



Employee Handbook

Human Resources Department

Dr. Joris M. Ray, Superintendent



Human Resources
The  Of MSCS

Revised July 5, 2022

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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, Memphis-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 MSCS 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 Memphis-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 MSCS.

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



MESSAGE FROM THE BOARD CHAIR

Welcome to Memphis-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 Memphis-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 Memphis-Shelby County Schools students and families.

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

MSCS is 901.

Sincerely,
Michelle McKissack
Chair, Memphis-Shelby County Board of Education



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BOARD MEMBERS

The Memphis-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 Memphis-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 Memphis-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, Memphis-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.

CABINET



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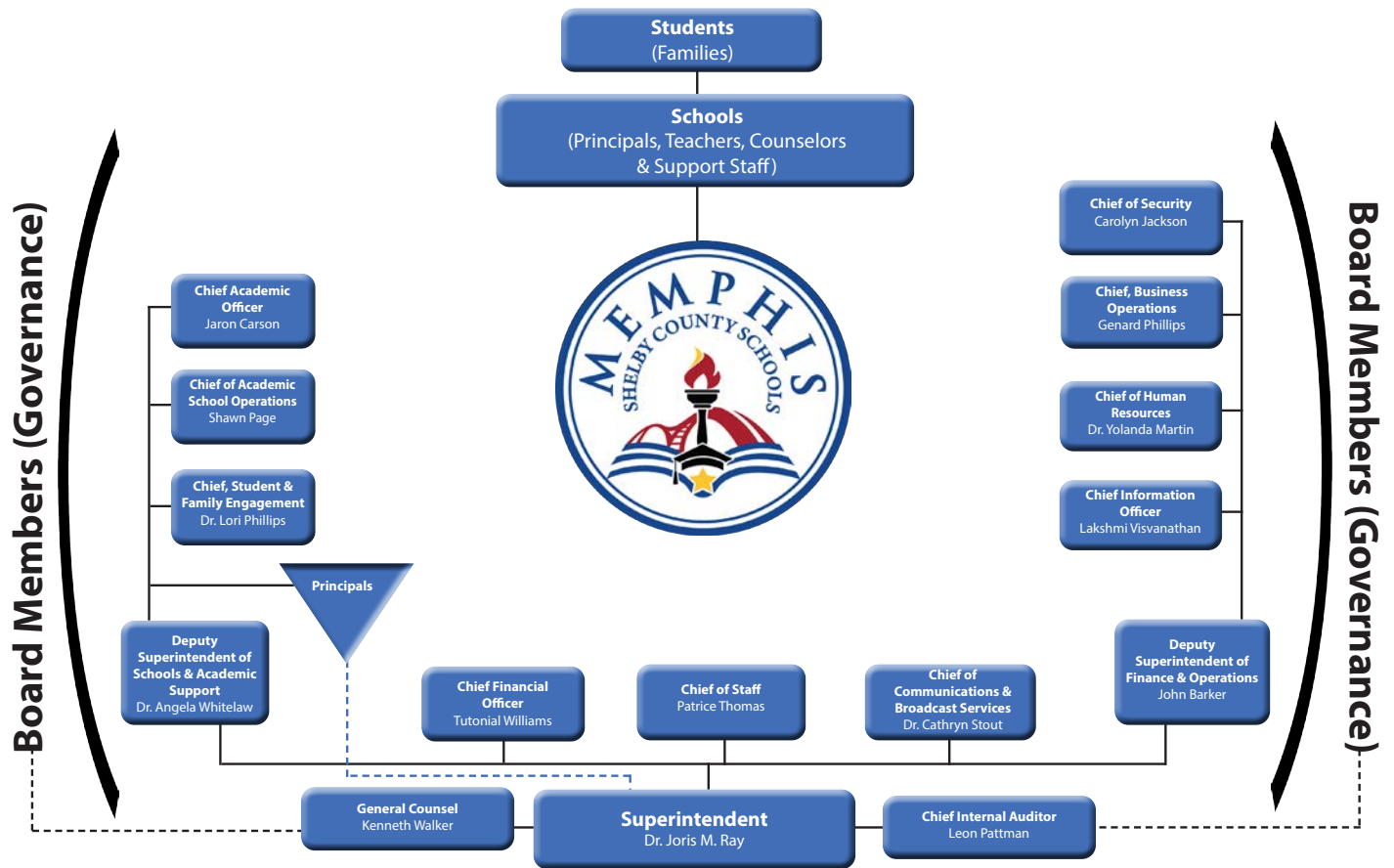


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**Chief Legal Officer and
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ORGANIZATIONAL CHART



MISSION

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

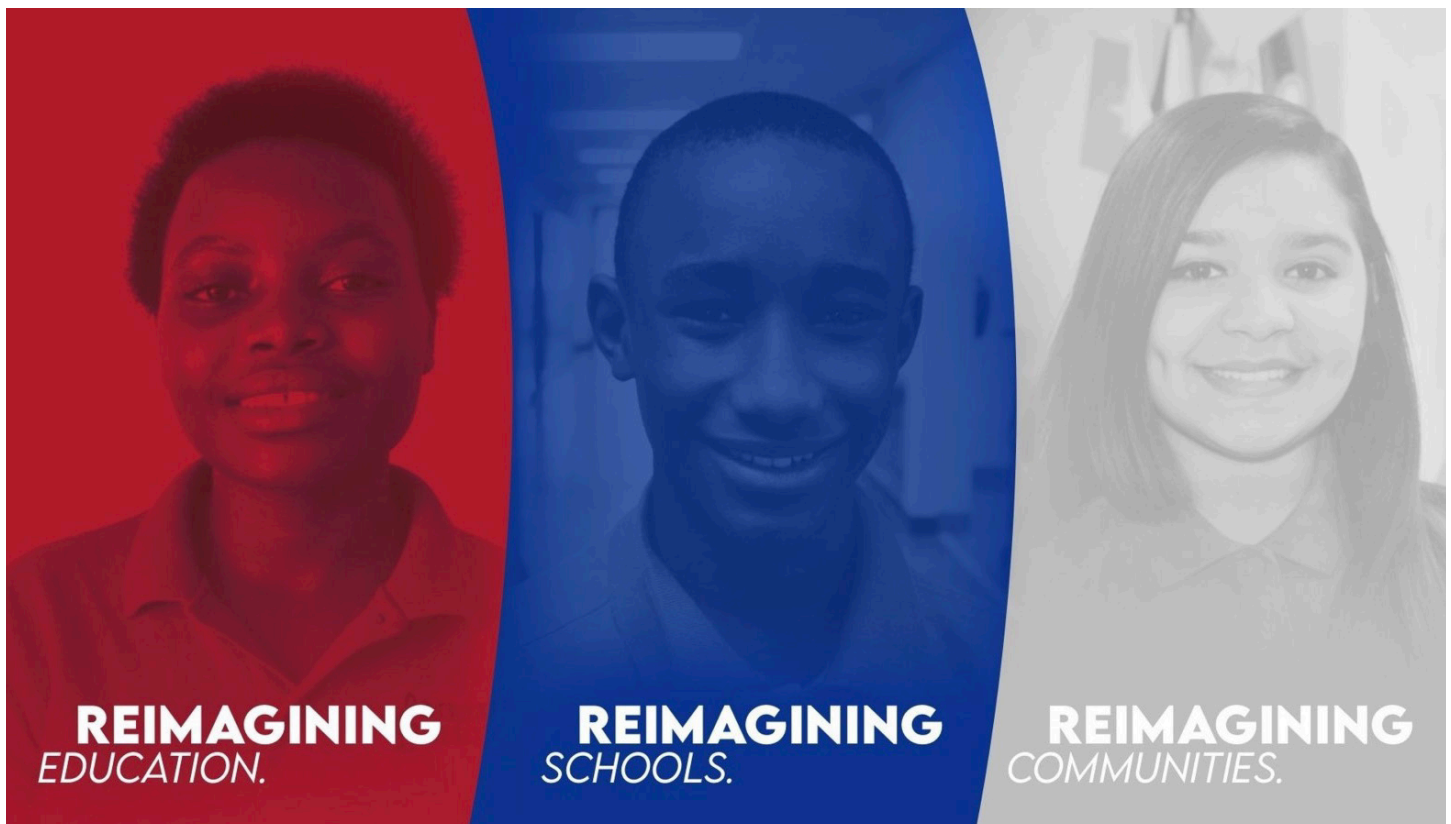
VISION

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

Together we **MUST BELIEVE.**

Together, we **WILL ACHIEVE.**

Together, we **ARE REIMAGINING 901.**



Our superintendent, Dr. Joris M. Ray,
has identified five shared organizational values that
constitute the MSCS way and spell the acronym, **C.A.R.E.S.:**



Compassion

Accountability

Respect

Exquisite Execution

Servant leadership



WELCOME TO MEMPHIS-SHELBY COUNTY SCHOOLS

Welcome to Memphis-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. Memphis-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

MEMPHIS-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 MEMPHIS-SHELBY COUNTY SCHOOLS' PERSONNEL POLICY AND PRACTICE IN THE EMPLOYMENT, DEVELOPMENT, ADVANCEMENT AND TREATMENT OF EMPLOYEES AND APPLICANTS OF MEMPHIS-SHELBY COUNTY SCHOOLS.

COMMITMENT TO DIVERSITY AND INCLUSION

MEMPHIS-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 MSCS AND IS ESSENTIAL TO THE SUCCESS OF OUR STUDENTS AND ORGANIZATION.

Human Resources
The  Of MSCS



OUR MSCS BRAND AND YOUR RESPONSIBILITY AS AN EMPLOYEE

As an MSCS employee, it is important that we are all mindful of our brand and every employee's role in preserving/enhancing the MSCS brand. Every MSCS employee is a representative of the district brand and must recognize their influence on the district's reputation among job seekers, other employees, students, parents and community stakeholders. Our responsibility to enhance our brand encompasses everything all employees do (online during and

after work hours) to position MSCS as an employer of choice. The MSCS brand is essentially our organization's reputation as an employer.

By incorporating the MSCS Branding guidelines into all of our work, we can help strengthen our identity and reputation together. All guidelines relating to employees' responsibility to the MSCS branding can be found on the MSCS Communications website.

Our logo is central to our brand and visual identity. It is our primary identifier and must be present on all official internal and external communications, collateral materials, and promotional items.

The use of District logos for any mass communications and new logo creation for official programs and initiatives must be approved by the Communications Department. This includes use by schools and internal departments, as well as external organizations.

Our colors are critical components to our visual identity. Our specific use of blue, red, gold, black and white, as found in our District logos, should be consistent in all official communications.



PMS 286
Hexadecimal: #005dab



PMS 187
Hexadecimal: #c41230



PMS 123
Hexadecimal: #ffc423



High quality images are important visual elements that can help make print and digital communications stand out. However, poor quality images can be distracting and compromise the credibility of a message or organization.

- Don't use blurry, stretched, pixelated, or poorly framed images.
- Don't use images from external websites that are not copyright approved.
- DO use images that accurately reflect the District or school, e.g., racial diversity, age, gender.
- DO ensure students have proper parental consent to be included in photos that may be used for external purposes.

Social media accounts should be approved by the Communications Department to ensure they meet proper brand standards and do not duplicate, compete with or distract from the official District accounts.

For more detailed information on these, and other, style-related topics, please visit scsk12.org/communications.

EMPLOYEE CONDUCT



OUR STANDARDS OF CONDUCT

We know that you, our Memphis-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.

MSCS 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 MSCS, 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 result in harm to student;
8. Inappropriate communication with a student that is non-explicit;
9. Inappropriate communication with a student that is explicit;
10. Inappropriate use of school property;
11. Inappropriate physical contact with a student that does not result in harm;
12. Inappropriate physical contact with a student that does result in harm;
13. Non-compliance with security guidelines for TCAP or successor test; or
14. 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 MSCS 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 that everyone's interactions with MSCS staff is courteous. You treat our customers with dignity and confidence that their confidentiality and privacy will be respected.

COMMUNICATION

In terms of communication, MSCS 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.
- All voicemails must be checked and cleared twice daily.

- When out of the office for sick time, vacation or work events an out of office message **MUST** be set up for both phone and email. Both messages should direct customers to the out-of-office coverage team members within the office.

RESPONSIVENESS

In terms of responsiveness, MSCS 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, MSCS 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.



EDUCATOR'S OBLIGATIONS TO STUDENTS - TENNESSEE TEACHER CODE OF ETHICS -T.C.A. 49-5-1003

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 TEACHER CODE OF ETHICS T.C.A. 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 MSCS 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 MSCS 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 MSCS 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 listed in TCA § 40-35-501(i) (2) or convicted of an offense listed in TCA § 39-17-417 shall be immediately suspended and dismissed as provided by state law.

For more details regarding arrest and convictions procedures, please see full policy. Policy 4053 – Background Checks

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); In addition to reporting certified employees, MSCS will report any conviction of teachers holding temporary permit in the same manner as required for licensed teachers.
- 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.

For more details regarding teacher misconduct procedures, please see full policy. Policy 4017 – Suspension-Dismissal of Teacher

REPORTING OF SUSPECTED CHILD ABUSE – POLICY 7005

Any person with reasonable cause to believe a child is being abused or neglected has a duty under State law to immediately notify the Tennessee Department of Children's Services (DCS), local law enforcement, or a judge having juvenile jurisdiction over the child.

Members of specific professions such as nurses; health or mental health professionals; school teachers or other school officials or personnel; social workers; residential or institutional workers have an additional legal duty to report any knowledge or reasonable cause to suspect that a child may be a victim

of child abuse, neglect or child sexual abuse (hereafter referred to as “child abuse”) to DCS and law enforcement. Any person who knowingly fails to make a report of child abuse, neglect, or sexual abuse as provided by law commits a Class A misdemeanor.

Reporting Procedures - School Staff In accordance with State law, school staff must immediately notify the school child abuse coordinator and report to DCS and law enforcement whenever he/she has knowledge or reasonable cause to suspect that a student may be a victim of child abuse. When filing the report, school staff may seek assistance from the school child abuse coordinator. However, notifying the school child abuse coordinator shall not exempt the school staff from his/her mandated responsibility to report any knowledge or reasonable suspicion of child abuse to DCS and law enforcement.

CORPORAL PUNISHMENT– POLICY 6022

Corporal punishment is not an approved disciplinary measure for Memphis Shelby County Schools and is prohibited.

Examples of physical punishment include:

- spanking (one of the most common methods of physical punishment)
- yanking, dragging, slapping, pinching, or pulling.
- hitting with an object, such as a paddle, belt, hairbrush, whip, or stick.
- making someone eat soap, hot sauce, hot pepper, or other unpleasant substances.

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;
Discussing or revealing to students inappropriate aspects of private lives or inviting students to do the same; and

see cell phone policy 4013 - Memphis-Shelby County Schools recognizes that the use of cellular phones and other electronic communication devices may be required for the efficient and effective operation of the district and in emergency situations during work hours

5. Engaging in unnecessary and/or non-curricular dialogue concerning topics of a sexual nature.

CELLPHONE CELLPHONE PERSONAL COMMUNICATION DEVICES

Memphis-Shelby County Schools recognizes that the use of cellular phones and other electronic communication devices may be required for the efficient and effective operation of the district and in emergency situations during work hours.

A. Non-District-Paid Voice or Data Service Plan Devices Granted Access to the District’s Network Employees using his/her personal cellular phones and other electronic communication devices requiring access to the district’s network system must receive approval in accordance with guidelines established by the Superintendent.

The Board authorizes the purchase of service plans coverage to a limited number of individuals for the regular business use of cellular phones and other electronic communication devices (i.e., personal digital assistants and pagers)

- Service plan coverage of devices must be deemed essential for job performance and to the operation of the school system and must be approved by the Superintendent.
- Cellular phones and other electronic communication devices purchased by the district shall only be used for official school board business and shall not be used for personal purposes.
- Monthly charges for business related usage of service plans shall be paid by the district.

The district reserves the right to review and monitor usage of airtime service paid by the district, to investigate inappropriate use of resources, and to terminate privileges for use of service plans at any time for any reason without notice. Additionally, cell phone bills and/or usage of district paid devices and services may be subject to public and/or legal inspection under applicable Board policy and state and federal laws.

A. Non-District-Paid Voice or Data Service Plan Devices Granted Access to the District’s Network Employees using his/her personal cellular phones and other electronic communication devices requiring access to the district’s network system must receive approval in accordance to guidelines established by the Superintendent.

B. Personal Cell Phones

While at work, employees should restrict the use of personal cell phones and other electronic communication devices so as not to interfere

with his/her performance of duty, distract others, detract from the district's image, present a safety hazard, or for any other reason deemed inappropriate.

C. Safety Provisions

The district prohibits the use of cell phones and other electronic communication devices, whether for business or personal use, in conditions that may hinder the educational opportunities of students, endanger the health and/or safety of students, district employees, or others including but not limited to while transporting students, preparing/serving food, operating machinery, and on construction sites.

D. Contact with Students

District employees shall not contact students via telephone, email, text message, Twitter, social networking websites or other electronic communications, except regarding school related matters and as otherwise authorized by law, Board policy and/or administrative rules and regulations.

E. Sanctions

Violations of the policy and rules and regulations may result in disciplinary action up to and including termination.

6. 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 Memphis-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 Memphis-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 Memphis-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 Memphis-Shelby County Schools Board of Education reserves the right to examine electronic mail messages, files on all types of Memphis-Shelby County Schools' computers and servers, cache files, website logs and any other information stored or passing through the Memphis-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.

NEWS MEDIA RELATIONS POLICY 7001

Memphis-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 MEMPHIS-SHELBY COUNTY BOARD POLICY-4019

Memphis-Shelby County Schools prohibits activities that may cause a disruption to school operations and operational efficiency. Such activities include but are not limited to:

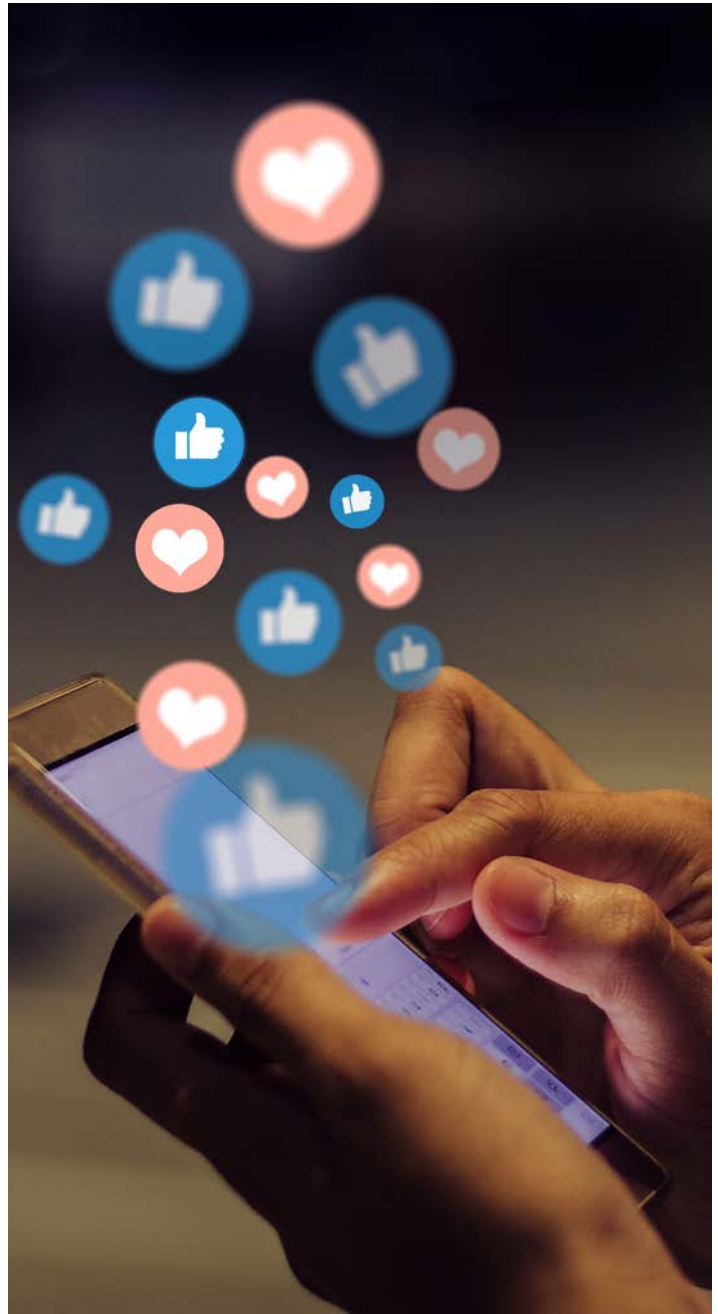
Memphis-Shelby County Schools prohibited activities:

- Use of Social Media at Work and/or on District Equipment
- Use of Information/Content Obtained from Work on Social Media
- Unauthorized district representation on social media
- Engaging with students on social media in a manner inconsistent with Policy 4019

Sanctions for violation of the policy may result in disciplinary action up to and including termination of employment.

CYBER SECURITY

Cyber Security is a global issue with new threats emerging every day. Please complete all cyber security training as assigned to you and adhere to guidelines that are sent out through MSCS Communications periodically. To help protect the District, follow standards of utilization MSCS resources as referenced in the "Acceptable Use Policy" 4015. All board policies are available on the BoardDocs website under the policies section. If there are any Cyber Security questions or concerns please contact IT Security at itsecurity@scsk12.org.



APPROPRIATE WORKPLACE ATTIRE

Our valued employees are the face of MSCS, 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.

(Central Office, School Leadership and School-Based Instructional Staff)

Objective

Employee appearance contributes to Memphis-Shelby County School's culture and reputation. Employees are expected to present themselves in a professional manner that results in a favorable impression by students and constituents.

Procedures

School and department managers are reasonable for ensuring that employees adhere to district professional dress guidelines. Employees who do not meet a professional standard may be sent home to change, and nonexempt employees will not be paid for that time. Reasonable accommodations will be made where required.

Approved Workplace Attire

Traditional business or business casual attire is expected of all School Leaders and Central Office Employees. Basic elements for appropriate and professional business attire include clothing that is in neat and clean condition.

Appropriate workplace dress does not include clothing that is too tight or revealing; clothing with rips, tears or frays; or any extreme style or fashion in dress, footwear, accessories, fragrances or hair.

Although it is impossible and undesirable to establish an absolute dress and appearance code, Memphis-Shelby County Schools will apply a reasonable and professional workplace standard to individuals on a case-by-case basis. Management may make exceptions for special occasions or in the case of inclement weather, at which time employees will be notified in advance. An employee who is unsure of what is appropriate should check with his or her manager or supervisor. Exceptions are required to accommodate an employee's religious dress, medical needs and grooming practices.



Business casual dress is defined as follows:

Business Casual Attire

Business Casual Attire is expected for all instructional staff at a minimum and will be permitted on Fridays for Central Office staff/School leaders. **Failure to adhere to the appropriate dress policy will result in disciplinary action.**

Exceptions to the business/business casual dress requirements include (P.E. Teachers, Uniformed employee, janitorial, maintenance grounds and facilities staff). Exceptions also may be allowed for special designated events/projects such as field day, homecoming week, special school/district wide celebrations, beautification days, etc.

Casual shirts: All shirts with collars, business casual crewneck or V-neck shirts, blouses, and golf and polo shirts. Optional tie or seasonal sport coat, a dress or skirt at knee-length or below (with appropriate undergarments), a tailored blazer, knit shirt or sweater

*Examples of inappropriate shirts include T-shirts, shirts with inappropriate slogans, tank tops, muscle shirts, crop tops, halters, see-through garments, or clothing with revealing necklines, bare backs, bare midriffs, or spaghetti straps.

Pants: Casual slacks and trousers and jeans without holes, frays, etc. Jeans are proper attire on casual Fridays at the managers or principal's discretion. **Sagging will not be allowed.** Pants must be worn at waist level and loose pants must be worn with a belt. *Examples of inappropriate pants include shorts, and pants worn below the waist or hip line, leggings, warm-ups, yoga pants, spandex or similar pants or exercise clothes.

Footwear: Casual tie shoes, dress sandals with a back strap, and clean athletic shoes.

*Examples of inappropriate footwear include flip-flops and construction, hunting boots or backless shoes.



MSCS Spirit Fridays

Jeans will be allowed for all employees every Friday of each month to commemorate MSCS Spirit Day. Employees may wear an approved business casual shirts with their jeans. Employees are encouraged to wear MSCS or School/Departmental logo shirts/t-shirts to show their district/school/college spirit. Jeans (and all other clothing) must be free of holes, frayed edges and distracting designs. Although jeans are allowed on designated days, they must be worn in a professional manner.

Jeans may be approved for daily wear with employees whose job roles require them to operate equipment and/or move materials for most of their workday. Inquiries may be forwarded to the principal or departmental chief.

Head apparel: should not be worn inside the building. Exceptions will be considered for employees whose job roles require them to adhere to alternate guidelines (ex. PE instructors, nutritional staff, grounds and facilities staff, etc.).

MSCS understands the significance of religious beliefs and medical conditions espoused by individuals in its workforce. Unless the accommodation creates an undue burden, MSCS will reasonably accommodate a staff member's religious and medical convictions in terms of workplace attire. In view of worker safety concerns, accommodating religious beliefs in terms of wardrobe may be problematic. Requests for religious and medical dress accommodations in the workplace should be directed to the human resources department.

*Example of inappropriate head apparel include hoods, hats, caps, head coverings designed for sleep, etc.

The items below are not allowed as a part of our professional dress code standards.



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

Memphis-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 discharge.

OCCURRENCE

1. MSCS 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 above.) 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. MSCS 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 absenteeism 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.
5. Managers may require a doctor's note after 3 absences.



AMOROUS RELATIONSHIPS

For the protection of all, MSCS 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 and 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, MSCS follows a progressive discipline model when appropriate. 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.



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 sent to the employee within five (5) business days following the last day of the school year on which students are required to report to school. Non-renewal is not a dismissal, and 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

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

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.

MSCS 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. MSCS will not tolerate retaliation. Any employee found to have engaged in retaliation will be subjected to disciplinary action.

Furthermore, 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.

Victims of alleged harassment shall immediately report these incidents as provided in Policy 4010.

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.

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 MSCS, it's of the utmost importance to us that all employees feel safe and respected.

TITLE IX POLICY

MSCS explicitly prohibits discrimination on the basis of sex in the educational programs or activities which it operates. The prohibition against discriminating on the basis of sex in educational programs and activities extends to employment in and admission to such programs and activities. Students or employees who believe that they have been discriminated against on the basis of sex in the educational programs or activities which Memphis-Shelby County Schools operates must contact Memphis-Shelby County School's designated Federal Rights Coordinators.

Title IX requires MSCS not to discriminate on the basis of sex and requires schools to take steps to prevent and remedy two forms of sex-based harassment.

1. Sexual Harassment (including Sexual Violence)

Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse and sexual coercion.

2. Gender-based Harassment

Gender-based harassment is unwelcome conduct based on a student's sex and harassing conduct based on a student's failure to conform to sex stereotypes.

Sex-based harassment can be carried out by school employees, other students and third parties. All students can experience sex-based harassment, including male and female students, LGBTQ+ students, students with disabilities and students of different races, national origins and ages. Title IX protects all students from sex-based harassment, regardless of the sex of the parties, including when they are members of the same sex.

Contact the Title IX Office:

Name: Mary Honoré Tucker (M.Ed., J.D.), Title IX Coordinator
Email: tuckermh@scsk12.org or TitleIX@scsk12.org
Phone: (901) 416-5417 or (901) 416-6370
Address: 160 S. Hollywood St., COE 318



AMERICANS WITH DISABILITIES ACT (ADA) AND REASONABLE ACCOMODATIONS

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 Professional Standards. 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 Professional Standards. 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 the Office of Professional Standards 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 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 MSCS Lighthouse complaint via <http://lighthouse-services.com/scsk12>.

Upon receipt of a Lighthouse report, the submission will be vetted and determined 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 Professional Standards will advise the complainant regarding the findings and/or corrective measures. Remove “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 or in any applicable MOU. 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 the department, 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 HR Office of Professional Standards. 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 HR Office of Professional Standards 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 HR Office of Professional Standards 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 HR Office of Professional Standards.
4. The decision of the HR Office of Professional Standards may be appealed to Step IV.

STEP IV.

1. If an issue remains unresolved following communication with the HR Office of Professional Standards, the grievant may file a written appeal with the Superintendent or designee within ten (10) working days of receipt of a decision from the HR Office of Professional Standards. Copies of the grievance and all appeals and decisions must be attached.
2. HR Office of Professional Standards 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.

V. 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. The District requires background checks on prospective employees, volunteers, and contractors. Background checks will be conducted at least once every five years for any teacher or other employee whose position requires proximity to children, and may be conducted for other employees at the discretion of the District.

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

MSCS 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 MSCS:
 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 been awarded 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.

STUDENT TEACHING GUIDELINES

Human Resources Requirements

All student teaching placement requests originate when the College/University submits a request to the MSCS HR Office of Induction and Development. The College/University shares the type of placement being requested and the length of placement. All students are required to have a background check cleared through MSCS Safety and Security before a placement request will be processed. Once the request and background check are received, MSCS will coordinate with school sites to secure placement. The College/University will share placement details with their students.

All student teachers must have all required documents on file in the Human Resources office prior to being allowed access to the classroom. An Authorization Form must be presented to the school principal prior to admittance into the classroom. A new Authorization Form must be presented for each approved assignment.

The college or university must have complete documentation on file with the Human Resources office prior to seeking a student teacher placement with Memphis-Shelby County Schools. Usually, the required documents are sent by the college or university, however, if they do not, it is the responsibility of the student to ensure that all documentation has been submitted. The following is required:

- Proof of recent physical (dated within 90 days of placement confirmation) *
- Copy of fingerprint/criminal background investigation, FBI and ISP *
- DCFS Acknowledgement of Mandated Reporter Status Form +
- Acceptable Use of Electronic Networks Form

- Copy of current driver's license
 - Information on class or course study that explains the requirements (class syllabus acceptable)
 - Student and Cooperating Teacher edTPA agreement forms (student teachers only, not required for observation) +
 - Partnership Agreement between the College/University and MSCS
- * Cost responsibility of the student teacher
+ Forms supplied by Memphis-Shelby County Schools as needed

All building principals are required to submit the Memphis-Shelby County Schools Observation & Student Teaching Principal Authorization Form annually. The form may be submitted electronically via Microsoft Forms. A link will be provided. For questions, please contact:

MSCS Office of Induction and Development at
scsinduction@scsk12.org
Arby Martin, Induction and Development Manager
at goodenam@scsk12.org



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 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 six (6) months before being eligible to transfer or apply to open vacancies.





CALENDAR AND SCHEDULES

CALENDARS

MSCS 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.

WORK SCHEDULES

PROFESSIONAL AND ADMINISTRATIVE EMPLOYEES:

Policy 5001- 10, 10.5, 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 3:15 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.

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

Memphis-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.

MSCS 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

Memphis-Shelby County Schools (MSCS) 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.

MSCS 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, MSCS 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 Memphis-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

Memphis-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 open for public inspection. This means that an employee's personnel file must be made readily available for viewing upon request. However, in accordance with TN law, specific information maintained and recorded in personnel files must be treated as confidential and will not be open to public inspection. Employee information not open for public inspection is as follows:

- Home telephone and personal cell phone numbers;
- Bank account and individual health savings account, retirement account and pension account information;
- Social security number;
- Residential street address;
- Driver license information except where driving or operating a vehicle is part of the employee's job description or job duties or incidental to the performance of the employee's job;
- The information listed above of immediate family members, whether or not the immediate family member resides with the employee, or household members;
- Emergency contact information, except for that information open to public inspection in accordance with the law; and
- Personal, nongovernment issued, email address.

Employees will be notified if the district receives a request even though the consent of the employee is not required.

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 Memphis-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 Memphis-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. 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 Memphis-Shelby County Schools Employer Code: 15934, along with your Social Security number to access your record.

SECONDARY EMPLOYMENT POLICY 4062

The Board recognizes that employees may choose to work for other entities while employed with the District. While District employees have the right to seek and hold secondary employment, certain restrictions, based on reasonable business concerns, shall apply. When engaging in secondary employment the following conditions, at minimum, must be met:

1. The work shall not be inconsistent with District policies 4002 Staff Ethics and 4003 Conflict of Interest
2. The work shall not interfere with the degree of effectiveness of employees work for the District; and
3. The secondary work shall not be performed during time required to fulfill responsibilities of the primary position with the District. This, however, shall not preclude an employee from performing secondary job responsibilities during duty-free periods of time (e.g., meal periods), provided the performance of such responsibilities is not otherwise inconsistent with District policy and administrative rules and regulations. Guidelines to ensure that this policy is applied and enforced consistently and non-discriminately shall be developed by the Superintendent or his/her designee.

A. TEACHERS

A teacher employed full time by the District may be employed and paid by the same or another institution for additional part-time work outside the teacher's regular hours in accordance with provisions set forth in State law.

B. SANCTIONS

Violation of this policy and/or administrative rules and regulations may result in disciplinary actions up to and including termination from employment.

V. RESPONSIBILITY

- A. Supervisors are responsible for ensuring that employees under his/her jurisdiction are aware of the guidelines of this policy.
- B. Employees are responsible for adhering to all guidelines of this policy.
- C. Questions concerning this policy should be directed to Human Resources.
- D. It is the responsibility of the Superintendent to ensure that this policy is followed.

TELEWORK AGREEMENT POLICY 4009

It is the policy of Memphis-Shelby County Schools to permit telework arrangements when it is in the best interest of the District. Telework arrangements made available to employees shall be at the sole discretion of the District and may be terminated by the District at any time for any reason unless prohibited by law. Additionally, unless otherwise expressly stated, provisions set forth herein shall not be construed as (1) an employee right or entitlement, (2) altering any conditions of employment, and/or (3) repealing or amending, in whole or in part, any existing applicable laws and/or District policies and administrative guidance. Telework arrangements are not a substitute for dependent care or paid/unpaid time off. The Superintendent or his/her designee is authorized to establish administrative rules and regulations and/or other guidance including written agreements (hereafter referred to as "administrative guidance"). Administrative guidance shall comply with all applicable laws and District policies and address requirements including but not limited to (1) eligibility, (2) approval process and (3) terms and conditions for telework (i.e., employee duties, obligations, work schedule, attendance and hours of work; rules for equipment and technology access; and work space and safety).

RESIGNATIONS

A voluntary resignation must be submitted in writing to the supervisor and electronically through the employee portal in advance of the effective date of the resignation.

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 Acquisition 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.)

The Request to Rescind Form can be obtained on the MSCS Website, under the Employees and Talent Management tab.

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



ELIGIBILITY TO REHIRE

Memphis-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.

REDUCTION IN FORCE

Excessing Notification:

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.

RIF (REDUCTION IN FORCE) DETERMINATION

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.





DRUG FREE ENVIRONMENT AND ALCOHOL POLICY 1008

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.

Furthermore, 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 Memphis-Shelby County Schools' buildings, seating areas and restrooms during sporting events, and in all vehicles that are owned, leased or operated by the district. The smoke-free policy covers all indoor spaces and within twenty-five (25) feet of the building.





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 4014

ELIGIBILITY

It is the policy of Memphis-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 cannot 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 MSCS Health Clinic and **CANNOT** go to a minor medical facility or their primary care physician. The MSCS 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 MSCS 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 MSCS 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 MSCS 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 Memphis-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.

EMPLOYEE INCLEMENT WEATHER POLICY 4061

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. A teacher's school or school district is not considered to be closed when teachers are required to work remotely and provide virtual instruction to students.

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 compensated for work days missed as a result of closures for hazardous weather (up to 3 days).

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

Memphis-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. MSCS reviews its compensation practices and ranges regularly to ensure that these goals are being met.

Your salary, as an employee at MSCS, is determined by several factors, including salaries for similar positions in the educational field and local marketplace. At MSCS, 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 MSCS 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 MSCS.

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 MSCS Policy Overtime).

Memphis-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 BREAKS POLICY 4060

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. MSCS 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 POLICY 4036

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

Memphis-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.

PROMOTIONS

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

- If the new position is a higher grade (Promotion) the following guidelines, in addition to a review of internal equity, 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:
- 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.
 - b. For promotions where the position increases two or more levels, the following guidelines will be used:
- 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 max increase of 10% OR an increase to the minimum of the grade, whichever is greater.

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 a Certified Employee moves to a Classified position, the salary will be reviewed based on the new hire criteria. Likewise, if an employee transfer outside of their current pay structure, the employee's credentials will be reviewed and salary determination will be based on the administrative guideline of the new structure for which the employee will be placed.

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

*MSCS 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. Reclassifications will follow the predetermined guidelines outlined under Salary Adjustments.



DEMOTIONS

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

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 MSCS 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

MSCS is committed to providing fair salary structures for all employees. Salary structures will be reviewed annually.

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 MSCS 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 not 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

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 Memphis-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 Memphis-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.mybentek.com/scs/>

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

Long-term disability provides monthly income protection if an employee suffers a disability lasting more than 26 weeks. The monthly benefit will be 60% of the employee’s pre-disability earnings, subject to the plan’s maximum monthly benefit amount of \$6,500.

- **Benefits Waiting Period:** If a claim for LTD benefits is approved by MetLife, benefits become payable after the waiting period, also referred to as the elimination period. The waiting period begins on the day the employee becomes disabled and is the number of consecutive days the employee is disabled before being eligible to receive benefits. The waiting period for LTD is 180 days. Benefits are not payable during the benefit waiting period.
- **Pre-existing Condition Exclusion:** 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.

SHORT-TERM DISABILITY

Short-term disability provides weekly income protection if an employee becomes disabled for a period of time not to exceed 26 weeks. Employees have a choice between two different short-term disability plans.

- **Plan Options:** MetLife offers a choice of two plan options: a 7-day waiting period plan and a 30-day waiting period plan. Employees will be automatically defaulted to the 30-day waiting period plan unless the employee chooses the 7-day option during the enrollment period or waives coverage entirely.
- **Benefit Amount:** The weekly benefit will be 60% of the employee’s pre-disability earnings, subject to the plan’s maximum weekly benefit amount of \$1,500.
- **Benefits Waiting Period:** If a claim for short-term disability benefits is approved by MetLife, benefits become payable after the employee has been continuously disabled for either 7 days or 30 days (based on the plan chosen). Benefits can continue up to a maximum of 26 weeks. Benefits are not payable during the benefit waiting period.
- **Coordination of Benefits:** MetLife does not coordinate with any other short-term disability plan.
- **Pre-Existing Conditions:** There is no pre-existing clause for short-term disability. However, if an employee declines coverage upon his or her initial eligibility and then wants to elect coverage during a later enrollment period, the employee will have to provide evidence of insurability (EOI).

LEGACY RETIREMENT QUALIFICATIONS:

MSCS 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
- Disability Retirement – 5 years of service (vested) OR approved accident on the job

To check your eligibility, please call TCRS at 1 (800) 922-7772 or visit <https://treasury.tn.gov/Retirement/>.

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.

www.scsk12.org/hr2/



TYPES OF LEAVES AND OTHER ABSENCES



HOLIDAYS – POLICY 4044

Memphis-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 eighteen (18) designated paid holidays as indicated below:

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

Veterans Day	1 day
Thanksgiving (Thanksgiving Day and Day after)	2 days
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 (Thanksgiving Day and Day after)	2 days
Winter Break (Christmas Eve, Christmas Day, Day after Christmas)	3 days
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 Memphis-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 MSCS 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 ten (10) designated paid holidays as indicated below:

Memorial Day	1 day
Juneteenth	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 - A non-exempt employee who works on an MSCS 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 or and more, you must submit an electronic leave of absence request through the MSCS Employee Portal.

Consecutive absences of nine (9) days or less will be handled by the Administrator/Supervisor. All employees must submit documentation supporting your absences.

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

Please visit the Office of Employee Benefits website at www.scsk12.org/hr2/ for more detailed information.

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 Memphis-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 MSCS, 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 Memphis-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 MSCS 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 or foster care.
3. To bond with a child (leave must be taken within 1 year of the child's birth or placement).
4. A serious health condition of the employee that makes the employee unable to perform the essential functions of his or her positions;

5. The care of spouse, son, daughter, parent or next of kin of the employee who has a serious health condition; and

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. (subject to the approval of the District)

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.

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.

MATERNITY/PATERNITY LEAVE – POLICY 4038, 4057

It is the policy of the Memphis-Shelby County Schools to support to the greatest extent possible, and in a manner consistent with the efficient operation of the District, eligible employees with a need for parenting leave. To this end, the District may grant parenting leave to eligible employees in accordance with applicable federal/state laws and guidelines established by the Superintendent or his/her designee. Such leave may be paid or unpaid.

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. This policy is applicable to all employees of Memphis-Shelby County Schools.

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

MSCS 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 Memphis-Shelby County Schools unless otherwise covered by a Memorandum of Understanding (MOU).

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.

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.

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

Eligible employees begin accruing vacation credit upon employment but are not able to use accrued time prior to completion of six (6) months of continuous employment with the District. 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 Memphis-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, in accordance with TN law, 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.

All Memphis-Shelby County Schools employees are encouraged to participate in the electoral process as it is your guaranteed right. However, state law does not allow any persons employed by MSCS to:

- Engage actively in a political campaign on behalf of any party, committee, organization, or agency;
- Engage in a campaign for a candidate for an elected partisan or nonpartisan public office;
- Attend political meetings or rallies;
- Use the teacher's employment to interfere with or affect the result of any regular or special primary election conducted within the state;
- Perform political campaign duties or functions;
- Display on the premises of any building or land owned by MSCS any campaign literature, banners, placards, streamers, stickers, signs, or other items of campaign or political advertising on behalf of any party, committee or agency, or candidate for an elected partisan or nonpartisan public office; or
- To use any MSCS facilities, including equipment and vehicles, to display any campaign literature, banners, placards, streamers, stickers, signs, or other items of campaign or political advertising on behalf of any party, committee or agency, or candidate for an elected partisan or nonpartisan public office.



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 employees 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

TIMESHEETS AND ABSENCE REPORTING

A timesheet will be available for every job an employee performs in Memphis-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.

MEMPHIS-SHELBY COUNTY SCHOOLS

I acknowledge receipt of, or electronic access to, my personal copy of the Memphis-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 MSCS 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 MSCS Board Policies are available to me on the District's web site: 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 MSCS and me.
- As a MSCS employee I recognize that I am a brand ambassador and agree to adhere to the MSCS branding guidelines.
- 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.

Employee's Printed Name

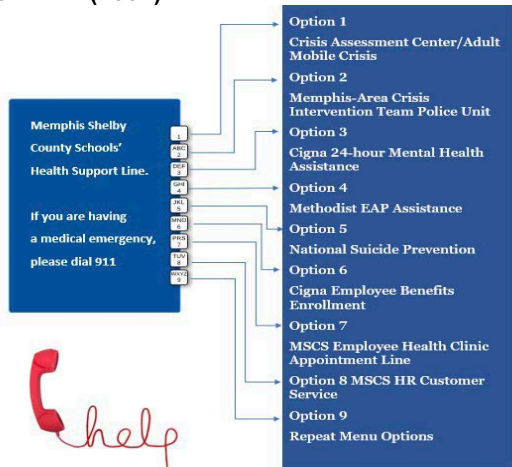
Employee's Signature

Date

*ALL MSCS Employees are required to complete the annual employee handbook refresher and e-sign this acknowledgement document in Safe Schools. This training must be completed within the first week of employment for new employees and yearly for subsequent employees.

MSCS HEALTH SUPPORT LINE

MSCS EMPLOYEE SUPPORT HOTLINE 416-HELP (4357)



METHODIST EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Employee Assistance Program (EAP) is available to all MSCS employees and their immediate family members. For convenient, confidential help, call 901.683.5658

CIGNA TOTAL BEHAVIORAL HEALTH PROGRAM

The CIGNA Total Behavioral Health program is a robust suite of programs that include both inpatient and outpatient care coordination, as well as care management programs focused on specific behavioral health conditions such as autism, eating disorders, substance use, and bipolar disorders. Call 800.274.7603 or visit www.cignabehavioral.com

MSCS FAMILY CARE CLINICS

The employee health clinic is free for all SCS employees. SCS Cigna-covered dependents are also eligible with a required co-pay. Call 416-6079 to schedule your appointment.

Two locations:

130 Flicker St. | Memphis, TN 38014
(Behind Central Office)
7 a.m. - 6 p.m. (school days)

8071 Winchester Rd, Ste. 2 Memphis, TN 38125
Monday-Friday 7am-2pm

<https://lafsp.org>

CRISIS INTERVENTION TEAM (CIT) POLICE

The Memphis Police Department has CIT officers who participate in specialized training under the instructional supervision of mental health providers, family advocates, and mental health consumer groups. These officers maintain a 24-hour, seven day a week coverage. (901) 545-2677 / 9-1-1

CRISIS ASSESSMENT CENTER/ ADULT MOBILE CRISIS

Mobile Crisis Services is a 24/7/365 response team for those who are experiencing a mental health emergency. (901) 577-9400

MEMPHIS CRISIS CENTER

A volunteer-powered agency, the Memphis Crisis Center serves as a free, safe, and confidential lifeline for thousands of people in the Mid-South area through nonbiased, 24-hour telephone support. (901)

TN (Drug and Alcohol) Redline

1-800-889-9789

Tennessee Tobacco Quitline

1-800-QUIT-NOW
1-800-784-8669
Text "QUIT" 615-795-0600
www.tnquitline.org

National Suicide Prevention Lifeline

<https://suicidepreventionlifeline.org> 1-800-273-TALK
(8255) or Text "TN" to 741741

Survivors of Suicide/ Healing Hearts Support

(901) 652-0312

Suicide Anonymous Support Group

(901) 654-7673
<https://afsp.org/>



416-HELP (4357)

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Thank you for your commitment to serve...

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