

Wilson County Board of Education

Policy Description:

Staff Rights and Responsibilities

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Policy Number:

5.600

Amended Date:

04/07/08

Rescinds: Classified
p. 10/Contract 8-4

Issued:

01/18/01

1 In fulfilling any citizenship rights and responsibilities, employees shall give proper consideration to the
2 educational welfare of the students and ensure that no conflict exists with their actual duties.

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4 **EACH STAFF MEMBER HAS THE RIGHT TO:**

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6 1. A work environment free from sexual, racial, ethnic and religious discrimination/harassment.¹
7 2. Academic freedom within the confines of state law and Board policy in order to create an atmosphere of
8 freedom in the classroom.

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10 **EACH STAFF MEMBER HAS THE RESPONSIBILITY TO:**

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12 1. Make him/her familiar with and abide by, the laws of the state as these affect his/her work, the policies
13 of the Board and the procedures designed to implement them.²
14 2. To adhere to the Code of Ethics of the Tennessee Education Association.³
15 3. Exercise good judgment in selecting issues for discussion and balance the relative maturity of his/her
16 students and the students' right to know.
17 4. Be courteous and helpful in interacting and responding to parents, visitors and members of the public.
18 5. Keep all records and prepare and submit promptly all reports that may be required by state law, state
19 board regulations, Board policy and administrative procedures.
20 6. Wear appropriate dress for work according to Board guidelines and local school rules.

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22 **DRESS CODE**

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24 Refer to Support Personnel Handbook and Teacher Contract.
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¹ 42 U.S.C.A. § 2000 E-E-2; TCA 49-6-8002 through 8006

² TCA 49-5-201

³ TCA 49-5-501(3)

1 **CRIMINAL CHARGES OR ARRESTS**

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3 It is the policy of the Wilson County Board of Education that all school system employees, agents, volunteers,
4 contractors, or persons subject to the supervision and control of the school system shall report any misdemeanor
5 or felony charge and/or arrest to the Human Resources Office and to the director of safety the next regular
6 workday following the charge and/or arrest. Failure to report a misdemeanor and/or felony charge and/or arrest
7 shall constitute a violation of this policy and will result in disciplinary action being taken, up to and including
8 discharge. Minor traffic citations are excluded from this policy.

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10 **SCHOOL SYSTEM PROPERTY**

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12 Before final compensation is made to a terminating employee, all keys, ID Badges, teaching materials and other
13 possessions belonging to the school system must be turned in to the supervisor.

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15 **DISCIPLINARY POLICY**

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17 The Wilson County School System expects exemplary conduct from all employees at all times. If there are
18 instances when these expectations are not met, an employee may be disciplined for just cause, following due
19 process. Examples of such actions include, but are not limited to, the following:

- 20
21 1. Violation of any of the rules and regulations governing the department and the Board of Education;
22 2. Conviction of a felony or certain misdemeanors;
23 3. Use of alcohol or illegal drugs or improper use of drugs while on duty;
24 4. Use of alcohol and/or illegal drugs off duty which reflects discredit upon the employee and/or school
25 system;
26 5. The arrest and/or conviction for use of alcohol or illegal drugs.
27 6. Possession of or carrying any weapon, whether open or concealed, on school property;
28 7. Immoral conduct;
29 8. Neglect of duty;
30 9. Failure to perform duties;
31 10. Inefficiency in the performance of duties;
32 11. Incompetence;
33 12. Discourteous treatment of the public;
34 13. Any act of insubordination or disrespect toward a superior;
35 14. Absence without notification;
36 15. Solicitation of contributions to any political cause while on duty;
37 16. Neglect or failure of any department head or employee to make all reports properly and promptly and to
38 furnish information required by the Board;
39 17. Larceny or theft;
40 18. Personal use of county funds or property, including misrepresentation of reimbursable expenses;

- 1 19. Deliberate verbal or written falsification of information to the department supervisor or other school
- 2 system designee, including but not limited to, falsification¹ of time records; or
- 3 20. Abusive personal, improper, or unauthorized use of e-mail, the Internet, or the telephone.
- 4 21. Failure of Commercial Driver's License holders, who transport students for Wilson County Schools, to
- 5 follow all the rules, regulations, and procedures as prescribed in the Wilson County Schools
- 6 Transportation Handbook.
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8 The following four (4) step progressive disciplinary procedure will normally be followed in cases of alleged
9 violation of policies² by employees. The severity of some actions may result in disciplinary action starting at
10 Step 2, Step 3, or Step 4.

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- 12 Step 1: Verbal consultation with the employee by the immediate supervisor, with written
- 13 summary signed by the employee and supervisor, to be placed in the employee
- 14 personnel file and remain for a period of one (1) year;³
- 15 Step 2: Written reprimand of the employee, signed by the employee and supervisor, with a
- 16 copy to remain in the personnel file for a period of three (3) years;³
- 17 Step 3: Suspension without pay in which the suspended employee shall relinquish all duties,
- 18 responsibilities, privileges and compensation (insurance coverage to be retained);
- 19 documentation, in writing, signed by the employee and supervisor, to be placed in the
- 20 personnel file for a period of three (3) years.³
- 21 Step 4: Dismissal.
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¹ Falsification of time records shall mean any misrepresentation of stated time worked, including, but not limited to, the period of time represented for lunch or "clocking in" or "clocking out" for another employee.

² Disciplinary action may be used on cumulative violations of different policies, rules, or procedures.

³ It is the employee's responsibility to notify his/her immediate supervisor to remove said material.