

# Wilson County Schools



## Handbook For Support Personnel

ACKNOWLEDGMENT OF RECEIPT  
OF EMPLOYEE HANDBOOK

As indicated by my signature below, I hereby acknowledge receipt of a copy of the *Wilson County Schools Handbook for Support Personnel* and a copy of my job description. I understand that it is my responsibility to become familiar with the contents of the handbook, as well as the *Wilson County Schools Board Policy* and the *Wilson County Schools Accounting Manual*. I understand that relevant postings are located at a visible location at each work site for my information.

I further understand and agree to the following:

This handbook represents a summary of some of the more important policies of the Wilson County Board of Education; it is not intended, however, to be all inclusive of policies or practices.

This handbook, the Wilson County Schools Board Policy, and the Wilson County Schools Accounting Manual may be found on-line at the Wilson County Schools website.

My employment will be subject to the provisions contained in this handbook along with any subsequent changes or amendments.

The Wilson County Board of Education retains the sole right to modify, suspend, interpret, or cancel in whole or part, at any time, and with or without notice, any of the published or unpublished personnel policies or practices.

No supervisor, director, manager, or other representative has the authority to make legally binding verbal or written commitments regarding employer policies or to modify or alter the contents of said handbook.

The Wilson County Board of Education does not recognize verbal or implied contracts for employment.

The contents of this handbook do not constitute an expressed or implied contract of employment. All employees will be considered employees-at-will.

Employee's Name (print or type): \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

Witness: \_\_\_\_\_

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

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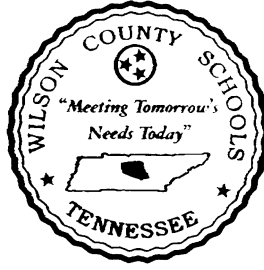
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Revised 2009



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**\*\*A WELCOME TO OUR NEW EMPLOYEES\*\***

It is with pleasure that **we welcome you** to the staff of the Wilson County School System.

The mission of the Wilson County School System, in partnership with the community, is to offer students a world-class education that will challenge minds, inspire hopes, and encourage learning.

You now share our mission. Our focus is always on the school system's 14,000+ students, and we all must remember that their welfare and best interests always come first.

To parents and others in the community with whom you--as an employee--will have contact, **YOU** are the Wilson County School System. The extent to which the school system is considered friendly, knowledgeable, efficient, reliable, and trust-worthy will be measured by how others see these qualities in you, and we believe that you will contribute to the maintenance of that professional image which we constantly strive to achieve.

The employee handbook that follows has been prepared to guide you and other employees in better understanding our policies, procedures, and practices concerning employment matters. Please familiarize yourself with its contents, as well as the contents of the Wilson County Board Policy, at your earliest opportunity and keep it handy as a periodic reference source. You will find periodic updates to this handbook at the Wilson County Schools website. Please remember, however, that the contents of this handbook do not constitute an expressed or implied contract of employment, nor is it intended to be all inclusive of policies or practices.

Again, **WELCOME** to our team of hard-working and talented staff, and please accept our wishes for success in your new position.

## EMPLOYMENT PROCESS

It is the policy of the Wilson County School System to employ, retain, promote, terminate, and otherwise treat all employees and job applicants on the basis of merit, qualifications, and competence. This policy shall be applied without regard to any individual's age, race, color, sex, disability, religion, national origin, creed, pregnancy, marital status, physical handicap, veteran status, or other classification protected by law.

In establishing this policy, the Wilson County School System recognizes the need to initiate and maintain affirmative personnel measures to ensure the achievement of equal employment opportunities in all aspects of our workplace settings, conditions, and decisions. It shall be the responsibility of all employees to abide by and carry out the letter, spirit, and intent of this equal employment commitment.

### INITIAL EMPLOYMENT

1. A job vacancy is identified and defined by the Human Resources Supervisor and/or the Director of Schools in consultation with the appropriate staff member(s).
2. The Human Resources Department is responsible for receiving all applications and, when appropriate, posting available positions. Any staff member, support or certified, is encouraged to recommend to Human Resources the names of outstanding persons who would be good Wilson County School System employees.
3. The Human Resources Department forwards copies of applications to the appropriate supervisor (i.e. department head, principal) who will conduct interviews. The general areas of work to be performed, the level of expectancy, the duties, and the job responsibilities will be discussed with the applicant. Based upon the recommendation of the appropriate supervisor to the Human Resources Department, the name of the prospective employee will be submitted to the Director of Schools for final approval. Thereafter, supervisors annually recommend re-employment to the Director for final approval.
4. Nepotism – Refer to Board Policy 5.119
5. The following must be completed and filed with the Human Resources Department **prior** to the new employee beginning work and/or receiving compensation from the Wilson County School System:
  1. **Application** form provided by the Human Resources Department which includes a listing of **former employers and references**;
  2. **I-9 form** required by the federal government;
  3. **W-4 form** required by the Internal Revenue Service;
  4. Report on a Board-approved **physical form (DOT physical form for employees requiring Commercial Driver's License)** from a licensed physician, stating the employee is free from communicable disease and physically able to perform the duties of the job (If the new employee has had a physical within the preceding six [6] months, this meets the requirement, but documentation must be on the system-approved form);
  5. **Tuberculin assessment** must be documented on the physical form and applies to the initial year of employment ONLY. If the employee is at high risk for tuberculosis (which includes, but is not limited to, contacts to tuberculosis cases, immune suppression, and foreign-born), a tuberculin test or chest x-ray MUST be

attached to the physical form, and the medical examination will be considered incomplete until results are received.

6. **Fingerprinting;**
  7. **Drug testing (DOT drug testing for employees requiring CDL)**, including acknowledgement of the drug abuse policy statement;
  8. **ACH authorization** form (direct deposit);
  9. **Tennessee Consolidated Retirement System form** (full-time employees only); and
  10. Receipt acknowledgment of the **Handbook for Support Staff** and the appropriate **job description**.
  11. Receipt acknowledgment of **WCS Transportation Handbook** for employees required to have a CDL.
6. No person shall be employed who has any contagious or communicable disease in such form that might endanger the health of school children (T.C.A. 49-2-203 [b] [2]); who is not a citizen of the United States of America or has not complied with the Immigration Reform and Control Act of 1986; or who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause.

### **PERSONNEL FILE**

1. An individual personnel file will be maintained on each employee in the Human Resources Department. It is the responsibility of each employee to provide accurate information to the employer.
2. No anonymous material will be placed in the employee's file. All material placed in the file shall be signed and dated by the person submitting the material.
3. As defined by relevant open records laws, employee records are open for inspection during business hours. With the exception of the employee, principals, supervisor, and central office personnel, the date and signature of any person inspecting the employee's file shall be recorded as part of the file. Copies of records may be made under rules determined by the Director of Schools and may be subject to a reasonable charge.
4. All **employees must inform the Human Resources Department** and their supervisor, in writing, of changes in any of the following:

Name  
Home address  
Telephone number  
Marital status

The notification should be made within **fourteen (14) days** from said change.

### **WORK ASSIGNMENT**

The supervisor or professional staff member(s) to whom the support staff member is assigned is responsible for giving the day-to-day and job-by-job assignments and for conducting written evaluations of the support staff members. (See **EMPLOYMENT PRACTICES, Evaluations.**) The immediate supervisor will train the assigned support staff members in the day-to-day activities.

## **DRESS CODE**

Appearance is a reflection of pride and professional responsibility to the Wilson County School System and the public. The dress code, as adopted by the Wilson County Board of Education for staff members, is as follows:

1. Shorts, sweat suits, nylon jogging suits, jeans, overalls, leggings/spandex pants, or tee shirts (except those worn appropriately with blazers, sweaters, and vests) are not acceptable.
2. Dress skorts; "over blouses" not made to tuck in to pants; and denim jumpers, skirts, dresses, and pants (no jeans or overalls) are permissible.
3. Tops and dresses should have a collar or jewel neckline.
4. Dresses, skirts, and jumpers should be no shorter than three (3) inches above mid-knee.
5. No clothing component of this code is permissible if it exhibits bare shoulders.
6. There are no restrictions on colors.
7. Flip-flop shoes with straps that can be pushed out through the sole of the shoe are not acceptable.

Consequences for failure to comply with the dress code are as follows:

First and Second Offense – Verbal Warning

Third Offense – Written Reprimand

Fourth Offense – Written reprimand with one (1) day suspension without pay

Fifth Offense – Refer to Director of Schools

In certain departments, employees may be required to wear uniforms.

Transportation employees:

1. Will be allowed to wear tee shirts and shorts that are no shorter than 3" above the knee
2. Must wear enclosed shoes
3. Are not permitted to wear facial jewelry, including tongue piercing

Child Nutrition employees are required to dress as follows:

1. Shirts are to be polo style in white, black, or the school color.
2. Shirts are to be free of logos except for the school logo.
3. Pants are to be khaki, white, or black.
4. Denim of any color, blue jeans, spandex, leggings, capri pants, shorts, nylon jogging suits, overalls, and sweat suits are not acceptable.
5. Employees are not permitted to wear black on black at any time.

6. Shoes must be black and skid resistant, such as Tred-Safe brand.
7. Crocks, clogs, or shoes with open heels or toes may not be worn. Any deviation from this policy must be approved through the Food Service office and be accompanied by a doctor's statement.
8. Employees are not permitted to wear facial jewelry, including tongue piercing.
9. Artificial fingernails and nail polish are not to be worn during working hours.
10. Hair must be pulled back with a restraint along with a black visor, black ball cap, or hairnet. Black visors may be purchased from the cafeteria manager.

## EMPLOYEE CLASSIFICATIONS

Support employees (or support staff\*) are personnel whose regular employment status does not require certification in accordance with rules and regulations of the Tennessee Department of Education and includes, but is not limited to, the following: bookkeepers, secretaries, clerks, educational assistants, extended care workers, maintenance employees, custodial employees, technology employees, and cafeteria employees. Said employees are subject to an annual contract, with the employment year including from date certain to date certain.

### CATEGORIES

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

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

\*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.

Part-time, substitute/interim, and temporary/seasonal employees shall not be entitled to insurance or retirement benefits or to accumulate vacation time, sick leave, holiday pay, or other benefits that are allowed regular employees.

Employees recommended to transfer from temporary or part-time to full-time, permanent status **must** complete the required insurance and retirement paperwork and file it with the appropriate Central Office personnel **prior to the transfer becoming effective**. In addition, employees transferring from temporary or part-time to full-time, permanent status shall begin earning service credit for vacation leave and other benefits effective with the date that they were placed on full-time, permanent status.

### STATUS

1. **Non-exempt employees**  
In accordance with Wage and Hour regulations as administered by the U.S. Department of Labor, non-exempt employees must be paid overtime (at a rate of time and one-half their regular rate of pay) for time worked beyond forty (40) hours per workweek.

2. **Exempt employees**

In accordance with Wage and Hour regulations as administered by the U.S. Department of Labor, exempt employees are not required to be paid overtime for work performed beyond forty (40) hours in a workweek. Executives, professional employees, supervisory personnel, and certain employees in administrative positions are typically exempt.

\*The terms "support employee" and "support staff" are used interchangeably.

## COMPENSATION/SALARY

Based upon the recommendation of the Director of Schools, the Board of Education shall approve salaries for support employees. Salaries shall be calculated from the Board-approved salary schedule for the job classification to which the employee is assigned.

The Wilson County School System shall pay salaries of all employees, including substitute and supplemental pay. No payment to any employee for service performed on behalf of the school system shall be made from any source other than the school system.

### COMPARABLE WORK EXPERIENCE

1. Up to five (5) years prior comparable work experience (**full-time**), within the discretion of the Director of Schools, may be credited toward years of experience when calculating an individual salary on the schedule. Other experience recognized by the Director of Schools is active military service in the armed forces of the United States. Military service in the Reserve or in the National Guard, other than active duty in the National Guard, shall not be counted. A combination of prior work experience and military service, not to exceed five (5) years, will be used in salary calculation. The Director of Schools may grant additional experience for previous direct work experience at comparable work sites.
2. Written proof of experience is the responsibility of the individual employee requesting consideration and must be on company letterhead. Proof of military experience requires the Human Resources Department to view the discharge papers of the employee.
3. Employees who begin work prior to the receipt of written proof of experience will be placed at zero (0) years experience on the salary schedule. When written verification is received in the Human Resources Department, salary will be adjusted, effective from the date of receipt. (Pay will **NOT** be retroactive to the beginning date of employment.)
4. Credit for comparable work experience is **applicable only to salary**, not to other benefits (i.e. vacation leave).

### PAY SCHEDULE/LOCATION OF PAYMENT

All support employees are paid on the fifteenth (15th) and thirtieth (30th) of the month. Employees will receive confirmation of direct deposit by e-mail.

### PAYROLL PROCEDURES

1. No advance payments of salary shall be made.
2. Effective August 1, 2003, all employees shall be on direct deposit.
3. Upon resignation or retirement of school personnel, final salary payment shall be withheld until all records and assets in custody of that employee are satisfactorily transferred to his/her successor or another designated person.

## **PAYROLL DEDUCTIONS**

The Wilson County School System will provide payroll deductions for a support employee for cancer insurance, tax sheltered annuity, disability insurance, and family health and dental insurance, for companies and programs approved by the Board of Education, upon receipt of authorization signed by the employee and billed by the insurance company, annuity, and/or billing agent involved.

## **OVERTIME PAY**

The Wilson County School System shall be subject to the Fair Labor Standards Act (F.L.S.A.) in all determinations relative to the exempt or non-exempt status of support employees. (See **EMPLOYEE CLASSIFICATIONS, Status.**) The board of education expects that all employees will work in excess of standard hours when requested. When work in excess of standard hours is required, non-exempt employees will be compensated for the unscheduled hours worked.

Overtime is defined as hours physically worked in excess of forty (40) hours per week. When an employee is requested to work over regularly scheduled hours, the following shall apply:

1. Hours worked over forty (40) shall be approved in advance by the immediate supervisor.
2. Time and one-half (1 1/2) shall be paid for all hours physically worked over forty (40) hours in a week.
3. The immediate supervisor shall submit an authorization for overtime payment to the Director of Schools.
4. All payment for overtime shall be processed through the payroll office.
5. Payment of overtime will be included in the paycheck for the period immediately following the one in which it was earned.
6. Persons who have been assigned to work overtime, whether voluntary or mandatory, shall be expected to work as scheduled. Failure to report shall subject an employee to disciplinary procedures as specified for any other non-appearance for a regularly scheduled work time. Employees shall be released from mandatory overtime, without fear of discipline, when they can provide a reasonable excuse, including, but not limited to, personal family emergency; personal or family health maintenance; or important family function.
7. Anyone falsifying time records shall be subject to disciplinary action.

## EMPLOYEE BENEFITS

### INSURANCE

1. Health, dental, and life insurance benefits are provided by the board of education for all permanent employees who are regularly scheduled to work a minimum of thirty (30) hours total per week.\* Dependents may be insured at the expense of the employee through payroll deductions. Benefits become available on the first day of the month following the thirty- (30) day waiting period. This is calculated based on the date of initial employment or transfer to permanent, full-time status.
2. In order to receive board-provided coverage, an employee must receive compensation for scheduled work assigned during a given month.
3. Full-time employees on approved non-paid leave may continue their dental and health coverage under FMLA guidelines [refer to Board Policy 5.305], if elected and eligible. For those not eligible for FMLA, COBRA may be elected. Further information may be obtained from the Benefits Analyst at the Central Office.
4. Upon termination from the Wilson County School System, employees may elect to pay their own premiums for up to eighteen (18) months, under the COBRA law.
5. Any change in insurance coverage will apply to all support employees.
6. A handbook, outlining coverage, is provided each eligible employee at the time he/she completes the required benefits orientation.

\*See **EMPLOYEE CLASSIFICATIONS, Categories**, for information relative to insurance enrollment for employees transferred from temporary or part-time to full-time, permanent status.

### RETIREMENT

1. After the completion of six (6) months of employment, a support employee must become a member of the Tennessee Consolidated Retirement System (T.C.R.S.). The board of education makes the employee's contribution.
2. New employees who enroll in T.C.R.S. must accrue five (5) years of creditable service to be vested and to receive a service retirement benefit. All vested members may apply for reduced early retirement benefits at age fifty-five (55); they may apply for unreduced service retirement benefits at age sixty (60) or after completion of thirty (30) years of service. Five (5) years of creditable service must be accrued to be eligible for ordinary disability retirement under the T.C.R.S.
3. For employees who terminate prior to retirement, the following options are available under the T.C.R.S. plan:
  - a. If an employee terminates and accepts employment at another state or local agency that participates in the T.C.R.S., membership and contributions are continued at the new agency.
  - b. If an employee has vested service, funds may be left intact until a benefit is requested at retirement age.

Since all contributions made to T.C.R.S. are made by the employer and the employee does not contribute, the employee does **not** have the option of withdrawing a lump sum payment.

## **WORKER'S COMPENSATION**

*REFER TO BOARD POLICY 3.602*

## **UNEMPLOYMENT**

Federal and state unemployment provisions cover support staff.

## **LEAVE**

Leave shall be taken in one-hour increments. Employees who are absent, but have exhausted earned leave, shall not accrue leave for the period in which the absence occurs.

Employees requesting medical leave must use the balance of sick or vacation leave prior to unpaid leave beginning.

In addition to the following, transportation employees are subject to the attendance guidelines set forth in the Wilson County Schools Transportation Handbook. Bus drivers shall take sick/personal leave in increments of whole or half days, following the guidelines set forth in the Wilson County Schools Transportation Handbook.

If, at the termination of services, any employee has been absent for more days than leave has been earned, an amount sufficient to cover the excess days used shall be deducted from the employee's final salary payment. If such final salary is insufficient for this purpose, the employee shall be liable for reimbursement of any amount in excess of his final salary.

*See Appendix A for leave accrual specific to your assignment.*

### ***1. Sick Leave***

- a. "Sick leave" shall mean leave of absence from work because of illness of an employee from natural causes, accident, quarantine, or illness or death of a member of the immediate family of an employee, including the employee's spouse, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, or son-in-law.
- b. Sick leave is provided for full-time, regular employees (except interims and substitutes). It is the duty of each supervisor to provide employees in his/her department with information relative to departmental sick leave provisions. Any abuse of sick leave may result in disciplinary action, including dismissal.
- c. Each employee must notify his/her supervisor relative to the nature of an illness in accordance with times established by the departmental supervisor. The Wilson County School System may ask for a doctor's certificate or may require the submission of a medical examination by a qualified physician selected by the school system. In the event a doctor's certificate is requested, any associated cost will be borne by the employee. Employees who have taken leave under this policy must furnish the school system with medical certification from the employee's health care provider that the employee is able to resume work before return is permitted.
- d. There will be no compensation for sick leave upon termination. For employees who are vested in the retirement system, unused accumulated sick leave will go toward retirement credit upon termination. For those not vested in the retirement system, said leave will automatically be cancelled when service with the school system is terminated.

- e. Sick leave shall be taken in one-hour increments except for bus drivers, who must take a whole or half day when taking sick leave.
- f. Employees who are absent, but who have exhausted earned sick leave, shall not accrue sick leave for the month in which the absence occurs.

## **2. Family and Medical Leave**

Requests for FMLA shall be made on forms provided by the Benefits Department.

*Refer to Board Policy 5.305 for more information on the Family and Medical Leave Act.*

## **3. Maternity Leave**

In accordance with T.C.A. 4-21-408, the following provisions apply to maternity leave:

- a. An employee who has been employed by the Wilson County School System for at least twelve (12) consecutive months as a full-time employee may be absent from such employment for a period not to exceed four (4) months (three of which may taken under FMLA) for pregnancy, childbirth, and nursing the infant.
- b. A female employee, who gives at least three (3) months advance notice to the school system of the anticipated date of departure for maternity leave, her length of maternity leave, and her intention to return to full-time employment after maternity leave, shall be restored to her previous or a similar position with the same status, pay, length of service credit, and seniority, wherever applicable, as of the date of her leave.
- c. A female employee who is prevented from giving three (3) months advance notice because of medical emergency which necessitates that maternity leave begin earlier than originally anticipated shall not forfeit her rights and benefits.
- d. The employee may use any accumulated sick and vacation leave.
- e. Requests for maternity leave shall be made on forms provided by the Human Resources Department.
- f. If an employee's job position is so unique that, after reasonable effort, it cannot be filled temporarily, then the school system shall not be liable for failure to reinstate the employee at the end of her maternity leave period.
- g. If the school system finds that the female employee has utilized the period of maternity leave to pursue other employment opportunities, or if the system finds that the employee has worked part-time or full-time for another employer during the period of maternity leave, then it shall not be liable for failure to reinstate the employee at the end of her maternity leave.
- h. Whenever the school system shall determine that the employee will not be reinstated at the end of her maternity leave because her position cannot be filled temporarily or because she has used maternity leave to pursue employment opportunities or to work for another employer, the system shall so notify the employee.
- i. Employees who have taken leave under this policy must furnish the school system with medical certification from the employee's health care provider that the employee is able to resume work before return is permitted.

#### **4. Bereavement Leave**

Full time classified employees may take up to three (3) days of bereavement leave per year with pay. This may be increased up to five days for the death of an immediate family member which is defined as mother, father, spouse or child. Bereavement days may be taken in increments of half days. An employee requesting such leave shall notify the immediate supervisor. Twelve month employees shall fill out a leave card designating bereavement leave. Other employees shall indicate bereavement leave on their time sheet. Bereavement days are earned at the beginning of each school year and shall not accumulate from year to year.

#### **5. Military Leave**

Support staff recalled into the Armed Services for annual training duty shall be granted military leave up to ten (10) working days with regular pay less the amount of any compensation received for such military service. Military leave in excess of ten (10) days per calendar year shall be without pay.

#### **6. Court Appearances and Jury Duty**

If an employee is subpoenaed on behalf of the school system as a witness before a court or regulatory agency or if an employee is called for jury duty, the employee shall be granted a leave of absence with pay during regularly scheduled working hours for the time required for the court appearance if he/she submits appropriate documentation.

In all other instances involving subpoenas or other court appearances, the employee shall take leave. If the employee has accrued leave time, he/she may take paid leave. Otherwise, the leave shall be unpaid.

#### **7. Emergency Leave**

During the **first year of employment**, twelve- (12-) month employees shall earn two (2) days of emergency leave, which shall not be accrued and which may be used in the event that said employee has exhausted all sick and/or vacation leave. Emergency leave may be used in the following situations:

- a. An employee has a death in the immediate family,
- b. Severe personal illness or severe illness of an immediate family member, or
- c. Other compelling reasons.

The employee shall submit a written leave request form to his/her immediate supervisor for approval. The Director of Schools or his/her designee shall then approve the request.

#### **8. Unpaid Leaves of Absence**

- a. An unpaid leave of absence may be requested on forms provided by the Human Resources Department. The Director of Schools will consider each leave on an individual basis.
- b. Full-time employees on approved non-paid leave may continue their dental and health coverage by electing COBRA. Further information may be obtained from the Benefits Analyst at the Central Office.

- c. During the leave without pay, a support employee shall not receive pay for holidays or accrue vacation leave or sick leave. Any accumulation of vacation and sick leave shall be retained but not used while on unpaid leave.

#### **9. *Substitutes***

Substitutes for employees generally are hired after the expiration of leave days. Human Resources must be notified upon the expiration of leave and, with the approval of the Director of Schools, will employ substitute workers. Substitutes may be approved prior to the expiration of leave with permission from the Director of Schools.

#### **10. *Leave of Five (5) or More Days***

A written request for leave must be submitted for any leave of five (5) or more days duration. All requests must be submitted on the "Extended Leave of Absence Request Form" which is available on the Wilson County Schools' website or from the Human Resources Office.

### **HOLIDAYS**

1. The days declared official paid holidays for support personnel are specified in Appendix A.
2. Employees absent on unpaid leave either the workday immediately preceding or the workday immediately following a paid holiday shall not receive holiday pay.

If a holiday falls on a workday when school remains open, or falls on a Saturday or Sunday, the Director of Schools shall designate another day convenient to the school system for the observance of the holiday.

## **VACATION**

*Refer to Appendix A for calculation of time earned and accrual policies specific to your job assignment.*

1. Credit given comparable work experience is NOT applicable to vacation leave. Only the time employed by the Wilson County School System is used in calculating vacation leave.
2. Any vacation time earned in excess of the maximum accrual amounts referenced in Appendix A will be transferred to sick leave.
3. For the purpose of determining vacation time, the year shall begin July 1.
4. Annual vacation leave shall be credited on the first day of each month for the preceding month. In the event that an employee terminates employment on the last workday of a calendar month, he/she will be credited with vacation leave for that month.
5. Vacation leave must be used for all absences-with-pay except sick leave, emergency leave, and jury duty. Dates to be used for vacation must be approved in advance by the employee's immediate supervisor.
6. Employees assigned to a school shall not take vacation time while school is in session, except with prior approval of the Director of Schools. Vacation for system-wide employees shall be arranged at the convenience of the school system.
7. Upon termination, an employee shall be entitled to payment for any unused accrued vacation time, unless the employee does not give two (2) weeks notice. Payment shall be made based upon the employee's daily rate of total pay at the time of termination.
8. Employees who are absent, but who have exhausted earned leave, shall not accrue vacation leave for the month in which the absence occurs.

## EMPLOYMENT PRACTICES

### WAGE AND HOUR REGULATIONS

All employees of the Wilson County School System are covered by the Wage and Hour regulations as administered by the Department of Labor except the following:

1. Students who work an hour or less per day;
2. Volunteer workers other than regular employees; and
3. Those set forth in the Fair Labor Standards Act as executives, administrative employees, and professional personnel.

### EMPLOYMENT HOURS AND REPORTING TO WORK

The Wilson County School System shall comply with Wage and Hour Regulations as administered by the U.S. Department of Labor. Actual hours worked are to be reported by each employee using approved time records or time clock, as appropriate. No employee shall be at the job location unless so directed by his/her immediate supervisor.

Supervisors should prepare a daily work schedule, which shall include the time to begin work, lunchtime, and the time to end work. Each employee is required to work according to his/her schedule unless there is an emergency. When an emergency arises, the immediate supervisor shall be notified as soon as possible.

The immediate supervisor shall approve all authorized overtime or time-on-the-job-location not within the scheduled time before the overtime occurs.

On inclement weather days involving a delayed arrival or early dismissal of students, employees will arrive one (1) hour prior to the scheduled arrival of students and may depart one (1) hour after the scheduled departure of students unless otherwise determined by the principal in consultation with the Director of Schools or his/her assigned designee.

### ADDITIONAL EMPLOYMENT

Any employee new to the Wilson County School System who is also employed by another agency of county government or an agency which provides contracted services to the school system shall report said employment to the Human Resources Office prior to beginning work.

Any current employee of the Wilson County School System who accepts employment with another agency of county government or an agency that provides contracted services to the school system shall report said employment to the Human Resources Office within seven (7) calendar days of acceptance.

### TIME RECORDS

Each employee covered by the Wage and Hour Law shall maintain a time record of **actual hours worked**. At the end of each reporting period, employees shall turn in time records to their immediate supervisor for approval and signature. All time records will be forwarded to the payroll office for calculations.

At sites where time clocks are used, employees are required to "clock in" and "clock out."

## **LUNCH PERIODS**

All employees covered by the Wage and Hour Law shall have at least thirty (30) minutes lunch/break period or a lunch break equivalent to that of students (for those employees working at schools). During this scheduled lunch period, the employee shall be relieved of all duties of any nature.

## **WORK WEEK**

The workweek for employees is defined as Saturday through Friday, seven (7) consecutive days, 168 hours.

## **POSTINGS/POSTERS**

For the employee's information, the following posters are displayed at every site:

- Equal Employment Opportunity
- State of Tennessee Prohibition of Discrimination in Employment
- Employee Polygraph Protection
- Tennessee Department of Labor
- Wage Regulation Act
- Child Labor Act
- State of Tennessee Public Employee Safety and Health Protection on the Job
- Fair Labor Standards Act Federal Minimum Wage
- State of Tennessee Hazardous Chemical Right-To-Know
- Family and Medical Leave Act

## **DAYS/MONTHS WORKED PER YEAR**

*Refer to Appendix C for number of days worked specific to your job assignment.*

## **UNAUTHORIZED ABSENCES**

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

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

## **INCLEMENT WEATHER**

### ***1. Twelve (12) Month Employees***

Inclement weather does not usually warrant the closing of offices operating on a twelve (12) month basis. Unless the Director of Schools announces the closing of these offices, traveling to and from work in snow or other inclement weather becomes a personal decision on the part of the employee. Therefore, each employee should make a personal judgment pertaining to his/her own safety in regard to travel. Employee absences due to inclement weather will be handled in the following manner:

- a. The absence shall be charged against the employee's annual vacation leave or as leave without pay.
- b. All deductions for absences will be made during the pay period in which such absence occurs; or, in the event payrolls are prepared and turned in prior to the absence, the deduction shall appear at the next regular pay period. The building-level supervisor will be responsible for security.

### ***2. Ten - (10- ) or Eleven- (11- ) Month Building-level Employees***

On days when school is closed because of inclement weather, building-level support employees who work ten (10) or eleven (11) months do not report to work unless asked to do so by the Director. (See **EMPLOYMENT PRACTICES, Employment Hours and Reporting to Work and Time Records.**) Employees will be compensated as if this were a regular workday.

On inclement weather days involving a delayed arrival or early dismissal of students, employees will arrive one (1) hour prior to the scheduled arrival of students and may depart one (1) hour after the scheduled departure of students unless otherwise determined by the principal in consultation with the Director of Schools or his/her assigned designee.

## **IN-SERVICE/TRAINING SESSIONS**

All support employees may be required to attend training/in-service sessions designed to orient, improve, or upgrade performance. The expense of such required activities shall be borne by the Wilson County School System.

## **EVALUATION**

At the time of employment, the evaluation procedure will be explained to each new employee by his/her supervisor. A formal evaluation will be completed by the immediate supervisor at the end of each year of employment, prior to the date of the annual contract renewal. Evaluations may include a development plan for the removal of deficiencies, with a proposed time line. Those employees will be monitored for the completion of the development plan. The Human Resources Department will provide forms for evaluation\*.

*\*See Appendix B for a copy of the evaluation form.*

## **MEDICAL EXAMINATION**

In addition to the initial physical examination and TB assessment required of all employees prior to entering service, a physical examination, at the employee's expense,\* may be required of all support employees every three (3) years,\*\* dating from the time of initial employment.

*\*Refer to your insurance plan for information relative to appropriate coverage.*

*\*\*Child Nutrition employees are required to have a physical examination, at the employee's expense, before the beginning of each school year.*

## **COMMUNICABLE DISEASES**

### ***1. Notification***

- a. Employees shall inform the Director of Schools whenever they contract a contagious disease so that proper precautions can be taken for the protection of students, other employees, and the infected employee.
- b. No employee who has any communicable disease shall perform his/her duties in any location where such might endanger the health of school children. The Director of Schools shall reassign or suspend any employee who is suspected of having a communicable disease, which might endanger the health of children, pending investigation and final disposition of the case before the Board of Education.
- c. To assist the Board in making final disposition of the case, the Director may refer it to the County Health Office, or other medical experts. The Board shall determine, in light of a written report, the employment status of the employee.
- d. The Board of Education shall require any employee to submit to a physical examination by a physician whenever there is reason to believe that the employee has any communicable disease.

### ***2. Acquired Immune Deficiency Syndrome/Human Immunodeficiency Virus (AIDS/HIV)***

*REFER TO BOARD POLICY 5.401*

### ***3. Hepatitis B***

*REFER TO BOARD POLICY 5.402*

## **CRIMINAL CHARGES OR ARRESTS**

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

## **DRUG ABUSE**

All support employees are subject to the provisions of the Drug Abuse Policy of the Board of Education, which states as follows:

1. It is a violation of Wilson County Board of Education policy for any employee to possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the use of alcohol or illegal drugs on the job.
2. It is a violation of Board of Education policy for anyone to report to work under the influence of alcohol or illegal drugs.
3. It is a violation of Board of Education policy for anyone to use prescription drugs illegally. (However, nothing in this policy precludes the appropriate use of legally prescribed medications.)
4. Violations of this policy are subject to disciplinary action up to and including termination.
5. As a condition of employment, employees must abide by the terms of this policy and must notify the Wilson County School System in writing of any conviction of a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.

## **USE OF TOBACCO**

The use of tobacco in any form is prohibited during school hours on school premises. Employees shall not use tobacco in any form while in the presence of students. This extends to field trips and athletic events at locations away from school.

The use of tobacco in any form shall be prohibited in conference rooms or any other room of a building in which a meeting is being held.

## **ANTI-DISCRIMINATION/HARRASSMENT POLICY (SEXUAL, RACIAL, ETHNIC, RELIGIOUS, AND RETALIATION)**

*REFER TO BOARD POLICY 5.500*

## **WORK-RELATED PROBLEMS**

A support staff member with a work-related problem should discuss the problem with his/her immediate supervisor. If a problem arises which cannot be reasonably resolved by the immediate supervisor, the employee should proceed according to the Grievance/Complaint Procedure outlined in this manual.

## **GRIEVANCE/COMPLAINT PROCEDURE**

Any employee wishing to file a grievance or complaint must follow the procedure outlined below:

### ***1. INFORMAL PROCEDURE:***

The employee is to discuss the matter with his/her immediate supervisor. If the complaint involves the immediate supervisor, the employee is to discuss the situation with the next level supervisor. In no case should informal procedures toward resolving a complaint extend past five (5) working days.

## **2. FORMAL PROCEDURE:**

**Step 1:** If the complaint is not resolved through the informal procedure and if the employee wishes to proceed, he/she must present a written grievance to his/her immediate supervisor, using the employee grievance form available on the Wilson County Schools website at [www.wcschools.com](http://www.wcschools.com) or from the Human Resources Department. The employee should forward a copy of the grievance to the Human Resources Department. The formal grievance form must be filed within ten (10) working days from the date of the decision of the informal procedure. If the matter is not resolved, the employee is to proceed to Step 2.

**Step 2:** The employee is to present the grievance to the next level of supervisor, if the department is so organized that there is a higher-ranking supervisor. The formal grievance form must be filed within ten (10) working days from the date of the decision at Step 1. If a solution is not found, the employee should proceed to Step 3.

**Step 3:** The employee should submit the written grievance to the Director within ten (10) working days from the date of the decision at Step 2. If the matter is not resolved at this level, the employee may proceed to Step 4.

**Step 4:** The employee may request to be placed on the agenda for a regularly scheduled meeting of the Wilson County Board of Education. This request must be made within ten (10) working days from the date of the decision at Step 3.

### **DISCIPLINARY POLICY**

*REFER TO BOARD POLICY 5.600, DISCIPLINARY POLICY*

### **REASSIGNMENT OF EMPLOYEES**

Based upon the needs of the Wilson County School System and the welfare of students, the Director of Schools may elect to reassign support staff members.

### **RESIGNATION**

Support staff shall give at least fourteen (14) calendar days' notice of intent to resign; department heads shall give at least thirty (30) calendar days' notice. Such notice may be waived if mutually agreed upon by the immediate supervisor and the staff member.

The supervisor shall forward copies of all resignations to the Human Resources Department on the day that they are received. The payroll office will prepare final payment for the next scheduled payday.

### **CONTINUOUS SERVICE**

*REFER TO BOARD POLICY 5.118*

### **SCHOOL SYSTEM PROPERTY**

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

## **OUTSIDE EMPLOYMENT/CONFLICT OF INTEREST**

Support employees are not prohibited from holding employment outside the school system so long as such employment does not interfere with regular and overtime scheduled duties for the school system. However, employees are prohibited from engaging in any activity or practice in conflict with the interest of the school system or its customers.

Examples of conflicts of interest, which shall always be avoided, include the following:

1. No employee shall accept full-time, part-time, or temporary employment in any organization which does business with the school system or is a competitor of the school system;
2. If an employee or a member of his/her immediate family has a financial interest in a firm which does business with the school system and the interest is sufficient to affect the employee's decisions or actions, the employee must not represent the school system in such transactions;
3. No employee shall accept gifts from any person or firm doing or seeking to do business with the school system under circumstances from which it might reasonably be inferred that the purpose of the gift is to influence the employee in the conduct of school system business with the donor. However, employees are not prohibited from accepting advertising novelties such as pens, pencils, and calendars, or other gifts of nominal value that circumstances clearly show are offered for reasons of personal esteem.
4. In the course of performing their duties, employees may receive information about the school system, which, if known to the public, might affect the decision of a reasonable investor to buy, sell, or hold securities issued by the school system. Employees are prohibited from misusing such information prior to public disclosure through the purchase or sale of the school system's securities for their own accounts or for accounts of members of their immediate families.
5. Since it is difficult, if not impossible, to describe all of the situations which may arise involving conflicts of interests, any employee who has a question concerning a possible conflict of interest is expected to request advice from management.

## **GIFTS**

*REFER TO BOARD POLICY 5.605*

## **POLITICAL ACTIVITIES**

Support employees may, on their own time, campaign for or against any candidate or referendum, but they shall not use the schools as a political forum nor engage in any political promotion or solicitation during school hours. Noncompliance with these requirements shall be subject to disciplinary action, up to and including dismissal.

Any employee who intends to campaign for an elective public office which infringes upon an employment agreement or work schedule shall present a proposed solution to the Director of Schools for consideration. The essential element to be determined by the Director is whether the activities proposed by the employee are consistent with services to the system and are in the best interest of education.

## **SAFETY**

"Safety first" takes on a very special meaning in the sensitive area of a school-system environment. The Wilson County School System makes every effort to provide a safe work place for employees. It is the responsibility of the immediate supervisor to communicate applicable safety rules and regulations to all employees.

It is the responsibility of every employee to report to his/her immediate supervisor any unsafe conditions in the workplace and all injuries on the job of the employee or another employee, whether or not medical attention is required.

Failure to comply with the aforementioned responsibilities may result in disciplinary action.

## **BLOODBORNE PATHOGENS**

The Occupational Safety and Health Administration (OSHA) requires that all school systems have a plan to prevent the spread of blood borne diseases, such as Hepatitis and AIDS.

Because the following support personnel may sometimes be exposed to body fluids of other people, they must be trained in the epidemiology of Hepatitis B and HIV, hand washing, and universal precautions: custodians; special education teacher assistants, bus drivers, and attendants on special education buses; school secretaries; and any other first aid giver.

The training will include the following information: instruction in universal precautions as they apply to coming in contact with body fluids; proper methods of handling spills of blood or body fluids; and proper method of cleansing and disinfecting areas contaminated by blood or body fluids.

The following equipment will be supplied to the support personnel listed above: non-latex gloves, an EPA-approved disinfectant, disposable absorbent towels, soap, and leak-proof sealable bags.

In the event a significant exposure incident occurs, the principal or his/her designee shall write a report of the incident, documenting the route of exposure and the circumstances under which the incident occurred. The report should identify the source individual unless the principal can establish that identification is unfeasible or illegal.

Any employee who might have occupational exposure to blood or other potentially infectious materials may receive a Hepatitis B vaccination prior to beginning employment or at any time during employment; there will be no charge to the employee. In addition, any exposed employee will be offered post exposure Hepatitis B vaccinations at no charge to the employee. If the exposed employee declines the Hepatitis B vaccination, he/she must sign a release form.

In all instances, school system personnel shall respect an individual's right to privacy and treat any medical diagnosis as confidential information. Any school staff member who violates confidentiality shall be subject to appropriate disciplinary measures. Under no circumstances shall confidential medical information be released to the public.

## **USE OF COUNTY VEHICLES**

All vehicles owned by the Wilson County School System are for school system use only. All support employees whose job performance might require driving a county-owned vehicle must show proof of a valid Tennessee driver's license. The loss of the driver's license for any reason must be reported to the immediate supervisor within a twenty-four (24) hour period.

Operation of a vehicle must be in accordance with all applicable state and federal laws and the Vehicle Guidelines of the Wilson County School System. Prior to operating a county-owned vehicle, an employee must read the guidelines and sign a statement of verification, which will be placed in the personnel file of the employee.

## **CHILDREN ON THE JOB**

Children of employees shall not be brought to the work site with the exception of an emergency as determined by the immediate supervisor.

## **E-MAIL, INTERNET, AND TELEPHONE USE**

The Wilson County School System reserves the right to monitor employee's e-mail, Internet, and telephone use.

## **AMENDMENT OF SUPPORT EMPLOYEE POLICIES/PROCEDURES**

It is the responsibility of all employees of the Wilson County School System to carry out and comply with the rules and regulations contained in this manual. The employee should be aware that these rules and regulations are subject to periodic review and change by the Board of Education. Before relying upon the provisions set out herein, it is the employee's responsibility to consult with his/her immediate supervisor to ascertain if any changes have occurred.

## APPENDICES

**APPENDIX A – LEAVE (HOLIDAY, SICK, VACATION)**

HOLIDAYS											
	New Year's Day	MLK Day	President's Day	Spring Break (2 days)	Good Friday	Memorial Day	4th of July	Labor Day	Thanksgiving Day	Day After Thanksgiving	Christmas (5 days)
Active payroll FULL TIME 12 MONTH*	X	X	X	X	X	X	X	X	X	X	X
Active payroll FULL TIME < 12 MONTH *	X	X	X	X	X	X	X	X	X	X	X
FULL TIME cafeteria employees*	X			X	X	X		X	X	X	X
FULL TIME Kids' Club Directors*	X				X	X	X	X	X	X	2 (Christmas Eve and Christmas Day)
FULL TIME Preschool Directors*	X	X	X	X	X	X		X	X	X	X
Bus Drivers and Bus Attendants*		X	X		X	X		X	X	X	X
FULL TIME Preschool Workers	NO holidays										
Full time by virtue of 2 part time jobs	NO holidays										
Nurses	Same as Certified Employees										

SICK LEAVE**	
Active payroll FULL TIME 12 MONTH	1 day per month (12 days)
Active payroll FULL TIME < 12 MONTH*	1 for every 35 days worked Can be sick or personal (up to 5 days per year)
FULL TIME cafeteria employees	1 for every 35 days worked Can be sick or personal (up to 5 days per year)
FULL TIME Kids' Club Directors	1 for every 52 days worked (up to 5 days per year)
FULL TIME Preschool Directors	1 for every 37 days worked Can be sick or personal (up to 5 days per year)
FULL TIME Preschool Workers	NO sick leave
Transportation Employees < 12 months	1 for every 35 days worked Can be sick or personal (up to 5 days per year)
Nurses	Same as Certified Employees

\* Any unpaid absence, the day before or after a holiday will result in forfeiture of pay for that particular holiday.

\*\*Unused Sick / Personal Days carry over from year to year without limitation.

VACATION - Full Time 12 Month	0-7 Years	8-12 Years	13+ Years
Active payroll FULL TIME 12 MONTH (Not Kids' Club, Preschool, or Cafeteria)	1 day per month	1 1/2 days per month	2 days per month
<i>Maximum accrual:</i>	20 days	25 days	30 days

VACATION - Less Than 12 Months	
FULL TIME Kids' Club Directors	5 Vacation Days (Up to 15 days can accrue)
Active payroll FULL TIME < 12 MONTH	NO Vacation Days
FULL TIME cafeteria employees	NO Vacation Days
FULL TIME Preschool Directors	NO Vacation Days
FULL TIME Preschool Workers	NO Vacation Days
Nurses	Same as Certified Employees

## APPENDIX B – SUPPORT EMPLOYEE PERFORMANCE EVALUATION

Employee Name: \_\_\_\_\_

Assignment: \_\_\_\_\_

Location: \_\_\_\_\_

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

APPEARANCE: overall appearance in connection with the type work involved; dresses appropriately	5	Extremely neat, clean, dresses appropriately
	4	Takes special care in personal dress and appearance
	3	Generally neat, clean, and properly dressed
	2	Sometimes untidy, careless about appearance
	1	Untidy and careless about appearance
INITIATIVE: resourceful, self-reliant; ability to develop new ideas; desire to attain goals	10	Extremely resourceful, creative, self-reliant
	8	Strives hard; desire to excel
	6	Works steadily; occasionally submits new ideas
	3	Shows little initiative
	1	Shows no initiative
JUDGMENT: demonstrates proper judgment in decision-making	10	Displays outstanding ability to apply sound reason
	8	Uses good common sense; most decisions workable
	6	Judgment dependable on routine matters
	3	Poor judgment; decisions often unsound
	1	Jumps to conclusions; often makes costly errors
ATTITUDE: ability to work in harmony with supervisor and co-workers; congenial, cooperative	10	Exceptionally cooperative; inspires high morale
	8	Very tactful and obliging; sets good example
	6	Usually congenial and helpful; good team player
	3	Inclined to resist authority and opposes new ideas
	1	Often tactless and quarrelsome; causes friction
ATTENDANCE: prompt in reporting for assignments; observes time schedules of others	10	Consistently punctual and on the job
	8	Prompt; seldom absent
	6	Occasionally late/absent; reports absence in advance
	3	Frequently late or absent
	1	Habitually late or absent
KNOWLEDGE OF JOB: understands all phases of assignment necessary for full job performance	15	Excellent understanding of duties; requires few directions
	12	Good overall knowledge of duties; needs little direction
	9	Acceptable knowledge of duties; needs some direction
	5	Limited knowledge of job
	1	Only minimum knowledge of job
QUALITY OF WORK: work is neat, thorough, and accurate; meets standards of quality	15	Consistently produces high quality work
	12	Consistently does good job; needs little supervision
	9	Work is usually satisfactory; needs normal supervision
	5	Barely to minimum standards; makes many mistakes
	1	Below minimum standards; needs excessive checking
TIME MANAGEMENT: uses time wisely; required work completed promptly	15	Easily completes assignments; seeks additional work
	12	Completes work on time; exceeds performance standards
	9	Works at steady pace; meets performance standards
	5	Works slowly; produces less than required
	1	Works very slowly; output is unsatisfactory
DEPENDABILITY: reliable; follows instructions; carries out assigned tasks with minimum supervision	15	Extremely reliable, conscientious, and industrious
	12	Requires minimum supervision; prompt and accurate
	9	Generally reliable; attentive to work
	5	Somewhat reliable; requires frequent follow-up
	1	Requires close, constant supervision; is undependable



## APPENDIX C – DAYS WORKED PER YEAR

Ratio for Determining the Number of Support Personnel Positions Earned Per School<sup>1</sup>

<u>Position</u>	-	<u>Number of Days Worked Per Year</u>	<u>Formula Ratios</u>
<b>Secretary</b>		Principal's Contract	1:700 students
<b>Bookkeeper</b>		Principal's Contract	1 per school
<b>SIS Attendance</b>		200 Days**	1 per school
<b>SIS Registrar</b>	Middle School and High School Only	200 Days**	1 per each Middle School and High School
<b>Educational Assistant</b>	Elementary School Only	180 Days*	1:140 students
<b>Library Assistant</b>		180 Days*	1 per school
<b>ISS</b>		180 Days*	.5 up to 700 students; 1 per each school >700 students
<b>Guidance Secretary</b>	High Schools >600	190 Days***	1 per each High School >600
<b>Cafeteria Manager</b>		190 Days****	1 per school

\*A 180-day employee works on the days that students are present. The remainder of the 180 days will be worked at the beginning of the school year, with specific dates to be determined annually.

\*\*As scheduled by Attendance Supervisor

\*\*\* Five (5) days before the first student day and 5 days after the last student day AND all actual student days AND all stockpile days

\*\*\*\* As scheduled by Child Nutrition Director

<sup>1</sup> Excluding MAP Academy and Wilson County Vocational School

## APPENDIX D

### JOB CLASSIFICATIONS: SECRETARY, BOOKKEEPER

#### Level 1

##### Entry level

- Five (5) or fewer years comparable experience, **and**
- High school or general equivalency diploma

#### Level 2

##### Entry level

- A.A./B.S. degree in business-related field of study or sixty (60) hours in college-level, business-related subjects, **and**
- Minimum of five (5) years comparable work experience

##### Advancement level

- Three (3) years with the Wilson County School System (WCSS) in a full-time secretarial/bookkeeping position,
- Written recommendation of immediate supervisor,
- A minimum composite evaluation score of 3.5, **and**
- Demonstration of the following skills,
  - ❖ **Secretaries**
    - ✓ Typing
    - ✓ Computer skills
    - ✓ Filing
    - ✓ Operation of general office equipment
  - ❖ **Bookkeepers**
    - ✓ Typing
    - ✓ Computer skills
    - ✓ Accounts receivable and payable
    - ✓ Bookkeeping entries

#### Level 3 (Non-entry level)

##### Advancement level

- Three (3) years with the WCSS at level 2,
- Written recommendation of the immediate supervisor,
- A minimum composite evaluation score of 4.0,
- A.A./B.S. degree in a business-related field or sixty (60) semester hours in college-level, business-related subjects,
- Five (5) years comparable work experience, **and**
- Demonstration of the following skills:
  - ❖ **Secretaries**
    - ✓ Level 2 skills, **and**
    - ✓ Dictation/transcription skills
  - ❖ **Bookkeepers**
    - ✓ Level 2 skills, **and**
    - ✓ Reconciliation, budgeting, report preparation (including audit reports)

## APPENDIX D (continued)

### JOB CLASSIFICATIONS: EDUCATIONAL ASSISTANT

#### Level 1

##### Entry level

- Five (5) or fewer years comparable work experience, **and**
- High school or general equivalency diploma

#### Level 2

##### Entry level (required for Title I Assistants)

- A.A./B.S. degree in business-related or comparable field of study or sixty (60) hours in college-level, business-related or comparable subjects, **or**
- Passing score on the Praxis ParaPro Assessment, **and**
- Five (5) or fewer years comparable work experience

##### Advancement level

- Successful completion of A.A./B.S. degree in business-related or comparable field of study or sixty (60) hours in college-level, business-related or comparable subjects, **or**
- Passing score on the Praxis ParaPro Assessment

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