the District's fastest growing method of communication. Parents, employees and community stakeholders follow us on Facebook, Twitter, YouTube and Instagram to keep up with what's happening in classrooms and schools around the District. Our social media pages are updated daily to ensure all stakeholders have access to the latest SCS news and alerts.

Schools are welcome to contact the Communications Department for assistance in creating their own social media accounts. District offices interested in establishing a social media presence should receive approval from the Communications Department in advance to avoid duplication of efforts, as well as to ensure consistency and coordination across all District-level communications channels.

All social media accounts are subject to review by the Communications Department to ensure all content is appropriate. We ask that employees not use social media to provide any statements that might serve as a representation of an official comment on behalf of the District. Additionally, the unauthorized release of any classified/confidential District information is prohibited and may result in disciplinary action. Contact the Communications team for any additional questions, concerns or support by calling (901) 416-5628.

### APPROPRIATE DRESS

Our valued employees are the face of SCS, and we ask that you dress and groom in a clean, neat manner appropriate for your assignments, in accordance with the following standards, as well as any additional standards established by your supervisor.

1. Dresses and all outer garments should fit properly and be of an acceptable length.
2. SCS does not permit halters, tank tops, see-through garments, or clothing with revealing necklines, bare backs, bare midriffs, or spaghetti straps. In addition, clothing with symbols, phrases, or slogans advertising tobacco, alcohol products, or any controlled substances are not permitted.
3. Head apparel (such as hoods, hats, caps, etc.) should not be worn inside the building. Hats can be worn, if an accommodation has been approved by your supervisor or human resources.
4. Hair (including beards and mustaches) should be clean, neatly trimmed, and well-groomed.
5. Pants must be worn at the waist, be appropriately sized, and of safe length.
6. Footwear excludes flip-flops and slippers.
7. Clothing that reveals undergarments should not be worn.
8. Hemlines for skirts and dresses should be no shorter than 4 inches above the knee.
9. Shorts, leggings, warm-ups, yoga pants, spandex or similar pants, exercise clothes, or any garment that may appear to be an undergarment is not permissible.
10. Jeans (not torn or ripped) may be worn on days designated by the principal or supervisor, designated spirit days, and teacher in-service days.

### EXCEPTIONS TO GUIDELINES

The following exceptions apply to these guidelines:

1. Physical education staff may choose to wear appropriate attire, approved by the administration, during the physical education instructional period.
2. Instructors in shop courses may wear aprons, smocks, or overalls during the instructional period.
3. Auxiliary employees in maintenance, custodial, transportation, food service, and positions requiring uniforms are exempted from the general guidelines but should comply with dress and grooming guidelines specified by their supervisors.
4. Exceptions are required to accommodate an employee's religious dress and grooming practices.

## ADDRESSING WORKPLACE ATTIRE AND HYGIENE PROBLEMS

It's important to make the workplace comfortable for all employees and respectful of the families we serve. Therefore, violations of the policy can range from inappropriate clothing to offensive perfumes and body odor. If a staff member comes to work in inappropriate dress, he or she will be required to go home, change into conforming attire or properly groom, then return to work.

If a staff member's poor hygiene or use of too much perfume/cologne is an issue, the supervisor should respectfully discuss the problem with the staff member in private and should point out the specific areas to be corrected. If the problem persists, supervisors should follow the normal corrective action process. Thank you in advance for being considerate of others.

## ABSENTEEISM AND TARDINESS

Shelby County Schools relies on all staff to report to work as scheduled to ensure the quality and continuity of instruction for students entrusted in our care. Good attendance is an important responsibility of all employees. Good attendance is defined as being at work on time and ready to perform, on every day the employee is scheduled to work, and remaining at work for the entire shift. Frequent absenteeism, tardiness or early departure makes it difficult to maintain a productive and positive work environment because it places an extra burden on colleagues. Out of respect for everyone, unscheduled absences, late arrivals or early departures are grounds for corrective action. In addition, each employee is responsible for following department procedures for scheduling time off and following proper call-in procedures when reporting absences due to illness or emergency.

## TIME AWAY FROM WORK

1. All requests for time off from work must be approved by the employee's supervisor or a higher level manager if that supervisor is unavailable. Approval of requests is dependent on factors such as workload and staffing level of the department.
2. We ask that you request time off in writing five (5) business days prior to your scheduled workday in order to be considered a scheduled absence. An unscheduled absence will be counted as an occurrence or as the absence is requested and approved by the supervisor at least 24 hours in advance, or as otherwise stated with department guidelines.

## CALL-IN PROCEDURE:

1. In order to allow time for management to make alternative work arrangements, an employee should report an absence well in advance of the start of their

assigned shift. The amount of advance time required to request an absence varies based on department/school and work schedules.

2. The employee should contact the supervisor or other designated individual within the department/school and provide a specific reason for the absence. Employees are asked not to rely on friends, relatives or fellow employees to report an absence.
3. An employee is required to follow the call-in procedure for every unplanned day of absence unless he/she indicates that the absence will be for more than one day.
4. Please follow proper call-in procedures to avoid any progressive corrective action, up to and including recommendation for termination discharge.

## OCCURRENCE

1. SCS defines an occurrence as an unplanned absence for a single workday, or more than one consecutive workday for the same reason, where advance approval has not been received. (Advance approval means the employee has complied with the requirements for requesting time off and received authorization to be absent as outlined in 'A' of this policy.) Each period of consecutive absence is recorded as one occurrence regardless of the number of days of the duration.
2. If an employee agrees to work on a non-scheduled workday, this is considered a scheduled workday, and not showing up to work as scheduled is treated as any other unapproved absence.

## CORRECTIVE ACTION

1. SCS expects all employees to maintain a 95% attendance rate (which means employees should be at work and on time for work 95% of the time). Failure to maintain the standard could lead to disciplinary action.
2. The attendance rate is calculated by dividing the number of work days by the number of absences. For example, a teacher's work year consists of 200 work days and October 5th is the 50th work day of the school year. If a teacher has been absent or tardy to work 5 times (5/50), the teacher's attendance rate is 10%; which is above the district's acceptable rate of 5%.
3. Managers should monitor attendance rates on a monthly basis. At any point an employee's absenteeism/tardiness rate is above 5%, management should invoke progressive discipline to address the behavior. Approved sick and vacation days should not be included in the number of absences.
4. Failure to report to work for three consecutive days without notice may result in termination for job abandonment, which is considered to be voluntary.

## AMOROUS RELATIONSHIPS

For the protection of all, SCS strongly discourages romantic or sexual relationships between a manager or other supervisory employee and their staff (an employee who reports directly or indirectly to that person) because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions affecting the staff employee. Moreover, given the uneven balance of power within such relationships, consent by the staff member is suspect and may be viewed by others, or at a later date by the staff member, as having been given as the result of coercion or intimidation. The atmosphere created by such appearances of bias, favoritism, intimidation, coercion or exploitation undermines the spirit of trust and mutual respect that is essential to a healthy work environment. If there is such a relationship, the parties need to be aware that one or both may be moved to a different department or other actions may be taken.

If any employee enters into a consensual relationship that is romantic or sexual in nature with a member of their staff (an employee who reports directly or indirectly to him or her), or if one of the parties is in a supervisory capacity in the same department in which the other party works, the parties must notify the senior management of the department or the Chief of HR. Because of potential issues regarding quid pro quo harassment, reporting the relationship is mandatory. This requirement does not apply to employees who do not work in the same department or to parties where neither one supervises or otherwise manages responsibilities over the other.

Once the relationship is properly reported, the Chief of HR will review the situation in light of all the facts (reporting relationship between the parties, effect on co-workers, job titles of the parties, etc.) to determine whether one or both parties need to be moved to another job or department. If it is determined that one party must be moved, and there are jobs in other departments available for both, the parties may decide who will be the one to apply for a new position. If the parties cannot amicably come to a decision, or the party is not chosen for the position to which he or she applied, the Chief of HR and senior management will decide which party will be moved. That decision will be based on which move will be least disruptive to the organization as a whole. If no other jobs are available for either party, the parties will be given the option of terminating their relationship or resigning.

## PROGRESSIVE DISCIPLINE

To ensure you, our employees, have an opportunity to correct minor issues, SCS follows a progressive discipline model and requires due process when dealing with issues of unsatisfactory employee performance and/or misconduct. As such, employees receive notice of concerns and an opportunity to improve or correct behavior prior to receiving disciplinary action.

The steps involved include the following:

ORAL AND WRITTEN REPRIMAND

DEMOTION

SUSPENSION

DISCHARGE

Please note that the type of discipline administered shall be based on the nature and severity of the offense and the pattern of violations and offenses in the employee's employment record.



## SHELBY COUNTY SCHOOLS TABLE OF DISCIPLINARY OFFENSES AND PENALTIES

### Category A

This category of infractions generally includes acts of misconduct of a most serious nature that severely impact students' safety and the operation of the District and are considered "major infractions". Major infractions are violations of Shelby County Schools Policies that are so egregious or damaging to the district or individuals that disciplinary steps may or may not be followed. These infractions require a mandatory referral to the Office of Employee Relations.

1. Conviction of a felony or misdemeanor that involves theft of property, alcohol/drug use, assault (including domestic violence against another district employee).
2. Any indication of child abuse or neglect of a child by the Department of Children Services.
3. Unlawful possession, sale, or evidence of use of drugs/narcotics on district property or at a district sponsored activity.
4. Unauthorized possession of a firearm on district property.
5. Being under the influence of and/or evidence of drinking or possession of alcoholic beverages during work hours.
6. Physical or verbal intimidation or threats to others.
7. Physical violence or threatening bodily harm to others including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to others and the transmission of such threat creates actual disruption in the work environment.
8. Sexual, racial, ethnic, or religious harassment/discrimination.
9. Bullying, intimidation, and harassment.
10. Absences in excess of three consecutive workdays without authorization.
11. Falsification of records or any unauthorized use of District records.
12. Willfully or recklessly damaging of District property.
13. Engaging in inappropriate communication with a student via telephone, email, text messages, social networking websites or other electronic communications.
14. Engaging in inappropriate relationships with students.
15. Leaving students unattended which results in injury.
16. Misappropriation of funds.

**Penalty for Category A Offenses: Suspension (5-10 days)/Termination of Employment**

### Category B

This category generally includes acts of misconduct or a more serious nature that significantly impacts the operation of the District.

1. Habitual and/or excessive tardiness.
2. Intentional disturbance of the work environment.
3. Leaving work without permission;
4. Violation of corporal punishment.
5. Altercation (verbal or physical) with a student/colleague.
6. Leaving students unattended.
7. Unprofessional or disrespectful conduct; use of profanity, or making slanderous, defamatory, or disparaging comments.
8. Sleeping on the job.
9. Unauthorized fundraisers.

**Penalty for Category B Offenses: 1-3 Day Suspension: For repeated offenses, increasing progressive disciplinary measures are applicable.**

## Category C

This category of infractions have a relatively minor impact on the District's business operations but requires managerial intervention.

1. Poor attendance, including tardiness and absences.
2. Use of profanity or obscene language.
3. Discourteous conduct with coworkers, students, and parents.
4. Failure to follow supervisor's directions or to comply with board policy/insubordination.
5. Violation of a board policy/work rules.
6. Poor job performance, failure to complete assignments.

**Penalty for Category C Offenses: Documented Counseling—Written Reprimand: For repeated offenses, increasing progressive disciplinary measures are applicable.**

### NON-RENEWAL OF TEACHER CONTRACTS

Non-Renewal of Employment Agreement. The Superintendent is not obligated to re-employ non-tenured teachers or other non-tenured certified personnel at the end of their employment period. If the Superintendent determines not to renew the employment agreement of a non-tenured teacher, the following action shall be taken:

1. The Board shall be notified at the next regular Board of Education meeting; and
2. Written notice of non-renewal shall be hand delivered or sent to the employee by U.S. registered or certified mail so that it will be received by the employee within five (5) days following the last instructional day of the school year. The principal is responsible for discussing deficiencies with the non-tenured teacher and providing assistance for overcoming these deficiencies. Any Classified contract employee should have no expectation of renewal. Classified employees will be given at least 15 days' notice if not recommended for continued employment. Non-renewal is not considered a dismissal/suspension; as such, those procedures do not apply.

### DISMISSAL OF TEACHERS

Tenured Teachers/Certified Personnel. When charges are made to the Board of Education against tenured personnel charging offenses which justify dismissal, the charges shall be made in writing, specifically stating the offenses which are charged, and shall be signed by the party or parties making the charges. If, in the opinion of the Board, charges are of such nature as to warrant the dismissal, the Superintendent shall give the teacher a written notice of the decision, together with a copy of a form which shall be provided by the Commissioner of Education advising as to the teacher's legal duties, rights and recourse under the terms of this part.

Any teacher convicted of a felony or convicted of a specific offense, as defined by state law, shall be immediately suspended and dismissed subject to the provision. If the dismissal of the teacher is upheld by the Board of Education and court reviews, the Superintendent will notify in writing the revocation proceedings under applicable rules of the Tennessee Board of Education. For details regarding appeals and related procedures for dismissal of tenured personnel, please see full policy. Policy 4017.





## HARASSMENT – POLICY 4010

Shelby County Schools strives for a working environment that is free from sexual, racial, ethnic, and religious harassment. Harassment activities exhibited through disparaging conduct or communication that is sexual, racial, ethnic, or religious in nature will not be tolerated. The following guidelines are set forth to ensure an appropriate working environment.

Harassment is unwelcome conduct based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Conduct where

1. Unreasonably interfere with an individual's work or performance;
2. Create an intimidating, hostile or offensive work environment;
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.

SCS is firmly committed to a workplace free from harassment, bullying and/or abusive conduct. Abusive conduct can be defined as actions or words that endanger or harm another employee or result in other employees having a reasonable belief that they are in danger. Such actions may include:

- Injuring another person physically;
- Behavior that creates a reasonable fear of injury in another;
- Possessing, brandishing, or using a weapon that is not required for work while on district premises or doing district business;
- Intentionally damaging property;
- Threatening to injure an individual or to damage property;
- Verbal and non-verbal threatening or intimidating in person, through electronic communication or by phone;
- Committing injurious acts motivated by or related to domestic violence or sexual harassment; and
- Retaliating against any employee who in good faith, reports a violation of this policy.

Generally, a single act will not constitute abusive conduct, unless such conduct is determined to be severe and pervasive.

Abusive conduct does not include:

- Disciplinary procedures in accordance with board policies;
- Routine coaching and counseling, including feedback about and correction of work performance;
- Reasonable work assignments, including shift, post, and overtime assignments;
- Individual differences in styles of personal expression;
- Passionate, loud expression with no intent to harm others;
- Differences of opinion on work-related concerns; or
- The non-abusive exercise of managerial prerogative.

## REPORTING HARASSMENT

Retaliation against any person who reports harassment or participates in an investigation is prohibited. Retaliation means any materially adverse action taken against an individual because he/she: (1) in good faith, reported what he/she believed to be discrimination or harassment based on a protected category; (2) participated or cooperated in an investigation; or (3) was otherwise associated with an investigation. SCS will not tolerate retaliation. Any employee found to have engaged in retaliation will be subjected to disciplinary action.

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.

Alleged victims of sexual, racial, ethnic, or religious harassment shall immediately report these incidents. 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 Office of Employee Relations in person at 160 South Hollywood, Memphis Tennessee 38112, or by phone at (901) 416-5323.

Allegations of harassment shall be promptly and fully investigated. A verbal complaint may be submitted. However, such complaint should also be put in writing to ensure a more complete investigation. The complaint should include the following information:

- Identity of the alleged victim and the person accused;
- Location, date, time and circumstances surrounding the alleged incident;
- Description of what happened;
- Any other evidence available.

After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. A school representative or Employee Relations representative will meet with and advise the complainant regarding the findings, corrective measures, and/or disciplinary action. The investigation and response to the complainant will be completed within 20 business days.

If the complainant is not in agreement with the findings of fact as reported by the school representative or Employee Relations representative, an appeal may be made, within five (5) business days of receiving notification of the findings, to the Superintendent. The Superintendent will review the investigation, make any corrective action deemed necessary, and provide a written response to the complainant. A substantiated charge against an employee may subject such person to disciplinary action up to and including termination. At SCS, it's of the utmost importance to us that all employees feel safe and respected.

### AMERICANS WITH DISABILITIES (ADA) AND REASONABLE ACCOMMODATIONS

The Americans with Disabilities Act Amendments Act (ADAAA) is a civil rights law that protects individuals with disabilities from discrimination in the workplace, as well as school and other settings.

#### Eligibility

The law defines a person as disabled if he or she:

- has a physical or mental impairment which substantially limits one or more major life activities;
- has a record of such an impairment;
- is regarded as having such an impairment. 28 CFR Sec. 36.104

### ADA AND THE WORKPLACE

The ADAAA prohibits discrimination against "qualified individuals with disabilities" in all employment practices, including job application procedures, hiring, firing, advancement, compensation and training. A "qualified individual with disabilities" is an employee or job applicant who meets all legitimate skill, experience, education and other requirements of a position and can perform the essential functions of the position with or without reasonable accommodation.

If an employee requires accommodations in order to perform a job, he or she must disclose information about the disability and the need for specific accommodations to the Office of Employee Relations. We want to do our best to create a work environment where you feel welcome and have the support you need.

### PROCESSING THE REQUEST FOR ACCOMMODATIONS

Employees can initiate the accommodation process by submitting a request for an accommodation for a disability to the Office of Employee Relations. If you believe you have a qualifying disability and are seeking accommodations in the workplace to enable you to perform your essential job functions, you should contact Employee Relations at (901) 416-5323 to begin the interactive interview process as federal law requires.

### REPORTING OF CONCERNS

If employees see something, they are encouraged to say something using our confidential hotline to report unsafe work conditions and workplace misconduct. Employees are encouraged to report any violations of SCBE policy or general work-related complaints to the SCS Lighthouse complaint via <http://lighthouse-services.com/scsk12>.

Upon receipt of a Lighthouse report, The Office of Employee Relations will vet the report and determine the nature/basis of the report and determine the appropriate next steps to redress complaint.

After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. The Office of Employee Relations will advise the complainant regarding the findings and and/or corrective measures. The investigation and response to the complainant will be completed within 20 business days.

## EMPLOYEE RELATED COMPLAINTS & GRIEVANCES - POLICY 4055

Any District employee with an employment-related issue is encouraged to informally communicate their concerns to the immediate supervisor. Issues not resolved informally may be grieved in writing. Grievances may be filed by an individual employee or collectively by a group of employees in accordance with the procedures outlined in Policy 4055. Such procedures are not intended to replace, supersede, or otherwise interfere with employment-related procedures governed by federal and/or state statute.

### I. COMPLAINT PROCEDURES

Employees who would like to address a complaint are asked to first contact their immediate supervisor. In the event the complaint involves the immediate supervisor, the employee should direct the complaint to the next supervisory level. It is strongly encouraged, but not required, that a complaint be written and include the nature and any factual information regarding the complaint. If there is no agreement or resolution during the initial complaint step, the employee may escalate the complaint to the next supervisory level. Unresolved complaints may be addressed up the chain of command to the Chief of Staff Superintendent or his/her designee for final consideration.

### II. GRIEVANCE PROCEDURES STEP I

1. An employee may formally request resolution of an employment-related issue by submitting a written grievance to his/her immediate supervisor within five (5) working days of the incident or as soon as practicable. In the event the issue is with the immediate supervisor, the employee should direct their concerns to the next supervisory level.
2. If the supervisor is the chief of a department (e.g., direct report to the Superintendent), the reviewer of the grievance shall be the Superintendent or a designee appointed by the Superintendent who is not involved in the complaint/grievance. The reviewer of the grievance shall provide final resolution.
3. Within ten (10) working days from receipt of a written grievance, the supervisor reviewing the written grievance shall meet with the grievant and discuss the issue. Following the meeting, the supervisor reviewing the written grievance shall have five (5) working days to provide a decision in writing to the grievant.
4. A copy of the written grievance and response shall be submitted to the department responsible for human resources.
5. Except in the case when the grievance is against a chief, the decision of the supervisor may be appealed to Step II.

### STEP II

1. The grievant shall have five (5) working days from receipt of the written response from the immediate supervisor (see Step I) to file a written appeal to the next supervisory level. Copies of the grievance and written response received from the immediate supervisor must be attached.
2. Upon receipt of the written appeal, the next level supervisor shall have ten (10) working days to meet with the grievant and discuss the issue. Following the meeting, the next level supervisor shall have five (5) working days to provide a decision in writing to the grievant.
3. A copy of the written appeal and written response to the appeal shall be submitted to the immediate supervisor and department responsible for human resources.
4. The decision of the next level supervisor may be appealed to Step III.

### STEP III

1. If, following the chain of command with the immediate and next level supervisors, any issue remains unresolved, the grievant may file a written appeal with the department responsible for labor relations. The written appeal must be filed within five (5) working days from receipt of the written response from the next level supervisor. Copies of the grievance and written responses received from the immediate and next level supervisors must be attached.
2. The office responsible for labor relations shall have ten (10) working days from receipt of the written appeal to meet with the grievant and discuss the issue. Following the meeting, the office responsible for labor relations shall have fifteen (15) working days to provide a decision in writing to the grievant.
3. A copy of the written grievance and all appeals and decisions shall be submitted to the lower-level supervisors and maintained by the office responsible for labor relations.
4. The decision of the office responsible for labor relations may be appealed to Step IV.

### STEP IV.

1. If an issue remains unresolved following communication with the department responsible for labor relations, the grievant may file a written appeal with the Superintendent or designee within ten (10) working days of receipt of a decision from the office responsible for labor relations. Copies of the grievance and all appeals and decisions must be attached.
2. The Superintendent or their designee shall render a decision within fifteen (15) working days of receipt of the written grievance.
3. A copy of the final decision shall be submitted to lower-level supervisors and the departments responsible for

human resources and employee relations. A copy of the final decision shall be placed in the personnel file of the grievant.

4. The decision of the Superintendent or their designee is final.

### III. EMPLOYEE REPRESENTATION

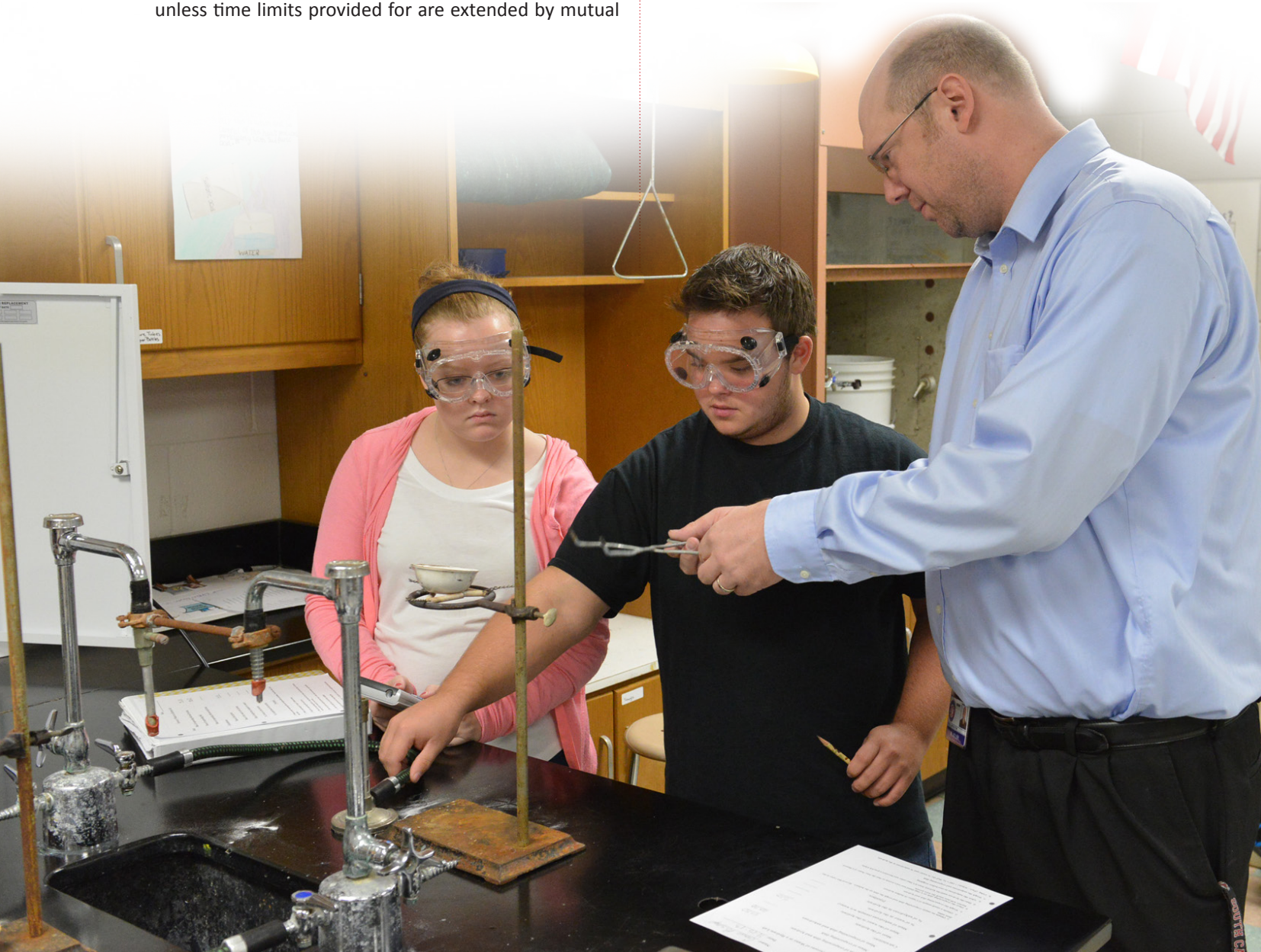
Employees have the right to be represented by a professional association/organization at any point throughout the outlined grievance process.

### IV. ABANDONMENT OF GRIEVANCE

Failure of an employee to advance a grievance through the appropriate steps within the time set forth for such shall be considered an abandonment of the grievance, unless time limits provided for are extended by mutual

agreement. Failure by the District to respond to a grievance within the prescribed time limits will result in the grievance automatically moving to the next appropriate step in the grievance process unless modification of the time limits are approved in writing by the Superintendent or designee.

**Scheduled Grievance Meetings.** A grievant and representative of a grievant employed by the District shall not have time deducted for attending grievance meetings during scheduled work hour.



# EMPLOYMENT PROCESS

## JOB POSTINGS

When a position becomes vacant or a new position is created, the vacancy announcement will be posted internally and externally simultaneously for a minimum of five (5) working days, unless exigent circumstances as determined by the District require a shorter posting period. The District retains the right to temporarily fill vacant positions at its discretion during the posting and selection period. Vacancies will be posted on the District's website. The vacancy announcement will include the date of posting, the job requirements, classification, a description of the position available, tentative work hours of the position, rate of pay for the position, and the qualifications required for the position.

## HEALTH EXAMINATIONS AND BACKGROUND CHECKS

### MEDICAL REQUIREMENTS-POLICY 4006

We want to keep our employees and students healthy. Upon hiring, all employees are required to present a doctor's statement of health which certifies the individual is free from infectious tuberculosis, or any communicable disease that might endanger the health of students. Employees may be required to submit to a physical examination by a physician whenever there is reason to believe that the employee has any communicable disease. No employee who has any communicable disease shall perform his duties in any location where such might endanger the health of school children.

The Superintendent shall reassign or suspend any employee who is suspected of having a communicable disease which might endanger the health of children, pending investigation and final disposition. The Shelby County Health Department or other medical experts may be utilized to assist in making final disposition of the case. The Superintendent will consider the report when determining the employment status of the employee.

### BACKGROUND CHECKS - POLICY 4053

The District is committed to providing a safe environment for its students and employees. To ensure the safety and welfare of students and employees, the District requires background checks on prospective employees and at least every (5) years for all SCS employees, which includes contractors and volunteers. This also includes a check of child abuse and neglect registries and federal and state criminal records.

Before a background check can be conducted, individuals will be required to sign a release giving the District the right to conduct an investigation. If at any time the background check discloses any misrepresentation on the individual's initial application or other employment related documents, a prospective employee will not be considered for employment and a current employee will be terminated.

Any costs incurred in conducting a background check shall be paid by the prospective employee, upon hiring, by payroll deduction.

## CURRENT EMPLOYEE

To keep our children and staff safe, SCS reserves the right to conduct random and periodic criminal background checks on current employees. Any employee who is randomly selected for a criminal background check and does not have a completed consent form and/or useable fingerprints on file shall be required to submit such within the time frame designated by the Department of Human Resources. Refusal by a current employee to provide a consent form and/or useable fingerprints may result in disciplinary action up to and including termination. Any costs incurred in conducting criminal background checks shall be paid by the District.

## EMPLOYEE CLASSIFICATIONS - POLICY 4054

Positions are classified as either exempt or non-exempt according to criteria set forth in the Federal Fair Labor Standards Act and applicable state laws. A position's status is determined in conformance with these laws based on job duties and responsibilities.

- > **CERTIFIED (INSTRUCTIONAL) EMPLOYEE** - An employee whose employment requires a valid professional license or certification issued by the Tennessee Department of Education.
- > **CLASSIFIED (NON-INSTRUCTIONAL AND/OR CENTRAL OFFICE) EMPLOYEE** - An employee whose employment does not require certification in accordance with the rules and regulations of the Tennessee Department of Education.
- > **NONEXEMPT EMPLOYEE** - An employee who is covered by the minimum wage, overtime and timecard provisions of the Fair Labor Standards Act (Wage-Hour Law).
- > **EXEMPT EMPLOYEE** - An employee who is not covered by the minimum wage and timecard provisions of the Fair Labor Standards Act (Wage-Hour Law) and who is paid on a fixed salary basis.

The District further classifies employees as:

- > **FULL-TIME EMPLOYEE** - An individual who regularly works a minimum of thirty (30) hours per week during a normal forty (40) hour work week.
- > **PART-TIME EMPLOYEE** - An individual who regularly works less than thirty (30) hours per week during a normal forty (40) hour work week.
- > **PERMANENT EMPLOYEE** - An employee whose services are not for a specified and limited duration. A permanent employee may work either full or part-time.

- > **TEMPORARY EMPLOYEE** - An employee whose services are of a specified and limited duration (i.e., for a finite period of time). A temporary employee may work either full or part-time.
- > **SUBSTITUTE EMPLOYEE** - An employee who works on a call-in basis to fill in for an employee who is out on a day-to-day or short-term basis, or until a permanent employee can be secured.
- > **HOURLY EMPLOYEE** - An employee who is paid an hourly wage.
- > **SALARIED EMPLOYEE** - An employee who is paid a salary.
- > **ACTIVE STATUS** - Being in a paid status.
- > **INACTIVE STATUS** - Being in an unpaid status.
- > **INTERIM** - An employee appointed to a vacancy while the selection process takes place or to fill in for an employee on leave.
- > **TENURED TEACHER** - A teacher must meet the criteria below to be considered for tenure with SCS:
  1. Has a degree from an approved four-year college or any career and technical teacher who has the equivalent amount of training established and licensed by the state board of education;
  2. Holds a valid teacher license, issued by the state board of education based on training covering the subjects or grades taught;
  3. Has completed a probationary period of five (5) school years or not less than forty-five (45) months within the last seven-year period, the last two (2) years being employed in a regular teaching position rather than an interim teaching position;
  4. Has received evaluations demonstrating an overall performance effectiveness level of above expectations or significantly above expectations as provided in the evaluation guidelines adopted by the state board of education pursuant to TCA 49-1-302. During the last two (2) years of the probationary period; and
  5. Is reemployed by the Superintendent for service after the probationary period.
- > **NON-TENURED TEACHER** - A probationary teacher who has not met the criteria to be considered for tenure. See criteria outlined under tenured teacher.

## CHANGE IN JOB STATUS

- > **PROMOTION** - Movement to a position assigned to a higher salary grade.
- > **LATERAL TRANSFER** - Movement to a position within the same salary grade of an employee's current salary grade.
- > **REASSIGNMENTS** - Movement to a different position in the same role or salary grade.
- > **RECLASSIFICATION** - Substantial changes in the primary duties and responsibilities of a job due to changes in the organization (more than 25% of the primary duties and responsibilities).
- > **DEMOTIONS** - Movement to a position within a lower salary grade of an employee's current salary grade.



## VOLUNTARY TRANSFER PROCESS

### CERTIFIED EMPLOYEES

Certified employees interested in transferring to a new location or position for which they qualify may apply for vacant positions during the voluntary teacher transfer period. The transfer process will be held on an annual basis. The effective date of accepted transfers will be the first day of the new school year.

A teacher who receives a voluntary transfer will not be eligible to participate in another voluntary transfer for a period of three (3) years. However, in the event there is a change in the school's leadership, a teacher may request a voluntary transfer as an exception to the three (3) year limitation. Such an exception must be placed in writing and submitted prior to the start of the transfer period to the Department of Human Resources. The effective date of accepted transfers will be the first day of the new school year.

The following guardrails have been established to create continuity of teaching staff throughout the District:

- Probationary teachers will only be eligible to apply for a voluntary transfer during their first school year of employment. Teachers employed on a permit shall not be eligible to apply for a voluntary transfer.
- When schools are designated as high priority and are identified for the Innovation Zone (I-Zone), Continuous Improvement Zone or Empowerment Zone (E-Zone), the school will be staffed at the District's discretion.

If a teacher or staff member receive a promotional opportunity during the school year, the principal will have up to 60 days to backfill the position. During the 60-day period, Human Resources Staffing Advisors and Recruiters will support schools to source viable candidates for vacancies.

### ADMINISTRATIVE TRANSFERS

When necessary for the efficient operation of the District, the Superintendent or their designee may approve an administrative transfer for an employee to move from one location to another comparable position within the school system or from one type of work to another for which they're qualified.

### CLASSIFIED AND CENTRAL OFFICE EMPLOYEE TRANSFERS

Classified school-based and central office employees who are interested in transferring to a new location or position for which they qualify may apply for vacant positions during the voluntary transfer period. The transfer process will be held on an annual basis. The effective date of accepted transfers will be the first day of the new school year.

Central Office employees must remain in a position at least 6 months before being eligible to transfer or apply to open vacancies.





## CALENDAR AND SCHEDULES

### CALENDARS

SCS administrative and school calendars are distributed to employees and the public annually. The calendar includes days for instructional preparation. Please refer to the approved District calendar for school holidays at the following website: [www.scsk12.org](http://www.scsk12.org).

### WORK SCHEDULES

#### PROFESSIONAL AND ADMINISTRATIVE EMPLOYEES:

Professional and administrative employees are employed on a 10, 11 or 12-month basis, according to the work schedules set by the District. A school calendar is adopted each year designating the school holiday schedule and the work schedule for teachers and other employees. Notice of work schedules including required days of in-service and scheduled holidays are distributed each school year.

#### CLASSIFIED (AT-WILL EMPLOYEES):

Classified employees are employed at-will and will be notified of the required duty days, holidays, and hours of work for their position on an annual basis.

#### LENGTH OF INSTRUCTIONAL DAY:

Generally, the school day for students is as follows:

**Elementary** 8:15 a.m. to 3:15 p.m. or 9:15 am to 4:15 pm

**Middle School** 7:15 a.m. to 2:15 p.m. or 8:15 am to 4:15 pm

**High School** 7:15 a.m. to 2:15 p.m.

#### CUSTOMER SERVICE HOURS

For the Barnes/COE Administration Building are 8:00 a.m. to 5:00 p.m.

## EMPLOYMENT OF RELATIVES

Employment of relatives is permitted. However, no employees who are related by genetics or marriage will be placed within the same direct line of supervision, whereby one relative is responsible for supervising the job performance or work activities of another.

Employment of relatives is permitted. However, no employees who are related will be placed within the same direct line of supervision, whereby one relative is responsible for supervising the job performance or work activities of another.

Relatives may not be assigned upon initial employment to work in the same school or division. Following initial employment, relatives may work in the same school or division provided it does not create a direct supervisor/employee relationship.

## PERFORMANCE EVALUATIONS (TEACHERS) – POLICY 4046

Shelby County Schools believes that a teacher evaluation process that promotes high and sustained levels of quality instruction is essential for student academic success, growth and achievement. Accordingly, evaluation of teachers should be conducted regularly and should reflect a fair, meaningful and accurate depiction of a teacher's development, growth and performance in the teaching profession.

SCS shall evaluate all teachers in accordance with standards established in applicable state laws and regulatory guidelines. The evaluation process shall be defined and implemented uniformly throughout the District. The teacher evaluation measure for Shelby County Schools includes the following components: (1) Student Growth and Achievement Data; (2) Observation of Teaching/Classroom Instruction; (3) Teacher Professionalism; and (4) Stakeholder Perceptions.

## PERFORMANCE EVALUATIONS (SCHOOL-BASED ADMINISTRATORS) – POLICY 4048

Shelby County Schools (SCS) believes that a school-based administrator evaluation process that promotes high and sustained levels of quality school leadership is essential for student academic success, growth, and achievement. Accordingly, evaluation of school-based administrators should be conducted in accordance with the guidelines of the State of Tennessee and should reflect a fair, meaningful, and accurate depiction of an administrator's development, growth, and performance.

SCS believes that in order for evaluation results to accurately reflect the performance level of a school-based administrator, the model of evaluation should be multidimensional and include components that are valid indicators of performance.

Additionally, the evaluation process should be conducted with fidelity by competent evaluators and those certified in observation, in accordance with state law and regulations.

To that end, SCS shall evaluate all school-based administrators in accordance with standards established in applicable state laws and regulatory guidelines. The evaluation process shall be defined and implemented uniformly throughout the District. The administrator evaluation measure for Shelby County Schools shall include the following components: (1) Student Growth and Achievement Data; (2) Observation of Practice; Quality of Teacher Evaluations and (3) Stakeholder Perceptions.

## PERFORMANCE EVALUATIONS (CLASSIFIED EMPLOYEES) – POLICY 4020

Performance reviews for classified staff will be conducted on an annual basis by the immediate supervisor or individual having supervisory authority. This process involves a written performance evaluation and discussion of the evaluation, including feedback for improvement.

All regular, full-time employees with the exceptions of principals, vice-principals, assistant principals, teachers and any staff member evaluated using the instructional evaluation framework (including addenda) will be evaluated using the non-instructional performance evaluation rubric. This includes school-based Classified staff as well as Central Office employees.

## CONCERNS RELATED TO EVALUATION SCORES

Employees are not permitted to submit formal concerns regarding an individual evaluation score. Only concerns regarding fidelity of the evaluation process can be submitted. An employee's objection to his or her evaluation score will be noted in the employee's evaluation file.

## CONCERNS RELATED TO THE EVALUATION PROCESS

Employees who feel that the evaluation process has not been appropriately followed may submit a concern within five (5) working days of the incident or as soon as practicable to the Department of Human Resources for review. (Please refer to Policy 4020 for more details about this process).

## PROFESSIONAL DEVELOPMENT

Shelby County Schools is committed to investing in the growth and development of professional, highly-skilled teachers, principals and Central Office staff. All employees are required to participate in approved training and professional development that addresses areas for improvement, as identified in their evaluations. Targeted professional development will be identified by the District, school and/or departmental supervisors.

## PERSONNEL FILES - POLICY 4030

Personnel records are maintained for all employees and are considered to be public records; this means that anyone can request to see an employee's personnel file and the file must be made readily available for viewing—the consent of the employee is not required. Employees are notified if the district receives a request. Personnel records may contain the following:

1. Employee applications
2. Certificates and other documents required by state and/or federal law
3. Commendations awarded by the Board of Education, Director of Schools, Supervisor, or any state or federal professional organization
4. Documents relating to disciplinary action, including the employee's response

Anonymous material is not placed in an employee's personnel file.

## IDENTIFICATION BADGES

Employee and student safety is of the utmost importance to the District. Therefore, ID Badges are mandatory and should be worn at all times while on Shelby County Schools' properties.

After receiving their first check, new employees may report to the Fingerprinting Office, located at 160 South Hollywood, room 151 to have their photo taken and to pick up badges. Employees are required to bring their employee identification number, located on the Employee Portal.

Lost or stolen badges should be reported immediately to the Office of Safety and Security. There is a cost of \$30.00 (cash only) to replace a lost badge.

Badges are the property of Shelby County Schools and must be returned to the employee's immediate supervisor upon separation.

## UPDATING PERSONAL INFORMATION

To ensure records are accurate and up-to-date, employees should notify both their Supervisor and Human Resources when changes in personal information occur. All personal information should be updated by logging into the Employee Portal, "Profile" to enter your updated contact information. Click "Save."

## NAME CHANGE

To request a name change, employees should complete the Name Change Request Form and submit to HR, along with a copy of your Social Security card reflecting the updated name change. Please note, a copy of the new Social Security Card must be on file in Human Resources before the name will be updated.

## EMPLOYMENT/INCOME VERIFICATIONS

Employees may need the District to verify employment for various reasons. All employment verification requests should be directed to the Department of Human Resources-Employee Connect Center at (901) 416-5304 or faxed to (901) 416-6459.

Verification of employment and income is provided through The Work Number. The web address is [www.theworknumber.com](http://www.theworknumber.com). The telephone number for Commercial verifiers (i.e. mortgage loans, auto finance, credit cards, apartment lease, etc.) is 1 (800) 367-5690. The telephone number for Social Services (i.e. Medicaid, SNAP, TANF, subsidized housing, etc.) is 1 (800) 660-3399. You will need to use the Shelby County Schools Employer Code: 15934, along with your Social Security number to access your record.

## OUTSIDE EMPLOYMENT (MOONLIGHTING)

Employees can hold employment outside the District, as long as such employment does not:

- Create a conflict of interest (SCS 4003);
- Interfere with the effectiveness of the employee's work with the school system;
- Reflect detrimentally on the school system; or
- Cause the employee to perform any duties during the employee's regular and overtime scheduled duties for the school system. Please see Non-School Employment (Moonlighting) Policy for more details.

## TELECOMMUTING

Under certain emergency situations permission to work remotely will be considered on a case-by-case basis by the employee's chief. Employees may submit a request for telecommuting. Telecommuting must be signed/approved by department chief or designee.

## RESIGNATIONS

Employees will submit voluntary resignations in writing to their supervisor and electronically through the employee portal in advance of the effective date of the resignation.

Certified employees are required to give at least a 30-day notice in advance of the effective date of the resignation. A teacher who fails to give such notice, in the absence of justifiable mitigating circumstances, will forfeit all tenure status unless the board waives the thirty (30) days' notice requirement and permits a teacher to resign in good standing.

Classified employees are required to give management a reasonable notice of their departure. A two weeks' notice is considered the standard professional courtesy given to an employer.

Employees who are exiting the District must return all system property including, but not limited to: keys, equipment, software, ID badge, etc. to the appropriate department prior to the last day of employment. Failure to return equipment may be considered to be an act of theft and may result in disciplinary measures, legal actions, and/or require restitution to the District.

### REQUEST TO RESCIND RESIGNATIONS

If an employee desires to rescind his or her resignation or alter his or her separation date after submitting a notification, he or she will need to complete a Request to Rescind Form and submit to the Talent Management office. The Request to Rescind Form can be obtained at the front desk of the District Office during business hours.

Once the form is submitted, the appropriate Staffing Advisor will confer with the manager/building level principal regarding the request. The form is then signed by the Talent Management Manager and submitted to Employee Enterprise for adjustment of separation dates.

The employee is notified if their request has been denied or approved. When making the decision to approve or deny the request to rescind, the Talent Management Manager shall take into consideration the following:

- Reason for rescinding the resignation or altering the date
- Feedback from principal regarding the request
- Whether the position has been filled with another candidate or a recommendation has been made
- Nature of separation (e.g., Labor issue, egregious infraction, spouse/family matter that changed, etc.)

**Note: Employees who elect to resign in lieu of non-renewal or termination are not eligible for rehire.**

### ELIGIBILITY TO REHIRE

Shelby County Schools will consider hiring former employees, provided the former employee left the District in good standing, including submission of the required notice of separation, had a satisfactory work history while employed, and meets the current minimum job qualifications for the position. Former employees who did not leave the District in good standing may not be eligible for rehire. The decision not to rehire an employee is not subject to appeal.

When positions must be cut due to budgetary or other reasons (e.g., closing of a program), hiring managers must first determine which position(s) will be cut and then determine what employee(s) will be affected by the eliminated position(s). These positions are considered excessed and the person connected to the position is considered an excessed employee.

Hiring managers shall meet with their employees whose positions are being eliminated for the upcoming fiscal year. During this meeting, hiring managers will provide the employee:

1. The reason the position was eliminated.
2. Instructions on next steps for applying for positions, including dates for the transfer period or other hiring opportunities; and instructions on how to apply and date(s) for any hiring fairs or support policies and procedures for being rehired.
3. A Change of Status form to complete with their contact information (i.e. Personal email, phone number, etc.). This information will be used to keep the employee informed of job fair opportunities and RIF meetings.

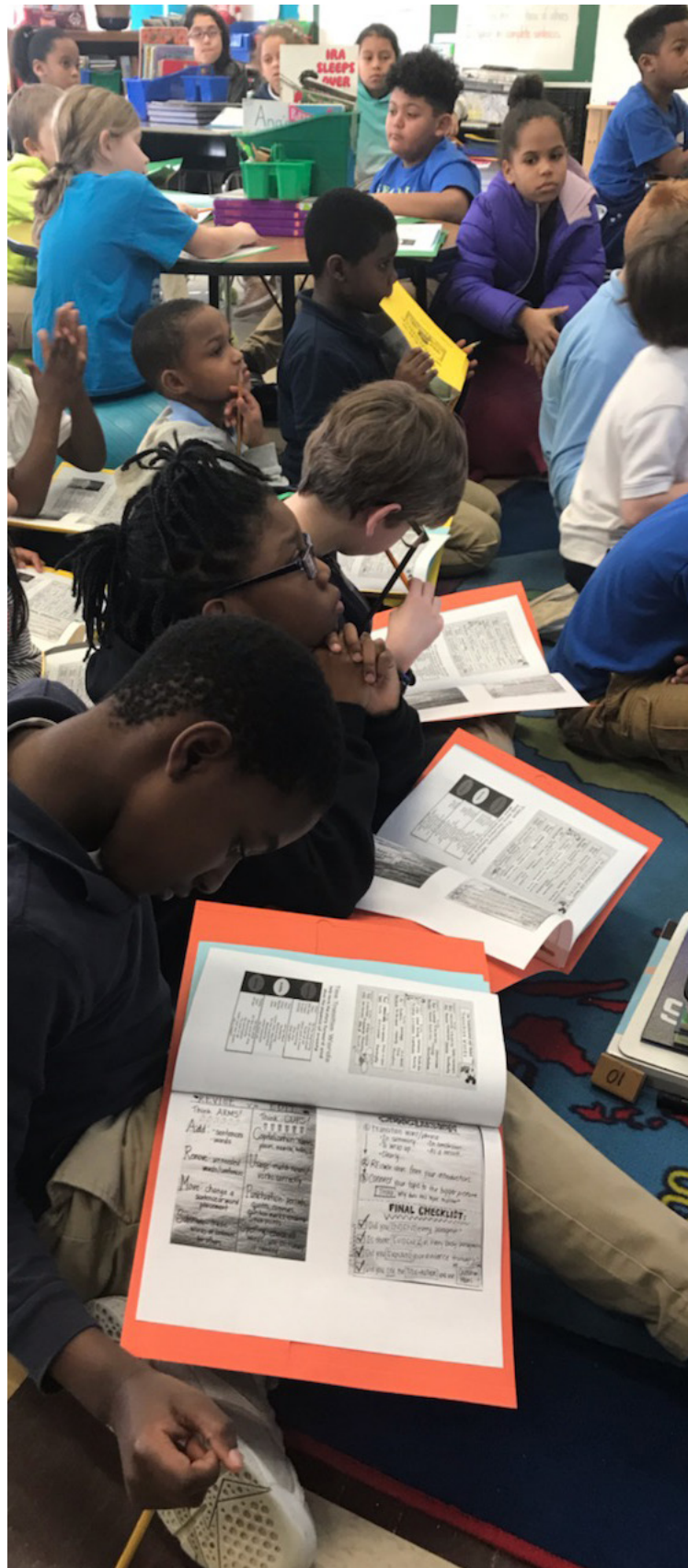
Hiring Fairs will be scheduled to allow hiring managers the opportunity to select from the pool of excessed employees. Employees are encouraged to actively apply for vacant positions throughout the process.

Excessed tenured instructional staff with TEM ratings of 3 or higher will be placed on the **Preferred Reemployment List** for three years. These teachers will be given priority during this three-year period and scheduled for interviews with principals who have vacancies throughout the year.

### RIF (Reduction in Force) Determination

It may be determined by the Superintendent to “stay” or initiate layoff proceedings for excessed employees that do not secure employment by the beginning of the new fiscal year. If the District moves forward with RIF (reduction in force), employees will receive written notification at least two weeks prior to the end of the fiscal year. The notification will include an invite to attend an information session where the employee can learn more information about next steps, including unemployment benefits. It’s important to us to help you navigate this transition.





## ALCOHOL AND DRUG TESTING

The Board must insist that all employees report to work without any alcohol or illegal or mind altering substances in their systems. The Board also prohibits employees using, possessing, manufacturing, distributing or making arrangements to distribute illegal drugs while at work or on school system property.

Further, outside conduct related to substance abuse which affects an employee's work or reflects badly on the Board is prohibited. Employees must inform their supervisor when they are legitimately taking medication, which may affect their ability to work, in order to avoid creating safety problems and violating the Drug and Alcohol Policy.

The District conducts the following drug and alcohol tests

- Pre-employment/Post-offer - all persons in jobs within the system requiring commercial driver's licenses will be subject to drug and alcohol testing as mandated by federal law and the Tennessee Code Annotated.
- Post-accident – conducted after all commercial vehicle accidents in which the occurrence may be definable as a preventable accident. In non-vehicular employee injury cases (all employee groups) post-injury drug and/or alcohol screens may be conducted per the treating physician's determination of reasonable suspicion.
- Reasonable suspicion – If a supervisor reasonably suspects and reports that an employee's work performance or on-the-job behavior may have been affected in any way by illegal drug use or alcohol, the employee may be required to submit a breath and/or urine sample for drug and alcohol testing.
- Random – conducted on an unannounced basis on all CDL holders and individuals who drive District-owned vehicles as required by federal law.

Any detectable level of illegal drugs, illegally-used legal drugs, and/or alcohol is considered a positive test. An employee who either tests positive or is required to submit to drug/alcohol testing and refuses shall be charged with insubordination, and necessary procedures will be taken to discipline the employee, up to and including termination.

## SMOKE-FREE ENVIRONMENT

By law all District buildings are smoke-free. All uses of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes and associated paraphernalia are prohibited in all Shelby County Schools' buildings and in all vehicles that are owned, leased or operated by the district.



To maintain a safe work and school environment, all staff members are required to report current and potential hazards to their immediate supervisors. Only persons with lawful and valid business on the school/site premises are permitted to enter onto the grounds or into the buildings. All staff members shall report to the principal all persons appearing to be improperly on school premises. School security and/or law enforcement officials should be engaged, if necessary, to maintain order or security.

## ACCIDENTS ON THE JOB

### ELIGIBILITY

Shelby County Schools shall provide worker's compensation as authorized under TCA 50-6-106(6). It is the policy of Shelby County Schools to provide an accident-on-the-job program for eligible employees who are disabled as the direct result of an accident suffered in the course of the employee's performance of duties with the District. All permanent employees, who sustain a job related injury while in the course of his/her duties for the District, may be eligible for benefits under this policy. Such injury shall not be the result of negligence on the part of the employee.

### OJI BENEFITS

1. Lost wages During the first two (2) months of disability, the employee shall receive 100% of his/her base salary. After the second month of disability, the employee shall receive 50% of his/her base salary for the remaining period of disability up to one (1) year. Compensation for lost wages incurred from any secondary job outside of employment with the District shall not be provided. Provisions will be made for teachers injured in the course of employment by a violent criminal act as prescribed by law.
2. Medical expenses - The District shall pay for necessary and reasonable medical expenses for an on-the-job injury sustained by an employee while performing his/her duties, provided such injury has resulted from causes other than personal or professional negligence. Unless otherwise approved by the District, total payments by the District for said medical expenses incurred following date of injury shall not exceed ten thousand dollars (\$10,000.00) and no medical expense shall be paid for any on-the-job injury in excess of one (1) year.

### OJI PROCEDURES

**Failure to follow procedures may result in denial of claim or termination of OJI benefits.**

1. Any injury, no matter how minor, must be reported to the immediate supervisor the same day before the end of the work shift. If the supervisor is unavailable, report the injury to the next supervisory level.
2. Complete an accident report form. Submit the completed form to the supervisor or the clerical staff designated to enter accident reports for your location.
3. If treatment is needed, it must be received within seven (7) days of the accident. Employees **MUST** go to the SCS Health Clinic and **CANNOT** go to a minor medical facility or their primary care physician. The SCS Health Clinic does not accept walk-ins. Call to schedule an appointment. If the employee should need further treatment by a specialist, the clinic will make the referral.
4. If the injury occurs after hours and is not life threatening,

the employee should wait until the following morning when the clinic opens to seek treatment. In the event the employee needs critical emergency treatment, the employee must go to a hospital in network. Upon release, if treatment is still needed, follow up with the SCS clinic. Please only use the emergency room in extreme life or limb threatening traumas. Only one (1) visit to the emergency room will be covered, except in extraordinary circumstances. The second visit must be authorized in advance by Risk Management.

5. The Department of Risk Management cannot approve OJI benefits for any stress claim that does not arise out of a single traumatic incident. General workplace stress problems should be referred to the Employee Assistance Program.
6. Employees should make appointments with the least interruption to their work day. Employees **SHOULD NOT** take off the entire day for an appointment. Only the SCS clinic or treating physician can take an employee off work. Any employee who is returned to work and fails to do so, will not be coded OJI. An appropriate doctor's statement must be submitted to the supervisor for any absences from work.
7. All treatment must be continuous without interruption. Failure to follow the physician's treatment plan, delays and missed appointments may result in termination of OJI benefits.
8. Once the employee is discharged or no longer a SCS employee, the OJI benefits are discontinued.

### APPEAL PROCESS

Should a conflict arise from the approval or denial of OJI benefits, the employee may request to have the Board of Appeal review the circumstances. This request must be received by Risk Management, in writing, within 10 days of the denial. The findings of the Board of Appeal shall be final.

### THREATS OF VIOLENCE – POLICY 4011

The Shelby County Board of Education is committed to a safe and orderly educational environment and authorizes the Superintendent and District staff to respond rapidly to any threats, suggestions or predictions of violence that occur on any District-owned property.

There shall be a "zero" tolerance policy for threats of violence. No student, staff, parent/guardian, or any other person shall make any verbal, written or electronically communicated (e-mail) threat, suggestion or prediction of violence against any person or group of persons or to any District-owned facility. Any threat of violence may result in immediate disciplinary action and referral to the appropriate law enforcement agency.

## USE OF DISTRICT VEHICLES

The Superintendent or their designee may assign vehicles to employees, either solely for use during normal working hours or in limited cases as a drive-home vehicle, consistent with the criteria as provided herein. District-owned or leased vehicles shall be used exclusively for the conduct of official school business and shall be assigned based on an employee's job duties. If an employee is assigned a drive home vehicle, this shall be an employment condition. Any use of the drive-home vehicle other than driving between the employee's residence and work locations shall be a limited use as provided herein.

Employees authorized to drive home District-owned or leased vehicles will be subject to applicable IRS requirements. Pursuant to the Internal Revenue Code, the annual value of commuting will be included on the employee's W-2 form at the end of each calendar year and shall be in accordance with IRS rules and regulations.

The following provisions shall apply to any employee operating a District-owned or leased vehicle. Failure to comply with these provisions may subject the employee to disciplinary action up to and including suspension or termination.

1. **License.** Employees who operate District-owned or leased vehicles for District business shall have a current and valid driver's license as required by law.
2. **Business Purposes Only.** The District-owned or leased vehicles furnished to employees, whether for use during duty hours or for take-home, are to be used exclusively for District business and shall not be used at any time for the operator's private, personal use or convenience, except as provided herein.
3. **Used Only by Employee(s).** Only employees may drive or operate District-owned or leased vehicles. Occupants of District-owned or leased vehicles shall be limited to personnel employed by the District or individuals whose business is directly related to District business.
4. **Employees Responsible for Moving and Parking Citations.** Employees are financially responsible for any moving violations and parking citations that may be incurred while using District-owned or leased vehicles. Failure of the driver to pay the fines may cause the loss of driving privileges of District-owned or leased vehicles. The use of cell phones, pagers, laptops or any other electronic equipment is strictly prohibited while operating the vehicle.
5. **Safe Driving Practices.** Employees shall obey traffic regulations, exercise reasonable care and observe safe driving practices at all times while driving vehicles owned, leased, or rented by, or on loan to, the District.

6. **Smoking or Tobacco Use Prohibited.** Driver and passengers are prohibited from smoking or using tobacco in District-owned or leased vehicles.
7. **Responsibility for Care and Maintenance.** Employees using any District-owned or leased vehicle are responsible for its care and return in good condition. All employees assigned District-owned vehicles are responsible for meeting established vehicle maintenance schedules.
8. **Compliance with Other Administrative Procedures.** All employees who drive District-owned vehicles must comply with other administrative procedures as established by the Director of Schools.

## INCLEMENT WEATHER

Schools and District offices may be closed and/or dismissed early in the event of hazardous weather or other emergencies that threaten the health or safety of students and staff. During hazardous weather conditions, the Superintendent may determine that all District sites/services will be closed or that some District sites/services may remain open.

**Please note the following information regarding employee pay during any District closure due to hazardous weather:**

### Exempt Employees

- When District sites/services are open, exempt employees are expected to remain at and/or report to work.
- Exempt employees who legitimately believe that travel to or from work is too hazardous may use accrued paid leave to continue compensation during the absence.
- When the determination is made to close any District sites/services for any portion of the day, exempt employees who are actively on duty will be paid for the remainder of their normal scheduled workday without loss in pay and/or accrued paid leave.

### Non-Exempt Employees

- Non-exempt employees are not compensated for work days missed as a result of closures for hazardous weather.

**NOTE: The Fair Labor Standards Act (FLSA) defines exempt and nonexempt employees as follows: Employees who are classified as "exempt" employees are not entitled to overtime pay as guaranteed by the FLSA. Generally, "exempt" employees are paid on a salary basis, and "non-exempt" are paid on an hourly basis. This is why "exempt" employees have an option to use vacation if they are unable to report to work when District sites/services are open.**

## COMPENSATION

### COMPENSATION PHILOSOPHY

Shelby County Schools is committed to having compensation programs that will attract, reward, and retain the qualified staff it needs to be a premier educational institution. Furthermore, it is important to administer such programs in a fair and equitable manner for all employees. SCS reviews its compensation practices and ranges regularly to ensure that these goals are being met.

Your salary, as an employee at SCS, is determined by several factors, including salaries for similar positions in the educational field and local marketplace. At SCS, Classified jobs with similar responsibilities, duties, or characteristics are grouped together and assigned a salary increase range that is externally competitive and that will allow the employee potential salary and career growth. Certified Salary Schedules are also determined in a similar manner. As with other aspects of SCS salary programs, Compensation reviews these ranges on an ongoing basis to determine that they remain externally competitive and internally equitable.

Just as importantly, managers and supervisors have the responsibility to communicate to their employees, decisions concerning their pay, performance, job responsibilities and career progression. This process begins when the staff member is hired, progresses through the training and orientation process, and continues throughout the employee's service with SCS.

### WORK HOURS

The District requires all employees to report to work as scheduled and to work their scheduled hours each workday, unless otherwise authorized.

The employee's regular work day will be established by the appropriate management based on employee's classification and the operational needs of the location.

Recognizing the importance of a total educational program in the development of students, before and after school activities, faculty, department and committee meetings, parent conferences, extra help for students, evening meetings and other responsibilities beyond the work day are a part of a professional employee's professional responsibility. These responsibilities shall be assumed as necessary and/or assigned by the professional employee's supervisor.

In order to provide our children with the best education possible, teachers are expected to be at their schools and in their classes before and after classes in order to fulfill their professional responsibilities. Starting times shall be fifteen (15) to twenty (20) minutes prior to school opening time and no more than ten (10) to fifteen (15) minutes beyond school closing time, not to exceed thirty (30) minutes total.

For example, if a school starts at 7:15, teachers will be required to report to work at 7:00 am.

The presence of all school-based staff on campus at required times is necessary for the proper supervision of students. Accordingly, any departure from the campus when students are present must be requested through the building principal or administrative designee.

The standard work schedule for most full-time administrative employees is a 40-hour week consisting of five 8-hour days. The normal hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. The standard work week for administrative employees begins at 12:01 a.m. Saturday and ends at midnight the following Friday. Part-time employee hours are based on a schedule determined by the supervisor and employee to meet the needs of the department. Overtime should be avoided except in extreme or unusual conditions and then should be approved in advance and kept to a minimum (see SCS Policy Overtime).

Shelby County Schools may change employees' work hours or work schedule to ensure smooth and continuous operations.

Employee Type	Standard Scheduled Hours
• Administrative Staff	8
• Bilingual Mentor	8
• Campus Monitor	5
• Education Assistant	7
• In School Suspension Assistant	7
• LPN/RN	8
• Lunchroom Monitor	2
• Nutrition Supervisor	8
• Nutrition Technician	4,5,or6
• Plant Manager	8
• School Based Clerical	8
• Study Hall Monitor	7
• Teacher	7.5

## MEALS AND REST BREAKS

### Rest Breaks

- a. Classified employees may be allowed to take a paid work break if their regular duty schedule calls for four (4) hours or more of continuous work. Break periods, such as coffee, snack or rest breaks, are compensated rest periods and cannot be excluded from hours worked as bona fide meal periods.
- b. Administrators/supervisors are encouraged to provide work breaks. However, there may be situations that make this impractical. Breaks are subject to certain restrictions:
  - I. No break should be taken until at least one (1) hour after starting time.
  - II. Break periods will be limited to a maximum of fifteen (15) minutes or less. **(Example: A.M. = 15 minutes or less. P.M. = 15 minutes or less.)**
  - III. Work breaks may not be combined to allow for a longer break period.
  - IV. Employees may not take a break at the end of a scheduled workday in order to leave early. v. No additional pay will be given to employees who do not take a work break.
  - V. Break time cannot be accumulated.
  - VI. Work breaks may not be used to extend a lunch break.

### Meal Breaks

- a. An unpaid meal period of 30 minutes will be provided to non-exempt employees who work more than six (6) hours in a day. If a nonexempt employee is required, or chooses to remain at their work station, and performs any work effort, it is considered paid work time. SCS encourages employees to leave their work station during meal and rest periods.
- b. The total scheduled workday period would be for 8 ½ hours (eight (8) hours worked and thirty (30) minutes for lunch). If the lunch period were scheduled to be extended beyond thirty (30) minutes, the scheduled workday would be extended accordingly.
- c. Although all full-time, non-exempt employees should be given a minimum of thirty (30) minutes “duty free” lunch break, special work circumstances may occasionally require that some employees work during this period. However, a lunch break should typically be granted at some point during the middle of the day.

#### EXAMPLES: EMPLOYEE WORK SCHEDULE

1. 7:30 a.m. – 4:30 p.m. = 8 hours worked;  
1 hour duty-free lunch
2. 7:30 a.m. – 4:00 p.m. = 8 hours worked;  
30 min. duty-free lunch

Meal and break periods may be scheduled by the employee’s supervisor based upon the operational needs of the office/department.

### Additional Unpaid Break Time for Nursing Mothers

Reasonable break time for an employee to express breast milk for her nursing child shall be made available in accordance with federal and state statutes. Such break periods not running concurrently with any paid break period provided to the employee shall be unpaid. Additional break times for the purpose of expressing breast milk shall not be provided, if to do so unduly disrupts the operations of the District.

## EMPLOYEE REPORTING TIMES

All employees are expected to report to work at the time designated by their principal and/or supervisor. Failure to do so may result in disciplinary action.

## OFF THE CLOCK WORK

Shelby County Schools and the Fair Labor Standards Act (FLSA) prohibit off the clock work of Non-Exempt Employees. Off the clock work is defined as work performed outside of normal business hours and/or before or after the employee’s scheduled shift. Non-Exempt Employees who begin work before the official start time of their shift or stay past the end of their shift must be compensated for time worked. Work prior to the start of the employees shift or work after the shift ends must be pre-approved by the employee’s supervisor and must always be reported as work time. Continued instances of working outside of normal working hours without prior approval may result in disciplinary action.

## OVERTIME PAY

In accordance with the Federal Labor Standards Act (FLSA), nonexempt employees (see Employee Classifications for definition of Non-Exempt Employee) are eligible to receive overtime pay or compensatory time at a rate of one and one-half times their regular pay for time worked in excess of 40 hours per workweek.

Approved paid absences, including sick leave, vacation leave, holiday leave, FMLA leave, military leave, jury and witness duty, funeral/bereavement leave and voting time off are paid at an employee’s regular rate of pay but are not counted as time worked for the purposes of computing overtime.

Exempt employees are not eligible for overtime; they are expected to work as many hours as required to perform the duties of the position.

## NEW HIRES & CERTIFICATED STAFF MOVING TO CLASSIFIED POSITIONS

For external applicants and Certified Staff moving to Classified positions, salary offers will be determined based on the job grade of the position as well as experience of the selected candidate. The following ranges for 12-month positions will be used. For positions less than 12 months, the salary will be prorated.

## PROMOTIONS

If an employee applies for and is selected for a new Classified position within SCS the following guidelines will be used to determine the employee's new salary:

- If the transfer is within the same grade, it is considered a lateral transfer and no increase will be recommended.
- If the new position is a lower grade, the employee's salary will be re-established based on the grade of their new position.
- If a Certified Employee moves to a Classified position the salary will be reviewed based on the new hire criteria.
- If the new position is a higher grade (Promotion) the following guidelines will be used to establish the new salary:
  - a. For promotions where the grade of the position increases one level, the following guidelines will be used:
  - b. If the employee meets the minimum standards of the job and their current rate is below the new pay grade, the candidate will be eligible for a 5% increase OR an increase to the minimum of the grade, whichever is greater.
  - c. If the employee's current salary is above the minimum of the new pay grade but below the start of the second quartile they are eligible for a 5% increase to their current salary.
  - d. If the employee's current salary is above the 2nd quartile of the new pay grade but below the midpoint of the grade they are eligible for a 4% increase to their current salary.
  - e. If the employee's current salary is above the midpoint of the new pay grade but below the start of the 3rd quartile they are eligible for a 3% increase to their current salary.
  - f. If the employee's salary is above the 3rd quartile of the new grade they are eligible for a 2% increase.

For promotions where the grade of the position increases two or more levels, the following guidelines will be used:

- a. If the employee meets the minimum standards of the job and their current rate is below the new pay grade, the candidate will be eligible for a 10% increase OR an increase to the minimum of the grade, whichever is greater

- b. If the employee's current salary is above the minimum of the new pay grade but below the start of the second quartile they are eligible for a 10% increase to their current salary
- c. If the employee's current salary is above the 2nd quartile of the new pay grade but below the midpoint of the grade they are eligible for an 8% increase to their current salary.
- d. If the employee's current salary is above the midpoint of the new pay grade but below the start of the 3rd quartile they are eligible for a 6% increase to their current salary.
- e. If the employee's salary is above the 3rd quartile of the new grade they are eligible for a 4% increase to their current salary.

## TRANSFERS

If the new position is a transfer, this represents employee movement to another position within the same salary grade, it is considered a lateral transfer and no increase will be recommended.

If the new position is a lower grade, based on the hiring criteria of that pay grade.....

If a Certified Employee moves to a Classified position the salary will be reviewed based on the new hire criteria.

## RECLASSIFICATIONS

A job evaluation may be initiated for two reasons: a new job has been created, or there has been a permanent, significant change in the duties and responsibilities of an existing job.

Job Evaluations only consider the job duties and responsibilities, not the employee performing the job. Therefore, the following are NOT considered:

- Financial Need
- Volume of Work
- Length of Service\*
- Dedication/Performance\*
- Relationship to Management\*
- Employee Retention

*\*SCS greatly values dedicated and high performing employees. These factors are taken into account in the performance evaluation process.*

**<http://www.scsk12.org/toolkits/files/2018/JOB%20EVALUATION.pdf>**

Reclassification of positions will be initiated at the manager's request, with approval from the applicable Chair and Human Resources and Budget. If a position reclassification is warranted and approved, Compensation will work with the department manager to develop the appropriate job description detailing all applicable job responsibilities. Once the job description has been developed, the employee to be reclassified will be reviewed in several ways including how the employee meets the job requirements, employee experience and education as well as job worth both internally and within external market data. Salary adjustments for reclassifications will follow predetermined guidelines outlined below.

### DEMOTIONS

Employee demotions occur when an employee is reassigned or voluntarily requests a transfer to a position in a lower pay grade. If an employee was promoted and subsequently returned to the original (lower) job, his/her pay rate is adjusted to the pay rate that would apply if the promotion had not occurred. The employee's pay rate normally would be reduced to be consistent with the rates of pay of other incumbents in the new job who possess similar skills and tenure.

### SALARY ADJUSTMENTS

Salary adjustments will be determined and approved by Compensation. Employees who have concerns regarding their salary should contact their manager to discuss the situation. If the manager determines further review of the employee's salary is justified, they will contact Compensation for review. Compensation will review employee salaries based on scope of responsibility of the position, employee experience and education, internal equity as well as comparable positions within both SCS and external organizations. Compensation will make a final recommendation to the employee manager approving, denying or amending such salary adjustment requests.

### SALARY GRADE STRUCTURE FOR CLASSIFIED PERSONNEL

SCS is committed to providing fair salary structures for all employees. Salary structures will be reviewed annually. We are currently undergoing a compensation structure review. Updated salary structures will be available Q1 2020.

### STIPENDS/SUPPLEMENTS

A stipend or supplement means a lump-sum payment in addition to the base appointment salary that provides recognition or incentives to employees as established in SCS policy. A stipend does not increase the base salary of an employee.

If a stipend is warranted for an employee, Compensation, in conjunction with the employee manager will determine the stipend amount.

Stipend payments for non-exempt employees will be included for the purposes of calculating overtime pay.

### TRAVEL AND REIMBURSEMENTS

The Portal-to-Portal Act specifically excludes from paid time all time that is spent "walking, riding or traveling to and from the actual place of performance of the principal activity" of an employee and time spent in "activities which are preliminary or post preliminary" to the principal activity. Travel time at the beginning or end of the workday, therefore, is not compensable. In the event of out-of-town travel, travel time between the employee's home and the "common carrier" entity (i.e., airport) is not considered work time. Travel time for Non-Exempt Employees is compensable work time when it occurs during the employee's regular working hours. Overnight travel that occurs outside of regular working hours as a passenger in a vehicle and where the employee is free to relax is not considered work time. Non-Exempt employees who perform work while traveling must be compensated. If an employee is required to drive or required to ride as an "assistant or helper" in an automobile, the employee must be compensated for the travel time, except when the employee is on a meal break or is provided sleeping facilities. If the travel is overnight and done outside work hours, the travel time is not compensable. It is the responsibility of the employee and manager to determine what is compensable time during travel and to report such time on the employee timesheet. Exempt employees are not subject to this policy.



# BENEFITS



## COBRA

The right to COBRA continuation coverage was created by a Federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you and other members of your family when group health coverage would otherwise end.

You may have other options available to you when you lose group health coverage. For example, you may be eligible to buy an individual plan through the Health Insurance Marketplace. By enrolling in coverage through the Marketplace, you may qualify for lower costs on your monthly premiums and lower out-of-pocket costs. Additionally, you may qualify for a 30-day special enrollment period for another group health plan for which you are eligible (such as a spouse's plan), even if that plan generally doesn't accept late enrollees.

## EMPLOYEE ASSISTANCE PROGRAM

We want you to be experience good emotional health. The Employee Assistance Program (EAP) provides free and confidential counseling to assist employees who may be dealing with difficult issues that are adversely affecting their lives and the quality of their job performance. These issues include but are not limited to difficulties relating to drug and alcohol dependency, family and parenting, stress management, grief or loss, etc. Employees who choose to use these counseling services are assured the information disclosed in their sessions is confidential and not available to the District. The program is administered by Methodist Healthcare, and counselors are

available at (901) 683-5658 or (800) 880-5658. You may also visit Methodist Healthcare Employee Assistance Program online at [www.methodisteapcanhelp.org](http://www.methodisteapcanhelp.org)

## FLEXIBLE SPENDING

FSA plan is an IRS Section 125 plan that provides the option of electing pre-tax payroll deductions for certain eligible health care and/or child/dependent care expenses. Because the expenses are paid with pre-tax dollars, the result is immediate tax savings.

Employees must re-enroll each year during open enrollment.

## HEALTH INSURANCE

We want you to be healthy. You are eligible for medical, dental, and vision coverage if you are a full-time permanent employee. You may enroll your spouse and dependent children who meet the definition of eligibility as defined below for health care benefits.

You may enroll your dependent children including legally adopted and stepchildren up to age 26 – and based on Board approval, after age 26 if your child is physically or mentally disabled. (Please note: You cannot be covered both as an employee and as a dependent under any Shelby County Schools health insurance plan.)

## SPOUSE COVERAGE

You may NOT insure your spouse for medical coverage if his or her employer provides medical coverage.

The “spouse opt-out” requirement does NOT apply to spouses who:

- are also employed or retired from Shelby County Schools and whose employer does NOT provide medical coverage; or
- whose employer requires the employee to pay more than 50% of the cost of the coverage for their lowest cost individual plan option.

If your spouse meets one of the conditions above, a “Spouse Verification Affidavit” is required. You may still insure your spouse for dental and vision benefits.

You can choose from **3 medical and dental plan options** through Cigna – one of the medical plan options provides a “Health Reimbursement Account” that you can use to offset the plan deductible.

The **vision plan** is offered through Cigna.

Employees must enroll in health insurance within thirty (30) days of the following:

- Date of hire
- Change from an ineligible to eligible employment status (*i.e., part-time to full-time*)

**You can only make changes to your health benefits during Open Enrollment each year or within 30 days of a qualified life event, for example, the birth of a child, marriage/divorce, or loss of coverage. Supporting documentation must be submitted to the Benefits office when making changes due to a qualified life event.**

To view or update your benefits:  
<https://www.cgsmarketplace>

## LIFE INSURANCE

All full-time permanent employees are eligible to participate in the voluntary group life insurance plans provided by the District. Application for life insurance coverage (employee and eligible dependents) must be made within thirty (30) days of employment. Coverage shall become effective the first day of the month following thirty (30) days of employment period and expire on the last day of the month during which the employee terminates from service with the District.

The amount of life insurance to which the employee is entitled is equal to two (2) times their annual base salary rounded to the nearest one thousand dollars (\$1,000), to a maximum benefit of three-hundred-thousand dollars (\$300,000). An equal amount of Accidental Death and Dismemberment coverage is also provided to covered employees.

Employees may purchase additional life insurance coverage for themselves and for their eligible dependent children. The total cost (100%) for additional coverage shall be paid by the employee through payroll deduction.

## LONG-TERM DISABILITY

Upon employment, employees have 30 days to enroll in long-term disability coverage. Employees who elect to enroll during open enrollment will not be required to complete an evidence of insurability form but is subject to approval by Standard. Late enrollments will require evidence of insurability monthly benefit will be 60 percent of your insured pre-disability earnings.

<b>Plan Maximum Monthly Benefit:</b>	\$5,000
<b>Plan Minimum Monthly Benefit:</b>	\$100 or 10 percent of the LTD benefit before reduction by deductible income, whichever is greater. Benefits Waiting Period: If your claim for LTD benefits is approved by The Standard, benefits become payable after you have been continuously disabled for 180 days and remain continuously disabled. Benefits are not payable during the benefit waiting period.
<b>Pre-existing Condition Exclusion:</b>	Treatment for an illness or injury 90 days prior to your insurance effective date will be excluded from coverage for a period of 12 months.

## LEGACY RETIREMENT QUALIFICATIONS:

SCS permanent full-time employees are members of the Tennessee Consolidated Retirement System (TCRS). Retirement benefits are determined by a formula using the member's average final compensation and years of service.

To be eligible for retirement through the Tennessee Consolidated Retirement System (TCRS), you must meet the following requirements:

- Full Retirement: 30 years of service or 60 years-old with 5 years of service (vested)
- Early Retirement: 55 years-old with 5 years of service (vested) or 25 – 29 years of service

To check your eligibility, please call TCRS at 1 (800) 922-7772.

## HYBRID RETIREMENT QUALIFICATIONS:

Teachers who are hired on or after July 1, 2014 who have never participated with TCRS, refunded or loss service participate in the Hybrid plan. Retirement benefits are determined by a formula using the member's average final compensation and years of service.

To be eligible for retirement through the Tennessee Consolidated Retirement System (TCRS), you must meet the following requirements:

- Full Retirement: age 65 and 5 years of service (vested) or "Rule of 90" (years of service + age = 90 or greater)
- Early Retirement: age 60 and 5 years of service (vested) or "Rule of 80" (years of service + age = 80 or greater)

To check your eligibility, please call TCRS at 1 (800) 922-7772.

## SUPPLEMENTAL INSURANCE

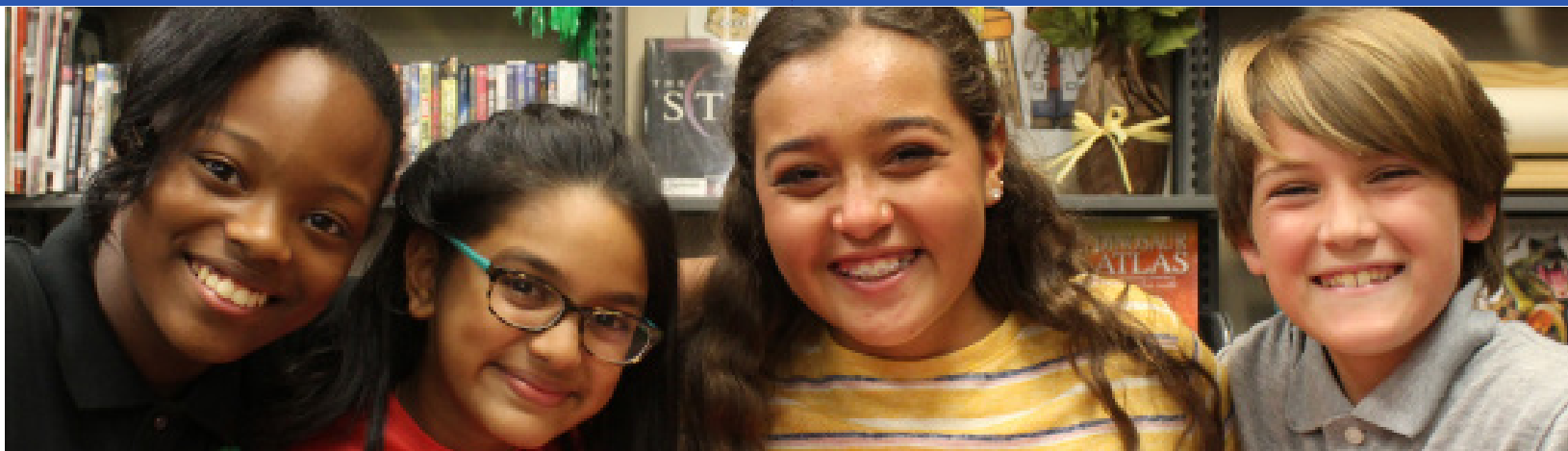
You may choose supplemental insurance coverage from three vendors. You can find the vendors' information on the Employee Hub/Benefits page.

## 403 (B) AND 401(K) ANNUITY PROGRAMS

Employees may save additional funds toward retirement by contributing pre-tax dollars to a 403(b) or 401(k) plan. A list of vendors may be found on the Employee Hub/Benefits.



# TYPES OF LEAVES AND OTHER ABSENCES



## HOLIDAYS – POLICY 4044

Shelby County Schools recognizes certain days as holidays and pays employees for time off on these days in accordance with the eligibility requirements. However, certain employees (such as security employees) may be required to work on a holiday and will be paid in accordance with guidelines established by the Superintendent or designee.

Employees must be in active pay status the day preceding and the day following the holiday in order to receive holiday pay with the exception of employees who retire at the end of a calendar year. These employees do not have to be in an active pay status following the winter break in order to receive holiday pay.

## OBSERVED PAID HOLIDAYS

### TWELVE (12) MONTH SALARIED AND HOURLY EMPLOYEES:

All full-time permanent twelve (12) month employees (salaried and hourly), except as otherwise provided in an employment contract, shall receive a total of seventeen (17) designated paid holidays as indicated below:

Memorial Day	1 day
July 4th	1 day
Labor Day	1 day
Veterans Day	1 day

Thanksgiving	2 days
(Thanksgiving Day and Day after)	
Winter Break	7 days
MLK Jr., Birthday	1 day
Spring Break	2 days
Good Friday	1 day

### NON-TWELVE (12) MONTH HOURLY EMPLOYEES:

All full-time permanent non-twelve (12) month hourly employees, except as otherwise provided in an employment contract, shall receive a total of twenty (20) designated paid holidays as indicated below:

Labor Day	1 day
Fall Break	3 days
Veterans Day	1 day
Thanksgiving	2 days
(Thanksgiving Day and Day after)	
Winter Break	3 days
(Christmas Eve, Christmas Day, Day after Christmas)	
New Year's Eve	1 day
New Year's Day	1 day
MLK Jr., Birthday	1 day
Presidents Day	1 day
Spring Break	5 days
Good Friday	1 day

## NON-TWELVE (12) MONTH SALARIED EMPLOYEES:

Individuals hired in a full-time permanent salaried position, whose position requires them to work less than twelve (12) months, except as otherwise provided in an employment contract, shall be paid holidays based on the approved Shelby County Schools' Instructional Calendar (see link - approved paid designated holidays for non-twelve (12) month salaried employees are indicated as Teachers-Out).

## MOBILE SECURITY OFFICERS (FULL-TIME, 12 MONTH EMPLOYEES)

- Holidays (17 holidays) defined in SCS Paid Holiday Policy (4044) for "12 month Salaried/Hourly Employees" will apply (all other eligibility requirements will also apply)
- Officers will receive two (2) holiday checks per school year

Holiday Check #1 (6 days total-payable first pay period in December)

- Memorial Day
- July 4th
- Labor Day
- Veterans Day
- Thanksgiving (2)

Holiday Check # 2 (11 days total-payable second pay period in May)

- Winter Break (7)
- MLK
- Spring Break (2)
- Good Friday

Officers who terminate employment before the holiday check payout dates will be paid for the number of eligible holidays (holiday where they were in an active status) on their last/final paycheck.

## PART-TIME SECURITY EMPLOYEES:

All part-time security employees, except as otherwise provided in an employment contract, who by the nature of their assigned regular job duties are required to work on District recognized holidays shall receive a total of nine (9) designated paid holidays as indicated below:

Memorial Day	1 day
July 4th	1 day
Labor Day	1 day
Veterans Day	1 day
Thanksgiving Day	1 day
Christmas Eve or Christmas Day	1 day
New Year's Eve or New Year's Day	1 day
MLK Jr., Birthday	1 day
Easter Sunday	1 day

These employees will be paid 'Holiday Premium Pay' for the eligible Holidays they work

**Holiday Premium Pay** - An employee who works on an SCS Board approved holiday is paid Holiday Premium Pay which is at a rate of **2 times** the regular rate of pay; Holiday Premium Pay is not overtime pay. An employee who works overtime on a holiday gets the same overtime rate they would receive on any other day for overtime hours worked.

## JURY DUTY/COURT APPEARANCES – POLICY 4023

The District shall grant release time with pay to employees who are summoned to serve as a juror in a federal, state, or local court or to employees who are subpoenaed to appear as a witness on behalf of the Board in any court of legal proceeding. An employee who is summoned to serve as a juror or to appear as a witness on behalf of the Board must notify his or her supervisor as far in advance as possible and must provide a copy of the summons requiring the court appearance. Payroll preparer should record the absence as code 540 – Used Jury Duty, on the timesheet.

## LEAVES OF ABSENCE

Accident on the Job (4014), Educational ( 4021), Military (4022), Religious (4024), Sick (4026), FMLA (4038), Legislative (4049), Miscellaneous (4056) and Parenting (4057):

**Parenting Leave:** Employees who have been employed by the District for at least twelve (12) consecutive months shall be granted leave for a period not to exceed four (4) months for the adoption, pregnancy, childbirth and nursing of a newborn in accordance with the Tennessee Maternity Leave Law (T.C.A. 4-21-408).

If you are absent or expecting to be absent for ten (10) consecutive workdays and more, you will be required to file a Leave of Absence packet with the Office of Employee Benefits at 160 South Hollywood Street.

Consecutive absences of nine (9) days or less will be handled by the Administrator/Supervisor. You will be required to submit documentation supporting your absences.

Failure to provide supporting documentation for any absences will result in further disciplinary action.

The Leave of Absence packets are available in the Office of Employee Benefits or online <http://www.scsk12.org/uf/benefits>. Please submit the original copies.

## ACCIDENT ON THE JOB – POLICY 4014

The District provides an accident-on-the job program for eligible employees who are disabled as the direct result of an accident suffered in the course of the employee's performance of duties with the District.

## EDUCATION LEAVE – POLICY 4021

At the discretion of the District, unpaid leaves may be granted to allow eligible employees time to pursue educational studies that will directly benefit the District. The leave shall not exceed one (1) year and will carry no increment privileges or fringe benefits except that the employee has the option to continue insurance coverage at full cost to the employee.

This applies to all full-time permanent employees who have a minimum of three (3) years of employment with the Shelby County Schools and are not otherwise covered by a Memorandum of Understanding (MOU).

As a result of the consolidation of the school districts, length of service used to determine eligibility of any Memphis City Schools (MCS) employee who transfers and/or accepts a position for employment with SCS, shall be based on combined continuous employment with both districts.

## MISCELLANEOUS LEAVE – POLICY 4056

In regards to allowing eligible employees time off from work without pay for reasons other than those covered in specific board policies: At the discretion of the District, miscellaneous leave may be granted without pay for periods up to thirty (30) days in accordance with established administrative rules and regulations.

This applies to all full-time permanent employees of the Shelby County Schools unless otherwise covered by a Memorandum of Understanding (MOU). This policy is not covered under Family Medical Leave Act (FMLA); therefore, the employee's position is not job-protected.

## FAMILY AND MEDICAL LEAVE ACT (FMLA) – POLICY 4038

Employees are eligible for FMLA if employed for at least twelve (12) months by SCS and who has at least 1,250 hours of service during the previous twelve-month period.

Any employee who has satisfied the eligibility requirement as stated above shall be granted, upon request, up to twelve (12) weeks unpaid leave during a rolling twelve (12) month period for the following reasons:

1. The birth of a child;
2. The placement of a child with the employee for adoption, foster care and to bond with the child.
3. A serious health condition of the employee that makes

the employee unable to perform the essential functions of his or her positions;

4. The care of spouse, son, daughter, parent or next of kin of the employee who has a serious health condition; and
5. Any qualifying circumstances arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces.

Eligible employees may take FMLA leave intermittently because of the employee's serious health condition, to care for a seriously ill family member (spouse, child, parent) or for the birth, adoption or foster care placement of a child. or for the birth, adoption or foster care placement of a child and for bonding with such child.

The eligible spouse, parent, son, daughter, or next of kin of a covered service member with a serious injury or illness shall be granted a total of twenty-six (26) weeks of unpaid leave in a single twelve (12) month period.

## EXCEPTIONS FOR SPOUSES EMPLOYED BY THE DISTRICT

- a. Leave for birth, adoption or foster care placement of a child and to bond with that child; or a serious health condition

Spouses employed by the District shall be entitled to a combined total of twelve (12) work weeks of unpaid leave for the birth of a child, adoption or foster care placement of a child and to bond with that child; to care for the child after the birth; or a serious health condition of the parent of the employee.

- a. Leave to care for a covered injured or ill service member

Spouses employed by the District shall be entitled to a combined total of twenty (26) work weeks of leave to care for a covered injured or ill service member. The employee must be the spouse, son, daughter, parent, or next of kin of the covered service member.

## LEAVE FOR SERVICES AS A MEMBER OF THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS' EVALUATION OR REVIEW COMMITTEE – POLICY 4035

Approval for all professional staff members to serve on a Southern Association of Colleges and Schools' evaluation or review committee shall be given by the Superintendent or his designee. It is expected that professional staff members, teachers, and principals will limit their service so it will not hinder assigned duties.

## LEGISLATIVE LEAVE – POLICY 4049

All employees who have been elected to state or local law-making bodies shall be granted personal leave or leave without pay for the time those law-making bodies are in official session or while attending official meetings outside the session. In addition, employees shall be granted legislative leave to serve on any board or commission of the state when appointment is made by the Governor or General Assembly. Employees shall not forfeit fringe benefits while on leave.

## MILITARY LEAVE – POLICY 4022

Allow employees time off from work for the purpose of entering the military service and to comply with all state or federal regulations pertaining to military leave.

## PERSONAL DAYS – POLICY 4025

In accordance with state law, all school employees whose position requires a teaching license, such as teachers, librarians and counselors, will be granted two (2) personal days per school year. Principals and assistant principals also receive two (2) personal days per year. Any unused personal days will be transferred to sick leave days at the end of the school year.

## RELIGIOUS LEAVE – POLICY 4024

SCS has policies in place to allow employees time off in recognition of religious beliefs, customs, and holidays.

In accordance with federal guidelines, the District shall make reasonable accommodations for employees to take time off in recognition of their religious beliefs, customs, and holidays unless doing so would cause undue hardship on the operations of the District. Such leaves must be taken in accordance with guidelines established by the Superintendent or designee.

Any employee intending to take time off from work in recognition of religious beliefs, customs, and holidays must provide written notice to his/her immediate supervisor five (5) days prior to the intended absence.

Religious leave is considered 'excused' as it relates to employee attendance. All religious leave is unpaid unless an employee chooses to use any available vacation or personal days. Exception per teachers' MOU. Sick time cannot be used for religious leave.

## SICK LEAVE – POLICY 4026

To allow eligible employees time off from work due to personal illness; illness in the immediate family; birth, adoption, or foster care placement of a child; or death in the immediate family. Such leave may be paid or unpaid.

This applies to all full-time permanent employees of the Shelby County Schools unless otherwise covered by a Memorandum of Understanding (MOU).

## BEREAVEMENT

In the event a death occurs in the immediate family, employees may utilize up to three (3) days of sick leave for bereavement purposes. Immediate family includes: Spouse, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughters-in-law, sons-in-law, brothers-in-law, and sisters-in-law. Employees may be required to provide appropriate documentation.

## ELIGIBILITY

All full-time permanent employees will earn the equivalent of one sick day for each month employed per year. Sick leave is designated to be used for personal illness/injury, the illness/injury of an immediate family member or the death of an immediate family member.

## ACCRUAL

Sick leave only accrues if the employee is in a paid status. Sick days may be accumulated from year to year and there is no limit to the number of days that may be accumulated.

- Certificated employees will receive an allotment of sick days at the onset of their work year. Sick leave balances will be adjusted for employees who exit the district prior to the end of their work year.
- Non-certificated employees will accrue sick days each pay period beginning their first day of employment.

## SCHEDULING

Employees should follow the absence reporting process outlined by their supervisor. If an employee is frequently absent, or out for more than three consecutive days, the employee may be required to provide a physician's statement.

## SEPARATION FROM SERVICE

Employees are not compensated for unused sick leave. After separation has been processed, employee will receive a separation notice along with a letter certifying your sick leave balance. Sick leave balance can be viewed through employee portal.

## VACATION – POLICY 4025

### ELIGIBILITY

To be eligible for vacation pay, District employees must be in a full-time permanent twelve-month position for which no teaching license is required by the Tennessee State Department of Education. In no event shall an employee who has not completed six (6) months of continuous service receive vacation pay.

### ACCRUAL

Accrual begins after the completion of six (6) months (13 full bi-weekly pay periods) of employment. Accrual rate is calculated based on total length of continuous full-time (12) month employment with the District as outlined below. Vacation is accrued each pay period up to a maximum of 35 days. Vacation only accrues if an employee is in a paid status.

Total 12 Month Continuous Length of Service	Biweekly Accrual
Six (6) months and one day but less than three (3) years	0.46 days 3.68 hours
Three (3) years but less than ten (10) years	0.54 days 4.32 hours
Ten (10) years but less than fifteen (15) years	0.65 days 5.20 hours
Fifteen (15) years but less than twenty-five (25) years	0.77 days 6.16 hours
Twenty-five (25) years or more	0.96 days 7.68 hours

### SCHEDULING

Vacation should be requested as far in advance as possible, preferably no less than five (5) days prior to the beginning of the requested vacation period. Vacation requests must be approved by the employees' immediate supervisor and should be planned in such a way that operational procedures will continue satisfactorily.

Employees who move out of a vacation-eligible position will not be paid out their vacation balance. Vacation balances will remain on record and may continue to be utilized. Please note: Vacation can only be used during your scheduled work year.

### SEPARATION FROM SERVICE

An employee who resigns or terminates from Shelby County Schools shall be paid for any unused or earned vacation leave, provided the employee has completed six (6) months of continuous service. Such payment shall be at the salary rate

by which the employee was paid on their last workday up to a maximum of thirty-five (35) days. Vacation pay out will be issued after the employee's final paycheck has been processed. Vacation balance can be viewed through employee portal.

### VOTING TIME

We want you to do your duty as an American citizen and cast your ballot. Employees entitled to vote in national, state, or local elections shall, when necessary, be allowed sufficient time off without penalty or reduction to pay to exercise this right. Employees should make arrangements with their supervisor in advance. Employees are encouraged to vote before or after work hours when possible.

# PAYROLL

## CHANGES IN TAX WITHHOLDINGS (W-4)

Employees must complete a W-4 form to change tax withholdings. Log into the employee portal to make changes.

## CORRECTION OF PAYROLL ERRORS

Employees are expected to carefully review their payroll information on an on-going basis and to immediately report suspected errors to your payroll preparer. The payroll preparer will work with the appropriate payroll associate to resolve the issue.

The Payroll Department will process a special pay run for underpayments greater than 10% of the employee's base pay. The underpayment will be direct deposited into the employee's account.

**Please note:** When the Payroll Department processes supplemental pay of outside the normal pay date, funds are sent for direct deposit. It can take up to 48 hours before the funds are available in the employee's bank.

**Premium Pay hours not processed.** This category includes overtime, shift differential and other pay types that are in addition to an employee's regular pay. If these items are missing from an employee's timesheet and pay, they will be paid on the next scheduled check run.

## DIRECT DEPOSIT

The district pays employees via direct deposit only. All new employees are required to enroll in direct deposit. New employees will have the opportunity to sign-up for direct deposit at new hire processing. Changes and updates to direct deposit information are made in the payroll office. ID must be presented to process changes.

If a delay in enrollment occurs, you will receive your pay through an alternate means. Currently, the District has a partnership with Regions Bank to provide bank cards that your pay will be loaded.

**Please note:** You can only have your pay direct deposited into one bank account. For more information, contact the Payroll Department.

## GARNISHMENT OF WAGES

Garnishment is a remedy available to creditors, to allow them to collect from debtors who do not voluntarily pay. The District complies with court orders received to garnish an employee's wages. Employees will receive written notification of garnishment.

## PAY PERIODS

Employees are paid Fridays on a bi-weekly basis. Listed below are the various job classes recognized by the District and how each is paid. A pay calendar is published on the District website under "Payroll" (LINK)

- 12-month employees (salaried and hourly, exempt and non-exempt) are paid for the two-week period ending on the Friday just before pay day. For example, all hours worked August 23, 2014–September 5, 2014 will be paid on September 12, 2014. Note: Exempt employees are paid for 10 days of their contract, whereas non-exempt employees are paid for all hours worked during the pay period.
- 11-month, 10.5 month and 10 month hourly employees are paid for all hours worked during the two-week period ending on a Wednesday of the week prior to the week of pay day. For example, all hours worked August 21, 2014–September 3, 2014 are paid on September 12, 2014.
- 11-month, 10.5 month and 10 month salaried employees are paid bi-weekly on an even payment basis. For example, an employee with a contract amount of \$75,000 will be paid over 26 pay period for a bi-weekly amount of \$2884.62

For detailed information regarding how bi-weekly pay is calculated to go link below

[http://www.scsk12.org/uf/finance/files/Payroll-Info\\_New-Employee-Orientation.pdf](http://www.scsk12.org/uf/finance/files/Payroll-Info_New-Employee-Orientation.pdf)

## TIMESHEETS AND ABSENCE REPORTING

A timesheet will be available for every job an employee performs in Shelby County Schools. Some employees may have more than one timesheet due to the fact they work in more than one position within the district. (Ex. Before and after School Care, Virtual School Teacher/Tutor, TCAP Tutor, etc.)

Under the Fair Labor Standards Act ("FLSA"), employers are required to track and record time for non-exempt employees.

Employees should follow-the absence reporting process outlined by their supervisor.

Reported absences and absence types can be viewed on the employee portal. Questions regarding absences should be directed to your payroll preparer at your location. The payroll preparer will report any corrections to the Payroll department.

### **SHELBY COUNTY SCHOOLS**

I acknowledge receipt of, or electronic access to, my personal copy of the Shelby County Schools Employee Handbook. I hereby agree to abide by the standards, policies, and procedures defined or referenced in these documents.

**I understand and shall abide by the following:**

- The information provided in the Employee Handbook is of a general nature, does not cover every SCS policy or procedure, and is subject to change.
- I accept responsibility for reading and abiding by any changes or updates to District policy and the online Employee Handbook.
- Changes in District policies may supersede, modify, or eliminate the information summarized in this booklet.
- Shelby County Board of Education reserves the right to modify, interpret, add to, or discontinue any of the policies in the Policy Manuals.
- My supervisor(s) can provide me with specific information concerning policies and procedures that I am to follow in my school or department as I fulfill my employment duties.
- I accept responsibility for calling in all absences on the District's Employee Attendance Management System and understand that failure to do so can lead to disciplinary measures.
- I understand that SCS Board Policies are available to me on the District's web site: [www.scsk12.org](http://www.scsk12.org) for review or to print, and that it is my responsibility to read and abide by any changes or updates to District policies. If access to a computer is needed, I understand I am to contact my principal or supervisor.
- I understand that no modifications to contractual relationships or alterations of at-will relationships are intended by this handbook and that receipt of this handbook does not create any binding contractual relationship between SCS and me.
- I understand that I have an obligation to keep the District informed of my current address and phone number using the District's online Employee Self Service portal.

My signature below indicates that I have read and understand the Employee Handbook. I agree to become thoroughly familiar with these essential policies and procedures and agree to abide by them.

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Employee's Printed Name

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Employee's Signature

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Date



*"Life's most urgent question is,  
'What are you doing for others?'"*

— Martin Luther King, Jr.

*"The ear of the leader must ring  
with the voices of the people"*

- Woodrow Wilson

**Thank you  
for your  
commitment  
to serve...**



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Shelby County Schools offers educational and employment opportunities without regard to race, color, religion, sex, creed, age, disability, national origin, or genetic information.