

Wilson County Board of Education

Policy Description:

Classification and Qualifications

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06/03/04

1 **ADMINISTRATIVE AND SUPERVISORY PERSONNEL**

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3 All administrative and supervisory positions in the school system are established initially by the Board, by state
4 law, or State Board Rules, Regulations and Minimum Standards.

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6 To be considered for certificated administrative or supervisory positions, the applicant must show the following
7 qualifications:

8

- 9 1. Professional teaching certification; and
10 2. Administrative or supervisory endorsement and experience in accordance with state law and State
11 Board Rules and Regulations in the appropriate area based on the minimum of a master's degree.

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13 Non-certified administrative and supervisory personnel shall possess sufficient training and experience to
14 perform the services required and such additional qualifications as the Board and the Director of Schools shall
15 determine.

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17 **PROFESSIONAL PERSONNEL**

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19 The professional staff members are the personnel whose employment status *requires* certification in accordance
20 with the rules and regulations of the State Board of Education.¹

21

22 **SUPPORT PERSONNEL**

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24 The support staff members are personnel whose regular employment status does not require certification in
25 accordance with rules and regulations of the Tennessee Department of Education and includes, but is not limited
26 to, the following:

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- 28 1. Bookkeepers;
29 2. Secretaries;

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¹ TCA 49-5-501(10); TCA 49-5-606(11)

- 1 3. Clerks;
- 2 4. Educational Assistants;
- 3 5. Extended Care Workers;
- 4 6. Maintenance Employees;
- 5 7. Custodial Employees;
- 6 8. Technology Employees;
- 7 9. Cafeteria Employees;
- 8 10. Transportation Employees.

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10 Said employees are subject to an annual contract, with the employment year including from date certain to date
11 certain.

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13 Classified employees of the Wilson County School System will be placed in one of the categories listed below.
14 All categories must be processed through the Human Resources Department.

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- 16 1. Regular* employee – an employee working full time.
- 17 2. Permanent part time employee – an employee who, on a regular basis, works less than a total of thirty
18 (30) hours per week.
- 19 3. Temporary* and/or seasonal* employee – an employee who is appointed for a specific period of time
20 with an anticipated termination date.
- 21 4. Substitute/interim* employee – an individual working in the place of a regular employee who is absent.
22 Employees in this category shall be paid from funds from the same account as the regular employee.
23 The immediate supervisor of the absent employee shall secure the necessary substitute after the
24 expiration of leave days and shall make the necessary report to the proper authority.

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26 Part time, substitute/interim, and temporary/seasonal classified employees shall not be entitled to insurance or
27 retirement benefits or to accumulate vacation time, sick leave, holiday pay or other benefits that are allowed
28 regular employees, with the exception of bus drivers who are eligible for sick leave and retirement.

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30 Employees recommended to transfer from temporary or part time to full time, permanent status must complete
31 the required insurance and retirement paperwork and file it with the Human Resources Department prior to the
32 transfer becoming effective. In addition, employees transferring from temporary to part time to full time,
33 permanent status shall begin earning service credit for vacation leave and other benefits effective with the date
34 that they were placed on full time, permanent status.

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* A regular employee who is appointed to work in a temporary and/or seasonal job shall maintain his/her "regular" employee status and shall be entitled to all benefits accorded a regular employee.

1 **STATUS**

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- 3 1. Non-Exempt Employees – In accordance with Wage and Hour regulations as administered by the U.S.
4 Department of Labor, non-exempt employees must be paid overtime (at a rate of time and one half their
5 regular rate of pay) for time worked beyond forty (40) hours per work week.
 - 6 2. Exempt Employees – In accordance with Wage and Hour regulations as administered by the U.S.
7 Department of Labor, exempt employees are not required to be paid overtime for work performed
8 beyond forty (40) hours in a work week. Executives, professional employees, supervisory personnel,
9 and certain employees in administrative positions are typically exempt.

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11 There shall be annually published an employee handbook containing specific information related to support
12 personnel. Changes to the handbook shall be presented to the Board no later than the regular meeting in
13 August.

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15 **UNAUTHORIZED ABSENCES**

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17 An employee who is absent from his assigned work location or schedule for three (3) or more days without
18 official leave approval from supervisory personnel shall be considered absent without authorized leave. In such
19 cases, the Wilson County School System shall regard the job as abandoned, and it will be recommended to the
20 Director of Schools that the employee be terminated, unless he/she can provide acceptable and verifiable
21 evidence of extenuating circumstances.

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23 Employees who are absent without notice or authorization for less than three (3) days, and who subsequently
24 report to work, shall provide a detailed written reason for such absence and, regardless of stated reasons, may
25 be subject to disciplinary action, up to and including dismissal.

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