Macon County Board of Education
303 Union Springs Road
Tuskegee, Alabama 36083

Employee Handbook and Conduct Manual
2026–2027

Dr. Melissa T. Williams
Superintendent of Education

Mr. Norman Williams, Jr.
Director of Human Resources and Professional Learning

EQUAL OPPORTUNITY EMPLOYER

The Macon County Board of Education does not discriminate on the basis of sex, sexual orientation, race, national origin, creed, age, marital status, disability, or any other protected group in its educational programs, activities, or employment policies. The Macon County Board of Education follows all state and federal laws as required by Title VI ABD, Title VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the Federal Rehabilitation Act of 1973, and the American with Disabilities Act (ADA). Inquiries regarding compliance with Title VI, Title VII, Title IX, and Section 504 and ADA may be directed to the Director of Human Resources or the School Superintendent at the Macon County Board of Education, Post Office Box 830090, Tuskegee, Alabama 36083, 334-727-1600

Table of Contents

PERSONNEL MANUAL OVERVIEW **5**

ORGANIZATIONAL COMMITMENTS **6**

FOCUS AREAS DEFINED **7**

PRIMARY DISTRICT CONTACTS **8**

SCHOOL CONTACTS **9**

BOARD OF EDUCATION **10**

BOARD MEETINGS **11**

EMPLOYEE EVALUATION AND PERFORMANCE APPRAISAL **11**

LEADAlabama for Certified Administrators 11
Teaching Effectiveness for Certified Teachers 11
Alabama Information Portal (AIM) Timelines 12
Classified Employee Evaluation 12

CLASSROOM AND INSTRUCTIONAL GUIDELINES **13**

Grading System 13
Grade Corrections *13*
Homework 13
Instructional Supplies 13
Lesson Plans 13
Methodology 14
Parent Conferences 14
Problem-Solving Teams 14
Promotion & Retention 14
Report Cards and Progress Reports 14
School Observances and Ceremonies 14
Semester Examinations 15
Substitute Teachers 15
Test Security 15
Tutoring for Pay 15
Video Media 15
Virtual and Physical Field Trips 15
Religion 16
Out-of-State Field Trips 16
Individual Education Programs (IEPs) 16

PROCEDURES AND POLICIES OVERVIEW **17**

Asbestos in Buildings 17
Cash in School Buildings 17
Cell Phones 17
Climate Control (Setting the Thermostat) 17
Complaints & Grievances Procedures 17
Definitions *17*
Level One – Informal Procedure (Principal/Supervisor) *17*
Level Two, Step 1 – Formal Procedure (Principal/Supervisor) *18*
Level Three – Formal Procedure (Board of Education) *18*
Level Four – Formal Procedure *18*
Miscellaneous Provisions *18*
Hearing Procedures *18*

SEXUAL HARASSMENT COMPLAINT REPORTING PROCEDURES **18**

Definition of Sexual Harassment *19*
Examples of Prohibited Conduct *19*

Informal Complaint Procedure *19*
Formal Complaint Procedure *19*
CONFLICTS OF INTEREST 20
CORPORAL PUNISHMENT 20
DRESS CODE 20
EMAIL RETENTION 20
CRIMINAL HISTORY CHECKS 20
Arrests, Criminal Convictions, and Reports of Child/Adult Abuse *20*
Adverse Professional Certification and/or Licensure Sanctions *21*
HEALTH EXAMINATIONS 21
Communicable and Infectious Diseases or Conditions *21*
Bus Driver Physicals *21*
IDENTIFICATION BADGES AND SWIPE CARDS FOR KEYLESS ENTRY 21
COMPUTER AND TECHNOLOGY USE FOR EMPLOYEES 22
Unacceptable Email and Internet Use *22*
Passwords *22*
MEALS IN SCHOOL CAFETERIAS 22
TEACHER LIABILITY 22
STAFF RIGHTS & RESPONSIBILITIES 23
DRUG-FREE WORKPLACE 23
POSSESSION OF FIREARMS AND WEAPONS 23
ANNUAL TRAINING 23
TEACHER AND ADMINISTRATIVE CERTIFICATIONS 23
Renewal of Professional Teacher and Administrative Certifications *24*
Emergency, Provisional, and Interim Certificates *24*
MENTORING PROGRAM FOR NEW TEACHERS AND PRINCIPALS 24
EXPENSES 24
TRAVEL AND EXPENSE REIMBURSEMENT GUIDELINES 25
Reimbursable Expenses *25*
Business Meals and Entertainment *25*
Pre-Trip Meals *25*
Hotels *25*
Other Reimbursable Expenses *25*
Non-Reimbursable Expenses *25*
Airline Tickets *26*
Lodging *26*
STUDENTS FIRST ACT OF 2011 26
HIPPA: HEALTH INFORMATION PROTECTION 27
Protected Information *27*
Unprotected Information *27*

ATTENDANCE AND LEAVE 28

LEAVES OF ABSENCE 28
ABSENCE REPORTING AND LEAVE DESIGNATION 28
VACATION LEAVE 28
PERSONAL LEAVE 29
SICK LEAVE 29
Sick Leave Transfer *29*
CATASTROPHIC SICK LEAVE 29
Procedures for Requesting Catastrophic Sick Leave *30*
SPECIAL CATASTROPHIC LEAVE PROVISIONS 30
FAMILY & MEDICAL LEAVE ACT POLICY (FMLA POLICY) 31
Intermittent Leave *31*
Benefits While on Leave *31*
Restoration After Leave Ends *32*
MILITARY LEAVE POLICY 32
COURT APPEARANCES & CIVIC DUTIES 32
ON-THE-JOB INJURY REPORTING PROCEDURES 32

Professional Learning 33
Professional Leave & Absences 33
Sick Leave Bank (SLB) Policy 33
The Sick Leave Bank (SLB) Committee *33*
Duties of the SLB Committee *33*
Eligibility & Participation *34*
Request for a Sick Bank Loan and Medical Certification *34*
Resignations 35
Institute and Teacher Workday Attendance 35
Extra Duty 35

PAYROLL AND COMPENSATION 36

Electronic Timesheets 36
Changes to Timesheets *36*
Salary Information 36
Salary Upgrades for Certificated Employees 36
Annual Salary Verification 37
Academic, Athletic, and Extracurricular Supplements 37
Overtime Compensation for Support Employees 37
Time Schedules 38

INSURANCE AND BENEFITS 39

Public Education Employees Health Insurance Program (PEEHIP) 39
Health Insurance and Optional Enrollment Application 39
Health Insurance and Optional Status Change 39
Flexible Spending Account Enrollment Application 39
Flexible Spending Account Status Change 39
Federal Poverty Level Assistance (FPL) Application 39
Teachers Retirement System (TRS): Defined Benefit Program 40
Teachers Retirement System: Mandatory Participation 40

PERSONNEL RECORDS AND FILES 40

Contents of Personnel Records 41
Solicitation Prohibited 41
Staff Meetings 41

EMPLOYEE CODE OF CONDUCT 42

Purpose 42
Progressive Discipline 42
Classification of Violations 42
List of Offenses: Class 1 (Minor Offenses) *43*
List of Offenses: Class 2 (Intermediate Offenses) *44*
List of Offenses: Class 3 (Major Offenses) *45*

PERSONNEL MANUAL OVERVIEW

Macon County Board of Education Employees:

I am proud to serve an outstanding group of faculty and staff members. Your efforts and hard work truly make the Macon County Board of Education the premiere place to work and learn. Our public schools are the heart of our community, and I am grateful to work alongside each of you. This handbook was developed to ensure every employee knows the district's operating procedures and policies. This personnel manual does not replace the Board policy manual. Rather, both manuals work together to ensure the successful operation of our school district. As such, all requirements listed in this manual must be followed.

In addition, it is important that all employees meet the requirements of their position. Supervisors may have additional expectations that are outlined in school and/or departmental handbooks or manuals. Employees must ensure that they are knowledgeable about any additional requirements. If any changes are made to this manual, you will receive an updated version as soon as practical. Please ensure that you read this manual in its entirety and direct any questions to the Office of Human Resources.

Thank you for serving the students of Macon County, Alabama.

Sincerely,

Dr. Melissa T. Williams
Superintendent of Education



ORGANIZATIONAL COMMITMENTS

Mission Statement

To empower and educate every scholar with the knowledge, skills, and support needed to become college and career-ready graduates.

Vision

Every scholar thriving in a future shaped by equity, innovation, and high expectations.

Motto

Every Scholar. Every Possibility. Every Future.

Employee Mantra

We are One!

Strategic Areas of Focus

- Expectations, Accountability, and Transformation
- Safe and Supportive Environment
- Recruitment and Retention
- Financial Governance and Partnerships

FOCUS AREAS DEFINED

Expectations, Accountability, and Transformation

This focus area emphasizes high standards in teaching and learning. It aims to ensure students achieve mastery of academic standards through engaging and personalized learning experiences. The goal is to foster growth in an interactive environment and equip students with skills that prepare them for success in either career or college paths.

Safe and Supportive Environment

This section prioritizes creating optimal environments for teaching and learning. It highlights the importance of nurturing positive relationships and maintaining healthy, safe spaces. Compliance with state and federal guidelines is emphasized to ensure a secure, supportive atmosphere conducive to student and staff well-being.

Recruitment and Retention

The focus here is on attracting and retaining competent and caring professionals. It includes providing targeted professional development based on needs assessments to ensure that staff members are equipped and motivated. The section also encourages partnerships with universities and comprehensive onboarding, orientation, and mentoring programs to support a stable and skilled workforce.

Financial Governance and Partnerships

This area centers on sustaining partnerships and ensuring fiscal responsibility. Key objectives include creating partnerships that support district goals, maintaining transparency, and effectively allocating resources. Engaging with the community and improving communication with stakeholders are also highlighted to build trust and support for the district's financial practices.

PRIMARY DISTRICT CONTACTS

Employee Name	Title
Dr. Melissa T. Williams-Myrick	Superintendent of Education
Mrs. Natalie Young	Chief School Financial Officer
Mr. Norman Williams, Jr.	Director of Human Resources and Professional Learning
Mr. Albert Nelson	Director of Operations and Athletics/Title IX Coordinator
Mr. Corey Porter	Director of Technology
Dr. Melvin A. Lowe, III.	Director of Career and Technical Education/Secondary Curriculum
Mrs. Tracie Jackson	Director of Transportation
Mrs. Emma Wilson-James	Director of Child Nutrition Program
Dr. Cincrystal Poythress	Director of Special Education
Dr. Renata Bryant	Director of Federal Programs/Elementary Curriculum
Mrs. Cheryl Thompson	Curriculum Specialist
Mrs. March Jackson	Curriculum Specialist
Dr. Robbie Flowers	System Testing Coordinator /Virtual School Coordinator
Ms. Sheila Samuel	System Psychometrist
Mrs. Kia Jones-Holloway	Human Resources and Payroll Specialist
Mrs. India Heard-Aryee	Network Administrator/Technology Coordinator
Mrs. Lawanda Gray	District Nurse
Ms. Karen Kennedy	Accountant, Child Nutrition Program
Ms. Angel Duplessis	Accountant, Local School Accounting
Mrs. Tiffany Washington	Payroll and Accounting Specialist

SCHOOL CONTACTS

Administrator(s)	School Name and Address
Mr. Rodney Right, Principal Ms. Amy Payton, Assistant Principal Mr. James Jackson, Assistant Principal	**Booker T. Washington High School [Grades 7-12]** 3803 West Martin Luther King Highway Tuskegee, Alabama 36083 334-727-0073
Mr. Robert Peterson, Chief Administrator and Acting Principal	**Deborah Cannon Wolfe Elementary School [Grades P-6]** 4450 Cross Keys Road Shorter, Alabama 36075 334-727-1641
Mrs. Vishaka Uluwita-Brown, Principal Ms. Jeanetta Nunley, Assistant Principal	**George Washington Carver Elementary School [Grades P-3]** 303 Union Springs Road Tuskegee, Alabama 36083 334-727-2700
Dr. Robin Cobb, Principal Mrs. Reosha Bush-Smith, Assistant Principal	**Notasulga High School [Grades P-12]** 500 East Main Street Notasulga, Alabama 36866 334-724-1240
Mrs. Tiffany Williams, Principal Ms. Quamyia Whatley, Assistant Principal	**Tuskegee Public School [Grades 4-6]** 101 East Price Street Tuskegee, Alabama 36083 334-727-3222
Mr. Lasisi Hooks, Coordinator Mr. Timothy Sparks, Dean of Students	**Macon County Student Success Center [Grades 6-12]** 1809 Franklin Road Tuskegee Institute, Alabama 36088 334-724-1235
Dr. Robbi Flowers, Coordinator	**Macon County Virtual School [Grades 4-12]** 1809 Franklin Road Tuskegee Institute, Alabama 36088 334-724-1235
Dr. Melvin A. Lowe, III., Director	**Macon County Career and Technical Education Center** 1902 Taylor Street Tuskegee Institute, Alabama 36088 334-724-1236

BOARD OF EDUCATION

Board Member	Position	Email	District
Mrs. Katy S. Campbell, Esq.	Member	campbellk@maconk12.org	At Large
Mrs. Elnora Smith Love	Member	lovesmithe@maconk12.org	1
Mrs. Sawanda Wilson	Member	wilsons@maconk12.org	4
Mr. Clinton Boyd	Member	boydc@maconk12.org	2
Ms. Mary Hooks	Member	hooksmh@maconk12.org	3
Dr. Melissa T. Williams	Superintendent	williamsmt@maconk12.org	

BOARD MEETINGS

All meetings of the Macon County Board of Education are open to the public. Regular meetings are held on the third Thursday of each month at 5:00 PM at the location listed below. Occasionally, Board meetings will be held at alternate locations. Additional "Called Board Meetings" may be held. Public notice for these meetings will be given at least twenty-four (24) hours in advance. "Work Sessions" will be scheduled as needed. Public notice for work sessions will be given at least twenty-four (24) hours in advance. A list of meeting dates can be found at www.maconk12.org. Board meeting agendas and minutes may be found at https://eboard.eboardsolutions.com/index.aspx?S=2113.

Macon County Board of Education Transportation Center
3800 West Martin Luther King Jr. Highway Tuskegee, Alabama 36083.

EMPLOYEE EVALUATION AND PERFORMANCE APPRAISAL

LEADAlabama for Certified Administrators
LEADAlabama is the evaluation framework for instructional leaders that directly affect student learning, teacher development, and school performance. Thus, the Alabama Department of Education has developed continuums for instructional leader development and teacher development. LEADAlabama is the state and local evaluation instrument designed to evaluate instructional leaders. To realize the mission of enhancing school leadership among principals and administrators in Alabama resulting in improved academic achievement for all students, instructional leaders will be held to the following standards:

- Standard 1: Planning for Continuous Improvement
- Standard 2: Teaching and Learning
- Standard 3: Human Resources Development
- Standard 4: Diversity
- Standard 5: Community and Stakeholder Relationships
- Standard 6: Technology
- Standard 7: Management of the Learning Organization
- Standard 8: Ethics

Teaching Effectiveness for Certified Teachers
Teaching Effectiveness is the state and local evaluation instrument designed to evaluate teachers. This instrument uses a continuum that is based on the five Alabama Quality Teaching Standards (AQTS). This continuum articulates a shared vision and common language of teaching excellence to guide an individual's career-long development within an environment of collegial support.
It is a tool for guiding and supporting teachers in the use of reflection, self-assessment, and goal setting for professional learning and growth. The Alabama Quality Teaching Standards are as follows:

- Standard 1: Content Knowledge
- Standard 2: Teaching and Learning
- Standard 3: Literacy
- Standard 4: Diversity
- Standard 5: Professionalism

Alabama Information Portal (AIM) Timelines

Step	Begin Date	Due Date	Person Responsible
Create an account or utilize current account.	August 1st	August 30th	All certified employees
Login and set profile settings by adding supervisors as evaluators.	August 1st	August 30th	All certified employees
Complete self-assessment.	September 1st	September 30th	All certified employees
Review self-dialogue with assigned supervisor.	September 1st	September 30th	All certified employees
Develop a professional learning plan (PLP) with two indicators from the self-assessment.	September 1st	September 30th	All certified employees
Review PLP with assigned supervisor.	September 1st	September 30th	All certified employees
Finalize and sign the PLP after receiving approval from assigned supervisor.	September 1st	September 30th	All certified employees
Upload artifacts to support the PLP indicators that were selected.	April 1st	April 30th	All certified employees
Conduct at least two observations and provide the evaluate with feedback using approved district forms.	October 1st	April 30th	Assigned supervisor
Review the evidence that was uploaded, provide feedback, and close out the PLP.	May 1st	May 15th	Assigned supervisor
Complete the end-of-year evaluation form, review it with the employee, and submit it to human resources.	May 1st	May 15th	Assigned supervisor
File all paperwork in Frontline in the evaluation folder.	May 15th	May 20th	Assigned supervisor

Classified Employee Evaluation

A locally adopted instrument will be utilized to evaluate classified employees. All classified employees will receive an annual evaluation with checkpoints that occur once per semester. All classified employees must actively participate in the evaluation process in collaboration with their supervisor. The components of the annual evaluation are listed below. A copy of the evaluation form can be found in the appendix.

- Understanding of Responsibility
- Quality of Work
- Dependability
- Relationships with People, Courtesy
- Relationships with People, Cooperativeness
- Physical appearance
- Communication
- Leadership
- Perseverance
- Attendance and promptness
- Judgment
- Leadership (Classified Administrators Only)

CLASSROOM AND INSTRUCTIONAL GUIDELINES

Grading System

Grades must represent student achievement and not merely be a composite of qualities such as effort, preparation, application, or attitude. Grades should also be reflective of students' mastery of the content standards covered. However, it is noted that those factors do influence the learning process; in this regard, the judgment and decision of the teacher shall be respected. However, the Superintendent of Education or designee shall determine final grades in the event a complaint or grievance arises in relation to grading practices. At least one **(1) grade per week** shall be posted in PowerSchool for every course by teachers to ensure that there is adequate formative data to assess student progress. Grades should be made available in PowerSchool, so students and parents can view grades in real time.

Each teacher is expected to determine the comparative value of individual grades on tests, classroom assignments, homework, projects, etc., along with other learning or evaluation-type exercises within accepted standards. Grades should never be used to punish a student who has misbehaved. Teachers shall engage students in Grades 7 through 12 in credit recovery following the guidelines of Alabama's *First Choice Act.* All teachers must maintain accurate grading records that reflect course objectives mastered and not mastered. Teachers must provide students who have not mastered objectives a multitude of opportunities to master the objective(s), pass the course, and maintain ample documentation of such efforts.

For each scholastic year, a combination of parent conferences, progress reports, and report cards will be utilized to positively benefit students. Each conference and related progress reports shall provide as much detailed information as is necessary for the well-being and continued progress of the student. Notes of all conferences and parental contact shall be maintained on the Title I Parent Compact Form and shall reside in the student's cumulative folder. Scholastic grades should reflect the teacher's most objective assessment of the student's academic achievement. The grading scale used by the Macon County School District is outlined in the Academic Handbook and Code of Student Conduct.

Grade Corrections

Once grades have been finalized for the grading period, the approval of the principal is required to amend the electronic gradebook. A "Grade Correction Request" must be submitted in Frontline Central with all required details; the teacher of record and principal must approve and electronically sign the form. The details listed below must be provided:

- Student's name, grade level, course name, and class period
- Reason for the grade correction request
- Original grade and new grade
- Other relevant details requested by the principal

Homework

The Macon County Board of Education recognizes that homework should be meaningful and reasonable. The Board also encourages the use of reasonable homework assignments that both support instructional objectives and expand the scope of instruction limited by the constraints placed on classroom teaching. Homework should not be a substitute for teaching but should enhance the classroom lesson through practical application and enrichment of what has been taught. Consideration should be given to the time required to complete a homework assignment. Homework assignments should be commensurate with the resources available to the student. Homework assignments that do not directly support a clearly defined instructional objective should not be assigned.

Instructional Supplies

The Macon County Board of Education encourages teachers to discuss their instructional supply needs with their immediate supervisor. All instructional materials must be approved for purchase in accordance with the established rules and regulations of the Board. A state allocation for Board supplies has been provided for the purchase of supplies. Purchases must be made through Class Wallet which is the district's approved electronic vendor.

Lesson Plans

The Macon County Board of Education requires a plan of work, as documented in daily lesson plans, to be prepared by each teacher and made available to the principal and other district administrators. Lesson plans must contain all required elements based on directives provided by school and district administrators. Copies of each lesson plan format are available at each school or annex. Specific lesson plans shall be prepared by the teacher and shall be placed in a substitute teacher file on the teacher's desk so substitutes can conduct classes more efficiently in the teacher's absence.

Methodology
The Macon County Board of Education strongly encourages teachers to use a variety of teaching methods and materials that are consistent with sound principles of learning and with an understanding of the student needs in the classroom. All teaching methods used should be designed to allow all students to perform at the highest individual level possible. The Macon County Board of Education expects teachers to implement strategic teaching, which emphasizes best practices as well as strategies from Lee versus Macon (Make Sense Strategies) Module.

Parent Conferences
The Macon County Board of Education requests that at least once each semester every classroom teacher attempt to schedule a conference with the parent or guardian of each student for whom that teacher is responsible. This can be done through a school's parent conference night or open house. The purpose of the conference is to provide the teacher with an opportunity to advise parents of their child's academic progress and/or to discuss other relevant academic information. Each teacher should develop written documentation of each parent/guardian conference and the objectives discussed during the conference. Copies of conference documentation should be maintained in the student's cumulative file. Title-I Compact forms should be reviewed and discussed with parents and students during phone or scheduled conferences.

Problem-Solving Teams
The Macon County School District strives to ensure that each student achieves ambitious learning goals by maintaining high academic standards, student expectations, and holding all stakeholders accountable. Additionally, instruments are put in place to assist struggling learners such as the Problem-Solving Teams (PSTs). The purpose of PSTs is to help guide general education intervention services for all students who have academic, behavioral, or attendance difficulties. The PST is central to the school's successful implementation of the Response to Instruction (RtI) and Multi-Tiered System of Support (MTSS) framework. The PST is responsible for the day-to-day decisions which ensure that (1) students receive instruction and interventions matched to their identified needs, (2) appropriate progress monitoring tools are utilized to provide evidence of student's response to instruction and intervention, and (3) progress monitoring data are used to make timely instructional decisions which maximize student outcomes.

Promotion & Retention
The Superintendent of Education has the responsibility to develop and maintain instructional objectives and performance standards for each grade level within the district. Parents or guardians and students shall be made aware of the objectives and standards at the beginning of each school year with a class syllabus and/or welcome letter. The grading system used to measure student progress toward achieving the pre-determined objectives and performance standards shall be applied consistently throughout the school system. The promotion of a student from one grade to the next grade shall be based on that individual student's achievement of the minimum skills necessary to qualify for the promotion. A student may not be allowed to pass to a higher grade or course level if he or she fails to achieve minimum requirements at a lower grade level or fails to master the established standards for a particular grade level or subject matter content. Credit recovery requires that a student be given multiple opportunities to learn the material and demonstrate mastery of established standards; it is not social promotion. The school district supports both grade and subject acceleration. Specific promotion requirements are stated in the Macon County Schools Pupil Progression Plan in the student handbook.

Report Cards and Progress Reports
It is the policy of the Macon County Board of Education that reports concerning student progress shall be made to the parent/guardian of all students on a regularly scheduled basis as outlined in the academic calendar. Individual schools shall provide additional reports to the parent or guardian of a student as needed. All progress reports and report cards are available through the parent portal of PowerSchool. Parents or guardians will be notified in writing at the end of the first semester if a child is in danger of being retained. Parent and teacher conferences will also be used to advise of students in danger of retention.

School Observances and Ceremonies
- **Flag Display:** The Macon County Board of Education, in compliance with Alabama state law, requires that all schools within the system display both the flags of the United States of America and the State of Alabama. The flags shall be displayed at some suitable place every day that school is in session.
- **Pledge of Allegiance:** All students must be afforded the opportunity to recite on a voluntary basis the pledge of allegiance to the United States flag each day.
- **Moment of Quiet Reflection:** The homeroom or first period teacher must start each school day with a moment of silence that lasts for up to one minute. The moment of silence shall serve as time for everyone to think quietly about the day ahead and is not a religious practice. Additionally, school principals must provide a moment of silence that lasts for up to one minute at the beginning of school sporting events and graduation ceremonies. Both requirements are outlined in Alabama Code, Section 16-1-20.4

Note: No student will be forced to participate in activities that conflict with religious beliefs. For example, no student will be forced to participate in Christmas activities if it is against his or her religious beliefs.

Semester Examinations
Semester examinations may be used to evaluate student achievement when conducted in such a way that they effectively estimate the achievement of the goals and objectives on which learning activities have been based. All students in grades nine through twelve (9-12) shall take a semester examination for each course in which the student is enrolled. Seniors with an "A" average in a class may be exempted from semester exams. All semester exams shall be administered according to a schedule approved by the Superintendent of Education. Teachers shall not, under any circumstances, administer semester exams outside the date(s) scheduled by the Superintendent of Education.

Substitute Teachers
It is understood there will be times when a teacher will be absent of school due to illness or an unforeseen circumstance. All teachers must prepare a substitute teacher folder to provide continuation of classroom instruction in the event of an absence. This folder should be readily available each day school is in session. The folder should include class roster(s), schedules, emergency lesson plans, class assignments, directions for any special circumstances, the name of another teacher who could assist the substitute teacher if necessary, and other components required by school administrators. Failing to leave substitute plans interrupts the student process and must be a priority for every classroom teacher.

Test Security
All certified employees that are assigned to a school must be trained in test security procedures as outlined by the Alabama State Department of Education (ALSDE). Failure to follow security procedures promulgated by the Alabama State Board of Education and published in the Alabama State Board of Education, State Department of Education Administrative Code (290-040-020-.03) the Student Assessment Handbook, and the test administrator's manual may result in disciplinary action by the local Board of Education and/or revocation of the teaching certificate by the Alabama State Department of Education. Each employee will be required to sign a test security policy stating specific actions that are inappropriate and violate, in spirit and intent, the stated policy.

Tutoring for Pay
Professional personnel shall not receive pay or its equivalent for outside private tutoring of students in their classes. Private tutoring for any form of remuneration shall not be done during regular school hours or on school grounds unless it is a school sponsored program.

Video Media
All video materials shall be previewed by the teacher and approved by the school principal prior to showing in the classroom. Video content should relate and correlate to the unit being taught or contain positive educational value to justify viewing the material. Films with any rating other than "G" require written permission from the principal prior to being viewed by students.

Virtual and Physical Field Trips
The Macon County Board of Education recognizes that educational field trips and trips to various types of contests for instructional purposes help provide desirable learning experiences. The Board delegates to the Superintendent of Education the responsibility for the development of administrative criteria governing field trips. However, only those field trips that support the instructional program or are otherwise related to the course of study and/or grant outcomes are to be permitted during school hours. Other trips, such as those involving band or athletic activities should be confined to after-school hours except when the school is engaged in an activity, competition, or contest that must take place during school hours.

Teachers planning field trips or out-of-class learning experiences shall submit a request in School Dude to the school Principal for approval at least 30 days in advance of the trip. If the Principal approves the trip, it will be routed to the appropriate curriculum director. Once approved, the field trip request will be routed to the Transportation Director to secure a bus. The request shall include an itinerary of the trip and the course of study objectives that will be met or enhanced as a result of the trip, the mode of travel, and how the trip will be financed. Only Board-approved bus driver(s) may drive for school field trips. After the trip has been approved by the appropriate curriculum director, the teacher will secure written parental or guardian permission for each child planning to participate in the trip. No student will be denied an opportunity to participate in any school field trip because of his or her disability. Students who have not submitted the appropriate permission form shall not be allowed to take the trip. An employee trained in giving medications must attend all field trips if the student(s) attending is taking medication and the system nurse must be notified of students with medical needs well in advance of the trip.

Religion
Teaching about religion as it relates to a study of the historical development of mankind is appropriate. The use of the Holy Bible or other religious documents as educational and reference materials in this study are acceptable. In compliance with the Equal Access Act of 1984, the Board will allow, in those high schools that have a limited open forum policy, students to meet on the school campus during non-instructional time for religious, political, or philosophical purposes.

Out-of-State Field Trips
The following is required for approval of Out-of-State Travel.

- Appropriate leave form for employee or sponsor(s) of field trip.
- Letter from the sponsor stating the purpose of the trip, method of travel, how expenses are covered, and a tentative itinerary for travel.
- Signature of the principal approving the trip.
- The deadline for submission of all paperwork for out-of-state field trips must be approved by the Macon County Board of Education at least one month in advance of the scheduled date of travel.

No trips to amusement parks will be approved and most out-of-state trips will not be approved. Only the Macon County Board of Education may approve field trips near water or out-of-state. As Board meetings are generally held once a month, such requests must be submitted in a timely manner.

Individual Education Programs (IEPs)
An IEP is designed to meet the special educational needs of a student with a disability, as defined by federal regulations. The IEP is intended to help children reach educational goals more easily than they otherwise would. In all cases, the IEP must be tailored to the student's needs as identified by the IEP evaluation process and must especially help teachers and related service providers (such as paraprofessional educators) understand the student's disability and how the disability affects the learning process. The IEP should describe how the student learns, how the student best demonstrates that learning, and what teachers and service providers will do to help the student learn more effectively. Key considerations in developing an IEP include assessing students in all areas related to known disabilities, simultaneously considering the ability to access the general curriculum, considering how the disability affects the student’s learning, developing goals and objectives that correspond to the needs of the student, and ultimately choosing a placement in the least restrictive environment possible for the student. As long as a student qualifies for special education, the IEP must be regularly maintained and updated over the student's primary educational years (i.e., up to the point of high school graduation, or prior to the 22nd birthday). It is the responsibility of all building educators to follow the IEPs of each student.

PROCEDURES AND POLICIES OVERVIEW

The following is not intended to be an all-inclusive list of procedures and policies that relate to employees and students of the Macon County Board of Education. A policy manual is in the principal's office and library media center at each school, the central office, and the transportation and maintenance departments. Employees may speak with their immediate supervisor to schedule time for a review of the manual during their off-duty time.

Asbestos in Buildings

The Macon County Board of Education has complied with all requirements set forth under federal and state law concerning asbestos. Management plans have been developed to establish guidelines for managing building materials containing asbestos. For additional information, contact Mr. Albert Nelson, Director of Operations.

Cash in School Buildings

The Macon County Board of Education requires that any school funds collected be receipted in an approved receipt book and deposited with an approved financial institution on the day collected. All money collected by school personnel must be receipted and turned into the school bookkeeper in a timely manner of not more than 24 hours after collection. All employees that will handle school funds must participate in an annual training with the finance department.

Cell Phones

It is the policy of the Macon County Board of Education that the use of cellular telephones be prohibited for personal use during instructional and/or duty time for all employees. The Board of Education authorizes the school principal, at his or her discretion, to approve the use of such devices during times of medical emergencies, natural disasters, or other such events that may compromise the safety of students or employees. Certain employees are issued communication devices by the Board for the purpose of conducting and performing their job duties. The use of these Board issued devices is authorized and permitted with the exception that all communication with these devices shall be in such a manner to assure minimal disruption of instructional activities.

Climate Control (Setting the Thermostat)

A comfortable environment is conducive to teaching and learning. However, setting a thermostat below 68 will not achieve room coolness any quicker than setting it at 72. The energy standard for a thermostat setting is 72 to 78. Thermostats set below this will often result in the unit freezing, and you can see ice within the unit. When this happens, the compressor usually breaks, and the unit has to be replaced. Please use good climate "sense" and maintain an appropriate thermostat setting. Remember, one hundred percent of us will never be happy with the exact same setting; so, a comfortable setting is best.

Complaints & Grievances Procedures

The Board recognizes that harmonious relations with its employees can be maintained and improved through effective communications. The interests of all parties can best be served by sincere efforts of all concerned to promote understanding and cooperation. The Board, therefore, has adopted the following procedures to examine and settle equitably, at the lowest possible administrative level, differences and issues relating to discrimination, contracts, salaries, working conditions, and advancement opportunities of employees. These proceedings shall be kept informal and confidential as may be appropriate at all levels of the procedure.

Definitions

A grievance shall mean a complaint by any member of the professional or support staff that there has been a violation, a misinterpretation, or an inequitable application of any policy or practice of the school system. Evaluations and other personnel matters that may be appealed under the provisions of the *Students First Act* or other state statute shall not be addressed with any of the procedures listed below. Please contact the Director of Human Resources for additional information. The grievance may be initiated orally or in writing at level one and must be filed **within twenty (20) workdays** following the act or condition that is the basis for the complaint. Beyond the initial step, the grievance shall be in writing.

Level One – Informal Procedure (Principal/Supervisor)

The aggrieved person shall first **discuss the grievance** with his or her **principal/supervisor** with the objective of resolving the matter informally.

Level Two, Step 1 – Formal Procedure (Principal/Supervisor)
Step one of the formal grievance procedures commences if, as a result of the discussion between the grievant and the principal or supervisor, the matter is not resolved to the grievant's satisfaction. If this occurs, within **five (5) workdays**, the grievant shall set forth the **grievance in writing to the principal/supervisor** specifying each of the following elements:

- The nature of the grievance
- The nature or extent of the injury, loss, or inconvenience
- The relief sought
- The results of the previous discussion
- The dissatisfaction with decisions previously rendered

The principal or supervisor shall communicate his or her decision to the grievant in writing **within approximately fifteen (15) workdays** of receipt of the written grievance.

Level Two, Step 2 – Formal Procedure (Superintendent of Education/Designee)
Step two of the formal grievance procedure commences if the grievant is not satisfied with the disposition of the grievance at level two, step one. The grievant may, within five (5) workdays of the grievance at level two, step one, present their grievance to the Superintendent of Education. The Superintendent or designee shall hear the grievance and render a decision **within approximately thirty (30) workdays** after the decision is rendered at level two, step one. At this hearing, the grievant may appear alone or be accompanied by a representative. If the grievance is a harassment or sexual harassment complaint, the 30-day timeline is suspended as an outside, independent agency may conduct the investigation based on a timeline necessary and appropriate to gather all facts and present findings.

Level Three – Formal Procedure (Board of Education)
Step three of the formal grievance procedure commences if the grievant is not satisfied with the disposition of the grievance at level two, step two. The grievant may file in writing with the Board of Education within five (5) workdays after the decision from level two, step two. The Board of Education shall hear the grievance and render a decision within thirty (30) workdays after the decision is rendered at level two, step one. If the grievance is a harassment/sexual harassment complaint, the 30-day timeline is suspended as an outside, independent agency may conduct the investigation based on a timeline necessary and appropriate to gather all facts and present findings.

Level Four – Formal Procedure
Step four of the formal grievance procedure commences if the grievant is not satisfied with the disposition of the grievance by the Board of Education. The grievant may appeal the decision to the appropriate authorities as provided by law or seek recourse through the state or federal court system.

Miscellaneous Provisions
It shall be understood that the timelines imposed at each level may require additional time if investigations and findings warrant such and are approximations, but every effort to adhere to the timelines will be made. Unless the appeal is made within the time allotted, the grievance shall be deemed to have been settled, and the employee shall have no further rights regarding the grievance.

Hearing Procedures
The Board of Education and/or Superintendent may establish additional hearing procedures to follow at level two, step two and level three. The Macon County Board of Education follows and uses the hearing procedures of Alabama's Student's First Act in all disciplinary matters. Such procedures may also be used for grievances.

Sexual Harassment Complaint Reporting Procedures
The Macon County School District has a strong commitment that all employees should enjoy a working environment free from all forms of discrimination, including sexual harassment. Sexual harassment is any unwelcome or unsolicited sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment is illegal and will not be tolerated. Therefore, Macon County Schools has implemented a sexual harassment policy that will treat sexual harassment as any other form of serious employee misconduct. The Macon County School District's sexual harassment policy is outlined in detail in Section 4 of the Macon County Schools' Policy Manual. A provision to have sexual harassment complaints investigated by an independent agency/investigator has been added to our investigative protocol. The Board strictly prohibits unlawful discrimination in all programs, offices, departments, and facilities. Sexual harassment, as defined by law, is a form of unlawful discrimination and will not be tolerated by employees or other persons associated with the Board. Any employee with reason to believe that he or she has been or is being

subjected to any form of sexual harassment should report the matter immediately. Under no circumstances will an employee be required to present the complaint to the person who is the subject of the complaint.

Definition of Sexual Harassment
Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when: 5.14.1.a.1.1 Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of employment or other employment benefits provided by the Board; Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual's employment, or other benefits provided by the Board; or Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of Prohibited Conduct
The following are examples of conduct that may constitute sexual harassment, depending on individual circumstances:

- Verbal harassment or abuse of a sexual nature, including graphic or derogatory comments, the display of sexually suggestive objects or pictures, and sexual propositions.
- Repeated unwelcome solicitation of sexual activity or sexual contact.
- Unwelcome, inappropriate sexual touching.
- Demands for sexual favors accompanied by implied or overt promises of preferential treatment or threats regarding an individual's employment status.

Informal Complaint Procedure
An employee may choose to submit a sexual harassment complaint to a supervisor for investigation and resolution at the departmental or local level without resorting to formal complaint procedures. If the supervisor is the subject of the complaint, the complaint may be submitted to the Superintendent for resolution. If the complaint is not resolved informally to the satisfaction of the complaining employee, the employee must contact the Superintendent to initiate formal complaint procedures.

Formal Complaint Procedure

1. **Persons Responsible for Receiving and Investigating Formal Complaints:** The Superintendent is responsible for receiving and investigating formal complaints regarding sexual harassment. The Title IX Coordinator is an additional official to which formal complaints can be reported. If the Superintendent is unavailable or is the subject of the complaint, the alternate should be contacted regarding the formal complaint.

2. **Complaint form, Contents:** Formal complaints should be made in writing and signed by the complainant. The circumstances surrounding the alleged harassment should be fully described. Harassment complaints that cannot be made in writing should be memorialized by the Superintendent or designated alternate official.
3. **Investigation:** The Superintendent will promptly investigate the complaint, review the results of any investigation with legal counsel or other appropriate officials, make any findings that are supported by the investigation, and recommend appropriate action based on these findings. The complainant will be informed of any action that is taken as a result of the investigation.
4. **Review by the Superintendent and the Board:** A complaining party who is not satisfied with the investigation or resolution of the complaint may request that the Superintendent take additional or different action or present the complaint to the Board for its review and action. In such a case, the Board will render a final decision as soon as practicable.
5. **Confidentiality:** To the extent possible, reports of sexual harassment will be kept confidential; however, complete confidentiality cannot be guaranteed.
6. **Retaliation Prohibited:** No retaliation or adverse action may be imposed because of a good-faith complaint or report of sexual harassment. False accusations that are made in bad faith or for improper reasons may result in disciplinary action.
7. **Penalties for Violation**: Any employee who violates the terms of this policy or who impedes or unreasonably refuses to cooperate with a Board investigation regarding allegations of sexual harassment will be subject to appropriate disciplinary action, up to and including termination.

Conflicts of Interest
The Board prohibits all employees from engaging in additional employment or any other personal pursuits that would affect their efficiency or usefulness as employees in the school system; that would make time and/or energy demands upon such individuals, which could interfere with their effectiveness in performing their contractual obligations to the Board; that would compromise or embarrass the Macon County School District employment status or professional standing; or that would in any way conflict with or violate professional ethics. Employees shall not engage in any other employment or in any private business during the hours required to fulfill assigned educational duties. The Board also prohibits employees from engaging in political activity that negatively affects the school district. Assemblies, school classes, materials, and equipment shall not be used for partisan or political purposes.

Corporal Punishment
The Board allows reasonable corporal punishment of students under the following terms and conditions. Corporal punishment will be administered only as a disciplinary measure, with due regard for the age and physical condition of the student, and without excessive force. **Corporal punishment will be administered by the school principal or designee and in the presence of another certified school system employee.** Corporal punishment should not be administered in the presence of another student. The Superintendent of Education is authorized to develop and implement procedures for administrating and documenting corporal punishment consistent with the terms of this policy.

Dress Code
Employees of the Macon County Board of Education are required and expected to dress professionally in a business casual manner while on the job. Shorts, sweats, and logo apparel (other than school mascot) should not be worn in the classroom. Employees should follow the student dress code at a minimum. Administrators will strictly enforce the proper dress code and may impose additional dress code requirements for a specific school or department at their discretion so long as approval from the Office of Human Resources is granted. Physical Education teachers may wear clothing appropriate for the physical education environment while maintaining dress code regulations. Employees who are not dressed professionally may be required to change their clothing as directed by their immediate supervisor.

Email Retention
The Macon County Board of Education retains a copy of all emails for one year. This year begins at the beginning of a school year and ends on the day before the next school year. Any restoration of email can be requested by the end user for their personal mailbox. Any other restoration or investigation must be done through the employee's supervisor in writing to the Superintendent of Education. The Superintendent (possibly along with the Board or legal counsel) will determine if the request has merit in moving the process forward.

Criminal History Checks
The goal of the Macon County School District is to employ a professional workforce. This means we seek to employ only the most qualified and committed applicants for posted positions. Thus, all employees of the Board of Education must be fingerprinted through the Alabama State Department of Education's approved vendor. All employees are responsible for fingerprinting costs.
All employees must be fingerprinted every **5 years** or when a professional certificate expires. The Office of Human Resources and Professional Learning will notify all affected employees at least 90 days in advance. New fingerprints may be requested at any time by the Office of Human Resources if there is reason to believe that an employee has violated the law.

Arrests, Criminal Convictions, and Reports of Child/Adult Abuse
All employees must report arrests, criminal convictions, and reports of child/adult abuse to the Office of Human Resources within **72 hours**. Upon receiving a report of an arrest, criminal conviction, and/or report of child/adult abuse, the employee will be required to submit a written statement that outlines the relevant details. Additional documentation such as arrest reports, court documents, etc., must be submitted as outlined by the Office of Human Resources. Failure to self-report arrests, criminal convictions, and/or reports of child abuse shall be treated as a **Class 3 offense.**

Adverse Professional Certification and/or Licensure Sanctions

All employees must report proposed or actual sanctions for any professional certificate and/or license held upon notification from the appropriate authority. Upon receiving a report of a proposed or actual sanction, the employee must submit a written statement outlining the details of the proposed or actual sanction. Additional documentation must be submitted as outlined by the Office of Human Resources. Failure to self-report proposed and/or actual sanctions shall be treated as a **Class 3 offense.** Examples of certifying and/or licensing authorities are listed below; however, the list is not exhaustive.

- Alabama State Department of Education or the equivalent agency located in another state/country
- Alabama Department of Public Safety or the equivalent agency located in another state/country
- Alabama Board of Nursing or the equivalent agency located in another state/country
- Alabama Department of Human Resources or the equivalent agency located in another state/country
- Alabama Board of Speech and Language Pathology or the equivalent agency located in another state/country
- Any branch of the armed forces
- Other certifying and/or licensing authorities to which an employee is connected

Health Examinations

All employees shall cooperate with the Superintendent of Education, the Alabama Department of Health, and the Macon County Health Department in carrying out laws and regulations designed to protect and promote the health, safety, and general welfare of school children. The Macon County Board of Education, in accordance with state statutes, shall not employ teachers, instructional aides, nurses, janitors, food handlers, bus drivers, or other persons having direct contact with pupils who have tuberculosis in an infectious stage. The Board shall require a Tuberculin Test with documentation of negative results upon hiring all Board employees. The types and frequency of tests required shall be set out by the Alabama State Board of Health and the State Department of Education rules. Current or prospective employees shall undergo Tuberculin testing, at his or her own expense, by any other duly licensed Doctor of Medicine of his or her own choosing, at his or her own expense. ALA CODE § 16-22-3. If the result of such examination indicates the presence of tuberculosis in an infectious state, the person seeking employment shall be deemed temporarily ineligible for appointment and will remain so ineligible until satisfactory proof of non-infectiousness is furnished.

Communicable and Infectious Diseases or Conditions

Employees of the Macon County School District testing positive for Tuberculosis or employees who have communicable diseases will be dealt with on an individual basis. It is the desire of the Board to protect any employee who has a disease or handicapping condition, whether it is communicable or not, while at the same time protecting all students and employees in the system. Administrators or supervisors will report all cases of confirmed or suspected communicable diseases to the Superintendent so that efforts in this matter can be coordinated with the local health department or other professionals as needed. The Superintendent shall have the authority to exclude any staff member with a communicable disease or parasite known to be spread by any form of casual contact from schools in the Macon County School District for a determined period as may be prescribed by the local health department, school nurse, or physician. In all cases, a statement of clearance from the Department of Health, a school nurse, or a physician shall be required before the employee may re-enter school or return to work. All persons privileged with any medical information that pertains to employees shall be required to treat all proceedings, discussions, and documents as confidential information. Before any medical information is shared with anyone in the school setting, a Need-to-Know review shall be made, which includes the employee and their representative. Irrespective of the disease present, routine procedures shall be used, and adequate sanitation facilities will be available for handling blood or bodily fluids within the school setting.

Bus Driver Physicals

The Alabama Legislature has passed a law requiring bus drivers to submit to physicals. The physicals are intended to ensure drivers are physically capable of safely driving a school bus. In addition to regular bus drivers, coaches, administrators and other school staff that may be called upon to drive a bus must pass the physicals. The law requires that bus drivers have a physical once every two years. Some drivers may be required to have a physical more often. Bus drivers are required to foot the bill for the physicals. Drivers already employed by a school system will be covered by their insurance for their physical. Prospective hires must pay for their own physical. Physical forms may be picked up from the central office or transportation center.

Identification Badges and Swipe Cards for Keyless Entry

All employees of the Macon County Board of Education will be issued photo badges and swipe cards for keyless entry. The first badge/swipe card is issued to an employee at no charge. An additional or replacement badge/swipe card may be obtained for a nominal fee paid by the employee. The ID badge must be worn at all times while performing assigned duties on school property. ID badges and swipe cards are the property of the Macon County Board of Education and must be surrendered upon separation.

Computer and Technology Use for Employees

The Macon County Board of Education is pleased to offer cutting-edge technology for its employees and students, including computers, iPads, Chromebooks, touchscreen televisions, and other resources that seek to strengthen the teaching and learning process. All employees will also be provided with an email account and access to the internet. Administrators, teachers, and school employees **must** check their Macon County email daily. All professional staff will use this form of communication to provide information in a timely manner to all employees. The email account should be used for professional business, and all e-mails will be retained for at least one year. E-mails sent and received in Macon County will be backed up and stored on removable drives in a secure place determined by the technology director.

Unacceptable Email and Internet Use

- Offensive content of any kind, including pornographic material or sites
- Promoting discrimination based on race, gender, national origin, age, marital status, physical attributes, sexual orientation, religion, or disability.
- Threatening, violent behavior or profane or offensive language.
- Illegal activities/gambling
- Commercial messages
- Messages of a political or racial nature
- Sports entertainment, gaming (this does not include necessary use for athletic departments)
- Personal financial gain
- Personal email (i.e., Gmail or Yahoo)
- Forwarding email chains
- Sending materials or information about students or other employees that could compromise the safety or well-being of the student or other employees
- Spamming email
- Material protected under copyright laws

Passwords

User accounts and passwords are given to employees and sometimes contractors or substitutes. Users must not share or reveal passwords to anyone– including coworkers, supervisors, or students. Sharing passwords exposes the authorized user to responsibility for the actions of the other party. Disclosing passwords inadvertently compromises the security of the network. To ensure that the password system works, users should choose passwords that are difficult to guess. This means that passwords should not be related to one's job or personal life, i.e., part of your name, position, or family. Passwords must contain one symbol, character, or numeric value and one capital letter. Passwords must be a minimum of 6 characters.

Meals in School Cafeterias

The National School Lunch Program (NSLP) is a federally-assisted meal program operating in public, nonprofit, and private schools and residential childcare institutions. It provides nutritionally balanced, low-cost, or free lunches to children each school day. The program was established under the National School Lunch Act, signed by President Harry Truman in 1946. Teachers, for a nominal fee, may also eat breakfast and/or lunch through this program. No credit charges are allowed by adults. The menu is prepared as a student program and not as an adult program, although adults are encouraged to eat the nutritious, healthy meals prepared. Water is now being served as a part of the School Nutrition Program. Please note that no student should be denied the opportunity to participate in the School Nutrition Program. For example, "not allowing students to get water because they are loud in the hall, classroom, etc."

Teacher Liability

The Superintendent of Education is authorized to develop additional specific requirements for participation in and travel to and from official events and activities that are consistent with the terms of Board policy. Board employees who transport students in their personal vehicles and send students to take and retrieve items from their personal vehicles create a serious liability situation for themselves. Employees are not permitted to transport students in personal vehicles without the written consent of the Principal/Supervisor and the Superintendent of Education.

Staff Rights & Responsibilities
All hospitals, clinics, sanitariums, doctors, physicians, surgeons, medical examiners, coroners, dentists, osteopaths, optometrists, chiropractors, podiatrists, nurses, school teachers and officials, peace officers, law enforcement officials, pharmacists, social workers, daycare workers or employees, mental health professionals, members of the clergy as defined in Rule 505 of the Alabama Rules of Evidence, or any other person called upon to render aid or medical assistance to any child, when the child is known or suspected to be a victim of child abuse or neglect, shall be required to report, or cause a report to be made of the same, orally, either by telephone or direct communication immediately, followed by a written report, to a duly constituted authority (Refer to the DHR Reporting Manual.) All employees must train on mandatory reporting annually.

Drug-Free Workplace
National policy, as reflected by the adoption of the Drug-Free Workplace Act of 1988 (Pub. L 100-690; 41 USCS SS 710 et seq.), and state policy, as reflected by the adoption of state law, promotes the goal of eradicating alcohol and drug abuse by employees. The Board places great importance on promoting this goal and establishes this policy to comply with the above statutes. The Board hereby declares that the unlawful manufacture, distribution, sale, use, and possession of controlled substances, alcohol, or other dangerous drugs are prohibited in the workplace for all employees of the Board. Drug dogs are used for the purpose of detecting drugs and weapons in the workplace by employees and students.

For the purposes of this policy, the following terms are defined:

- **Controlled substance** means any drug, substance, or immediate precursor included in the definition of the term-controlled substance in Alabama Code 1975 §§20-2-22 through 20-2-31; Alabama Code §13A-12-215 and §13A- 12-216.
- **Alcohol** means ethyl alcohol, hydrated oxide of ethyl, or spirits of wine from whatever source or by whatever process produced, and shall include alcoholic beverages as defined in Alabama Code 1975 §28-2-1, et seq.
- **Public employee** means any person employed on a full-time, part-time, temporary, or intermittent basis by the Board.
- **Convicted or Conviction** means a final conviction in a court of competent jurisdiction or the acceptance of a plea of guilty or nolo contendre.
- **Workplace** means a geographic location at which an employee performs his or her work pursuant to employment with the Board, including all Board property and Board-owned vehicles, and shall include travel while in travel status related to the employee's employment, regarding entities contracting with the Board, including all Board property and all Board vehicles.

Possession of Firearms and Weapons
No employee, apart from licensed law enforcers, shall be permitted to have a firearm or deadly weapon on his or her person or on school property at any time. A deadly weapon is anything manifestly designed, made, or adapted to inflict death or serious bodily injury. Personnel who violate this policy shall inflict death or serious bodily injury. Personnel who violate this policy shall be suspended pending a hearing before the Board. Personnel found to have violated this policy may be terminated.

Annual Training
All employees must complete annual training as outlined by the Office of Human Resources. At a minimum, all employees must furnish proof of training in suicide prevention, bullying prevention, recognizing and reporting child abuse, disproportionality in special education, asthma and diabetes, first aid, and the supervision of low-risk juvenile sex offenders. Proof of annual training must be uploaded to Frontline Central. Additional training may be required based on district and/or state requirements.

Teacher and Administrative Certifications
Each employee is responsible for keeping track of his or her renewal times. The valid period of each certificate is noted on the certificate. Certified employees are encouraged to keep a current copy of their certificates and to give a copy to their principal. The Office of Human Resources and Professional Learning will assist employees upon request but will not be responsible for notification of the expiration of certificates. To continue a certificate is to update it without allowing it to lapse by meeting the requirements prior to June 30th of the calendar year of the certificate's expiration. All professional educator certificates and renewable career and technical education certificates continued on or after July 1, 1997, shall be valid for five (5) years unless all requirements based on rules in effect prior to July 1, 1997, were met prior to September 1, 1997, and the application submission date is by October 31, 1997.

Professional teacher and administrative certificates and renewable career and technical certificates may be continued with the verification of items found in the chart below. All educational experience, CEUs, and credit hours applied toward the continuation of a certificate shall be completed during the valid period of the current certificate. Official documentation of CEUs and PLUs must be entered in the PowerSchool PD History. Experience verification will be documented on the official Alabama State Department of Education Form EXP. Professional teacher and administrative certificates and renewable career and technical certificates will not be

continued prior to the calendar year of their expiration.

Renewal of Professional Teacher and Administrative Certifications

Semester or quarter hours of credit submitted for renewal shall be:

- Earned through regionally accredited senior institutions with state-approved teacher education programs and shall be part of one of those programs.
- Earned in the upper division or on the graduate level for renewal of bachelor's level certification and on the graduate level for renewal of master's or sixth year.
- Completed teaching field coursework, professional education coursework, or coursework applicable toward meeting requirements for additional certification.
- Earned prior to July 1 of the year for which the certificate's new valid period is to become effective.
- Limited to course credit in which a grade of C or above has been earned for bachelor's level certification and a grade of B or above has been earned for master's or Sixth-Year level certification.
- Verified on official transcript(s).

Continuing Education Credits (CEU) submitted for renewal shall be:

- Based on the individual's professional growth needs as identified through performance evaluations, if employed; or related to professional education with consideration given to the sponsoring organization, the professional qualifications of the presenter, and the purposes, goals, and evaluation of the activity.
- Earned prior to July 1 of the year for which the certificate's new valid period is to become effective.
- Verified on Supplement EXP for CEUs earned through Alabama school systems or by photocopies of completion certificates for CEUs earned through school systems outside of Alabama. Or, official transcripts or certificates of completion for CEUs earned through a college or university.
- Documentation of three semester hours of college credit, fifty clock hours of professional development, or five (5) continuing education units are required when teaching certificates are renewed every five years. Ten (10) clock hours equal one (1) CEU.

Activities that meet the teacher certification renewal criteria may also be counted toward SACS or other system requirements.

Emergency, Provisional, and Interim Certificates

All certified employees who do not hold a professional educator certificate must make satisfactory progress toward obtaining the required credentials as outlined in their "*Agreement for Obtaining a Professional Certificate."* An emergency certificate has a validity of two academic years and may be renewed one time upon the recommendation of the Superintendent of Education. Provisional and interim certificates are valid for one academic year and may be renewed two times upon the recommendation of the Superintendent of Education. Provisional certificates require a passing Praxis score in the subject area to be taught and enrollment in five (5) required courses through any approved Alabama Educator Preparation Program. Interim certificates require enrollment in an approved Alabama Educator Preparation Program. All employees working under provisional and/or interim certificates must complete required courses at the institution of record by the established timelines outlined in the *"Agreement for Obtaining a Professional Certificate."* Official transcripts must be provided to the Office of Human Resources by March of each year to verify course completion.

Mentoring Program for New Teachers and Principals

All new teachers, assistant principals, and principals with less than two years of professional experience must participate in an approved mentoring program. All teachers working under emergency, provisional, and interim certificates must participate in mentoring every academic year, regardless of the years of experience they have obtained. The Office of Human Resources and Professional Learning manages the new teacher mentor program. In contrast, the Alabama State Department of Education operates a mentor program for new assistant principals and principals. Successful completion of the mentoring program requires the completion of all assignments and attending required in-person or synchronous meetings.

Expenses

The Board authorizes reimbursement to professional personnel for travel expenses incurred as a requirement of their jobs. Reimbursement may be made for travel that is at the request of and has received approval from the Superintendent and said employee's immediate supervisor. Such reimbursement shall not exceed travel and per diem authorized by the Board. Prior approval for all travel shall be obtained before any travel expenses may be incurred. Hotel, airline tickets, and registration expenses incurred for school-related trips may be requested in advance with trip approval and an invoice submitted promptly. An expense voucher is

available online for reimbursement. Detailed receipts must accompany expense vouchers. First-class tickets may not be booked for payment by Board funds; the most economical rate must be used; however, personal upgrades may be applied to other seating accommodations.

Travel and Expense Reimbursement Guidelines

Forms may be found on the Macon County School District website, www.maconk12.org. Forms may also be located in Frontline or at each school's office and/or the personnel manual. Itinerant employees will use a revised travel/expense form to turn in mileage for monthly travel. A separate professional development travel reimbursement request form must be used when professional leave is required. **Reimbursement requests shall be submitted within sixty (60) days from the date of travel. Requests submitted over sixty (60) days shall be denied.** Please adhere to the following travel reimbursement guidelines. No reimbursement will be dispersed for unapproved leave.

Reimbursable Expenses

The MCBOE offers a per diem. However, as a guideline, your daily meal total should not exceed $75 ($15 for breakfast, $25 for lunch, and $35 for dinner). The administration is expected to scrutinize these limits. The $75 daily spending guideline above is to be reduced to the extent any group, event, or company-paid meals are provided to you. Should you stay at a hotel offering complimentary breakfast, the recommended guideline is reduced from $75 to $60 per day. Should you attend professional activities/events where lunch or dinner is provided, the recommended guideline is reduced from $75 per day to $50 or $40 per day, respectively. Should all meals be provided, the spending guidelines for meals do not apply. Please note that meal reimbursement applies only to the purchase of a complete meal.

Business Meals and Entertainment

Supervisor pre-approval is required for all departmental or employee group meals. The approval must be included in your expense report submission. Additionally, the business purpose of the group meal must be documented.

Pre-Trip Meals

Meals purchased in your home city before departing for a business trip are not reimbursable.

Hotels

Hotel costs are not to exceed $135, or an average cost associated with the region of travel. Please make every attempt to apply for state employee, AAA, or any other discounts.

Taxis/Rideshare

Costs related to taxis and rideshare applications such as Lyft and Uber are reimbursable for business purposes.

Other Reimbursable Expenses

The following incidental expenses, when directly related to business travel, are reimbursable:

- Tips: Reasonable amounts incurred for tips at airports, restaurants, hotels, and taxis are reimbursable.
    - Restaurants: 18%
    - Taxis/Rideshare: 10-15% based upon service
    - Sky Cap/Porter/Bellman: $1.00 per bag
    - Parking- at the Long Term/ Extended rate only if for more than a 24-hour period
    - Currency Conversion
    - Hotel Internet (DSL) charges for business computer access

Original receipts are required for all miscellaneous reimbursable expenses (except in those instances where receipts are not issued – i.e., tips to Skycaps and Bellman). Actual itemized receipts must be turned in for reimbursement. Rounding is not permitted. Actual itemized receipts must be turned in for reimbursement.

Non-Reimbursable Expenses

The following are examples of expenses that are not reimbursable. Please note this is not an exhaustive listing.

- Childcare costs
- Snacks/mini bars
- Health club charges
- Gasoline
- In-flight movies/Refreshments
- Spousal travel

- ATM fees
- Travel/flight insurance policies without appropriate approval
- Luggage/briefcase purchases
- Magazines/newspapers
- No-show hotel or flight charges
- Traffic fines and fees
- Toiletries
- Kennel fees
- Alcoholic beverages
- Hotel room movies
- Barber and hair stylist fees
- Club memberships

Airline Tickets
It will be the responsibility of the coordinator or administrator to purchase airline tickets. We do not allow the use of Board funds to book first-class tickets; only economy tickets may be purchased. Employees may use personal points/allowances for upgrades for other seating options. The hard copy of the airline ticket or the boarding pass that shows the name of the employee must be turned in on return from the conference.

Lodging
Employees must be traveling at least 50 miles from the base school to be eligible for hotel reimbursement. Hotel stays are for conferences that last more than 1 day or start extremely early or end late and are more than 50 miles away. If Macon County is hosting the conferences, necessary rooms may be acquired. Overnight stays before and after a conference must be pre-approved by the Superintendent. Travel dates must be included on the professional leave/reimbursement form. The BOE can issue a check in advance. The room must be reserved with the employee's credit card. A written confirmation must be turned into the central office along with a copy of the approved professional leave/reimbursement form to request payment.
The BOE will need 30 days to process the check. Any charges added after the check is issued will be the responsibility of the employee (phone calls, room service, movies, etc.). Special guidelines apply for the use of any employee-issued purchasing cards and must be cleared through the district's finance office.

Students First Act of 2011
The primary goals of the *Students First Act* are to improve the ability of boards to remove employees who are ineffective or act inappropriately and to more effectively manage their limited resources. This law represents a major shift toward a fair and reasonable system that balances the rights of employees with the ability of boards to properly govern the system and promote student learning. Copies of the act, as well as guidelines for the act, are available at each school and on www.maconk12.org. It should be noted that regarding tenure for teachers, emergency certificates do not count toward attaining tenure. Those working under grants and/or other temporary funding also do not earn tenure.

Alabama Teachers' Bill of Rights
All certified classroom teachers are guaranteed rights as outlined in the Alabama Administrative Code under student discipline and fair classroom management practices. State law requires all certified classroom teachers to submit a classroom management plan to their principal/supervisor. All principals/supervisors must approve all classroom management plans by the tenth day of school. All certified classroom teachers must utilize the approved classroom management plan template provided by the district and provide meaningful responses to all components. Principals/supervisors may require amendments to the classroom management plan at any time it becomes clear that one or more components of the plan is/are ineffective.

Classroom Teachers Hired Mid-Year
Classroom teachers who begin after the official start of the school year must submit a classroom management plan to their principal/supervisor within 5 days of their start date. The principal/supervisor must approve the classroom management plan within 10 days of the new teachers' start date.

Provisions for Appeal

Any classroom teacher may appeal the final disposition for a discipline referral they submitted if they are unsatisfied. The grievance procedures outlined in this handbook shall be implemented to address concerns related to the Alabama. Teachers' Bill of Rights. If it is determined that a teacher did not comply with or fully implement the approved classroom management plan, their appeal may not advance beyond a level one grievance.

HIPPA: Health Information Protection

Most of us believe that our medical and other health information is private and should be protected, and we want to know who has this information. The Privacy Rule, a federal law, gives you rights over your health information and sets rules and limits on who can look at and receive your health information. The Privacy Rule applies to all forms of individuals' protected health information, whether electronic, written, or oral. The Security Rule, a federal law that protects health information in electronic form, requires entities covered by HIPAA to ensure that electronically protected health information is secure.

We call the entities that must follow the HIPAA regulations covered entities. Covered entities include the following:

- Health Plans, including health insurance companies, HMOs, company health plans, and certain government programs that pay for health care, such as Medicare and Medicaid.
- Most Health Care Providers—those that conduct certain business electronically, such as electronically billing your health insurance—including most doctors, clinics, hospitals, psychologists, chiropractors, nursing homes, pharmacies, and dentists.
- Health Care Clearinghouses—entities that process nonstandard health information they receive from another entity into a standard (i.e., standard electronic format or data content), or vice versa.

Protected Information

- Your doctors, nurses, and other health care providers put information in your medical record.
- Conversations your doctor has about your care or treatment with nurses and others.
- Information about you in your health insurer's computer system.
- Billing information about you at your clinic and other health information about you held by those who must follow these laws.

Unprotected Information

- Covered entities must put in place safeguards to protect your health information.
- Covered entities must reasonably limit uses and disclosures to the minimum necessary to accomplish their intended purpose.
- Covered entities must have contracts in place with their contractors and others, ensuring that they use and disclose your health information properly and safeguard it appropriately.

ATTENDANCE AND LEAVE

Leaves of Absence

Any employee away from work for **10 days or more** must have leave approved by the Superintendent and the Board. Proper paperwork must be submitted and approved before the leave. Employees are expected to be at work unless on approved leave. Employees absent from duty without approved leave are subject to disciplinary action. Employees absent for 10 days or more due to medical reasons must request a leave of absence per the provisions of the Family Medical Leave Act (FMLA). Sick, personal, and vacation leave shall be used concurrently with FMLA whenever possible. If an employee does not qualify for FMLA, a general leave of absence may be requested. The Superintendent or his or her designee shall determine the appropriate documentation to be submitted to the Office of Human Resources to support the leave of absence request. All documentation must be submitted by the timeline established by the Superintendent or their designee. All leave of absence requests will be evaluated and addressed individually.

The Macon County Board of Education may grant leaves of absence for one year for justifiable reasons. At the discretion of the Board, an employee may request that a leave of absence be extended to a second year without losing continuing service status. **Such leaves shall be without pay unless accrued leave time exists.** Benefits do not accrue during leaves of absence unless the employee uses approved sick, catastrophic, personal, or vacation leave. Employees on an approved, unpaid leave of absence will be responsible for paying their PEEHIP premiums directly due to the school district's inability to withhold money due to low earnings.

Absence Reporting and Leave Designation

All employees must enter absences in Frontline Absence Management as soon as the need to be absent from work is known. Available leave, such as sick, personal, or vacation, must be used to cover the leave. If no leave is available, the absence must be coded as unpaid. A reason for the absence must be detailed in Frontline Absence Management.
The number of leave days may be viewed in Frontline at any time. Employees are responsible for being aware of the number and type of leave days available to them. Employees are also responsible for submitting the appropriate type of leave for days not worked. When an employee submits their electronic timesheet in Frontline, they are verifying they have been absent from their duties on a designated day, and the leave requested for said day(s) shall be charged against their sick, personal, or vacation leave balance(s). The correct type of leave must be used for each absence. Employees should contact their supervisor if vacation is requested, as it must be approved in advance. Please note that if an employee takes leave on a scheduled full day and school is dismissed early, the employee will be charged a full day.

Vacation Leave

Twelve-month employees who wish to take vacation leave must have prior approval from their supervisor and the Superintendent. Central office directors, coordinators, principals, and maintenance/transportation supervisors must have prior approval from the Superintendent for vacation leave. Vacation leave requested for this circumstance should be submitted only in extreme circumstances and will be reviewed for approval individually. At least 50% of vacation leave should be utilized before January 1st each year. The remaining 50% must be used before June 30th each year.

The Board may provide vacation leave when school is not in session. When school is in session, vacation leave will not be allowed during peak employment times of a specific job classification (except in cases of unusual circumstances). Twelve-month employees shall earn vacation days at the rate of one day per month, beginning July 1 of the fiscal year and ending June 30 of the fiscal year unless itemized in an employment contract. One-half month or more will be considered a full month of computing vacation time. No credit will be given for less than one-half month.

Vacation time may not extend beyond the termination of an employee's contract. No compensation will be paid instead of vacation time upon termination of an employee's contract. The employee's supervisor and the Superintendent must approve all requests for vacation leave. All administrative personnel shall schedule with the Superintendent the days they plan to take their vacation. Substitutes will not be provided for employees on vacation leave without prior approval of the Superintendent.

Personal Leave
The Board shall permit each employee who works twenty (20) hours weekly to be absent two days each year to attend to personal or business affairs. Employees hired by the Board to begin work during the first semester (July 1-Dec 31) shall be allowed two (2) days of personal leave. Employees hired by the Board to begin work during the second semester (Jan 1 – June 30) shall be allowed one (1) day of personal leave. For continuity of instruction and office operation, personnel should not take personnel leave before or after a school holiday, nor in the first ten nor last ten days of the school term without the permission of the Superintendent.
No more than ten percent (10%) of local school staff may take personal leave concurrently. Requests will be approved on a first-submitted basis. Personal leave days not used by June 30th will be converted to sick leave.

Sick Leave
An employee of the Macon County Board of Education who works twenty (20) or more hours per week may earn sick leave at the rate of one (1) day per month. In no case shall sick leave be utilized until it has been earned except as may otherwise be provided by policies governing the Sick Leave Bank. Sick leave is defined as the absence from regular duty by an employee because of one of the following:

- Personal illness.
- Bodily injury which incapacitates the employee.
- Death in the immediate family of the employee (spouse, child, parent, sibling, nephew, niece, grandparent, grandchild, uncle, aunt, mother/ father-in-law, son/daughter-in-law)

Where unusually strong personal ties exist because an employee has been supported or educated by a person of some relationship other than those listed above, the relationship will be recognized for leave purposes. In such cases, the employee concerned shall file with the Board a written statement of the circumstances which justify an exception to the general rule. Sick leave may also be used to care for an ill member of the employee's immediate family or a person standing in loco parentis (spouse, child, parent, sibling).
If an employee is on sick leave for **five** or more consecutive days, the employee shall provide his or her immediate supervisor with a statement signed by his or her attending physician. A copy of the statement must be uploaded to Frontline Absence Management in the attachments section of the absence entry. This statement shall be submitted with payroll to certify the illness or injury.
If absences occur frequently, if they constitute a pattern, or if there is a reason to question whether an absence complies with the sick leave policy, the Superintendent or their designee may require that the employee verify the reasons.

Sick Leave Transfer
Personnel employed by the Macon County Board of Education may transfer an unlimited number of days of sick leave from another Alabama school system upon proper verification of the number of days from the previous employing Board. Sick leave may also be transferred from approved Alabama state agencies. To transfer sick leave, the previous Alabama employer must certify in writing the number of available days for transfer to the Office of Human Resources. Sick leave cannot be donated from other employees for the purpose of transferring sick leave to a new employee. Donations of sick leave are only permitted with the approval of the sick bank committee in accordance with the Alabama Administrative Code.

Catastrophic Sick Leave
When sick leave is donated or received, it is considered *Catastrophic Sick Leave.* This type of leave may only be donated or received based on the requirements set forth by the Sick Leave Bank (SLB), which the Sick Bank Committee governs. An employee must be a member of the SLB to donate or receive catastrophic sick leave days. In accordance with the Code of Alabama (1975), Section 16-22-9, when an SLB member or other family member or friend is suffering a catastrophic illness or injury, the member, upon depleting all sick leave and other earned leave, shall be eligible to receive sick days from other members of any sick leave bank to cover the period the beneficiary employee is not at work. However, before receiving catastrophic sick leave days from another member, the beneficiary must have borrowed the maximum number of days allowed from the SLB (not exceeding 15 days).

The beneficiary employee must use any sick leave days, personal, or vacation leave days that have been earned before utilizing loaned or donated days. The employee receiving donated catastrophic sick leave days shall be known as the “beneficiary employee.” The employee donating catastrophic sick leave days shall be known as the “donor employee.” The term catastrophic illness or injury shall be defined as required in the Code of Alabama (1975), Section 16-22-9. Pregnancy or a condition relating to childbirth is specifically included in the definition of a catastrophic illness; therefore, upon a physician’s signature and completion of the required form, a pregnancy or condition related to childbirth may fall within the parameters of a catastrophic illness.

Procedures for Requesting Catastrophic Sick Leave

A letter of request by the employee to receive catastrophic sick leave is desirable, but in cases when the employee is physically unable or incapacitated, a letter of request by the member may not be necessary. However, before donations to any beneficiary employee will be deposited into the sick leave account of the requested employee, certification of the illness by the employee's physician must be provided to the Office of Human Resources as required by the Code of Alabama (1975), Section 16-22-9. The certifying physician must be a licensed Medical Doctor (M.D.) or Doctor of Osteopathic Medicine (D.O.) by the Alabama Board of Medicine or the equivalent agency in another state. Certifications provided by other healthcare professionals will not be accepted. The physician must certify that a catastrophic illness exists that will require an extended absence from work. The SLB Committee shall authorize a standard form for certification by the physician.

- **Repayment not Required–** The beneficiary employee shall not be required to repay the donated days to the sick leave bank for the days used.
- **Eligibility of Donor–** Any member of the SLB or any other public education SLB in the state may donate sick leave days to the beneficiary employee.
- **Limit of Days Donated–** No donor employee may donate more than **thirty (30) sick leave days** to a beneficiary employee, as outlined in the Code of Alabama (1975), Section 16-22-9. The thirty-day limitation is a permanent ongoing limitation.
- **Application for Days–** A letter of request by the employee to receive catastrophic sick leave is desirable but in cases when the employee is physically unable or incapacitated, a letter of request by the member may not be necessary. However, before donations to any beneficiary employee will be deposited into the sick leave account of the requested employee, certification of the illness by the employee's physician must be provided to the Office of Human Resources as required by the Code of Alabama 1975 Section 16-22-9. The SLB Committee shall authorize a standard form for certification by the physician.
- **Coordinator–** The SLB Committee may appoint a sick leave bank member to serve as a "Catastrophic Sick Leave Coordinator." If a coordinator is appointed, it is the coordinator's responsibility to recommend the number of days that a beneficiary employee may need to donate. The coordinator will also monitor the situation with the beneficiary employee to assist the employee in receiving an adequate number of sick leave days for the illness. The coordinator shall monitor and ensure that no abuses occur during the transfer of sick leave days due to catastrophic circumstances.
- **Voluntary Donations–** Donations of days to a beneficiary employee shall be solely at the discretion of the participating members of the SLB. An employee donating catastrophic sick leave days shall be clearly informed that the days donated shall not be repaid if used by the beneficiary employee. However, any days donated for catastrophic purposes that the beneficiary employee does not use shall revert to the employee(s) donating. If donated days are partially but not completely used, the days will revert to the donating employee(s) proportionately, with odd days reverting by lot. Donated days not used for leave will be used to pay back the sick leave bank. The SLB Committee shall be the final authority in determining the reversion of days to the donors of unused days. Any such reversion of unused days shall not occur until the expiration of thirty (30) days after the beneficiary employee has returned to work.

Special Catastrophic Leave Provisions

A master sheet for each catastrophic leave has been developed to track the days given to the beneficiary.
This sheet will be used to distribute the days needed per pay period.

- Days will be used as needed instead of all days taken from the donating employees.
- Days will be taken from immediate family members first.
- Days donated will remain anonymous.
- A transfer authorization form must be completed and signed by the donating employee.
- An employee who is seeking catastrophic leave should not contact or solicit other members to request donation of days.
- No employee shall solicit days on behalf of another employee.
- Catastrophic Leave must be requested before the payroll period is complete for the pay period in which the leave will be used. The last day donated days can be accepted is ten business days from the date the employee returns to work.

Family & Medical Leave Act Policy (FMLA Policy)
The Macon County Board of Education complies with the Family Medical Leave Act. The Act applies to all employees the Board has employed for at least twelve (12) months and who have worked at least 1250 hours during those twelve months. Under the Act, an eligible employee is entitled to a maximum of twelve (12) weeks of unpaid leave during a "rolling" twelve-month period measured backward from the date an employee uses Family Medical Leave.

The Macon County Board of Education may determine if the leave qualifies as Family Medical Leave and deem it as such.
Family Medical Leave can be used for the following reasons:

- Birth & first-year care of a child
- Adoption or foster child placement
- Care for a "serious health condition"

The Board may allow or require that paid leave be taken before granting unpaid leave. Unpaid leave granted in compliance with the Act, when combined with paid leave available to an employee, shall be, at most, a combined total of twelve (12) weeks. The FMLA requires an employer to continue the employee's health coverage during the leave period, provided the employee pays their share of the premiums. In the instance of birth, adoption, and foster child placement, the entitlement to leave for childcare expires at the end of the twelve (12) month period beginning on the date of birth of the child or the date the adopted or foster child is placed. Entitlement for leave associated with the illness of a child occurs only when the child is under eighteen (18) years of age or is incapable of self-care due to a mental or physical disability. In cases where the Board employs both parents, the combined amount of leave for childbirth, adoption, foster child placement, or to care for a sick parent is limited to twelve (12) weeks.

Intermittent Leave
Leave may be taken on an intermittent or reduced schedule leave if medically necessary for a serious health condition of an employee, the employee's spouse, child, or parent. Intermittent leave or reduced schedule leave is subject to certain conditions which pertain to instructional employees.3 The Board may require Instructional employees requesting intermittent or reduced schedule leave in connection with a family or personal illness to take leave in a block (not intermittently) for the entire period when such leave would constitute at least twenty percent (20%) of the total number of working days in the period during which the leave would extend. As an alternative, the Board may require the employee to transfer to an available alternate position with the system for which the employee is qualified that is equivalent in pay and which better accommodates the intermittent leave or reduced schedule situation.

- **Notification–** Except where circumstances are such that reasonable advance planning is not possible employees must provide the Superintendent at least a thirty (30) day written notice of the date when the leave is to begin. With respect to foreseeable family or family illness, the employee shall make a reasonable effort to schedule treatment – including intermittent and reduced schedule leave – so as not to disrupt the operations of the Macon County School District unduly.
- **Certification–** The Board requires that a request for leave based on a serious health condition of the employee, the employee's son, daughter, spouse, or parent be supported by a certification issued by the appropriate health care provider. The certification shall state the following:
    - Date the serious health condition began.
    - Probable duration of the condition.
    - The necessity for the employee's leave.
    - The employee is unable to perform essential job functions.

At its own expense, the Board reserves the right to designate a second health care provider (other than a Macon County School District employee) to provide a second opinion. If the first and second opinions conflict, the Board can require, at its own expense, a third opinion by a healthcare provider that the Board and the employee approve. This opinion shall be binding. Upon the employee's return to work, the Board may require the employee to provide certification from their healthcare provider to attest that they can resume their essential job functions.

Benefits While on Leave
Benefits accrued by the employee before the leave is taken will not be altered by the employee's absence under this policy. The employee is entitled to continuation of health benefits during the leave period under the same conditions these benefits would have been provided if no leave had been taken. If an employee fails to return to work after the leave period expires, the Board may recover the health benefit premiums paid by the employer for the employee's benefit during the leave period.

Restoration After Leave Ends

Upon return to work, the employee is entitled to restoration to an equivalent position with equivalent pay, benefits, and conditions of employment. The Board may deny position restoration to an employee whose salary is in the highest ten (10%) of the employees employed if such denial is necessary to prevent substantial and grievous economic injury to the Board's operations. Because the end of the semester is a crucial time for teachers and students, the following conditions apply to requests from instructional employees seeking to return from leave within the last three weeks of the semester.

- If the employee begins any category of FML five or more weeks before the end of the semester and the leave is for more than three (3) weeks, the Board may require the employee seeking to return to work within the last three weeks to wait until the next semester.
- If the employee begins any category of FML except personal sick leave less than five weeks before the end of the semester and the period of leave is greater than two weeks, the Board may require the employee seeking to return within the last two weeks to wait until the next semester.
- If the employee begins any category of FML except personal sick leave three or fewer weeks before the end of the semester and the period of leave is greater than five working days, the Board may require the employee to wait until the next semester.

Military Leave Policy

Military leave shall be granted to Macon County Board of Education employees in compliance with state law, federal law, and applicable court rulings. All employees are entitled to a military leave of absence when ordered to active duty for training as members of the Alabama National Guard or any component of the US Armed Forces. Employees required to attend annual training or special active duty for training shall not suffer any loss of salary during the first twenty-one (21) days of such absence in any calendar year. Employees ordered for such duty shall provide a copy of their orders to the Superintendent. Leave shall be without loss of benefits. In compliance with *Act 02-430, which* deals with the activation of service members of the Alabama National Guard and other Reserve components for the war against terrorism, employees of the Macon County Board of Education will be compensated for the difference in pay from active duty and their position with the system if the following occurs:

- Activated employees requesting the difference in pay restoration of leave or continuation of health coverage on active duty must have the length of their active duty determined by the Adjutant General.
- Activated employees must provide the Superintendent with a copy of orders or military service records (DD214) reflecting the duty length. Copies of these orders and/or military records should be transmitted to headquarters as follows:
  The Office of the Adjutant General Attention: ALSPDO P.O. Box 3711 Montgomery, AL 36109-3711
- The Adjutant General will determine the validity of the orders, certify, and advise the Superintendent of Education.

Court Appearances & Civic Duties

- **Jury Duty-** An employee of the Macon County Board of Education who is required to serve on a jury shall receive his or her regular pay to which he or she is entitled, in addition to any monies he or she receives for jury duty. A copy of the certificate of jury service must accompany the appropriate time sheet for documentation. Jury summons, which require an employee to report for service after 12:00 PM, will entitle the employee to ½ day leave. Jury summons, which requires an employee to report for service before 12:00 PM, will entitle the employee to 1 full day of leave.
- **Job-Related Subpoenas-** An employee of the Macon County Board of Education who receives a subpoena due to their job with the Macon County Board of Education shall receive the regular pay to which they are entitled. A copy of the subpoena should be submitted with the appropriate time sheet for documentation.
- **Other Subpoenas-** An employee of the Macon County Board of Education who receives a subpoena for personal reasons or another reason not specifically job-related will be required to use their own personal leave for the absence(s).
- **Civic Duties-** An employee of the Macon County Board of Education who is asked to serve or volunteers to serve as a poll worker or as a member of a land condemnation team, etc., will be required to use their own personal leave for the absence(s).

On-the-Job Injury Reporting Procedures

An employee injured while on the job shall notify his or her principal/supervisor within **twenty-four (24) hours** of such injury.
The principal or supervisor will notify the Superintendent by submitting the appropriate forms immediately following notification of the injury. If the employee is clinically unable to make such notice, another person may make the required notice on behalf of the injured employee. On-the-job injury and accident report forms are available at each work site and at www.maconk12.org.
The employee must provide a written certification form from their physician along with a copy of the injury report within four (4) days of the injury that the employee cannot presently work and indicate whether there is a reasonable expectation the employee will be able to return to work. This certification must be provided on the form adopted for such use by the Alabama State Board of Education. The Board may, at its expense, require the certification of the disabled condition of the employee by a second physician.

Upon determination that the employee is temporarily unable to return to work, the Board will pay the injured employee's salary and fringe benefits for up to ninety (90) working days. Any unreimbursed medical expenses and costs that the employee incurs due to an on-the-job injury may be filed for reimbursement with the State Board of Adjustment.

Professional Learning
The Board maintains a professional learning program for its teachers, supervisors, and administrators. This program shall comply with state law and the Alabama State Department of Education regulations. A separate manual for professional learning has been developed for all Macon County Board of Education employees. The Macon County Board of Education has integrated several days into the school calendar for the purpose of professional learning by faculty and staff. A great deal of planning and preparation is provided to ensure the success of staff development on these days. Attendance is expected on the professional development days unless the Principal/Supervisor and Superintendent have granted prior approval for an absence.

Professional Leave & Absences
The Macon County Board of Education may grant professional leave to an employee wishing to attend any educationally related conference, meeting, or convention if such attendance is in the best interests of the district. The Board may pay all or any part of the expenses of any personnel whom it may direct to represent it at any such professional or educational meeting or in visitation to another school system. In all such cases, prior approval for said expenses must be given by the Board. The employee may take unpaid leave in special cases, such as an approved sabbatical. Application and notification to attend a conference or similar educational meeting shall be made and approved two (2) weeks in advance. The employee will incur expenses unless attendance at the conference or meeting is Board directed.

Personnel of the Macon County School District shall be permitted to serve on but one (1) accreditation study per year unless the Superintendent and Board grant special permission. The Board will consider a request for professional leave of absence when such a request is submitted to the Superintendent in writing. A written request for professional leave should clearly identify and describe the reason for requesting the professional leave of absence and demonstrate why the Board should favorably consider the request. Leave to supervise students away from the campus for the purpose of allowing them to participate in approved school-related activities may be granted upon the approval of the Superintendent on a case-by-case basis. All employees must enter professional leave requests in School Dude and Frontline as detached duty.

Sick Leave Bank (SLB) Policy
Purpose – The Macon County Board of Education Sick Leave Bank (SLB) was established to provide a loan of leave days for its participating members after their accumulated and personal 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 also to have access to the catastrophic sick leave provisions as established by law.

The Sick Leave Bank (SLB) Committee
Composition – The SLB Committee shall consist of five members. Four of these members shall be members of the SLB and are to be elected by the participating members of the SLB. The Superintendent shall appoint the remaining member.

- **Terms of Office–** Members of the SLB Committee will serve a term of one year. The terms of office shall begin on October 1 and expire on September 30 annually.
- **Administration & Policies**– The SLB Committee is charged with administering, operating, and establishing SLB policies. The Committee shall also take any other necessary actions for the effective and efficient operation of the SLB consistent with these guidelines.
- **Guidelines–** The SLB Committee shall be responsible for writing the procedures that govern the operations of the SLB and Catastrophic Leave policies.

Duties of the SLB Committee

- **Officers–** The SLB Committee will elect a chairperson at the beginning of each year. Other officers may be elected as determined by the committee.
- **Meetings–** Meetings of the SLB Committee shall be scheduled as needed as determined by the chairman or by a majority of the Committee. No meetings are required if there is no official business for the SLB.
- **Decisions & Votes–** Decisions affecting the SLB and Catastrophic Leave are to be made exclusively by the SLB Committee by a majority of recorded votes.
- **Forms–** The SLB Committee is responsible for developing and distributing the necessary forms so that all eligible employees will have reasonable access to them. All forms developed by the SLB Committee shall be available at the Central Office and will be available from the local UniServ Director, the local AEA President, and the local ESP

president. The following is a list of available forms:

- Membership Application
- SLB Resignation Form
- Application for Leave
- Catastrophic Leave Application
- Physician's Certification of Illness
- Physician's Certification of Catastrophic Illness / Injury

- **Forms–** The SLB Loans from the Sick Leave Bank – The SLB Committee shall review all sick leave bank loan applications for loans over seven (7) accumulated days and make appropriate decisions on approval of such loans except as provided for pertaining to catastrophic leave.
- **Abuse–** Any alleged abuse of the SLB shall be investigated by the Committee, and on finding wrongdoing, the violator shall repay all the sick leave credits drawn from the SLB and be subject to appropriate disciplinary action by the Macon County Board of Education.

Eligibility & Participation

Participation in the SLB shall be voluntary; however, any member wishing to withdraw from the SLB may do so only at the end of the school year or upon employment departure from the institution.

- **Donor & Beneficiary–** Membership is required. Both the employee donor and the beneficiary employee must be members of the SLB.
- **Eligibility & Membership–** Any Macon County Board of Education employee who earns sick leave is eligible to join the SLB. Any eligible employee who has completed an SLB authorization form contributing or committing the requisite number of days to the SLB shall be a member.
- **Requisite Number of Days–** To be a member of the SLB, an employee must contribute two (2) sick leave days to the SLB. New employees who do not have the necessary two days to contribute to the SLB for membership shall be credited with the days upon his or her employment to join the SLB.
- **Enrollment Period–** Contribution of sick leave days for membership in the SLB must occur during a definite enrollment period from Institute Day through September 15 for the first semester and from January 2 through January 15 for the second semester.
- **Exhaustion of All Leave–** To be eligible for a loan from the SLB, a participating member must have exhausted all accumulated leave in their account.
- **Maximum Days Loaned–** No employee shall be allowed to borrow or owe a number of days in excess of fifteen (15) days more than the employee has on deposit in the SLB unless a majority of the participating members of the SLB vote to extend the limit.
- **Days Deposited Count Toward Maximum Accumulation of Sick Leave–** The sick leave days an employee has placed in the SLB for membership are to be counted toward the cumulative total maximum sick leave days allowed. Code of Alabama 1975– Section 16-1-18.1
- **Records & Reports–** The payroll clerk of the Macon County Board of Education shall maintain records of all contributions to and withdrawals from the SLB and the status of the SLB. Reports shall be provided on a timely basis at the request of the SLB Committee.
- **Loan Application–** In cases where the member has become incapacitated, their designated agent may apply on the member's behalf except as provided in the Catastrophic Leave provisions of the guidelines. Requests for SLB loans may be in whole-day or half-day increments.
- **Retroactivity–** At the discretion of the SLB Committee and upon the applicant's request, loans may be granted retroactively to the first day of the employee's absence.

Request for a Sick Bank Loan and Medical Certification

Employees must submit an official request to borrow from the sick bank in Frontline Central. All required documentation must be uploaded to Frontline Central before the request can be considered. Sick bank leave requests not correctly submitted with the appropriate documentation will automatically be denied. The employee must exhaust all available leave (including the sick day earned for the current payroll period) before the employee is eligible to borrow from the sick bank.

- **Physician's Statement–** As a prerequisite for awarding a loan from the SLB, the SLB Committee shall require a statement from the beneficiary employee's physician certifying that the member has a catastrophic illness or disability requiring an extended absence from work for at least five workdays. The certifying physician must hold a medical license from the Alabama Board of Medicine or the equivalent agency in another state. Forms adopted by the SLB Committee shall be made available to the physician for his or her medical certification statement. Because a medical

certification is required and a catastrophic illness or disability, requests for sick bank loans for general purposes are not permitted. Examples are listed below; however, this list is not exhaustive.

- Absences that are less than five workdays
- Absences that are not certified by a physician who holds a medical license
- Absences that are unrelated to a catastrophic illness or disability, such as but not limited to:
  - Doctor appointments
  - Counseling and/or therapy sessions
  - Funerals

Repayment of Sick Bank Loans

- **Repayment of Loaned Days–** Members of the SLB who borrow from the bank shall be required to repay the SLB as they accrue days monthly. An individual cannot leave employment without repaying any outstanding debt of leave days to the SLB except as provided by the catastrophic provisions of these guidelines. If a member has no sick leave days remaining, their final check will be garnished at the prevailing pay rate for the number of days owed to the bank. Such monies collected from former members of the SLB by the administration shall be used to replace the number of days borrowed from the SLB. If a member of the SLB has days borrowed and is on sick leave and cannot return to work due to a permanent disability, the employee or his or 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. Repayment of days borrowed from the SLB should only be for the days used and donated for the current loan/sickness. Members may not use donated days for this illness/leave to pay back days for prior illness/leave.
  - **Retirement–** Any retiring member may withdraw his or her donated days from the SLB for retirement credit as provided in the Code of Alabama 1975 Section 16-25-11.1.
  - **Use of Days–** Days borrowed from the SLB for the member's sickness and/or to attend to covered family, friends, and circumstances as provided in the Code of Alabama 1975 Section 16-1-18.1.
  - **Resignation–** Resignation from the SLB must be submitted to the SLB on the appropriate form according to the stipulated timeline. If a member resigns from the SLB, any days the member has on deposit will be re-credited to the employee's sick leave account. Resignations will be accepted at the end of the school year or before September 15.
  - **Disagreement & Appeals–** Any individual who disagrees with the initial decision of the SLB Committee may appeal the decision in writing for reconsideration to the Sick Leave Bank Committee. The committee shall have the authority but is not required to put the issue to a vote of the full membership of the SLB. The decision of the SLB shall be final and binding on all parties.

Resignations

Per the Students First Act, all employees must provide 30 calendar days' notice before resigning. Board policy requires a signed letter of resignation to be submitted to the Office of Human Resources and the employee's immediate supervisor. Employees who do not comply with the resignation notice provisions listed above will be reported to the educator misconduct division of the Alabama State Department of Education. The state superintendent may revoke or suspend the certification or background clearance status of any employee who does not provide 30 days' notice. If a replacement is in place before the employee's last day, the Superintendent of Education may waive the resignation notice provisions. All employees who resign will be invited to complete an exit interview to assist the district with strategic planning. Exit interviews are voluntary and confidential.

Institute and Teacher Workday Attendance

Institute and teacher workdays are mandatory for all Macon County Board of Education employees. Exceptions to the mandatory attendance rule require an excuse from the employee's attending physician and/or prior written approval from the Superintendent. Failure to provide the necessary documentation will result in a loss of pay equal to one day for all days missed.

Extra Duty

Employees may be assigned extra duties and responsibilities by their supervisor, the Superintendent, or the designee.
The Board requires that all duties assigned be reasonable and in support of accomplishing the educational objectives of the Board.

PAYROLL AND COMPENSATION

Electronic Timesheets

All employees must receive the correct pay and amount of leave time. The Macon County School District utilizes Frontline for employee time and attendance. All employees must sign-in and out each day using the kiosk located in the school or department's main office. Employees may also use their swipe card to sign-in and out daily. Failure to sign in and out as required using the kiosk will result in loss of leave, beginning with vacation leave, then personal leave, and then sick leave. As a last resort, the employee's salary will be docked if leave is not available. Leave used for failure to comply with sign-in and out requirements will not be reinstated for any reason. Each employee is responsible for completing his or her electronic timesheet in Frontline correctly. Timesheets should be submitted at the end of each week. Timesheets are currently set to automatically submit at the end of the week. However, all employees must review their timesheets for accuracy. Once submitted, all timesheets will be routed to the principal/supervisor, who will then be responsible for ensuring accuracy prior to submitting timesheets to human resources for processing.

Changes to Timesheets

All timesheets are finalized once approved by the principal/supervisor. To ensure that payroll checks are timely and accurate, no changes to timesheets will be made after the **tenth day (10th)** of the month for the payroll period(s). For example, after August 10, 2024, no changes will be permitted to timesheets for July 2024. Therefore, it is important that all timesheets be accurate to ensure appropriate leave balances.

Salary Information

A current salary schedule is posted on the Board of Education website – www.maconk12.org. An employee's annual salary is divided into 12 (or 13 for select employees) equal payments. All paychecks are deposited on the last workday of the month. All required deductions, such as federal, state, FICA, retirement, etc., will be withheld. Optional deductions, such as professional memberships, supplemental fringe benefits policies, etc., may be deducted with approval from the employee and the Office of Human Resources. Direct deposit of payroll is mandatory for all employees of the system. Paper checks will not be issued for regular employees. A checking or savings account must be established at the time of processing paperwork for pay purposes.

Pay Lane Placement and Experience Credit for Certificated Employees

Placement on the salary schedule is determined by the number of full years of related experience, and the highest degree held that the Alabama State Department of Education has recognized for pay purposes. Certificated employees may receive credit for teaching and administrative experience gained in accredited preschool programs, public K-12 schools, accredited colleges and universities, a state department of education, or a similar organization at the discretion of the Office of Human Resources. An experience verification form must be submitted to the Office of Human Resources within **30 days of hire.** Otherwise, the salary will be adjusted to the number of years successfully verified. Experience verification forms are the responsibility of the certificated employee. Experience that does not meet the requirements of this section or the Alabama Administrative Code will not be recognized for salary purposes.

Salary Upgrades for Certificated Employees

If a teacher subsequently receives a higher degree or certificate during the school year, the appropriate salary increase shall become effective in the pay period that begins after the Alabama State Department of Education recognizes the advanced degree. The employee must submit an official transcript from the college or university that awarded the degree to the Office of Human Resources for submission to the Alabama State Department of Education. If an employee earns an advanced degree after the school term has ended, the pay increase will become effective during the first pay period for the next school term, which is generally September. A teacher must fulfill continuing education requirements as set forth by the Board during his or her term of employment. All teachers shall meet the requirements for certification as set forth by the Alabama State Department of Education.

Experience Credit for Classified Employees

Placement on the salary schedule is determined by the number of full years of related experience. Classified employees will be awarded experience credit for all employment that is directly related to their position. For example, a school secretary would be awarded experience credit for time served as a legal secretary in a private law office because there is a direct correlation between both assignments. Experience credit for classified employee will be reviewed on a case-by-case basis. Additional documentation may be requested such as previous job descriptions to ensure proper salary placement.
An experience verification form must be submitted to the Office of Human Resources within **30 days of hire**. Otherwise, the salary will be adjusted to the number of years successfully verified. Experience verification forms are the responsibility of the classified employee.

Annual Salary Verification

The Office of Human Resources will send each employee an annual salary verification form through Frontline Central. Employees must verify that all salary details are accurate such as the pay schedule, lane, and step. All employees must promptly notify the Office of Human Resources if any inaccuracies are identified. Retroactive payroll corrections will not be processed if employees do not comply with the annual salary verification process.

Academic, Athletic, and Extracurricular Supplements

Academic supplements are awarded to sponsors of academic organizations at the completion of the school year. The principal must recommend academic supplements to the Superintendent and then to the Board for approval. Sponsors who do not submit the necessary products/documentation will not be awarded the supplement until they do so. For example, if you are a high school yearbook sponsor, you will receive your academic supplement once the yearbook has been completed. Athletic and extra-curricular supplements are awarded to coaches or sponsors of approved activities and competitions. These supplements are paid based on a schedule of payments from the Business and Financial Services Department. All athletic and extra-curricular sponsors are recommended to the Superintendent by the school principal and approved by the Board. Duties and expectations must be fulfilled for supplements to be paid. A Coaches and Extra Curricular Sponsors handbook will be given to employees in those roles.

Overtime Compensation for Support Employees

The Board may, under an agreement with an employee covered by the provisions of the Fair Labor Standards Act, award compensatory time instead of overtime pay if:

- The Board directs the employee to do so
- An "emergency condition" exists
- Such agreement or understanding relative to compensatory time must be reached between the Board and an affected employee before the performance of any work subject to overtime pay or compensatory time.

To comply with provisions of the Fair Labor Standards Act, no support employee of the Macon County Board of Education shall be paid less than the current minimum wage as established by the Federal Government. No support employee of the Macon County Board of Education shall work more than 40 hours per week except in extreme emergencies and then only upon the prior approval of the Superintendent of Education or the Superintendent's designee. Approved overtime hours worked must be recorded in Frontline Time and Attendance on the employee's digital timesheet, which must be electronically signed by the employee and the supervisor.

No support employee shall be compensated for any time worked over forty (40) hours per week without such approval. Support employees shall be granted one and one-half (1.5) hours of compensatory time for each hour of approved overtime worked up to a maximum accumulation of 240 hours. If an employee accumulates 240 hours of compensatory time, the employee shall then be compensated for additional approved overtime earned at the rate of one and one-half (1.5) times the regular hourly pay rate.

Alabama Teacher's Retirement System (TRS)

All certified employees of the Macon County Board of Education and support employees who work an average of twenty hours weekly must participate in the Teachers' Retirement System. No employee will be forced to retire based on age alone.

- 7.25% is deducted from the employee's salary for participation in the Alabama Teacher's Retirement System. 7.50% is deducted from the employee's salary for personnel hired after 10-1-2012.
- The TRS provides for retirement income at age sixty (60) with ten (10) or more years of paid participating service or at any age with twenty-five (25) years of service.
- Life insurance is provided to each participant in an amount equal to the annual salary paid to the employee during the last scholastic year (July 1-June 30), plus the amount of money the individual employee has contributed to their retirement account.
- Life insurance valued at $15,000 is provided to the beneficiary in addition to the benefit outlined in Item C above.
- Employee contributions may be withdrawn upon employment termination.
- Cumulative contributions may not be used as loan security.
- Sick leave days are paid to the beneficiary at the daily rate of pay.

Time Schedules
All employees must work the required number of hours designated by the Office of Human Resources based on the approved job description, which is generally 37.5 hours. Most certificated and classified employees should report to work at 7:30 AM and are required to remain on the school campus until 3:30 PM. Principals/Supervisors are authorized to require employees to attend meetings and extracurricular programs, such as athletic events, open house events, parent/teacher conferences, and other similar activities. Specific schedules for reporting will be made available for personnel at each school and are configured according to the earliest and latest bus arrival and departure. However, schedules for bus drivers, school nutrition staff, maintenance and custodial staff, District Resource Officers, and others may vary. Principals/Supervisors may permanently change work schedules for any group of employees with written approval of the Office of Human Resources and the Superintendent of Education. Principals/Supervisors are authorized to adjust an employee's work schedule periodically provided that all of the following conditions are met:

- No more than 3 adjustments have been provided within a semester.
- The adjustment does not alter an employee's schedule by more than one hour.
- The employee will still work their normal number of hours for the day because only the start and end times have been adjusted.
- The adjustment will not require a substitute employee.
- The adjustment does not create school or departmental operational issues or concerns.
    - **Examples**
        - The main office in a school is left unattended for two hours because a secretary needs to attend a doctor's appointment.
        - A teacher leaves school at 2:50 PM to run an important errand, but the dismissal schedule is adversely affected due to inadequate supervision.

Work schedules that a Principal/Supervisor adjusts do not require sick, personal, or vacation leave, provided all conditions listed above are met. The employee must still work 7.5 hours, which must be documented on the employee's timesheet in Frontline Time and Attendance. If an employee works less than 7.5 hours, sick, vacation, or personal leave will be charged in half-day increments to cover any time that is missing from an employee's timesheet.

Meal and Rest Breaks
All classified employees must be provided with at least a 30-minute meal break and two 15-minute rest breaks. No classified employee may work longer than 8 hours in one day without approval from the Principal/Supervisor and the Office of Human Resources.
Meal breaks may be extended up to one hour by the Principal/Supervisor, but the employee is still required to work 7.5 hours each day.

Planning Periods for Certified Employees
Each teacher shall be provided a minimum of thirty (30) continuous minutes daily that is duty-free and has no student supervisory responsibilities. Planning periods should be utilized to perform professional duties such as planning instruction, grading, and assessment, reviewing curriculum materials, creating or copying instructional materials and resources, etc.

INSURANCE AND BENEFITS

Public Education Employees Health Insurance Program (PEEHIP)
PEEHIP's member online services offer a simple, convenient way to enroll and make changes to your benefits electronically. Approximately 60% of all open enrollments were made online. The online system is fast, free, secure and accurate and operates in real-time. By the time you receive your confirmation page, your enrollment elections are already processed and in our system. Your confirmation page confirms the date and time that your elections were saved and submitted to PEEHIP, gives a recap of your elections, displays your actual PEEHIP coverages, and provides your premium calculation so that you will know what your monthly out-of-pocket premium will be! We encourage you to use the online system to make your enrollment changes!

The open enrollment link is available beginning July 1st and remains available through the entire Open Enrollment period ending September 10th. **The Health Insurance and Optional Enrollment Application must be completed within 30 days of the member's employment date.** To make your Open Enrollment elections online, please follow the steps listed below.

1. Go to www.rsa-al.gov and click Member Online Services.
2. Enter your User ID and Password on the login page.
3. If you do not have a User ID and Password, click "Register Now" and follow the on-screen prompts to create your own User ID and Password.
4. Once you successfully log in, click the link "Enroll or Change PEEHIP Coverages" from the PEEHIP menu found at the left of your screen.
5. Click the open enrollment option, then click Continue, and follow the on-screen prompts until you receive your Confirmation page.

No more paper forms, envelopes, stamps or last-minute runs to the post office when you use the RSA's Member Online Services system! RSA and PEEHIP continually strive to improve the services we provide to our members. Use the electronic Member Online Services system and we all benefit in terms of greater efficiency and effectiveness as well as savings in time and costs!

Health Insurance and Optional Enrollment Application
This form is to be used if you are:

- A new employee.
- An active or retired member who is not enrolled in any coverage.
- An active or retired member who wants to enroll in one or more optional coverage plans that you are not enrolled in.
- Are not enrolled in a hospital medical plan and want to enroll.

Any changes to existing coverages will be made on the Health Insurance and Optional Status Change form.

Health Insurance and Optional Status Change
This form must be used if you are an active or retired member currently enrolled in PEEHIP and want to change your existing coverage and/or to certify or change your or your spouse's tobacco status. Examples: change from single to family coverage or vice-versa; cancel coverage; change your Hospital Medical Plan; add or cancel a dependent to or from family coverage; enroll your adult child(ren) to your plan(s). You must provide the requested effective date, or the form will be returned to you for completion.

Flexible Spending Account Enrollment Application
This form will be used if you are an active member and wish to enroll or re-enroll in the health care and/or dependent care flexible spending accounts. You must re-enroll in these programs every year, as these programs will not automatically renew each year without a new enrollment application. The health care account allows members to pay for non-covered health care expenses with pre-tax dollars. The dependent care account allows members to pay for dependent care expenses with pre-tax dollars.

Flexible Spending Account Status Change
This form is to be used if you are an active member and you enrolled or re-enrolled in a flexible spending account(s) during open enrollment and subsequently wish to make a change to the annual contribution amount of your flexible spending account(s) before the end of open enrollment or during the year if you have a qualifying life event.

Federal Poverty Level Assistance (FPL) Application
Eligible active and retired members will use this form to apply for the FPL premium discount. Members must re-enroll in this program every year. This program will not automatically renew each year without a new application.

Teachers Retirement System (TRS): Defined Benefit Program
The TRS is a defined benefit plan qualified under Section 401(a) of the Internal Revenue Code. Since its inception in 1941, the plan has provided disability and service retirement benefits to members and survivor benefits to qualified beneficiaries. A defined benefit plan provides the employee with a specific benefit at retirement by calculating the retirement benefit based on a formula. Benefits are payable monthly for the lifetime of the member, possibly continuing for the lifetime of his or her beneficiary. The Code of Alabama 1975, Section 16-25 contains the actual language governing the plan.

Teachers Retirement System: Mandatory Participation
Participation in the TRS is mandatory if a person is employed in a position eligible for coverage in a non-temporary capacity on at least a one-half-time basis, earning at least the federal minimum wage. Once enrolled, the member must continue participation until employment is terminated. Active members of the Employees' Retirement System (ERS) and student employees are not eligible for TRS participation. Temporary employees with a specific termination date not exceeding one year are ineligible. However, temporary employees employed longer than one year must begin participation in the TRS at the beginning of the second consecutive year of employment. The member will be given the opportunity to purchase the first year of temporary employment.

PERSONNEL RECORDS AND FILES

The Board shall establish and maintain a personnel record of each employee. It shall be the responsibility of the Superintendent to supervise the maintenance of personnel records and to maintain updated, complete, and accurate records. Confidential information contained in an employee's records shall not be transmitted to other persons or agencies without approval (preferably in writing) by said employee or as subpoenaed by legal authorities. Upon request, the employee, or any person designated in writing by the employee, may review all contents in his or her personnel record during normal business hours and receive copies of any documents contained in the record for a fee of two dollars ($2.00) per page. The money order shall be made payable to the Macon County Board of Education. No document shall be withheld from the employee.

An employee representative may accompany him/her during the personnel record review. The employee may answer or object in writing to any material in his or her record and the answer of objection shall be attached to the appropriate material. The employee waives all privacy rights claims against the Board relative to any documents the employee shares with any representative or any other third person. Under no circumstances shall an employee request permission to review his personnel record during times when the employee is supposed to be fulfilling his or her employment-related duties. Any materials pertaining directly to work performance may be placed in the record of the employee and a copy of the material shall be provided to the employee. Statements, reports, and comments relating to work performance, disciplinary action against the employee, suspension of the employee, or dismissal of the employee shall be reduced to writing and signed by a person reasonably competent to know the facts or make a judgment as to the accuracy of the subject information.

Additional information related to the written materials previously placed in the personnel record may be attached to the material to clarify or amplify them as needed. Copies of all materials to be placed in an employee's record which may tend to diminish the employee's professional or work status or reflect adversely on the employee's record of performance or character shall be provided to the employee. Any anonymous complaint or materials a school official receives shall be immediately transmitted to the Superintendent. If the Superintendent deems the material worthy of an investigation, it may be investigated. The investigation results shall be reduced in writing' signed by the Superintendent, principal, or other designated official in charge of the complaint, dated, attached to the material in question, and placed in the employee's personnel record. Any anonymous complaint that is not investigated within thirty (30) calendar days of its receipt by the Superintendent shall not be retained but destroyed. The Superintendent will investigate signed complaints within thirty (30) days of its receipt. However, the timeline may be lengthened if the complaint warrants the use of an outside investigator.

The transfer of personnel records or any parts, summation, or copies of the employee's personnel record shall be effectuated upon the employee's written request. The Board may transfer an employee's personnel record or copies of parts thereof to another employer or prospective employer. Any document that may be lawfully contained in an employee's personnel record shall be made available to a lawfully authorized hearing officer or panel investigating the competency or performance of the employee and to all appropriate law enforcement officials. Statistical information on employees and former employees may be transmitted to the Department of Archives and History and to the State Department of Education for historical research and information.

Contents of Personnel Records

Part 1: Demographical and Experiential Information	Part 3: Training and Miscellaneous Information
• Application for Employment • Current Resume • References (3) • Official Transcripts for Each College Attended • Alabama Teacher and/or Leadership Certificate • Out-of-State Teacher and/or Leadership Certificate(s) • Certification Applications and Related Documentation • ABI and FBI Background Clearance • Experience Verification for Salary Credit • Sick Leave Transfer Form • Certification Commitment Form • Personnel Action Report(s)	• Lee Versus Macon Training Report • Signed Job Description • Signed Technology Agreement Form • Signed Employee Handbook Form
Part 2: Financial and Health Information	**Part 4: Discipline and Performance Appraisals**
• Employment Eligibility Form (E-Verify Results) • I-9 Form with Appropriate Proof of Work Authorization • Form W-4 (Federal Income Tax Withholding) • Form A-4 (Alabama Income Tax Withholding) • Alabama Department of Revenue New Hire Form • Alabama TRS Enrollment Form • Sick Leave Bank Enrollment Form • PEEHIP Enrollment Form • Direct Deposit of Payroll Form • Health and Medical Exam (Transportation Staff Only)	• Letter(s) of Reprimand (If Applicable) • Performance Improvement Plan(s) (If Applicable) • Signed Yearly Evaluation(s)

Solicitation Prohibited

Employees are prohibited from directly or indirectly furnishing or supplying a list or roster of names and addresses of students in the Macon County Public School System or parents of such students to persons, firms, corporations, associations, or organizations or to the salesmen or agents of any such entity who are engaged directly or indirectly in the business of selling school supplies or school-related articles, equipment, or items.

Staff Meetings

An administrator, supervisor, and/or principal may call staff meetings when he or she feels such meetings are warranted. Mandatory attendance by employees may be required. However, such compulsory attendance should be stated within the notice announcing the meeting. Staff meetings should be planned and announced as far in advance as possible to allow employees to plan appropriately.

EMPLOYEE CODE OF CONDUCT

Purpose
The purpose of the district's code of employee conduct is to provide for the safe and orderly operation of the district's schools and to ensure that the district's goal of recruiting and maintaining a professional workforce necessary for appropriate teaching and learning occurs. Children are held to an expectation of behavior and respect in schools, and as models for them, this same expectation applies to all faculty and staff of the Macon County Board of Education.

Progressive Discipline
Whenever possible, employee misconduct or unsatisfactory performance will be addressed with progressive discipline to ensure a fair and consistent discipline process. Progressive discipline requires that supervisors gradually implement more intensive interventions and corrective action procedures to assist employees with aligning their behavior and professional practices with school, department, and/or district expectations. Progressive discipline is usually appropriate, but situations may occur that require a deviation from standard procedures. For example, an employee who is accused of sexual misconduct will not receive a conference with their immediate supervisor and a written warning. Contrarily, the employee would likely be placed on administrative leave pending the outcome of an investigation.

It should be noted that supervisors and administrators must consider the severity of the issue at hand to determine the best course of action. The Office of Human Resources should be contacted for clarification as needed. Employee misconduct or unsatisfactory performance may follow the steps listed below if appropriate. Please note that steps may be repeated or skipped based on the individual circumstances.

- Conference with Immediate Supervisor and/or Written Warning
- Letter of Concern
- Performance Improvement Plan (PIP)
- Letter of Reprimand
- Unpaid Suspension
- Recommendation for Termination

Classification of Violations
Violations of the employee code of conduct are grouped into three categories: (a) Class I–Minor Offenses, (b) Class II–Intermediate Offenses, and (c) Class III–Major Offenses. Before determining the classification of a violation, the supervisor or his or her designated person(s) will consult with the involved employee(s) and necessary personnel. Once the classification of the violation is determined, the principal or his or her designated person(s) will implement the corrective action and disciplinary procedure. The supervisor will implement disciplinary procedures for minor offenses, and the principal, supervisor, or his or her designee will implement or recommend disciplinary procedures for intermediate offenses and major offenses. Prior to disciplinary action, the following will be taken into consideration:

- The severity of the infraction
- Number of infractions by the employees
- Previous measures taken by the administration

List of Offenses: Class 1 (Minor Offenses)

Indicator	Class 1: Minor Offenses	Suggested Disciplinary Actions
1.1	Excessive distraction by inappropriate language and/or behavior which is disruptive to the orderly educational process in the classroom or any other instructional setting.	**First Offense** Conference with supervisor **Second Offense** Commencement of formal disciplinary procedures such as a letter of concern or reprimand and a performance improvement plan **Third Offense** Continuation of formal disciplinary procedures such as an unpaid suspension and/or recommendation for termination.
1.2	Unauthorized organizations and/or fundraising (selling tickets, candy, etc.).	
1.3	Inappropriate dress and/or appearance in the workplace.	
1.4	Failure to maintain security for keys/entry badge.	
1.5	Failure to follow appropriate and reasonable directive from supervisor.	
1.6	Littering on school property.	
1.7	Intentionally providing false information, including, but not limited to, employee information, data, and the concealment of information directly related to school business.	
1.8	Failing to properly report employee absences in Frontline in advance.	
1.9	Minor disruption at a school function or event.	
1.10	Improper use of cell phone or electronic device during instructional time for non-instructional or non-school, related purposes.	
1.11	Inappropriate use of language or tone in communication with colleagues, students, or parents, whether verbal, written, or digital.	
1.12	Neglecting professional duties such as failing to attend required meetings, training sessions, or professional development.	
1.13	Leaving the designated work area or classroom without permission during working hours, not resulting in a major disruption.	
1.14	Minor instances of failing to adequately supervise students, particularly during non-instructional periods like recess or lunch, not resulting in significant safety concerns.	
1.15	Minor misuse of school property such as photocopiers, printers, or other resources for personal use.	
1.16	Minor breaches of safety protocols, such as not following fire drill procedures correctly.	
1.17	Failing to maintain an adequate workspace	
1.18	Not reporting minor injuries or accidents involving students or staff that should be documented, even if they do not require medical attention.	
1.19	Failure to submit required documentation and/or reports by the established deadline	
1.20	Taking unauthorized breaks	
1.21	Failing to participate in required school events or activities	
1.22	Using personal social media accounts during work hours for non-school-related activities, leading to minor distractions or reduced productivity.	
1.23	Any other violation that the supervisor may deem reasonable to fall within the category after investigation and consideration of extenuating circumstances.	

Please note that administrators are authorized to implement corrective action procedures that differ from the suggested disciplinary actions that are listed above. Administrators must review each conduct violation distinctly to ensure that all breaches of this employee handbook are handled properly with respect to the unique circumstances surrounding the conduct violations.

List of Offenses: Class 2 (Intermediate Offenses)

Indicator	Class 2: Intermediate Offenses	Suggested Disciplinary Actions
2.1	Refusal to complete job responsibilities and assignments such as lesson plans, grading, meeting, etc.	**First Offense** Commencement of formal disciplinary procedures such as a letter of concern or reprimand and a performance improvement plan **Third Offense** Continuation of formal disciplinary procedures such as an unpaid suspension and/or recommendation for termination.
2.2	Repeated reporting to work or assignment late	
2.3	Computer hacking, unauthorized use of computers, or accessing unauthorized sites	
2.4	Failure to report loss of keys or breach of building security procedures	
2.5	Failure to wear or display identification badges	
2.6	Failure to complete and/or post lesson plans by the designated deadlines	
2.7	Failure to complete grade entry based on school and district procedures	
2.8	Failure to complete required reports as required by school, district, or state policies	
2.9	Failure to implement district procedures for the enrollment or withdrawal of students	
2.10	Failure to complete assigned supplemental duties such as arrival, dismissal, class change, athletic events, etc.	
2.11	Failure to properly receipt money	
2.12	Improper handling of school funds such as failing to submit funds to the appropriate personnel for verification and deposit	
2.13	Leaving children unattended for any length of time	
2.14	Possession of obscene material	
2.15	Possession of stolen property with a value less than $100	
2.16	Unauthorized use of school transportation or fuel	
2.17	Unauthorized use of school property	
2.18	Refusal to provide access to Board property upon request	
2.19	Failure to report an arrest and/or criminal conviction	
2.20	Failure to report adverse certificate/license action(s) not leading to revocation or suspension	
2.21	Failure to report child abuse to the Alabama Department of Human Resources	
2.22	Failure to comply with annual training requirements	
2.23	Sharing confidential information about students, staff, or school operations without proper authorization.	
2.24	Failing to maintain accurate and timely records that are required for student progress, attendance, or other administrative purposes.	
2.25	Making minor, unauthorized modifications to school equipment or devices without causing significant disruption.	
2.26	Failure to make satisfactory progress towards professional certification/licensure	
2.27	Failing to renew a professional certification and/or license	
2.28	Using private social media accounts to post or share content that is discriminatory, harassing, or otherwise harmful towards students, staff, or the community	
2.29	Using private social media accounts to incite or participate in activities that directly violate school or district procedures and/or policies	
2.30	Repeated level 1 conduct violations	
2.31	Any other violation that the supervisor may deem reasonable to fall within This category after investigation and consideration of extenuating Circumstances	

Please note that administrators are authorized to implement corrective action procedures that differ from the suggested disciplinary actions that are listed above. Administrators must review each conduct violation distinctly to ensure that all breaches of this employee handbook are handled properly with respect to the unique circumstances surrounding the conduct violations

List of Offenses: Class 3 (Major Offenses)

Indicator	Class 3: Major Offenses	Suggested Disciplinary Actions
3.1	Possession, use, or sale of alcohol while conducting school business	Employees who commit any class 3 offense will be placed on administrative leave pending the outcome of an investigation. After an investigation has been completed, the Superintendent of Education may recommend an unpaid suspension and/or termination of employment to the Board of Education.
3.2	Arson	
3.3	Assault on another person	
3.4	Bomb threat to any district facility or from any district facility	
3.5	Burglary or breaking and entering to any district facility	
3.6	Criminal mischief, vandalism, or property damage	
3.7	Insubordination of lawful directives from a school or district administrator	
3.8	Unauthorized use of corporal punishment	
3.9	Disruptive demonstration and/or disorderly conduct of any district facility or function	
3.10	Possession, sale, or use of drugs (other than alcohol and tobacco)	
3.11	Aiding and abetting any stakeholder in any violation of procedure or policy	
3.12	Failure to implement required district or state programs	
3.13	Failure to teach the Alabama Course of Study	
3.14	Fighting	
3.15	Unjustified activation of or tampering with a fire alarm system or fire extinguisher	
3.16	Gambling during school hours	
3.17	Harassment	
3.18	Homicide (on school campus)	
3.19	Unauthorized pickup or drop-off a student	
3.20	Kidnapping	
3.21	Stealing, larceny, theft, or possession of stolen property	
3.22	Unauthorized use or theft of a motor vehicle	
3.23	Profanity, vulgarity, or other obscene comments towards another person	
3.24	Robbery	
3.25	Sexual battery or rape	
3.26	Sexual harassment of any means, including written, verbal, or physical	
3.27	Sexual acts or offenses with any minor or student, including acts of a sexual nature such as offensive touching, battery, intercourse, or rape (statutory or forcible)	
3.28	Sexual acts or offenses with any employee or other adult, including acts of a sexual nature such as offensive touching, battery, or rape	
3.29	Consensual sexual activity with an adult during the workday or at a sponsored event	
3.30	Threats, extortion, or intimidation of another person affiliated with the district	
3.31	Falsification of documents such as employment application materials, timesheets, expense reports, etc.	
3.32	Sale of a tobacco product	
3.33	Use of a tobacco product within 500 feet of a school or other district facility	
3.34	Trespassing	
3.35	Job abandonment (no show, no call)	
3.36	Possession, use, or sale of a weapon such as a handgun, rifle, or other firearm	
3.37	Possession, use, or sale of an explosive device such as a bomb	
3.38	Preparing, possessing, and/or igniting an explosive device	
3.39	Possession, use, or sale of a weapon such as a knife, taser, brass knuckles, etc.	
3.40	Possession, use, or sale of other dangerous objects or materials	
3.41	Interfering with a school or district investigation	
3.42	Other incidents or crimes that violate local, state, or federal laws	
3.43	Cheating to include unauthorized access to testing materials, violation of School, district, or state test security procedures and/or policy	
3.43	Repeated level 1 and/or 2 offenses	

Please note that administrators are authorized to implement corrective action procedures that differ from the suggested disciplinary actions that are listed above. Administrators must review each conduct violation distinctly to ensure that all breaches of this employee handbook are handled properly with respect to the unique circumstances surrounding the conduct violations.