

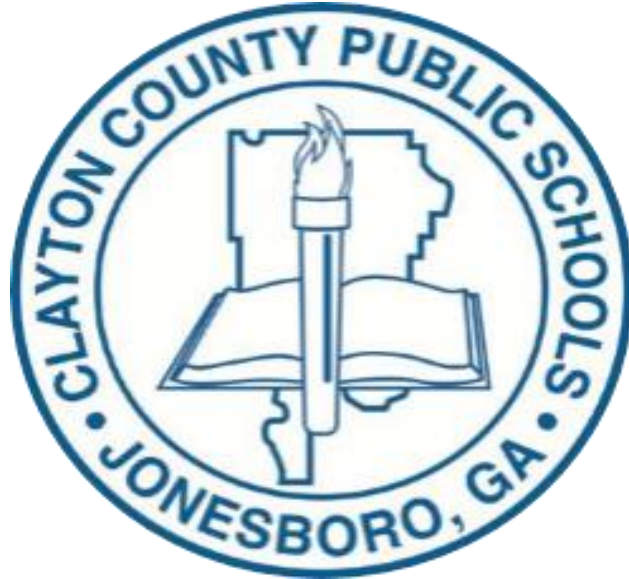
Clayton County Public Schools

“Committed to High Performance”

Employee Handbook – Policies and Regulations

Published by the Clayton County Public Schools
Human Resources Department
1058 Fifth Avenue
Jonesboro, GA 30236

Updated July, 2017



Clayton County Public Schools Employment Manual

Superintendent: Dr. Morcease J. Beasley

Board Members

District 1: Dr. Pam Adamson, Chair
District 2: Mr. Mark Christmas
District 3: Ms. Jessie Goree
District 4: Mr. Michael King
District 5: Ms. Ophelia Burroughs

District 6: Ms. Mary Baker, Vice Chair
District 7: Ms. Judy Johnson
District 8: Dr. Alieka Anderson
District 9: Benjamin Straker

Note The content this manual does not constitute nor should it be construed as a promise of employment or as a contract between Clayton County Public Schools and any of its employees.

TABLE OF CONTENTS

1	INTRODUCTION	7
1.1	Welcome.....	7
1.2	History.....	7
1.3	Changes in Policy.....	8
1.4	New Teacher Orientation.....	8
2	EMPLOYEE DEFINITION AND STATUS	9
2.1	Employment Classification	9
2.2	Classified and Certified Personnel	9
2.3	Exempt and Non-exempt.....	9
3	EMPLOYMENT POLICIES.....	10
3.1	Equal Employment Opportunity.....	10
3.2	Americans with Disabilities Act.....	10
3.3	Immigration Law Compliance	10
3.4	Employee Background Check	10
3.5	Criminal Records	11
3.6	Contracts	11
3.7	Separations	11
3.8	Transfers.....	11
3.9	Personnel Records and Administration	13
3.10	Change of Personal Data	13
3.11	Safety.....	13
3.12	Employee Requiring Medical Attention	14
3.13	Weather-related and Emergency-related Closings	14
4	STANDARDS OF CONDUCT	15
4.1	General Guidelines.....	15
4.2	Attendance and Punctuality.....	15

4.3	Work Schedule	15
4.4	Absence and Lateness	15
4.5	Unscheduled Absence.....	16
4.6	Meal and Break Periods	16
4.7	Harassment Policy.....	16
4.8	Reporting Harassment and Discrimination and Prohibition on Retaliation	17
4.9	Violence in the Workplace	17
4.10	Confidential Information and Nondisclosure.....	18
4.11	Dress Code.....	18
4.12	Use of Electronic Resources	18
4.13	Smoking Policy	18
4.14	Alcohol and Substance Abuse	19
4.15	Endorsements	19
4.16	Non-School Employment.....	19
4.17	Tutoring.....	20
4.18	Dual Pay	20
4.19	Political Involvement.....	20
4.20	Conflict of Interest.....	20
4.21	Fraud, Waste, Abuse, and Corruption.....	21
4.22	Complaints and Grievances	21
4. 23	TKES/LKES Formative/Summative Evaluation Appeal Process	22
4. 24	TKES/LKES Formative/Summative Considerations for Evaluators	23
5	COMPENSATION POLICIES.....	24
5.1	Compensation Philosophy.....	24
5.2	Certification/Licensing	24
5.3	Failure to Provide Certification	25
5.4	Driver's License	25
5.5	Timekeeping Procedures.....	25

5.6	Overtime Pay	25
5.7	Payroll and Paydays	25
	The frequency of Clayton County School’s payroll distribution is monthly and paid on the last working day of the month with the exception of June and December.	25
5.8	Direct Deposit	25
5.9	Performance and Salary Reviews	26
5.10	Salary Steps for Certified Employees	26
5.11	Complaint Policy	26
6	GROUP HEALTH AND RELATED BENEFITS	27
6.1	Benefits Summaries and Eligibility	27
6.2	New Employees	27
6.3	Health Insurance	27
6.4	Supplemental Insurance	27
6.5	Dental Insurance	28
6.6	Vision Care Insurance	28
6.7	Disability Insurance	28
6.8	Basic Life Insurance	28
6.9	COBRA Notification	28
6.10	Worker’s Compensation	28
6.11	Social Security and Medicare	29
6.12	Retirement Plans and Stock Options	29
6.13	Teachers Retirement System of Georgia (TRS)	29
6.14	Public School Employees Retirement System of Georgia	29
6.15	Flexible Spending Accounts	29
6.16	Credit Union	29
6.17	Training and Professional Development	30
7	TIME-OFF BENEFITS	31
7.1	Leave	31

7.2	Holiday Policy	31
7.3	Annual Leave.....	31
7.4	Sick Leave	31
7.5	Bereavement Leave	32
7.6	Jury Duty, Subpoena, and Other Court Orders.....	32
7.7	Military Reserves or National Guard Leaves of Absence.....	32
7.8	Family/Medical Leaves of Absence.....	33
7.9	Medical Leave	34
7.10	Returning from Leave	34
7.11	Uniformed Services Employment and Reemployment.....	34
7.12	Personal Leaves of Absence.....	35
7.13	Professional Leaves of Absence for Certified Personnel	35
7.14	Travel Reimbursement	35
7.15	Electronic Bulletin Boards.....	35
	Closing Statement	36
8	EMPLOYEE HANDBOOK ACKNOWLEDGMENT.....	37

1 INTRODUCTION

This document has been developed by the Human Resources Department in order to familiarize employees with Clayton County Public Schools and to provide information about working conditions, key policies, procedures, and benefits affecting employment at Clayton County Public Schools. This Employee Handbook is intended to provide employees with information regarding policies, procedures, ethics, expectations and standards of CCPS; however, this Handbook should not be considered all inclusive. It is important that each employee is also aware of the Board policies and procedures related to his/her position. These policies may be found on CCPS's website.

1.1 Welcome

Welcome to Clayton County Public Schools! We are happy to have you as a member of our family!

The mission of Clayton County Public Schools is to be accountable to all stakeholders for providing a globally competitive education that empowers students to achieve academic and personal goals and to become college and career ready, productive, responsible citizens.

The vision of Clayton County Public Schools is to be a district of excellence preparing ALL students to live and compete successfully in a global society.

Core Belief Statements

We believe children have first priority on all of our resources.

We believe education is the shared responsibility of the student, the parent/guardian, the school, and the community.

We believe communication and understanding among all stakeholders of our diverse community are essential to achieving the goals of education.

We believe that learning is a continuous process and most productive when the needs of each child are met through instruction provided by competent and caring teachers.

We believe a learning environment where everyone experiences security, care, dignity, and respect is essential.

1.2 History

The Clayton County Public School System is the one of the largest school district in the United States and the fifth largest in Georgia. Just 12 miles south of Atlanta, Clayton County covers 143 square miles and is home to over 275,000 residents.

1.3 Changes in Policy

This manual supersedes all previous employee manuals and memos.

While every effort is made to keep the contents of this document current, Clayton County Public Schools reserves the right to modify, suspend, or terminate any of the policies, procedures, and/or benefits described in the manual with or without prior notice to employees.

It is the responsibility of each employee to understand CCPS Board policies and administrative procedures. If clarification of information contained in policies and procedures is needed, contact your immediate supervisor. Board Policies can be accessed on the Clayton County Public Schools website at www.clayton.k12.ga.us

1.4 New Teacher Orientation

A mandatory orientation program is provided for teachers new to the Clayton County Public Schools. During the orientation, teachers are given the opportunity to become acquainted with the system's instructional program and teacher evaluation program, to acquire tips for beginning the year successfully, to meet many of the people with whom they will work, and to have questions and concerns addressed.

2 EMPLOYEE DEFINITION AND STATUS

An “employee” of Clayton County Public Schools is a person who regularly works for Clayton County Public Schools on a wage or salary basis under the direction of another CCPS employee.

2.1 Employment Classification

Employees of Clayton County Public Schools are classified as either “exempt” or “non-exempt.” This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty (40) hours per work week.

In addition to the above overtime classifications, every employee is assigned an employment status classification: regular full-time, regular part-time, temporary (full-time or part-time), hourly, contingent hourly, etc.

2.2 Classified and Certified Personnel

Certified employees are required to hold a professional certificate issued by the Georgia Professional Standards commission. Examples are teachers, counselors, principals, assistant principals, psychologists and paraprofessionals.

Classified employees are positions which do not require certification by the state. Examples are managers, administrative assistants, and custodians.

2.3 Exempt and Non-exempt

Non-exempt employees are those who are subject to the overtime pay and/or minimum wage provisions of the Fair Labor Standards Act (“FLSA”). Exempt employees are those who are not subject to the overtime pay and/or minimum wage provisions of the FLSA.

3 EMPLOYMENT POLICIES

3.1 Equal Employment Opportunity

The School District is an equal opportunity employer and complies with all applicable federal, state, and local employment laws, rules and procedures. The School District strictly prohibits and does not discriminate on the basis of race, color, religion, creed, national origin or ancestry, age, disability, ethnicity, services in the uniform services, genetic information, gender, or sex in its employment practices, student programs and dealings with the public.

Any employee, applicant or independent contractor who believes that he or she has been discriminated against or harassed in the workplace must make a complaint in accordance with the procedures outlined in Policy GAAA.

Please refer to Board Policy GAAA for further details.

3.2 Americans with Disabilities Act

It is the policy of Clayton County Public Schools to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Clayton County Schools will not discriminate or retaliate against any employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability.

3.3 Immigration Law Compliance

In compliance with the Immigration Reform and Control Act of 1986 ("IRCA") and any other applicable federal or Georgia law, Clayton County Public Schools is committed to: employing only those who are authorized to work in the U.S.; and not to discriminate on the basis of national origin or citizenship in hiring, recruiting or terminating employees. Every employee of the Clayton County Public Schools must adhere to this requirement.

All offers of employment are contingent on verification of the candidate's authorization to work in the United States. On the first day of work, every new employee will be asked to provide original documents verifying his or her right to work and, as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form.

3.4 Employee Background Check

As required by Georgia law, all personnel employed by Clayton County Public Schools must be fingerprinted and successfully complete a criminal records check.

3.5 Criminal Records

A five year background review is conducted for all employees based on their employment date with the district.

If during the course of employment an employee is convicted of a misdemeanor or felony the employee shall notify the Chief of Human Resources within three (3) business days of such conviction. An employee shall also provide such notification to the Chief of Human Resources within three (3) business days of any resolution involving the employee being given the First Offender status, pre-trial diversion, nolo contendere or any other negotiated pleading.

Please refer to Board Policy GAK (1) for further details.

3.6 Contracts

Contracts for all certified employees and other Board-approved personnel are issued for no more than one school year. The employee is responsible for having all copies of the contract notarized and returned in a timely manner.

An employee who has a written employment contract for the current year must be notified by May 15 if a contract for the ensuing year will not be offered. An employee who holds a contract for less than one full year will not necessarily be offered a full year contract of the ensuing year.

3.7 Separations

A reduction in force could result from a decrease in the student population, changes in the curriculum, loss of funds, consolidation of positions, elimination of programs, budgetary limitations or a reorganizational plan. The determination of employees to be demoted or terminated is based on approved procedures established by the Board of Education and school system administration.

Employees who do not have a written contract are classified as “at-will” employees. Either the employee or the employer can terminate employment of “at-will employees at any time with or without cause.

The principal or department heads may accept resignations in writing from classified personnel. A written response to approve the resignation will be provided by the Human Resources Department. See Board Policy GBO for further details.

3.8 Transfers

The Board of Education has the power to reassign and transfer personnel within their authority to operate the public schools in the Clayton County School System. This authority is delegated to the Superintendent and/or his /her designee.

Lateral Transfers – Voluntary

After teachers have been employed for two consecutive years in the same school or department and do not have any documented performance deficiencies (including PDP’s or work improvement plans), they are given the opportunity to request an intra-system transfer by use of the Transfer Request Form that is distributed when a transfer period will be offered.

Lateral Transfers – Administrative

The Board of Education has the right to make lateral transfers in personnel when it becomes necessary due to:

- Overstaffing within the teaching field or grade level
- Change in attendance areas
- Change in program or staffing within a program
- Any reason that the Board of Education (within the limits of its authority to manage and control the school system) deems necessary for the orderly and effective management of the school system

The Superintendent may use, but shall not be limited to, the following criteria in determining which employees shall be subject to involuntary lateral transfers on a school by school basis.

- Attrition will be considered as the first means of reduction of surplus staff.
- Volunteers for transfer will be given priority for positions for which they are qualified and have no record of a performance deficiency in the previous school year. If two or more employees volunteer for the same assignment, placement shall be based on seniority status.
- If there are not volunteers, involuntary transfers will be affected based on the following criteria, in the following order:
 - School seniority - length of continuous service within the school.
 - System seniority - length of continuous service in Clayton County.
- In the event that two or more employees at a school have the same system and school seniority status, as determined in the sections above, the following tie breakers will be used:
 - First: Initial date of employment indicated by the contract execution date.
 - Second: By contract recommendation date
 - Final: By lot.

Please refer to Board Policy GBM for further details.

Please note: Documented performance deficiencies and/or performance evaluation ratings may be reviewed and considered as a factor with regards to promotional opportunities.

3.9 Personnel Records and Administration

The task of handling personnel records and related administration functions at Clayton County Public Schools has been assigned to the Human Resources Department. Personnel files will be kept confidential to the extent required by law at all times and include some or all of the following documents:

- Application
- Certificates or Degrees required
- Telephone Reference forms
- Evaluations
- Any other document required to be maintained by federal or Georgia law.

All payroll records will be kept in a separate confidential file in the Payroll Department to the extent permitted by law.

3.10 Change of Personal Data

Any change in an employee's name, address, or telephone number needs to be reported immediately to the employee responsible for preparing the payroll for their school or work location.

Changes in name, address, telephone number, spouse, dependents, or insurance beneficiaries need to be reported in writing immediately to the Benefits Department (Human Resources).

Changes in tax withholdings are to be reported to the Payroll Department by completing tax forms (W4 – Federal, and G4 – State) available at the Clayton County Public Schools website under the Budgets and Finance.

3.11 Safety

The Board recognizes that the work place needs to be as safe as possible. Therefore, it is the policy of the Board to take all practical and reasonable steps to develop and implement safety measures for all employees, which will provide and maintain safe working conditions, adequate protection equipment and develop operating procedures and practices that are in compliance with federal, state, and local legislation pertaining to accident prevention.

To help ensure a safe work environment, an employee is to exercise their discretion and be aware of the following safety-conscious ways:

- Know the potential hazards of the job and work place;
- Learn reasonable safety practices;
- Use health and safety devices that are available (the CCPS has adopted a policy regarding Infectious Diseases, Policy GANA; all employees should be familiar with this policy.);
- Correct and/or report safety hazards immediately as is reasonably appropriate;
- Report immediately or as soon as practicable to a supervisor any accident or injury;

- Obey “No Smoking” regulations. All employees and students are prohibited from tobacco use on campus or at school activities, functions, or events;
- Operate machinery or equipment only if qualified to do so; and
- Maintain good housekeeping practices including keeping all fire exits clear and firefighting equipment accessible

3.12 Employee Requiring Medical Attention

Employees should report all work-related injuries and accidents immediately or as soon as practicable to their supervisor, and then follow these steps:

1. Report the accident (even if you think the injury is minor) to a supervisor as soon as possible.
2. Make sure a written report of the incident is made.
3. If medical treatment is required, a representative from your location will contact the Risk Management division of Human Resources to receive referral information from the approved panel of doctors.
4. When you visit an approved physician, make sure you tell the doctor what happened and the visit is to be billed to your company's workers' compensation insurance company. Do not bill this to your health insurance.
5. Also request written instructions from the doctor with regard to future treatment and your ability to work.
6. Keep your direct supervisor informed.

3.13 Weather-related and Emergency-related Closings

If inclement weather conditions exist before the school day begins, the superintendent usually decides by 6 a.m. to close or delay opening.

When the decision is made to close schools, school system officials contact local television and radio stations. The stations usually begin broadcasting school closings at 6:15 a.m.

If severe weather arises during the day, parents or guardians should monitor the local radio and television stations for possible early closing.

All schools are linked by FM radio to the Civil Defense network to monitor emergency broadcasts. Emergency plans are in place to protect students and staff in case of unsafe weather such as tornadoes or heavy thunderstorms. Safe areas have been identified at each school where students and staff will be sheltered in event of tornado or other severe weather warning. Students in modular units are moved to permanent buildings when winds exceed 40 mph.

4 STANDARDS OF CONDUCT

4.1 General Guidelines

All employees are urged to become familiar with Clayton County School's rules and standards of conduct and these standards will guide the employee in doing their own jobs and conducting the company's business.

The Code of Ethics for Educators published by the Georgia Professional Standards Commission is strictly adhered to and is available on the Clayton County Public Schools website at www.clayton.k12.ga.us.

4.2 Attendance and Punctuality

In order for an organization to achieve its desired goals, good attendance and punctuality are necessary. Therefore, regular and prompt attendance is expected and required of all employees.

4.3 Work Schedule

All full time exempt employees of Clayton County Schools work a minimum 40 hours per week. Non-exempt full time employees shall work a schedule set by their supervisor in accordance with school board policy. The Principal or Supervisor sets a schedule for the time of arrival and departure of all employees assigned to his/her operation in accordance with Policy GARB.

Non-exempt employees should not work more than the assigned minimum number of work hours, i.e., overtime, without prior approval from their supervisor.

4.4 Absence and Lateness

From time to time, it may be necessary for an employee to be late or absent from work. Clayton County Schools is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside work hours may arise. If it is absolutely necessary to be absent or late to work, employees are responsible for contacting their supervisor at least one day in advance if possible.

In case of emergency or other circumstances when it is impossible to give advance notice, employees are responsible for contacting their supervisor or designee before time to report to work. Please refer to Board Policy GBR-R (1).

4.5 **Unscheduled Absence**

Absence from work for three (3) consecutive days without notifying management or the Human Resources Department may be considered a job abandonment and appropriate action may be initiated.

4.6 **Meal and Break Periods**

Meal periods for non-exempt employees must be counted as hours worked unless all three of the following conditions are met:

- 1.) The meal period generally is at least 30 minutes.
- 2.) The non-exempt employee is completely relieved from all duties during the period. (If, for example, the employee must sit at a desk and incidentally answer the telephone during the break, the time would be compensable). Uninterrupted meal breaks do not count as hours worked.
- 3.) The non-exempt employee is free to leave the duty post. (There is no requirement, however, that the employee be allowed to leave the premises or work site).
- 4.) Meal periods must be accurately recorded on each non-exempt employee's time sheet. Non-exempt employees must clock in and out from meal periods and breaks. Non-exempt employees who do not return on time from meal or break periods may be subject to discipline.

4.7 **Harassment Policy**

It is the policy of this school district to prohibit any act of harassment of employees or others based upon race, creed, sex, gender, national origin, ancestry, religion, age or disability, genetic information, or service in uniformed services at all times and during all occasions while at school, in the workplace or at any school event or activity. Any such reported act of harassment may result in discipline, including the possible termination of employment or other appropriate discipline of the employee.

Sexual harassment may include conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands or physical contact which creates a hostile environment for an employee. There may be other speech or conduct which employees experience as inappropriate or illegal harassment which should also be reported such as sexually suggestive drawings, leering, or sending inappropriate sexually-themed gifts; harassment can take many forms and it is not possible to itemize every aspect of the harassment forbidden by this policy. No form of sexual harassment will be tolerated. The School District's harassment policy applies equally to harassment based on an employee's other protected statuses: race, religion, creed, national origin, age, disability, genetic information, or service in the uniformed services.

4.8 Reporting Harassment and Discrimination and Prohibition on Retaliation

Any employee, applicant for employment, independent contractor, or other individual who performs work for the School District who believes he or she has been subjected to harassment or discrimination as prohibited by this policy should promptly report the same to the principal of the school or to the appropriate designee designated in policy GAAA, who will implement the Board's discriminatory complaints procedures as specified in that policy.

It is the duty of all employees to promptly report harassment forbidden by this policy. All supervisors will instruct their subordinates as to the content of this policy and, through appropriate staff development, enlighten employees as to the varied forms or expression of prohibited harassment.

No one will be subjected to, and the School District prohibits, any form of discipline, reprisal, intimidation or retaliation for good faith reporting of incidents of harassment of any kind, pursuing any harassment claim or cooperating in related investigations.

School District is committed to enforcing this policy against all forms of harassment. However, the effectiveness of our efforts depends largely on employees telling us about inappropriate workplace conduct. If employees feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately. If employees do not report harassing conduct, School District may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

Nothing in the harassment policy shall be construed or interpreted to create any additional rights or exceed requirements or standards as stated in applicable federal and/or state law.

Please refer to Board Policy GAEB, GAEB-E (1), and GAEB-R (1).

4.9 Violence in the Workplace

Clayton County Schools has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect CCPS or which occur on CCPS or client property, will not be tolerated.

4.10 Confidential Information and Nondisclosure

An educator should comply with state and federal laws and local school board/governing board policies relating to the confidentiality of student and personnel records, standardized test material and other information covered by confidentiality agreements. Unacceptable conduct includes but is not limited to:

1. Unauthorized sharing of confidential information concerning student academic and disciplinary records to another employee who has no legitimate educational interest; unauthorized discussions with third parties of confidential information; unauthorized access to or disclosure of health and medical information; family status and/or income; and unauthorized disclosure of assessment/testing materials or results;
2. Unauthorized sharing of confidential information restricted by state or federal law;
3. Violation of confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, violating local school system or state directions for the use of tests or test times, etc.
4. Violation of other confidentiality agreements required by state or local policy.

4.11 Dress Code

Employees of Clayton County Schools are expected to present a clean and professional appearance while conducting any business on behalf of the Clayton County Schools. Dressing in a fashion that is clearly unprofessional, that is deemed unsafe, or that negatively affects CCPS's reputation or image is not acceptable.

Please refer to Board Policy GBRL and GBRL-R (1).

4.12 Use of Electronic Resources

Clayton County Schools recognizes that electronic media provides access to a wide variety of instructional resources in an effort to enhance educational opportunities. Use of electronic resources must be in support of the employee's assigned responsibilities. All electronic communications transmitted by, received from, or stored in these devices are the property of Clayton County Schools. Users of such systems shall have no expectation of privacy. Please refer to Policy IFBG and related procedures for further information.

4.13 Smoking Policy

Employees are prohibited from using or displaying tobacco products in front of students while the employee is on duty during the normal school day or while on duty and any school system sponsored function. Tobacco use is banned from all school system vehicles and shall not be used in any school system facilities.

An on-going program is provided to inform employees about the dangers of smoking and the penalties that may be imposed on employees. A formal discipline procedure is outlined in Board policy GAN, and GAN-R (1).

4.14 Alcohol and Substance Abuse

The Georgia Drug-Free Public Work Force Act of 1990 applies to the Clayton County School System. The Board of Education declares that the manufacture, distribution, sale or possession of controlled substances, marijuana and other dangerous drugs in an unlawful manner or being at work under the influence of alcohol, controlled substances, marijuana or other dangerous or illegal/unlawful drugs is a serious threat to the public health, safety and welfare. With this in mind, the Board declares that its work force must be absolutely free of any person who would knowingly manufacture, distribute, sell or possess a controlled substance, marijuana or a dangerous or illegal/unlawful drug in an unlawful manner. This prohibition specifically includes, but is not limited to, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol in the employee's workplace. This prohibition also includes, but is not limited to, an employee being under the influence of alcohol or controlled substances while on duty.

As a condition of employment, each employee must abide by the terms of this policy and must notify your immediate supervisor within three (3) business days after any arrest on any drug-related criminal charge and further notify immediate supervisor within three (3) business days of any conviction, plea of nolo contendere, or a plea under the First Offender Act of the State of Georgia or any similar state or federal law of a drug-related offense.

The Board of Education shall not consider for employment any applicant who has been convicted, pled nolo contendere, or a pled under the First Offender Act of the State of Georgia or any similar state or federal law for the first time of any drug offense as described above for a three month period from the date of conviction, plea of nolo contendere, or a plea under the First Offender Act of the State of Georgia or any similar state or federal law nor shall the Board of Education consider any applicant for employment who has been convicted, pled nolo contendere, or a pled under the First Offender Act of the State of Georgia or any similar state or federal law for the second time of any drug offense as described above for a five year period from the most recent date of conviction.

4.15 Endorsements

Clayton County Public School employees carry the responsibility of being a representative of the school district. Employee should be aware that decisions and actions that could be interpreted as written or oral endorsements of a product or service should be considered in the light of whether the action may be interpreted as a conflict of interest.

Actions that could be construed as a conflict of interest or a violation of the Code of Ethics for Educators may jeopardize the employee's employment relationship with CCPS. It is advised that before an employee make a final decision concerning endorsements of any kind that they discuss the situation with their Principal or Supervisor.

4.16 Non-School Employment

Clayton County Public School employees are reminded that their job assignments within the school system is their first obligation and if outside employment negatively affects their performance, the employee may be required to choose between the employment opportunities.

Each Principal/Program Manager has direct responsibility for evaluating the effects of outside employment on personnel assigned to their operation.

4.17 Tutoring

A teacher may serve as a tutor when it is deemed beneficial to the student. However, teachers may not give private instruction for a fee to students presently enrolled in their classes. These students should receive help from the teacher after school hours when necessary. The preference of the Board is that a teacher not tutor students enrolled at the school where the teacher works. Tutoring may not interfere with a teacher's regular school responsibilities. Please refer to Board Policy GBRGB.

4.18 Dual Pay

Unless permitted by law, Clayton County Public School employees are prohibited from receiving dual pay for services rendered during the regular working hours. The employee must forfeit either the regular pay or the pay from the other agency, organization or individual. Employees may receive payment for services rendered while on a non-paid leave of absence or for services performed other than during the regular work day.

4.19 Political Involvement

The Board recognizes that employees have the same civic responsibilities and privileges as any other citizen including the privilege of campaigning for and holding public office and actively supporting candidates and causes in the political arena. The Board also recognizes that the school system is entrusted by the citizens of the county and the State of Georgia with a vitally important public mission and that an employee's political activities must not interfere or conflict with an employee's job or with the best interest of the school system.

An employee who participates actively in a political activity cannot be promoted, demoted, transferred, or terminated solely because of his/her political participation as long as such actions follow the guidelines stated in Board Policy GAHB.

4.20 Conflict of Interest

Employees should be aware of situations and activities that may be construed as a conflict of interest. The Clayton County Board of Education is committed to the employment and assignment of employees in a manner that best meets the needs of the school system. In keeping with this commitment, the Board realizes the importance of eliminating any question of impropriety in personnel practices that have the potential to foster staff conflict of interest, to suggest favoritism or to otherwise adversely affect the orderly operation of the system. Please refer to Board Policy GAG.

4.21 Fraud, Waste, Abuse, and Corruption

All employees shall be encouraged to report verbally or in writing to their supervisor, department head, or other appropriate authority, evident of activity by a district department, agency, or employee constituting:

1. A violation of local, state, or federal law, rule or regulation;
2. Fraud;
3. Misappropriation of resources;
4. Substantial and specific danger to the public health and safety; or
5. Gross mismanagement, a gross waste of monies, or gross abuse of authority.

All employees, board members, consultants, vendors, contractors and other parties maintaining a business relationship with the District shall act with integrity and due diligence in matters involving District fiscal resources. Please refer to Board Policy DIE.

4.22 Complaints and Grievances

It is the policy of the Clayton County Board of Education that certified and classified personnel employed on a full-time basis shall have the opportunity to present and resolve complaints relating to certain matters affecting the employment relationship at the lowest organizational level possible. The Board of Education encourages all employees to resolve their complaints informally and in a spirit of collegiality when possible. This policy and procedure is available where such efforts do not succeed or, when for any other reason, the classified employee desires to pursue this procedure.

4. 23 TKES/LKES Formative/Summative Evaluation Appeal Process

Process Steps

Please Note: Teachers/Leaders are permitted to use the school district's local complaint process to file grievances related to procedural deficiencies on the part of the local school system or charter school in conducting TKES evaluations. A teacher's performance rating(s), professional growth goal(s) and/or plan(s), and job performance cannot be disputed through the complaint. (Georgia Department of Education, 2016)

All appeals must be initiated within the **current year** of the evaluation in question. Appeals not initiated during the specified timeline for the particular school year **are final**. **Appeals must be filed within 10 business days of receiving the Formative or Summative Assessment rating. Appeals not filed within the 10 business days will not be considered for the Appeals/Grievance process. Walkthroughs cannot be appealed.** Employees are encouraged to read evaluation guidelines in the Teacher/Leader Keys Effectiveness System Handbooks and to make sure that appropriate procedures have been followed within the 10 day window in order to appeal. Appeals may be made at the Formative or Summative Assessment/Evaluation.

1. Cycle 1 Appeal

- ✓ For TKES, the evaluatee submits appeal to the principal within 10 business calendar days of receiving their rating. For LKES, the evaluatee should submit the appeal to the primary evaluator. The appeal should include any relevant supporting documentation.
- ✓ The primary evaluator reviews the Cycle 1 appeal.
- ✓ Primary evaluator must provide a response in writing to the evaluatee within 10 business calendar days of the Cycle 1 appeal.
- ✓ If the appeal is resolved at Cycle 1, the appeal is considered closed or resolved. The findings are reported to the Coordinator of Performance Management by the principal once the appeals process is closed or resolved at the school level (no later than 10 business calendar days after the appeals process is closed or resolved at the school level).

2. Cycle 2 Appeal

- ✓ If the appeal is not resolved at Cycle 1, the evaluatee submits the second appeal to their principal's (TKES) or evaluator's (LKES) supervisor (Chief, Assistant Superintendent, and Coordinator of Performance Management) within 3 business calendar days of receiving the findings from the Cycle 1 appeal.
- ✓ The Chief or Assistant Superintendent will gather evaluation information pertaining to the appeal for the purpose of making a decision.
- ✓ The Chief or Assistant Superintendent will review all relevant information and provide a response in writing within 20 business calendar days to the evaluatee, primary evaluator, and the Coordinator of Performance Management.
- ✓ **This ends the appeal process. Results are final.**

Please note: Documented performance deficiencies and/or performance evaluation ratings may be reviewed and considered as a factor with regards to promotional opportunities.

4. 24 TKES/LKES Formative/Summative Considerations for Evaluators

- Fidelity and inter-rater reliability are paramount to the evaluation process
- Evaluatees can appeal the procedural process not being followed or disagreement with a rating below Level III.
- Evaluators must clarify their expectations for evaluatees and must request documentation of what they have not observed.
- If the performance of an evaluatee significantly declines after receiving a Level III or above on a Formative Assessment, notification should be given to the evaluatee prior to the Summative Assessment. Notification of specific deficit areas, with sufficient time for improvement, must be provided as outlined below:
 - Teachers evaluated on the **Full TAPS plan** - **sufficient time** for improvement: Time frame between Formative Assessment #1 and Formative Assessment #2
 - Teachers evaluated on the **Flexible TAPS plan** – **sufficient time** for improvement: Time frame between the Formative Assessment and the Summative Assessment.
 - Leaders - **sufficient time** for improvement: Time frame between the Formative Assessment and the Summative Assessment.
- **Please follow the evaluation timeline to ensure there is adequate time to observe improvement, stagnation, or decline before the Summative rating.**
- Ratings must be based upon the totality of the evidence and consistency of practice.
- Observations should be saved, shared, and finalized within **10 working days** from the date of each observation.
- Evaluators may be requested to justify evaluations at Level IV and Level II or below if a review of the totality of the evidence does not support the rating.
- The documentation requested of evaluatees should be consistent and in accordance with expectations outlined in the Pre-Evaluation Conference.

5 COMPENSATION POLICIES

5.1 Compensation Philosophy

Clayton County Public Schools' compensation program will provide a total compensation solution flexible enough to adjust to changing economic conditions, while maintaining fair, consistent and equitable total compensation practices in alignment with Clayton County Public Schools' core values and mission. The program will provide compensation intended to attract, retain, and motivate highly qualified and effective individuals, while fostering individual development, loyalty, and team work within budgetary limitations. It should also encourage career-long commitment to Clayton County Public Schools, providing a total compensation program for all Clayton County Public Schools' employees which is aligned to the metro Atlanta public market segments in which Clayton County Public Schools competes for talent.

The Payroll Department is responsible for administering the district's compensation program by ensuring pay structures and incentives are designed to compensate employees for skills, abilities, performance and years of service.

5.2 Certification/Licensing

It is the responsibility of all certified employees to obtain and maintain Georgia certification. Certification forms and information are available at the Georgia Professional Standards Commission website, www.gapac.com.

Teachers and Administrators must hold certificates issued by the Georgia Professional Standards Commission. Certification requirements may be found at the PSC website (www.gapsc.com).

All paraprofessionals must hold a Paraprofessional Certificate issued by the Georgia Professional Standards Commission. Certification requirements may be found at the PSC website (www.gapsc.com).

All sign language interpreters should possess certification issued by the State Quality Assurance (QA) or the Registry of Interpreters for the Deaf (RID) National Certification.

All nurses should possess licensure at the minimum of an LPN.

School Health Technicians should possess a state certification identification number and current certification in CPR and First Aid.

Questions regarding certification should be directed to the Clayton County Public Schools Certification Office.

5.3 Failure to Provide Certification

Employment contracts are issued to certificated staff. These contracts are contingent upon the employee securing and continuing to hold a valid in-field certificate issued by the Georgia Professional Standards Commission of the type needed to perform the duties assigned to employee. If employee is not certified, the daily rate of pay may be adjusted to that of a substitute employee retroactive to the beginning date of employment under this contract to the date the certificate became invalid, whichever is most recent. CCPS adjust salaries to conform to the certificate level approved by the Professional Standards Commission of Georgia.

5.4 Driver's License

All vehicle operators covered by the commercial driver's licensing laws must have a valid Commercial Driver's License (CDL) and must successfully complete the training course prescribed by Clayton County Public Schools. Certain other specialized positions may require licensing.

5.5 Timekeeping Procedures

By law, Clayton County Public Schools is obligated to keep accurate records of the time worked by employees. Each employee must fill out the appropriate electronic or hard copy CCPS time record each week, and time records must be completed in accordance with the CCPS time-reporting guidelines.

5.6 Overtime Pay

Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions. All overtime work performed must receive the supervisor's prior authorization and reported to the Payroll Department through the supplemental pay process. Unauthorized overtime will be paid, but may be grounds for discipline. Please refer to Board Policy GCRD.

5.7 Payroll and Paydays

The frequency of Clayton County School's payroll distribution is monthly and paid on the last working day of the month with the exception of June and December.

5.8 Direct Deposit

Direct Deposit to an employee's checking account is available to all employees, including substitutes and part-time. Employees must enter their banking information by accessing the Employee Portal. Please allow at least two pay cycles after submitting information through the employee portal before direct deposit becomes active. Employees will receive a paper (live) check until the process is complete.

5.9 Performance and Salary Reviews

Clayton County Public Schools is committed to performance assessment that encourages continuous quality improvement for all employees. All personnel shall have their performance evaluated annually as required by Georgia Code 20-2-210. Certified educators are assessed under state evaluation programs. All certified educators that work directly with children are evaluated using TKES. School administrators are evaluated with LKES. Other support personnel such as counselors, social workers, and media specialist are evaluated using instruments previously developed at the state level. Classified employees are assessed using locally developed evaluation programs.

5.10 Salary Steps for Certified Employees

A candidate hired into a certified position with Clayton County Public Schools will have a salary step established based on the rules for granting creditable years of teaching experience. If the candidate has no creditable experience they will be placed on step E of the teacher's salary schedule. In order to receive credit for previous years' experience the "Certified Verification of Work Experience" (available online at www.clayton.k12.ga.us under the Business Services then Payroll section, under forms) must be submitted to each previous eligible system and returned to the Payroll Department. Salaries will remain at the beginning step until previous experience has been verified in this manner.

5.11 Complaint Policy

It is the policy of the Clayton County Board of Education that all certified employees and all full-time classified employees shall have the opportunity to present and resolve complaints relating to certain matters affecting the employment relationship at the lowest organizational level possible. The Board of Education encourages all employees to resolve their complaints informally and in a spirit of collegiality when possible. Policies GAE (2), GAE (2) – E (1), and GAE (3) are available where such efforts do not succeed or, when for any other reason, the applicable employee desires to pursue this process.

6 GROUP HEALTH AND RELATED BENEFITS

6.1 Benefits Summaries and Eligibility

Clayton County Public Schools is a member of the state of Georgia State Health Benefit Plan and the Flexible Benefits Program. The program services participating state agencies, certain boards of education, public libraries, community service boards, department of family & children services and public & mental health agencies. To be eligible, you must meet the eligibility requirements of employment.

To determine if you are eligible, consult the various agencies website at <http://www.dch.ga.gov> or <http://www.doas.ga.gov/statelocal/hra>.

6.2 New Employees

If you are a new employee, complete your online electronic enrollment and other needed forms by your department's deadline, but no later than 31 days after your hire date. Your coverage will begin on the first day of the month after you have completed a full calendar month of employment.

A benefits package will be sent directly to you from the Benefits Division of Human Resources once you have been set up in the system.

Please consult the Clayton County Public Schools website under the Benefits section for further details <http://www.clayton.k12.ga.us>

6.3 Health Insurance

Eligible CCPS employees have the opportunity to subscribe to group health insurance. Both individual coverage and family coverage options are available. Several plans are available to choose from.

Please be aware that you will be required to provide official documentation to prove eligibility for dependents covered under health benefits chosen.

Open Enrollment is a period of each year when employees may enroll or change options or coverage, subject to the conditions described in the plan. The open enrollment period, unless otherwise announced, usually occurs mid-October through mid-November. Coverage for changes or enrollments become effective the following January 1.

6.4 Supplemental Insurance

Additional life insurance up to nine times the employee's salary is available for eligible employees. Several supplemental policies are available for accident and specified illness coverage through the state program and also through AFLAC. For cost of employee contributions on all supplemental policies, consult specific links through the Georgia Flexible Benefits program website at <http://www.gabreeze.ga.gov>.

6.5 Dental Insurance

Single (employee only) dental coverage is provided by CCPS at a reduced cost to the employee. Employees can elect to enroll for Family coverage through employee paid deductions.

6.6 Vision Care Insurance

The Vision Plan is available to employees through the Georgia Flexible Benefits.

6.7 Disability Insurance

Long term disability insurance is provided to eligible employees at no cost. Several options of short-term disability insurance are available to all eligible employees through employee paid deductions.

6.8 Basic Life Insurance

Basic Life insurance is provided at no cost to all eligible Clayton County Public School's employees at the rate of one time their annual salary. Supplemental life insurance options may be selected through the Georgia Flexible Benefits plan. The premium cost for supplemental life insurance is based on your age, salary, and on the amount of coverage you choose.

6.9 COBRA Notification

According to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, in the event of your termination of employment with Clayton County Public Schools or loss of eligibility to remain covered under a group health insurance program, employees and their eligible dependents may have the right to continued coverage under a group health insurance program for a limited period of time at their own expense. Consult the Benefits Manager for details.

6.10 Worker's Compensation

Employees may be entitled to Worker's Compensation benefits if injured on the job. The injury must arise out of and in the course of employment. The injured employee must provide notice of the injury immediately, but not later than thirty days after the accident, to the employer, the employer's representative, or to the employee's immediate supervisor. Failure to do so may result in the loss of benefits. The injured employee may select a medical care provider from the panel posted by the Board of Education. Only those providers listed are authorized to provide medical care for a work-related injury. The panel of physicians is posted in conspicuous places in all locations maintained by the Board of Education and may also be obtained through the Risk Management Department.

Any questions should be addressed to your immediate supervisor and/or the Risk Management Department.

6.11 Social Security and Medicare

Bus drivers, nutrition workers and some maintenance staff do make payments into Social Security. However, the rest of the Clayton County Public Schools staff is not covered under Social Security.

All employees hired after April 1, 1986 are required to pay Medicare contributions. Medicare provides the medical benefits within the Social Security Administration.

6.12 Retirement Plans and Stock Options

The Tax Deferred Annuity (TDA) program allows employees to exclude a portion of their salary from taxable income for the purchase of an annuity contract. Payment of taxes on this money and on the interest it earns is deferred until the money is withdrawn at age 59 1/2. The Board has approved Lincoln Investment Planning, Fidelity, Lincoln Financial, CitiStreet/Travelers, ING, and VALIC to sell tax sheltered annuities to employees. Further information about these companies may be obtained from the agent listed in the directory on our website under our Annuity Contact phone numbers menu choice or www.myretirementmanager.com.

6.13 Teachers Retirement System of Georgia (TRS)

Teachers, administrators, supervisors, clerical employees, paraprofessionals, and various Central Office staff are eligible members of TRS. Benefits become available after 30 years of service regardless of age, at 25 years of service with early retirement penalties or at age 60, after ten years of service. Employees who have 10 years of service earn disability retirement benefits if permanently disabled, as well as survivors benefits that are paid to a beneficiary. Members must contribute a percentage of their salary. A booklet detailing the plan is available from the Clayton County Public Schools Employee Benefits Department. You can also gather additional information from the website identified by TRS, www.trsga.com.

6.14 Public School Employees Retirement System of Georgia

Maintenance employees, Bus drivers, nutrition employees, custodians and other regular full-time employees not eligible for membership in TRS are eligible for membership in the Public School Employees Retirement System. Retirement benefits are available for members who are sixty years of age with at least ten years of creditable service. Members contribute four dollars per month for nine months each school year and the state makes the employer's contribution.

For further information go to the Employees Retirement website at <http://www.ers.ga.gov>.

6.15 Flexible Spending Accounts

Employees may set aside pre-tax funds for medical and childcare expenses. Details are listed on the state of Georgia Flexible Benefits Program website: www.gabreeze.ga.gov

6.16 Credit Union

As a convenience for employees of Clayton County Public Schools, payroll deductions are provided upon request for contributions or payments to the Southern Credit Union. The Southern Credit Union's website is www.southernonline.org.

6.17 Training and Professional Development

NSDC's Standards for Professional Learning have been adopted for planning and implementing professional learning in Clayton County Public School. These standards are aimed at giving schools, districts, and states direction in what constitutes quality staff development for educators in order to ensure high levels of learning for all staff and students. The standards are grounded in research that documents the connection between professional learning and student learning.

7 TIME-OFF BENEFITS

7.1 Leave

In accordance with established Clayton County Board of Education policies, leave may be granted for the following reasons: medical, physical, emotional, military obligations, maternity, professional, and leave as required by federal and state acts.

7.2 Holiday Policy

Holidays are observed as non-scheduled working days and vary according to job classification and working schedules.

Georgia law does not provide for any unemployment benefits to school district employees due to a lack of work during the summer break or other regularly scheduled holidays when the employee has a "contract or a reasonable assurance" that such individual will be returned to work for the next semester or academic year. *Caldwell v. Carswell*, 158 Ga.App. 353 (1981)

7.3 Annual Leave

Employees who earn annual leave (twelve month employees) will accumulate days based on the schedule in Board Policy GBRK at the following rates:

0 through 14 years	.84 days per month
15 plus years	1.25 days per month

Requests for annual leave should be in writing to the employee's principal/department head for prior approval. Annual leave cannot be used after the absence has occurred. Annual leave requests for principals should be in writing to the superintendent or his designee for prior approval.

An employee may only use earned annual leave.

Employees with an annual-duty, twelve-month work year will earn annual leave at a rate commensurate with their years of service, accumulative up to a maximum of 30 days. All existing accruals over 30 days must be utilized in accordance with the guidelines set forth in the accompanying administrative rule GBRK-R(1). Any unused accrual at the time of an employee's separation **up to 30 days**, will be paid out at their daily rate at the time of separation.

7.4 Sick Leave

The term "sick leave" shall be used to cover personal illness and illness or death in the immediate family of the employee. All full time employees will earn 1-1/4 days of sick leave per month, accumulative to 180 days. The Clayton County School System interprets "immediate family" to mean spouse, father, mother, brother, sister, child, grandparent of the employee, or a relative living in the residence of the employee at the time of their death. All full time employees will earn 1-1/4 days of sick leave per month, accumulative to 180 days.

- A. Twelve-Month Employees Earn 1-1/4 days sick leave per month (15 per year) accumulative to 180 days.
- B. Ten-Month Employees earn 1-1/4 days sick leave per month (12.5 per year) accumulative to 180 days.
- C. Nine-Month Employees earn 1-1/4 days sick leave per month (11-1/4 per year) accumulative to 180 days.

Please refer to Board Policy GBRIB.

7.5 Bereavement Leave

Accumulated leave may be used for absence due to death in the immediate family of the employee or employee's spouse. The Clayton County School System interprets "immediate family" to mean spouse, father, mother, brother, sister, child, grandparent, or a relative living in the residence of the employee at the time of their death. The maximum number of sick days allowed for bereavement leave is five (5) days. Three (3) days is granted for the death of a family member not in the immediate family. Extenuating circumstances may be considered by the supervisor.

7.6 Jury Duty, Subpoena, and Other Court Orders

All employees of Clayton County Schools are encouraged to serve as jurors when selected to do so. They will be paid their full salary during the time they serve and may retain any remuneration received from the court. Please refer to Board Policy GARH.

Employees who are absent from work due to having been subpoenaed regarding their employment with CCPS will be paid their full salary during the time they are absent, but any witness fees will be assigned to the Board of Education. Employees will not be required to pay for a substitute while being served subpoenas related to their employment.

Employees subpoenaed for reasons not related to their employment will be required to take annual or personal leave. Please refer to Board Policy GARH.

7.7 Military Reserves or National Guard Leaves of Absence

Employees will be paid for a maximum period of eighteen working days for ordered military duty during a federal fiscal year (October 1 through September 30). Please refer to Board Policy GARH.

Employees who serve in U.S. military organizations or state militia groups such as the National Guard may take the necessary time off to fulfill this obligation and will retain all of their legal rights for continued employment applicable by laws.

7.8 Family/Medical Leaves of Absence

Clayton County Schools is in full compliance with the Family and Medical Leave Act (FMLA) of 1993. The FMLA grants qualified employees unpaid leave for use during a rolling twelve months, which may be used for the purposes listed below:

- a. Birth of a son or daughter and to care for the newborn child (leave to be completed within one year of the child's birth);
- b. Adoption or foster placement with the employee of a son or daughter and to care for the newly placed child (leave to be completed within one year of the child's placement);
- c. To care for the employee's spouse, son, daughter or parent, if that person has a serious health condition;
- d. Serious health condition of the employee that prevents the employee from performing his/her essential job functions;
- e. Any qualifying exigency of a spouse, son, daughter, or parent who is a military member on covered active duty or call to covered active duty status (or has been notified of any impending call or order to covered active duty); and
- f. Military caregiver leave to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member.

Employees of the School District who have been employed by the School District for at least 12 months immediately prior to requesting leave and who either (a) have worked at least 1250 hours during the previous 12 months or (b) are classified as full time employees in their position are eligible to take unpaid leave under the Family and Medical Leave Act ("FMLA").

The school district requires that any leave request based on a family member or employee's own serious health condition be supported by an approved health care provider's statement. Additionally, an approved health care provider's release to return to work will be required for all employees who were on leave due to their own serious health condition.

The employee should provide at least thirty days' notice of the employee's intention to take leave when possible. The employee should make a reasonable effort to schedule any necessary treatment in a manner that will not unduly disrupt the operation of the school district.

With limited exceptions, any eligible employee who take leave under FMLA are entitled to be restored to their job or an equivalent position.

Detailed information concerning FMLA is available through Clayton County Public Schools Benefits Office or Board Policy GBRIG.

7.9 Medical Leave

Employees of the Board who have been employed for at least 90 days, but have not been employed for at least 12 months prior to requesting leave or who have not worked at least 1250 hours during the previous 12 months and are classified as full-time employees in their position are eligible to apply for medical leave. An employee may request up to 12 weeks of medical leave or 26 weeks of unpaid leave for one or more of the following reasons:

- a. Birth of a son or daughter and to care for the newborn child (leave to be completed within one year of the child's birth);
- b. Adoption or foster placement with the employee of a son or daughter and to care for the newly placed child (leave to be completed within one year of the child's placement);
- c. To care for the employee's spouse, son, daughter or parent, if that person has a serious health condition;
- d. Serious health condition of the employee that prevents the employee from performing his/her essential job functions;
- e. Any qualifying exigency of a spouse, son, daughter, or parent who is a military member on covered active duty or call to covered active duty status (or has been notified of any impending call or order to covered active duty); and
- f. Military caregiver leave to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member.

A serious health condition is a condition that involves inpatient care requiring an overnight stay in a hospital, hospice, or residential medical facility or continuing treatment by a health provider.

There are no other options for leave for new employees ineligible for Medical Leave. Ineligibility for Medical Leave will result in termination with the ability for rehire.

7.10 Returning from Leave

Prior to returning from medical leave, the employee must submit to the supervisor an Intent to Return and Fitness for Duty/Medical Release form from the physician stating that the employee is able to perform the essential functions of the job. The form should indicate whether or not there are any restrictions affecting the employees return to work.

7.11 Uniformed Services Employment and Reemployment

As an Equal Opportunity Employer, CCPS is committed to providing the basic employment and re-employment services and support as set forth in the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA).

7.12 Personal Leaves of Absence

Up to three days of accumulated sick leave may be used each year for personal or for the observance of religious holidays if prior approval is given by the Superintendent or his designee. Generally, Requests for personal leave must be in writing and at least one week in advance of the date requested. However, in emergency cases advance notice may be waived. The employee is not required to disclose the specific purpose for the leave.

Personal leave will not be granted for the day immediately prior to or after school holidays. Additionally, personal leave will not be granted during the first three days or last three days of the school term. Personal leave for hardship or emergency situations during the above-referenced time periods may be granted by the principal or department supervisor. Such requests are to be kept on file at the school or department and should be supported by evidence of the hardship or emergency. In the interest of effective school system operation, the principal or department supervisor is granted the authority to restrict personal leave on any given day. Approved in-service will not be charged against personal leave.

Personal leave may not be carried over from year to year. Unused personal leave will be carried over as accumulated sick leave. Please refer to Board Policy GARH.

7.13 Professional Leaves of Absence for Certified Personnel

A limited period of professional leave may be granted to full-time employees for participation in educational travel or advanced graduate study. Leave requests must be submitted in writing to the Superintendent at least 30 days prior to the leave date and must be accompanied by a written recommendation by the school principal. Approval of the request does not commit the system to payment of any expenses.

7.14 Travel Reimbursement

Clayton County Public Schools employees are allowed reimbursement for travel related expenses incurred while on official business for the county. All travel requests must be pre-approved by the department head. Travel reimbursement request must be submitted on the *Employee Travel Expense Statement* accompanied by all supporting documentation. Employee must maintain original receipts for all applicable expenses to include: lodging, airfare, tolls, parking fees etc.

7.15 Electronic Bulletin Boards

Clayton County Public Schools has a system-wide electronic bulletin board service where employees can find organizational announcements, news/events, and discussions about specific topics. The employee is responsible for reading necessary information posted on the bulletin boards.

Please refer to Board Policy GRRIB.

Closing Statement

Successful working conditions and relationships depend upon successful communication. It is important that employees stay aware of changes in procedures, policies, and general information. It is also important to communicate ideas, suggestions, personal goals, or problems as they affect work at Clayton County Public Schools.

8 EMPLOYEE HANDBOOK ACKNOWLEDGMENT

I, the undersigned employee, acknowledge that I have received a copy of the Clayton County Public Schools ("CCPS") Employee Handbook ("Handbook") and that I read it, understood it, and agree to comply with it. I understand that CCPS has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the Handbook at any time with or without notice. No statement or representation by a supervisor or manager or any other employee, whether oral or written, can supplement or modify this Handbook. Changes can only be made if approved in writing by human resources. I also understand that any delay or failure by CCPS to enforce any rule, regulation, procedure contained in the Handbook will not constitute a waiver of CCPS's right to do so in the future.

I understand that neither this Handbook nor any other communication by management or any other employee, whether oral or written, is intended to in any way create a contract of employment. I understand that, unless I have a written employment agreement signed by an authorized CCPS representative, **I am employed at will and this policy does not modify my at-will employment status.** If I have a written employment agreement signed by an authorized CCPS representative and this Handbook conflicts with the terms of my employment agreement, I understand that the terms of my employment agreement will prevail.

I am aware that if, at any time, I have questions regarding Clayton County Public School's policies, procedures, or handbook then I should direct them to my supervisor or the Human Resources Department.

Employee's Printed Name

Position

Employee's Signature

Date