

V. Personnel

5.1 *Employee Qualifications and Duties*

- 5.1.1 General Requirements - Employees have a duty to perform their jobs responsibly and in a conscientious manner. In addition to any specific job requirements set forth in job descriptions or elsewhere, employees are expected to meet the following general performance and service standards:
- A. Employees are required to be punctual and to attend work regularly.
 - B. Employees are required to perform the duties and responsibilities that are assigned to them by the Board, the Superintendent, or their supervisor(s) or their designees. Such duties and assignments may extend beyond or outside the instructional day and may include off-campus functions, events, and activities.
 - C. Employees are expected to treat all students, co-employees, visitors, and guests of the Board with respect. Employees are expected to demonstrate moderation, restraint, and civility in their dealings with others and, in general, to serve as appropriate role models for students in their behavior and demeanor.
 - D. Employees are required to obey all laws, ordinances, Board policies, supervisory directives, Alabama Educator Code of Ethics and other pertinent authority while carrying out duties for the Board.
 - E. Employees whose duties include the instruction or supervision of students must provide effective supervision, discipline, organization and instruction of the students.
 - F. Employees must complete and submit required reports accurately and in a timely fashion.
 - G. Employees must respect, protect, and exercise due care in the handling, use, and operation of Board property and equipment.
 - H. Employees shall at all times maintain appropriate, “professional” distance from students and shall not engage in conduct (including communication of any kind) that constitutes, solicits, or suggest sexual, romantic, or inappropriately familiar interaction with students.
 - I. Employees are required to report to work or to school functions in attire that is appropriate to their position and the nature of the function and that is in keeping with generally accepted standards of decorum and professionalism.

Service and other employees who are issued uniforms shall wear uniforms when required.

- J. Employees shall promptly disclose to the Board any fact that would disqualify them from employment or that renders them unable to perform their essential job functions.
- K. The Board of Education shall not prohibit outside employment by an employee. Under no condition, however, will the Board permit outside work by an employee to interfere with his/her efficiency in carrying out his responsibilities. The Board reserves the authority to deny any employee the privilege of working at another job if such employment lessens or interferes with the employee's efficiency and work in his/her assigned duties.

5.1.2 Special Requirements

- A. *Work Schedules (Teachers)* - Supervisory and instructional duties of teachers commence a minimum of fifteen (15) minutes prior to the beginning of the instructional day and conclude fifteen (15) minutes after the dismissal of students of students. Except as may otherwise be provided or required by the Board, the minimum instructional day for teachers is seven and one-half (7 1/2) hours. Assignments and duties may extend beyond the instructional day and may include off-campus functions, events, and activities; conferences and meetings with parents; supervision of student arrival and departure; and preparation for the following instructional day. Teachers will be provided a minimum of thirty (30) minutes free of instructional and supervisory responsibilities each instructional day.
- B. *Work Schedules (Support Personnel, Central Office Staff, and Administrators)* - The Superintendent is authorized to establish work schedules, including minimum work times, for support personnel, central office staff, and administrators.
- C. *Professional Certification* - In addition to requirements established by the State Board of Education and the pertinent job description, professional employees must hold a degree from an accredited college or university and hold a current, valid, and properly endorsed Alabama Teacher's Certificate, which will be maintained in the employee's personnel file. A teacher who has completed the certification process but has not received the certificate may be employed on tentative or temporary compensation pending verification of certification from the State Department of Education. Upon receipt of such verification, appropriate adjustments will be made to the teacher's salary. If a teacher earns a higher certificate that merits increased compensation under the approved salary schedule, any salary increase will

become effective upon Board approval following receipt of documentation of the new certification from the State Department of Education.

- D. *Substitute Teachers* - Substitute teachers must, at a minimum, possess a high school diploma and valid and current Alabama Substitute Teacher's Certificate or Alabama Teacher's Certificate. Substitute teachers will be paid in accordance with the Board approved salary schedule.
- E. *Teacher Aides* - Teacher assistants must, at a minimum, possess (i) a high school diploma or its equivalent; (ii) a two year diploma from a college or university (or the equivalent hours) or pass the Work Keys Assessment; and (iii) a certificate from the State Department of Education verifying a "clear" status resulting from a background check.
- F. *Bus Drivers* - In addition to the requirements established by the State Board of Education, a bus driver must: (i) hold a valid commercial driver's license, (ii) complete a minimum of twelve (12) hours of approved instruction in school bus driving, (iii) satisfactorily complete a written examination driver's performance test approved or administered by the State Department of Education of State Superintendent, (iv) complete additional Board requirements as required by the Superintendent or his designee. A bus driver must also meet any requirements of the entity providing the Board's automobile liability coverage.

[Reference: Ala. Code §16-27-4(1975)]

5.2 *Hiring*

- 5.2.1 Application Procedures - Job applicants for all positions may file an on-line application with the Alabama State Department of Education or complete an application with the Board as set forth in the job posting. Applications must be completed in full. All information provided in the application must be truthful. Any misrepresentation of a material fact on an employment application may disqualify the applicant from consideration for the position and may subject an employee to adverse employment action, including termination.
- 5.2.2 Qualifications - Applicants must meet the minimum qualifications of the position as provided in Board policy, the job description for the position, the posted advertisement for the position, or as may otherwise be established by the Board, applicable law, or regulation. Applicants must hold such degrees, licenses, certificates, and like credentials as may be necessary, appropriate, or customary for the position in question.
- 5.2.3 Hiring Authority - The Board is responsible for making all final hiring decisions, and no hiring decision is official, final, or effective unless and until it is approved

by a vote of the Board. No principal, administrator, supervisor, or other employee has authority to hire an applicant without the Board approval or to commit the Board to specific action regarding employment.

- 5.2.4 At-Will Employment - Except as may otherwise be provided or required by law, by contract, or by the specific terms of their appointment, all personnel are deemed “at-will” employees and may be terminated, demoted, reassigned, suspended, or disciplined with or without pay, or with reduced pay, and with or without cause.

[Reference: Ala. Code §16-24C-1, *et seq.*]

- 5.2.5 Nepotism -

A. *Supervisory Relationships* - No employee may be assigned to a work location or to a position in which the employee would report to, be evaluated by, or would work under the immediate supervision of another family member as defined in the Alabama Ethics Law. Any inadvertent employment or assignment of a family member that violates this policy must be properly disclosed to the Superintendent upon its discovery, and all involved employees must cooperate in accepting reassignments or taking other measures necessary to correct the violation.

B. *Employment of Family Members* - Board members, administrators, or supervisors may not use their positions to directly or indirectly seek or secure the employment of any family member as defined in the Alabama Ethics Law.

[Reference: Ala. Code §36-25-1, *et seq.*]

5.3 Probationary Employment

Employees are required to serve the maximum period of any probationary service provided or permitted by law before tenure, non-probationary status, or any other statutorily sanctioned form of employment security will be recognized by the Board.

[Reference: Ala. Code §16-24C-1, *et seq.*]

5.4 Non-Teaching Supplemental Duties

Compensation in the form of supplements may be paid for non-instructional supplemental duties in accordance with rates specified or established for such duties in the Board’s official salary schedule. Such duties include coaching and sponsorship of athletic support organizations (e.g., cheerleaders, flag teams, drill teams) as well as scholastic support activities (e.g., yearbook, service clubs, academic honoraries). Such supplemental duties are considered additional non-teaching assignments to be made and approved on an annual basis or otherwise as the needs of the school require. Such supplemental duties are

not considered to be a part of a teaching contract or appointment, and no tenure, continuing service status, non-probationary status, or contractual right to continued employment or compensation for such supplemental assignment will be recognized or implied in the absence of a separate written contract of employment providing for such rights.

5.5 *Professional Development*

The Superintendent will develop and implement an ongoing program of professional training and development that is designed to enhance the competencies of professional and support staff. Employee attendance and participation in such training institutes, workshops, seminars, and programs may be made mandatory by the Superintendent. The unexcused failure of an employee to attend or participate in such professional development activities may constitute grounds for termination of employment or other disciplinary action.

5.6 *Employee Conflicts of Interest*

Employees may not use their offices or positions for personal gain and must adhere to applicable provisions of the Alabama Ethics Law. Employees may only engage in outside employment under the following terms and conditions:

- A. Employees will not engage in outside business activities or render any service for another employer during such time as duties and responsibilities have been assigned by the Board;
- B. Employees will not accept outside employment that would interfere with or impair the ability of the employee to perform duties as a Board employee effectively;
- C. Employees may not accept work that could compromise the employee's independent judgment in the exercise of duties for the Board;
- D. Employees may not use or disclose confidential information acquired through Board employment for their personal gain or for the benefit of a third party.

[Reference: Policy No. 3.22]

5.7 *Employee Gifts*

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

Employees may accept gifts or gift cards purchased from pooled donations within a class, team, or other school organization for the employee's personal use, provided that the amount that each person gives does not exceed twenty-five dollars (\$25.00) and that

the contribution to the pool does not result in the donor's exceeding the aggregate amount of allowable gifts for that year.

[Reference: Ala. Code §36-25-1, et seq.; Alabama Ethics Opinion 2011-2012]

5.8 *Employee Evaluations*

- 5.8.1 Certified Personnel - Certified employees (other than contract principals) will be evaluated in accordance with an evaluation program approved for use by the Alabama State Board of Education or local board of education. Contract principals will be evaluated in accordance with rules, regulations, and requirements promulgated by the State Department of Education or as may otherwise be permitted by law.
- 5.8.2 Non-Certified Personnel - Non-certified personnel will be evaluated in accordance with criteria and procedures to be developed by the Superintendent and approved by the Board. The evaluation criteria and procedures will, at a minimum, include the following:
- A. A structured evaluation cycle or schedule that may include unannounced observations or assessments during the course of the evaluation period;
 - B. A written evaluation form that specifies job-related evaluation criteria;
 - C. Group or individual employee orientation regarding the evaluation process;
 - D. An opportunity for the employee to confer with the evaluator following the evaluation; and
 - E. An opportunity for the employee to disagree (in writing) with the evaluation and to have the disagreement maintained with the evaluations.
- 5.8.3 Use of Evaluations in Connection With Employment Decisions - Employment evaluations may be considered in making employment decisions, together with such other information and considerations as may reasonably bear upon the wisdom, necessity, or advisability of the employment decision. However, employment evaluations are intended to enhance the overall quality of the school system's instructional program and are not intended to confer, constitute, or give rise to any individual right, entitlement, or enforceable expectation of continued employment or advancement. Accordingly, except as may be specifically provided otherwise in state law applicable to "contract principals," employees do not acquire any employment right or right of legal action based on any actual or alleged failure on the part of the Board or the evaluator to follow specific evaluation policies, regulations, or procedures.

- 5.8.4 Special Evaluation Situations - The Superintendent, the Chief School Financial Officer, and other employees who serve in positions of special trust or sensitivity may be evaluated by such means as the Board deems appropriate and as may be permitted by law or applicable regulation, or as specified in a written contract.
- 5.8.5 Exempt Personnel - Except when required by law or contract, temporary, substitute, and occasional employees, or employees appointed to supplemental positions (e.g., coaches, extracurricular activity sponsors) will not be formally evaluated in those roles.

5.9 *Personnel Records*

- 5.9.1 Content of Personnel Files - A central personnel file will be maintained for all regular employees. The personnel file may contain information regarding the employee's current assignment, payroll status, and work history, including but not limited to job qualifications, certification, licenses, employment contract(s), evaluation data, disciplinary information, and such other documents, written materials, and data as may be reasonably deemed necessary and appropriate by the Board for sound and efficient personnel administration. Anonymous material and other matters that are prohibited by law, regulation, or Board policy from being maintained in personnel files may not be included therein. Employees may reasonably supplement or respond in writing to any material contained in the personnel file with which they disagree and such responses will be included in the personnel file.
- 5.9.2 Alternate Data Storage - Personnel file data may be stored or maintained electronically or digitally.
- 5.9.3 Confidentiality - In general, the contents of an employee's personnel file will be deemed confidential except for documents, information, and materials that are matters of public information or public record under applicable state or federal law.

[Reference: Ala. OP. Atty. Gen. 1996-3(1993)]

- 5.9.4 Access to Personnel Files - Board members, the Superintendent, Board administrators (including principals), and other persons whose duties reasonably require access to personnel files are authorized to view, copy, and use the contents of personnel files for purposes that are required by or in keeping with their official duties on behalf of the Board.

5.10 *Substitute Teachers*

- 5.10.1 General - The Superintendent will maintain a list of properly qualified substitute teachers from which principals, assistant principals, or designated representatives

may secure substitute teachers. It is the responsibility of the principal to secure a substitute teacher. Long term substitute teachers will be selected by the school principal and are subject to approval by the Superintendent.

5.10.2 Compensation - Substitute teachers will be compensated according to the Board approved substitute schedule. A substitute teacher will not qualify for benefits and will be paid monthly for the number of days actually worked. Substitute teachers are not eligible for continuing service status and time worked as a substitute will not be counted toward continuing service status, even where the substitute teacher later is employed in a permanent position with the Board.

5.11 *Employee Leave*

5.11.1 Work Attendance an Essential Job Function - Punctual, regular attendance is an essential job function of every job and position, and employees are expected to report to work when scheduled to work and to remain at work each working day.

5.11.2 Absences - Except as otherwise authorized under Board policy, employees may be absent from work only in the following circumstances:

- A. Illness, injury or other qualifying reason for sick leave or on-the-job injury leave under state law or the Family Medical Leave Act;
- B. Professional leave;
- C. Vacation leave;
- D. Personal leave;
- E. Military leave;
- F. Court leave;
- G. Unpaid Educational leave;
- H. Other unpaid leave that is specifically approved by the Board upon a showing of substantial hardship or extraordinary circumstances.

5.11.3 Absences Require Notice - Employees who know in advance that they will be absent from work must notify the Board of the expected absence in accordance with procedures specified by the Superintendent or the Board. In the event of an emergency or incapacity that makes advance notice impractical, employees must notify their designated supervisor of their absence as early as possible. Except as otherwise provided or permitted, an employee who is absent from work without approved leave will be considered absent without leave in violation of Board

policy and subject to appropriate disciplinary measures, including termination. Employees who are approved for paid leave or absences will be paid at the regular daily rate of pay; however, a day of paid leave or absence will not be counted as a day worked for the purposes of computing overtime under the Fair Labor Standards Act. Pay will be reduced on a *pro rata* basis for leaves or absences not covered by sick, vacation, personal, or other appropriate form of paid leave. The continuation of benefits during approved absences is subject to the provisions of the particular benefit policy or plan.

5.11.4 Paid Sick Leave

- A. *Persons Eligible for Paid Sick Leave* - All regular full time employees are eligible to accrue (earn, accumulate) paid sick leave.
- B. *Earnings and Accumulation of Paid Sick Leave* - All eligible employees earn sick leave days at the rate provided for in state law. Eligible employees may accumulate sick leave as provided by state law. A board of education has no authority to pay employees for unused sick leave.
- C. *Use of Sick Leave* - Eligible employees may only use paid sick leave for absences caused by the following:
 - 1. Personal illness;
 - 2. Incapacitating personal injury;
 - 3. Attendance upon an ill member of the employee's immediate family, defined as a spouse, parent, child, sibling or any person with a close personal relationship or responsibility;
 - 4. Death of a family member, including a spouse, parent, child, sibling, mother or father-in-law, son or daughter-in-law, brother or sister-in-law, nephew or niece, grandparent, grandchild, aunt or uncle;
 - 5. Death or care of an individual with whom unusually strong personal relationship or responsibility exists because of a relationship other than those listed above, such as a person who stood in *loco parentis*.
- D. *Certification* - Employees must certify that sick leave was used for one of the reasons provided in state law and specify the reason when the absence is reported. If the employee's principal or department head has probable cause to believe that an employee has abused or misused sick leave, a physician's statement verifying the existence and nature of the illness or medical condition may be required by the Board, Superintendent or his designee. Abuse of sick leave may subject the employee to disciplinary action.

[Reference: Ala. Code §16-1-18.1(1975)]

5.11.5 On-the-Job Injury Leave - On-the-job injury includes an accident or injury to an employee that occurs in the course of performing job duties for the Board or when the employee is directed or requested by the employer to be on the property of employer and which prevents the employee from working or returning to the job. Employees who are accidentally injured on the job may be approved for paid “on-the-job injury” leave without using sick days, provided that:

- A. The injured employee submits written medical certification from the attending licensed physician stating that the employee was injured and cannot return to work due to a specified injury, if there is a reasonable expectation that the employee will return to work and, if so, the expected date of that return. The Board may require a second opinion from a Board specified physician, at its expense.
- B. The employee submits a signed written account of the accident to the Superintendent or the Chief School Finance Officer, attested by a principal or department head within twenty-four (24) hours after the injury occurred. If the injured employee is not able to notify the Board, another person reasonably knowledgeable about the employee’s condition and circumstances leading to the injury may provide the required notification.

Upon a determination that the employee has been injured on the job and cannot return to work, the Board may maintain the employee’s salary and benefits for the period of incapacity caused by the injury, not to exceed ninety (90) days. An employee who is injured on the job may file a request for unreimbursed medical expenses and costs with the State Board of Adjustment. The Board will provide such reasonable assistance to the employee in filing the Board of Adjustment claim as is required by law, but assumes and will have no responsibility or liability for processing the claim or directly reimbursing the employee any unreimbursed medical expenses and costs. On-the-job injury leave will be administered in accordance with and subject to the requirements and limitations imposed by state law regarding such leave.

[Reference: Ala. Code §16-1-18.1(1975)]

5.11.6 Personal Leave - Personal leave must be requested in accordance with such procedures as may be established by the Superintendent. The Board requests that employees be sensitive to particular times during the school year when using personal leave may be disruptive (i.e., last days of the school year). No employee, as a condition to receive personal leave shall be required to divulge a reason for requesting such leave.

Category	Years Experience (Total)	Total Days Available	No Loss of Pay	Substitute Pay Deducted
I	less than 9	3	first 2 days	third day
II	9 - 14	3	first 3 days	n/a
III	15 or more	4	first 3 days	fourth day

Teachers may be compensated for two unused personal leave days at the end of the year at the average daily rate of pay used for certified substitute teachers, if requested in writing. All other unused personal leave converts to sick leave at the end of the school year.

[Reference: Ala. Code §16-8-26 (1975)]

5.11.7 Vacation

A. *Eligible Employees* – Twelve-month full-time employees are eligible for paid vacation.

B. *Vacation Benefits/Accrual* – Eligible employees may earn up to ten (10) vacation days per year. Accumulation of vacation days is at the rate of .84 days per month. Except for eligible employees with less than one year of consecutive service as of July 1 in any year, vacation time fully accrues on July 1. Employee may carry over up to 10 vacation days each year. Carry over leave and current year leave may not exceed 20 days total on July 1. Vacation must be approved by the employee’s supervisor. If more than 10 days are taken consecutively, they must be approved by the employee’s supervisor and the Superintendent. Vacation days may not be bought, sold, or donated. No Payment will be made for any unused vacation days.

C. *Scheduling* – Vacations must be scheduled with the knowledge and approval of the employee’s supervisor.

5.11.8 Professional Leave - The Superintendent is authorized to grant professional leave with pay to Board employees to engage in educational activities which, in the judgment of the Superintendent, serve the needs and interests of the school system. The number of days approved for such leave will be at the discretion of the Superintendent; provided, however, that any such leave exceeding five days in a scholastic year must be approved by the Board. This leave is not authorized for employees to attend school functions or educational activities in a parental or personal capacity.

5.11.9 Military Leave - Military leave is available to all eligible employees in accordance with state and federal law.

- 5.11.10 Court Leave – Permanent and full-time employees are entitled to regular compensation while performing jury duty or when the employee is summoned for school related purposes under subpoena or other legal requirement to testify at trial in a court of law or in an administrative proceedings constituted under the statutory authority of the agency conducting the proceedings. Paid leave is not authorized for employees to meet with attorneys, to attend depositions, or to otherwise prepare for legal proceedings unless the presence of the employee is requested or required by the Board.

[Ala. Code § 12-16-8 (1975)]

- 5.11.11 Educational or Study Leave – Permanent and full time employees may be permitted an unpaid leave of absence for educational or study reasons without loss of continuing service status upon the specific advance approval of the Board. The following terms and conditions will apply to any such request:

- A. The leave must not unduly disrupt the operation of the Board of school. For classroom teachers, such leave must be taken in semester blocks.
- B. The leave of absence must be for the purpose of receiving additional educational training or engaging in other activities that will benefit the instructional program and/or the operation of the school of the Board. Said leave will not be approved for an employee who wishes to receive training for a position or job outside of education.
- C. An employee requesting leave must be a tenured employee and have at least five (5) years of service as a professional employee of the Board.
- D. Request for such a leave of absence must be made by letter to on the leave request form developed by the Superintendent, with all requested information provided.

The Board retains the sole discretion to approve the request for such leave and may consider the extent of disruption to the Board, benefits to the school system that will be derived as a result of the leave, the ability to secure a suitable substitute for the period of leave, length of service of the employee requesting leave, and any other factor the Board deems appropriate.

- 5.11.12 Board Leave - Upon written application by the employee, the Board may provide an unpaid leave of absence for up to one year for good cause in accordance with Alabama law. Such leave is available to nonprobationary personnel only. Except as provided to the contrary by applicable law, the employee shall not be entitled to return to the same position held before the commencement of leave, and may be assigned to a different work location or position upon return from leave at the discretion of the Board. For valid reason, the Board may extend the leave of absence for one additional year.

5.12 *Family and Medical Leave Act (FMLA)*

5.12.1 Eligible Employees - The FMLA is applicable to all persons who have been employed for at least twelve (12) months and have worked a minimum of 1,250 hours during that twelve (12) month period.

5.12.2 Medical Leave Provided by the Act - Under the FMLA, eligible employees are entitled to twelve (12) weeks of unpaid leave during any twelve (12) month period for one or more of the following reasons:

- A. The birth and first year care of a child;
- B. The adoption or foster placement of a child;
- C. The care of a “serious health condition” of an immediate family member;
- D. When the employee is unable to work because of a serious health condition;
and

For the birth, adoption, or foster placement of a child, the entitlement to leave for child care expires at the end of the twelve (12) month period beginning on the date of birth, adoption or placement. Leave associated with the illness of a child will only be provided if the child is under eighteen (18) years of age or is incapable of self care due to physical or mental disability.

5.12.3 Serious Health Conditions - The term “serious health condition” means an illness, injury, impairment, or physical or mental condition that involves the following:

- A. Any period of incapacity in connection with or following inpatient care in a hospital, hospice, or residential medical care facility.
- B. Continuing treatment by a health-care provider, to include any period of incapacity due to:
 - 1. A health condition, including treatment and recovery, lasting more than three (3) consecutive days, and any subsequent treatment or period of incapacity relating to the same condition;
 - 2. Pregnancy or prenatal care;
 - 3. A chronic, serious health condition which continues over an extended period of time, requires periodic visits to a health care provider, and may involve episodes of incapacity (e.g., asthma and diabetes);
 - 4. A permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer’s, severe stroke) and for which supervision of a health-care provider is required;

5. Multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three (3) days if not treated.

5.12.4 Military Family Leave Provided by the Act

- A. *Qualifying Exigency Leave* - Under the FMLA, an eligible employee with a spouse, child, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may utilize the twelve (12) week medical leave entitlement to address qualifying exigencies resulting from that service.
- B. *Military Caregiver Leave* - An eligible employee, who is the spouse, child, parent, or next of kin of a covered service member, is entitled to take up to twenty-six (26) weeks (including any medical leave provided by the Act) of unpaid leave during any twelve (12) month period (beginning the first day of the leave) to care for an individual covered service member with a serious injury or illness incurred in the line of duty while on active duty that may render the service member medically unfit to perform the duties of the member's office, grade, rank, or rating. A covered service member is a service member of the Armed Forces, including the National Guard and Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty.

5.12.5 Spouse Employed by the Board - Spouses who are both employed by the Board are limited to a combined total of twelve (12) weeks of family leave for the birth and care of a newborn child, for the placement of a child for adoption or foster care, for the care of a parent who has a serious health condition, and for qualifying exigency leave. Spouses who are both employed by the Board are limited to a combined total of twenty-six (26) weeks for military caregiver leave.

5.12.6 Intermittent Leave - An employee may take leave intermittently or on a reduced leave schedule only when medically necessary to care for a spouse, parent, or child or to receive planned medical treatment. Intermittent leave should be scheduled to the extent practicable so as not to unduly disrupt the operations of the Board. Intermittent leave may be further limited for teachers in accordance with federal law.

5.12.7 Use of Leave - If an employee has available sick leave, catastrophic leave or comp time leave, the employee must utilize those forms of leave before taking unpaid leave under the FMLA. In that instance, the paid leave and the FMLA leave will run concurrently and the employee's twelve (12) weeks of unpaid

FMLA leave will be reduced by the paid leave utilized, as long as the need for such leave results from one or more of the qualifying reasons under the FMLA.

5.12.8 Notice - Employees seeking leave under the FMLA must provide thirty (30) days advance notice of the need to take leave when the need is foreseeable. When the need for leave is unforeseeable, employees should notify their supervisors as soon as possible. Employees must also provide notice of the need for qualifying exigency leave as soon as practicable.

5.12.9 Certification for Medical or Military Caregiver Leave - Every request for FMLA leave based upon the serious health condition of the employee or employee's spouse, children, or parents, or leave as a military caregiver must be supported by medical certification issued by the appropriate health care provider.

For leave based on a serious health condition of the employee or employee's spouse, child, or parent, the Board reserves the right to obtain a second opinion from an independent health-care provider designated by the Board. If the opinion received by the employee and the second opinion conflict, the Board and the employee must agree on a third provider to issue a binding opinion. Both the second and third opinions (if necessary) will be at the expense of the Board.

5.12.10 Certification for Qualifying Exigency Leave - Certification will be required by the Board for requests for qualifying exigency leave. Certification must be timely submitted to the Board. For the first such request, certification may include a copy of the military service member's duty orders or other military documentation.

5.12.11 Return to Work - The Board may require an employee who has taken leave due to the employee's own serious medical condition to provide the Board with a healthcare provider's certification in order to return to work. Any employee who takes leave under these provisions will be entitled to be restored to the original position held when the leave commenced or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

5.12.12 Maintenance of Benefits - Benefits accrued by the employee before leave is taken are not lost when approved FMLA leave is taken. Employees who are on approved FMLA leave will remain eligible to participate in benefit programs in which the employee was enrolled at the time of the leave, provided that the employee will continue to be responsible for payment of employee's portion of any cost, premium, or like payment that is required to maintain eligibility for the coverage or benefit. An employee that does not return to work after FMLA leave, will be required to reimburse the Board for the cost of benefits coverage extended to the employee during the leave, unless the reason for the employee's failure to return to work is (i) a continuing serious health condition suffered by either the employee or a family member, or (ii) other circumstances beyond the employee's control.

- 5.12.13 Instructional Employees - Medical leave taken by eligible instructional employees is subject to further limitations and provisions established by the FMLA. The Superintendent or his designee is authorized to develop additional guidelines concerning Instructional Employees.
- 5.12.14 Leave of Absence - Medical or Birth/Adoption - An employee may be granted a one-year leave of absence without pay for each birth/adoption of a child, or personal illness when proper application is made to the Sheffield City Schools Board of Education. For valid extenuating circumstances, the Board may extend the leave of absence for up to one additional year. Such leave granted by the Board shall not be deemed to interrupt the continuing service of the employee. Should an employee who qualifies for FMLA leave and is also granted Medical or Birth/Adoption leave, the first twelve weeks of that leave shall be deemed to be FMLA leave.

5.13 Sick Leave Bank

A “Sick Leave Bank” plan for full-time certified and [non-certified] classified employees is hereby established in accordance with the applicable provisions of state law. A Sick Leave Bank Committee will be established to oversee the operations of the Sick Leave Bank in accordance with state law and the following provisions:

- A. *Sick Leave Bank Committee* - The Sick Leave Bank Committee will be composed of one member representing the Superintendent and four members representing participating members of the bank.

Board Representative - The Member representing the Superintendent will be appointed by the Superintendent, subject to Board approval.

Participant Representatives - The participant representatives will be selected by the sick leave bank members.

- B. *Procedures for Selecting Employee Representatives on Committee*

1. *Nomination* - Before each election of participant representatives, the Board will hold an open nomination period. Any employee who is eligible to participate in the sick leave bank may be nominated for one of the participant representative positions. Nominations must be written and must be received in the Superintendent’s Office by the deadline specified in a notice to be provided by the Superintendent or his designee through Board publications and other means of communication that are generally used for such purposes.
2. *Voting* - Each eligible nominee will be placed on the Sick Leave Bank Committee ballot. Voting will take place by ballot at Board facilities at the

time specified or as may otherwise be provided by the Board. Supervision of voting will be by local facility personnel. Voting members will be required to verify their ballot by signing the Board's voter record. Votes will be forwarded to the Superintendent's Office for final tabulation. The four candidates receiving the highest number of votes will serve as participant representatives on the Sick Leave Bank Committee.

- C. *Terms of Committee Members* - Sick Leave Bank Committee members will serve for a term of one year and may not serve for more than five years.
- D. *Chairman of the Sick Leave Bank Committee* - The Sick Leave Bank Committee will elect a chairman from among its representatives at its first annual meeting. The chairman will be responsible for recording organizational minutes, for conducting meetings, and for organizing meetings as necessary.
- E. *Meetings* - The Sick Leave Bank Committee will meet at least annually following each enrollment period. The Committee will also meet as necessary in its discretion.
- F. *Sick Leave Bank Committee Duties* - The Sick Leave Bank Committee will develop proposed rules and regulations for the Sick Leave Bank, to be submitted to participating members for approval when necessary. At a minimum, said rules and regulations must include those terms and provisions that are required by statute. The Committee has the authority to review both participation in the Bank and requests for leave to ensure compliance with state law, Board policy, and such rules and regulations as may be adopted by the Sick Leave Bank Committee and found in the Finance/Operating Manual.
- G. *Employee Participation* - Participation in the Sick Leave Bank is voluntary and open to all full-time employees of the Board. However, employee participation is subject to such rules and regulations regarding enrollment procedures, deposits, withdrawals, and participation as may be developed by the Committee.

5.13.1 Catastrophic Sick Leave

Members of the Sick Leave Bank who meet the qualifications required for Catastrophic Sick Leave are eligible to receive sick leave donations from other employees. Individual members may contribute a maximum of 30 days to one person. Catastrophic leave forms are available at the Superintendent's office.

[Reference: Ala. Code §16-22-9 (1975)]

5.14 *Administrative Leave*

The Superintendent is authorized to place an employee on administrative leave upon a determination that the best interests of the school system would be served by such action.

Administrative leave relieves the employee of regular work responsibilities pending resolution of the matters or circumstances that give rise to the leave. Administrative leave is not disciplinary in nature or purpose and does not affect the employee's compensation, benefits, tenure, or nonprobationary status. Administrative leave may be accompanied by such additional restrictions or conditions as may reasonably be imposed by the Superintendent under the circumstances (e.g., limitation on access to school property). The status of employees who are on administrative leave will be reviewed and reported to the Board periodically or as otherwise may be directed by the Board.

5.15 *Equal Employment Opportunity*

5.15.1 Unlawful Discrimination Prohibited - The Board is an equal opportunity employer. Personnel actions and decisions will be made without regard to factors or considerations prohibited by federal or state law (as such laws may from time to time be amended), including but not limited to race, gender, age, disability, national origin, citizenship, and religious preference.

A. *Reporting* - Any employee with reason to believe that he or she has been or is being subjected to any form of discrimination 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.

B. *Informal Complaint* - An employee may choose to submit a discrimination 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.

5.15.2 Implementing Regulations Authorized - The Superintendent is authorized and directed to implement such rules, regulations, procedures, and directives as necessary and appropriate to implement and enforce this policy and any law prohibiting discrimination in the work place, including the designation or one or more complaint/grievance investigators, officials, or coordinators, the development of complaint of grievance procedures for responding to allegations of unlawful discrimination, the provision of training or dissemination of instructional materials and advisories to appropriate staff members, and the administration of corrective or remedial action in response to violations of the law and of this policy.

5.16 *Sexual Harassment*

The Board strictly prohibits unlawful discrimination in all of its programs, offices, departments and facilities. Sexual harassment, as defined by law, is a form of unlawful

discrimination and will not be tolerated from employees or other persons associated with the Board.

5.16.1 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:

- A. 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;
- B. 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
- C. 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.

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

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

5.16.3 Employee Complaint Resolution Procedures

- A. *Reporting* - 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.
- B. *Informal Complaint* - 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.

5.16.4 Formal Complaint Procedures

- A. *Persons Responsible For Receiving and Investigating Formal Complaints* - The Superintendent is responsible for receiving and investigating formal complaints regarding sexual harassment. The Superintendent may designate an additional official to whom 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.
- B. *Complaint Form, Contents* - Formal complaints should be made in writing, signed by the complainant, and fully describe the circumstances surrounding the alleged harassment. Harassment complaints that cannot be made in writing should be memorialized by the Superintendent or designated alternate official.
- C. *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.
- D. *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 case, the Board will render a final decision as soon as practicable.

5.16.5 Confidentiality - To the extent possible, reports of sexual harassment will be kept confidential; however, complete confidentiality cannot be guaranteed.

5.16.6 Retaliation Prohibited - No retaliation or adverse action may be imposed as a result 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.

5.16.7 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.

5.17 *Reduction-In-Force*

5.17.1 Definition and Scope

- A. This policy applies to reductions-in-force that are implemented by “layoffs” as contemplated by Ala. Code §61-1-33 (1975).
- B. A reduction-in-force may be declared by the Board of Education and layoffs approved thereunder if the Board determines that decreased student enrollment or a shortage of revenues requires a reduction in the work force (beyond normal attrition) in order to maintain effective provision of educational services or to meet the Board’s financial, legal, or operational obligations.
- C. A “layoff” within the meaning of this policy is a separation from employment with the Board of Education. However, employees who are laid off under authority of this policy are eligible for recall to employment as conditionally provided in this policy. Moreover, layoffs are not terminations for cause within the meaning of the Alabama Teacher Tenure or Fair Dismissal laws and are not subject to the procedural or substantive requirements thereof. Or does the term “layoff” include or apply to the expiration of temporary, occasional, or “at-will” appointments or to decisions not to renew or extend employment beyond the expiration of annual or other specified terms of appointment.

5.17.2 Criteria for Implementing Layoffs

- A. Employees who are to be laid off under authority of this policy shall be determined on the basis of objective criteria.
- B. The criterion or criteria on which the layoffs are to be based shall be announced or otherwise made known by the Board to employees affected by the layoff no later than the date notice of the layoff is provided to the employees.
- C. “Objective criteria” within the meaning of this policy may include any lawful selection standard (or combination of standards), the application of which would consistently affect the same employees in the same way without regard to the identity, personal preferences, or individual judgment of the person applying the standard(s). By way of example and not limitation, objective criteria could include seniority, minimum years of experience, degree(s),

certification, or licensure, type of position, classification, or field of employment.

- 5.17.3 Recall - Employees who have been laid off under the terms of this policy will be given priority in filling positions as enrollment or financial circumstances warrant, provided that:
- A. The nature of the position and qualifications therefore have not materially changed;
 - B. The laid-off employee remains properly qualified, licensed, or certified; and
 - C. The laid-off employee confirms in writing his or her availability for and interest in re-employment to the Board's Director of Human Resources in accordance with any directives that may be contained in or transmitted in conjunction with the notice of layoff.

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

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

[Reference: Ala. Code §16-1-33 (1975)]

5.18 *Unauthorized Payments*

- 5.18.1 Notification to the Employee - Upon discovery of any unauthorized or erroneous payment or disbursement of funds to an employee, the Board will attempt in good faith to notify the employee of such unauthorized payment and to reach agreement

with the employee, if possible, regarding the amount and terms of repayment. Notification to the employee will consist of a letter mailed or delivered to the employee's last known address. The notice will specify the amount owed, the method by which the amount was calculated, a proposed schedule of repayment, an opportunity for the employee to review or examine any documents or other evidence supporting the claimed overpayment, and an opportunity for the employee to object in person or in writing to the amount or manner of the proposed withholding to provide an alternative plan of repayment. Unless the Board's ability to recover funds in question could be jeopardized by doing so, the Board will arrange a reasonable schedule of repayment so as to avoid undue hardship to the employee.

- 5.18.2 Retention and Recovery Authorized - If no objection to the proposed withholding is received within a reasonable time (to be specified in the notification letter), monies may be retained in the manner and to the extent described in the notification. If the employee objects to the proposed withholding, the Superintendent or his designee may, upon consideration of the objection and information and argument (if any) submitted in connection therewith, take such action as may be warranted under the circumstances and inform the employee in writing of the decision. If the employee is dissatisfied, he may contest the decision through the Board's complaint procedure. Monies may be withheld by the Board pending completion of the grievance process, provided that, should the Board later pay over to the employee monies that have been retained under authority of this policy, such payment(s) will reflect all appropriate deductions and will include accrued interest from the date of withholding at the rate specified by the then-effective rate applicable to interest on unpaid judgments under Alabama law. If, after exhausting reasonable efforts to do so, the Board is unable to contact the employee in the first instance, the Board may retain or withhold from compensation or other payments due the employee an amount sufficient to satisfy the indebtedness; provided that any such retention or withholding will be subject to review and reconsideration at the request of the employee.
- 5.18.3 Repayment Required as a Condition of Reemployment - The Board reserves the right to require repayment of any outstanding indebtedness as a condition to reemployment of any former employee.
- 5.18.4 Procedures Not Exclusive - The provisions, procedures, and method of review specified herein are in addition to those that are otherwise available to the parties under law for the retention or recovery of funds, and for administrative or judicial review thereof.

5.19 *Drug and Alcohol Testing of Safety Sensitive Employees*

5.19.1 Scope - The Board will conduct employee drug and alcohol testing for employees in safety sensitive positions as required by and in accordance with federal law. Testing will be required for all employees holding a commercial drivers' license (CDL) or who occupy a safety sensitive position as designated by the Board ("covered employees").

5.19.2 Prohibited Alcohol and Controlled Substance-Related Conduct - In addition to activities identified in other policies, rules, and procedures, Board employees are prohibited from the following:

- A. Reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration in excess of the standard set by the Federal Highway Administration (FHWA);
- B. Being on duty or operating a vehicle while possessing alcohol;
- C. Consuming alcohol while performing safety-sensitive functions;
- D. Consuming alcohol within eight hours following an accident for which a post-accident alcohol test is required, or prior to undergoing a post-accident alcohol test, whichever comes first;
- E. Refusing to submit to an alcohol or controlled substance test required by post-accident, random, reasonable suspicion, or follow-up testing requirements;
- F. Consuming alcohol or being under the influence of alcohol within four (4) hours of going on duty, operating, or having physical control of a vehicle;
- G. Reporting for duty or remaining on duty when using any controlled substance, except when instructed by a physician who has advised the driver and the Board that the substance does not adversely impact the performance of any safety-sensitive duty;
- H. Reporting for duty, remaining on duty, or performing safety-sensitive functions with controlled substances in the employee's system.

In the event of a violation of this policy, the employee shall be removed immediately from safety-sensitive duties and shall be subject to such further actions, including disciplinary action up to and including termination, as deemed appropriate by the Superintendent and the Board.

5.19.3 Testing Program Authorized - The Superintendent is directed to establish a testing program whereby all covered employees will be tested for the presence of alcohol and controlled substances. The following tests may be conducted:

- A. *Pre-employment Testing* - Prior to the first time a covered employee performs a safety-sensitive function for the Board, the employee must undergo testing for alcohol and controlled substances.
- B. *Post-accident Testing* - Each surviving driver of an accident, as defined by the FHWA, will be tested for alcohol and controlled substances. In addition, covered employees who are involved in an accident involving injury to a person, or property damage in excess of five hundred dollars (\$500.00) will be subject to post-accident testing.
- C. *Random Testing* - The Board will conduct unannounced random alcohol and controlled substance testing of its covered employees.
- D. *Reasonable Suspicion Testing* - A covered employee must submit to alcohol or controlled substance testing whenever there is reasonable suspicion of alcohol misuse or the use of controlled substances based on specific, contemporaneous, and articulable observations concerning the appearance, behavior, speech, or bodily odors of the employee.
- E. *Return-to-Duty Testing* - A covered employee must submit to return-to-work alcohol and /or controlled substance test before being permitted to return to work following a positive alcohol or controlled substance test or other violation of this policy or federal regulations.
- F. *Follow-up Testing* - Any employee who continues performing safety-sensitive functions for the Board, following a determination that the employee requires assistance in resolving problems associated with alcohol misuse or the use of controlled substances, shall be subject to unannounced follow-up alcohol or controlled substance testing as directed by the Board's substance abuse professional (SAP).

5.19.4 Administration of Program - The Superintendent is authorized to oversee the Board's testing program, to contract with appropriate providers to implement the program, to develop guidelines, rules and regulations, to implement training programs, to develop and distribute educational materials and appropriate notices to covered employees, and to take such further action as may be required by federal law.

[Reference: Omnibus Transportation and Employment Act of 1991]

5.20 Searches (Personnel)

- A. *Board Property* - All school system property, facilities, and grounds may be entered, inspected, and searched for any lawful purpose by Board officials or their designees at any time, without prior notice and to the fullest extent permitted by law. The right

to enter, inspect, and search includes and extends to (but is not limited to) Board owned or controlled offices, desks, file cabinets, lockers, storage areas, computers, files, documents, data, and devices however and wherever kept, stored, and maintained.

- B. *Employee Property* - The Board reserves the right to inspect employees' vehicles, purses, files, and other personal property if a supervisor forms a reasonable individualized suspicion that the property contains evidence of a violation of Board policy or contains any material, object, or substance that otherwise creates or presents a risk of harm or injury to the school, the workplace, or persons therein.
- C. *Use of Recovered Items* - Property, material, substances, information, or records that are obtained, discovered, or recovered as a result of a search may be retained and used for any lawful purpose.

5.21 *Self-Reporting Arrest or Conviction*

Reporting Event:

The Sheffield City Board of Education insists upon maintaining a safe and secure environment for all students and employees. In that regard, all employees shall self-report to the superintendent within three business days any arrest or conviction of a felony, any arrest or conviction related to child abuse or crime of violence whether a felony or misdemeanor, any conviction of any other misdemeanor, and any arrest for illegal use or possession of drugs, driving under the influence (DUI) or driving while impaired (DWI), but excluding minor traffic offenses such as speeding, running stop signs, or running red lights.

Failure to follow this policy is considered insubordination and may subject employees violating this policy to disciplinary action.

Definitions:

Arrest – the taking of a person into legal custody.

Conviction – the act or process of judicially finding someone guilty of a misdemeanor or felony in a court of law.

Self-Reporting – to notify the Superintendent in writing of a reporting event

5.22 *Abuse and Neglect Reporting Protocol*

Any staff member, teacher, or school official who suspects child abuse or neglect as defined below, is required by law to report the suspected abuse to the Department of Human Resources (DHR). The guidance counselor will assist the original reporter as

needed to ensure that the DHR reporting protocol is followed. The original reporter will be required to report orally, either by telephone or direct communication, immediately followed by a written report to DHR. In the event the guidance counselor is unavailable, the registered school nurse will provide assistance. The designated contact for the local police department will also be given a copy of the written report. Ala. Code § 26-16-2 defines child abuse and neglect as follows:

- A. CHILD ABUSE. Harm or threatened harm to a child's health or welfare by a person responsible for the child's health or welfare, which harm occurs or is threatened through non-accidental physical or mental injury; sexual abuse, which includes a violation of any provision of Article 4, Chapter 6. Title 13A.
- B. NEGLECT. Harm to a child's health or welfare by a person responsible for the child's health or welfare, which occurs through negligent treatment, including the failure to provide adequate food, clothing, shelter, or medical care.

5.23 *Employee Use of Cell Phones*

Teachers may use personal, wireless communication devices on school grounds provided that such use is not in the presence of students and does not take place during instructional time. Other employees of the Board may use personal, wireless communication devices on school grounds during their break time. All employees are authorized to use personal, wireless communication devices at any time in cases of emergency or if such use is in order to conduct official Board business. Personal, wireless communication devices include, but are not limited to, cellular telephones, pocket pagers, e-mail devices, "walkie-talkies," or any other electronic communication device. The Board assumes no responsibility for theft, loss, or damage to any personal wireless communication device. Principals have the authority to further restrict or deny the use of personal wireless communication devices by any employee to prevent the misuse, abuse, or violation of school rules regarding the use of such devices. School officials may read, examine, or inspect the contents of any such device upon reasonable suspicion that the device contains evidence of a violation of Board policy or other school rules.

[Reference: Ala. Code §16-1-27(1975)]