

LAWRENCE COUNTY  
SCHOOL  SYSTEM

Non-Certified  
Employee Handbook

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# Introduction

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## **Implementation of These Rules and Regulations**

This handbook addresses employee's general responsibilities, privileges, and helpful information. In addition, this handbook contains Lawrence County Board Policies as well as laws and procedures that most directly relate to support personnel. In accordance with TCA 49-2-207, all board policies are available for review through your building principal or on the LCSS website at [http://lcss.us/index.php?option=com\\_wrapper&Itemid=225](http://lcss.us/index.php?option=com_wrapper&Itemid=225). You are encouraged to familiarize yourself with this handbook and revisit it from time to time.

Periodically, new policies, laws, or procedures affecting employees will be enacted or put into place. Current policies are reviewed annually and may be continued, deleted, or revised. As they are transacted, copies of any new or changed policies will be sent to each school's principal and will also be available for review on the LCSS website. This handbook is always available in each employee's Google drive. It is the employee's responsibility to stay abreast of current policies, laws, and procedures governing the school system's operation.

It is the principal's duty to administer and implement policies, laws, and procedures at his/her respective school and to assure compliance by the personnel under his/her jurisdiction.

## **Equal Opportunity Employer**

The Lawrence County School System does not discriminate on the basis of race, color, religion, national origin, age, sex, sexual orientation, disability, marital status, or any other protected status covered by federal, state or local laws in its educational programs or employment practices 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.

# Workday

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## **Length of Work Day**

Bus drivers - 6 hours

Custodians - 8 ½ hours with 30 minute unpaid lunch

Educational Assistants - 7 ¾ hours with 30 minute unpaid lunch (school days)

7 ½ hours with 30 minute unpaid lunch (in-service, admin, PTC days)

Food service - Part-time - 4 hours

Full-time - 7 hours with 30 minute unpaid lunch

Assistant manager - 7.75 hours with 30 minute unpaid lunch

Manager - 8 hours with 30 minute unpaid lunch

Maintenance - 8 hours with 30 minute unpaid lunch

School Bookkeepers - 8 hours with 30 minute unpaid lunch

School Secretaries- 8 hours with 30 minute unpaid lunch

\*Comp time should NEVER be accumulated without building administration's approval.

### **Attendance Beyond Work Day**

Administrative meetings, student supervision, assigned duties, parent conferences, group or individual planning, extra-curricular activities, etc. may require hours beyond the stated minimum.

### **Staff Meetings (Policy 5.603)**

Staff meetings shall be held in each school for the purpose of promoting school improvement and professional growth and may be conducted by the principal, teachers or committees. All staff members are expected to attend all meetings called by the administration and all in-service programs designed to improve the total school, unless excused by the person calling the meeting. Teachers' meetings may include but not be limited to:

1. Meetings of the entire staff of school;
2. Meetings of teachers in the same subject area or on the same grade level;
3. System-wide in-service meetings; and
4. Committee meetings dealing with specific problems.

### **In-Service Requirements**

The development of a comprehensive in-service plan is a significant educational endeavor for each local school system. A minimum of five (5) days of planned in-service education, each of which shall be equivalent to not less than six hours of activities, shall be developed. All five of these days shall be identified in the annual school calendar. In-service credit shall not be allowed for participation in activities which are scheduled during regular teaching days or at any time for which participants are being paid for other than in-service reasons. Taking sick days, personal days, birthday days, etc. will not be allowed. Therefore, missed in-service days will result in an employee's pay being docked, which could negatively impact time of service. All efforts are made on behalf of the district to offer opportunities to prevent this from happening.


### **Examples of Approvable Activities for In-service**

1. In-service activities designed to develop the competencies of apprentice or probationary teachers. (Priority shall be given to these activities. Supervising teachers shall be designated to work with these teachers.)
2. Instructional assessment and improvement studies.
3. Workshops and/or other activities based on the assessed needs of a school or school system.
4. Development and coordination of system and school-wide curriculum.
5. Conducting staff development programs/activities that are consistent with needs identified at the building and/or system level.
6. Studies of teaching methods and strategies, classroom management, child development, curriculum and instruction, motivation, community involvement, planning and evaluation.

7. Workshops, seminars, institutes, state sponsored activities, teacher-center activities, professional organization sponsored activities, and college or university sponsored activities, which are related to a teacher's assignment or to a school's or system's objectives. (To validate these activities, a written record of attendance/participation must be maintained.)
8. Specific training for instructional assignments.
9. Service as a free consultant to other schools and LEAs, excluding travel time.

**Procedures to Register for In-Service**

All faculty and staff need to register for all of the locally conducted professional development training sessions online. Please follow the steps below:

1. Go to the school system’s web page and click on  icon.
2. Then enter the username and password. Each school has **one** username and password:

<u>School</u>	<u>User Name</u>	<u>Password</u>
David Crockett	DCES	Cougars
EO Coffman	EOCMS	Panthers
Ethridge	EES	Bulldogs
Ingram Sowell	ISES	Patriots
Lawrenceburg Public	LPS	Cherokees
Leoma	LES	Rebels
New Prospect	NPS	Tigers
South Lawrence	SLES	Stallions
Summertown	SES	Eagles
Lawrence County High School	LCHS	Wildcats
Loretto High	LHS	Mustangs
Summertown High	SHS	Eagles
Lawrence Co. Adult Ed	JCBEC	JCBEC
Central Office	CO	CO

3. Select “Sign Me Up.”
4. Select the activity you want to attend from the drop down menu.
5. Click on your name from the drop down menu.
6. Enter Your Pin (the last four digits of your social security number).
7. Select Type of Credit (e.g., 01 In-Service)
8. Select Units/Credits (1 for all day, .50 for ½ day)



9. Then select "Sign Me Up!"

### **LCSS Annually Required Training**

These required trainings may change from year to year. Depending on the government or state requirements, there may be changes made. Any additional required training will be sent via My Benefits Channel. Each year all employees must complete the following activities:

#### **Suicide Awareness – Jason Foundation**

Assignment will be sent via My Benefits Channel. NEW!! Complete Module 5.

Give the certificate of completion to the school nurse.

#### **Civil Rights Awareness Title VI Race Discrimination and Harassment**

Assignment will be sent via My Benefits Channel

Upon completion, a member of the administrative staff will have a document that will need to be signed verifying that the video was watched.

#### **Bloodborne Pathogens**

Assignment will be sent via My Benefits Channel.

Give the certificate of completion to the school nurse.

#### **Sexual Harassment Training**

(New Hires ONLY - information will be provided at New Employee Orientation)

## **Professional Behavior**

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### **Personnel Files (Policy 5.114)**

The director of schools or his designee(s) shall be authorized to maintain personnel records and to permit inspection of the same, except for matters deemed confidential by law. The following personnel records shall be maintained for all employees as appropriate:

1. Employee applications and contracts;
2. Professional certificates and other documents required by state and federal laws and regulations;
3. Evaluations;
4. Cumulative information files; and
5. INS Form I-9.

The following guidelines shall be followed:

1. Information contained in personnel records shall be limited to job-related matters;
2. The director of schools shall be responsible for notifying all employees of the types of records kept and uses made of such records;
3. Employees shall be granted an opportunity to respond in writing to material placed in

records;

4. Employee records are public records, except for matters deemed confidential by law, and shall be open for inspection during regular business hours;
5. In accordance with federal law, the district shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request for any teacher or paraprofessional who is employed by a school receiving Title I funds and who provides instruction to their child at that school;
6. Members of the public may not obtain the home telephone number, personal cell phone number, bank account information, social security number, residential street address, or driver's license information (except where driving or operating a vehicle is considered to be a part of the employee's duties), of an employee or of the immediate family members or household members of an employee, unless release of this information is expressly authorized by the employee;
7. A record of the person inspecting and the date of inspection shall be recorded; and
8. Copies of records may be made under rules determined by the director of schools.

#### **Criminal History and Background Checks**

T.C.A. 49-5-413(a) requires any individual applying for a position as a support personnel or in a position in close proximity to school children to supply a fingerprint sample and submit to a criminal history check to be conducted by the Tennessee Bureau of Investigation. Lawrence 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 for by the applicant. All hiring decisions are contingent upon satisfactory background check results.

#### **Dress Code**

All staff members are expected to dress in a professional manner that inspires respect and serves as a role model for students. It is recognized that attire must also be appropriate for the employee's assignment, the needs of the students, and the physical needs of the staff member. Board policy 5.6001 addresses, in detail, the dress code guidelines. It is understood that problems concerning dress shall be handled professionally between the employee and his/her immediate supervisor.

#### **Cell Phone Usage (Policy 3.3001)**

Employees may use cellular phones for job related communication during work hours, provided such use does not disrupt the learning environment. Personal use of cellular phones shall be limited to off duty time.

#### **Use of Internet/E-Mail (Policy 4.406)**

The Board supports the right of staff and students to have reasonable access to various information formats and believes it incumbent upon staff and students to use this privilege in an appropriate and responsible manner. All LCSS employees are expected to have an email

address and monitor it frequently. Important information is sent via email. Policy 4.406 outlines the expectations of employee and student internet/email usage.

### **Energy Conservation Expectations**

All LCSS employees are expected to follow the Energy policy and guidelines. This includes setting HVAC equipment to unoccupied setpoints (55 for heating; 85 for cooling) before leaving your area for the day. Computers and monitors, non-networked printers and copiers, and all audio visual equipment are to be powered off at the end of each day. Lighting is to be turned off at all unoccupied times.

### **Self-Reporting of Arrest**

Employees of the Lawrence County School System shall report immediately to their immediate supervisor any time they are placed under arrest. The report will include the time, place, date, and reason for the arrest as well as the name of the arresting agency. This report may be given either by the employee, the employee's attorney, or the employee's next-of-kin. The employee, or his/her representative, will be given, in writing, notification of the time and date that the report was received. This notification will be signed by the employee, or their representative, and the supervisor. If the arrest occurs during the school year, the supervisor will secure a substitute for the employee for the next business day, unless school is not in session. The supervisor shall report the arrest, in writing, to the Director of Schools no later than the start of business on the next business day. The Director will determine if it is appropriate to place the employee on a leave of absence until the charges are adjudicated. Reporting of an arrest by an employee does not indicate that the employee is guilty of violating any statutes, nor should it be considered an admission of guilt. Employees are innocent until proven guilty.

## **School Safety**

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### **School Resource Officers**

Each school in Lawrence County is staffed with a School Resource Officer (SRO) employed with the Lawrence County Sheriff's Department.

### **Name Badges**

Employees are required to wear his/her name badge during the school day. The badge should be visible in the chest area in order to be easily recognized by school and law enforcement officials.

### **Emergency Protocols and Drills**

Each school has established emergency procedures. It is the employee's responsibility to read and understand his/her responsibilities during an emergency. Please make sure to obtain a copy of this plan from the school administration.

### **Drug Dogs**

The Lawrence County School System contracts with Interquest Detection Canines as a school narcotic detection and deterrence program. Regular campus searches reduce the presence of drugs, alcoholic beverages, abused medications, and weapons on the properties of the school system.

### **Visitor Management System - Raptor**

The visitor management system, Raptor, instantly screens out registered sex offenders from campuses. In addition, it helps manage custody issues, visitors, students, faculty, and volunteers. All visitors in the building must enter through the front office and obtain a visitor's pass.

## **Types of Leaves and Other Absences**

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### **Vacation**

Vacation leave and holidays are outlined within the annually adopted school calendar. Guidelines for non-certified personnel are as follows:

- An 11 month employee receives 11 paid vacation leave days (10 days built-in).
- A 12 month employee receives 12 paid vacation leave days.

### **Sick Leave (Policy 5.302)**

#### *Allocation*

The time allowed for sick leave for personnel shall be one (1) day for each month employed during the school year and shall accumulate for an unlimited number of days.

#### *Use of Sick Leave*

Sick leave shall be defined as: 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.

#### *Certification of Illness*

A certificate executed by the attending physician shall be submitted in support of all claims for sick leave pay for a period of five (5) consecutive days or more. The BOE retains the option to request periodical medical updates of sick leave claims exceeding twenty (20) consecutive school days.

#### *Use for Maternity (Policy 5.300 and 5.302)*

As soon as practical and no later than two (2) weeks prior to the estimated date of delivery, the employee is responsible for obtaining, filling out and submitting a Request for Leave form to the

Supervisor of Human Resources. In the case of adoption, notice shall be given as soon as practical or as soon as the date of the child's homecoming is known if less than two (2) weeks.

Sick leave for maternity purposes may be taken during the period of physical disability only. An employee may use up to thirty (30) days of accumulated sick leave for the adoption of a child. If both adoptive parents are teachers, only one parent may request leave. Written verification from the adoption agency or other entity handling the adoption shall be required before the leave is granted.

### **Sick Leave Bank**

A Sick Leave Bank is available for all full time employees. Volunteer membership is available during the months of August, September, and October. Each member will be assessed a one-time deposit of two (2) sick leave days to be donated to the Sick Leave Bank to be distributed by the Trustees based upon the guidelines. Participants shall not receive any days from the bank until all accumulated days have been exhausted. Days granted from the Sick Leave Bank are for the member and are not to be used for an elective surgery or for illness of any member of the participant's family.

### **Family Medical Leave (FMLA)**

The purpose of the Family Medical Leave Act (FMLA) is to entitle employees to take reasonable leave for medical reasons, for the birth or adoption of a child, and for the care of a child, spouse or parent who has a serious health condition.

Anyone who has been employed for at least twelve (12) months by the school system or anyone who has at least 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for service for purposes of FMLA eligibility) during the previous twelve month period may qualify.

The two primary purposes of FMLA is to secure the employee's position and benefits.

Additional information and guidelines may be referenced in Policy 5.305.

### **Bereavement Leave**

The Lawrence County Board of Education will provide one (1) day of paid Bereavement Leave (Funeral) per school year. The leave may be used for any funeral the employee requests. The leave will also allow the employee the option of using the allowed time as two-half days. The appropriate absentee report shall be completed accordingly. Bereavement Leave is not cumulative.

### **Personal Leave (Policy 5.303)**

At the beginning of every school year, each employee shall be credited with two (2) days of personal leave. Two days of personal leave may be accumulated locally and rolled over to the next year up to a four (4) day maximum. Any other unused personal leave accumulated above the four (4) day maximum shall be rolled over as sick leave.

Subject to the following conditions, personal leave may be taken at the discretion of the employee:

1. Except in emergency, each employee shall give the principal at least one day's notice in writing of intent to take leave;
2. The approval of the principal of the school shall be required:
  - a. If more than ten percent (10%) of the teachers in any given school request its use on the same day;
  - b. If requested during any prior established student examination period;
  - c. If requested on the day immediately preceding or following a holiday or vacation period.

### **Military Leave (Policy 5.306)**

Employees who are members of any reserve component of the Armed Forces of the United States shall be granted leave of absence for all periods of military service during which they are engaged in the performance of duty or training in the service of the state or the United States. Reservists who anticipate military duty during the school year must give written notice to the director of schools, within thirty (30) days of the beginning of the school year, of the dates of the anticipated duty. While performing such duty or training, the employee shall be paid his/her regular salary up to a maximum of twenty (20) working days in any one (1) calendar year, plus such additional days as may result from any call to active state duty. An employee called to active duty by the governor to enforce the laws of the state shall be paid his/her regular salary for such time as he/she is engaged in the performance of his/her duty, and any time spent in active state duty shall not count against the twenty-day period of leave allowed for military service. Requests for leaves and extension of leaves shall conform to state law and board policy governing all leaves of absence. Failure to comply with applicable laws and policies shall constitute grounds for dismissal. The employee shall supply a copy of the orders for duty, including the dates of departure and return it to the director of schools prior to, or simultaneous with, requesting leave.

### **Legislative Leave**

Employees who have been elected to state or local law-making bodies shall be granted personal leave or leave without pay for the time those law-making bodies are in official session or while attending official meetings outside the session. In addition, employees shall be granted leave to serve on any board or commission of the state when the appointment is made by the Governor or General Assembly. Such leave shall not be counted against any other accumulated leave credits. The employee shall notify the principal at least five (5) days prior to leave being taken.

### **Court Appearance Leave**

An employee will be granted court leave with pay for the time required for court appearance only in the following circumstances:

- a. When an employee is summoned as a juror for jury duty when written evidence of jury service is provided.

Employees will not be able to use court appearance leave with pay for any personal reasons (e.g. their own divorce, custody matters, criminal cases, personal or family disputes, and similar type matters).

Written evidence of required court appearance shall be submitted with the absentee form to receive court leave with pay. Any fees resulting from court service (not to exceed the employee's daily rate of pay) shall be paid to the Board by those receiving leave pay.

### **Physical Assault Leave**

An employee who is absent from assigned duties as a result of personal injury caused by physical assault or other violent criminal acts committed in the course of the employee's employment activities shall receive workers' compensation or comparable benefits without loss of accumulated or granted sick, personal or professional leave.

A signed statement listing the cause of the absence shall be provided by the employee on forms furnished by the director of schools and shall promptly be given to the immediate supervisor in support of all claims. A certificate from the physician on forms furnished by the director of schools may also be required to verify the extent of the injury.

### **Long Term Leave (Policy 5.304)**

All leaves shall be requested in writing by completing a Request for Leave form at least thirty (30) days in advance on forms available on the LCSS website or in the Human Resources office. The 30-day notice may be waived or reduced by the director of schools upon submission of a certified statement by a physician.

The application for leave forms shall require:

1. A description of the type of leave requested;
2. A request for paid or unpaid leave;
3. The requested dates for beginning and ending the leave;
4. Explanation of special circumstances - if any;
5. A statement of intent to return to the position from which leave is granted;
6. Direct administrator/supervisor's signature; and
6. A physician's statement for leave and to return to work - if applicable.

Each request for leave must be acted upon by the director of schools within fifteen (15) days. Each applicant shall be notified in writing of the action of the director and the beginning and ending dates of the leave, which is granted. All leaves, except military leave, shall be from a specific date to a specific date. However, any leave may be extended by the director of schools upon written request from the teacher. Military leave shall be granted for whatever period may be required. The procedure and condition for extending a leave are the same as those used when originally requesting and granting the leave.

Refer to Policy 5.304 for the policy in its entirety.

### **Employee's Birthday**

Each employee is granted a Birthday Leave Day that must be used during the school year. Any unused days will be forfeited at the end of each school year.

### **Holidays**

The following holidays will be declared official holidays and employees will be excused from work without charge to leave:

New Year's Day (January 1)  
3rd Monday in January (Martin Luther King Jr. Day)  
3rd Monday in February (President's Day)  
Good Friday (Friday before Easter)  
Memorial Day (Last Monday in May)  
Independence Day (July 4)  
Labor Day (1st Monday in September)  
Thanksgiving Day (4th Thursday in November)  
Friday after Thanksgiving (4th Friday in November)  
Christmas Eve (December 24)  
Christmas Day (December 25)  
Employee's Birthday

## **Injury on Duty**

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All injuries on the job, whether requiring medical attention or not, must be reported to the nurse on site 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 nurse on site should be notified immediately. If the nurse is unavailable, notify the building administration. It is then the responsibility of the nurse to immediately care for the employee, complete appropriate paperwork, send it to the Supervisor of Human Resources, and notify the building administration or immediate supervisor.

The following steps should be followed when injured:

1. Notify the nurse on site.
2. Complete the appropriate paperwork.
3. Follow all provided directions carefully.
4. Ask the nurse on site any questions that you may have. Bring any questions that the nurse is unable to answer to the office of Human Resources.



# Transfers and Assignments

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## **Transfers within the System**

An employee interested in a posted position should complete a Transfer Request Form found on the LCSS website. It must be signed by the immediate administrator/supervisor. This form serves as the current employees' application. A Transfer Request will be considered along with other applicants.

## **Reductions in Force**

When a reduction in work force is required for budgetary purposes, typically the district tries to place personnel that would typically be reduced in other positions; however, this is not always possible.

## **Nepotism**

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

For purposes of this policy, the term "related to" includes the following relationships: father, mother, son, daughter, brother, sister, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, wife and husband.

No employee shall work under the direct supervision of a member of his/her immediate family. Supervision is defined as having the direct responsibility for evaluation. Situations existing at the time of adoption of this policy in violation of this policy shall be handled on a case-by-case basis and when possible eliminated through attrition.

# Compensation

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## **Attendance Under Normal Conditions**

Employees shall be at their post of duty in accordance with the time, rules, and/or regulations as set forth by the direct administrator/supervisor. Attendance records shall be maintained for all non-certified employees showing the hours worked. A 30 minute lunch must be taken by any employee working 6 hours or more.

An employee who will be absent from work shall be required to notify the building's administration as early as possible but at a minimum of 30 minutes prior to the scheduled start time stating a reason for such absence.

Get a substitute according to the individual procedure at your designated work site.

### **Medical Excuses**

A certificate executed by the attending physician shall be submitted in support of all claims for sick leave pay for a period of five (5) consecutive days or more. The BOE retains the option to request periodical medical updates of sick leave claims exceeding twenty (20) consecutive school days.

### **Inclement Weather**

All 11 & 12 month non-certified school employees should report to work on days that school is canceled due to inclement weather. Absence attributable to inclement weather (snow, flooding, etc.) will be charged against leave (personal or vacation), or in the case of illness, a sick day(s) may be declared. Unless the central office is specifically closed, 11 & 12 month non-certified employees are expected to report to work. The director of schools retains the authority to close the central office if inclement weather presents as a significant dangerous condition for employee travel.

### **Pay Periods**

Employees are paid bi-monthly. The typical pay dates are 15th and 30th of each month. If the end of a pay period falls on a non-working day, employees will be paid on the last working day prior to the end of the pay period. However, checks will be dated to coincide with the end of the pay period.

## **Separation**

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### **Resignation**

When resigning, the employee should turn in a written resignation including effective date of resignation, position from which employee is resigning from, and the employee's signature. The direct administrator/supervisor should be provided a copy, and the original resignation should be provided to the Human Resources office.

Nothing that belongs to LCSS should leave the LCSS premises. The immediate administrator/supervisor should sign off that inventory is reconciled. Key(s) and LCSS badge should be turned in as well.

### **Retirement**

When retiring, the employee should turn in a written retirement notice including effective date of retirement, position from which employee is retiring from, and the employee's signature. The direct administrator/supervisor should be provided a copy, and the original retirement notice should be provided to the Human Resources office.

Nothing that belongs to LCSS should leave the LCSS premises. The immediate administrator/supervisor should sign off that inventory is reconciled. Key(s) and LCSS badge should be turned in as well.

All Tennessee Consolidated Retirement System paperwork should be completed.

### **Termination**

Nothing that belongs to LCSS should leave the LCSS premises. The immediate administrator/supervisor should sign off that inventory is reconciled. Key(s) and LCSS badge should be turned in as well.

## **Benefits**

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### **Insurance**

A medical insurance plan is available to all full-time employees. Upon employment, all new employees will schedule a meeting with the Human Resource secretary. During this meeting, all instructions regarding insurance enrollment will be presented.

Any changes after the initial enrollment of insurance will have to be completed during the annual open enrollment period (Oct. 1 - Oct 30).

The federal law, Health Insurance Portability Accountability Act (HIPPA), allows you and your dependents to enroll in health coverage under certain conditions. Exceptions will also be made for you or your dependents if you lose health coverage offered through your spouse's or ex-spouse's employer. You or your dependents may also be eligible to enroll in dental and vision coverage when lost with another employer. If you are adding dependents to your existing coverage, you and your dependents may transfer to a different carrier or PPO option, if eligible. Premiums are not prorated. If approved, you must pay premium for the entire month in which the effective date occurs.

Contact the Human Resources secretary in order to identify the qualifying event for special enrollment and to complete paperwork. Applications for enrollment must be made within 60 days of the loss of insurance coverage or within 60 days of a new dependent's acquire date.

It is the responsibility of any employee who is enrolled in the group medical insurance plan or an extended leave to make arrangements with the Human Resources secretary to continue with medical coverage.

### **403(B) Supplemental Retirement Plan or Tax-Sheltered Annuities**

The Lawrence County Board of Education offers 403(b) Plans to all eligible employees. Information is provided upon employment by the Human Resources office.

## **Lawrence County Benefits Tool**

My Benefits Channel provides employees access to:

- Human Resource Tab
  - Paycheck Stub
    - Includes record of Number of Sick Days, Personal Days, and Accumulated Days
- Benefits Library
  - State Health Plan information
    - Health, Dental, Vision
  - Supplemental Policy Information
    - Any policy that you have purchased and that is deducted from your paycheck

Step 1:

1. Go to: <https://www.mybenefitschannel.com>.
2. Click the **“Register Here”** button to get started.
3. Follow the instructions to successfully register.
4. Your user name, password, and passphrase are secure and are not shared with anyone, even your employer.

Step 2: Register

1. Enter your last name, birth date, and last 4 digits of your SSN.
2. Click **“continue”**.
3. On the next screen, you will need to review the Terms and Conditions, check the box indicating your agreement, and click **“submit agreement”**.

Step 3: Create your username and password

1. **Important!** Be sure to enter the email address you use most frequently. When you have secure messages or employee-sponsored things to do you will receive a notification to the email address you enter on this page. Your email address is secure and will not be shared or sold, and will only be used for employer related business.
2. Your username and password must be at least 8 characters and your password must include 1 or more numbers.
3. Choose a security question and answer to use if you need to recover your username and password.
4. Be sure to choose things that will be easy for you to remember, but difficult for others to guess.

5. You will use the same username and password to login to MyBenefitsChannel and the My Wellness Station biometric data upload application (if applicable).
6. Click **“continue”**.

Questions contact Five Points at – 1-800-435-5023

### **State of Tennessee Benefits Administration – Edison**

Health Benefits are managed by using EES in Edison. Your Edison ID is your ID number on the Caremark Insurance Card.

1. Log into Edison at <https://www.edison.tn.gov>.
2. Click **“Benefits Enrollment”** under **“My Benefits”** on the left page.
3. On the **Welcome to Employee Self Service** page under **“Open Benefit Events”** click **“Select”**.
4. Click **“Edit”** next to the plan (**medical, dental, or vision**) that you want to add or change.
5. Under **“Select and Option,”** click your plan choice.
6. Under **“Enroll Your Dependents,”** check the boxes next to the dependent’s name to cover him/her. (You may also add dependents to your plan. Follow the instructions **“To Add Dependents”** section.
7. Click **“Update Elections”** to confirm your option. If you select the Partnership PPO, read the Partnership Promise and click **“Accept.”**
8. You will see a summary of the options you selected. To make changes, click **“Discard Changes.”** If no changes, click **“Update Elections.”**
9. Once you have made all of your changes, click **“Continue”** on the Benefits Enrollment page.
10. If adding dependents, click on the **“Upload Documents”** link and then upload any documents that you need to submit, then click the **“Finished Uploading, Continue to Next Step”** link.
11. Next, choose if you want your confirmation by mail or email. Make any changes needed. Click **“Submit.”**
12. You will be taken to a confirmation screen. Click **“OK.”**
13. You can view confirmation of your selections on the **Welcome to Employee Self Service** page by logging back in and selecting **“View”** in the View/Print Confirmation Statement box.
14. Remember to keep your contact information updated in Edison.
15. Your User ID and a temporary password will be mailed to your home address. If you did not receive this or are having trouble logging, in, please call Benefits Administration at 800.253.9981, option 3.

### **To Add Dependents:**

1. You may add dependents in the medical, dental, and vision sections. Look for the **“Enroll Your Dependents”** section. Click **“Add/Review Dependents”** to add dependent.
2. Click **“Add a Dependent”** on the **Add/Review Dependents** page.
3. Add the dependent’s personal information and click **“Save,”** then **“OK”** on the next screen.

4. To add additional dependents, click **“Add a Dependent”** on the **Add/Review Dependents page**. When done, click **“Return to Event Selection.”**
5. Click the **“Enroll”** boxes under **“Enroll Your Dependents.”** Then click **“Update Elections.”**
6. To add a dependent to dental or vision, click on the **“Enroll”** boxes under **“Enroll Your Dependents.”**
7. You will see an **Action Needed Page** after clicking **“Continue”** on the **Benefits Enrollment page**. Click **“continue”** to add dependent verification.
8. You can upload your dependent documentation into EES. Scan your document and click **“Upload Documents.”** Click **“Browse,”** find the file and upload. You can upload as many documents as needed. When complete, click **“Finished Uploading, Continue to Next Step.”**
9. If faxing hard copies, send to **615.741.8196** and include your name and employee ID (found on the front of your CVS/caremark card) on each page. Click **“Finished Uploading, Continue to Next Step.”**

*A list of acceptable documentation for dependent verification can be found at [www.tn.gov/finance/in](http://www.tn.gov/finance/in)*

### **Retirement (Policy 5.205)**

Retirement shall mean a termination of services under conditions which will allow the employee to draw benefits from retirement plans and/or social security benefits.

Employees eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system.

Central office personnel shall assist employees in securing retirement benefits; however, it shall be the responsibility of the retiring employee to provide verification of eligibility in writing from TCRS to the central office. It shall be the responsibility of the retiring employee to file for benefits.

Employees who retire under TCRS may be employed up to one-hundred twenty (120) days per year without loss of retirement benefits. Retired teachers may substitute teach for an additional ninety (90) days if the director of schools certifies in writing to the Board that no other qualified personnel are available to substitute teach.

The director of schools may employ teachers retired for at least one year for full-time employment as a kindergarten through twelfth grade teacher on a year-to-year basis. Retirement benefits will not be lost or suspended under certain conditions, which include but are not limited to the following:

1. The director of schools of the employing system must certify in writing that no other qualified individuals are available to fill the position;
2. The Commissioner of Education must certify that the employing school system serves an area that lacks qualified teachers to serve in the position to be filled;
3. The retired teacher must hold a valid license and shall not be entitled to tenure status;

4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave or receive medical insurance coverage; and
5. The salary paid to the retired member shall not be less than the rate of compensation set by the Board for teachers with no experience filling similar positions, nor more than eighty-five percent (85%) of the rate of compensation set by the Board for teachers with comparable training and years of experience filling similar positions.

### **Registering with Tennessee Consolidated Retirement System**

All employees must utilize CONCORD to obtain information and make changes to his/her TN Consolidated Retirement System account.

#### **CONCORD Instructions**

1. Navigate to <http://tcrs.tn.gov> and click the *Self Service* link. (You can also access reference materials via the Concord tab.)
2. From the login page, click *Need to Register?*
3. Complete the registration process. (The process does not require any special information and only asks you to answer personal questions that are applicable to you.)
4. Once you have successfully registered and logged in, navigate to Account>Annual Statement to access your TCRS Annual Statement.
5. You are strongly encouraged to verify your beneficiary information. To do so, navigate to Account>View/Change Beneficiary.

## **Substance Abuse and Alcohol and Drug Free Workplace**

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### **Drug Free Workplace (Policy 1.803, 1.804 and 5.403)**

Lawrence County policies promote a drug free workplace. Policy 1.803 addresses Tobacco-Free Schools; Policy 1.804 outlines stipulations of a Drug-Free Workplace; and Policy 5.403 provides protocol for Reasonable Suspicion Drug Screening.

## **Non-Discrimination Policy**

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### **Non-Discrimination Policy (Policy 5.104)**

It is the policy of the Lawrence 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 Title VI of the Civil Rights Act of 1964, the Equal Pay Act of 1973, the Title IX (1972 Educational Amendments), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

# **Nondiscrimination/Harassment of Students, Certified, and Classified Employees**

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## **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 reasonable cause to suspect. Students do not have the capacity to consent to sexual harassment. Teacher-student sexual harassment is called “sexual battery by an authority figure”, and is a Class C felony.

# **Ethics, Conflicts of Interest, and Acceptance of Gifts**

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## **Ethics**

High standards are expected of all representatives of the Lawrence County School System and are outlined in Policy 5.611.

## **Tutoring for Pay (Policy 5.608)**

No employee may charge a pupil a fee for any service rendered the pupil on the school premises or during school hours, or for any teacher service connected with the school system. Tutoring one’s own pupils for pay is prohibited.

## **Gifts Entertainment, and Favors**

Employees of the Board shall not accept gifts from students unless the gifts are of token value only. Individual employees of the Board will refrain from giving gifts to staff members who exercise administrative or supervisory jurisdiction over them, either directly or indirectly. The collection of money for group gifts is discouraged except in special circumstances, such as bereavement, serious illness, or for mementos at retirement. Employees are prohibited from accepting things of material value from individuals, companies or organizations doing business with the school system. Exceptions to this policy are the acceptance of minor items, which are generally distributed to all by the companies through public relations programs.

## **Solicitations**

No organization may solicit funds from employees within the schools. Flyers or other materials related to fund drives shall not be distributed through the schools without the written approval of the director of schools. Employees will not be made responsible for the collection of any



money or the distribution of any fund drive literature within the schools unless such activity has the director of schools' written approval.

### **Personal Use of Facilities**

When not in use for school purposes, school buildings and grounds or portions thereof may be used for public, governmental, charitable, civic, recreational, cultural, and other purposes as approved by the Lawrence County Board of Education.

1. Requests for use of a school facility shall be made in writing at the office of the principal prior to the date of use. Prior to facility use, these forms (Principal Referral to the Director of Schools) shall be completed by the principal/designee and provided to the director of schools;
2. Groups or organizations requesting facility use will also be required to sign a Use of Facility Agreement contract with the Board of Education (available at the Central Office);
3. Student clubs and activities, parent-teacher associations, and other organizations affiliated with the school itself shall be permitted use of the facility without charge and shall have priority over non-school sponsored events;
4. School facilities may not be used for private profit, except that unused facilities may be leased for private day-care centers, which provide educational and child care services to the community;
5. All activities must be under sufficient adult supervision and approved by the building principal. The group utilizing the facility will be responsible for any damage to the building or equipment. Custodial services must also be included in the agreement along with any other preparation necessary for returning the facility to normal school use;
6. Groups receiving permission for building use are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the principal;
7. Groups receiving permission for building use are responsible for the observance of all fire and safety regulations at all times;
8. The use of alcoholic beverages, drugs, profane language, or gambling in any form is not permitted in school buildings. Smoking within the building is not permitted. Smoking outdoors is permitted only in designated areas 50 feet from the building. The building and grounds must be free and clear of smoking debris;
9. The Board will cooperate with recognized agencies, such as the Red Cross, National Guard and Civil Defense, and will make suitable facilities available without charge during community emergencies;
10. When school kitchens are used, at least one member of the cafeteria staff must be present to supervise the use of the equipment. In addition to the Use of Facility Agreement, as referenced in Guideline Number 2, an application for Permit for Cafeteria Banquets must be made with the Food Service Supervisor;

11. The Board will approve and periodically review a fee schedule for the use of school facilities by community or civic organizations and other non-profit, recreational, religious, political or philosophical groups.

**Reminder of Educator’s Legal Obligation to Report Suspected Child Abuse (Policy 6.409)**

All personnel shall be alert for any evidence of child abuse or neglect and shall report such abuse.

Report abuse by calling: 1.800.237.0004 **OR** on-line at: <https://apps.tn.gov/carat/>

Notify school administration/supervisor of all referrals.

**If sexual abuse is suspected, it must be reported immediately to school administration or a supervisor. DO NOT attempt to ask questions or investigate any allegation of sexual abuse. The school administration will notify the appropriate chain of command and will sit with you as you make the DCS hotline referral.**

Be prepared to give:

- the name, age, and address of the child
- the name(s), age(s), address, and telephone number(s) of person(s) who have custody of child
- the names and ages of siblings or other people living in the home
- the nature and extent of abuse or neglect
- any evidence that relates to the case

**Reporting Arrest of Criminal Citation**

Employees of the Lawrence County Board of Education shall report immediately to their immediate supervisor any time they are placed under arrest. The report will include the time, place, date, and reason for the arrest as well as the name of the arresting agency. This report may be given either by the employee, the employee’s attorney, or the employee’s next-of-kin. The employee, or his/her representative, will be given, in writing, notification of the time and date that the report was received. This notification will be signed by the employee, or their representative, and the supervisor. If the arrest occurs during the school year, the supervisor will secure a substitute for the employee for the next business day, unless school is not in session. The supervisor shall report the arrest, in writing, to the Director of Schools no later than the start of business on the next business day. The Director will determine if it is appropriate to place the employee on a leave of absence until the charges are adjudicated. Reporting of an arrest by an employee does not indicate that the employee is guilty of violating any statutes, nor should it be considered an admission of guilt. Employees are innocent until proven guilty. If the Director of Schools is arrested the report must be made to the Chairman of the Board of Education and to the Director of Personnel. The Director will immediately go on a

leave of absence. The full Board of Education will determine who will act as Director until he/she is reinstated as well as when the Director will be reinstated.

## Technology

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### **Lawrence County School System Website**

[www.lcss.us](http://www.lcss.us)

### **Lawrence County Email Address:**

New employees will be assigned an email address at the time of employment; however, this email address will become inactive on the day that employment with Lawrence County Schools ends. Email is accessed at:

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

### **Lawrence County Technology Help Desk**

All technology problems must be reported exclusively using HelpDesk online at:

<http://helpdesk.lcs:8443/>

Username: your email address

Password: passwd


### **Lawrence County District Communication Tool – Google Hangouts®**

Lawrence County employees use Hangouts as a quick way to communicate with one another. District wide broadcasts are made periodically using this system. You may access Hangouts® by:

1. Go to your email ([www.google.com](http://www.google.com).);
2. To start a new “Hangout,” click on the “magnifying glass” search icon on the left side under the email labels;
3. Begin typing the name of the person you wish to message, and Hangouts® should recognize the name, then, click the name of the person, and a window will appear;
4. Insert your message in the window.

### **Lawrence County District Productivity Software – Google Docs®, Google Sheets®, and Google Slides®**

Lawrence County employees use Google® software to produce and maintain documents, spreadsheets, and presentations. Google Docs®, Google Sheets®, and Google Slides® are the applications likened to Microsoft® Word®, Excel®, and PowerPoint®. To access these apps:

1. Go to the Google® Chrome® browser on your computer.
2. Click on the “waffle” icon (  ) and choose the app you wish to initiate.

# Miscellaneous Provisions

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## **Student Handbook and Code of Behavior and Discipline (Policy 6.300)**

As per TCA 49-6-4017 a Code of Behavior and Discipline is published annually and distributed to all students, parents, administrators, teachers, and staff. This is a compilation of policies, procedures, and regulations governing the conduct of students in the Lawrence County Schools. Teachers have the responsibility to become familiar with the Student Handbook and Code of Behavior and Discipline.

## **Private Vehicles (Policy 3.404)**

1. The Board specifically forbids any employee to transport students for school purposes without prior authorization by the Director of Schools or his/her designee.
2. Privately-owned school buses and drivers of such shall meet all requirements of state law and state Board Rules, Regulations, and Minimum Standards.
3. No student shall be sent on errands, personal or school-related, in a vehicle owned by the student, an employee, or the school system.
4. No employee may ask for or give permission to students to transport other students to and from any school or school-related activity without written parental permission and proof of student insurance.

## **Tobacco-Free Policy**

All uses of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes and associated paraphernalia are prohibited in all of the school district's buildings and in all vehicles that are owned, leased or operated by the district. Smoking shall be prohibited in any public seating areas including, but not limited to, bleachers used for sporting events or public restrooms.

District employees and students enrolled in the district's schools will not be permitted to use tobacco or tobacco products, including smokeless tobacco, electronic cigarettes and associated paraphernalia while they are participants in any class or activity in which they represent the school district.

## **Acknowledgement of Receipt of Non-Certified Employee Handbook**

As indicated by the signature below, I hereby acknowledge receipt of a copy of the employee handbook.

I further acknowledge that:

1. I will read the handbook and any questions which I have will be addressed to my employer if I do not understand any of the information provided.
  
2. I understand that my employment will be subject to the provisions contained in this handbook along with any subsequent additions or deletions. I also understand that this handbook will be available in my Google drive, so all additions and deletions will be available to me at all times.
  
3. I have been provided a copy of my job description as \_\_\_\_\_.

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Employee's Signature

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Date