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G. PERSONNEL

G.1 EQUAL OPPORTUNITY EMPLOYMENT

The Board recognizes that an effective educational program in the School District depends on the quality of the personnel employed in the District. Therefore, every effort will be made to employ the most qualified personnel available.

It is the policy of the Board that applicants for positions will be selected on the basis of their qualifications, merit, and ability. No person shall be denied employment, reemployment, advancement, or evaluations, nor shall be subjected to discrimination on the basis of sex, age, marital status, race, religion, national origin, ethnic group, or disability.

Special Provisions

The Board shall comply with regulations of Title II of the Education Amendment of 1972, The Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 as evidenced by the Equal Opportunity Policy shown above. In addition the following provisions shall apply:

1. The Superintendent shall appoint a designee(s) to serve as the reporting officer(s) for discrimination complaints related to the Acts noted above. The name(s) and business phone number(s) of the reporting officer(s) shall be made known to employees throughout the School District. Any complaint covered by the Acts noted above, including sexual harassment, should be reported promptly to the reporting officer(s).
2. The Grievance Procedure (filed G.68 under this cover) shall be used to ensure employees prompt and equitable action on grievances brought under the noted Acts.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

LEGAL REF.: Civil Rights Act of 1964 and Amendments, U. S. Const. XIV, 1; 42 U.S.C. 20003-1 to -17; 20 U.S.C. 1681, et. seq; 29 U.S.C. 794; 29 U.S.C. 621 et. seq., Section 504 of the Rehabilitation Act of 1973, Singleton v. Jackson Municipal Separate School District, 419 F 2d 1211 (5th Cir. 1969)

G.2 SOLICITATIONS BY AND OF EMPLOYEES

By Employees

Employees shall not solicit or sell any goods or services on school property except as approved by the local school principal and/or the Superintendent.

All fund raising campaigns conducted by school employees in the community or away from school premises to obtain funds for the school, student body, class or club must have prior approval by the local school principal, with notification to the Superintendent. Such fund raising campaigns shall not be conducted during regular school hours.

Employees shall not sell educational material or reference books for monetary gain in the attendance area served by his/her school.

Employees shall not furnish the names and addresses of students or parents to any commercial firm without written consent by the parent or guardian.

Of Employees

The School District shall not solicit funds from or attempt to sell goods or services to employees. All charity or fund raising campaigns shall be participated in on a voluntary basis by employees of the School District.

The School District shall not allow commercial advertising or selling on school property during school or office hours. (This does not apply to those commercial firms that supply goods and services for school use.)

The School District or schools within the School District shall not furnish lists of employees or students to any commercial firm.

Membership in professional organizations shall be on an individual basis; however, the Board encourages personnel to affiliate with professional organizations.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

LEGAL REF.: The Code of Alabama, 16 8 8 to 9, 36 25 1(9), 36 25 2(a), 36 25 2(b), 36 25 2(d), 36 25 5(a), 36 25 6 to 7.

G.3 GIFTS TO EMPLOYEES

Employees may accept gifts from students or other members of the public if the gifts are in accordance with the Alabama Ethics law or other pertinent state laws.

Employees may accept gifts or gift cards purchased from pooled donations within a class, team, or other school organization for the employee's personal use provided that the amount that each person gives does not exceed twenty-five dollars (\$25.00) and that the contribution to the pool does not result in the donor's exceeding the aggregate amount of allowable gifts for that year.

ADOPTED: July 25, 2000

REVISED: August 27, 2012

LEGAL REF.: The Code of Alabama, 36-25-1

G.4 POLITICAL ACTIVITY

School District personnel engaging in political activity shall make it clear that their statements and actions are theirs as individuals and that they in no manner represent the views of the School District. No partisan political activity shall be permitted by any school employee any time during regular school hours.

School District personnel may participate in city, county, and state political activities to the same extent as any other citizen, including the endorsement of candidates and contributing to political campaigns and political action groups. In addition, employees of the School District have the same rights as any citizen to publicly support issues and circulate petitions.

School District personnel seeking public office may continue to hold their employment positions since all political activities are conducted on their personal time, i.e. not during the workday.

School District personnel are forbidden from soliciting funds or contributions for political purposes from subordinate employees at any time.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

LEGAL REF.: The Code of Alabama, 16-1-30, 16-8-8, 17-1-17; Attorney General's Ops., July 24, 1978, May 19, 1985 (85-00265), July 13, 1988 (88-00358).

G.5 SEXUAL HARASSMENT OF EMPLOYEES

I. POLICY

- A. It is the policy of the Board to maintain a learning and working-environment that is free from sexual harassment. No employee of the School District shall be subjected to sexual harassment.
- B. It shall be a violation of this policy for any employee of the School District to harass another staff member or student through conduct or communications of a sexual nature as defined in Section II below.
- C. Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and board policy and procedures governing sexual harassment within her or his school or office.
- D. Violations of this policy or procedure will be cause for disciplinary action.

II. DEFINITION

- A. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - 1) submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities; or
 - 2) submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student; or
 - 3) such conduct has the purpose or effect of unreasonably interfering with an employee's or student's performance or creating an intimidating, hostile, or offensive work or learning environment.
- B. Sexual harassment, as set forth in Section II-A, may include, but is not limited to, the following: 1. verbal harassment or abuse; 2. pressure for sexual activity; 3. repeated remarks with sexual or demeaning implications; 4. unwelcome touching; and 5. sexual jokes, posters, etc. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, job, etc.

III. REPORTING PROCEDURES

- A. Any employee who feels he/she has been sexually harassed by another employee(s) or student(s) of the School District should present the complaint directly to the assistant principal, principal and/or any administrator in the central office, which includes but is not limited to the superintendent. An employee's request to make his or her report to someone of the same sex shall be granted. The complaint should be filed as soon as possible after the incident or the latest occurrence if a series of incidents are involved. The employee should submit the report no later than forty-five (45) calendar days following the incident of the latest occurrence in the series of such incidents.
- B. The complaint should be made in person or in writing. If the initial complaint is made in person, the complainant will then be responsible for preparing a signed, written complaint detailing the events/occurrences giving rise to the sexual harassment charge.

- C. Such complaint of sexual harassment will not reflect upon the complainant's status, nor will it affect future employment, or work assignments.

IV. INVESTIGATION - HEARING PROCEDURES

- A. The administrator who receives the report will promptly initiate an investigation of the allegation. Due process shall be accorded to all parties involved in the allegation throughout the investigation. The person(s) accused will be given an opportunity to present a written, signed statement detailing his/her recall of the events/occurrences leading to the sexual harassment complaint against him/her.
- B. When the investigation is completed the person conducting the investigation shall report the findings to the Superintendent. The findings of the investigation shall then be reduced to writing and copies presented to the complainant and the accused employee(s). The Superintendent and the administrator who conducted the investigation shall meet with the complainant and accused employee to attempt to resolve the complaint.
- C. If the complaint cannot be resolved as noted above, the Superintendent shall report the matter to the Board. The Board, at its discretion, may conduct a hearing in accordance with applicable laws and attempt to resolve the complaint.
- D. If the complaint cannot be resolved by the Board, the complainant may seek redress in an appropriate court.
- E. In all situations, the confidentiality of the complainant and the accused will be respected consistent with the School District's legal obligations and with the necessity to investigate fully any allegations of misconduct and to take corrective action when it is determined that sexual harassment has occurred.

V. SANCTIONS

A substantiated charge against an employee of the School District shall subject that employee to disciplinary action, up to and including discharge.

VI. NOTIFICATION

This policy will be placed in the School District policy manual.

ADOPTED: July 25, 2000

REVISED: May 20, 2008

LEGAL REF.: The Code of Alabama: 16-8-23; Meritor Savings Bank FSB v. Vinson, 477 U.S. 57 (1986); Civil Rights Act of 1964, Title VII; EEOC Guidelines. Equal Employment Opportunities Commission (EEOC), Minnesota Department of Education; and Programs for Educational Opportunity (PEO), Univ. of Michigan, Ann Arbor, Michigan;

G.6 RECRUITMENT OF PERSONNEL

It shall be the duty of the Superintendent to ensure that all certified and non-certified employees satisfactorily meet requirements of State Law, State Board of Education rules and regulations, and School District job-description qualifications. In addition, the Superintendent shall always seek to employ the best-qualified personnel for employment positions without regard to sex, age, marital status, race, religion, national origin, ethnic group, or disability. The Superintendent shall establish and maintain a plan for actively recruiting promising personnel for employment by the School District.

The Roanoke City Board will make every reasonable effort to increase the pool of African-American applicants from which it selects its teachers and administrators to fill all faculty and administrative vacancies.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

LEGAL REF.: The Code of Alabama, 16 8 23, Civil Rights Act of 1964, Title VII, and amendments. Roanoke City Consent Decree C.A. No. 855-E

G.7 EMPLOYMENT OF PERSONNEL

When the Superintendent is notified and determines that a job vacancy exists in the School District, such job vacancy shall be posted (see policy G.13). The applicants found to be best qualified (following the screening procedure outlined in policy G.10) will then be scheduled for interviews. Interviews will be conducted, a writing sample (if applicable) collected, and references contacted. All information from the employment application form, interviews, writing sample analyses (when applicable), and reference contacts will be reviewed and analyzed to determine the top candidate(s) to be considered for employment (using the procedure outlined in policy G.13).

The Superintendent will recommend the employment of all prospective employees to the Board for review and approval. In order to be employed by the School District, all applicants must be recommended by the Superintendent and receive a majority vote of the whole Board.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

LEGAL REF.: The Code of Alabama, 16-4-9, 16-8-23, 16-9-23 to 24; Attorney General's Op., July 7, 1960.

G.8 JOB VACANCIES

When vacancies occur in new or existing certified or non-certified employment positions, such vacancies shall be made known to employees of the School District. Except that, in extreme emergencies, classroom teachers may be employed promptly to protect the educational interest of students.

Such notice shall be posted by each principal and/or work area supervisor in a designated location in each school and central office work site. Furthermore, the notice shall be printed on standardized forms and shall include but not be limited to the following:

1. job description and title,
2. required qualifications,
3. salary schedule and amount,
4. information on where to submit an application,
5. information on any deadlines for applying,
6. any other relevant information,
7. if not in conflict with legal court order.

Any person who believes he/she possesses the qualification for an advertised vacancy may apply. It shall be the policy of the Board to employ personnel based upon the intent of the Equal Opportunity Employment policy filed G-1 under this cover. In keeping with the intent of said policy, job vacancies in the School District may be made known to persons outside the School District.

No vacancy as noted above shall be filled until such vacancy shall have been posted in the prescribed manner for not less than fourteen (14) calendar days. In an emergency, as noted above, the Board shall do the following: send out vacancy notices within one working day of learning of the emergency; allow the maximum amount of time practicable before filling the position, and; contemporaneously file a report of the circumstances for the emergency hire with appropriate governmental agencies.

Persons hired under emergency situations will be non-renewed as a matter of course at the end of the school year, but shall be considered for reemployment with other applicants for the following school year. Under no circumstances shall an emergency hire gain an advantage over other applicants by virtue of the emergency employment.

ADOPTED: July 25, 2000

REVISED: June 26, 2007

LEGAL REF.: Roanoke City Consent Decree C.A. No. 855-E

G.9 APPLICATIONS FOR EMPLOYMENT

Application Forms

Employment Application Forms shall be standard throughout the School District and shall be designed to gather only information permitted by various laws. Employment Application Forms for certified and non-certified employment positions shall be available at the Central Office.

Completion Requirements

All certified and non-certified personnel seeking employment with the School District must complete an approved Employment Application Form. Applicants are responsible for providing all credentials required for employment purposes and for any costs associated with providing such materials. Employment Application Forms are considered complete when the listing of required information and credentials specified on the Form are provided by the applicant. The employment process cannot and will not be continued until the Employment Application Form is fully completed, including the submission of references, teaching certificate or letter of completion from a college or university, if applicable, etc. In every case, applicants must specify on the Employment Application Form the type of position for which they are applying (example: elementary teacher, principal, supervisor, bus driver, etc.).

References

References from persons knowledgeable of the applicant's abilities, qualifications, character, physical condition, etc. are important to the selection process. It shall be the responsibility of the applicant to include the names of not less than three (3) such references on the Employment Application Form. The Superintendent or designee may, at his/her discretion, secure additional references from appropriate sources not listed on the Employment Application Form by applicants.

Active Status Period for Application Forms

Completed application forms will remain on file and active for not less than 12 calendar months. Following the minimum 12-month active period, all active application forms will be placed in inactive status. On January 1 each year, all application forms that have been on inactive status for two (2) calendar years will be discarded. Prospective employees may keep application forms active by submitting a written request to the Superintendent or personally updating said forms at the central office. It shall be the responsibility of the Superintendent to establish appropriate procedure to implement the intent of this policy.

Compliance With the Alabama Child Protection Act

Act #457 of the 2002 Alabama Legislature requires criminal background checks for all employees, including existing employees, with unsupervised access to students. All applicants for positions, both certified and non-certified, that may include unsupervised access to a child or children will be required to obtain background clearance through a fingerprint review conducted by the Alabama (ABI) and the Federal Bureau of Investigation (FBI).

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16-8-38, 16-9-27; Alabama Legislature Act 02-457

G.10 SCREENING OF APPLICANTS

Applicants for vacancies for the Roanoke City School District will be screened using appropriate rating scales.

Two people designated by the Superintendent will have the responsibility for initial screening of applicants for all employee positions. At least one of these individuals shall be African-American. A rating scale will be used in the initial screening process (See policy G.11 and policy G.12.). An applicant's overall rating scale score will be determined by averaging the rating scale scores assigned by the two members of the screening committee.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: U.S. Const. Amend. XIV, S.1.; 42 U.S.C. SS. 2000e-3 to -17; 20 U.S.C. S. 1681;
19 U.S.C. S. 794; 29 U.S.C. S. 621.

G.11 ROANOKE CITY SCHOOLS
Application Rating Scale for Certified Personnel

Average Score _____

Name of Applicant: _____

Evaluated by:

_____ Date _____ Score _____

_____ Date _____ Score _____

1. G.P.A. for highest degree held

points	0	3	5	7
G.P.A.	below 2.0 or not available	2.0-2.99	3.0-3.99	4.0 or above

2. Highest degree held relative to position for which application is made

points	0	3	5	7	9
	non- degree	B.S. B.A.	M.S. M.A.	Ed.S.	Ph.D Ed.D

3. Number of years of teaching experience within the school system

points	0	1	2	3	4	5
# years	0	1-3	4-7	8-12	12-18	>18

4. Number of years of teaching experience in public elementary/secondary education

points	0	1	2	3	4	5
# years	0	1-3	4-7	8-12	13-18	>18

5. Number of years of experience relative to area for which application is made

points	0	1	3	5	7	9
# years	0	1-3	4-7	8-12	13-18	>18

6. For applicants with less than (4) years of experience in public education, student teaching/internship rating or grade

Points	0	1	3	5
Grade	not available	C	B	A

1. Analysis of written material

Points	0	1	2	3	4	5	6	7	8	9	10
Criteria	Maximum points assigned in writing with excellent use of language, clarity of expression and no spelling or grammatical errors.										

2. Other relevant training and/or experience

Points	1	2	3	4	5
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ADOPTED: July 25, 2000
REVISED: November 22, 2005
REA/ESPO consulted

G.12 ROANOKE CITY SCHOOLS
APPLICATION RATING SCALE FOR NON-CERTIFIED PERSONNEL

Date: _____

Score: _____/34

Name of applicant: _____

Evaluated by:

1. Successful completion of job-related courses, apprenticeship, or training program.

Points	0	1	3	5
	None	minimal training <3mo	moderate training 3-6mo	extensive training >6mo

2. Number of years worked within the school system

Points	0	1	2	3	4	5
# years	0	1-3	4-7	8-12	13-18	>18

3. Number of years of successful job-related work experience

Points	0	1	3	5	7	9
# years	0	1-3	4-7	8-12	13-18	>18

4. Analysis of written material submitted (if applicable)

Points	0	1	2	3	4	5	6	7	8	9	10
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5. Other relevant training and experience

Points	0	1	2	3	4	5
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6. Analysis of written material submitted (questionnaire)

Points	0	1	2	3	4	5	6	7	8	9	10
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ADOPTED: July 25, 2000
REVISED: August 27, 2012
REA/ESPO consulted

G.13 EMPLOYMENT INTERVIEWS

Employment interviews are an important part of the process for the selection of persons to be employed by the School District. Such interviews shall be used to gather vital information that cannot be obtained from the application and personal references. Information relative to applicants' character, personality, ability, prior job-related experiences, leadership potential, etc. may be obtained best through personal interviews.

General Provisions

The following provisions shall apply to employment interviews conducted by School District personnel:

1. Interviews will be conducted only when a vacancy (ies) has been determined and confirmed and, if applicable, posted.
2. Only applicants seriously considered for employment based on the results of the initial screening process shall be interviewed. The Superintendent or designee shall be responsible for arranging such interviews. The Principal or appropriate work site supervisor(s) will conduct the interview. Applicants to be interviewed will be selected on the basis of the average score assigned after initial screening. At least three (3) African-American candidates (if available), who qualify for a position based upon their credentials as shown on the employment application, will be interviewed for the position.
3. The Principal or work site supervisor will submit the names, in priority order, of the top five (5) candidates recommended for a position. At least one (1) African American (if available) will be submitted by the principal or work site supervisor as a part of the final recommendation. The Superintendent will select the best-qualified applicant for recommendation of employment to the Board.
4. For positions that are selected exclusively by the Superintendent, he/she will conduct interviews for such positions. The Superintendent will recommend the person of his or her choice to the Board for approval.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16-8-23, 16-8-24, 16-9-23, and 16-9-24. Roanoke City Consent Decree C.A. No. 855-E

G.14 JOB DESCRIPTION DEVELOPMENT

It shall be the duty of the Superintendent and representative personnel to prepare or cause to be prepared job descriptions for all certified and non-certified employment positions in the School District. The Superintendent shall periodically review and update job descriptions. Further, he/she or his/her designee(s) shall familiarize said personnel with their duties and responsibilities as defined by job descriptions.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16-8-8 to 10, 16-9-15, 16-9- 23 to 24.

G.15 PERSONNEL QUALIFICATIONS

All personnel employed by the School District shall meet requirements of Federal and State Laws as well as the State Board of Education rules and regulations, and qualifications specified in respective job descriptions.

In an effort to provide maximum educational opportunities for students and comparable working arrangements for employees, it is expected the employees will meet the minimum conditions and qualifications spelled out in job descriptions at the time of employment, and will continue to maintain the ability to perform the job related responsibilities during the course of employment. However, reasonable accommodations as defined by the Americans with Disabilities Act for employees who are unable to perform certain duties delineated in their job descriptions due to illnesses, surgeries, etc. will be made on a temporary basis.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16 3 16, 16 8 23, 16 23 1 to 3, 16 23 5, 16 23 9,
Harrah Independent School District v. Martin, 99 S. Ct. 1062 (1979).

G.16 ORIENTATION OF PERSONNEL

It shall be the responsibility of the Superintendent or designee to conduct annual orientation programs for personnel regarding policies of the Board and such other topics as may be necessary for the effective operation and improvement of the School District.

Newly Appointed Employees

The Board hereby directs the administrative staff of the School District to develop and implement orientation and in-service programs for all newly appointed teachers.

Such orientation and in-service programs should serve to orient said personnel with the policies of the Board, rules and regulations of the Board, and other matters that will assist them in becoming better acquainted with school District procedures and operational methods and in having a better understanding of their employment responsibilities.

Such orientation and in-service programs shall be conducted prior to the opening of or during the school year. The Administration is encouraged to use peer mentoring in the orientation process

On-Going Orientation and In-service Opportunities

In addition, the Board encourages the administrative staff to develop orientation and in-service programs on an as-needed basis for all categories of employees for the purpose of enhancing and updating skills and competencies, acquainting employees with any newly adopted programs, curricula, etc.

Local School Orientation

The principal is directed to develop, early in the school year, an orientation program for his/her staff. Emphasis should be made to inform each member of the staff of the school's rules and regulations, of their particular assignment, and of their duties and responsibilities. Each first year teacher should be assigned a consulting teacher whose duty it shall be to assist the probationary teacher in acclimating to the teaching profession, the school, and the School District.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16-1-30, 16-8-8, 16-9-13, and 16-23-7 to 9.

G.17 ASSIGNMENT OF PERSONNEL

The Superintendent has the authority to make the initial assignment of certified and non-certified personnel as the needs of the School District shall require, with the advice and counsel of respective local school principals, work site supervisors, and appropriate members of the administrative staff. However, certified personnel are generally certified or qualified in specialized fields of study and in all possible cases shall be assigned to employment positions based upon certification and other qualifications. Non-certified personnel generally shall be employed for specified positions and shall be assigned initially to such positions.

Certain reassignment may be considered as a transfer and, if so, should be handled in accordance with applicable transfer policies and laws related to certified and non-certified personnel.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16-8-8 to 9, 16-9-23 to 24, 16-24-1 to 13, 36-26-100 to 108.

G.18 PERSONNEL RECORDS

The Superintendent or his/her designated representative shall have responsibility to initiate and maintain a current personnel record file at the central office on each employee of the Board. Such records shall be considered as confidential and shall not be transmitted to other persons or agencies without the written consent of employee involved.

All information regarding certified and non certified personnel shall be collected, maintained, and disseminated under such safeguards of privacy as may be obtained through informed consent, verification of accuracy, limited access, selective discard, and appropriate use.

Employees shall have the right to examine, after having signed appropriate request forms in the central office, the contents of their personnel file, except application references. Such reference shall not be made available to employees or other persons or agencies.

Any material, except application references shall be placed in his/her personnel file and subject to review by said employee. If the employee does not agree with any of the material, he or she shall be allowed to respond in writing and the response shall be kept on record.

The following documents (and any other documents required by state agencies) must be on file for all employees of the School District:

Certified Personnel

1. An Application Form
2. A current Alabama Teaching Certificate
3. A record of previous teaching experience (if applicable)
4. Tax Exemption Forms (W-4)
5. A Sick Leave Transfer Form (if applicable)
6. A photocopy of the Social Security Card
7. Official College Transcript
8. Negative Tuberculin Skin Test or X-Ray
9. Employment Verification Form (I-9 Form)
10. Insurance Enrollment Forms
11. State of AL Teacher Retirement Form

Non-Certified Personnel

1. An Application Form
2. A photocopy of Social Security Card
3. Tax Exemption Forms (W-4)
4. A Sick Leave Transfer (if applicable)
5. State of AL Teacher Retirement Form
6. Transcripts (if applicable)
7. Negative Tuberculin Skin Test or X-Ray
8. Employment Verification Form (I-9 Form)
9. Insurance Enrollment Forms

Nothing in this policy should be construed to deprive principals and other supervisors of their ability to maintain documentation and other records in connection with their supervisory functions.

ADOPTED: July 25, 2000

REVISED: November 21, 2005

LEGAL REF.: The Code of Alabama, 16 8 7, 16 23 1 to 13.

G.19 PUBLIC USE OF PERSONNEL RECORDS

All employees' personnel records shall be considered as confidential, and the School District shall not release information from said records unless approved in writing by the employee or subpoenaed by legal authorities.

ADOPTED: July 25, 2000

REVISED: November 21, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16 8 7, 16-23- 1 to -13

G.20 SALARY DEDUCTIONS

The School District shall make all salary deductions required by law. In no cases will the School District make other deductions unless approved, in writing, by the employee.

Federal and State Income Tax Deductions

The School District will deduct federal and state income tax from all employees in accordance with law. Each employee of the School District shall file with the Superintendent all necessary income tax withholding forms when initially employed and when adjustments are necessary.

FICA - Social Security Deductions

The School District will deduct FICA tax from all employees in accordance with law.

Teacher Retirement Deductions

The School District will deduct teacher retirement contributions from all employees eligible for participation in the State Teacher Retirement District. Said deduction shall be made in accordance with law.

Professional Dues and Political Deductions

The School District will withhold dues for membership to the national, state, and local education association as a service to employees. Said dues and state political deductions shall not be made without initial authorization, in writing, by each employee. Continuing payroll deductions shall remain in effect until canceled in writing by the employee. Deductions shall be withheld in not less than nine equal payments with September 10th and February 10th enrollment and/or authorization periods.

Other Deductions

The School District shall at its discretion make other deductions in compliance with applicable laws. Any other requests presented for payroll deductions must meet the following requirements:

- a. New authorizations may be added only in February or September of a given year. Such deductions may be for annuities, membership dues, voluntary contributions and group insurance premiums. Voluntary contributions may be revoked by giving a 30 day notice in writing.
- b. A minimum of 35% of full time employees of the Roanoke City Board of Education must select a specific deduction before payroll deductions will be authorized. However, in compliance with Legislative Act 99-382, the Board will approve payroll deductions for companies who have successfully negotiated with the Alabama Education Association Membership Benefits Corporation.

The Board will further comply with ACT 83 207 that states, "Upon termination, amounts owed under the authorization of an employee shall be deducted from employee's final pay due."

The Board shall not be liable for any error when acting in good faith under provisions of the Act 83 207.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16 22 6; Legislative Act 83 207, Legislative Act 99-382

G.21 REGULATIONS FOR HANDLING PAYROLL DEDUCTIONS
INSURANCE AND ANNUITY PLANS

Effective this adoption date, the regulation governing the handling of insurance and annuity plans for employees of the Board through payroll deduction shall be according to the following procedures:

1. All insurance and annuity companies given the privilege to participate in payroll deductions will invoice for payment in twelve (12) equal monthly installments.
2. Each company will prepare one (1) invoice for each plan that the company has on the payroll District. (Example: Franklin Life Insurance Company should prepare one (1) invoice for life insurance and one (1) invoice for tax sheltered annuities.) The invoice must be received at the office no later than the 20th of the month in order that payment can be made by the first.
3. The insurance year shall be considered to be the same as the state fiscal year (October through September).
4. In order to be given the privilege of being placed on the payroll deduction plan, all companies must agree in writing to the requirements of these procedures.
5. New applications must be turned in by the insurance representative to the Payroll department no later than the 10th of September or the 10th of February in order for deductions to be taken from checks paid on the last day of the month. A personal check from the employee to the company will provide coverage if this deadline is missed.
6. A thirty-day written notification must be turned in to the Payroll Department for cancellations.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16-22-6; Legislative Act 83-207; Attorney General's Op., Aug. 15, 1975, Apr. 18, 1984.

G.22 FAIR LABOR STANDARDS ACT: "COMP" TIME AND OVERTIME PAY

The Board recognizes the requirements of the Fair Labor Standards Act of 1938 and its amendments. The Board expresses its intent to comply with the Act and authorizes the Superintendent to take the necessary steps to insure that the Board is in compliance with the Act.

Applicable Provisions

As authorized by the Board, the Superintendent shall determine the need for overtime work, discuss with supervisors and employees the amount and timing of overtime work, as well as provide written documentation. Employees shall be compensated for that overtime work. All employees eligible for overtime pay shall be compensated by:

- 1) Payment to the employee for working additional hours beyond the forty (40) hour workweek at the rate of 150% of regular pay, or;
- 2) Release time in the form of "comp time" at the rate of 1.5 hours for each hour worked beyond the forty- (40) hour workweek. Note: "comp time" earned in accordance with FLSA must be used within the pay period immediately following the pay period in which it was earned.

Eligibility

In accordance with Title 29, Part 541 of The Code of Federal Regulations, revised June, 1983, certain employment categories/ positions are defined as being "exempt." Exempt positions are not entitled to overtime pay or compensatory release time. As outlined in The Code, exempt employees are those that meet one (1) or more of the following criteria:

- 1) Executive, administrative, and professional (certified) employees including teachers and academic administrative positions (e.g., "director," "supervisor").
- 2) Non-certified employees (a) whose primary duties consist of the management of the enterprise in which they are employed, (b) who customarily direct the work of two or more employees, (c) who have the authority to hire or fire or whose suggestions and recommendations as to the hiring, firing, or other change of status decision for other employees will be given particular weight, and (d) who customarily and regularly exercise discretionary powers.

Employees not meeting one (1) of the above criteria are defined as "nonexempt" and subject to the provisions of the FLSA and as such are eligible for additional compensation or "comp time" at the individual employee's discretion for work performed in excess of forty (40) hours per week.

Approval to Work Overtime

Only the Superintendent has the authority to approve overtime work. When possible, all work requiring overtime by employees must have written approval in advance. All overtime pay must be initialed by the Superintendent on the monthly payroll form. Any such approval for overtime work shall be based on emergency situations only; in all cases, work requiring overtime wages shall be kept to a minimum.

Responsibility

All administrative personnel are expected to give due consideration to employee workloads and effective scheduling of the workday. The responsibility to see that guidelines are followed and that locally approved overtime requests are essential rests with principals, supervisors, and directors.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16-22-6; Legislative Act 83-207; Attorney General's Op., Aug. 15, 1975, Apr. 18, 1984; Fair Labor Standards Act of 1938, as amended

G.23 FRINGE BENEFITS FOR PERSONNEL

FULL-TIME PERSONNEL: CERTIFIED AND NON-CERTIFIED

Currently the School District provides the following fringe benefits.

Insurance

1. The Public Education Employee Health Insurance Program (PEEHIP) and any other insurance as provided under Alabama State Department of Education guidelines and are offered to employees in accordance with rules and regulations of the plan provider.
2. Supplementary insurance is available at a fixed monthly rate per supplement. The supplemental dental, vision, cancer and indemnity coverage are offered at no cost to employees who are not applying their state PEEHIP insurance allocation toward hospitalization insurance. Those employees who are applying their state PEEHIP insurance allocation toward hospitalization insurance may purchase any or all of the supplemental insurance coverage by paying applicable costs.

Retirement

1. All full-time employees are eligible for and required to participate in the Teachers' Retirement System (TRS) of Alabama. Employees contribute ten (10) per cent of their salary or wages each month, with the state contributing an actuarially determined amount. Part-time employees are required to participate in the Teachers' Retirement System if they meet eligibility requirements of the TRS.

Leave Days and Vacation

1. Sick Leave -- Each employee who also meets eligibility requirements of the TRS will accrue sick leave at the rate of one (1) day per month (the 12-month employee will earn 12 sick leave days per year; the 9-month employee will earn 9 days, etc.). There is no limit to the number of sick leave days that may be accumulated. Accumulated sick leave days may be used for retirement purposes. In addition, other sick leave days may be available for on-the-job injuries and catastrophic illness (for those participating in the School District's sick leave banks).
2. Family and Medical Leave -- Each full-time employee may be eligible for up to 12 weeks of family and medical leave in accordance with provisions of the policy.
3. Personal Leave -- Each employee who also meets eligibility requirements of the TRS may accrue up to two (2) state paid personal leave days and three (3) unavoidable personal leave days (which can be used at the rate of daily substitute pay) per year in accordance with applicable policies. Personal leave days are non-cumulative from year to year based on policy provisions. Certified personnel may elect to receive remuneration for unused state paid personal leave days in June of the scholastic year for which they are earned or for unused personal leave days to be converted to sick leave days at the end of June in the scholastic year for which they are earned. Written notice to the central office is required in either instance.

4. Professional Leave/Detached Duty-- Employees may request professional leave or detached duty days for educational or work-related purposes. These requests must be approved by the principal/work site supervisor and the Superintendent. Any such days approved may be with or without pay, with or without pay for any needed substitute personnel, and/or with or without travel or lodging expenses based on funds available.
5. Vacation Leave -- Full-time, twelve-month employees may earn up to ten (10) days of paid vacation each year. Beginning with the sixteenth continuous year of employment (July 1- June 30) individuals will earn vacation leave at the rate of one and one-half vacation days per month to a maximum of 15 days. Vacation days must be earned and taken in accordance with provisions of policy.

PART-TIME PERMANENT PERSONNEL: CERTIFIED AND NON-CERTIFIED

Part-time permanent (employed on a continuing/regular basis by the Board) personnel are eligible for benefits as determined by PEEHIP and state retirement regulations.

FRINGE BENEFITS WHILE ON APPROVED LEAVE WITHOUT PAY

All fringe benefits end when an employee goes on approved leave without pay, except that:

- 1) Employees currently participating in the Public Education Employee Health Insurance Program (PEEHIP) with a projected return date from the approved leave may retain the PEEHIP coverage by paying the total cost of the plan. Payments for such coverage must be made through the Payroll Office. Employees without a projected return date from the approved leave may continue their current insurance coverage through PEEHIP based on COBRA provisions. Payments for such coverage must be made directly to PEEHIP.
- 2) Employees currently participating in the one (1) of the supplemental insurance policies (dental, vision, cancer, indemnity) with a projected return date from the approved leave may continue their current insurance coverage by paying the total cost of the plan on a monthly basis. Payments for such coverage must be made through the Payroll Office. Employees without a projected return date from the approved leave may continue their current insurance coverage through PEEHIP based on COBRA provisions. Payments for such coverage must be made directly to PEEHIP.
- 3) Employees on an approved leave in accordance with the Family and Medical leave Act (FMLA) will receive a PEEHIP insurance allocation provided the individual pays their out-of-pocket expense. Payment should be made through the payroll office.

Leave Days

Employees on an approved leave without pay will not earn any leave days (sick, vacation, personal, etc.) while on such leave.

Placement on the Salary Schedule

Employees on an approved leave without pay will not receive a yearly experience credit for placement on the salary schedule unless they work at least one-half (1/2) of their respective contract days during that year.

ADOPTED: July 25, 2000

REVISED: September 25, 2012

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16-1-30.

G.24 SICK LEAVE FOR PERSONNEL

Leave with pay may be granted employees of the School District for absences from their assigned duties due to illness or some other unavoidable cause which prevents such employees from discharging their duties. Authorization is granted under provision of State Law, rules and regulations of the State Board of Education, and policies of the Board.

Definition

Sick leave is defined as the absence from regular duty by an employee because of the following:

1. Personal illness
2. Bodily injury that incapacitates an employee.
3. Attendance upon an ill member of the immediate family (husband, wife, father, mother, son, daughter, brother, sister) of the employee, or a person standing in loco parentis.
4. Death in the immediate family of the employee (husband, wife, father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, nephew, niece, granddaughter, grandson, grandfather, grandmother, uncle and aunt).
5. Where unusually strong personal ties exist, with a person of some relationship other than those listed, this relationship may be recognized for sick leave purposes. In each such case the employee concerned shall file with the Superintendent a written statement of the circumstances that justify an exception to the general rule.

Authorization

Sick leave shall apply to all full-time employees of the Board who also meet eligibility requirements of the TRS and shall be in accordance with rules and regulations as follows:

1. One day of sick leave per month is allowed for the total months of employment per scholastic year (July 1 through June 30). Certified personnel, i.e., teachers, administrators, etc., and non-certified personnel, i.e. bus drivers, custodians, etc., shall be allowed one (1) day per month for each month of full-time employment, and may carry over unused sick leave to the next consecutive year or years of employment. There is no maximum number of days that may be accumulated.
2. Verification of sick leave shall be the responsibility of the employee's immediate supervisor.
3. The Superintendent based on reasonable cause to believe that sick leave day usage is being abused, may require an employee to provide a physician's statement and/or other acceptable documentation, and may, at the Board's expense, designate a physician to render a second opinion verifying absences related to the five (5) conditions stated above.
4. Each employee shall receive an accounting of accrued sick leave days monthly with the payroll check.

Restrictions

The following restrictions shall apply to sick leave in the School District:

1. Sick leave days will not be granted in increments of less than one-half (1/2) day. The first half of the day ends and the second half begins at 11:30 a.m.
2. Full pay for sick leave shall be allowed only if the absences fall within the definition of sick leave as defined in this policy and the employee has sufficient accumulated sick leave/personal leave days.
3. An employee who is eligible for a service retirement is entitled to use the unused accrued sick leave toward retirement service credits.
4. No cash payments for unused sick leave days will be made by the School District.

Transfer of Sick Leave

The following provisions shall apply to the transfer of sick leave into the School District:

1. Unused sick leave days may be transferred into the School District provided employees seeking to have such days transferred earned the sick leave days at schools/agencies/institutions covered by either The Teachers' Retirement District of Alabama or The Employees' Retirement District of Alabama. Sick leave days will not be transferred into the School District from any other sources, i.e. out-of-state, private schools, business and industry, etc.
2. Sick leave days transferred into the School District from other schools/agencies/institutions must be available to the individual for illnesses and retirement.
3. It shall be the responsibility of individual employees to request any eligible previous employers to supply the Central Office with written verification of the number of unused sick leave days earned with such employers. Such verification papers must be on file prior to the sick leave days being accepted for transfer by the School District.

The following provisions shall apply to the transfer of sick leave days within the School District:

1. Sick leave days may not be given, loaned, or transferred, etc. by one employee to another employee except as provided for in the guidelines specified in a duly approved sick leave bank.

Physician's Release

Provided an employee has experienced a long-term, debilitating illness which may affect his/her ability to perform job-related tasks, the Board, in such cases, reserves the right to require such employee to secure a physician's statement certifying that the employee is able to return to work and perform job-related responsibilities under the Americans with Disabilities Act.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF: The Code of Alabama, 16-1-18, 16-3-36, 16-8-25, 16-25-11.1; Legislative Acts, 84-251; 84-253; and 84-383; Attorney General's Op., Mar. 3, 1969, Mar. 7, 1973, Nov. 3, 1986, May 20, 1988.

G.25 JOB-RELATED INJURIES

1. The injury must have been sustained on-the-job. Job-related injuries are defined as those injuries occurring during the normal school/work day, at school-sponsored activities when responsibility is assigned, or when conducting school business at the request of administrative/supervisory personnel.
2. The injury shall have been caused by an unintentional action by the employee or fellow employee or by an act of the employee or fellow employee that does not have any contributing factor such as gross negligence or disobedience of instructions. Any employee who is injured by a person or persons not employed by the Board as a result of the employee's attempt to perform his/her assigned duties or protect the property of the Board or the lives and health and well being of students and/or employees shall be fully protected under this policy.
3. Any on the job injury shall be reported immediately (but not later than 24 hours following the injury) to the employee's supervisor and a State of Alabama Department of Education Local School System Accident Report completed and signed by the injured employee and the employee's supervisor, the Principal, the Chief Financial Officer and the Superintendent. The employee shall also complete form G.25.F1 request for use of on-the-job injury days. Failure of the employee to report the injury within 24 hours shall void any claim.
4. The injury sustained under the terms of this policy shall be of such severity or nature that the employee is rendered incapable of performing his/her regularly assigned duties. However, such leave, by law, cannot be granted for injuries resulting in permanent disabilities but is applicable only for temporary disabilities where there is a reasonable expectation of the employee's return to work.
5. Such disability as stated in number four (4) above shall be documented by a completed and signed Physician Certification Form (LEAPC form 1). Such Form must be completed and signed by a licensed physician, with all cost borne by the employee. NOTE: The Superintendent may require a second physician's opinion, with the cost borne by the Board.
6. Any employee approved for such leave shall be paid 100 percent of his/her salary for a period of up to 90 working days, provided that the employee is totally unable to perform his/her duties during the number of days in question, without having such days of disability counted against the employee's regular sick leave or any other leave.
7. During such leave an employee shall not receive salary and/or remuneration in excess of 100% of his/her regular salary.
8. The Superintendent shall approve such leave consistent with the employee's injury as determined by the statement(s) on the completed Physician Certification Form(s) signed by a physician or physicians.
9. Employees who request on the job injury days shall be requested to sign a statement that they have been notified of their option to appeal to the Alabama State Board of Adjustment.

Application Procedures

Personnel sustaining a verifiable on-the-job injury and seeking to be approved for on-the-job injury days must:

1. Have completed and submitted a State of Alabama Department of Education Local School System Accident Report Form to their immediate supervisor.
2. Insure that their immediate supervisor, the Principal, the Chief Financial Officer and the Superintendent have completed their sections of the State of Alabama Department of Education Local School System Accident Report, and
3. Complete and submit a Request Form for Use of On-The-Job Injury Days to the Superintendent or designee, and
4. Submit a fully completed and signed Physician Certification Form from a licensed physician.

NOTE: When such leave is approved by the Superintendent, the employee will be granted retroactive benefits as set out in this policy when it is shown that the employee's claim was presented in an accurate, reasonable, prompt fashion and in accordance with Board policy. It is understood that a claim for this type leave cannot be made until after a disabling injury has occurred.

NOTE: Where an employee's on-the-job injury, as determined by a physician or physicians, is disabling and renders the employee medically unable to complete and sign necessary forms, the Superintendent or other knowledgeable supervisor may sign the On-The-Job Injury Form for the injured employee. Further, in cases where the injured employee remains incapacitated and has no remaining regular sick leave days or other leave days, the Board authorizes the Superintendent, after discussions with an immediate family member (defined as husband, wife, father, mother, son, daughter, brother, sister) of the injured employee, to complete and sign the Request Form For Use of On-The-Job Injury Days for the injured employee.

This procedure should be used only in situations where the employee injured on-the-job is personally unable to complete applicable Forms and should insure that such employee remains on the payroll for the number of certifiable disabled days (up to 90 days) and maintains applicable state insurance plans.

ADOPTED: July 26, 2011

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16-1-18.1.

G.25-F1 REQUEST FORM FOR USE OF ON-THE-JOB-INJURY DAYS

ROANOKE CITY BOARD OF EDUCATION
Roanoke, Alabama

DIRECTIONS: This Form must be completed by the employee who seeks approval for use of on the job injury approved under provisions of The Code of Alabama, 16-1-18.1. In such instances, the employee must complete this form and file it with the Superintendent or designee. The Form should be submitted only after it is determined by a licensed physician that the employee has suffered an on-the-job injury resulting in a temporary disability and that the disability makes it necessary for the employee to take on-the-job sick leave days.

I, _____, would like to request Superintendent approval for use of a total of _____ on the job injury days covered under The Code of Alabama, 16-1-18.1 The number of days requested is based on:

- _____ sick leave days I have already used for recuperative purposes
- _____ my physician's recommendation of the number of days needed for recuperative purposes
- _____ my physician's estimate of the number of days needed for recuperative purposes

Further, I have completed the following requirements based on Board Policy:

- _____ Submitted a State of Alabama Department of Education Local School Accident Report
- _____ Submitted a Physician Certification Form from a licensed physician that describes the nature and extent of the injury, verifies that the injury has caused a temporary disability, and the estimated time needed for recuperation.

Note: I understand that a completed State of Alabama Department of Education Local School System Accident Report and a Physician Certification Form must be on file with the Superintendent or designee prior to any consideration being given this request.

Signature of Employee

LOCAL EDUCATION AGENCY
PHYSICIAN CERTIFICATION FORM

1. Name of Injured Employee:	2. SSN:	3. DOB:	4. Sex: __ Male __ Female
5. Home Address:	6. Telephone Number: Home () Work ()	7. Job Title:	8. Status: __ Full time __ Part time
9. Employing Agency:	10. Agency Address:		
11. Date of Injury:	12. Is there reasonable expectation that the employee will be able to return to work? __ Yes __ No		
13. If "yes" on item 12, give the date or approximate date of return:			
14. If the employee can return to work, are there any restrictions on the employee's duties? If so, how long will the restrictions apply?			
15. If "no" on item 12, give details for employee not being able to return to work:			
16. Signature of Attending Physician:	Print Name:	Telephone Number:	Date:

G.26 REPORTING ON-THE-JOB INJURIES

Reporting At the Local Level

An employee suffering a job-related injury must comply with the following procedures:

A. Immediate Actions:

1. Notify**immediate supervisor of injury immediately after the injury occurs (not later than 24 hours after injury) or where the employee is medically unable to make notification, it shall be permissible for another person who is reasonably knowledgeable (supervisor, etc.) of the incident to make the notification.
2. To make notification, the employee must File a State of Alabama Department of Education Local School System Accident Report with the Central Office. Make certain that the Report is completed fully, accurately, and timely.

Reporting to the State Board of Adjustment

An employee suffering a job-related injury and desiring to register a claim with the State Board of Adjustment should comply with the following procedures:

- A. File medical claims with personal health insurance carrier. The Board of Adjustments makes it a rule to award only expenses not covered by insurance (out-of-pocket expenses). Evidence must be documented to show what treatment was provided, when it was provided, and what charges were made (an itemized bill). Along with an itemized bill, evidence of insurance filing and the amount paid and not paid by insurance should be provided (an insurance company summary sheet, etc.).
- B. File claims* for out-of-pocket State Board of Adjustment expenses (such expenses would include those not paid for by personal health insurance carrier, such as travel expense incurred to and from doctor, home care by nurse). The claimant should provide evidence (receipts, bills, etc.) to substantiate the expense award. The responsibility for filing a claim with the Alabama State Board of Adjustment rests with the injured employee.

IMPORTANT - The Alabama State Board of Adjustment usually limits its awards to documented out-of-pocket expenses incurred by the claimant, keeping in mind that awards are made as reimbursement for expenses incurred. The responsibility for payment of any and all expenses (doctors, drugs, etc.) rests with the person receiving the treatment or services. All claims must be submitted to the State Board of Adjustment within one (1) calendar year of the occurrence of the accident.

** *When injury occurs but no later than same day injury occurs*

* *Forms may be picked up in the Central Office or the principal's office*

ADOPTED: July 26, 2011

REA/ESPO consulted

LEGAL REF.: State Board of Education regulations, Feb. 9, 1984.

**STATE OF ALABAMA DEPARTMENT OF EDUCATION
LOCAL SCHOOL SYSTEM
ACCIDENT REPORT**

SCHOOL DISTRICT _____ SCHOOL _____

Name of Injured Party: _____ Social Security No.: _____

Home Address: _____

Home Phone No.: _____ Employee's Date of Birth: _____

Job Title/Job Classification: _____ County of Employment: _____

Date of Injury/Accident: _____ Time of Injury/Accident: AM: _____ PM: _____

Supervisor Notified: _____ Date Supervisor Notified: _____

A. Was accident/injury the result of an automobile accident? _____ Yes _____ No
If yes, obtain a copy of police report of accident and submit to supervisor as soon as possible.

If you answer no to the above question, indicate the exact location where injury/accident occurred below:

B. Describe fully the specific activity you were performing at the time the event occurred and what happened to cause the injury/accident.
Indicate the body part(s) affected: **More space is provided on back of document.**

C. Were there any witnesses? If so, give names, addresses and phone numbers. **More space is provided on back of document.**

<u>Name:</u>	<u>Address:</u>	<u>Phone #:</u>
_____	_____	_____
_____	_____	_____

D. At the time of the injury, were you using any protective equipment (ex. gloves, head, eye, arm, hand protection, etc.)?
_____ Yes _____ No

E. Have you had a previous injury or treatment for similar injury or condition to the same body part?
_____ Yes _____ No

If yes, enter dates of injuries and name(s) and address of treatment provider(s). **More space is provided on back of document.**

F. At any time, were you pre-warned or aware of hazardous location (ex. Caution, wet floor, do not enter signs, etc)? Yes _____ No _____ By Whom? _____

I understand the reporting of false information may disqualify me from receiving benefits and or compensation. I certify the above information is correct to the best of my knowledge.

Signature of Claimant: _____ Date: _____

Signature of Supervisor reporting accident: _____ Date: _____

Signature of Principal: _____ Date: _____

Signature of Chief Financial Officer: _____ Date: _____

Signature of Superintendent: _____ Date: _____

_____ Date: _____

*Form is not valid without all signatures
Rev 06/11 SDOE

**STATE OF ALABAMA DEPARTMENT OF EDUCATION
LOCAL SCHOOL SYSTEM
ACCIDENT REPORT (continued)**

B. Continued: Description of specific activity at the time of accident

C. Continued: Extra Witnesses

Name:

Address:

Phone #:

<u>Name:</u>	<u>Address:</u>	<u>Phone #:</u>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
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E. Continued:

Date of previous injury/condition

Treatment Provider(s)

<u>Date of previous injury/condition</u>	<u>Treatment Provider(s)</u>
<hr/>	<hr/>
<hr/>	<hr/>
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G.27 SICK LEAVE FOR RETIREMENT PURPOSES

Based on The Code of Alabama, 16-25-11.1 personnel of the School District, who are members of the Alabama Teachers' Retirement District and whose retirement date is on or after June 1, 1984, may use unused accrued sick leave for retirement purposes. The following provisions shall apply:

1. Those eligible to receive credit for accrued sick leave for retirement purposes are:
 - a. those retiring on service, and
 - b. those retiring on disability who are otherwise eligible for service retirement (over age sixty (60) or more than twenty-five (25) years of service).
2. Retirement service will be granted based on the State of Alabama Retirement System regulations.
3. All sick leave days to be used toward retirement must be certified by the School District (each employee receives an accounting of accumulated sick leave days each month on payroll check).

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16-1-18 to 18.1; 16 25-11.1.

G.28 MILITARY LEAVE FOR PERSONNEL

General Policy

All employees are entitled to military leave of absence when ordered to active duty for training as members of the Alabama National Guard or any component of the U. S. Armed Forces. Employees who volunteer or are drafted, or are ordered to extended active duty with any component of the U. S. Armed Forces, shall be entitled to reinstatement to their former positions or comparable positions.

Military Leave for Training or Short Term Duty

Employees who are required to attend annual summer training or special active duty for training shall not suffer any loss of salary during the first ten (10) days of such absence in any calendar year. Such employees who are ordered for such duty shall provide one (1) copy of their orders to the Superintendent. Such leave will be without loss of benefits. Such arrangements shall apply to any "military call ups."

Reinstatement to Positions After Extended Duty

Employees who volunteer, are drafted, or are called to active duty for extended periods will be placed on "Military Leave of Absence" upon written application of such employees and be entitled to reinstatement to their former or similar positions upon their return under the conditions that follow:

1. They must not have remained on active duty beyond their first opportunity for honorable release, and
2. They must report to claim reinstatement within ninety (90) days after completion of such service (31 days in case of individuals who undergo only 6 months' active training or less).

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16-24-13, 31-2-13 (d); Title 38 U.S.C. 2024 (d) and 2021 (d) (3); Lee v. City of Pensacola, 634 F. 2d 886 (5th Cir, Unit B. 1981), Dewey v. City of Eufaula, 79-149-N (M.D. Ala. Oct 31, 1979); Attorney General's Op., May 13, 1974, Mar. 4, 1986.

G.29 MATERNITY LEAVE FOR PERSONNEL

An employee of the School District shall be eligible for maternity leave in accordance with the following provisions:

1. Maternity leave shall be without pay, except that, accumulated sick leave days may be utilized for illnesses associated with pregnancy, and/or when the attending physician notified the Board that the employee is no longer able to perform assigned duties.
2. Maternity leave normally shall not extend over a period of time exceeding 12 calendar months.
3. Maternity leave shall become effective under ordinary circumstances when, the employee requests and has such leave approved by the Board, and/or the attending physician notifies the Board that it is in the best interest of the teacher to take such leave.
4. Maternity leave ends under ordinary circumstances when, the employee requests to return to work, and/or when the attending physician states that the employee is able to resume normal duties.
5. A certified employee on returning from maternity leave shall be restored to her former position or a position of like nature. Both categories of employees shall maintain tenure/permanent status and all accruable benefits, except that days are not to be accrued for sick leave or annual leave while on maternity leave without pay.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16-1-30, 16-24-13; Board of Education v. LaFleur, 414 U.S. 632; P.L. 103-3 -- Feb. 5, 1993; Scott v. Opelika City Schools, 63 F.R.D. 144; Bravo v. Chicago Board of Education, 345 F.Supp. 501; Attorney General's Op., Mar. 21, 1971, Mar. 7, 1973.

G.29-F1 MATERNITY LEAVE REQUEST FORM

ROANOKE CITY BOARD OF EDUCATION
Roanoke, Alabama

To: Superintendent

From: _____

Subject: Maternity Leave

School: _____ Date: _____

I hereby request a maternity leave from my official duties due to pregnancy. The expected date on which I would like to begin such leave is _____.
month day year

The expected delivery date is _____.
month day year

I expect to use _____ day(s) of my accumulated sick leave and _____ day(s)
no. days no. days
of personal leave.

The date on which I expect to resume my regular duties is: _____.
month day year

I have read the Maternity Leave policy, G.29, and I am making this request being fully cognizant of its terms and conditions.

Signature: _____ Date: _____
Employee

Approved: _____ Date: _____
Superintendent

G.30 FAMILY AND MEDICAL LEAVE FOR PERSONNEL

It is the policy of the Board to make available to eligible employees of the School District family and medical leave in accordance with the Family and Medical Leave Act (FMLA). The leave will be without pay for up to 12 weeks in any 12-month period, will be gender neutral, and may be taken for one or more of the following reasons:

1. Birth of a child.
2. Adoption of a child or placement of a foster child.
3. Care of a sick spouse, child, or parent.
4. Serious health condition of the employee.

A. DEFINITIONS

1. Eligible employee - Means one employed with the School District for at least 12 months during which time the employee worked at least 1,250 hours.
2. Health Care Provider - Means a state licensed medical doctor.
3. Family Member - Means a legal spouse, biological parent(s), and a biological son or daughter, an adopted or foster child, or stepchild, or a legal ward, or a child of a person standing in loco parentis who is under 18 years of age or 18 years of age or older and incapable of self-care.
4. Parent - Means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter.
5. Serious Health Condition - Means an illness, injury, impairment, or physical or mental condition involving inpatient or continuing treatment by a health care provider.
6. Spouse- Means a husband or wife, as the case may be.
7. Week - Means a work week.

B. ELIGIBILITY FOR FAMILY AND MEDICAL LEAVE

1. The employee must have been employed by the Board for at least 12 months and for at least 1,250 hours during the prior 12-month period.
2. Upon the birth of a child, the mother is eligible for up to 12 weeks of leave under the FMLA. The law provides that when the mother's leave period is over, the child's father is eligible for up to 12 weeks of leave. However, if both parents are employees of the Board, the aggregate amount of leave granted to both parents during any 12 months is limited to a total of 12 weeks. The mother may utilize any of her accrued sick leave, accrued personal leave, and/or accrued vacation leave in conjunction with the 12 weeks of FML. If such accrued leave is requested, the reason(s) for such leave must meet the requirements noted in the respective leave policy(ies), i.e., Sick Leave policy G.24; Vacation Leave policy G.41; and the Personal Leave policies G.47. Any accrued leave used in conjunction with FML must be taken immediately prior to or immediately after FML and may not be used intermittently during an approved FML.

3. In the event a child is placed in an employee's home for adoption or foster care, the employee is eligible for up to 12 weeks of leave under the FMLA. In such case, the employee may request to use any of his/her available accrued personal leave and/or any authorized paid vacation in conjunction with FMLA. If such accrued leave is requested, the reason(s) for such leave must meet the requirements noted in the respective leave policy(ies), i.e., Vacation Leave policy G.41; and the Personal Leave policies G.47. Any such accrued leave used in conjunction FMLA must be taken immediately prior to or immediately after FMLA and may not be used intermittently during an approved FMLA.
4. In the event of a serious health condition of an employee or a family member as determined by a licensed physician(s), the employee is eligible for leave under the FMLA for up to 12 weeks. In such case, the employee may request to use any of his/her available accrued sick leave, personal leave, and/or any authorized paid vacation in conjunction with FMLA. If such accrued leave is requested, the reason(s) for such leave must meet the requirements noted in the respective leave policy(ies), i.e., Sick Leave; Vacation Leave; and the Personal Leave policies. Any accrued leave used in conjunction with FMLA must be taken immediately prior to or immediately after FMLA and may not be used intermittently during an approved FMLA.

NOTE: The birth or placement of a child for adoption or foster care entitlement to leave expires at the end of the 12-month period beginning on the date of the birth or placement. However, if both parents are employed by the Board, the aggregate amount of leave granted to both parents in such instances shall not exceed 12 weeks in any 12-month period.

NOTE: The Board will not permit the use of sick leave, personal leave, and/or vacation leave in relation to FMLA leave when such leave is not permitted by state statute, State Board of Education Policy, or Board policy.

C. INTERMITTENT LEAVE OR REDUCED LEAVE TIME

Leave granted for the birth of a child or placement of a child for adoption or foster care may not be taken on an intermittent or reduced leave basis unless agreed to by Board and the employee. However, when leave is taken to care for a sick family member or due to the employee's own serious health condition, leave may be taken intermittently or on a reduced leave basis when medically necessary.

If an employee requests intermittent leave or leave on a reduced leave basis due to the serious health condition of the employee or of a family member and the leave is foreseeable based on planned medical treatment, the Board may require the employee to transfer to a temporary alternative job (where available) for which the employee is qualified and which better accommodates the leave than the employee's regular job. However, the temporary job will have the equivalent pay and benefits of the employee's regular job.

D. NOTICE OF LEAVE AND INITIAL CERTIFICATION

An employee requesting leave under the provisions of the FMLA is required to give notice to the Board as to when leave is to be taken.

1. Birth or Placement of a Child, Adoption, or Foster Care a 30 day written notice of intent to take FMLA leave is required. If the date of birth or placement requires leave to begin in less than 30 days, the employee must provide such notice as soon as practicable.
2. Serious Health Conditions of the Employee or Family Member Where the necessity for FMLA leave is due to the serious health condition of a family member or of the employee and is foreseeable based on planned medical treatment, the employee must give at least 30 days written notice or notice as soon as practical, if treatment starts in less than 30 days.
3. Certification - For any leave requested based on the serious health condition of the employee or of a family member, the employee must provide certification from a state licensed medical doctor supporting the request for leave. The employee must provide a copy of the certification to the Board in a "timely manner." The certification must contain the following information:
 - The date the serious health condition began.
 - The probable duration of the condition.
 - The appropriate medical facts regarding the condition.
 - If the leave is based on the care of the spouse, child, or parent, a statement that the employee is needed to provide the care and an estimate of the amount of time the care will need to be continued.
 - If the leave is based on the employee's own serious health condition, a statement that the employee is unable to perform the functions of the job.
 - In the case of intermittent leave or leave on a reduced schedule for planned medical treatment, the dates the treatment is expected to be given and the duration of the treatment.

E. PROCEDURE FOR GIVING NOTICE

The employee will give written notice on the Family and Medical Leave Form to the employee's immediate supervisor in accordance with criteria outlined under the "Notice of Leave and Initial Certification Section" of this policy. Failure to give notice may lead to denial of the request for leave.

F. MEDICAL TREATMENT

The employee must make a reasonable effort to schedule the medical treatment so as not to unduly disrupt the operations of the Board, subject to the approval of the health care provider. Where the need for leave is unforeseeable, notice as soon as practical is required

G. RECERTIFICATION OF HEALTH CONDITION

The Board may at its discretion require:

1. The employee to provide later certification "on a reasonable basis" as to the status of the health condition for which leave was granted.
2. The employee to report periodically on his/her health status.

3. The employee's intention to return to work.
4. The employee to obtain certification from an authorized health care provider verifying that the employee is able to resume work when the employee is taking leave due to the employee's serious health condition.

H. SUBSEQUENT (SECOND & THIRD) MEDICAL OPINIONS

The Board at its discretion and expense may require the employee to get a second medical opinion. In such instance, the second health care provider will be designated by the Board; but that provider will not be an employee of the Board. If the medical opinions of the employee's health care provider and the opinion of the medical official designated by the Board conflict, the Board at its discretion and expense may require a third medical opinion by a medical official jointly designated by the Board and the employee. The opinion of the third provider will be final.

I. MAINTENANCE OF BENEFITS

Health insurance coverage must be maintained under any group health plan for any employee requesting and being granted leave under FMLA. The coverage will be continued for the duration of the leave at the same level and under the same conditions coverage would have been provided no leave had been taken. However, if an employee fails to return to work after the period of leave expires, the Board may recover any premium the Board may have paid for coverage during the leave period.

J. ENTITLEMENT TO REEMPLOYMENT AND BENEFITS

With limited exceptions, an eligible employee who takes leave will be entitled to be restored to his/her old job or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. No employment benefits that accrued before the date leave began will be lost. An employee is not entitled to an accrual of any seniority or employment benefits (sick leave, personal leave, vacation leave, etc.) that would have occurred during the leave period.

K. FAIR LABOR STANDARDS ACT

Providing unpaid leave will not affect an employee's status as an exempt employee under the Fair Labor Standards Act provisions governing overtime pay.

L. UNEMPLOYMENT COMPENSATION

During the FMLA leave period the employee is not entitled to unemployment compensation, even if the leave is unpaid.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: Federal Family and Medical Leave Act of 1993

G.30-F1 FAMILY AND MEDICAL LEAVE REQUEST FORM
ROANOKE CITY BOARD OF EDUCATION
Roanoke, Alabama

To: Superintendent

From: _____

Subject: Family and Medical Leave

ELIGIBILITY: To be eligible for Family and Medical Leave an employee must have been employed with the Board for at least 12 months and have worked for at least 1,250 hours during the past 12 months.

REASONS: Family and Medical Leave may be requested only for the following reasons, a) Birth of a child, b) adoption or placement of a child, c) Care of a sick spouse, child, or parent, and d) Serious health condition of an employee.

Date: _____

School/Work Site: _____

I hereby request Family and Medical Leave from my official duties due to the following reason:

- | | |
|--|--|
| <input type="checkbox"/> Birth of a child | <input type="checkbox"/> Adoption of a child |
| <input type="checkbox"/> Placement of foster child | <input type="checkbox"/> Care of a sick spouse |
| <input type="checkbox"/> Serious personal health condition | <input type="checkbox"/> Care of a sick child |
| | <input type="checkbox"/> Care of a sick parent |

The expected date on which I would like to begin such leave is _____.
month day year

The date on which I expect to resume my regular duties is _____.
month day year

Use of accrued leave days

CONDITIONS: For the birth of a child, care of a sick spouse, child, or parent, or serious health condition of the employee an employee may use accrued sick leave, personal leave, or vacation days in conjunction with FMLA leave (NOTE: any such leave taken must be in accordance with the Sick Leave policy; the Vacation Leave policy; and the Personal Leave policies. Such leave used in conjunction with FMLA must be taken immediately prior to or immediately after the FMLA leave and may not be taken intermittently during such leave). For the adoption of a child or placement of a foster child an employee may use accrued personal leave or vacation leave in conjunction with FMLA.

I would like to use the following accumulated leave in conjunction with my approved Family and Medical Leave:

- Sick leave -- Number of days to be used: _____.
- Personal leave -- Number of days to be used: _____.
- Vacation days -- Number of days to be used: _____.

NOTE: Use of accrued leave days must be approved in advance of beginning Family and Medical Leave. I have read the Family and Medical Leave policy, and I am making this request being fully cognizant of its terms and conditions.

Signature: _____ Date: _____
Employee

Approved: _____ Date: _____
Superintendent

G.31 LEGAL SERVICE ABSENCES FOR PERSONNEL

Jury Service

Personnel may be excused without loss of pay for jury service. To be eligible for jury service leave with pay, personnel must present the jury summons to their immediate supervisor as far in advance of the leave date as possible in order to secure appropriate substitute personnel.

Court Appearance

Personnel may be excused without loss of pay for serving as a witness under a subpoena in a court of law. To be eligible for court appearance leave with pay, personnel must present the subpoena to their immediate supervisor as far in advance of the leave date as possible in order to secure appropriate substitute personnel.

Voting Service

Personnel may not be excused with pay for serving as a voting official.

Personnel are not required to reimburse the School District for expense allowances paid for jury or court service.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: Legislative Act, 1977 No. 759; Attorney General's Opinion dated
February 23, 1979.

G.31-F1 LEGAL SERVICE LEAVE REQUEST FORM

ROANOKE CITY BOARD OF EDUCATION
Roanoke, Alabama

Request for leave with pay for Jury Service or Court Appearances (Jury Summons or Subpoenas must be attached). The Board does not provide leave with pay for court appearances as the plaintiff.

Name _____

School/Work Site _____

I hereby request leave from my official job duties based on the following: (explain in full)

Day(s) employee expects to be absent: _____ Date(s): _____

Signature: _____ Date _____
Employee

Approved: _____ Date _____
Principal/Supervisor

Note: Upon returning to work, personnel must submit a court attendance form to verify attendance.

G.32 TEMPORARY PROFESSIONAL LEAVES OF ABSENCE FOR PERSONNEL

Professional Leave

The Board authorizes the Superintendent to grant release time for personnel to participate in short-term study, conferences, and general educational development activities related to common goals and objectives held by personnel and the School District.

Detached Duty Leaves

The Board authorizes the Superintendent to grant release time for personnel to perform extended duty directly related to the goals and objectives of the School District or State of Alabama. Such duty would include but not be limited to such activities as District-wide curriculum-related work, serving on District-wide committees, District-wide administrative-related matters, etc.

Accreditation Visits

School District personnel may be permitted to serve on only one (1) accreditation visit per year, unless special permission is granted by the Superintendent and Board.

Conditions of and Approval for Professional Leaves

All professional leave as noted above must be approved in advance by the Superintendent and/or the principal/work site supervisor. Such leave time shall be at the discretion of the Superintendent based on available finances, number of other personnel on leave, and educational value to the School District and may be with or without pay, with or without pay for any needed substitute personnel, and/or with or without travel or lodging expenses based on funds available.

Application Procedure

Employees must complete and submit a copy of the Temporary Professional Leave Request Form (G.32-F1) to their principal/work site supervisor for approval and then to the Superintendent for approval.

Board Approvals for Leave Over Five Days

Any requests for leave under this policy for more than five (5) days must be recommended by the Superintendent and approved by the Board.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16-8-10, 16-8-25, 16-23-12 to 13, 16-24-13.

ROANOKE CITY SCHOOLS
G.32-F1 PROFESSIONAL LEAVE REQUEST

Date

School

Employee Making Request

Leave Date(s)

Destination: _____ Distance _____

Purpose: (be specific)

Briefly state how this will help you be more effective in your job performance:

List other professional leave you have taken this school year.

PRINCIPAL: Approved or Disapproved (Circle)

IMPORTANT: List funding source(s) for expenses: _____

Signature

Date

Comments:

SUPERINTENDENT

Approved or Disapproved (Circle)

Overnight Lodging Authorization Yes No
(Circle)

Signature

Date

Comments:

Complete reverse side

Employees will be reimbursed for travel expenses incurred while performing duties related to their job when such travel is at the request of or approved by the superintendent. Reimbursement will be made in accordance with the provisions of BOE Policy G.36. Employees are requested to car pool, share rooms, and utilize other cost reducing measures whenever possible.

The following guidelines are provided for your understanding and assistance:

REIMBURSEMENT claims will be paid when accompanied by proper receipts and/or other appropriate documentation.

REGISTRATION FEES will be paid by the individual and reimbursed at the same time as other travel expenses, unless the criteria for advance payment for such fees are met (see Policy G.36).

LODGING will be reimbursed on an actual expense basis as approved by the superintendent.

OVERNIGHT LODGING expenses for the night before the first day of a conference or meeting generally shall not be reimbursed. However, under certain circumstances (such as an early morning meeting time and a one way travel distance exceeding 100 miles), these expenses may be reimbursed provided that the employee has obtained prior written approval by the superintendent and submits written documentation of attendance/participation.

MILEAGE will be reimbursed at the same rate as the State of Alabama and as outlined in Policy G.36, and will be calculated from the employee's job site to the destination and back to the job site.

MEALS may be reimbursed up to a maximum of \$30 per day. Itemized receipts are required for reimbursement.

MEALS will be documented by paid tickets. When meals are provided as part of the conference registration, no additional reimbursement will be made for those meals.

The cost of PERSONAL TELEPHONE CALLS is NOT reimbursable.

The cost of PERSONAL ITEMS and ENTERTAINMENT is NOT reimbursable.

The cost of INDIVIDUAL MEMBERSHIP DUES is NOT an allowable expense.

The cost of ALCOHOLIC BEVERAGES is NOT an allowable expense.

Travel outside the state requires prior approval of the superintendent. Reimbursement of out-of-state travel expense claims shall NOT exceed the actual itemized/documented eligible expenses.

Procedure for filing a reimbursement claim:

Complete a travel voucher, attach all receipts and a copy of your approved professional leave request form G.32.1F and submit promptly to the central office.

I have read and understand the policy and reimbursement procedures. I have attached a copy(ies) of the proposed conference (brochure, agenda, etc.).

Employee

Date

I have covered the reimbursement policy and procedures with the employee. Where applicable, I have coordinated travel, lodging, and other cost reducing measures.

Principal

Date

G. 33 VACATION LEAVE FOR PERSONNEL

Number of Days Earned: Full Time Permanent Employees

Full-time permanent employees who have worked twelve (12) months are entitled to ten days vacation leave. Beginning with the sixteenth continuous year of employment individuals will earn vacation leave at the rate of one and one-half vacation days per month to a maximum of fifteen days per year.

Vacation days may be earned only by 12-month employees.

All vacation days must be used prior to an effective resignation date. The School District shall not make cash payments for unused vacation days.

NOTE: Vacation days may be granted as accrued.

Summer Vacation Time Period

All eligible employees with direct supervisory responsibilities for students (i.e., principals, 12-month vocational teachers, etc.) should whenever possible take their vacations when school is not in session. The Superintendent, in the case of unusual circumstances, may approve alternative vacations times for such personnel.

Vacation Schedule

All vacation leave dates for school principals must be approved in advance by the Superintendent.

Employees requesting to use more than ten (10) consecutive days of vacation leave must obtain prior approval of the Superintendent.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16-1-30, 16-9-23.

G.34 RETIREMENT OF PERSONNEL

By state law there is no mandatory retirement age; however, the Board encourages retirement by age seventy (70). In accordance with state law, employees seventy (70) years of age and older shall be required to make an annual application, to include evidence of physical and mental fitness to the Board for review and approval. In addition, the Board reserves the right to require physical and/or mental examinations of any employee, regardless of age, to determine fitness for assigned responsibilities.

Personnel shall be subject to and retired in accordance with Alabama Law pertaining to retirement (See The Code of Alabama, 16-25-14).

All personnel employed by the School District shall be covered by the Social Security Program. All employees shall be eligible for benefits in accordance with the rules and regulations as may be developed by said Agency.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16-22-9, Title 16, Chapter 25; Legislative Act, 85 208.

G.35 SALARY SCHEDULES FOR PERSONNEL

General

The Board, in compliance with state law, directs the Superintendent or designee to develop salary schedules for all regular and temporary categories of employees of the School District. Such salary schedules shall be based on training, qualifications, job-related experiences, and other fair and equitable criteria as may be determined by the Board. The salary schedules shall be presented to the Board for review and approval and shall be available at each school and work site.

When District-wide changes occur in the general salary schedules, the Superintendent or designee shall prepare or cause to be prepared new salary schedules for all personnel employed by the School District.

Initial Placement on Salary Schedule - Certified Personnel

The number of years of acceptable experience for initial placement on the salary schedules shall be determined and agreed upon prior to employment. Job applicants must provide verification of all past job-related experience from their former employers. The determination of such credit shall be based on the following criteria:

1. All teaching/administrative experience gained in all public elementary and secondary schools and/or state or regionally accredited public institutions of higher learning shall be approved as credit for placement on the salary schedule.
2. Teaching/administrative experience gained in accredited private elementary and secondary schools may be considered for credit for placement on the salary schedule.
3. Credit for military service will not be granted for placement on the salary schedule. (See policy G-28).
4. In determining experience for placement on the salary schedule, credit shall be given for whole and parts of a year greater than one-half of the total annual contract days for the School District.

Initial Placement on Salary Schedule – Non-certified Personnel

Initial employment in a non-certified position will result in placement on Step I of the Non-certified Personnel Salary Schedule for that particular position. However, in the case of a Roanoke City School employee transferring from one position to another, placement will be such that would not cause a reduction in salary.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: Legislative Act, 90-325.

G. 36 PAYROLL CHECKS FOR PERSONNEL

Payroll checks for personnel are due and available on the last regular business day of each month.

The principal/work site is required to furnish the Payroll Department a payroll report containing the names of his/her staff. This payroll report must show the number of days worked by each certified employee and the number of days absent, as well as the cause of absences. The payroll report must show the number of days worked by each non-certified employee and the number of days absent, as well as the cause of absences. It must also show the names of any substitute teachers/workers used, the dates they served, and for whom they taught/worked.

All personnel salaries shall be distributed over a twelve-(12) month period. Provided an employee misses a work day(s) and does not have accrued leave days to cover such absence(s), a day's pay shall be deducted for each such absence.

All supplementary remuneration for unused state paid personal leave days shall be paid by a supplemental check to be issued with the June payroll.

The Board reserves the right to hold payroll checks of employees who fail to furnish required data such as teachers' certificates, transcripts, retirement forms, etc. Checks may be held only after the employees have been requested to complete their files and have failed to comply.

Final Pay-Off

Prior to Completing Contract - An employee who for any reason (retirement, disability, termination, etc.) leaves the School District prior to completing his/her annual contract period shall be "paid off" on the last working day of the month following the last active payroll period. The payoff shall include all remuneration owed said employee by the School District minus any funds owed to the School District.

After Completing Contract - An employee who leaves the School District after completing his/her annual contract period shall have his/her final "pay off" extended over the months of his/her contract, normally June, July, and August.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16 8 24, 16-13-147.

G.37 TRAVEL EXPENSES FOR PERSONNEL

Personnel shall be reimbursed for travel expense incurred while performing duties related to their jobs, when such travel is at the request of or approved by the Superintendent and said employee's immediate supervisor. Board members shall be reimbursed for travel expenses incurred while performing their duties as a Board Member such as travel to conferences, etc. The mileage reimbursement rate for employees and Board Members shall be the same rate as the State of Alabama. Mileage will be paid from Roanoke to the destination of the conference/meeting and return to Roanoke only. Map Quest will be used to determine the number of miles to be reimbursed.

Travel Within the School District

Employees who are required to travel on a continuing basis from school to school or work site to work site shall be paid mileage (no expenses) as specified below from School District funds. An employee assigned to two (2) (or more) different campuses, (example - mornings at one campus, afternoons at a second campus), may claim one-way only mileage for travel between the campuses. Employees may not claim mileage when they are assigned to work all day at different schools or work sites on alternate days, (example - Mondays at one school, Tuesdays at a second school or any like combinations). Reimbursement for such mileage shall be paid monthly, based on travel claim forms signed by the employee and principal/work site supervisor. Administrative staff shall not be eligible for such mileage reimbursement for travel within the school district.

Travel Within the State

When employees are required to travel in their private automobile outside the School District to transact business directly associated with their job, they may claim mileage and expenses with written prior approval by the Superintendent. When claiming such travel expenses, travel forms shall be initiated and signed by the employee and forwarded to the central office. Reimbursement for travel expenses for employees and Board Members in the state shall not exceed actual, itemized expenses. Prior approval for all travel of employees must be obtained from the Superintendent before any travel expenses can be incurred. All travel expense claims for employees and Board Members must be supported by receipts for meals, lodging, parking, etc. All in state travel must be by automobile. Employees and Board Members are requested to car pool, share rooms, and utilize other cost reducing measures whenever possible. When a person not employed by the School District shares a room with an employee or Board Member, the School District employee or Board Member shall be eligible for reimbursement at single room rate only.

Travel Outside the State

Reimbursement for travel expenses outside the state shall not exceed actual, itemized expenses. Prior approval for all travel must be obtained from the Superintendent before any travel expenses can be incurred. All travel expense claims must be made on forms approved by the Board. All expense claims for out-of-state travel must be supported by receipts, airline ticket, parking stubs, etc. All out-of-state travel must be by automobile or tourist class air travel and will be based on the most economical mode of transportation. Employees and Board Members are requested to carpool, share rooms, and utilize other cost reducing measures whenever possible. When a person not employed by the School District shares a room with an employee or Board Member, the School District employee or Board Member shall be eligible for reimbursement at a single room rate only.

Travel Expense Advances

Employees with approved, budgeted travel funds may have certain expenses associated with travel paid in advance provided the expenses submitted for advance payment meet all of the following criteria. Board Members may have certain expenses associated with travel paid in advance provided the expenses submitted for advance payment meet all of the following criteria with the exception of number 2.

1. They are related to conference or meeting registrations where payment(s) can be made directly to the conference. NOTE: No cash advances or checks shall be issued to individual employees to cover travel expenses.
2. Employees only must have approved by the Superintendent for advance payment.
3. The requests for such advances are submitted to the central office no later than fourteen (14) calendar days prior to the due date for the registration fee.
4. Upon completion of the conference/meeting, the employee or Board Member must provide written documentation of attendance/participation, or the individual will be required to reimburse the school district for the advance registration payment.

Travel Expense Limitations/Exclusions

1. LODGING expenses for the night before the first day of a conference or meeting generally shall not be reimbursed. However, under certain circumstances (such as an early morning meeting time and a one-way travel distance exceeding 100 miles), these expenses may be reimbursed provided that the employee has obtained prior written approval by the superintendent and submits written documentation of attendance/participation. Board Members will be reimbursed for lodging expenses incurred for the night before the first day of a conference or meeting if there is an early morning meeting and the one-way distance for the conference/meeting exceeds 100 miles.
2. MEALS FOR ALL PERSONNEL AND BOARD MEMBERS will be reimbursed up to a maximum of \$30 per day. If meal expenses exceed this amount, the individual will be responsible for the difference. In order to be reimbursed for any meal expenses, ITEMIZED RECEIPTS must be submitted.
3. PERSONAL ITEMS AND ENTERTAINMENT are NOT reimbursable.
4. PERSONAL TELEPHONE CALLS are NOT reimbursable.
5. INDIVIDUAL MEMBERSHIP DUES are NOT reimbursable.
6. ALCOHOLIC BEVERAGES are NOT reimbursable.

REVISED: September 27, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16-8-8 and 9, 16-13-3; Attorney General's Op., May 30, 1968, Jul. 28, 1980.

G.37a SPORTSMANSHIP FOR FACULTY AND STAFF

The Roanoke City Board of Education believes it is the responsibility of administrators, coaches, fans and players to promote good sportsmanship at every opportunity. It is the responsibility of school system employees and student athletes to take the lead in setting the proper example.

Any monetary fine placed on a staff member and/or a student athlete by the Alabama High School Athletic Association (AHSAA) will be paid in full by the person named by the AHSAA.

Staff members and/or coaches who wish to appeal the decision of the AHSAA must follow the appeal procedures outlined by the AHSAA.

ADOPTED: June 26, 2007

G.38 POSSESSION OF FIREARMS BY PERSONNEL

No employee shall be permitted to have a firearm in his/her bodily possession or attendant belongings (including vehicles) while on school property or in School District buildings or facilities during regular employment hours or at any scheduled school function or activity when parents, students, or teachers are present.

Parents and other persons are hereby notified that they are prohibited from bringing firearms or other weapons on school property at any time, with the exception of authorized law enforcement personnel.

ADOPTED: July 25, 2000

REVISED: December 11, 2012

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16-1-30, 16-8-10, 16-9-15; Sec. 1702; Gun-Free School Zone Act of 1990, 18 U.S. Code 921; Public Law 103-382; "Improving America's Schools Act of 1994"; Part F, Section 14601, Gun-Free Requirements: Legislative Acts 94-820, 94-817

G.39 POLICIES CONCERNING HIV INFECTION FOR STAFF AND STUDENTS

Roanoke City Schools shall strive to protect the safety and health of children and youth in our care, as well as their families, our employees, and the general public. Staff members shall cooperate with public authorities to promote these goals.

The evidence is overwhelming that the risk of transmitting human immunodeficiency virus (HIV) is extremely low in school settings when current guidelines are followed. The presence of a person living with HIV infection or diagnosed with acquired immunodeficiency syndrome (AIDS) poses no significant risk to others in school, day care, or school athletic settings.

School Attendance

A student with HIV infection has the same right to attend school and receive services as any other student, and will be subject to the same rules and policies. HIV infection shall not factor into decisions concerning class assignments, privileges, or participation in any school-sponsored activity.

School authorities will determine the educational placement of a student known to be infected with HIV on a case-by-case basis by following established policies and procedures for students with chronic health problems or students with disabilities. Decision makers must consult with the student's physician and parent or guardian; respect the student's and family's privacy rights; and reassess the placement if there is a change in the student's need for accommodations or services.

School staff members will always strive to maintain a respectful school climate and not allow physical or verbal harassment of any individual or group by another individual or group. This includes taunts directed against a person living with HIV infection, a person perceived as having HIV infection, or a person associated with someone with HIV infection.

Employment

The Roanoke City School System does not discriminate on the basis of HIV infection or association with another person with HIV infection, in accordance with the Americans with Disabilities Act of 1990. An employee with HIV infection is welcome to continue working as long as he or she is able to perform the essential functions of the position, with reasonable accommodation if necessary.

Privacy

Pupils or staff members are not required to disclose HIV infection status to anyone in the education system. HIV antibody testing is not required for any purpose.

Every employee has a duty to treat as highly confidential any knowledge or speculation concerning the HIV status of a student or other staff member. Violation of medical privacy is cause for disciplinary action, criminal prosecution, and/or personal liability for a civil suit.

No information regarding a person's HIV status will be divulged to any individual or organization without a court order or the informed, written, signed, and dated consent of the person with HIV infection (or the parent or guardian of a legal minor). The written consent must specify the name of the recipient of the information and the purpose for disclosure.

All health records, notes, and other documents that reference a person's HIV status will be kept under lock and key. Access to these confidential records is limited to those named in written permission from the person (or parent or guardian) and to emergency medical personnel. Information regarding HIV status will not be added to a student's permanent educational or health record without written consent.

Infection Control

All employees are required to consistently follow infection control guidelines in all settings and at all times, including playgrounds and school buses. Schools will operate according to the standards promulgated by the U.S. Occupational Health and Safety Administration for the prevention of blood-borne infections. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept reasonably accessible. The school nurse shall implement the precautions and investigate, correct, and report on instances of lapse.

A school staff member is expected to alert a person responsible for health and safety if a student's health condition or behavior presents a reasonable risk of transmitting any infection.

If a situation occurs at school in which a person might have been exposed to an infectious agent, such as an instance of blood-to-blood contact, school authorities shall counsel that person (or, if a minor, alert a parent or guardian) to seek appropriate medical evaluation.

HIV and Athletics

The privilege of participating in physical education classes, athletic programs, competitive sports, and recess is not conditional on a person's HIV status. School authorities will make reasonable accommodations to allow students living with HIV infection to participate in school-sponsored physical activities.

All employees must consistently adhere to infection control guidelines in locker rooms and all play and athletic settings. Rulebooks will reflect these guidelines. First aid kits must be on hand at every athletic event.

All physical education teachers and athletic program staff will complete an approved first aid and injury prevention course that includes implementation of infection control guidelines.

Student orientation about safety on the playing field will include guidelines for avoiding HIV infection.

HIV Prevention Education

The goals of HIV prevention education are to promote healthful living and discourage the behaviors that put people at risk of acquiring HIV. The educational program will:

- be taught in grade five through grade twelve;
- use methods demonstrated by sound research to be effective;
- be consistent with community standards;
- follow content guidelines prepared by the Centers of Disease Control and Prevention (CDC);
- be appropriate to students' developmental levels, behaviors, and cultural backgrounds;
- build knowledge and skills from year to year;
- stress the benefits of abstinence from sexual activity, alcohol, and other drug use;
- include accurate information on reducing risk of HIV infection;
- address students' own concerns;
- include means for evaluation;
- be an integral part of a coordinated school health program;
- be taught by well-prepared instructors with adequate support; and
- involve parents and families as partners in education.

Parents and guardians will have convenient opportunities to preview all HIV prevention curricula and materials. School staff members shall assist parents or guardians who ask for help in discussing HIV infection with their children. If a parent or guardian submits a written request to a Principal that a child not receive instruction in specific HIV prevention topics at school, and assures that the topics will be discussed at home or elsewhere, the child shall be excused without penalty.

The education system will endeavor to cooperate with HIV prevention efforts in the community that address out-of-school youth and youth in situations that put them at high risk of acquiring HIV.

Related Services

Students will have access to voluntary, confidential, age and developmentally appropriate counseling about matters related to HIV infection. School administrators will maintain confidential linkage and referral mechanisms to facilitate voluntary student access to appropriate HIV counseling and testing programs, and to other HIV-related services as needed. Public information about resources in the community will be kept available for voluntary student use.

Staff Development

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs about current law and state, district, and school policies concerning HIV; assists staff to maintain productive parent and community relations; and includes annual review sessions. Certain employees will also receive additional specialized training as appropriate to their positions and responsibilities.

General Provisions

On an annual basis, school administrators will notify students, their family members, and school personnel about current policies concerning HIV infection, and provide convenient opportunities to discuss them. Information will be provided in major primary languages of students' families.

This policy is effective immediately upon adoption. In accordance with the established policy review process, or at least every three years, the school nurse shall report on the accuracy, relevance, and effectiveness of this policy and, when appropriate, provide recommendations for improving and/or updating the policy.

ADOPTED: June 24, 2003

REVISED: January 24, 2006

REA/ESPO consulted

REF: Ala. School Health Services Recommended Guidelines for Policies and Procedures, Standard Precautions and Bloodborne Pathogens (SDE publication, Dec. 1999); Someone At School Has AIDS, National Assoc. of State Board of Education publication, 1996

G.40 INITIAL TUBERCULOSIS TESTING FOR PERSONNEL

The following provisions shall apply to employees of the School District with respect to testing for Tuberculosis:

1. Only newly employed personnel, including teachers, janitors, bus drivers, food handlers, aides, and other persons who have direct contact with children are recommended for an initial examination for tuberculosis.
2. New employees should be tuberculin skin tested initially at the time they are employed. If the skin test is negative, no further skin testing or examinations are required. If the tuberculin test is positive, a chest x ray is recommended. If the chest x ray is essentially negative, INH preventive therapy will be highly recommended for persons under 35 years of age, unless there are medical contradictions. c. Persons over 35 with a positive skin test and negative chest x ray will be considered for INH preventive therapy on an individual basis, depending upon other risk factors and the clinical judgment of the physician. d. After the initial examination of all new employees for tuberculosis, no further annual skin testing or X-raying is recommended unless the local health officer or physician considers it necessary. Further procedures, such as sputum examinations, may be requested by the local health officer or clinician as deemed necessary.
3. If a female employee is employed in the first trimester of her pregnancy and is found to be skin test positive and asymptomatic, she may be x rayed on the anniversary date of her employment or within a calendar year.
4. The State Committee of Public Health recommends that routine measures of supervision, as indicated by the Tuberculosis Control Program Guidelines, should be followed where a case is found in a school. The contacts should be investigated, examined, and considered for preventive therapy in accordance with the tuberculosis program guidelines.
5. Educational programs relating to respiratory diseases, including tuberculosis, for students and employees should be encouraged at both the local and state levels.

Approved by the State Tuberculosis Medical Advisory Council and the State Committee of Public Health, August, 1980.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16-22-3; State Department of Public Health recommendation, dated July 1, 1982.

G.41 DRUG-FREE WORKPLACE POLICY

Drug abuse and use at the workplace are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs may impair the well being of all employees, the public at large, and result in damage to School District property. Therefore, it is the policy of the Board that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the schools or on school property by any employee is prohibited. Any employees violating this policy will be subject to discipline up to and including termination. The specifics of this policy are as follows:

1. The Board does not differentiate between drug users and drug pushers or sellers. Any employee who gives or in any way transfers a controlled substance to another person or sells or manufactures a controlled substance while on the job or on Roanoke City Board of Education premises will be subject to discipline up to and including termination.
2. The term "Controlled Substance" means any drug listed in 21 U.S.C.S. 812 and other federal regulations. Generally, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to, Heroin, Marijuana, Cocaine, PCP, and "Crack". They also include "legal drugs" which are not prescribed by a licensed physician. Prescription drugs should be handled with great caution. Employees who must use prescription drugs while at school are responsible for keeping these drugs secured from others, especially students.
3. Each employee is required by law to inform the Board within five (5) days after he or she is convicted for violation of any federal or state criminal drug statute where such violation occurred on Board premises. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.
4. The Board must notify the U.S. Government Agency with which the contract was made within ten (10) days after receiving notice from the employee or otherwise receives actual notice of such a conviction.
5. If an employee is convicted of violating any criminal drug statute while on the workplace, he or she will be subject to discipline up to and including termination and referred for criminal prosecution. Alternately, the Board may require the employee to successfully finish a drug abuse program sponsored by an approved private or governmental institution.
6. As a condition of further employment on any federal government contract, the law requires all employees to abide by this policy.

ADOPTED: July 25, 2000

REVISED: December 11, 2012

REA/ESPO consulted

LEGAL REF.: Drug Free Workplace Act of 1988, 34 CRF Part 85, Subpart F.49 C.F.R. Part 40;
The Omnibus Transportation Employee Testing Act of 1991.

G. 42 TOBACCO USE BY PERSONNEL

PHILOSOPHY: The Board believes that all persons have the right to be in a school environment that promotes, enhances, strives to become, and maintains a drug-free School District.

The Board, in recognition of the high degree of evidence available, views the use of prohibited substances as being detrimental to health and as being a significant contributor to mouth, lung, heart, and other diseases. The Board also considers the area of personal health as being a primary objective of education. It is also the belief of the Board that School District employees should, by example, demonstrate to the students they serve their concerns for the dangers inherent in the use of these products.

Smoking and/or use of tobacco, in any form, by all employees -- both certified and non-certified, and all other persons -- are hereby prohibited on, or in, all Board properties at all times, including extracurricular activities. Extracurricular activities are those activities that occur at any time and place that are school related and/or supervised. They include, but are not limited to, all athletic events, proms, field trips, class trips, academic competitions, riding of school buses for any purpose, etc.

DISCIPLINARY ACTIONS FOR BOARD EMPLOYEES

1st Offense:

Supervisor and/or principal will inform the Superintendent, in writing, of violation. Superintendent will write a letter of reprimand, with a copy given to the employee and the original to the employee's personnel folder in the Central Office.

2nd Offense:

Supervisor and/or principal will inform the Superintendent, in writing, of violation. The employee will be asked to come before the Board in executive or public session (employee's choice) to explain why he/she is unable to comply with the Tobacco Use Policy.

3rd Offense:

Supervisor and/or principal will inform the Superintendent, in writing, of violation. The Superintendent will recommend to the Board to start termination procedures in compliance with Title 16.. The Code of Alabama.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16-8-10, 16-9-15; Alabama Administrative Code 290-030-010-.06 Passed by State Board of Education, July 11, 1995

G.43 WEAPONS-FREE WORKPLACE

It is the policy of the Roanoke City Board of Education to prohibit the possession of a gun or firearm (including any type of pistol, rifle, shotgun, starter gun, or similar weapon), any explosive or incendiary device, knife, metallic knuckles, chemical weapon, or other device or instrument with the intent to be armed by any employee on school property. Any employee violating this policy will be subject to disciplinary action, up to and including termination.

Possession by an employee on school property of items such as scissors, small pocket knife, (blade not to exceed 3 inches in length) or other instrument necessary to the performance of the employee's duties is not prohibited under the provisions of this policy.

ADOPTED: March 27, 2003

REVISED: November 22, 2005

REA/ESPO consulted

G.44 ADMINISTRATIVE LEAVE

As circumstances require, an employee may be placed on administrative leave with pay for disciplinary purposes by the Superintendent.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16-1-30; 16-24-8; 36-26-100 to 110.

G.45 SUPERVISING FAMILY MEMBERS

The Board discourages any supervisor/administrator/principal having a member of his/her immediate family (defined here as husband, wife, father, mother, son, daughter, brother, or sister) working directly under his/her supervision. All personnel employed as of the adoption date of this policy are exempt based on prior employment assignments.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16-1-30.

G.46 DRESS CODE FOR PERSONNEL

A general guideline covering an employee dress code is established in order to uplift, enhance and promote the professional image of the school District.

In departments where uniforms or uniformity in dress is prescribed, all affected personnel are required to abide by direction and procedure.

All employees should be professionally and appropriately attired when conducting school District business.

Departments may adopt a voluntary dress code for uniforms.

Immediate or site supervisors may approve exceptions to this code for special or occasional activities.

Electronic communication devices should not be used for personal business when in direct supervision of students.

Restrictions:

- Clothing should be no more than approximately three inches above the knee.
- Skorts may be worn provided that they are no more than three inches above the knee. Shorts of a reasonable length may be worn only by physical education teachers or as specifically authorized by school administrative personnel.
- Jeans may only be worn for spirit days, dress down days, other special days or events, or as specifically authorized by school administrative personnel.
- T shirts, unless they are designed and worn for spirit days, special events, etc. should not be worn unless specifically authorized by school administrative personnel.
- No mesh, see through, or spandex material, no halter or tank tops, no exposed mid-drift or otherwise inappropriately revealing clothing should be worn.
- Inappropriate beach shoes or flip-flop shoes are discouraged. Choice of shoes should be such that it is compatible with professional attire.
- No facial jewelry.
- No tongue piercing.

ADOPTED: July 25, 2000

REVISED: August 27, 2012

REA/ESPO consulted

G.47 USE OF SCHOOL DISTRICT-OWNED EQUIPMENT AND MATERIALS

General

All equipment and materials owned by or purchased in the name of the School District shall be used exclusively for educational purposes as defined by the Board. Employees are authorized to use such equipment and materials while performing assigned job-related duties at their respective work sites/classrooms during regular work hours.

Use of Equipment Away From School Work Sites/Classrooms

The use of School District-owned equipment away from work sites/classrooms shall be limited to items that are directly related to completing instructional/teaching-oriented work assignments.

Fixed Asset Equipment and Certain Electronic Equipment -- Under no circumstances are School District employees authorized to take equipment shown on the Fixed Asset Inventory List or electronic equipment with a per unit cost of \$50.00 or more away from their work sites/classrooms without the prior written approval of their immediate supervisor/principal. When an employee is approved to use such equipment away from the work site/classroom, the equipment must be checked out by serial number or other appropriate identification and returned to the work site/classroom on a daily basis. However, when the schools are not in session, the principal may approve the use of such equipment away from the classroom/work site for longer periods of time.

Non-Fixed Asset Equipment and Certain Electronic Equipment --Employees may be authorized to take School District equipment not shown on the Fixed Asset Inventory List or electronic equipment with a per unit cost of \$50.00 or less away from their classrooms /work sites to complete school related tasks with the verbal approval of the principal.

Use of School District-Owned Equipment for Personal Gain

Under no circumstances shall an employee lend, rent, or lease School District-owned equipment to a non-employee or use such equipment for personal gain.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16-1-30.

G.48 PERSONAL LEAVES AND ABSENCES FOR PERSONNEL

Each full-time employee shall be entitled to five (5) days of non-cumulative personal leave annually, granted upon the request of the employee. The first two (2) days used are considered as state days and may be taken at no cost to the employee. The last three days are considered local days and the employee shall have the daily cost of a substitute withheld from his/her next monthly payroll check for each day taken. The following provisions shall apply:

1. In order to protect the educational interest of the School District, it is suggested that personal leave not be taken during the first or last two weeks of school, or immediately before or after a holiday.
2. Employees are encouraged to notify their principal and/or supervisor as far in advance as possible prior to taking personal leave, although it is recognized that advanced notification may not always be possible.
3. The total number of personal leave days is earned over the terms of the full contract period. Therefore, certified employees who use all five (5) personal leave days and fail to complete their full contract period will need to negotiate repayment such days on a daily rate of pay basis prior to leaving the School District.
4. Such leave shall be reported as personal business, no explanation is required.
5. Certified personnel will be reimbursed at the current rate paid substitute personnel for each unused state personal leave day. Such reimbursement will be paid in total as a part of a summer payroll check.
6. When an employee chooses to use any of the three (3) local days, the current substitute rate of pay will be deducted from their next payroll check. This provision applies even when a substitute cannot be employed or is not employed.
7. Personal leave days are non-cumulative and may not be carried forward to the next school year as such. Unused personal leave may be converted to sick leave at the end of the year or they may be used for an illness during the current year.
8. Employees may not use personal leave days in increments of less than one-half (1/2) days.
9. Unused personal leave days may be converted to sick leave days at the end of the scholastic year (June 30) based on a written request of the employee.
10. Certified employees may elect to be paid for the (2) unused state paid personal days by written request (June 30).
11. Employees on personal leave may not be hired by the school system for additional duties.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16-8-8, 16-8-26; Legislative Acts, 84-251, 85-644, 95-314, 97-444; Attorney General's Op., Aug. 22, 1984, Oct. 31, 1985, Jun. 4, 1992.

G.49 SICK LEAVE BANK FOR PERSONNEL

The Board, upon request of a minimum of ten percent of its full-time personnel, may at its discretion establish a sick leave bank for such personnel. The plan, if established, shall allow each employee to deposit into the bank an equal number of his/her earned sick leave days, not to exceed five days. These days shall be available for loan to any other participating member whose sick leave has been exhausted.

The accounting and administration of the sick leave bank shall be the responsibility of the Board. A Committee comprised of an equal number of both certified and support employees and representatives of the Board shall develop proposed rules and regulations for the operation for the sick leave bank. Committee members will be elected by their peers annually in September to serve from Oct. 1 until Sept. 30 of the following year. (See G.49-1)

The following minimum regulations will apply to the sick leave bank:

1. No employee's borrowed time shall exceed ten (10) days more than the employee has on deposit to the sick leave bank. This would allow for no more than fifteen (15) days to be borrowed by an employee.
2. The committee shall develop the application for sick leave loans.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

G.49-R1 SICK LEAVE BANK GUIDELINES FOR PERSONNEL

Purpose

The School District Sick Leave Bank for personnel (hereinafter referred to as SLB) is established to provide a loan of leave days for participating members after their accumulated sick leave days have been exhausted. It is the purpose of the SLB to allow any school employee who earns sick leave and who wishes to participate to also have access to the catastrophic leave provisions as established by state law. The Code of Alabama and the Official Resolution of the Board authorize this action.

Sick Leave Bank Committee

- A. The SLB Committee shall consist of five (5) members as follows: one (1) member of the Central Office staff appointed by the Board and four which must be elected at-large by secret ballot vote of the Sick Leave Bank members.
- B. Members of the SLB committee will serve a term of office of one year. The term shall be from October 1 until September 30. (The first committee will serve through September 30, 2005 to allow for the establishment of any policy and procedure changes.)
- C. The SLB committee is charged with the writing of policies and guidelines. Policies, decisions, and recommended changes in the SLB guidelines may occur only after approval by a majority vote of the SLB committee (and sick leave bank members).
- D. Duties of the SLB Committee are as follows:
 1. The SLB committee will elect by majority vote a chairperson from among its members at the beginning of each year.
 2. Meetings of the SLB committee shall be scheduled on an "as needed" basis as determined by the committee. Additional meetings may be called by the chairperson or by a majority of the committee members.
 3. Decisions affecting the SLB and catastrophic leave are to be made exclusively by the SLB Committee, by a majority recorded vote. In situations where meetings are not possible or convenient, the chairperson may elect to gather votes by telephone proxy and shall be responsible for reporting such votes to the necessary authorities.
 4. Any alleged abuse of the SLB shall be investigated by the committee and, on a finding of wrongdoing; the violator shall repay all of the sick leave credit drawn from the SLB and be subject to appropriate disciplinary action by the Board. In cases of abuse, the committee has the authority to terminate SLB membership with a majority vote.
 5. The SLB committee shall not approve request for borrowed days that exceed the total days on deposit in the SLB. Requests shall be refused if such a situation ever exists.

Eligibility and Participation in the Sick Leave Bank

- A. Any full-time, employee of the Board who has completed a School District Enrollment Form (G.49-F1) contributing five (5) days to the SLB is eligible to borrow up to 15 days from the SLB in accordance with State Board of Education guidelines regulating sick leave. An enrollment form may be completed at time of hire or anytime thereafter if employee has never been a member of the SLB. If an employee is new and has not accumulated the required number of days, he/she may request that an “advance” of five sick leave days be provided by the school system to allow him/her to join the SLB immediately. Such request shall result in the granting of five “advanced” sick leave days to that employee which will then be deposited in the SLB, according to the terms of membership. Said employee shall not earn additional sick leave days for the next five months of employment; afterward, sick leave shall be earned and accumulated at the normal rate.
- B. The contribution of leave days into the SLB must take place before the end of the current payroll period.
- C. To be eligible for a loan from the SLB, a participating member must have exhausted all accumulated sick leave in his/her personal account.
- D. Those days that a contributing employee has placed in the SLB are to be counted toward the cumulative total of the maximum days allowable under law.
- E. The Board Payroll Department shall maintain records of all members’ contributions to the SLB, withdrawals from the SLB, and the status of the SLB. Reports shall be provided on a timely basis and at the request of the SLB committee, Superintendent, or Board.
- F. In cases where the contributor has been incapacitated, his/her designated agent may apply to the SLB committee on the contributor’s behalf.
- G. Contributions of days must have been authorized prior to the occurrence of any illness or disability for which the individual seeks a loan of days for the SLB.
- H. In cases where leave days are donated through provisions of catastrophic leave, both the donor employee and the beneficiary must be members of an established SLB within the state of Alabama.
- I. An individual cannot leave the School District without repaying any outstanding debt of leave days to the SLB. If the employee has no sick leave days remaining, then his/her final check shall be garnished at the prevailing rate for the number of days owed to the SLB. If a member of the SLB has obtained a loan and cannot return to work due to a permanent disability, the employee or his/her designee may request a donation of days under the catastrophic sick leave provisions of law and these guidelines. In such cases, the donated days shall be used to repay the SLB and the beneficiary employee’s last paycheck shall not be garnished. Any monies collected from employees as a result

of the SLB operation shall be held by the Board as other funds. In turn, the Board shall notify the SLB committee of the number of days due to be credited in the SLB as a result of the receipt of such funds. It is expected that the Board shall take such action as is appropriate to recover from any employee or ex-employee those sums of money as would equate the value of sick days advanced or borrowed for which the employee did not earn a sick day or otherwise compensate the Board.

- J. Any individual wishing to end his/her participation in the SLB may do so only at the end of the school year or upon departure from the School District. Resignation from the SLB must be made by submitting the School District Withdrawal Form (G.49-F3) to the SLB committee and the Board Payroll Office.
- K. Application Procedure for Loans from the Sick Leave Bank
 - 1. Members who wish to borrow days from the bank must complete the School District Loan Form (G.49-F2) and submit to the Central Office.
 - 2. School District Loan Forms will be available at the Central Office and in the principal's office at each school.
 - 3. Any individual who disagrees with the decision of the SLB committee may appeal that decision in writing to the Board.
- L. Paying Back Days Owed to the Sick Leave Bank
 - 1. No employee shall be allowed to borrow or owe a number of days, which is in excess of 10 days more than he/she has on deposit in the SLB (maximum loan of 15 days). An employee who has an outstanding loan from the bank is required to repay that loan at the rate of one (1) earned sick day a month. The first five days earned will repay the employee's original deposit into the bank with subsequent earned days used to repay the remaining debt. Should an employee who is repaying a loan to the SLB need to use a day of sick leave during the repayment period, he/she may do so without loss or penalty and leave will be granted automatically. If the employee needs to use more than one sick leave day at the same time (i.e., two or three day absence), he/she must complete a Sick Leave Bank Withdrawal Form. If any employee should need to "extend" his/her loan during the repayment period, he/she shall follow the same procedure used for applying for a loan (same form, etc.) and shall specify how many days the extension will require. Such extensions are treated as "new loans", except that approval may not be automatic and if the SLB Committee requests it, the applicant shall be asked to submit a Physician's Statement as a condition of the loan; this shall be necessary only at the discretion of the SLB Committee. No employee shall be granted more than two extensions during his/her repayment period. The extensions shall not bring the total indebtedness of the employee above the maximum borrow able days. If the employee misses work and does not use personal leave after both extensions have been utilized, the absence will result in a loss of pay for those days. The loan must be paid back in full within three (3) school years, either by applying earned sick days or with monetary restitution.

G.49-R2 PROCEDURES FOR SICK LEAVE DUE TO CATASTROPHIC ILLNESS FOR PERSONNEL

Use of Catastrophic Sick Leave by personnel shall be governed by the procedures that follow:

Catastrophic Illness Defined

The Code of Alabama, 16-22-9 defines catastrophic illness as any illness or injury certified by a licensed physician that causes the employee to be absent from work for an extended period of time. A pregnancy or condition relating to childbirth is specifically included in the definition of a catastrophic illness, therefore, upon a doctor's signature and completion of the required form, a pregnancy or condition related to childbirth may fall within the parameters of a catastrophic illness for purposes of these guidelines. The extended period of time will be determined on a case-by-case basis by the Board.

Eligibility

In order for an employee to participate in the Catastrophic Sick Leave plan as defined in The Code of Alabama, 16-22-9, he/she must meet the following eligibility criteria:

1. Be a member of the Roanoke City School Board's Sick Leave Bank.
2. Have used all regular sick leave days and must have borrowed and used the maximum allowable days from the SLB. The employee must also agree to use any sick leave days that are earned each month before utilizing donated days.
3. Be a full-time employee.

Donating Employee Eligibility

An employee of the Roanoke City School District must be a member of the SLB to donate catastrophic sick leave days to another employee.

Donating Limits

An employee, at his/her discretion, may donate up to 30 days to be used by an employee of the Roanoke City School District. If the employee is a member of the SLB, he/she may also donate such sick leave days to a member of an established SLB within the State of Alabama. If the beneficiary employee does not require all the days donated to them, the days shall revert to the credit of donating employee. An employee donating catastrophic sick leave days shall be clearly informed that the days so donated shall not be repaid if used by the beneficiary employee.

Beneficiary Limits

There is no limit on the number of sick leave days a beneficiary employee may receive under the catastrophic sick leave plan. Donated days are not required to be repaid. Any unused days will be returned to the donors.

Procedures for the Use of Catastrophic Sick Leave

1. Complete Sections I and II of the Catastrophic Sick Leave Approval Form.
2. Have the attending physician complete Section III of the Catastrophic Sick Leave Application Form.
3. Transmit the completed Catastrophic Sick Leave Approval Form to the payroll office for review.
4. The SLB Committee shall consider all requests for catastrophic leave and shall determine how many days a beneficiary employee may need to have donated. Each situation shall be monitored and the committee shall strive to assist the beneficiary employee in receiving an adequate number of sick leave days to cover his/her absence from work.

Procedures for Obtaining Approval and Donating: Intra-State

All sick leave days transferred or used by an employee in another established Sick Leave Bank in the State of Alabama must be transferred through the Roanoke City School District SLB, i.e. no days may be transferred employee to employee. An employee of the Roanoke City School District desiring to transfer catastrophic sick leave days to an employee in another established Sick Leave Bank in the State of Alabama:

1. The Roanoke City School District employee desiring to transfer catastrophic sick leave days to a person in another established Sick Leave Bank in the State of Alabama should contact that payroll officer to discuss the matter.
2. The payroll officer will contact the other Sick Leave Bank to obtain the paperwork that they require.
3. The payroll officer will then contact the Roanoke City Schools employee to complete the required paperwork.

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16 3 36, 16 22 9; Attorney General's Op., Apr. 9, 1985, Oct. 24, 1985

G.49-F1 SICK LEAVE BANK ENROLLMENT FORM

ROANOKE CITY BOARD OF EDUCATION
Roanoke, Alabama

Enrollment period no later than the 15th of each month.

Employee Name: _____ Social Security #: ____/____/_____
Please Print

Name of School/Work Site: _____

Position: _____

- I wish to deposit five (5) days of my earned sick leave in the Certified Non-Certified Sick Leave Bank.
- I do not wish to participate in the Sick Leave Bank

EMPLOYEE SIGNATURE

DATE

G.49-F2 SICK LEAVE BANK LOAN FORM

ROANOKE CITY BOARD OF EDUCATION
Roanoke , Alabama

Employee Name: _____ Social Security #: ____/____/_____
Please Print

Name of School/Work Site: _____

Position: _____

I hereby request _____ day(s) to be borrowed from the () Certified () Non-Certified

Sick Leave Bank for the _____ payroll period.

EMPLOYEE SIGNATURE

DATE

G.49-F3 SICK LEAVE BANK WITHDRAWAL FORM
ROANOKE CITY BOARD OF EDUCATION
Roanoke, Alabama

Withdrawal Period - End of school year with May payroll.

Employee Name: _____ Social Security #: ___/___/_____
Please Print

Name of School/Work Site: _____

Position: _____

() I wish to withdraw all of my earned sick leave days from the School District Sick Leave Bank and terminate my affiliation with the Bank.

EMPLOYEE SIGNATURE

DATE

G.49-F4 CATASTROPHIC SICK LEAVE APPROVAL FORM
ROANOKE CITY BOARD OF EDUCATION
Roanoke, Alabama

Section I: Employee Information

Name of Employee _____

Home Address _____

Home Address _____

S. S. No. _____ School/Work Site Phone No. _____

Note: The employee must be a member of the Roanoke City School District SLB.

Section II: Description of Illness/Injury

Note: This section should be completed by the employee requesting to be granted approval for catastrophic sick leave.

A description of my illness/injury is as follows:

Employee's Signature

Date

Section III: Attending Physician's Statement (Required)

Note: A statement from the attending physician attesting to the need for the employee requesting catastrophic leave to be placed on extended leave.

Name of Physician _____

Business Address _____

Business Address _____

Business Phone Number _____

Physician's Statement (may be attached or written):

Based on my professional opinion, I estimate that the person whose name is shown in Section I above is suffering from an illness or injury which will cause the employee to be absent from work for an extended period of time. He/she will need to be away from his/her employment for _____ days, weeks (circle one).

Physician's Signature

Date

Approved by payroll officer:: Yes ___ No ___ Date _____

Directions: Complete and return this form to the payroll office.

G.49-F5 CATASTROPHIC SICK LEAVE
TRANSFER AUTHORIZATION FORM
ROANOKE CITY BOARD OF EDUCATION
Roanoke, Alabama

Section I: Donating Employee Information

Name of Employee _____

Home Address _____

Home Address _____

S. S. No. _____ School/Work Site Phone No. _____

Employer _____

Employer Address _____

Note: The donating employee must be a member of his/her local SLB to donate to an employee of the Roanoke City School District.

Section II: Beneficiary Employee Information

Name of Employee _____

Home Address _____

Home Address _____

S. S. No. _____ School/Work Site Phone No. _____

Employer _____

Employer Address _____

Note: The beneficiary employee must be a member of the SLB or a member of the sick leave bank in the public school District where he/she is employed

Section III: Number of Days Donated

I certify that I hereby donate _____ days of my regular state sick leave days to the beneficiary employee whose name is listed above in Section II. My employer has my permission to transfer the indicated number of sick leave days to the employer of the beneficiary for his/her use due to catastrophic illness/injury as defined in The Code of Alabama, 16-22-9. I understand that my accumulated sick leave balance will be reduced by the specified number of days I have authorized to be transferred and that such days will not be returned to me.

Donating Employee's Signature

Date

Witness

Date

Note: Not more than 30 days may be donated by any one employee.

Section IV: School District Authorizations

I hereby certify that the donating employee is employed by the Roanoke City Board of Education and has an accumulated balance of sick leave days equal to or greater than the number of days authorized for transfer. I further certify that the provisions of the SLB have been followed in authorization of this transfer of sick leave days.

Payroll Officer

Date

G.50 GRIEVANCES

The Board is committed to the task of maintaining the highest possible level of professional relations among members of the staff of the School District and of maintaining good morale among employees. Consequently, grievance procedures should provide for sincere efforts by all persons concerned in working together on constructive solutions in an atmosphere of courtesy and cooperation. It should also be the purpose of such procedures to secure, at the lowest possible level, equitable and workable solutions to problems that may arise.

Definitions:

- A. Grievance: A "grievance" shall be defined as a complaint by an employee or group of employees based upon an alleged violation, misinterpretation, or inequitable application of any existing policies, rules, regulations, or orders of the School District or a complaint regarding the equity of policies, rules, regulations, or orders. Dismissals, terminations, transfers, and any other procedures already established by law are not subject to the grievance procedures herein described.
- B. Employee: An "employee" is a full-time person regularly employed by the Board by the year.
- C. Aggrieved Person: An "aggrieved person" is the employee or employees making the complaint.
- D. Party in Interest: A "party in interest" is the employee or employees making the complaint or the Board who might be required to take action or against whom action might be taken in order to resolve the complaint.
- E. Days: "Days" shall mean working days.

Procedures:

Grievances shall be processed as rapidly as possible. The number of days stated at each level shall be considered as a maximum, and every effort shall be made to expedite the process. However, when mutually agreed upon, the time limits may be extended. In all cases, the informal procedures and discussions must be initiated by the grievant within fifteen (15) days of the occurrence of the cause giving rise to the grievance. The following procedures shall apply:

- A. Informal Procedure: An employee with a grievance shall first privately (one on one) discuss it with his/her principal or immediate supervisor, with the objective of resolving the matter informally. The principal or supervisor must grant the employee an opportunity to discuss the matter within five (5) days of the request.
- B. Formal Procedure - Level One: If the informal discussion does not resolve the grievance, if the grievant wishes, the grievance shall within five (5) days of the discussion date file the grievance in writing (Grievance Form G.50-F1) with the principal or immediate supervisor. The principal or immediate supervisor shall within five (5) days of receipt of the written grievance transmit his/her written decision to the grievant.

- C. Formal Procedure - Level Two: If the aggrieved employee is not satisfied with the disposition of his/her grievance at Level One, he/she may file the grievance in writing (Grievance Form filed G.50-F1) with the Superintendent within five (5) days after the decision at Level One. The Superintendent or designee shall hold a discussion with the grievant within five (5) days and communicate his/her written decision to the grievant within five (5) days after the discussion. If the Superintendent has another administrator present for the discussion, then the employee may have a School District employee or counsel of his/her choice present.
- D. Formal Procedure - Level Three: If the aggrieved employee is not satisfied with the disposition of his/her grievance at Level Two, he/she may appeal to the Board by filing a written request with the Superintendent within five (5) days after the decision at Level Two. The following provisions shall apply:
1. The Superintendent or designee will be present at all Level Three hearings.
 2. The parties in interest shall have the right to give testimony, to present witnesses and documentary evidence, and to cross-examine witnesses offered by the other party. All parties shall be given an opportunity to present oral arguments and written materials. All such materials shall be made available to the opposing parties at the time such materials are introduced at the hearing.
 3. The Board shall render its decision within five (5) days after the hearing and notify all interested parties of such decision.

Group Grievances:

If a grievance affects a group or class of employees, the employees may submit such grievance in writing directly to Level Two. The Superintendent will decide whether this grievance will be heard at Level Two or return it to Level One. The grievance procedure will then proceed as indicated above.

Rights of Employees to Legal Counsel:

Any aggrieved employee may be represented at Level Three by himself/herself or, at his/her option, an attorney, or any other representative of his/her choice; however, the grievant must be present at each Formal Level. The aggrieved employee may also exercise the option to choose an employee of the School District to accompany him/her rather than an attorney. The aggrieved employee must notify the Superintendent five (5) days prior to the Board meeting in order to have Board counsel present if the employee is to be represented by counsel.

Reprisals:

No reprisals of any kind shall be taken by the Board or by any member of the Administration against any party in interest or any other participant in the grievance procedure by reason of such involvement.

Written Decisions:

All decisions rendered at Levels One, Two, and Three shall be in writing, setting forth the decision, and shall be transmitted promptly to all parties in interest.

Separate Grievance File:

All documents, communications, and records dealing with the processing of a grievance shall be maintained for not less than thirty (30) days in a separate grievance file and shall not be kept in the personnel file of participants.

Meetings and Hearings:

All meetings and hearings under the procedure shall be conducted in private to protect the good names of individuals and shall include only such parties in interest, witnesses, and their attorneys or representatives.

Forms:

A sample of the grievance form is to be included with this policy and given appropriate distribution so as to facilitate operation of this procedure.

Alabama Statutes:

The above procedure in no way replaces appeal procedures available to employees as specified by Alabama Statutes.

Rescissions:

This procedure rescinds all previous grievance procedures adopted by the Board.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF: The Code of Alabama, 16-8-9, 16-8-10, 16-9-13; Pickering v. Board of Education, 88S. Ct. 1731 (1968); Givhan v. Western Line Consolidated School, 88 S. Ct. (1979)

G.50-F1 GRIEVANCE NOTIFICATION AND REPORT FORM
ROANOKE CITY BOARD OF EDUCATION
Roanoke, Alabama

Grievance # _____

Submit in duplicate to principal or immediate supervisor

<u>Building</u>	<u>Assignment</u>	<u>Name of Grievant</u>	<u>Date Filed</u>
-----------------	-------------------	-------------------------	-------------------

Level One

A. 1. Date Cause of Grievance Occurred: _____

2. Date Received by Principal/Supervisor _____

B. 1. Statement of Grievance:

2. Relief Sought:

Signature

Date

C. Disposition by Principal or Immediate Supervisor:

Signature

Date

D. Disposition by Grievant:

Signature

Date

Level Two

A. Date Received by Superintendent: _____

B. Disposition by Superintendent:

Signature Date

C. Disposition by Grievant:

Signature Date

Level Three

A. Date Received by Board: _____

B. Disposition and Decision of Board:

Signature of Board President / Date

G.51 SCHOOL VOLUNTEERS

The Board encourages the use of appropriately selected and directed school volunteers to assist with various school activities; however, the Board hereby directs school principals utilizing school volunteers to organize and maintain an organized in-service program to acquaint such persons with the duties and legal responsibilities. The principal/work site supervisor must approve the use of all volunteers in his/her school/work site prior to invitations being extended.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

G.52 CERTIFIED PERSONNEL DEFINED

Certified personnel are defined as persons employed by the Board who are regularly certified by the teacher certifying authority of the State of Alabama.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16-23-1, 16 24 1.

G.53 CERTIFIED PERSONNEL CONTRACTS

The contract serves as a legal agreement to protect the interest of both said personnel and the School District. The contract periods for certified personnel shall conform to the following schedule:

1. Nine-Month Personnel's work period shall encompass 187 workdays and normally shall begin each year on the date set for Institute Day. The work period normally shall conclude after 182 workdays. Workdays shall be in accordance with the Annual School Calendar approved by the Board.
2. Ten-Month Personnel's work period shall encompass 202 workdays and normally shall begin 10 workdays prior to the date set for Institute Day. The work period normally shall conclude 10 workdays after the last contract day for 9-month personnel. Based upon the needs of the School District, the Superintendent shall be authorized to establish alternate work periods for 10-month personnel.
3. Eleven-Month Personnel's work period shall encompass 222 workdays and normally shall begin 20 workdays prior to the date set for Institute Day. The work period normally shall conclude 20 workdays after the last contract day for 9-month personnel. Based upon the needs of the School District, the Superintendent shall be authorized to establish alternate work periods for 11-month personnel.
4. Twelve-Month Personnel's work period shall begin on July 1 and encompass 240 workdays each year (with the exception of central office support staff who work 237 days) and conclude on June 30, with provisions for vacation.

Contracts for Part Time Personnel

The School District, upon issuing written contracts to part time temporary personnel, shall ensure that the following forms are specified:

1. the date the contract begins,
2. the date the contract ends,
3. that only those fringe benefits required by law shall be paid by the Board and,
4. the rate of pay.

Other

All employees who do not plan to be in service the subsequent year should give written notice to the Superintendent as soon as possible, but not later than 45 days before the beginning of the next school year, so that the best replacement can be found.

The School District shall notify, in writing, non tenured certified personnel on, or before, the last day of their contract if their employment is to be non-renewed by the Board.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16 8 10, 16 13 51,16 13 147,16 13 196,16 24 4.

G.54 REQUIREMENTS FOR THE RENEWAL
OF PROFESSIONAL CERTIFICATES

Application Procedures:

Applicants must meet requirements in effect on the date the application is received in the Teacher Education and Certification Office.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16 8 7 to 9, 16 12 3, 16-12- 15, 16 23 7.

G.55 PROBATION OF CERTIFIED PERSONNEL

In accordance with The Code of Alabama, all certified personnel eligible for tenure shall be considered as on probationary status until continuing service status (tenure) is attained. Continuing service status is attained when a person serves in the School District for three (3) consecutive school years and is re employed for the next succeeding school year.

If certified personnel are not notified, in writing, by the Board at the expiration of the probationary period that their contracts have been non renewed, said personnel will be recommended by the Superintendent to the Board for continuing service status.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, Title 16, Chapter 24; Attorney General's Op., Apr. 19, 1976, Feb. 2, 1982, Feb. 12, 1986.

G.56 EVALUATION OF CERTIFIED PERSONNEL

The Roanoke City Board of Education currently uses the state approved evaluation tool.

ADOPTED: July 25, 2000

REVISED: November 27, 2012

REA/ESPO consulted

G.57 TENURE FOR CERTIFIED PERSONNEL

All eligible certified personnel shall attain tenure in accordance with applicable provisions of The Code of Alabama.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, Title 16 - Chapter 24; Attorney General's Op., Apr. 19, 1976, May 3, 1979, Feb. 2, 1982, Feb. 12, 1986, Jan. 15, 1987, Jul. 30, 1987.

G.58 TRANSFER OF CERTIFIED PERSONNEL

Certified personnel may request transfer to other employment positions for which they are qualified. Such written request shall be submitted to the Superintendent through the immediate supervisor. Request for transfer will be given consideration by the Superintendent and the Board in consultation with the local principal/supervisor involved. Transfer of personnel will be made in accordance with The Code of Alabama.

ADOPTED: July 25, 2000

REVISED: August 27, 2012

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16 24 5 to -7; Attorney General's Op., Mar. 21, 1967.

G.59 TERMINATION/SEPARATION OF CERTIFIED PERSONNEL

Non tenured certified employees may have their contract non- renewed, based upon the recommendation of the Superintendent and a majority vote of the Board, by being given written notice on or before the last day of the school term. Tenured employees shall be terminated from employment in accordance with the provisions of The Code of Alabama, Title 16, Chapter 24.

ADOPTED: July 25, 2000

REVISED: August 27, 2012

REA/ESPO consulted

LEGAL REF.: The Code of Alabama

G.60 REDUCTION IN FORCE OF PERSONNEL

Definition and Scope

1. This policy applies to reductions-in-force that are implemented by “layoffs” as contemplated by Ala. Code §16-1-33 (1975).
2. A reduction-in-force may be declared by the Board of Education and layoffs approved there under if the Board determines that decreased student enrollment or a shortage of revenues requires a reduction in the work force (beyond normal attrition) in order to maintain effective provision of educational services or to meet the Board’s financial, legal, or operational obligations.
3. A “layoff” within the meaning of this policy is a separation from employment with the Board of Education. However, employees who are laid off under authority of this policy are eligible for recall to employment as conditionally provided in this policy. Nor does the term “layoff” include or apply to the expiration of temporary, occasional, or “at-will” appointments or to decisions not to renew or extend employment beyond the expiration of annual or other specified terms of appointment.

Criteria for Implementing Layoffs

1. The order, priority, rank, or selection of individual employees who are to be laid off under authority of this policy shall be determined on the basis of objective criteria. However, nothing herein shall be deemed or construed to limit or abridge the Board’s legislative discretion to identify areas, departments, groupings, or classifications for reductions (layoffs). (For example, the Board is not required to justify by objective criteria or otherwise a decision to implement layoffs in non-instructional categories or employees before doing so with instructional staff).
2. The criterion or criteria on which the layoffs are to be based shall be announced or otherwise made known by the Board to employees affected by the layoff no later than the date notice of the layoff is provided to the employees.
3. “Objective criteria” within the meaning of this policy may include any lawful selection standard (or combination of standards) that is verifiable, calculable, measurable, or otherwise determinable by means or methods other than the personal or subjective judgments or opinions of the person(s) applying the criteria, and that would be expected to produce the same result if applied to the same employees or group of employees by different persons. For purposes of this policy, objective criteria may include, but are not limited to:
 - Seniority, longevity, or time in service that will be more specifically described in the notice of layoff that is provided to affected employees
 - Years of experience
 - Degrees, certification, or licensure
 - Job classification

Recall

Employees who have been laid off under the terms of this policy will be given priority in filling positions as enrollment or financial circumstances warrant, provided that:

1. The nature of the position and qualifications therefore have not materially changed;
2. The laid-off employee remains properly qualified, licensed, or certified; and
3. The laid-off employee confirms in writing his or her availability for and interest in re-employment to the system superintendent in accordance with any directives that may be contained in or transmitted in conjunction with the notice of layoff.

Circumstances permitting, and to the extent practicable, the selection of employees for recall will be based on the criteria that were applied to the layoffs themselves if there are more employees eligible for recall than positions available to fill. When layoffs occur over a period of time, the Board will take relative length of separation from service into consideration in assigning recall priority, other factors being equal. Recalled employees will retain credit for the tenure, years of service, and the pay and benefit status they held on the effective date of their layoff. No pay, benefits, status, or additional rights will accrue or be credited to the recalled employee for the time he or she has been laid off.

Notice

Notification of layoff and recall shall be by United States certified or registered mail, hand delivery, or such other means as are reasonable under the circumstances. Upon receipt of notification of recall, a laid-off employee shall respond affirmatively to the notice of recall in accordance with such specific directions or instructions as may be contained therein. Any laid-off employee who does not so respond or who otherwise declines an offer of reemployment by the Board will be deemed to have waived any right to be recalled under the terms of this policy.

ADOPTED: July 25, 2000

REVISED: November 19, 2013

REA/ESPO consulted

LEGAL REF.: Alabama Code Section 16-1-30; Alabama Code Section 16-1-33

G.61 RESIGNATION OF CERTIFIED PERSONNEL

Certified personnel shall resign in accordance with provisions of The Code of Alabama. The Code states:

No teacher, whether in continuing service status or not shall be permitted to cancel his/her contract during the school term or for a period of forty five (45) days prior to the beginning of the next school term, unless such cancellation is mutually agreed upon by the Board and teacher. Any teacher shall be permitted to cancel his/her contract at any other time by giving five (5) days written notice to the employing board.

A certified employee canceling his/her contract in any other manner shall be deemed unprofessional and subject to have certificate revoked or suspended.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16 24 11.

G.62 TIME SCHEDULES AND WORK LOADS FOR CERTIFIED PERSONNEL

Time Schedules

Time schedules for certified personnel may be designated by the Superintendent and/or the immediate supervisor of said personnel. Certified teaching personnel are generally required to be on duty before the time set for the opening of their respective school and after the close of the school day, Monday through Friday, and the time necessary to transact successfully school tasks and activities such as: faculty meetings, bus duty, extra-curricular activities, parent-teacher conferences, the safe and orderly dismissal of students, etc. Consequently, hours of the certified teaching personnel in the School District may vary, but all such personnel work essentially the same minimum number of hours. The Principal is charged with the responsibility of seeing that the minimum standard is met.

Work Loads

Workloads for certified personnel shall consist of all job-related duties and responsibilities as may be assigned by the Superintendent, immediate supervisor, and job descriptions. The Superintendent and/or immediate supervisor shall assign workloads to certified personnel on an equitable basis. All workload assignments shall conform to standards outlined by The Code of Alabama, the State Board of Education, and appropriate accreditation agencies. Further, certified personnel allotted for teaching purposes shall not be assigned workloads which remove them from teaching duties that result in an average increase in the pupil-teacher ratio for the school.

Planning Time

Each teacher shall be provided a minimum of thirty (30) consecutive minutes each day free from instructional or supervisory responsibilities. In accordance with law, this time is to be used for instructional planning.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16-1-30, 16-9-23.

G.63 STAFF MEETINGS

All certified personnel are required to attend staff meetings as may be called by the Superintendent and/or principal/ immediate supervisor, except that when said personnel are exempted by the Superintendent and/or principal/immediate supervisor.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16-1-30.

G.64 EXTRA DUTIES

Extra duties may be assigned to and/or requested by certified personnel employed by the School District. When extra duties are assigned to certified teaching personnel, the following provisions shall apply:

1. Extra duties shall not be assigned during regular school hours that require certified teaching personnel to be removed on a continuing basis from teaching responsibilities.
2. Extra duties for certified teaching personnel shall not be compensated for by the assignment to positions that take teachers out of the classroom.
3. Extra duties that are assigned shall be made on a fair and equitable basis, taking into consideration the nature of such duties and the teachers involved.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16-1-30.

G.65 NON-SCHOOL EMPLOYMENT FOR
CERTIFIED PERSONNEL

Part time employment that interferes with teaching or other duties as assigned by the Board or negatively reflects upon the image of the School District is looked upon with disfavor.

In the event the regular work of an employee suffers because of part time employment, the employee will be requested to eliminate the part time work. In the event the employee does not give up the part- time work, the Board will exercise its prerogative in declaring that the quality of work performed for the Board does not meet the required standards and may initiate dismissal proceedings against said employee.

ADOPTED: July 25, 2000
REVISED: November 22, 2005
REA/ESPO consulted

G.66 TUTORING FOR PAY BY CERTIFIED PERSONNEL

Certified personnel may not receive pay or its equivalent for out-of school tutoring of students in their classes when the outside tutoring is in subject areas taught during the regular school day by said employee.

The Board will allow members of the school faculties to participate in tutorial/remedial programs sponsored and coordinated by the district.

Tutoring for any form of remuneration shall not be done during the regular school hours.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

G.67 ANNUAL LEAVES OF ABSENCE FOR CERTIFIED PERSONNEL

Certified personnel who have attained tenure in the School District may be granted annual leaves of absence at the discretion of the Board. If leave is granted, certain employment rights of the employee continue as if he/she were in regular employment. Upon completion of an approved leave, the employee is entitled to return to the school and position occupied when leave was granted unless transferred by the Board under the provisions of Chapter 24 of The Code of Alabama. Leaves of absence shall be without pay and in accordance with laws of the Alabama Teachers' Retirement District; leave time will not count for retirement purposes. An annual leave of absence under provisions of this policy does not impair the tenure status of an employee. The causes for which annual leaves of absence may be granted certified tenured personnel are as follows:

- Study: College Level *(tenured personnel only)
- Illness (tenured/non-tenured personnel)
- Pregnancy (tenured/non-tenured personnel)
- Teaching abroad **(tenured personnel only)
- Military Service (tenured/non-tenured personnel)
- Other Good and Just Causes (tenured/non-tenured personnel)

*Applicable only to study related to pursuing a college degree from an institution of higher learning in the field of education.

**Applicable only to teaching in a foreign country that relates to the curriculum, subject matter taught in the School District.

Annual leaves of absence are normally granted for a period of time not to exceed one (1) year; however, if in the opinion of the Board there is valid reason(s), such leave may be extended for one (1) additional year.

Certified tenured personnel granted a full year's leave of absence must notify the Board in writing by April 1 relative to his/her intention to return for the next succeeding school year. If the leave is for less than a full year, written notification of his/her intent to return must be received thirty (30) days prior to the official end of the leave. If written notification is not received within the prescribed time period, the Board shall assume that the employee does not plan to return.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16-24-13.

G.68 SUBSTITUTE TEACHERS

Qualifications

To qualify as a substitute teacher, a person must be a high school graduate (or have a G.E.D certificate) and possess an Alabama Substitute Teacher's Certificate or a Professional Alabama Teacher's Certificate, and have the results of a Tuberculin (Payne Test) skin test on file with the Board. Any individual with unsupervised access to students will be subject to a criminal background check.

Employment

All substitute teacher candidates must make application to State of Alabama Teacher Certification Office by completing an application form at the Central Office and have all required documents on file prior to being approved to substitute in the schools of the School District. Pursuant to Alabama Legislative Act 99-361, and The Alabama Child Protection Act of 1999, and by an act of the Alabama Legislature in 2002, all employees to our system must be fingerprinted. This includes both Alabama Bureau of Investigation (ABI) fingerprint clearance and Federal Bureau of Investigation (FBI) background clearance. The cost of the substitute certificate and fingerprinting will be the responsibility of the individual making application. A list of eligible substitute teachers shall be compiled annually by the Superintendent or designee.

Plan for Calling Substitute Teachers

Each local school principal is responsible for developing an approved plan for calling substitute teachers from the approved Substitute Teacher's List as he/she needs them. Principals or their designees may call substitute teachers from the list at his/her discretion.

Pay for Substitute Teachers

The pay for substitute teachers shall be at the rate approved by the Board of Education and shall be paid by the Superintendent from appropriate leave funds if absences are covered by sick leave, personal leave or other approved leave provisions. Provided said absence is not covered by sick leave, professional or personal leave provisions, a day's pay shall be deducted from said employee's salary for each day of absence.

Paying for Own Substitute

By law certified personnel shall not under any circumstances be permitted personally to pay for a substitute to assume their duties for any length of time. All days that certified personnel are away from their jobs must be reported by the local principal and charged to respective employee as sick, personal leave, etc.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF: The Code of Alabama, 16-25-26; The State Department of Public Health recommendation, dated July 1, 1982.

G.69 TEACHER AIDES

The Board recognizes that teacher aides increase the effectiveness of the teacher in the classroom. To be eligible for employment as an aide, one must meet the following criteria:

1. Must meet NCLB highly qualified status
2. Have the results of a Tuberculin Skin Test on file with the Board.
3. Have the aptitude for work to be performed.
4. Have alternatives to specified qualifications as deemed necessary by the Board.
5. Obtain ABI and FBI background clearance

Employment

Persons interested in employment as a teacher aide must complete an application form at the central office, be recommended for employment by the Superintendent, and receive a majority vote of the Board. All hires are contingent upon ABI and FBI clearances.

In-Service Training

In-service training is recognized as a vital vehicle for the improvement of instruction and as such shall be required of all personnel, including teacher aides associated with the teaching and learning process.

In-service education shall be offered to teacher aides in accordance with provisions of the School District's approved in-service plan and other requirements of the Alabama State Department of Education.

Duties and Responsibilities

The teacher aide shall function under the direct supervision of the teacher(s) to whom he/she is assigned. The teacher aide will assist the teacher in performing instructional duties and non-instructional duties in the classroom and on the school premises. Teacher aides may be assigned direct supervisory responsibility for students provided they possess a valid Alabama Substitute Teacher's Certificate or a professional Alabama Teacher's Certificate; however, they may not administer punishment of any kind to students, conduct parent conferences or assume any other similarly unassigned duties.

Specific Program Aides

Teacher aides assigned to and paid for by specific programs shall not be removed from such assignments on a continuing basis, i.e., teacher aides assigned to kindergarten, special education classes, etc. must remain in such assignments until officially reassigned.

ADOPTED: July 25, 2000
REVISED: November 22, 2005
REA/ESPO consulted

G.70 PROFESSIONAL ORGANIZATIONS FOR CERTIFIED PERSONNEL

Certified personnel of the School District shall respect each other's rights to choose for themselves the professional organizations with which they affiliate. Membership in professional organizations shall be on a voluntary basis. Administrators of the School District or local schools shall not take punitive action against employees because of their membership in professional organizations or because of their failure to affiliate with said organizations.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

G.71 PROFESSIONAL DEVELOPMENT PLAN

The board recognizes that individual professional growth and development of each professionally certified employee is essential to the staff member's effectiveness and the overall effectiveness of the school program. In recognition of this very important aspect, and to insure a continued program of academic effectiveness, the board provides the following guidelines:

1. The development of a professional development plan for the system that includes both priorities and implementation strategies for professional development over the course of the school year.
2. This plan will take into account the needs of all groups within the school system; including but not limited to, administrators, teachers, school support staff and paraprofessionals; counselors, media specialists, and parents.
3. This plan will conform with all current state and federal regulations regarding the professional growth and career development of both certified and non-certified employees.

ADOPTED: November 21, 2005
REA/ESPO consulted

G.72 NON-CERTIFIED PERSONNEL DEFINED

The term "non-certified personnel"; is deemed to mean all persons employed full time by the Board who are employed as bus drivers, lunchroom or cafeteria workers, custodians, maintenance personnel, secretaries, bookkeepers and all other persons not otherwise certified by the State Board of Education. Full time employed personnel include:

1. adult bus drivers, and
2. other personnel whose duties require twenty (20) or more hours in each normal working week.

Substitute teachers and other employees are excluded from this personnel category.

ADOPTED: July 25, 2000

REVISED: September 25, 2012

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16-25-1, 36-26-100 to 108.

G.73 SUPERVISION OF NON-CERTIFIED PERSONNEL

Upon employment, all non-certified personnel shall be assigned duties and responsibilities in accordance with job descriptions. In all cases, said employees shall be placed under the direct supervision of an immediate supervisor. Employees shall be directly responsible to their immediate supervisor and shall initiate all complaints, grievances, requests, etc. through said supervisor.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 36-26-100 to 108.

G.74 PROBATIONARY PERIOD FOR NON-CERTIFIED PERSONNEL

All personnel as defined under G.72 of this manual shall be employed on probationary status for a period not to exceed three (3) calendar years from the date of his/her initial employment. During probationary years, the Board shall cause said personnel's performance to be evaluated. During the probationary period, the Board, upon the recommendation of the Superintendent, may terminate said personnel's employment by furnishing said personnel written notification at least fifteen (15) days prior to the termination date.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 36-26-100 to 108.

G.75 NON-PROBATIONARY STATUS FOR NON-CERTIFIED PERSONNEL

The Board shall grant non-probationary status to eligible non-certified personnel as defined in policy G.72, i.e. adult bus drivers, cafeteria workers, custodians, secretaries, bookkeepers and all other persons not certified by the State Board of Education who are employed full-time by the Board and who have successfully served a probationary term of three (3) calendar years from the date of initial employment.

Upon successfully completing the probationary period, said employee shall be deemed to be employed on a non-probationary status. Termination of an employee on non-probationary status shall only be undertaken for the reasons and in accordance with the procedures outlined in The Code of Alabama, Fair Dismissal Act.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 36-26-100 to 108.

G.76 TRANSFER OF NON-CERTIFIED PERSONNEL

The Superintendent shall have the authority to transfer non-certified personnel from one position to another when such transfers are in the best interest of the School District. All transfers shall be in accordance with the provisions outlined in Legislative Act 83-644, Fair Dismissal Act.

All non-certified personnel shall have the right to request transfer of other positions for which they are qualified. Such requests shall be made to said personnel's immediate supervisor. Such requests will be given consideration by the Superintendent.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16 9 23, 36-26-100 to 108.

G.77 EVALUATION OF NON-CERTIFIED PERSONNEL

The evaluation of non-certified personnel shall be the responsibility of said employees' immediate supervisor and appropriate support personnel. The evaluation of an employee's effectiveness is a difficult task and subjective in nature. However, the effectiveness of the total school program is dependent upon effective and competent personnel. Evaluation of non-certified personnel should be carried out by the School District in a systematic, uniform, and honest manner. All non-certified personnel shall be evaluated by his/her supervisor annually.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

G.78 TERMINATION/SEPARATION OF NON-CERTIFIED PERSONNEL

A non-certified employee who wishes to terminate his/her services with the Board at least fifteen (15) days prior to date of termination shall notify in writing his/her immediate supervisor, who shall notify the Superintendent or his/her designated representative.

A non-certified probationary employee whose service is to be terminated by the Board shall be notified in writing fifteen (15) days prior to the date of termination. Non-certified employees on permanent status shall be terminated from employment in accordance with the procedures outlined in The Code of Alabama, 36-26-100 to 108.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 36-26-100 to 108.

G.80 TIME SCHEDULES AND WORK LOADS FOR
NON-CERTIFIED PERSONNEL

Time Schedules

Time schedules for non-certified personnel may be designated by the Superintendent or the immediate supervisor of said personnel. In all cases, the Superintendent and/or supervisor in charge shall have the right to establish time schedules to encompass said employee's workday. Said work schedules shall be in compliance with the Fair Labor Standards Act.

Work Load

Workloads for non-certified personnel shall consist of all duties and responsibilities as may be assigned by the Superintendent and/or immediate supervisor and as outlined by individual job descriptions.

ADOPTED: July 25, 2000

REVISED: November 22, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16-1-30, 16-9-23; Fair Labor Standards Act of 1938,
as amended.

G.81 DRUG AND ALCOHOL TESTING PROGRAM FOR BUS DRIVERS

The Board recognizes that our employees are our greatest assets. Our employees are the key to our goal of providing the best possible education program for our students. To achieve our goal, and to maximize the skills and talents of our employees, it is important that every employee of our School District understand the dangers of drug and alcohol abuse and be aware of the new state and federal requirements concerning substance abuse. This policy statement is offered to clarify our position on employee drug and alcohol use. This policy and procedure should not be construed as contractual in any nature.

Policy Objectives:

1. To create and maintain a safe, drug-free working environment for all employees.
2. To encourage any employee with dependence on or addiction to, alcohol or other drugs to seek help in overcoming the problem.
3. To reduce problems of absenteeism-tardiness, carelessness and/or other unsatisfactory matters related to job performance.
4. To reduce the likelihood of incidents of accidental personal injury and/or damage to students, employees, visitors or property.
5. To meet the requirements of 49 C.F.R. Part 40 and the Omnibus Transportation Employee Testing Act of 1991.
6. To reduce the likelihood that school property will be used for illicit drug activities.
7. To protect the reputation of the School District and its employees within the community.

Substance abuse is a serious threat to the School District, its employees and students. Though the percentage of substance abusing employees may be relatively small, practical experience and research indicate that appropriate precautions are necessary. It is the belief of the Board that the benefits derived from the policy objectives outweigh the potential inconvenience to employees. The Board earnestly solicits the understanding and cooperation of all employees in implementing this policy.

The Board requires that all employees report to work without any alcohol or illegal or mind-altering substance in their Districts. No employee shall report for work or remain on duty requiring the operation of a motor vehicle, other hazardous equipment or performing job duties in a hazardous environment when the employee is using any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to perform in a safe manner. No employee shall use alcohol while on duty. No employee shall perform any job related duties within four hours after using alcohol. Further, outside conduct of a substance abuse related nature which; affects an employee's work, the School District's relationship with the government or reflects badly on the School District is prohibited.

Employees must inform their supervisor when they are legitimately taking medication that may affect their ability to work, in order to avoid creating safety problems and violating the Drug and Alcohol Policy.

The School District also prohibits employees from using, possessing, manufacturing, distributing or making arrangements to distribute illegal drugs while at work or on company property.

Enforcement

In order to enforce these rules, the School District reserves the right to require all employees (defined as all employees subject to 49 C.F.R. Part 40 and the Omnibus Transportation Employee Testing Act of 1991 as well as other employees subject to testing under the authority of the Board) to submit to drug tests to determine the presence of prohibited substances at any time an employee is on duty or at any time an employee may normally be called to be on duty. The Board is required to and will develop, implement and enforce a drug and alcohol policy for their employees as a condition of compliance with the Omnibus Transportation Employee Testing Act of 1991.

Pursuant to Board policy and regulations, applicant testing shall be required. All new bus drivers must have pre-placement drug testing as well as a current negative TB test and State Department of Education fingerprint clearance before presentation to the Roanoke City Board of Education for employment approval. All current employees may be required to undergo testing at scheduled physical examinations, and/or in circumstances where the Board has reasonable suspicion to believe an employee has violated its Alcohol and Drug Policy, and/or on a random basis without advance notice. Employees are required to report all accidents involving school property or personnel or accidents that occur during school hours or on school related activities. Employees involved in such accidents may be required to submit to alcohol screening within two (2) hours and to drug screening within 32 hours of a reportable accident. Employees who return to work following rehabilitation will be required to undergo return to duty/follow up testing in addition to the general School District testing requirements.

The Board also reserves the right to search desks, cabinets, tool boxes, vehicles, including personal vehicles brought on the School District's property, bags or any other property at the school or in vehicles when the Board has reasonable cause to believe an employee has violated its Alcohol and Drug Policy.

Violation of these rules, including testing positive will subject the employee to discipline, including discharge. Refusal to cooperate with the Board in any test investigation will result in discipline, including discharge as appropriate under the applicable state and federal laws.

All information, interviews, reports, statements, memoranda and test results, written or otherwise, received by the employer through its drug and alcohol testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings except in accordance with the Policy Consent/Release Form.

Any questions should be directed to the person assigned by the Superintendent and/or Board as its Drug Program Coordinator.

ADOPTED: July 11, 2000
REVISED: January 26, 2010
REA/ESPO consulted

G.82 BUS DRIVER DRUG/ALCOHOL TEST PROCEDURES

General Policy

Practical experience and research has proven that even small quantities of narcotics, abused prescription drugs or alcohol can impair judgment and reflexes. Even when not readily apparent, this impairment can have serious results, particularly for employees operating vehicles or potentially dangerous equipment. Drug using employees are a threat to students, co-workers and themselves, and may make costly errors. For these reasons, the School District has adopted a policy that all employees must report to work completely free from the effects of alcohol and/or the presence of drugs, unless used as prescribed by a physician.

Drug Use/Distribution/Impairment/Possession

All employees are prohibited from using, possessing, distributing, manufacturing, or having controlled substances, abused prescription drugs or any other mind altering or intoxicating substances present in their District while at work or on duty.

Alcohol Use/Possession/Impairment

All employees are prohibited from possessing, drinking or being impaired or intoxicated by alcohol while at work or on duty. While employees are prohibited from having any alcohol present in their District while on duty, a Breath Alcohol Concentration (BAC) of .04 will be accepted as presumptive evidence of intoxication. Additionally, mandated employees (employees subject to provisions of 49 C.F.R. Part 40 and the Omnibus Transportation Employee Testing Act of 1991) with a BAC of .02 .039 will be placed out of -service for a period of no less than 24 hours. Evidential breath testing devices (EBT's) on the National Traffic Highway Safety Administration Conforming Products List will normally be used to determine BAC.

Off Duty Conduct

Off the-job use of drugs, alcohol or any other prohibited substances which results in impaired work performance, including, but not limited to, absenteeism, tardiness, poor work product, or harm to the School District's image or relationship with the government is prohibited. Employees should realize that these regulations prohibit all illicit drug use on and off duty.

Prescription Drugs

The proper use of medication prescribed by a physician is not prohibited; however, the School District prohibits the misuse of prescribed (or over-the-counter) medications and requires all employees using drugs at the direction of a physician to notify the Board's Medical Review Officer (MRO), or their supervisor prior to beginning work where these drugs may seriously affect their job performance.

An employee or job applicant (with the exception of mandated employees) shall be allowed to provide notice to the School District of currently or recently used prescription or nonprescription drugs at the time of the taking of the specimen to be tested, and such information shall be placed in writing upon the employer's drug and alcohol testing custody and control form prior to initial testing.

Substance Screening

A. Applicants

Substance screening may be required for all final applicants. Such testing may be required either alone or as part of a pre-employment physical examination. Applicants are required to sign a consent/release form before submitting to screening. Applicants will be disqualified for hire if they test positive, refuse to submit to a test, or refuse to execute the required consent/release form.

B. All Current Employees

1. Reasonable Suspicion

All employees may be required to submit to screening whenever a supervisor observes circumstances which provide reasonable suspicion to believe an employee has used a controlled substance or has otherwise violated the substance abuse rules. The supervisor's determination that reasonable suspicion exists to require the employee to undergo an alcohol and drug test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee.

The required observations for alcohol and/or controlled substance reasonable suspicion testing shall be made by a supervisor or designee who has been trained for at least 60 minutes on alcohol misuse and an additional 60 minutes on controlled substance misuse.

The supervisor or supervisors requesting drug and alcohol testing shall prepare and sign written documents explaining the circumstances and evidence upon which they relied within 24 hours of the testing, or before the results of the tests are released, whichever is earlier. While one supervisor may request a reasonable suspicion test, when feasible, supervisors are encouraged to obtain a second supervisor as a witness.

2. Random Testing

The Board may conduct random unannounced screening of all employees. Tests of employees for illicit drugs will be conducted in a number equal to or greater than 50 percent of the affected work force without advance notice in any given 12-month period. Tests of employees for alcohol will be conducted in a number equal to or greater than 10 percent of the affected work force without advance notice in any given 12-month period. There will be no maximum number of samples that any one individual will be required to provide during the testing schedule. Subsequent testing will be conducted at levels equal to or greater than the initial testing level. A company that adheres to the Department of Transportation federal and state drug testing regulations will provide computerized random sample lists to the system.

The list of employees in the random pool will be updated on a monthly basis. Employees will be required to report to the School Board designated collection site for testing as soon as possible but in no case later than 2 hours following notification. Annually, the tests will be spread reasonable over 12 months.

All employees may be tested during the initial implementation of the program.

3. Post Accident Testing

Employees are required to immediately notify the Drug Program Coordinator of any accident resulting in injury or damage to School District property. The Department of Transportation (DOT) requires post accident drug and alcohol testing following any accident which result in the: (1) loss of human life, or (2) receipt of a citation under State or local law for a moving traffic violation arising from the accident.

The School District will require an employee involved in any accident resulting in injury that requires more than simple first aid or results in damage to property, to undergo alcohol and drug screening within two (2) hours of the occurrence of the accident. The School District will discipline any employee who fails to report an accident or submit to substance screening where required by law or by this policy. The Drug Program Coordinator shall complete an Accident Report in compliance with School District policy and applicable laws and regulations.

4. Return to Duty/Follow up-Testing

All employees referred for rehabilitation through administrative channels, or suspended for violation of this policy, may be subject to unannounced testing following return to duty for a period of 60 months. Such employees shall be tested at the frequency stipulated in the abeyance contract or as scheduled by the MRO. The employee will be tested a minimum of six (6) follow up tests during the first 12 months. Testing will be on a daily, weekly, monthly or longer basis at the discretion of the MRO and will be in addition to the other types of tests provided in this policy.

Employees testing at a level 0.04 BAC for alcohol or positive for drugs must be assessed by a Substance Abuse Professional (SAP), satisfy the recommendations of the assessment, test negative for drugs and below 0.02 BAC for alcohol and be released as drug free by the MRO prior to returning to duty.

5. Re-certification Physical Examinations

All mandated employees may be required to undergo urinalysis as part of a re-certification physical examination.

C. Testing Procedures

1. General Guidelines

The Board and its lab shall rely, when practical, on the guidance of the federal Department of Transportation, Procedures For Transportation Workplace Drug Testing Programs, 49 C.F.R. Parts 40.1 through 40.39, and on the further guidance of the Omnibus Transportation Employee Testing Act provided in 49 C.F.R. Parts 382, 391, 392 and 395.

2. Substances Tested For All Employees

Employees may regularly be tested for: amphetamines, cannabinoids, cocaine, opiates, phencyclidine and alcohol. Testing for alcohol will also be conducted subject to the final provisions of the Omnibus Transportation Employee Testing Act of 1991. Employees may be tested for other substances without advance notice as part of a separate test performed by the School District for safety purposes. Such tests will be coordinated with the Drug Program Coordinator.

3. Testing Procedure

The Board reserves the right to utilize blood, hair, breath, saliva or urinalysis testing procedures. Only urinalysis and breath tests will be utilized in the pre-employment and random testing. All initial positive urine specimens will be confirmed by gas chromatography/mass spectrometry (GC/MS).

D. Collection Sites

The School District will designate collection sites in areas where it maintains facilities or job sites where individuals may provide specimens.

E. Collection Procedures

The Board, the drug-testing agency, and the laboratory have developed and will maintain a documented procedure for collecting, shipping and accessing urine specimens. The School Board, drug testing agency and the laboratory will utilize a standard Urine Custody and Control Form for all employee drug testing. The School Board, drug testing agency and the laboratory will utilize a standard Breath Alcohol Testing Form for all employee alcohol testing. A tamper proof-sealing District, identifying numbers, labels, and sealed shipping containers will also be used for urine sample transportation. Alcohol results will use approved tamper evident tape.

Collection sites will maintain instructions and training emphasizing the responsibility of the collection site personnel to protect the integrity of the specimen and maintain as proper a collection procedure as reasonable. A person who collects or takes a specimen for a drug test pursuant to this policy shall collect an amount sufficient for two (2) drug tests as defined by the Department of Transportation. Where the School District has an employee collect the specimen, the Board will provide instruction and training to that employee. All alcohol testing will be performed by a certified Breath Alcohol Technician (BAT).

All employees will also be required to execute the School District Applicant/Employee Consent Form.

F. Occasions when the Collection Personnel Should Directly Observe the Specimen Being Provided

The School District has adopted the direct observation procedures as set out in Section 40.25 of the Department of Transportation regulations. An Employer or Medical representative at the collection site may directly observe an employee provide the specimen where there is reason to believe that an individual may alter or substitute the specimen. Section 40.25 (e)(2) sets out the only four (4) circumstances where direct observation is appropriate:

1. The employee has presented a urine specimen that falls outside the normal temperature range, and the employee declines to provide a measurement of oral body temperature by sterile thermometer, as provided in paragraph (f)(23) of this part, or the oral temperature does not equal or exceed that of the specimen.
2. The last urine specimen provided by the employee (i.e., on a previous occasion) was determined by the laboratory to have a specific gravity of less than 1.003 and a creatinine concentration below .2 g/L.
3. The collection site person observes conduct clearly and unequivocally indicating an attempt to substitute or adulterate the sample (e.g., substitute urine in plain view, blue dye in specimen presented, etc.).
4. The employee has previously been determined to have used a controlled substance without medical authorization and the particular test is being conducted as a part of a rehabilitation program or on return to duty after any required rehabilitation.

A second specimen should be obtained under direct observation wherever there is reason to believe that the individual may have altered or substituted the specimen.

Where necessary, a School District representative or medical personnel may obtain a specimen outside of a designated collection site (such as, at a public restroom at an accident investigation).

G. Evaluations and Return of Results to the School District

The laboratory will transmit (by fax, mail, or computer, but not orally over the telephone) the results of all tests to the School District's MRO. The MRO will be responsible for reviewing the quantified test results of employees and confirming that the individuals testing positive have used drugs in violation of School District policy. Prior to making a final decision, the MRO shall give the individuals an opportunity to provide a medical explanation for the positive test result either face to face or over the telephone.

The MRO shall then promptly report to the Drug Program Coordinator which employees or applicants test positive.

H. Request for Retest

Where a split specimen has been collected, an employee may request a retest of the split specimen within 72 hours of notification of the final test result. Where only one sample is submitted for testing the employee may request a retest of the original sample within 72 hours after notification of the final test result. Requests must be submitted to the Drug Program Coordinator.

The employee may be required to pay the associated costs of retest in advance.

1. Release of Test Results

All Information, interviews, reports, statements, memoranda and test results, written or otherwise, received by the employer through its drug and alcohol testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings except in accordance with the Policy Consent/Release Form.

Test results shall not be released by the School Board, beyond the MRO and School District's management without the individual's written authorization. However, all employees will be required to execute a consent/release form permitting the Board to release test results and related information to the Unemployment Compensation Commission, or other relevant government agencies.

The MRO shall retain the individual test results for five (5) years.

Discipline

The Board will discipline, including discharge, employees for any violation of the policy, including refusing to submit to screening, to execute a release, or otherwise cooperate with an investigation or search by the School District. Disciplinary measures will be instituted in accordance with state and federal laws.

All employees who test positive in a confirmative substance test will be subject to discipline up to and including discharge. Rehabilitation, at a pre-approved treatment provider may be available to individuals who violate the policy. However, unless other provisions are available to the affected individual, assistance will be limited to the degree of treatment provided within the School District's Employee Benefits Plan. The Drug Program Coordinator should be contacted for guidance.

No employee may be returned to regular duties after any rehabilitation or testing positive unless released for duty by the School District's MRO. Any employee returned to duty after violating the policy or testing positive will be subject to aftercare and random testing as set out in a written Probation Agreement.

Employee Assistance Program (EAP)

The Board's EAP shall include education and training for supervisors who are authorized to determine reasonable suspicion testing. These supervisors must receive a minimum of 60 minutes on alcohol abuse and an additional 60 minutes of training on controlled substance use and abuse.

The training shall cover the physical, behavioral, speech and performance indicators of probable use and misuse of alcohol and controlled substances. Documentation of training attendance must be maintained.

The Drug Program Coordinator should be contacted for further guidance.

Investigations and Searches

Where a supervisor has reasonable cause to suspect that an employee has violated the substance abuse policy, he or she may inspect vehicles which an employee brings on the School Board's property, lockers, work areas, desks, purses, briefcases, tool boxes or other belongings, and at locations where school related activities are being conducted without prior notice in order to ensure a work environment free of prohibited substances. An employee may be asked to be present and remove a personal lock. Where the employee is not present or refuses to remove a personal lock, the Drug Program Coordinator will do so for him/her. The Board may release any illegal, or controlled drugs, or paraphernalia to appropriate law enforcement authorities.

All searches should be coordinated with the Drug Program Coordinator

NOTE: These procedures should not be construed as contractual in any nature. They represent the Board's current guidelines in dealing with a developing problem under evolving laws and facts, and may be changed in accordance with School District policy and state and federal law.

ADOPTED: July 25, 2000

REVISED: September 25, 2012

REA/ESPO consulted

LEGAL REF.: 49 C.F.R. Part 40 and the Omnibus Transportation Employee Testing Act of 1991.

G.82-F1 BUS DRIVER DRUG/ALCOHOL TEST CONSENT-RELEASE FORM
ROANOKE CITY BOARD OF EDUCATION
Roanoke, Alabama

I have read the above statement of policy and agree to abide by the School Board's drug and alcohol testing rules. I agree to submit to drug or alcohol tests at any time as a condition for my initial or continued employment. I authorize any laboratory or medical provider to release test results to the Roanoke City Board of Education and its Medical Review Officer (MRO).

I expressly authorize the Board or its MRO to release any test related information, including positive results, to the Unemployment Compensation Commission, or any other relevant government agency.

I understand that this agreement in no way limits my right to terminate my employment or be terminated in accordance with federal and state law.

Employee

Date

Witness

Date