



Rutherford County Board of Education

2240 Southpark Drive
Murfreesboro, TN. 37128
(615) 893-5812 phone

CLASSIFIED EMPLOYEE HANDBOOK

RUTHERFORD COUNTY BOARD OF EDUCATION
ACKNOWLEDGEMENT FORM

- I understand that it is my responsibility to read and become familiar with the policies of the Rutherford County Board of Education. The most current version is posted on the Rutherford County website at www.rcschools.net
- I understand that it is my responsibility to read and become familiar with the Employee Handbook (Certified or Classified) that is posted on the Rutherford County Schools web site at www.rcschools.net
- I acknowledge that I have read the following information pertaining to benefits enrollment.
 - To enroll in insurance benefit coverage for myself or my eligible dependents, I must complete the necessary steps within 30 calendar days of my date of hire. The first day of my employment serves as the first day of my 30 calendar day deadline.
 - If I fail to enroll within 30 calendar days of the start of my employment I will have to wait until the Annual Open Enrollment period to enroll for benefits which would become effective in January of the following year.
 - I must provide documentation to verify my eligible dependents within 60 calendar days of my date of hire. I understand that working spouses who have insurance offered through their employer are not eligible to participate in the Rutherford County medical plan. Dependent eligibility and documents needed for verification can be found at www.rutherfordcountyttn.gov/rm
 - Should I acquire dependents or need to remove dependents, within 30 calendar days of the event(s), I must contact a Benefits Specialist in the Risk Management Department.
 - I understand that information pertaining to my enrollment and utilization of the medical plan or other benefits offered to me through my employment will be available to the Risk Management Department for the purpose of plan administration.
- Furthermore, by signing below, I understand that information pertaining to my enrollment and utilization of the medical plan or other benefits offered to me through my employment will be available to the Risk Management Department for the purpose of plan administration. The Risk Management Department is located at 303 N. Church Street, Suite 201, Murfreesboro, TN 37130
- I understand that if I am approved for a non-paid leave of absence that the Board of Education will not contribute any monies toward my monthly insurance premium unless I am on approved Family Medical Leave Act (FMLA) leave. It is my responsibility to notify of my leave status and make the medical insurance payment directly to the Risk Management Department at 303 N. Church Street. This payment must be made by the 15th of the month to keep my insurance in effect.
- If in a certified position, I understand that my employment is based on a year-to-year school contract beginning July 1st and ending June 30th until tenured.
- I understand that if a new degree is added to my Tennessee teaching license, it is my responsibility to provide a copy of that updated license to Human Resources
- If in a classified position, I understand that I am employed in an at-will position with no contract requirements.
- I understand that if I leave employment within 6 months of my contract date, the county will be reimbursed through payroll deduction for my fingerprinting charges.
- I understand that if I am hired as a part-time employee, I will not be eligible for benefits. I also understand that sick days will be earned at the rate of .5 per 20 days worked and a personal day will be earned at the rate of 1 (one) for 100 days worked.

EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Rutherford County School System not to discriminate on the basis of race, color, religion, sex, national origin, age or disability in its educational programs or employment policies as required by Titles VI and VII of the Civil Acts Rights of 1964, the Equal Pay Act of 1973, Title IX (1972 Educational Amendments), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

Inquiries regarding compliance with Title IX should be directed to Pierrecia Lyons. Inquiries regarding Section 504 or the Americans with Disabilities Act should be directed to Dr. Andrea Anthony of the Rutherford County School System, 2240 Southpark Boulevard, Murfreesboro, TN 37128. Complaints may also be filed with the Tennessee Department of Education, Office for Civil Rights at (615) 253-1550 and/or the United States Department of Education by contacting (404) 562-6446.

The current complaint managers for complaints involving harassment or discrimination are Dr. Andrea Anthony and Ms. Lauren Bush, Rutherford County School System, 2240 Southpartk Boulevard, Murfreesboro, Tennessee 37128, Telephone: (615) 893-5812.

CLASSIFIED EMPLOYMENT GUIDELINES

For the purpose of defining eligibility for benefits offered by the Rutherford County School System full time employment is considered as follows:

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|---------------------|---|
| ❖ Retirement | employed at least 35 hours per week |
| ❖ Medical Insurance | employed in a full-time position (at least 30 hours per week) |
| ❖ Life Insurance | employed at least 30 hours per week |
| ❖ Vacation | employed 40 hours per week/12 months |
| ❖ Personal Days | employed full-time 10/12 months |

An employee must be hired as a full-time or part-time benefit-eligible employee to receive medical and life insurance benefits. However, if employed as a 6 hour employee or transfer to a 6 hour part-time position, the employee will be eligible for health and life insurance. It is the employee's responsibility to contact the Rutherford County Insurance office at 898-7715.

INSURANCE 615- 898-7715

Employee health and welfare benefits are handled by the Rutherford County Risk Management department located at 303 N. Church Street, Murfreesboro, TN.

A medical insurance plan is available to all regular full-time employees. To be eligible for the plan, the eligible employee must enroll in medical, dental or vision benefits on-line within 30 calendar days of their hire date as listed on their contract. Your hire date and contract date may be different. Please follow the hire date for determining the date by which you must enroll for benefits. You can locate benefit information at www.rutherfordcountyttn.gov/benefits/rm. If the employee misses the deadline, the employee must wait until the next annual open enrollment period to enroll in the insurance program. The County provides a life insurance plan and long-term disability coverage to all benefit eligible employee at no cost to the employee.

Special enrollment period: A benefit eligible employee may request a special enrollment due to a qualifying life event such as a birth, adoption, marriage, divorce, or loss of coverage for employee or eligible dependent. In order to make a change in coverage due to a life event, the employee must notify the Risk Management Department within 30 calendar days of the qualifying event and provide documentation to prove eligibility for any dependent added. A list of eligible Life Status Changes is available online at <http://www.rutherfordcountyttn.gov/rm>.

If you are approved for a non-paid leave of absence that the Board of Education will not contribute any monies toward my monthly insurance premium unless you are on approved Family Medical Leave Act (FMLA) leave. It is the employee's responsibility to notify of the leave status and make the medical insurance payment directly to the Risk Management Department at 303 N. Church Street. This payment must be made by the 15th of the month to keep insurance in effect. Once FMLA is exhausted, if the employee remain on leave, the Board of Education will no longer contribute towards your medical premiums and your insurance will be eligible for continuation through COBRA and portability rights.

Dependent Coverage

If you wish to enroll your Spouse or your child(ren), starting with their date of hire, a benefit eligible employee has 30 calendar days to elect coverage for themselves and/or eligible dependents. Eligible dependents include a current legal spouse, natural, adopted, step or foster children. Due to ACA requirements, all medical plan participants must have their name and social security number or Federal Identification Number (FIN) listed exactly as it appears on the employee or dependents social security or FIN card.

Verification of the dependents eligibility is required to add a child or spouse to Medical, Vision or Dental benefits. A complete list of eligible dependents and acceptable documents required to provide eligibility is located on the Risk Management website at <http://www.rutherfordcountyttn.gov/rm>. Click on Dependent Verification Information Sheet. The required documentation must be provided to the Risk Management Department no later than 60 calendar days from an employee's date of hire to avoid removal of

dependent(s) added.

A benefit eligible employee may request a special enrollment due to a qualifying life event such as a birth, adoption, marriage, divorce, or loss of coverage for employee or eligible dependent. In order to make a change in coverage due to a life event, the employee must notify the Risk Management Department within 30 calendar days of the qualifying event and provide documentation to prove eligibility for any dependent added. A list of eligible Life Status Changes is available online at <http://www.rutherfordcountyttn.gov/rm>.

Divorce and Your Spouse's Insurance Coverage

Divorce is a qualification for a special enrollment period. If you do not have insurance with the county but need to obtain insurance for yourself or your children following a divorce, you must do so within 30 calendar days following the date which the judge signs your final divorce papers (date of divorce).

If you maintain the insurance for you and your spouse through the Rutherford County insurance plan, your spouse may remain on the insurance plan during the period of time that your divorce is being processed within the courts. Within 30 calendar days following the finalization of your divorce, you must contact the Risk Management office and request to have your spouse removed from your insurance coverage elections. If, as part of your divorce settlement, you are required to provide insurance coverage to your ex-spouse, you must obtain an individual insurance plan for your ex-spouse through an insurance agent or if your ex-spouse obtains insurance through their employer, you may choose to pay the insurance premium. Your divorce attorney can advise you on this matter.

If you are ordered by the court to carry insurance for your former spouse, you must obtain a private policy for this coverage. You cannot continue spousal coverage through the Rutherford County Insurance Plan once your divorce is finalized. As an employee of Rutherford County, you are required to provide notice to the Risk Management office regarding the change in dependent eligibility within 30 calendar days following your date of divorce. Your coverage change will be effective the date of divorce.

LTD (Long Term Disability)

Rutherford County Government also provides benefit eligible employees a Long Term Disability (LTD) insurance plan as part of the benefit package. Eligibility for the benefit is determined by the same guidelines for all other benefits. The insured plan provides a benefit of 66.67% of your earnings to a maximum of \$6,000 per month. You must be disabled for at least 180 days before you can receive the LTD benefit.

A full description of all benefits can be found at the Rutherford County Risk Management Department web site. For claims and other questions call the Rutherford County Risk Management Department at 303 N. Church Street, 898-7715, M-F, 8:00 - 4:30.

Dear Rutherford County Government Employee:

You've likely heard about the health care reform law called the Affordable Care Act (ACA). This law was enacted, in part, to ensure all Americans have access to affordable health insurance. On January 1, 2014, the law requires all Americans (with limited exceptions) to have health insurance; those who don't will be subject to a tax penalty. This new requirement applies to you and your dependents.

Health coverage through Rutherford County

The County is pleased to offer high-quality, affordable health insurance to its eligible employees and their families.

If you are eligible for Rutherford County's health plan but currently do not have health coverage, now is a good time to consider all your health insurance options – before the individual coverage mandate becomes effective on January 1. The County's Annual Enrollment for 2014 health coverage begins October 21. Enrollment in the County's coverage satisfies the requirement to have health coverage.

If you are not currently eligible for Rutherford County health coverage, you may wish to review your other options, such as a spouse's or parent's plan or the Health Insurance Marketplace.

Health coverage through the Marketplace

On October 1, 2013, all Americans will be able to shop for and purchase affordable health insurance through the Health Insurance Marketplace. Some people with lower incomes may be eligible for a tax credit (premium discount) to help pay for their coverage through the Marketplace. However, if you are eligible for the County's health coverage, regardless of your income, you likely will not be eligible for this tax credit if you choose to purchase coverage through the Marketplace. This is because the County provides and intends to continue providing health coverage that meets both the "affordability" and "minimum value standards" required by the ACA.

Enclosed is a required federal notice that provides more information about the ACA and the Marketplaces.

If you have questions or need help reviewing your options, please contact the Risk Management Department at 615-898-7715.

Sincerely,

Rutherford County Risk Management Department

Job Related Injuries (When Injured on the Job)

Filing a Claim

All injuries and/or illnesses, on the job, whether requiring medical attention or not, must be reported to the supervisor immediately or within the current working shift after such occurrence. If the accident involves loss of consciousness, a fatality, broken bones, loss of a body part or third degree burns, the supervisor should be notified immediately. It is then the responsibility of the supervisor to immediately notify the Safety Coordinator.

- The following steps should be followed when injured:
- Supervisors must call in notification of an OJI to the Risk Management Department within one (1) working day from the date of occurrence.
- Completed reports of injuries and/or illnesses and other documentation must be filed with the Risk Management Department by the supervisor on all injuries, accidents and/or illnesses whether medical treatment is necessary or not, within two (2) working days from the date of the event. The Safety Coordinator or designee (OJI Representative) will complete and sign off on all reports of injuries, accidents and/or illnesses.
- Select an authorized physician from the Panel of Physicians listed on the claim report. Complete and sign the form. Be sure to keep a copy for your records.
- If you so desire, seek medical treatment from the physician you selected from the Panel of Physicians. Do not go to your primary care physician – it is not protocol and will not be paid for through the OJI Program.
- ER visits are NOT protocol, unless there is a dire need (e.g. a broken bone, torn ligament or bleeding profusely). However, if a work related injury happens after hours during the week or the weekend, you are permitted to utilize the ER – provided your supervisor is aware of the injury.
- Notify your supervisor of your condition and when the physician recommends you return to work.
- To avoid out of pocket expenses, prescriptions must be filled at one of the authorized pharmacies.
- If the physician recommends light or restricted duty and your supervisor can provide a job within your restrictions, you MUST report to work. Failure to report will terminate your OJI benefits.

The supervisor shall complete the Return to Work Agreement by listing the light duty jobs that fall within the employee's restrictions. The supervisor shall also explain the restrictions to the employee and have the employee sign the agreement as acknowledgement of understanding the restrictions.

- If there is no light duty available, you will be out of work and paid through the OJI Program.

All questions regarding job related injuries should be directed to the Rutherford County Safety Coordinator at 615-898-7715.

PAYROLL DEPARTMENT 893-5815, EXT 22023

SUPPORT PERSONNEL PAID HOLIDAYS (Policy 5.310)

10 month Full-Time and Part-Time Employees

New Year's Day
Martin Luther King Day
President's Day
Good Friday
Labor Day
Thanksgiving Day (2 days)
Christmas Eve
Christmas Day
New Year's Eve

12 Month Full-time and Part-Time Employees

New Year's Day
Martin Luther King Day
President's Day
Good Friday
Memorial Day
July 4
Labor Day
Thanksgiving Day (2days)
Christmas Eve
Christmas Day
New Year's Eve

If an employee is absent on the day before or after a holiday, that absence must be a paid day (accrued sick, personal or vacation time). If the absence is non- paid, the holiday pay will not be included.

DIRECT DEPOSIT

Direct Deposit is the required method of payment for all employees. Each employee must complete the direct deposit form and attach a voided check from the bank or institution of their choice. Reminder, the first check received will be a cashable check.

EPAYSTUB Account

All employees must register for an epaystub account.

Your **epaystub** will be active after your first payroll date; you can view your information once you create an account after your first pay check has been issued.

The **epaystub** information will be cumulative for a period up to seven years and will roll off as years are added beyond seven years. Once registered, you will receive an automatic email notice each time a new **epaystub** is ready for viewing. You may register for an account with a personal or RCS email address. The instructions for creating an account are attached. If you need assistance, your school based Tech Coach or the contact listed below can assist you.

Instructions:

1. Go to <https://secure.rutherfordcountyttn.gov/epaystub/login.aspx>
If you get a security error, continue to website anyway
2. First time to this site, you need to verify who you are. **Follow the directions in BLUE.** -
Username: use your last name + the last 4 of your ssn (Ex: smith1234)
Password: your 5 digit zip code + the last 4 of your ssn as your password (Ex: 371291234) **If you receive a “fail”**
 - 1) **have you moved since 2012?, use the old zip code**
 - 2) **have you changed your last name since 2012?, try your maiden name**
 - 3) **do you hyphenate your last name? If you are Jones-Smith, enter with a space instead of the hyphen - example – jones smith1234**If you are in the database, you will be taken to another screen in which you will enter the email address where you want to receive paystub emails. Type your password and re-enter it to confirm it is correct.
3. You will receive an email at the address you entered that contains a link to verify your email. Click on this link.
4. If your account is verified, it will state that on the page and redirect you to the login page. Use the email address you entered previously as the username and the new password you created.

Username: *your email address*
Password: *The one you set up*

If you need assistance, please call 615-898-7762 option 2 or email support@rutherfordcountyttn.gov

EXPERIENCE

Previous experience outside of Rutherford County Schools may be submitted for review by the Human Resources Department. Such experience **MUST** be submitted to your principal or supervisor **within 30 calendar days of your initial employment date, on company letterhead, and include the exact time period worked for that company, as well as specific job duties as they relate to your current position.**

The principal or supervisor will then submit to HR for review.

Supplemental 403B RETIREMENT PLANS

The Rutherford County Board of Education has awarded the contract for the Rutherford County Schools 403(b) Plan to VALIC Retirement beginning July 1, 2008.

VALIC Retirement offers three types of 403(b) accounts.

- Portfolio Director's Choice, an annuity product
- Profile Retirement Program, a mutual fund product
- Schwab Personal choice Retirement Account, self-directed investing

Each type offers a broad variety of investment options. Your 403(b) account can be either a traditional tax-deferred 403(b) or a Roth 403(b) which uses after-tax income.

VALIC Retirement will be the only 403(b) provider when 403(b) payroll deductions start up again with your September 2009 paycheck.

If you want your contributions to the RCS 403(b) plan next school year to start in September, you will need to set-up your VALIC 403(b) account before the end of August (middle of August for classified staff). If you don't start 403(b) contributions then, you can still start them anytime during the school year.

You may contact the local VALIC Retirement office directly at (615) 221-2541.

After an employee is eligible to receive vested medical insurance benefits through the County and upon said County employee's voluntary retirement from the County, any sick leave which the employee has accrued as of the date of retirement shall be reported by the County to the Tennessee Consolidated Retirement System. Any unused sick leave on the date of retirement may be credited by TCRS at the rate of one month of retirement credit for each 20 days of unused leave. Sick leave is not recognized for retirement purposes until the employee has retired and the sick leave has been certified by the County.

PERSONNEL FILES

An individualized personnel file will be maintained on each employee. It is the responsibility of each employee to provide accurate information to the employer. Employees are responsible for reporting to the employer any change in the information, which they have previously provided. This includes name, address, phone number, retirement and life insurance beneficiary information, and W-4 information.

CRIMINAL HISTORY BACKGROUND CHECKS

T.C.A. 49-5-413(a) requires any individual applying for a position as a teacher in 49-5-501 or in a position requiring close proximity to school children to supply a fingerprint sample and submit to a criminal history records check to be conducted by the Tennessee Bureau of Investigation. Rutherford County Board of Education requires the criminal history background check and fingerprinting of all applicants for employment.

Any cost incurred by the Tennessee Bureau of Investigation or any other approved investigation service in conducting such investigations of applicants shall be paid by the Board the first time such applicant applies for a position with the Board. If a successful applicant does not remain employed with the Board for a period of six (6) months, then the cost of the background check will be withheld from his/her last regular paycheck. All applicants shall be advised that all hiring decisions are contingent upon satisfactory background check results.

ASSIGNMENT / TRANSFERS (Policy 5.115)

The Director has the responsibility to assign, transfer and reassign personnel as necessary for efficient operation of the school system.

SEPARATION PRACTICES (Policies 5.202)

Rutherford County Policy 5.202 outlines the conditions and stipulations for suspension, dismissal, resignation and retirement for non-certified personnel.

Supervision (Policy 5.108)

Policy 5.108 (Supervision) requires all employees to report being charged with a criminal offense or being named as an indicated perpetrator of child abuse by the Department of Children's Services to their immediate supervisor in writing within 72 hours of the offense. The supervisor must notify the Director of Schools immediately. Failure to comply with the reporting requirement will be considered insubordination and cause for disciplinary action.

AMENDMENT OF HANDBOOK

It is the responsibility of all employees to carry out and comply with the rules, regulations and policies contained in this manual. The employee should be aware that these rules, regulations and policies are subject to periodic review and changes by the employer. Before relying upon the provisions set out herein, it is the employee's responsibility to check with the employer to see if any changes have occurred.

SCHOOL SAFETY PLANS

All schools are required to have a school safety plan which addresses how the faculty, staff and students will respond to school safety issues. Each faculty and staff member will be provided a copy of the Rutherford County Schools' Emergency Plan. This Emergency Plan must be maintained in a place that is easily accessible to the employee. The employee must familiarize him/herself with the plan. The employee must become familiar with the Incident Command procedure and the role and responsibility of the Incident Command team leaders.

ETHICS (Policy 5.611)

An effective educational program requires the service of men and women of integrity, high ideals and human understanding. To maintain and promote these essentials, all employees are expected to maintain high standards in their school relationships.

DISCRIMINATION / HARASSMENT OF STUDENTS, CERTIFIED AND CLASSIFIED EMPLOYEES (Policy 5.500)

Policy 5.500 outlines the definition and procedure for reporting harassment/discrimination. **Harassment / discrimination will not be tolerated.** All reports must be investigated in accordance with the appropriate policy. Noncompliance with the policy will be reported to the Director of Schools.

All employees have the responsibility to become familiar with these policies and to report any abuse where there is a reasonable cause to suspect. Students do not have the capacity to consent to sexual harassment. Employee-student sexual harassment is called “sexual battery by an authority figure”, and it is a Class C felony.

NONDISCRIMINATION POLICY

It is the policy of the Rutherford County School System not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Educational Amendments), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

Inquiries regarding compliance with Title IX should be directed to Dr. Andrea Anthony. Inquiries regarding Section 504 or the Americans with Disabilities Act should be directed to Paula Barnes of the Rutherford County School System, 2240 Southpark Drive. Murfreesboro, Tennessee 37128. Complaints may also be filed with the Tennessee Department of Education, Office for Civil Rights at (615) 253-1550 and/or the United States Department of Education by contacting (404) 562-6446. The current complaint managers for complaints involving harassment or discrimination are Dr. Andrea Anthony and Mrs. Laura Bush, Rutherford County School System, 2240 Southpark Drive, Murfreesboro, Tennessee 37128, Telephone: (615) 893-5812.

LEAVES

SICK LEAVE (Policy 5.302)

Sick leave (Policy 5.302) is earned at the rate of one day per 20 days worked. Sick Leave shall mean leave of absence because of illness of an employee from natural causes or accident, quarantine, or illness or death of a member of the immediate family of an employee, including the employee’s wife or husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law. Upon written request of an employee accompanied by a statement from her physician certifying pregnancy, any employee who goes on maternity leave shall be allowed to use all or a portion of her accumulated sick leave for maternity purposes during the period of physical disability only, as determined by a physician.

LEAVES OF ABSENCE (Policy 5.304)

When requesting a leave of absence for **more than 5 days** the **APPLICATION FOR LEAVE** form must be submitted to the Human Resources Office for consideration by the Director of Schools. This application must be filed thirty (30) days prior to the requested beginning date. This thirty (30) day filing date may be waived by the Director of Schools in the case of documented emergency.

If a non-paid leave of absence is granted and you are enrolled in the Rutherford County Medical Insurance Program and/or have purchased additional life insurance it will be your responsibility to contact the Insurance Administrator at the Courthouse to make arrangements for paying the total premium for the duration of the leave of absence.

Employees requesting extended / maternity leave must submit a physician's statement verifying disability / pregnancy along with the completed leave form. Pursuant to board policy, employees requesting extended / maternity leave may use all or a portion of accumulated sick leave for maternity / disability purposes during the period of physical disability only, as determined by the physician's statement. Any combination of sick and non-paid days may be used, however any designated sick days must be used on the front end of the leave.

Maternity leave may not exceed sixteen weeks from the date of delivery.

ADOPTION LEAVE

Upon verification by a written statement from an adoption agency or other entity handling an adoption, a teacher may also be allowed to use up to thirty (30) days of accumulated sick leave for adoption of a child. If both adoptive parents are teachers, only one parent is entitled to leave under the FMLA policy.

The REACTIVATION FORM must be submitted to the Human Resources Office at least one week before the employee returns to work to reactivate the payroll status. If the leave extends to the end of the school year the reactivation form must be filed before the beginning of the next employment term.

FAMILY MEDICAL LEAVE (Policy 5.305)

Employees who have worked 1250 hours during the previous 12-month period may be granted up to 12 weeks FMLA for the following reasons:

- a) Childbirth and care for child
- b) Adoption or placement of a foster child
- c) Care for a seriously ill child, spouse, or parent
- d) Serious health condition of the employee
- e) Armed Forces service member/ Qualifying Exigency

The employee must take FMLA along with accumulated sick, personal leave and/or non-paid leave when appropriate. The employee must request the leave on the FMLA form and must provide the required documentation. Under FMLA the Board of Education will continue to pay the employer portion of the medical insurance premium and the employee will pay his/her portion of the premium directly to the Risk Management Department by the 15th of the month. Once your FMLA is exhausted, Board of Education contributions towards premiums will cease and you will be eligible for continuation of insurance coverage through COBRA or portability rights.

MILITARY LEAVE (Policy 5.306)

Certified employees, who present competent orders for the performance of duty or training in the service of this state or the United States, shall be paid salary or compensation for a period, or periods, not exceeding twenty (20) working days in any one (1) calendar year. These military orders must accompany an Application for Leave form and must be filed with the Human Resources Department.

PERSONAL LEAVE

Full time classified employees shall earn personal leave at the rate of one day for each half-year employed for a total of two (2) days per year

Part time classified employees working 20 hours or more per week will earn one (1) personal leave day per year. Unused personal leave will roll over to accumulated sick time at the end of the calendar year.

*Part time classified employees working less than 20 hours per week will not earn personal leave.

BEREAVEMENT LEAVE

Classified employees may take up to two bereavement leave days (per event) in the event of the death of spouse, children, parents, grand-parents, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandchildren. Documentation must be submitted to support this type of leave. Bereavement leave does not accumulate. Bereavement days are not cumulative.

SICK LEAVE BANK

A Sick Leave Bank is available for classified employees. Volunteer membership is available during the months of August, September, and October. Withdrawal from membership may occur only during the month of June. Each member will be assessed a one-time deposit of two (2) sick leave days to be donated to the Bank to be distributed by the Trustees based upon the guidelines. Guidelines and applications will be distributed by a building representative or obtained on-line at www.rcschools.net, click on Human Resources. Specific information regarding effective dates is included.

**PRIVATE VEHICLES (Policy 3.404) and
SPECIAL USE OF SCHOOL VEHICLES (Policy 3.402)**

Rutherford County Policy 3.404 stipulates the conditions that must be met to allow an employee to transport students in his/her private vehicle. Employees should not transport students in a private vehicle unless every stipulation is met. The Board specifically forbids any employee to transport students for school purposes without prior authorization by the Superintendent or his /her designee.

Rutherford County Policy 3.402 states the director of schools shall recommend for board approval a list of Board-owned vehicles to be assigned to positions requiring full-time use. Such use shall be restricted to commuting to and from job-related sites and must comply with IRS requirements, including implications for reporting taxable income. Employees assigned full-time use of Board-owned vehicles shall be on call twenty-four (24) hours a day to perform services required by their job responsibilities. Other than commuting to and from work, use of these vehicles for personal use is prohibited.

CELLULAR PHONES (Policy 3.3001)

Rutherford County Policy 3.3001 outlines the conditions for the use of the system owned cellular phones during the school day. The policy also stipulates that employees shall not use personal cellular phones during the school day for personal use.

USE OF THE INTERNET / E-MAIL (Policies 4.406 and 1.805)

Rutherford County Policies 4.406 and 1.805 outline the conditions and stipulations for the use of the Internet and e-mail as a business tool. Personal use guidelines are defined and monitored. Official training is required by the Technology Department prior to receiving an e-mail address.

DRUG-FREE WORKPLACE (Policy 5.403)

Rutherford County Policy 1.804 states that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the Board of Education's workplace or away from workplace while on the Board's business is prohibited. Any employee violating this policy will be subjected to discipline up to and including termination.

Policy 5.403 allows for Reasonable Suspicion Drug Testing if the following conditions exist:

1. Observed use, possession or sale of illegal drugs and/or use, possession, sale, or abuse of alcohol and/or prescription drugs.

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

TOBACCO-FREE SCHOOLS (Policy 1.803)

All use of tobacco and tobacco products, including smokeless tobacco, are prohibited in all of the school district's buildings.

CHILD ABUSE AND NEGLECT (Policy 6.409)

Rutherford County Policy 6.409 complies with state law by requiring staff members to report cases of abuse or neglect to the juvenile judge, Department of Children's Services or the Office of the Sheriff or the chief law enforcement official of the municipality where the child resides. A training session is offered at least once per year and all new teachers are encouraged to attend.

PURCHASING AUTHORITY (Policy 2.808)

Rutherford County Policy 2.808 states the procedures to follow to expend school or system funds. Reimbursements will not be made for individual purchases without the proper requisition.

EMPLOYEE PARTICIPATION IN ACTIVITIES (Policy 5.6101)

Employees must have administrative approval to participate in any recreational or fitness activities which are not part of the school day or educational curriculum in order to be covered under the Board's On the Job Injury Program. Voluntary participation in activities is not covered by OJI.

EMPLOYEE USE OF SOCIAL MEDIA (Policy 4.4061)

Rutherford County Schools respects the right of employees to use social media, networking sites, personal websites and blogs, but it is important that an employee's personal use of these sites does not interfere with official duties, violate any district policies or damage the reputation of the school district, its employees, its students or their families.

Employees should set appropriate boundaries between personal and public online behavior, understanding that what is private in the digital world often has

the potential of becoming public, even without their knowledge or consent. It is recommended that employees carefully review the privacy settings on any social media accounts and exercise good judgment when posting content and information on such sites.

Employees should adhere to the following guidelines consistent with the district's standards on harassment, student relationships, professional communication and confidentiality of student information.

1. Employees who have a presence on social networking websites are prohibited from posting data documents, photographs or inappropriate information that is likely to create a material and substantial disruption of classroom activity.
2. Employees are prohibited from accessing personal social networking sites on district computers during working hours except for legitimate instructional purposes.
3. Employees shall not disclose any confidential information obtained during the course of his/her employment about the school district, any school, individuals or organizations, including students and/ or their families.
4. The Board discourages employees from socializing with students on social networking websites. The same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium is unacceptable when done through the use of technology. Employees are strongly discouraged from including current students as "friends," "followers," or any other similar terminology used by various sites without written permission from the student's parent.
5. Coaches, band directors and other employees who see a need to use social media sites to communicate information about extracurricular clubs, teams or other student groups should establish a dedicated, non-personal social media account for such purposes with permission of the school principal.

STUDENT EQUAL ACCESS (Policy 4.802)

Schools may allow students to form clubs or groups that meet before, during, and/or after the school day. Requests to form such clubs or groups shall not be denied based upon the religious nature or beliefs of proposed club or group. If permitted, school administrators shall ensure that all clubs and groups have the same abilities to access facilities and advertise their meetings.

No funds shall be expended by the school for any such meeting beyond the incidental costs associated with providing meeting space. Groups meeting under this policy may be required to pay a reasonable fee for compensating school personnel in the supervision of the activity.

No student may be compelled to attend or participate in a meeting under this policy. A student or a group of students who wish to conduct a meeting under this policy must file an application with the principal at least three days prior to the proposed date. The principal shall approve the meeting if he/she determines that:

The meeting is voluntary and student-initiated; There is no sponsorship of the meeting or its content by the school, the Board, or its employees; The meeting will not materially and substantially interfere with the orderly conduct of the school's educational activities or conflict with other previously scheduled meetings; Employees of the district are to be present in a non-participatory monitoring capacity; however, no employee shall be required to attend in this capacity if the content of the meeting is contrary to the beliefs of the employee; and Non-school persons will not direct, control or regularly attend.

SCHOOL SPONSORED EVENTS

If the Board or a school principal authorizes an event at which a student is to speak, a limited public forum shall be established for such student speakers. The appropriate administrators shall ensure that:

The forum is provided in a manner that does not discriminate against a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject; There is an appropriate method of selecting student speakers which is based on neutral criteria; Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indecent or promotes illegal drug use.

To the extent possible and practical, prior to events in which students will speak, notice shall be provided orally and/or in writing that the student's speech does not reflect the endorsement, sponsorship, position, or expression of the Board and its employees.

Beginning with the 2015-2016 school year, notice of this policy shall be provided in student handbooks and staff handbooks.

SAFETY TRAINING

All new employees are required to complete Safety Training within 90 days of employment. Contact your immediate supervisor to access the web links for training. Training includes: Blood Borne Pathogens and Exposure Control, On the Job Injury, Hazardous Communication and Fire Prevention. Other trainings may be substituted or added as deemed necessary by the school system.

Training modules can be accessed from this link:

<http://www.rutherfordcountyttn.gov/rm/training.htm>