

# Tallapoosa County Schools

# Procedure Manual for Personnel Policies



Striving to Build  
*"A School System Worthy of Our Children"*

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# INTRODUCTION

On January 13, 2014, the Tallapoosa County Schools Board of Education adopted a revised policy manual. The Tallapoosa County Schools Policy Manual reflects updated federal and state laws by which to operate a public school system in the state of Alabama. Any changes in policy require board approval and *Meet and Confer* guidelines established by the Alabama Education Association.

The Tallapoosa County Schools' *Procedure Manual for Personnel Policies* addresses procedures that are referenced in the policy manual. These procedures are subject to change based on policy revisions, employee law updates, and recommendations from the Superintendent. The purpose of this manual is to provide clarification on appropriate personnel procedures that address a variety of Human Resources or Payroll/Benefits issues. All forms associated with Human Resources or Payroll/Benefits information can be found online at: [www.tallapoosak12.org](http://www.tallapoosak12.org) or Central Office Payroll Dept. or Personnel Director. In compliance with the U.S. Department of Homeland Security and Social Security Administration, Tallapoosa County Schools participates in E-Verify as specified under federal law.

Personnel related questions must be addressed the Director of Personnel. Paycheck or benefits' coverage inquiries must be addressed to Payroll/Benefits Department. To contact either department call 256-825-0746.

## **EQUAL EMPLOYMENT OPPORTUNITY**

(Board policy, 6.10) The Board is an equal opportunity employer. Personnel actions and decisions will be made without regard to factors or considerations prohibited by federal or state law (as such laws may from time to time be amended), including but not limited to race, gender, age, disability, national origin, citizenship, and religious preference. Subject to the limitations set forth in 6.41, the general complaint (grievance) policy (6.41) may be used to present any complaint alleging unlawful discrimination or harassment. Inquiries regarding compliance and complaint procedures can be directed to:

**Director of Personnel**  
TCBOE  
679 East Columbus St.  
Dadeville, AL 36853  
(256) 825-10746, Ext. 22

# PERSONNEL PROCEDURES

## WORK SCHEDULES AND SIGN IN/SIGN OUT PROCEDURES 6.11

*Work Schedules (Teachers)* – Supervisory and instructional duties of teachers commence fifteen (15) minutes prior to the instructional day and conclude fifteen (15) minutes after the departure of students. Except as may otherwise be provided by the Board or required, the instructional day for teachers is seven and one-half (7.5) hours. Assignments and duties may extend beyond the instructional day and may include off-campus functions, events, and activities; conferences and meetings with parents; supervision of student arrival and departure; and preparation for the following instructional day. Teachers will be provided a minimum of thirty (30) minutes free of instructional and supervisory responsibilities each instructional day.

Certified employees **must** sign in on the designated sign in sheet upon arrival each day to certify their attendance. When an absence occurs, employees will be asked to select the reason for the absence upon returning to work. Signing in for another employee is strictly prohibited and may result in disciplinary action, up to and including termination.

*Work Schedules (Support Personnel)* – The Superintendent is authorized to establish work schedules, including minimum work times, for support personnel. Work schedules are subject to change anytime during the year based on building level needs, such as revisions to summer hours' schedule.

Classified employees **must** sign in on the designated sign in sheet upon arrival each day to certify their attendance. Classified employees must sign out for required lunch period, a minimum of 30 minutes/day unless supervisor approves employee to work through lunch for special circumstances, and sign back in upon returning. A final sign out must occur at the end of the work day. Failure to comply with sign in/sign out procedures could result in further disciplinary action. When an absence occurs the employee will be asked to select the reason for the absence upon returning to work. Classified employees will be asked to review his/her time sheet at the end of each month to verify the accuracy of their work hours and absences. An employee's signature validates the accuracy of the time sheet. If an error is found on the time sheet, it should be reported to the supervisor or payroll bookkeeper immediately to be resolved. A revised time sheet will be provided for employee validation. Signing in and out for another employee is strictly prohibited. Failure to adhere to sign in/sign out procedures may result in disciplinary action, up to and including termination.

## **EMPLOYEE CONFLICTS OF INTEREST 6.14, 6.14.3, 6.14.2,**

Employees may only engage in outside employment under the following provisions:

- Employees will not engage in outside business activities or render any service for another employer during such time as duties and responsibilities have been assigned by the Board;
- Employees will not accept outside employment that would interfere with or impair the ability of the employee to perform duties effectively;
- Employees may not accept work that could compromise the employee's independent judgment in the exercise of duties for the Board;
- Employees may not use or disclose confidential or personally identifiable information acquired through Board employment for their personal gain or benefit of a third party;
- Employees shall not receive pay or other compensation for private tutoring of students enrolled in classes they teach. If they tutor other students in the school district not enrolled in their classes, written notice of such activity must be given to the building principal and must not be conducted during regular school hours.
- Under no circumstances shall an employee lend, rent, or lease School System-owned equipment or system-owned vehicle to a non-employee or use such equipment or vehicle for personal gain.
- Use of School System-owned equipment with a Fixed Asset Inventory List or electronic equipment with a per unit cost of \$50.00 or more may be taken from the premises as long as the equipment is checked out properly and returned to the work site/ classroom on a daily basis. However, when school is not in session, the principal may approve the use of the equipment away from the classroom/work site for longer periods of time.

Bus drivers/CDL personnel must submit to random drug testing as required by law, and engagement in outside employment cannot interfere with drug testing procedures. Failure to comply with this policy could result in further disciplinary action.

## **EVALUATIONS**

All Tallapoosa County Schools' employees will be evaluated. Educate Alabama/LEAD Alabama will be required for all applicable personnel. Tallapoosa County Schools requires an evaluation addendum or other support personnel evaluation to be submitted the first three years of employment, as well as every three years at a minimum. An administrator/supervisor may choose to conduct a formal evaluation on any employee that is not on the evaluation cycle. Employees not covered under Educate Alabama and LEAD Alabama will be required to be evaluated under other assessment measures. See appendix for evaluation instruments.

## **PROFESSIONAL CERTIFICATION AND PROCEDURES 6.16**

In addition to requirements established by the State Board of Education and the pertinent job description, professional employees must hold a degree from an accredited college or university and hold a current, valid, and properly endorsed Alabama Teacher's Certificate. A teacher who has completed the certification process but has not received the certificate may be employed on

tentative or temporary compensation pending verification of certification from the State Department of Education. Upon receipt of such verification, appropriate adjustments will be made to the teacher's salary. If a teacher earns a higher degree from a regionally accredited institution that merits increased compensation under the approved salary schedule, any salary increase will become effective the month following recognition of the new degree from the State Superintendent.

Professional Certification Reminders:

- To continue a valid renewable certificate with an expiration date of June 30, 2012, and thereafter:
  - Requirements must be met by June 30 of the year of certificate expiration
  - All documentation **including fees** must be received in the Teacher Certification Office of the Alabama Department of Education no later than June 30 of the year of expiration.
- Instructional Leader/Administrative certificate renewal must meet PLU requirements whether an employee is serving in a teaching or administrative position, and include the appropriate ACLD approved PLU's.

**SUBSTITUTES 6.20**

Substitute teachers are required to follow policies/procedures outlined in the Tallapoosa County Schools' Handbook . Attendance at mandatory substitute orientation sessions may be required for continued substitute employment. Principals may request the removal of a substitute under EEOC guidelines and provide the rational for the removal.

No reemployment is presumed for substitute teachers who are considered temporary employees and are appointed only to meet a temporary emergency. In no case will employment be deemed to extend beyond the end of the school year, and all such positions will expire on or before the end of the school year.

Substitutes must hold a valid teacher's certificate or valid substitute's license, be at least twenty-one (21) years of age unless otherwise approved by the Superintendent, and attend required substitute training provided by the Tallapoosa County Board of Education designee.

**WORK VERIFICATION PROCEDURES**

Official verification of prior work experience submitted for review to determine placement on the salary schedule must be received within six (6) months of an employee's hire date in order to have this experience paid retroactive to the start date. It is the employee's responsibility to obtain work experience from prior employers. If a letter from the Superintendent verifying receipt and salary schedule adjustment for experience is not received, contact the Department of Human Resources. In the event an employee has documentation of attempts to verify work experience from other employers that were unsuccessful, the six (6) months deadline may be modified depending on the circumstances.

Official verification of prior work experience submitted for review to determine placement on the salary schedule that is received after six (6) months from the employee's hire date will be effective the date the verification is received in the Human Resources Department. All submission of official verification of prior work experience must meet the Tallapoosa County Schools' guidelines in order to receive credit.

## **EMPLOYEE ABSENCES– 6.70**

It is the employee's responsibility to notify the principal or his/her immediate supervisor when employee must be absent. Notification shall be given in advance unless conditions beyond the control of the employee make such advance notification impossible. Any Tallapoosa County employee who is willfully absent from duty without leave may be subject to dismissal from employment and shall forfeit compensation for the time of the absence.

## **ON-THE-JOB INJURY LEAVE PROCEDURES – 6.70.4**

On-the-job injury is defined as any accident or injury to the employee occurring during the performance of duties for the employer, which prevents the employee from working or returning to his/her job. This does not include a serious medical situation that occurs while working on the job (i.e. heart attack, stroke, etc.). Employees who are injured due to personal negligence may not qualify for on-the-job injury leave. The following regulations, procedures and rights are established pertaining to employees who are injured while on the job:

1. Notice of Injury-The employee shall make proper notification of the injury to his or her immediate supervisor within (24) hours after the injury occurred. Where the employee is not clinically able to make notification, it shall be permissible for another person who is reasonably knowledgeable to make the notification of the injury. A Tallapoosa County Schools *Employee Injury Report* must be completed for all employee injuries and signed by the employee and his/her supervisor. The form should be sent to the Payroll/Personnel Department at the Central Office.
2. Physician Certification-The Board requires that an employee reporting an on-the-job injury submit a Tallapoosa County Schools Physician Certification Form to certify that the employee's injury would not allow the employee to return to work. Any missed days must have this form submitted for sick leave reimbursement. This form should be attached to the Employee Injury Report and be sent to the Payroll/Personnel Department within 5 working days of the injury. Upon receipt of the Physicians Certification Form, the Payroll/Personnel Department will send the employee a letter regarding how to file a claim with the State of Alabama Board of Adjustments. **There is a one (1) year statute of limitations from the date of the injury to file a claim with the State of Alabama. Alabama public schools are ineligible for Workman's Compensation.**
3. Salary Continued and Sick Leave Reimbursement- Upon the determination of the Human Resource Director that an employee has been injured on the job and cannot return to work as a result of the injury, sick days of the employee shall be reinstated for a period of up to ninety (90) working days. The local Administrator (Principal/Supervisor) must send a signed memo stating the dates of absence due to the injury and request that the employee's sick days not be utilized along with a copy of the injury report and physician statement to the Human Resource Director for approval.

## **PERSONAL LEAVE 6.70.7**

Personal leave must be requested in writing in accordance with Tallapoosa County Schools' Board Policy. Employees should attempt to plan personal leave so that the educational process will experience a minimum of disruption. Fulltime classified employees are eligible for two paid personal leave days during one scholastic year. Fulltime certified employees are eligible for two paid personal leave days during one scholastic year. Classified and Certified employees have three additional personal leave days available which will result in being charged an amount equal to the average daily rate of pay for a substitute. Classified and certified employees may choose to convert unused personal days into sick leave days at the end of the school year.

## **VACATION 6.70.2**

Vacation days for 12 month employees are non-cumulative and must be used by June 30th of the current year or be forfeited. Vacation days may not be bought, sold or donated. Employees will not be paid for earned vacation time if not used prior to the effective date of resignation or retirement. No vacation days will be granted before earned.

Vacations must be scheduled with the knowledge and approval of the employee's department head. All eligible employees with direct supervisory responsibilities for students must take vacations during the months of June and July. The Superintendent, in the case of extraordinary circumstances, may approve alternate vacation times for such personnel when all other leave days have been exhausted.

## **PROFESSIONAL LEAVE AND LEAVE FOR TRAINING 6.70.8**

Professional leave requests should be submitted no later than 10 days prior to the requested leave date. The request should be submitted using appropriate TCBOE "Request for Professional Leave" form and submitted to principal (or immediate supervisor) for approval. If approved at the school level, the form shall then be submitted to the Central Office for approval/non approval by the appropriate administrator (Director of Curriculum, Federal Programs Director, Superintendent, etc.).

All professional leave and leave for training requests **must** be approved by the Superintendent of Education before utilization.

Professional Leave may be granted to personnel for participation in educational activities related to instructional improvement in the Tallapoosa County School system or to support personnel to participate in activities that will enrich the Tallapoosa County School System's program and improve skills or understandings of the employee.



## **MILITARY LEAVE 6.70.6**

Military leave is available to all eligible employees in accordance with state and federal law. Military paid leave will be utilized for up to 21 days after verification has been provided to the Payroll/Benefits Department. Employees who are ordered to duty shall provide a copy of their orders to the Superintendent. Leave will be without loss of benefits. Activated employees requesting the difference in pay restoration of leave or continuation of health coverage on active duty are required to have the length of their active duty determined by the Adjutant General. Activated employees must provide the Superintendent of Education with a set of Mobilization/Homeland Security orders or Military Records of Service (DD214) that reflects the length of duty. The Adjutant General will determine the validity of the orders and certify to the Superintendent of Education that pay, leave or insurance is proper in accordance with Act 92-430.

## **LEGAL SERVICE – JURY DUTY LEAVE 6.70.5**

Permanent and full-time employees are entitled to regular compensation while performing jury duty (ALA. CODE §12-8-25) or when the employee is summoned under subpoena or other legal requirement to testify at trial in a court of law or in administrative proceedings constituted under the statutory authority of the agency conducting the proceeding. Paid leave is not authorized for employees to meet with attorneys, to attend depositions, or to otherwise prepare for legal proceedings unless the presence of the employee is requested or required by the Board.

An employee must submit the summons for jury duty prior to the date to appear for this service. This will suffice for the first day of jury duty. If services are required for more than one day, a copy of the jury certificate that an employee receives from the court at the completion of their jury service must be submitted. These documents must be given to the payroll bookkeeper at the employee's work location. Failure to provide this documentation will result in utilizing the employee's accumulated personal, vacation, or compensatory days to cover the absence. In the event the employee has no accumulated days, a pay deduction equivalent to their daily rate will be docked for each day.

## **INCLEMENT WEATHER GUIDELINES**

### **LEAVE OF ABSENCE PROCEDURES 6.70.1, 6.70.2, 6.70.3, 6.70.3.1, 6.70.9**

*Use of Accumulated Paid Leave* - If an employee has available sick, personal, or vacation leave, the employee must utilize those forms of leave before taking unpaid leave.

*Leave of Absences Five to Ten Days* - If an employee is absent five consecutive days, the principal/supervisor may require a doctor's excuse or other justification if there is

probable cause to believe that sick leave is being abused or misused. Abuse of sick leave may subject the employee to disciplinary action, including possible loss of pay.

**Medical Leave** - If an employee is going to be absent **10 or more consecutive days**, a request in writing must be submitted to the principal/supervisor with the beginning and ending dates of anticipated leave. A physician's statement/medical certification must be attached to the letter requesting the leave of absence. The principal/supervisor will send a Personnel Recommendation Form to the Department of Human Resources who presents leave requests to the Superintendent for further board approval. If a medical leave extension is needed beyond 12 weeks, the employee must acquire updated medical certification and submit a letter requesting additional leave. Additional leave must be approved by the Superintendent and Board, but is not guaranteed. Benefits will be discontinued after 12 weeks of leave under the Family Medical Leave Act.

If an employee has worked a minimum of 1,250 hours during the 12 months prior to the start of the leave, he/she may be entitled to 12 weeks of unpaid leave for reasons specified under the

\*Family Medical Leave Act (FMLA). For applicable reasons, definition of serious health conditions, and medical certification requirements, please refer to section 6.70.3 in the Tallapoosa County Schools Policy Manual. *Tallapoosa County Schools' policy requires an employee who has available sick leave, vacation leave, or other applicable paid leave, must utilize those forms of leave before taking unpaid leave when applicable. In that instance, the paid leave and FMLA leave will run concurrently from the first absence as long as the need for such leave results from one or more of the qualifying reasons under FMLA.*

The U.S. Department of Labor (Form WH-380-E) allows an employer to request certification from a health care provider for an employee or family member's serious health condition under FMLA regulations. The health care provider may be asked to provide medical facts to approve leave including items listed below:

- Approximate date condition commenced
- Probable duration of condition
- Was patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility and dates of admission?
- Was medication other than over-the-counter medication prescribed?
- Was the patient referred to other health care providers for evaluation or treatment?
- Is the medical condition pregnancy?
- After employer submits the employee's job title and essential job functions, will the employee be unable to perform any of the job functions listed due to medical condition? If so, which job functions apply?
- Amount of time needed for recovery, follow-up visits, adjusted work schedule recommendations, etc.
- A description of other relevant medical facts, if any, related to the condition for which the employee seeks leave (i.e. symptoms, diagnosis, or regimen of continuing treatment such as the use of specialized equipment)

*\*Employee Rights and Responsibilities under the Family Medical Leave Act were revised in January 2009.*

To apply for ***Catastrophic Leave***, the employee must be a member of the Sick Leave Bank and should complete the necessary form “Catastrophic Sick Leave Approval Form” and submit to the Payroll/Benefits Department. (The Payroll Department will provide the Director of Personnel a copy.) The Payroll/Benefits Department will submit the request to members of the sick bank committee for approval. Employees may request donated days from Alabama public school employees to cover absences. For additional information regarding catastrophic illness procedures, please review Tallapoosa County Schools Policy Manual 6.71 and Tallapoosa County Schools Sick Leave Bank Guidelines **GALBF-R1** for further instructions.

***Catastrophic Leave for Maternity Leave Requests*** - If an employee does not have accumulated sick leave to cover the amount of time the physician certifies the employee will not be able to perform regular job duties, and is a member of the sick bank, a request in writing for catastrophic leave may be submitted to the Coordinator of Payroll/Benefits to cover the amount of time the physician states the employee must remain off work for recovery only. **Catastrophic donations cannot be applied past the amount of time the physician states is needed for personal recovery.**

***Intermittent Medical Leave*** is available for individuals with certain medical conditions that may not require an employee to be absent 10 consecutive days or longer, but frequent absences may result from a serious health condition. Intermittent leave should be scheduled to the extent practicable so as not to unduly disrupt the operations of the Board. Intermittent leave may be further limited for teachers in accordance with federal law. Refer to Tallapoosa County Schools Policy Manual 6.70.1 for additional information.

***Maternity/Paternity Leaves*** - Maternity/Paternity leave requests must be made in writing to the principal/supervisor at least 60 days before the beginning of leave or delivery due date. These requests must be accompanied by a physician’s form that may be obtained from your school office, district website, or Department of Human Resources. Up to 12 weeks of unpaid maternity/paternity leave under the Family Medical Leave Act (FMLA) is available if an employee meets eligibility under the regulations of the law, which is working a minimum of 1,250 hours during the previous 12 months. If an employee has available sick leave, vacation leave, or other applicable paid leave, the employee must utilize those forms of leave before taking unpaid leave under FMLA. *The paid leave and FMLA leave will run concurrently from the first absence.* Accumulated sick leave will be used during the duration of the leave of absence. Employees who are not eligible for FMLA, can request maternity leave for the amount of time the physician states the employee needs for personal recovery only. If an employee chooses to not return after FMLA leave is exhausted, a letter of resignation must be submitted to the Human Resources Department as other leave is not available. Refer to Section 5.10 in the Tallapoosa County Schools Policy Manual for additional information.

***Spouses Employed by the Tallapoosa County Board of Education Requesting Maternity and Paternity Leave*** - Under the FMLA, a combined total of twelve (12) weeks of unpaid leave (or applicable paid leave described previously) for a husband and wife employed by the same board of education is allowed.

***Other Relevant Information Concerning Medical and Maternity/Paternity Leaves under FMLA Leave and End of Academic Term Rules*** - An employee may be required to take leave through the end of an academic term, or semester, when the following circumstances exist:

- If the leave exceeds 5 weeks before the end of the semester and the employee would return within 3 weeks of the term end
- If the leave is less than 5 weeks before the end of the term and the leave is more than 2 weeks with the employee returning within 2 weeks of the term end; or
- If the leave is less than 3 weeks before the end of the term and is longer than 5 working days

***One Year Leave of Absence*** - Full-time, tenured employees may be granted a leave of absence without pay, for one entire academic year (August through May which may not include portions of two separate academic years), for the birth and first year care of a newborn child or adoption of a child. Other reasons for requesting a year's leave of absence are for study, personal improvement, travel, sabbatical, family obligations, wellness or illness. Certain provisions apply that are listed under policy 6.70.1. This leave would not count towards experience in the determination of placement on the salary schedule.

- An employee returning from a year's leave of absence is not guaranteed their original position, but is subject to transfer and reassignment to another vacant position in the school district. Tenure/Non-probationary status will be retained upon return.
- Benefits are continued through FMLA leave, but employees must contact the Payroll/Benefits Department if the leave exceeds this time frame to verify continued benefits coverage, specifically PEEHIP.

***Leaves Extending Beyond One Year*** - If a medical condition continues to exist after exhaustion of medical leaves, the employee is unable to perform the job duties and responsibilities designated on the job description, and all paid leave has been exhausted, the employee must consider separation of employment. A resignation and/or filing for long term disability may be warranted. Questions regarding how to apply for disability should be directed to the Payroll/Benefits Department at 256-825-1020.

***Return to Work Release*** – The board may require an employee who has taken leave due to employee's own serious medical condition to provide the healthcare provider's

certification to return to duty. Please see Tallapoosa County Policy Manual 6.70.10 for additional information.

## **DRUG AND ALCOHOL TESTING PROCEDURES 6.80**

The Board will conduct employee drug and alcohol testing for employees in safety sensitive positions as required by and in accordance with federal law, or in the event there is reasonable suspicion that an employee is under the influence of drugs/alcohol that effect job performance. Any employee may be subject to reasonable suspicion drug testing, as well as follow up drug testing, in accordance with policy 6.80. Failure to comply with drug testing may result in further disciplinary action including, but not limited to termination. Non-compliance with SAP or EAP referrals may also result in further disciplinary action.

Testing will be required for all employees holding a Commercial Drivers License (CDL) or who occupy a safety sensitive position as designated by the Board. In compliance with the Federal Motor Carrier Safety Administration regulations and U.S. Department of Transportation, all transportation personnel will be randomly drug tested as designated by the Superintendent. In addition, any Operations/Maintenance personnel who occupy safety sensitive positions will also be subject to random drug testing.

If an employee holding a CDL tests positive during a random drug screening, he/she will be subject to immediate administrative leave pending board approval of termination or enrollment and treatment in a U.S. Department of Transportation professionally certified Substance Abuse Professional (SAP). If termination is not recommended by the Superintendent based on information provided by the Medical Review Officer, the employee must meet all requirements specified by federal law and the SAP Evaluator to be eligible to return to duty and will be responsible for covering the cost of the SAP evaluation, recommended treatment, and any follow up testing.

## **COMPLAINTS AND GRIEVANCE PROCEDURES 6.41**

### *Section I: Purpose*

The Board recognizes the harmonious relations with its employees can be maintained and improved through effective communications. The interests of all parties can best be served by sincere efforts of all concerned to promote understanding and cooperation. The following grievance procedure is approved as a means to examine and resolve possible problems that relate to the administration of policies of the School District. These procedures can also be used by personnel for complaints on the basis of sex or disability. Informal and formal grievances are issues an employee wishes to file against an administrator/supervisor as defined below. Complaints against another employee should be addressed with the immediate supervisor for resolution.

## *Section II: Definitions*

- A. Grievance - *Grievance* is a claim or dispute concerning the interpretation, application, or claimed violation of the personnel policies, procedures, or regulations of the School District. Grievances are objections to a specific act or condition. Other matters for which other means of resolution are provided or foreclosed by statute or administrative procedures shall not be considered grievances. A grievance does not include matters involving the Board's right to establish educational policy and prescribe rules and regulations for the conduct and management of the Schools.
- B. Employee - Employee shall indicate any staff member employed on an annual basis by the Board to perform services, either full- or part-time, with the exception of the Superintendent.
- C. Supervisor - Supervisor is the employee possessing administrative authority next in rank above any grievant.
- D. Days - Days shall mean working days exclusive of Saturday, Sunday, or official holidays, as established by the school calendar.
- E. Complainant - Any employee or group of employees, directly affected by the alleged misinterpretation or violation, filing a complaint.
- F. Representative - The term representative refers to any person chosen, if desired, by the aggrieved party to serve as the liaison with supervisor.

## *Section III: Informal Procedures*

Under most circumstances, most grievances can be resolved informally and at the most immediate administrative level. With this objective in mind, simple, honest, and straightforward communication is encouraged between the employee, the principal, and/or the superintendent. An employee who feels he/she has a grievance against an administrator or supervisor should present the matter verbally to the immediate supervisor. The immediate supervisor to whom the grievance is presented shall hear and attempt to resolve the grievance within ten (10) days from the time presented and advise the grievant of the decision within ten (10) days thereafter. If the grievance is resolved, or if no further action is needed, the matter is closed.

If an employee feels his/her grievance has not been resolved, he/she may resort to the formal procedure as outlined in Section IV. Please see Tallapoosa County Policy Manual Section 6.41 for additional information.

#### *Section IV: Formal Procedure*

In order to resolve grievances in the most appropriate fashion and in the shortest period of time possible, each grievant shall start at the most immediate level of administration (level one in most cases) and progress to the next level until the matter is resolved. If level one does not apply to a particular grievant, such as a supervisor in the central office, that level should be omitted from the process.

The grievance must be filed in writing at each level. The written grievance must indicate the claim or dispute and the grievant's anticipated action for resolution to the claim or dispute. The grievant shall indicate with his/her filing at each level whom will accompany or represent him/her in any meetings or hearings that might be conducted.

All decisions rendered at each level shall be set forth in writing and promptly disseminated to all parties in interest.

Scheduled meetings or hearings can be changed with mutual consent of the parties in interest. All records of meetings and hearings shall be maintained in confidence; however, this shall not be interpreted to prevent such records from becoming a part of the grievant's personnel file.

#### Level One - Principal or Immediate Supervisor

1. The grievant must present the grievance and may be accompanied by a fellow employee or representative.
2. The principal or supervisor will schedule a conference after receipt of notice no later than ten (10) working days after the date on which the alleged grievance occurred or ten (10) working days following the date of decision for the informal procedure. If the grievance is not submitted within the time prescribed, the employee shall be deemed not to have further rights with respect to said grievance.
3. The immediate supervisor will issue a written decision to the grievant within five working days after the conference.
4. Unless the grievance is appealed as outlined in Level Two, it shall be deemed to have been settled and the employee shall have no further rights with respect to said grievance.

### Level Two – Superintendent or Superintendent’s Designee

1. In the event the employee wishes to appeal the decision at Level One, the appeal must be presented in writing to an administration officer of higher rank than the employee’s immediate supervisor (Superintendent or Superintendent’s designee{s}) within five (5) working days of the decision rendered at Level One.
2. Written notice must include the original written grievance, written decisions rendered at Level One, and any additional information the grievant deems important.
3. A meeting with the grievant and administrator(s) will be scheduled within ten (10) working days from the receipt of the written grievance.
4. The grievant may appear alone or may choose to include others in the conference. Identification of representatives must be included in the written notice at Level Two.
5. The administrative officer shall issue a written decision to the employee within five (5) working days after the conference.
6. Unless the grievance is appealed as outlined in Level Three, it shall be deemed to have been settled and the employee shall have no further rights with respect to said grievance.

### Level Three – Board of Education

1. Within ten (10) days after the receipt of the decision at Level two, the aggrieved party may appeal to the Board of Education.
2. The aggrieved party must file a written request with the Superintendent for a hearing before the Board. The request must contain a detailed description of the grievance, as well as documentation of actions/decisions from Levels One and Two. The names of employee counsel or representatives, if any, must be included in the written request.
3. Within ten (10) days following the receipt of the written request, the Board shall set a time, date and place for the hearing. The Board may decide a grievance appeal based upon a review of the administrative and evidentiary record without providing a de novo hearing.
4. The Board shall issue a written decision within thirty (30) days after the hearing with the employee or after the review of the administrative and evidentiary record.
5. The decision of the Board of Education shall be final unless the grievant decides to appeal to the courts or to utilize any other duly recognized procedure as established by law.

### **AMERICANS WITH DISABILITIES COMPLAINT PROCEDURES 3.44**

Persons who believe that they have been discriminated against on the basis of disability in the provision of services, activities, programs, or benefits covered by the Title II of the Americans with Disabilities Act may file a written complaint with the Director of Human Resources. *Persons alleging such discrimination shall use the grievance*



*procedure outline in Tallapoosa County Policy Manual 6.41.*

## **TRANSFER REQUEST PROCEDURES 6.90**

All requests for voluntary transfers should be submitted to the following:

1. Current building administrator/supervisor
2. Building administrator/supervisor of the school in which a transfer is requested or known vacancy exists
3. Department of Human Resources

All requests for voluntary transfers shall be carefully considered and reviewed in accordance with Board policies concerning prohibited discrimination practices. Hiring recommendations will be submitted from the building administrators or departmental supervisors to the Superintendent for consideration. No employee should expect a transfer based on seniority, service years, etc.

## **END OF YEAR EMPLOYMENT INFORMATION**

***Employment Renewal*** – During the first two years of employment, all **non-tenured teachers** will be rehired unless given notice by the superintendent by June 15th. However, in the tenure year notice will be given by the last working day for teachers to report to duty. Certified employees must be hired by October 1<sup>st</sup> of a scholastic year to be counted towards acquisition of tenure.

**Probationary classified employees** may be terminated at the discretion of the employer upon written recommendation of the superintendent and majority vote of the board. A written notice of termination to the classified employee may occur at any time on or before June 15<sup>th</sup>. After the employee's third consecutive, complete school year of employment, non-probationary status will be issued. Classified employees must be hired by October 1<sup>st</sup> of a scholastic year to be counted towards acquisition of non-probationary status. The employee will receive 15 days' notice before ending pay and benefits. Non-probationary status is no longer granted based on original hire date or 36 months of cumulative service. If any certified or classified employee leaves employment with Tallapoosa County Schools, tenure/non-probationary status starts over.

If an employee is hired as an ***End of Year Only Appointment*** or ***One Year Only Appointment***, his/her employment will automatically expire at the end of the academic school year. Future employment options must be directed to the principal/departmental supervisor. These finite appointments may or may not be counted towards tenure/non-probationary status depending on the funding and other employment circumstances relevant to the position. Seek additional clarification from the Department of Human

Resources or supervisor/principal if questionable.

**Resignations 6.93** - Teachers must notify the board 30 calendar days in advance of the next scholastic year of the decision to not return. During the scholastic year, teacher resignations require a five day written notice to Tallapoosa County Board of Education. Failure to provide proper notice is considered unprofessional conduct and the State Superintendent of Education may revoke or suspend a teacher's certificate.

**Retirement 6.92** - If considering retirement at the end of the current school year, an employee must contact the Teacher Retirement System (TRS) to verify eligibility. The employee must contact the Payroll/Benefits Department to complete necessary paperwork by the deadlines specified by TRS in order to avoid missing a paycheck. A letter indicating the decision to retire/resign must be submitted to the Human Resources Department. As of January 1, 2013, all NEW hires after this date will be ineligible to collect retirement pensions after becoming vested until age 62 (Senate Bill 388).

**One Year Leave of Absence Requests 6.70.1-** If a **tenured** employee plans to request a leave of absence for the following full academic year, he/she must submit a written request to the principal no less than sixty (60) calendar days before the first teacher working day of the next school year. Provisions outlined in Tallapoosa County Schools Policy Manual 6.70 are applicable below:

- The request for absence must be submitted to the Superintendent, in writing, with the additional approval and signature of the employee's direct supervisor. Requests must be received by the Superintendent at least one (1) week prior to a monthly Board meeting.
- An employee returning from a year's leave of absence is not guaranteed their original position, but is subject to reassignment or transfer to another vacant position in the district.
- A year's leave of absence shall not be counted as experience in determination of placement on the salary schedule.

**Benefits** – All local benefits (dental, long-term disability, and life insurance) will be discontinued at the end of the month following an employee's last day to work/resign, with the exception of PEEHIP benefits. If an employee (excluding 12 month personnel) resigns at the end of the scholastic year, PEEHIP benefits only will continue through August 31<sup>st</sup>. If an employee resigns or is terminated during the year, contact the Payroll & Benefits Department to determine when PEEHIP benefits will end. Employees will receive COBRA notifications on benefits from an entity representing Tallapoosa County Schools. COBRA notification will come directly from them for medical insurance or supplemental plans.

## **APPENDIX A**

Educate Alabama Addendum

## **APPENDIX B**

LEAD Alabama Addendum

**TALLAPOOSA COUNTY SCHOOLS  
ADDENDUM TO EDUCATEALABAMA**

Teacher's Name: \_\_\_\_\_

Evaluator's Name: \_\_\_\_\_

School Year: \_\_\_\_\_

Performance Area	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
<b>INSTRUCTIONAL EXPECTATIONS</b>			
● Expects high level of rigor and sophistication in student work			
● Differentiates instruction (content, process, and product) when appropriate			
● Maintains a commitment to continuous improvement			
● Encourages and empowers all students to succeed			
● Supports and is committed to the district's mission, curriculum and strategic plan			
● Includes student activities in instruction			
<b>APPROPRIATE USE OF TECHNOLOGY</b>			
● Uses technology for personal productivity			
● Engages students in problem solving facilitated through technology			
● Aligns technology activities with curriculum content			
● Provides students with opportunities to use a variety of technology tools			
<b>MANAGEMENT OF STUDENT BEHAVIOR</b>			
● Establishes and maintains procedures for student conduct			
● Uses discipline strategies and/or interaction skills to control student behavior			
● Knows, enforces, and supports Code of Conduct			
● Bell to bell instruction and monitoring of students			
● Demonstrates respect for students			
● Uses proactive and/or positive management strategies			
<b>POSITIVE LEARNING CLIMATE</b>			
● Involves students in interaction			
● Communicates high expectations			
● Expresses positive affect			
● Maintains physical environment conducive to learning			
<b>COMMUNICATION</b>			
● Speaks clearly, correctly and coherently			
● Writes clearly, correctly and coherently			
● Gives clear directions			
● Maintains positive flow of communication with students, parents, faculty and staff			
<b>PROFESSIONAL DEVELOPMENT AND LEADERSHIP</b>			
● Improves professional knowledge and skill			
● Takes leadership role in improving education			
● Finds opportunities for professional development			
<b>PERFORMANCE OF PROFESSIONAL RESPONSIBILITIES</b>			
● Completes job requirements according to established timeline			
● Adheres to written local and state policies and federal laws and regulations			
<b>PROFESSIONALISM</b>			
● Uses sound judgment			
● Maintains confidentiality			
● Interacts appropriately with students and others			
● Displays professional attitude and appearance			
● Is prompt and punctual			
● Exhibits strong work ethic			
● Makes corrections based on feedback			
<b>INTERPERSONAL RELATIONS</b>			
● Cooperates with peers, administrators, parents/guardians			
● Promotes cooperation between the school and community			
● Shares ideas and strategies with colleagues			

Additional Comments:

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Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Teacher's signature does not imply agreement with contents of this evaluation.*

**TALLAPOOSA COUNTY SCHOOLS**  
**Addendum to LEAD Alabama**

Administrator's Name: \_\_\_\_\_ Evaluator's Name: \_\_\_\_\_  
 School Year: \_\_\_\_\_

Performance Area	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
<b>Planning for Continuous Improvement</b>			
Engages the school community in developing and maintaining a shared vision			
Plans effectively for school improvement; uses critical thinking and problem solving techniques; collects, analyzes and interprets data; allocate resources			
Evaluates results for the purpose of continuous school improvement			
<b>Teaching and Learning</b>			
Promotes the success of all students in the learning environment			
Collaboratively aligns curriculum, instruction, and assessment to ensure student achievement			
Uses a variety of benchmarks, learning expectations, and feedback measures to ensure accountability			
<b>Human Resources Development</b>			
Recruits, selects, mentors, and retains faculty and staff to accomplish school and system goals			
Works collaboratively with faculty and staff to plan and implement effective professional development that is based upon student needs, promotes both individual and organizational growth, and leads to improved teaching and learning			
Initiates and nurtures interpersonal relationships to facilitate teamwork, establishing professional learning communities (PLCs) that enhance student achievement			
Organizes, supervises, and evaluates faculty and staff to accomplish school and system goals			
Creates a personal professional development plan for his or her own continuous improvement			
<b>Diversity</b>			
Responds to and influences the larger personal, political, social, economic, legal, and cultural context in the classroom, school, and local community			
Addresses diverse student needs to ensure the success of all students			
<b>Community and Stakeholder Relationships</b>			
Creates and sustains supportive family-school relations			
Identifies the unique characteristics of the community to create and sustain mutually supportive school-community relations			
<b>Technology</b>			
Plans, implements, and evaluates the effective integration of current technologies and electronic tools in teaching, management, research and communication			
Models the use of technology for personal and professional productivity			
Understands and applies system, state, and federal policies governing technology use in schools			
<b>Management of the Learning Organization</b>			
Manages the organization and facilities; implements operational plans			
Manages financial resources to accomplish school goals and priorities			
Promotes collaboration to create a safe and effective learning environment			
Allocates, monitors, and protects the use of instructional time to achieve student success			
<b>Ethics</b>			
Demonstrates honesty, integrity and fairness to guide school policies and practices consistent with ethical standards for professional educators			
Develops and acts on well-reasoned beliefs, based upon an understanding of teaching and learning			
<b>PROFESSIONALISM</b>			
Uses sound judgment			
Maintains confidentiality			
Interacts appropriately with students and others			

Displays professional attitude and appearance			
Is prompt and punctual			
Exhibits strong work ethic			
Makes corrections based on feedback			
<b>INTERPERSONAL RELATIONS</b>			
Cooperates with peers, administrators, parents/guardians			
Promotes cooperation between the school and community			
Shares ideas and strategies with colleagues			
Maintains positive flow of communication with students, parents, faculty and staff			

Additional Comments:

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Administrator's Signature: \_\_\_\_\_

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

Evaluator's Signature: \_\_\_\_\_

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