

Up-dated July, 2021

General information, benefits,
policies and guidelines

FRANKLIN COUNTY SCHOOLS

EMPLOYEE

HANDBOOK

www.fcstn.net

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful career with FCS. Not all of the FCS Board policies and procedures are included in this handbook; however, those that are, have been summarized.

In the event of a discrepancy between any of the information contained in the Employee Handbook and the Franklin County Schools (FCS) Board Policy, the FCS Board Policy will govern.

This handbook is neither a contract nor a substitute for the official FCS Board Policy; it is merely a guide to, and brief explanation of, these policies. Information contained in this handbook is subject to unilateral revision or elimination without further notice.

The handbook is not intended to alter the at-will status of employees in any way.

Section Five of the Board's Policy Manual is devoted to 'Personnel'.

[FCS Board Policy Manual](#)

Board policies and procedures can change at any time. For the very latest information, employees are encouraged to utilize the specific policy that is associated with handbook topics, confer with their immediate supervisor, or call the Central Office for the best system contact. It is the employee's responsibility to be knowledgeable of and adhere to Board Policies and Procedures.

Legal and local board policies that relate to a particular topic are referenced in this Employee Handbook. Information on a subject may be found in local and/or state and/or federal laws or mandates.

- Link to **[Tennessee Department of Education](#)**
- Link to the rules, regulations and policies of **[Tennessee State Board of Education](#)**
- Link to the **[Department of Education – Federal level](#)**
- Link to **[Franklin County Schools](#)**

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SECTION I - Introduction

PURPOSE

The purpose of this handbook is to provide general information concerning the school system, the rules and regulations of the school system, and other employment concerns for you – an employee of Franklin County Schools. The information contained herein is not intended to either enlarge or diminish any board policy or administrative procedure. Material contained herein may, therefore, be superseded by prevailing board policy with accompanying administrative procedure(s) if applicable, as well as negotiated agreement, or changes in state or federal law.

Information contained in this handbook is subject to unilateral revision or elimination without further notice.

BELIEFS

- All students will achieve their maximum potential in a safe, positive, learning environment through the use of effective research-based teaching strategies.
- All teachers will accept responsibility and accountability for their students learning.
- Student achievement will be enhanced through the use of data driven decision-making processes in conjunction with positive communication and collaboration among students, parents/guardians or legal custodians, teachers, the school system, and the community.
- Policies and procedures will be aligned to assure a focus on the system's goals for student achievement.

MISSION

The mission of the Franklin County School System is to provide students the opportunity to achieve their potential in an environment conducive to optimal learning.

GOALS OF THE FRANKLIN COUNTY BOARD OF EDUCATION

- I. Ensure high academic success for all students;
- II. Integrate relevant technology into instruction and management to increase student and teacher learning, enhance efficiency and prepare both students and teachers for the future; and
- III. Develop a Comprehensive Plan to maintain the school system's facilities, infrastructure and operations.

[Board Policy 1.700](#)

VISION

The Franklin County School System envisions that all students graduate with skills required to become responsible, productive, and contributing citizens in a rapidly changing global society.

INTRODUCTION

The Franklin County School System is a fairly large public school system located in the rural southeastern corner of Middle Tennessee. The school system is composed of seven (7) elementary schools, two (2) middle schools, one (1) high school, and one (1) unit school. The school system has approximately 420 certified employees and 315 classified employees (including school nutrition) who serve about 5,000 students in grades PK - 12. Efforts are continually made to improve the educational opportunities for our students.

The Board of Education totally embraces the concept that all children can learn, with emphasis placed on quality instruction and high achievement of students. Efforts are directed to the development of an ever-evolving and changing, appropriate curriculum, which reflects the diversity of students, and of improving teaching strategies to meet the needs of all the students.

OFFICE HOURS

The Central Office of the Franklin County School System is open on regular workdays (Monday through Friday – the only exception being annual holidays) between the hours of 8:00 a.m. and 4:00 p.m. throughout the fiscal year.

CONFIDENTIALITY

Federal laws protect privacy rights of all staff members as well as the students which we serve.

All information regarding students must remain confidential. All employees are cautioned to never repeat or “pass on” any information about a student, or group of students, which might be obtained while performing the essential functions of your job. All student records are strictly confidential. Information concerning a student (grades, medical information, family information, discipline record, etc.) should never be released to anyone unless specially allowed by the parents/guardians or legal custodians. This information should not be verbally shared, copied, or compromised in any manner.

SECTION II – District Information

BOARD OF EDUCATION

The Franklin County Board of Education is comprised of individuals representing eight (8) districts across Franklin County. The Board is elected to provide oversight and governance for Franklin County Schools. The members serve four-year terms, and are responsible for setting district policy and selecting the Director of Schools.

Board Policy 1.100

All powers of the Board lie in its action as a group; therefore, individual board members exercise their authority over school system affairs only as they vote to take action at an official meeting of the Board.

The required functions of the Board when in session are:

1. Policy Oversight
2. Educational Planning
3. Provision of Financial Resources
4. Communication

Board Policy 1.101

The Director of Schools is the only employee of the Board; all of the school system’s personnel report to the Director of Schools.

The current members of the Franklin County Board of Education are:

District 1	Chris Guess	as of September 1, 2008;
District 2	Linda Jones	as of September 1, 2016;
District 3	Lance Williams (Vice Chair)	as of September 1, 2010;
District 4	Christine Hopkins	as of September 1, 2010;
District 5	Sarah Marhevsky	as of July 16, 2019;
District 6	CleiJo Walker (Chair)	as of September 1, 2008;
District 7	Caycee Roberts	as of July 16, 2019;
District 8	Sara Liechty	as of February 9, 2015.

Both the Chair and the Vice-Chair are annually elected by the members of the school board at the regular monthly meeting in September.

Specific information about the functions of the local school board can be found in Section 1 of the School Board Policy Manual titled [‘Board Operations’](#).

The specific duties and powers of the school board are governed by state law TCA § 49-2-201 through TCA § 49-2-212.

BOARD MEETINGS

The Board transacts all business at official meetings which may be either regular or special.

Every meeting of the board, except with the attorney to discuss pending or threatened litigation, shall be open to the public, except for those meetings in which the law allows closed sessions. Open meetings are to be physically accessible to all students, employees, and interested citizens.

The board may restrict the recording of board meetings via camera, camcorder or other photographic equipment when such recording creates a threat to public security and welfare or impedes the conducting of efficient and orderly public meetings.

Regular Meetings

Regular meetings of the board are held on the second Monday of each month. When needed, a workshop meeting is held the first Monday of each month. A review and discussion of the agenda for the upcoming meeting will be included.

When deemed necessary, the chairman may reschedule the regular meeting.

Special Meetings

The board shall hold such special meetings as necessary to transact the business of the board. Such meetings shall be called by the chair whenever, in the chair's judgment, the interests of the schools require it, or when requested to do so by a majority of the board.

Only business related to the call of the meeting, and details related to agenda items shall be discussed or transacted by the board at a special meeting.

Electronic Attendance

Absent board members may attend a regular or special meeting by electronic means if the member is absent from the county because of work, a family emergency, or the member's military service.

Board Policy 1.400

CENTRAL OFFICE CERTIFIED STAFF

Phone - (931) 967-0626

E-Mail Address

Stanley Bean, *Director of Schools*

stanley.bean@fcstn.net

Laurie Baggett, *Supervisor - Technology*

laurie.baggett@fcstn.net

Jenny Crabtree, *Supervisor - Federal Programs, PreSchool and Testing*

jenny.crabtree@fcstn.net

Linda Foster, *Supervisor – Human Resources*

linda.foster@fcstn.net

Dr. Toby Guinn, *Supervisor – Special Education*

toby.guinn@fcstn.net

Leah Harrell, *Supervisor - Secondary Curriculum and Instruction (6 -12)*

leah.harrell@fcstn.net

Mark Montoye, *Supervisor - Transportation, Safety, and Facilities*

mark.montoye@fcstn.net

Kim Tucker, *Supervisor – Elementary (K-5), Summer School and Virtual*

kim.tucker@fcstn.net

Courtney Brallier, *School Psychologist*

courtney.brallier@fcstn.net

Rusty Dawson, *STREAM Coach*

rusty.dawson@fcstn.net

Jalee DiBernardo – *Instructional Technology Coach*

jalee.dibernardo@fcstn.net

Suzanne Mitchell – *Director – Career Technical Education (CTE)*

suzanne.mitchell@fcstn.net

Bonita Nolan, *Coordinator – Coordinated School Health*

bonita.nolan@fcstn.net

Kim Nuckolls, *Webmaster/ESP (part-time)*

kim.nuckolls@fcstn.net

Dian Relford, *Coordinator/teacher - Homebound (part-time)*

dian.relford@fcstn.net

Sandra Stewart, *Coordinator – District Support Services (part-time)*

sandra.stewart@fcstn.net

Barbara King – *Literacy Coach*

barbara.king@fcstn.net

Laura Beth Merrell – *Literacy Coach*

laurabeth.merrell@fcstn.net

CLASSIFIED (SUPPORT) Staff – System-wide

Phone - (931) 967-0626

Sherry Cardines, Receptionist/General Secretary
Jan Davis, Administrative Assistant-Transportation

E-Mail Address

sherry.cardines@fcstn.net
jan.davis@fcstn.net

Director of Schools

Tina Lindsay, Administrative Assistant/Bookkeeper Supervisor

tina.lindsay@fcstn.net

Human Resources

Renee Bohannon, Administrative Assistant
Diane Herring, Administrative Assistant

renee.bohannon@fcstn.net
diane.herring@fcstn.net

Federal Programs, Elementary Education & Testing

Patti Limbaugh, Administrative Assistant

patti.limbaugh@fcstn.net

Secondary Education & Career Technical Education

Rita Kelley, Administrative Assistant

rita.kelley@fcstn.net

Student Support Services

Delinda McDonald, Administrative Assistant – Attendance

delinda.mcdonald@fcstn.net

Exceptional Children Services

Lynn Jernigan, Administrative Assistant
Gail Neal, Administrative Assistant

lynn.jernigan@fcstn.net
gail.neal@fcstn.net

Technology (located at Annex – 401 Second Ave SW)

Hal Hill, Technician/Specialist
Andrea Houser, Administrative Assistant
J. J. Moye, Technician/Specialist
Brandon Mosley, Technician/Specialist
Shawn O'Neil, Technician/Specialist
Dale Tigue, Technician/Specialist
John Vanderlyn, Technician/Specialist
Libby Yates, Technician/Specialist

hal.hill@fcstn.net
andrea.houser@fcstn.net
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brandon.mosley@fcstn.net
shawn.oneil@fcstn.net
dale.tigue@fcstn.net
john.vanderlyn@fcstn.net
libby.yates@fcstn.net

School Nutrition

Vonda Bradford, Director
Cindy Johnson, Administrative Assistant

vonda.bradford@fcstn.net
cindy.johnson@fcstn.net

Maintenance (located at 318 Sharp Springs Road) 967-2254

Crossland, Mike, Office Manager

mike.crossland@fcstn.net

Social Worker (to be contacted as needed)

Jene' Cooper – assigned to South Middle School

jene.cooper@fcstn.net

DISTRICT OVERVIEW

Detailed demographic information by state, school system, and individual school (s) is available at [State Department of Education Report Card](#).

Schools

Elementary Schools	7
Middle Schools	2
High School	1
Unit School (PreK-12)	1

Student Enrollment

(Skyward -ADM for 2020-21)

PreK	171
Elementary (K-5)	2,232
Middle Schools	1,119
High School	1,575
Ungraded	94
Total number of students	5,191

Student Ethnicity

Asian	0.85%
Black	6.64%
Hispanic	6.46%
White	84.49%
Indian	0.22%
Pacific Islander	0.14%
Two of More Races	1.2%

Students with Disabilities	15.2%
Economically Disadvantaged	30.2%
English Language Learners	2.2%
Graduation Rate	90.1%

Certified Employees (2020-21)

Administrators	27
Classroom teachers	220
CTE teachers	22
Pre-K teachers	11
Specialty teachers (includes SPED, Title I, others)	108
Librarians	11

Counselors	15
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Total Certified 414

Classified Employees (2020-21)

RN/LPN/ therapists	16
Clerical staff	38.5
Educational assistants (including Title I and Preschool)	50
Assistants (SPED and Bus)	70

Custodians/maintenance	50.5
School nutrition	56
Technology staff (includes lab assists)	17
Other	7

Total Classified 305

Degree information (certified staff)

Bachelor's degree – 146	35.3%
Master's degree – 198	47.8%
Master's +30 semester hours – 19	4.6%
Educational Specialists – 43	10.4%
Doctorate – 8	1.9%

School Calendar 2021-22

July					August					September					
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	
			1	2	2	3	4	5	6			1	2	3	
5	6	7	8	9	9	10	11	12	13	6	7	8	9	10	
12	13	14	15	16	16	17	18	19	20	13	14	15	16	17	
19	20	21	22	23	23	24	25	26	27	20	21	22	23	24	
26	27	28	29	30	30	31				27	28	29	30		
October					November					December					
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	
				1	1	2	3	4	5			1	2	3	
4	5	6	7	8	8	9	10	11	12	6	7	8	9	10	
11	12	13	14	15	15	16	17	18	19	13	14	15	16	17	
18	19	20	21	22	22	23	24	25	26	20	21	22	23	24	
25	26	27	28	29	29	30				27	28	29	30	31	
										19					
January					February					March					
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	
3	4	5	6	7		1	2	3	4		1	2	3	4	
10	11	12	13	14	7	8	9	10	11	7	8	9	10	11	
17	18	19	20	21	14	15	16	17	18	14	15	16	17	18	
24	25	26	27	28	21	22	23	24	25	21	22	23	24	25	
31					28					28	29	30	31		
										19					
April					May					June					
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	
				1	2	3	4	5	6			1	2	3	
4	5	6	7	8	9	10	11	12	13	6	7	8	9	10	
11	12	13	14	15	16	17	18	19	20	13	14	15	16	17	
18	19	20	21	22	23	24	25	26	27	20	21	22	23	24	
25	26	27	28	29	30	31				27	28	29	30		
										18					
Required					180 required, student school days--includes the three following abbreviated days:										
Staff Development Days:					August 9, 2021										
August 2, 2021					December 17, 2021										
August 3, 2021					May 26, 2022										
August 4, 2021															
August 5, 2021															
January 3, 2022															
County-wide															
Administrative Days:					<i>Three of the available stock-piled days will be devoted to Staff Development</i>										
August 6, 2021					Early Release Wednesdays (students released at 2:30 pm)										
May 27, 2022					PLCs from 2:45 - 3:30 pm (Attendance required of Certified staff)										
					No School										
Parent/Teacher Conferences					Spring										
<i>Fall</i>															
October 18, 2021, 3:15 - 6:15 pm - Middle Schools					March 7, 2022, 2021, 3:15 - 6:15 pm - Middle Schools										
October 19, 2021, 3:15 - 6:15 pm - Elementary & HS					March 8, 2022, 3:15 - 6:15 pm - Elementary										
October 21, 2021, 3:15 - 6:15 pm - FCHS					March 10, 2022, 3:15 - 6:15 pm - FCHS & HS										

School Calendar 2021-22

August 2 (Monday)	Staff Development Day – all certified employees report (no school for students)
August 3 (Tuesday)	Staff Development Day – all certified employees report (no school for students)
August 4 (Wednesday)	Staff Development Day – all certified employees report (no school for students)
August 5 (Thursday)	Staff Development Day – all certified employees report (no school for students)
August 6 (Friday)	Administrative Day – all certified employees report (no school for students)
August 9 (Monday)	First day of school (students - 8:00-9:30); employees work all day
August 10 (Tuesday)	First full day of school
September 6 (Monday)	LABOR DAY – NO SCHOOL
October 4-8 (Mon-Fri)	FALL BREAK – NO SCHOOL
October 14 (Tuesday)	First Grading Period ends at all schools
October 18 (Monday)	Parent/Teacher Conferences – Middle Schools (3:15 – 6:15)
October 19 (Tuesday)	Parent/Teacher Conferences – Elementary Schools and Huntland (3:15 – 6:15)
October 21 (Thursday)	Parent/Teacher Conferences - FCHS (3:15 – 6:15)
October 22 (Tuesday)	Report Cards distributed at all schools (except Huntland)
November 24-26 (Wed-Fri)	THANKSGIVING BREAK – NO SCHOOL
December 17 (Friday)	Abbreviated Day (8:00 – 9:30)
December 20-31	Second Grading Period ends at all schools WINTER BREAK – NO SCHOOL (10 Days)
January 3 (Monday)	Staff Development Day – all certified employees report (no school for students)
January 4 (Tuesday)	Students return to school
January 7 (Friday)	Report Cards distributed at all schools
January 17 (Monday)	MARTIN LUTHER KING, JR. DAY – NO SCHOOL
February 21 (Monday)	PRESIDENTS' DAY – NO SCHOOL
March 7 (Monday)	Parent/Teacher Conferences –Middle Schools (3:15 – 6:15)
March 8 (Tuesday)	Parent/Teacher Conferences - Elementary Schools (3:15 – 6:15)
March 10 (Thursday)	Parent/Teacher Conferences – FCHS and Huntland (3:15 – 6:15)
March 11 (Friday)	Third Grading Period ends at all schools
March 14-18 (Mon-Fri)	SPRING BREAK – NO SCHOOL
March 25 (Friday)	Report Cards distributed at all schools
April 15 (Friday)	GOOD FRIDAY – NO SCHOOL
May 3 (Tuesday)	No school
May 19 (Thursday)	Graduation at FCHS
May 20 (Friday)	Graduation at Huntland
May 26 (Thursday)	Last day of school for students (8:00-9:30)
	Fourth Grading Period ends at all schools
	Report Cards distributed at all schools
May 27 (Friday)	Administrative Day

Franklin County Schools

Broadview Elementary

PreSchool through Grade 5
4980 Lynchburg Road
Winchester, TN 37398
(931) 967-0132

Principal – Rhonda Stevens

Franklin County High School

Grades 9 – 12
833 Bypass Road
Winchester, TN 37398
(931) 967-2821

Principal – Dr. Roger Alsup

Rock Creek Elementary

PreSchool through Grade 5
901 Rock Creek Road
Estill Springs, TN 37330
(931) 649-5435

Principal – Celina Benere

Clark Memorial

PreSchool through Grade 5
500 North Jefferson Street
Winchester, TN 37398
(931) 967-2407

Principal – David Carson

Huntland Schools

PreSchool through Grade 12
400 Gore Street
Huntland, TN 37345
(931) 469-7506

Principal – Ken Bishop

Sewanee Elementary

Kindergarten through Grade 5
209 University Avenue
Sewanee, TN 37375
(931) 598-5951

Principal – Allison Dietz

Cowan Elementary

PreSchool through Grade 5
501 East Cumberland Street
Winchester, TN 37318
(931) 967-7353

Principal – Cynthia Young

North Lake Elementary

PreSchool through Grade 5
10626 Old Tullahoma Road
Tullahoma, TN 37388
(931) 455-6239

Principal – Sherry Sells

South Middle School

Grades 6 – 8
601 West Cumberland Street
Cowan, TN 37318
(931) 967-7355

Principal – Chris Hobbs

Decherd Elementary

PreSchool through Grade 5
401 Bratton Street
Decherd, TN 37324
(931) 967-5483

Principal – Chris Hawkersmith

North Middle School

Grades 6 – 8
2990 Decherd Boulevard
Decherd, TN 37324
(931) 967-5323

Principal – Holly Eslick

SECTION III – Employment

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Opportunity for employment, as well as continuation and advancement in employment, shall be afforded equally to all races, creeds, colors, sexes, religions, ages, national origins, and individuals with disabilities or veteran status with regard only for qualifications for the position involved.

[Board Policy 5.104](#)

JOB POSTING

New positions and vacancies occurring, prior to the beginning of a school year, requiring a professional license are posted at the central office and notices are sent to the schools; the posting is also placed on the school system's web site (fcstn.net). The posting includes the required qualifications, specific contact information as well as a closing date for accepting applications. The closing date shall not be less than five (5) days after the initial posting date.

See [Employment Opportunities](#) look under the tab of 'Department' or 'Directory', then Human Resources

[Board Policy 5.105](#)

APPLICATION AND EMPLOYMENT

An individual desiring a position with the Board shall make application to the Director of Schools on forms approved by the Board and found on the [System web-site](#).

Knowingly falsifying information and failing to disclose pertinent information on the job application/interview shall be sufficient grounds for termination of employment and shall also constitute a Class A misdemeanor.

JOB DESCRIPTIONS

Job Descriptions include specific information about employment opportunities (both certified and classified). See the specific jobs, requirements for each, specific responsibilities, etc. at [System web-site](#). Use the tab of 'Department' or 'Directory', then click on Human Resources.

CRIMINAL HISTORY/BACKGROUND CHECK

In a continuing effort to further ensure the safety and welfare of students and staff, the district shall require criminal history records checks and fingerprinting of applicants for teaching positions and any other employee who has proximity to children. The Board assigns to the director of schools the duty to conduct thorough background checks and to advise all applicants that all hiring decisions are contingent upon satisfactory background check results.

The Director of Schools shall not hire (or retain) an applicant who has been found by the department of children services to have committed any form of child abuse or neglect.

The initial costs in conducting investigations of applicants (except for school nutrition) shall be paid by the Board when the applicant is offered and accepts a job; all subsequent costs shall be paid by the applicant.

[Board Policy 5.106](#)

Additionally, satisfactory results from a required re-employment drug screen as well as checks with various state/federal registries are required before an applicant is actual employed by Franklin County Schools.

TRANSFER OF SICK LEAVE DAYS

If a new certified employee has previously taught in a public school system in Tennessee, the unused sick leave days can be transferred to Franklin County Schools. The new employee is responsible for requesting the transfer of the available days to Franklin County Schools. Contact the Supervisor of Human Resources for more information.

OVERTIME AUTHORIZATION AND PAY

Franklin County Schools complies with Wage and Labor Regulations as administered by the U. S. Department of Labor. Actual hours worked are to be reported by each employee. Every employee is to sign-in and out (on provided software) when reporting to and leaving work. Also, employees are to sign out when leaving the normal work site and then sign back in when returning to the normal work site if leaving for personal reasons. No employee shall be at the job location before or after the typical work schedule unless directed and approved by the immediate supervisor.

For Classified (Support) employees, overtime is defined as hours actually worked in excess of forty (40) hours per week. When an employee is requested to work over the regularly scheduled hours, the following shall apply:

Hours worked over the scheduled hours must be approved in advance by the immediate supervisor.

Administrative Procedure – 5.602.3

- Whenever possible, compensatory time off shall be used within the workweek in preference to overtime pay.
- All payments for overtime shall be processed through the Finance Office.

If it is determined by the immediate supervisor that compensatory time cannot be granted within the forty (40) hour pay period or without severe disruption of the operation of the facility, overtime may be authorized and paid at time and one-half (1 ½) for all hours physically worked in excess of forty (40) in a week. Payment for overtime will be included in the paycheck for the period immediately following the one in which it was earned.

Board Policy 5.604

Administrative Procedure – 5.602.3

PERSONNEL RECORDS

Upon being recommended and approved for employment with Franklin County Schools, a personnel file is established.

Employee records (except for medical records, finger printing for background checks and other security check information such as personal phone numbers and addresses) are public records. As such, any individual or agency including the news media may request access to a personnel file.

A record of the person inspecting the file and the date of inspection is maintained.

Employees may view the contents of his or her personnel file.

Board Policy 5.114

Administrative Procedure – 5.114.3

CHANGE IN DEMOGRAPHICS

Human Resources (Central Office) must be notified as soon as possible in regard to any change in vital demographic information. These changes require written authorization to make the change with an appropriate signature and date. A 'name' change requires a new social security card with the changed name. Human Resources will forward the changes to the Finance office.

A certified employee must directly submit appropriate demographic changes to the Department of Education Office of Licensure through TNCompass.

Both classified and certified employees are responsible for submitting appropriate changes to the Tennessee Consolidated Retirement System (TCRS).

TIMESHEETS

Every employee (exception - Special Education bus drivers and monitors) is required to submit a signed timesheet within three (3) work days of the last day of the pay period. Two signatures are required on the timesheet – the employee and the employee's immediate supervisor; the signatures denote that the information is complete and accurate. If an employee is unable to sign (due to medical leave, resignation, death, or other reason), the supervisor will write "Not Available to Sign" in the employee's signature blank and then initial or sign the exception.

The timesheets are generated at the end of the pay period by the Siesta software. All employees are expected to sign-in and sign-out daily using the software; thus generating the information needed for payroll purposes.

Special Education bus drivers and monitors must maintain a weekly log of time worked (including time in and time out daily) – at least two entries are required every work day, indicating morning work and then afternoon work. Entries in the log are to be made daily (for each work shift), and signed by the employee, again for each work shift. The weekly log is to be submitted to the office of Human Resources the first workday of the following week. Human Resources is responsible for entering the appropriate information in the attendance software (Siesta), printing the timesheets, getting the appropriate supervisor's signature and then forwarding the timesheet (with supervisor's signature) to the Finance Office. The employees' weekly work logs are maintained in Human Resources.

EARNING A YEAR OF EXPERIENCE

To earn a year of experience in a classified position and thus qualify for any available increase in benefits, an employee must earn at least three thousand (\$3,000) dollars in a fiscal year (July 1 to June 30), as well as work a minimum of five (5) months – one hundred days in the position.

Paid work experience for certified employees is reported annually to the Office of Licensure through TNCompass (software). Partial years are cumulative, ten (10) months convert to a full year of experience. Certified employees can view his/her paid work experience through TNCompass.

PART-TIME EMPLOYEES

Part-time employees are defined as those individuals who are employed to work less than full-time for the specific position. Part-time employees do not receive employment benefits (this includes sick leave and personal leave). A part-time employee may be eligible for health insurance if the employee averages more than thirty (30) hours weekly prior to the current work year.

Some employee-paid payroll deductions may be available to employees who work from twenty (20) to thirty (30) hours per week. Contact the Finance Office (967-1279) for more details.

PERFORMANCE EVALUATIONS

All classified employees that work 120 days or greater in the school year must be evaluated annually. For current employees in the first year of employment or anyone who may require an extended leave and are unavailable to work at least 120 days in the school year, the supervisor has the option to either evaluate or not to evaluate.

The TEAM evaluation model shall be used for certified employees.

Board Policy 5.109

Administrative Procedure – 5.409.11

ASSIGNMENT/TRANSFER

The director of schools shall transfer employees as necessary for the efficient operation of the schools. Transfers shall be non-discriminatory and shall not be arbitrary or capricious.

The assignment of employees is one of the duties of the Director of Schools with input from the appropriate supervisor/director and/or school principal.

Board Policy 5.115

SECTION IV – Key Personnel Standards and Policies

TEACHERS CODE of ETHICS

TCA 49-5-1002

The general assembly finds and declares that:

- (1) An educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. An educator accepts the responsibility to adhere to the highest ethical standards; and
- (2) An educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct.

TCA 49-5-1003 Educator's Obligations to Students

- (a) An educator shall strive to help each student realize the student's potential as a worthy and effective member of society. An educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.
- (b) In fulfillment of this obligation to the student, an educator shall:
 - (1) Abide by all applicable state and federal laws;
 - (2) Not unreasonably restrain the student from independent action in the pursuit of learning;
 - (3) Provide the student with professional education services in a nondiscriminatory manner and in consonance with accepted best practices known to the educator;
 - (4) Respect the constitutional rights of the student;
 - (5) Not unreasonably deny the student access to varying points of view;
 - (6) Not deliberately suppress or distort subject matter relevant to the student's progress;
 - (7) Make reasonable effort to protect the student from conditions harmful to learning or to health and safety;
 - (8) Make reasonable effort to protect the emotional well-being of the student;
 - (9) Not intentionally expose the student to embarrassment or disparagement;
 - (10) Not discriminate on the basis of race; color; creed; disability; sex; national origin; marital status; political or religious belief; family, social, or cultural background; or sexual orientation, unfairly;
 - (A) Exclude the student from participation in any program;
 - (B) Deny benefits to the student; or
 - (C) Grant any advantage to the student;
 - (11) Not use the educator's professional relationship with the student for private advantage;
 - (12) Not disclose information about the student obtained in the course of the educator's professional service, unless disclosure of the information is permitted, serves a compelling professional purpose, or is required by law;
 - (13) Not knowingly make false or malicious statements about students or colleagues;
 - (14) Ensure interactions with the student take place in transparent and appropriate settings;
 - (15) Not engage in any sexually related behavior with the student, whether verbal, written, physical, or electronic, with or without the student's consent. Sexually related behavior includes, but is not limited to, behaviors such as making sexual jokes or sexual remarks; engaging in sexual kidding, sexual teasing, or sexual innuendo; pressuring the student for dates or sexual favors;

- engaging in inappropriate physical touching, groping, or grabbing; kissing; rape; threatening physical harm; and committing sexual assault;
- (16) Not furnish alcohol or illegal or unauthorized drugs to the student;
- (17) Strive to prevent the use of alcohol or illegal or unauthorized drugs by the student when the student is under the educator's supervision on school or LEA premises, during school activities, or in any private setting;
- (18) Refrain from the use of alcohol while on school or LEA premises or during a school activity at which students are present; and
- (19) Maintain a professional approach with the student at all times.

- TCA 49-5-1004 Educator's Obligation to the Education Profession

- (a) The education profession is vested by the public with trust and responsibility requiring the highest ideals of professional service. In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.
- (b) In fulfillment of this obligation to the profession, an educator shall not:
 - (1) Deliberately make a false statement or fail to disclose a material fact relate to competency and qualifications in an application for a professional position;
 - (2) Misrepresent the educator's professional qualifications;
 - (3) Assist entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute;
 - (4) Knowingly make a false statement concerning the qualifications of a candidate for a professional position;
 - (5) Assist a noneducator in the unauthorized practice of teaching;
 - (6) Disclose information about colleagues obtained in the course of professional service unless the disclosure serves a compelling professional purpose or is required by law;
 - (7) Knowingly make false or malicious statements about a colleague;
 - (8) Accept any gratuity, gift, or favor that might impair o appear to influence professional decisions or actions;
 - (9) Use illegal or unauthorized drugs;
- (c) In fulfillment of this obligation to the profession, educators shall:
 - (1) Administer state-mandated assessments fairly and ethnically; and
 - (2) Conduct themselves in a manner that preserves the dignity and integrity of the education profession.

TCA 49-5-1006 Report of Breach of Teacher Code of Ethics -- Failure to Report. -

- (a) An educator who has personal knowledge of a breach by another educator of the teacher code of ethics prescribed in §§ 49-5-1003 and 49-5-1004 shall report the breach to the educator's immediate supervisor, director of schools, or local board of education within thirty (30) days of discovering the breach.
- (b) Failure to report a breach of the teacher code of ethics, or to file a report of any criminal activity or other misconduct that is required by federal or state law, is a breach of the teacher code of ethics.

Administrative Procedure 5.600.1

Administrative Procedure 5.600.2

DRESS CODE

Employees of the school system shall project an appropriate professional image for the students, the students' parents/guardians or legal custodians, and the community as a whole. Furthermore, professional employees must serve as positive and proper role models for the students. Teachers will dress in a professional manner.

Board Policy 5.6001

Administrative Procedure 5.6001.1

STAFF-COMMUNITY RELATIONS

Employees have a right to express their views on any issue, but must in each case make clear that the view expressed is not the official view of the Board or school system.

Employees may, on their own time, campaign for or against any candidate or referendum, but they shall not use the schools, the classroom, or the system position for political forum nor engage in any political promotion or solicitation during school hours. Noncompliance with these requirements shall be subject to disciplinary action. Any employee who intends to campaign for an elective public office which infringes upon a contracted agreement shall present a proposed solution to the Board for consideration. The essential element to be determined by the Board is whether the activities proposed by the employee are consistent with his services to the school system and the best interests of education.

Board Policy 5.606

COMPLAINTS

The Board believes that differences of opinions arising in the course of employment should be resolved as quickly as possible and at the lowest supervisory level.

In instances of questions by an individual staff member concerning the interpretation of policies and procedures to that staff member, administrative practices within his/her particular school, and relationships with other employees, the staff member concerned must consult the administrative or supervisory personnel to whom he/she is responsible. If a satisfactory resolution of the problem cannot be reached after ample opportunity for consideration of the matter, the staff member concerned may discuss the matter with the next level of supervision up to and including the director of schools. In instances where an individual staff member feels for personal reasons that he/she cannot discuss a problem with his/her immediate supervisors, he/she may take the problem directly to the director of schools. After review of the case, the director of schools shall take action as he/she deems appropriate and within a prompt, reasonable time shall notify all parties concerned of his/her decision.

GRIEVANCES

Grievances concerning employment statutes related to harassment, equal employment opportunity, or medical accommodations are specifically addressed in [Board Policy 5.501](#).

HARASSMENT, BULLYING, INTIMIDATION

Suggestion – [Policy 6.304](#) has been up-dated, [Policy 6.3041](#) has been added; all employees are advised to read these carefully. The following links should make the policies readily accessible but a paper copy of these can be provided (at the school level) if needed.

Franklin County Schools does not discriminate in its programs or employment practices nor does it tolerate harassment for any reason including, but not limited to harassment on the basis of age, sex, sexual orientation, national origin, disability, religion, race, color, genetics, veteran status or any other federally-

identified protected class. Harassment by any employee will not be tolerated. Harassment is defined as conduct, advances, gestures or words either written or spoken which:

- Unreasonably interferes with an individuals' work or performance;
- Creates an intimidating, hostile or offensive work environment;
- Implies that submission to such conduct is made an explicit or implicit term of employment; or
- Implies that submission to or rejection of such conduct will be used as a basis for an employment decision affecting the harassed employee.

Alleged victims of racial, ethnic and religious discrimination/harassment shall report these incidents immediately to the immediate supervisor.

A substantiated charge against an employee shall result in disciplinary action up to, and including, termination.

Retaliation against any person who reports discrimination/harassment, or participates in an investigation, will not be tolerated. Any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such.

[Board Policy 5.500](#)

[Board Policy 6.304](#)

[Board Policy 6.3041](#)

TITLE IX & SEXUAL HARASSMENT Board Policy 6.3041

In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited. This policy shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop in accordance with federal law.

“Sexual harassment” is conduct on the basis of sex that satisfies one or more of the following:

1. A school district employee conditioning an aid, benefit, or service of an education program or activity on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the education program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking as defined in state and federal law.

Behaviors that constitute sexual harassment may include, but are not limited to:

1. Sexually suggestive remarks;
2. Verbal harassment or abuse;
3. Sexually suggestive pictures;
4. Sexually suggestive gesturing;
5. Harassing or sexually suggestive or offensive messages that are written or electronic;
6. Subtle or direct propositions for sexual favors; and
7. Touching of a sexual nature.

Sexual harassment may be directed against a particular person or persons, or a group, whether of the opposite sex or the same sex.

Any individual who has knowledge of behaviors that may constitute a violation of this policy shall immediately report such information to the applicable school principal/ supervisor or the Title IX Coordinator.

Retaliation against any person who makes a report or complaint or assists, participates, or refuses to participate in any investigation of an act alleged in this policy is prohibited.

EVALUATION GRIEVANCES

Principals, teachers, and other school-based certified personnel may only challenge the following, relative to their evaluations:

- Accuracy of the data used in the evaluation and
- Adherence to the evaluation policies.

Grievances shall be processed by working through specific details of the following steps:

Administrative Procedure 5.109.1

USE OF TECHNOLOGY

The school system's technology resources are to be used only for learning, teaching, and administrative purposes consistent with the system's mission and goals. Commercial use of the school system's technology is strictly prohibited. Issues applicable to acceptable use of technology include:

1. Copyright – All user are expected to follow existing copyright laws
2. Supervision and Permission – Student use of computer and/or computer network is only allowed when supervised or granted permission by a staff member.
3. Identity theft – Attempting to log on or logging on to a computer or e-mail system by using another's password is prohibited. Assisting others in violating this procedure by sharing information or passwords is prohibited.
4. Improper use of any computer or the network is prohibited. This includes, but is not limited to the following:
 - a) Use of racist, profane, or obscene language or materials
 - b) Using the network for financial gain, political or commercial activity
 - c) Attempting to or harming equipment, materials or data
 - d) Attempting to or sending anonymous messages of any kind
 - e) Using the network to access inappropriate material
 - f) Knowingly placing a computer virus on a computer or network
 - g) Using the network to provide addresses or other personal information that others may use inappropriately
 - h) Assessing information resources, files, and documents of another user or a student without permission

E-Mail

Users with network access shall not utilize district resources to establish or access electronic mail accounts through third-party providers or any other nonstandard electronic mail system. All data including e-mail communications stored or transmitted on school system computers shall be monitored. Typically, emails are activated within a day or two of the initial employment. Emails are de-activated when a staff member leaves the employment of Franklin County Schools (as early as the following day). No longer being employed by Franklin County Schools means that the exiting staff member will no longer have an active email account.

Employees/students have no expectation of privacy with regard to such data. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.

General guidelines for the use of email include:

- School system emails accounts should be used for all official email communication. **Avoid using work email accounts for personal use or personal email accounts for work-related purposes.**
- Security responsibilities -
 - Usernames and passwords shall be protected from unauthorized use at all times.
 - Usernames and passwords shall not be shared among staff members or with students.
 - Passwords should never be shared via e-mail.

Consequences of Improper Use - The school system may suspend or revoke a system user's account to the district's system upon violation of policy and/or administrative regulations regarding acceptable use. Termination of an employee's account will be effective on the date the principal or department head receives notice of user termination or revocation of system privileges.

Board Policy 1.805

Social Networking

1. No employee shall post on any social media or Internet site or feed, any statement, data, document, image, video, audio, or other information the disclosure of which would violate the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), the confidential records provisions of the Tennessee Public Records Act (TCA § 10-7-504), or any other applicable federal or state law or Board policy. This prohibition applies with equal force to the non-public information of students and school employees. It also applies regardless of whether the social media or Internet site is an employee's personal site/feed, a school-sponsored site/feed, or a third-party site/feed.
2. No official or employee shall post on any social media or Internet site or feed any statement, data, document, image, video, audio, or other information that violates any of the following Board policies: Board Policy 1.807 (Use of School Name), 5.500 (Discrimination/Harassment of Employees), 5.600 (Staff Rights and Responsibilities), 5.606 (Staff-Community Relations), 5.610 (Staff-Student Relations), 5.611 (Ethics), or 6.304 (Student Discrimination/Harassment and Bullying/Intimidation). This provision applies to posts to any social media or Internet site or feed regardless of whether such site/feed is an employee's personal site/feed, a school-sponsored site/feed, or a third-party site/feed. In addition, posts to any school-sponsored site shall comply and be consistent with all Board policies.
3. When posting to social media or internet sites or feeds, employees shall endeavor to respect the rights of all members of the school community (as defined in Board Policy 6.304) and shall refrain from making defamatory statements about: the Franklin County Schools; its individual schools, officials, and employees; students; a student's family members; or any other member of the school community.
4. No employee may claim or suggest, directly or indirectly, through any post to a social media or internet site/feed to speak as a representative of or on behalf of the Franklin County Schools or Franklin County School Board, unless such action is permitted pursuant under Board Policy and authorized, whether generally or specifically, by the Director of Schools or Director's designee.
5. Employees are prohibited from accessing personal social networking accounts, sites, and feeds on school computers at all times except for legitimate instructional purposes. Furthermore, as a general rule, an employee should refrain from accessing personal social networking accounts, sites, and feeds during school hours from the employee's personal computer or mobile device. Any such activity shall not interfere with the performance of an employee's job duties. Notwithstanding the performing, de

minimis accessing of or posting to personal social networking sites/feeds by an employee via an employee's personal computer or mobile device during authorized meal and other breaks shall not constitute a violation of this paragraph, provided such activity does not otherwise violate Board policies.

6. The Board discourages employees from socializing with students on social networking websites. The same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium is unacceptable when done through the use of technology. Any such socialization shall comply with and be subject to [Board Policy 5.610](#).

Board Policy 4.406

CONFLICT OF INTEREST

Employees of Franklin County Schools shall not engage in, or have financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as employees of the school system. This includes but is not limited to the following:

- Employees may not purchase for sale to students any goods or equipment or render any service to the school system on a commission basis;
- Employees who have patented or copyrighted any device, publication, or other item may not receive royalties for use of such item in the school system;
- Employees may not engage in any type of work where the source of information concerning a customer, client, or employer originates from information obtained through the school system;
- The Board of Education may not purchase supplies, materials, or equipment from a school system employee; and
- Employees shall not sell instructional supplies, equipment and reference books in a territory that includes the parents of the children of the school in which the employee is assigned.

The Director of Schools, members of the Board of Education, administrative, supervisory, or teaching personnel or other school officer shall have no financial interest, directly or indirectly, in supplying books, maps, school furniture, or apparatus for the schools or to act as agent for any author, publisher, bookseller, or dealer in school furniture or apparatus.

Board Policy 5.601

DRUG-FREE WORKPLACE

See [Board Policy 1.804](#)

The Franklin County Board of Education and its employees share a commitment to create and maintain a drug-free workplace.

Pre-Employment Testing

All applicants being considered for employment positions are required to submit to a pre-employment drug screen at the expense of the school system. Any, and all, offers of employment are contingent upon 'satisfactory' results.

Additionally, applicants being offered an employment position are also screened through various state and/or federal agencies/departments like the Department of Human Services, Sexual Abuse Registry, etc. All results must be deemed 'satisfactory' for the applicant to be employed by Franklin County Schools.

Reasonable Suspicion

Any employee may be required to submit to substance screening if any of the following conditions (list is not inclusive) exist:

- Observed use, possession or sale of illegal drugs and/or use, possession, sale, or abuse of alcohol and/or prescription drugs.
- Apparent physical state of impairment of motor functions.
- Marked changes in personal behavior not attributed to other factors.
- Employee involvement in or contribution to an accident where the use of alcohol or drugs is reasonably suspected or employee involvement in a pattern of repetitive accidents whether or not they involve actual or potential injury.
- Violation of criminal statutes involving the use of illegal drugs, alcohol or prescription drugs and/or violations of drug statutes.

Board Policy 5.403

Testing for CDL Employees

All drivers and applicants for driver positions who are required to hold a Commercial Driver's License (CDL) to perform their job function must adhere to additional requirements.

The use, possession, sale, purchase or transfer of any controlled substances except medically prescribed drugs on school property, while on school business or while operating school vehicles and equipment is prohibited.

Drinking alcoholic beverages during working hours, four (4) hours before reporting to work or having any measurable amount of alcohol in his/her system during working hours is prohibited, whether on or off school property. Working hours include all breaks.

Off-duty use of drugs and alcohol is prohibited to the extent that it affects driver's attendance or performance and his/her ability to pass required DOT alcohol and controlled substance tests.

Any violation of this policy is grounds for termination as an employee of the Board and possible legal prosecution.

The use of any prescription drug that could affect the central nervous system or one that would impair reaction time shall be reported to the Director of Schools/Director of Transportation. Notice shall be given of non-prescription (over-the-counter) drugs being taken on a regular basis. The notice shall include the duration of ingestion and the possible side effects.

Board Policy 5.403

Random Drug Screens

Throughout the school year, all bus drivers shall be subject to testing for drugs and alcohol without advance notice. The school system is required to annually test fifty (50%) percent of all bus drivers, at random, for drugs and alcohol. Every possible effort will be made to make the required random tests as non-intrusive as possible.

If the driver does not report for the said testing, as designated, the results will be reported as a 'positive' drug test and the driver will be immediately suspended for a minimum of one (1) school year.

The driver will be suspended until full compliance with Section 382 of the *Federal Motor Carrier Regulations*. At that time, the driver may request to be re-instated; however, the school system has no obligation to do so.

Required Drug Screens

If an employee reports an injury at work/work place while performing the duties and responsibilities of the position, **or** if an employee in a safety-sensitive position is involved in an accident which results in any of the following: a fatality, an injury requiring medical treatment away from the scene, property damage, or the towing of a vehicle disabled in the accident, then the employee is required to submit to substance screening.

Positive results on drug and alcohol screens will result in appropriate disciplinary action. All individual results from drug and alcohol screens, random and otherwise, will remain as confidential as possible.

OUTSIDE/SECONDARY EMPLOYMENT

Employees are permitted to hold employment outside the school system as long as such activities do not:

- Occur during the school day;
- Interfere with regularly scheduled or appropriately assigned duties for the school system; or
- Reflect unfavorably on the school system.

[Board Policy 5.607](#)

SMOKING AND TOBACCO USE

All uses of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes and associated paraphernalia are prohibited in all of the school district's buildings and in all vehicles that are owned, leased or operated by the district. Smoking or the use of vapor products is not permitted, and no person shall smoke or use vapor products, in, or on, school grounds, including any public seating areas, such as bleachers used for sporting events, or public restrooms.

District employees are not be permitted to use tobacco or tobacco products, including smokeless tobacco, electronic cigarettes and associated paraphernalia while they are participants in any class or activity in which they represent the school system.

[Board Policy 1.803](#)

PC 144 approved and signed by Governor- effective - April 17, 2019 - Adult staff members may be permitted to smoke or use vapor products outdoors but not within one hundred feet (100') of any entrance to any building.

MANAGEMENT PLAN – ASBESTOS

Asbestos is a mineral fiber that has been used commonly in a variety of building construction materials for insulation and as a fire-retardant. When asbestos-containing materials are damaged or disturbed by repair, remodeling or demolition activities, microscopic fibers become airborne and can be inhaled into the lungs, where they can cause significant health problems. The most common source of asbestos exposure includes deteriorating, damaged, or disturbed asbestos-containing products such as insulation, fireproofing, acoustic materials, and floor tiles.

Prior to July of 1989, the Franklin County Schools submitted a Management Plan to the Tennessee Department of Finance and Administration. The Management Plan details all areas where asbestos containing materials are present in Franklin County Schools and the manner in which the materials will be handled.

The Management Plan is available to the public for review at the Central Office (located at 215 South College Street in Winchester). Viewing can normally take place Monday through Friday from 8:30 am to 3:30 pm.

No abatement activities are anticipated at this time and all new construction will not be made from materials containing friable asbestos.

CHILD ABUSE AND NEGLECT

All personnel shall be alert for any evidence of child abuse or neglect.

Child abuse is defined as any wound, injury, disability, or physical or mental condition which is of such nature as to reasonably indicate that it has been caused by brutality, abuse, or neglect or which, on the basis of available information, reasonably appears to have been caused by such. Staff members having knowledge or suspicion of any child who is suffering from abuse or neglect shall report such harm immediately. The report shall be made to the judge having juvenile jurisdiction or to the County Office of the Department of Human Services or the Office of the Chief Law-Enforcement Official where the child resides.

The report shall include:

- The name, address, and age of the child;
- The name and address of the parent/guardian or legal custodian having custody of the child;
- The nature and extent of the abuse or neglect; and
- Any evidence to the cause or any other information that may relate to the cause or extent of the abuse or neglect.

The person reporting shall be immune from liability and his/her identity shall remain confidential except when the Juvenile Court determines otherwise.

Board Policy 6.409

Administrative Procedure 6.409.1

Administrative Procedure 6.409.2

Administrative Procedure 6.409.3

Administrative Procedure 6.409.4

PRIVATE VEHICLES

The Board recognizes that certain employees may need to use their private vehicles for school purposes. With the use of private vehicles, the following policy shall be observed:

1. To use a private vehicle for school purposes, the employee must have proof of vehicle liability insurance coverage in the following form:
 - ♦ A copy of the insurance certificate issued to the insured indicating liability limits of at least \$300,000/700,000/100,000, and
 - ♦ A specific permit for each trip involving students, including field trips.
2. The Board specifically forbids any employee to transport students for school purposes without prior authorization by the Director of Schools or his/her designee.
3. Privately owned school buses and drivers of such shall meet all requirements of state law and state board's rules, regulations, and minimum standards.
4. No student shall be sent on errands, personal or school-related, in a vehicle owned by the student, an employee, or the school system.
5. No employee may ask for or give permission to students to transport other students to and from any school or school-related activity without written parental permission and proof of student insurance.

The Board recognizes that volunteer parent/guardian or legal custodian drivers are often needed to use their private vehicles for school purposes. The volunteer parent/guardian or custodian drivers who use a private vehicle must provide proof of vehicle liability insurance coverage in the form of an insurance certificate issued to the insured indicating limits of at least \$300,000/700,000/100,000.

Prior to the actual transportation of students, proof of liability insurance by employees and volunteer parent/guardian or legal custodian drivers shall be submitted annually to the Principal. The Principal shall immediately forward a copy of the same to the Franklin County Finance Office.

Board Policy 3.404

CELL PHONES

Cell phones are provided to a limited number of employees when required for the proper operation of the school system and safety of the students. The Director of Schools/designee shall approve the assignment of the cellular phones. The Board shall be financially responsible for the customary, minimum monthly premiums of pre-approved cellular phones.

Customary, minimum monthly premium shall be defined as that minimum charge which is incurred monthly, regardless of telephone usage. If the monthly bill reflects charges greater than the customary, minimum monthly premium, the excess portion shall become the responsibility of the employee to whom the cellular telephone has been issued. If an employee wishes to dispute the portion of the monthly bill for which he/she is responsible, the employee may request, and become financially responsible for, obtaining a listing of all usage for the disputed period of time. The total charges shall then become reallocated according to the ratio of usage between school-related calls and personal calls.

Assigned cell phones shall be properly maintained. If the telephone is lost or damaged, the incident will be thoroughly investigated.

If the employee is found to be negligent or at fault, the employee may be held financially responsible.

Board Policy 3.3001

USE OF CELL PHONES (PERSONAL)

A personal cell phone may be carried by an employee of Franklin County Schools during regular work hours; no personal business shall be conducted on personal cell phones in the presence of students.

The use of personal cell phones should be limited during the regular work day to ensure that the needs of the students are fulfilled.

Personal cell phones should not be visible since students are not to use cell phones during regular school hours; employees of the school system must serve as appropriate role models.

It is suggested that all employees put their personal cell phone on 'Vibrate' during regular working hours. 'Vibrate' will allow the employee to see message(s) or attempted call(s) without disturbing the school/work environment; this will allow the employee to return the text, or call, outside the presence of students, and obtain coverage for the classroom, if needed.

Employees should be extremely careful when using personal cell phones; students should not be left unattended.

Administrative Procedure 5.106.2

INCIDENTS OR ACCIDENTS TO STUDENTS

Any incident or accident to students which occurs on all properties, including individual school sites of the Board of Education and which requires the services of a doctor or which could conceivably have further complications, must be reported on the "Building Incident Form" by the principal and then submitted to the office of the Director of Schools within forty-eight (48) hours.

Serious accidents should be reported immediately by telephone to the Director of Schools and followed up with a copy of the incident report.

Any further pertinent developments should be submitted to the office of the Director of Schools in order to complete the file on each case.

The principal shall report to the office of the Director of Schools when injuries are incurred in the athletic program of his/her school.

Board Policy 6.410

MEDICINES

A school nurse has been employed for every school. All medicine and the dispensing of medicine should be in accordance with **Board Policy 6.405**.

STAFF GIFTS

Employees are prohibited from accepting things of material value from individuals, companies, or organizations doing business with the school system. Exceptions to this policy are the acceptance of minor items which are generally distributed to all by the companies through public relations programs.

Board Policy 5.605

USE OF SCHOOL SYSTEM/SCHOOL'S EQUIPMENT AND/OR MATERIAL

Employees of the school system are not to borrow and/or use property, equipment, and/or material of the school system or individual schools thereof for their own personal gain.

EXPENDITURE OF FUNDS

Central Office

All expenditures shall be approved by the Board or the Director of Schools/designee when authorized. No expenditures shall be made except on an approved purchase order or contract. No expenditure may be authorized or made which exceeds the appropriation for any fund of the budget as adopted or amended. Employees of this system will not create, or authorize creation of, a deficit in any fund. Expenditures or encumbrances will not be authorized, made, or incurred in excess of any fund balance.

Individual Schools

Internal activity funds shall not be expended without written approval by the membership of the group. All such expenses shall be in accordance with the *Tennessee Internal School Uniform Accounting Policy Manual*.

Restricted account expenditures require the account sponsor's approval prior to expense. No checks will be written to employees from the internal school activity fund account. Any supplemental compensation owed to the Board for extracurricular activities must be processed through the office of the Director of Schools in the same manner as salary and other payroll payments. Salaries of substitute teachers relating to restricted class and club accounts will be paid by the Board and shall be reimbursed by the school from the appropriate class or club account.

Employees who authorize or contract for any obligation in violation of the policy shall assume personal responsibility for the payment of the obligation shall be subject to dismissal from employment and shall be subject to applicable civil and criminal proceedings. Any obligation, authorization for expenditure, or expenditure made in violation of the law and this policy shall be illegal and void.

Money collected by a staff member as a result of fund raisers or other school related purposes shall be deposited daily with the school bookkeeper. The staff member shall give the student a pre-numbered receipt upon accepting the money and the teacher shall receive a pre-numbered receipt from the bookkeeper as a result of depositing the money in the office.

Board Policy 2.800

IN-COUNTY SPORTS CAMPS

All receipts and expenditures for sports camps must be administered through the school activity fund at the school hosting the camp. Enrollment fees should be made payable to the school, not the individual coach. When all camp related expenses are paid, the balance can be sent to the Central Office for deposit with the County Trustee. The Finance Department must receive a copy of the camp reconciliation sheet and will then make payment to the coach through the payroll process for the balance in the reserve. Any question regarding this change in procedure should be directed to Cindy Latham (967-1279).

[*Administrative Procedure 4.301.3*](#)

DEPOSIT OF FUNDS

Central Office

All income payable to the Board will be deposited with the county trustee who will credit it to the appropriate account.

Individual Schools

All money collected at the building level must be cleared through the principal's office. There will be a \$15.00 service charge on all returned checks. No personal checks will be accepted from any household after two (2) returned checks are received that school year.

The principal/designee and cafeteria manager shall deposit funds daily, if possible, but no later than three (3) days after being received. Deposit slips will be filed along with other permanent records. Each deposit slip must show the various receipt number(s). The total amount of deposit shall be shown on the last receipt deposited.

Monies collected at the building level must be deposited to no more than three (3) bank accounts:

1. General School Fund/Restricted Accounts;
2. School Food Service; and
3. Savings.

[Board Policy 2.500](#)

TSSAA HEAT POLICY

The TSSAA Board of Control has established a Heat Policy for all schools. The policy requires schools to measure the heat index at the location of its activities associated with the sanctioned sports. ***No activities will be allowed when the heat index at the location of the activity is in excess of 104 degrees. This includes practices and contests at any level (varsity, junior varsity, 9th grade, middle school, etc.) and at any location (indoor or outdoor).***

[*Administrative Procedure 4.301.1*](#)

DESTRUCTION OF AND TAMPERING WITH GOVERNMENTAL RECORDS

- (a) It is unlawful for any person to:
 - (1) Knowingly make a false entry in, or false alteration of, a governmental record;
 - (2) Make, present, or use any record, document, or thing with knowledge of its falsity and with intent that it will be taken as a genuine governmental record;
 - (3) Intentionally and unlawfully destroy, conceal, remove, or otherwise impair the verity, legibility or availability of a governmental record.
- (b) A violation of this section is a Class A misdemeanor. (Acts 1989, ch. 591)

[TCA 39-16-504](#)

SECTION V - EMPLOYEE RELATIONSHIPS

NEPOTISM

Whenever a person is considered by the Director of Schools for initial employment in the system and that person is related to a member of the Board, the Director of Schools, an administrator in the system, a county commissioner, or any appointed or elected county official, the relationship shall be publicly made known to the Board prior to the employment of the person.

If a member of the Board has a relative who is an employee in the system, prior to voting on any matter of business that may have an effect upon the employment of the relative, the member shall declare such relationship. In making such a declaration, the member shall certify that his/her vote on the pending matter will be in the best interest of the school system.

The term "related to" and "relative" includes the following relationships: spouse, parent, parent-in-law, child, son-in-law, daughter-in-law, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, or any person who resides in the same household.

No person shall supervise or be supervised by an employee if he/she is related to the employee.

Board Policy 1.108

SUPERVISOR-STAFF RELATIONSHIPS

As an extension of the nepotism and harassment policies, romantic relationships between supervisors and anyone whom he or she directly supervises is strongly discouraged. Such relationships may negatively impact other employees and, therefore, lead to complaints, grievances, or other interruptions of the workplace functioning.

STUDENT-STAFF RELATIONSHIPS

Staff members shall use good judgment in their relationships with students beyond their work responsibilities and/or outside the school setting and shall avoid excessive informal and social involvement with individual students. Romantic, amorous or sexual relationships, and romantic, amorous or sexual comments or communications in any form between employees and students are prohibited. This includes unprofessional and inappropriate communication.

Examples of unprofessional and inappropriate communications include, but are not limited to:

1. Employees fraternizing or communicating with students in a peer to peer or unduly familiar manner;
2. Writing personal letters, e-mailing, texting or calling student(s) on cell phones about subject matter that is beyond the scope of professional relationship;
3. Sending suggestive, lewd or indecent pictures or images to students;
4. Discussing or revealing to students inappropriate aspects of private lives or inviting students to do the same; being overly familiar; and
5. Engaging in unnecessary and/or non-curricular dialogue concerning topics of a sexual nature.

Employees must guard against associations with students that are outside the normal scope of employment and appropriate staff/student relationship. Employees engaging in such inappropriate conduct are subject to disciplinary action, up to and including dismissal. Any extenuating circumstances will be dealt with on an individual basis by the appropriate supervisor or director of schools. Any employee, who has reason to believe that another employee is inappropriately involved with a student, as described, is obligated to report this information to the immediate supervisor.

Board Policy 5.610

SECTION VI - VIOLATIONS OF POLICIES AND REGULATIONS

All employees are required to abide by Franklin County Schools' policies and procedures as well as applicable state and federal laws and regulations. Suspected violations of policy and procedure will be investigated. Failure to abide by applicable policies, laws, and regulations or engaging in actions which discredit Franklin County Schools can result in disciplinary action, up to and including termination.

EMPLOYEE DISCIPLINE

An employee of Franklin County Schools shall not engage in any criminal, dishonest, immoral, or disgraceful conduct or behavior, activity, or association, which discredits the employee and/or the school system. These actions may be considered grounds for dismissal. Each employee is expected to conduct himself/herself, both on and off the job, in such a manner as to reflect credit on himself/herself and the school system.

An employee may be disciplined for such actions as follows (list not inclusive):

- Absent without available leave;
- Absence without timely notification (before the worker is scheduled to begin work);
- Excessive/habitual tardiness;
- Neglect of duty;
- Failure to perform assigned duties;
- Inefficiency in the performance of duties;
- Any act of insubordination or disrespect to a supervisor;
- Use, and/or possession, of illegal drugs or being under the influence of illegal drugs at any time;
- Use, and/or possession of alcohol while on duty or being under the influence of alcohol while on duty or when reporting for duty;
- Use of illegal drugs or alcohol while off duty which reflects discredit upon the employee or the school system;
- Positive test result(s) from alcohol/drug test;
- Violation of any of the rules and regulations of the Board of Education;
- Neglect or disobedience of lawful and reasonable orders of a supervisor;
- Immoral conduct;
- Conviction of a felony or a misdemeanor involving moral turpitude;
- Any breach of discipline;
- Incompetence;
- Discourteous treatment of the public, other employees, and students;
- Dishonesty;
- Harassment/sexual harassment;
- Inappropriate socializing/fraternizing with students;
- Being convicted of a felony while employed by the school system;
- Being convicted of a misdemeanor involving illegal substances;
- Disclosing confidential information to unauthorized persons;
- Mental or physical abuse of a student or staff member;
- Failure to report an arrest;
- Abuse of sick leave;
- Inability, for whatever reason, to perform the duties assigned; and
- Any conduct unbecoming to an employee of the school system.

Disciplinary actions may also be taken for actions other than those listed above.

Walking off the job site will result in a recommendation to the Director of Schools for immediate dismissal. Refusal to accept a transfer to a different work site will result in a recommendation to the Director of Schools for immediate dismissal.

If an employee does not report to work for three (3) days and does not notify the immediate supervisor in a timely manner, the employee's absences will be considered as 'abandonment'; termination of employment will be recommended.

Administrative Procedure 5.108.1

PROGRESSIVE DISCIPLINE

Franklin County Schools follows a progressive discipline model and requires a due process when dealing with issues of unsatisfactory employee performance. As such, employees receive notice of concerns and an opportunity to improve or correct behavior prior to receiving disciplinary action. The typical steps are as follows:

1. **Oral Discussion/Verbal Warning** – This is an informal conference during which there is initial discussion of behavior that does not meet performance standards.
2. **Conference of Concern** – This is a formal conference documented in writing and may be placed in the employee's personnel file. The behavior that is to be corrected is clearly identified during the conference in writing. Follow-up expectations are included in the written document that is signed by the administrator, employee, and witness, if applicable.
3. **Written Reprimand** – this serves as a written sanction and admonishment of the employee and is placed in the employee's personnel file. A written reprimand may be given when the performance issue(s) persists after one or more conferences of concern has been issued and reasonable time to improve has been provided. If a first offense procedure violation is sufficiently severe to warrant it, a written reprimand may be issued.
4. **Written Reprimand with Suspension/Demotion** – Due to an employee's continued disregard of prior notifications or due to the severity of the performance/behavior issue, punitive action may be taken by the Director of Schools. After given due process, the Director of Schools may choose to suspend an employee with or without pay or demote an employee.
5. **Dismissal** – Termination is the final action and typically taken after other options have been exhausted and the employee has been given due process. Only the Director of Schools may dismiss an employee.

Depending upon the degree and severity of an employee's misconduct or policy violation, the employee may be immediately recommended for punitive action, up to and including dismissal, at the discretion of the Director of Schools.

Report of Arrest/Finding

If an employee is arrested for any reason, the employee is to notify his/her immediate supervisor and Human Resources (at Central Office) within forty-eight (48) hours of the arrest.

The employee shall notify the Director of Schools (within forty-eight hours of receiving such notice) if the *Department of Children's Services* finds the employee to have committed child abuse, severe child abuse, child sexual abuse, or child neglect, or if the department of children's services names the employee as an indicated perpetrator of child abuse.

Appropriate disciplinary action up to, and including, dismissal shall take place if this notice is not provided as noted.

Board Policy 5.611

NOTIFICATION TO STATE BOARD OF EDUCATION

Regarding Denial and Revocation of License

per MRR 0520-02-03-.09(5)

It is the responsibility of the Director of the employing public or non-public school or school system to inform the State Board of Education of licensed teachers or administrators who have been suspended or dismissed, or who have resigned, following allegations of conduct which, if substantiated, would warrant consideration for license suspension or revocation. The report shall be submitted within thirty (30) days of suspension, dismissal, or resignation. The superintendent shall also report felony convictions of licensed teachers or administrators within thirty (30) days of receiving knowledge of the conviction.

The State Board of Education may revoke, suspend, or refuse to issue a license for the following reasons:

1. Conviction of a felony;
2. Conviction of possession of narcotics;
3. Being on school premises or at a school-related activity involving students while documented as being under the influence of, possessing or consuming alcohol or illegal drugs;
4. Falsification or alteration of a license or documentation required for licensure;
5. Denial, suspension or revocation of a license or certificate in another jurisdiction for reasons which could justify denial, suspension or revocation under this rule; or
6. Other good cause. Other good cause shall be construed to include noncompliance with security guidelines for TCAP or successor tests pursuant to TCA § 49-1607, default on a student loan per TCA § 49-5-108(d)(2), or failure to report.

For purposes of this part, “conviction” includes entry of a plea of guilty or nolo contendere or entry of an order granting pre-trial or judicial diversion.

A person whose license has been denied, suspended or revoked may not serve as a volunteer or be employed, directly or indirectly, as an educator, educational assistant, substitute teacher or in any other position during the period of the denial, suspension or revocation.

Any person whose license is to be denied, suspended or revoked as stated above or who is refused a license or certificate shall be entitled to written notice and an opportunity for a hearing to be conducted as a contested case under the Tennessee Uniform Administrative Procedures Act.

DEPARTMENT OF CHILDREN’S SERVICES

The employee shall notify the Director of Schools (within forty-eight hours of receiving such notice) if the department of children’s services finds the employee to have committed child abuse, severe child abuse, child sexual abuse, or child neglect, or if the department of children’s services names the employee as an indicated perpetrator of child abuse. The school system cannot employ, or continue to employ, such employee if the department of children’s services finds the employee to have committed child abuse, severe child abuse, child sexual abuse, or child neglect, or if the department of children’s services names the employee as an indicated perpetrator of child abuse.

*Per TCA 59-5-413(e)(1) and **Board Policy 5.106***

SECTION VII – Compensation

EMPLOYEE TYPES

- **Certified** – These employees must hold a valid license issued by the Tennessee Department of Education and be currently working in a position which requires said license. Certified staff members require a valid professional license based on training that covers the subject or grades taught and/or a specialty service area (e.g. school counselor) in accordance with rules and regulations of the State Board of Education.

It is the responsibility of the certified employee to maintain a valid license for the position for which he/she is employed. Every certified employee must establish an **account** and utilize the services provided through TNCompass to properly maintain the required license.

The most current information about licensure can be found at
[Educator Licensure – State of Tennessee](#)

- **Classified** – These employees work in positions that do not require certification in accordance with the rules and regulations of the Tennessee Department of Education. Classified employees are also referred to as ‘support’ employees. Classified personnel include the following personnel: bookkeepers, secretaries, clerical workers, administrative assistants, maintenance employees, custodians, school nutrition workers and managers, educational assistants (including special education), technology employees, and transportation employees.
- **Substitute** – These employees work ‘as needed’ as a replacement for the regular employee in a teaching assignment. These employees may also work in the place of the regular school nutrition employee, educational assistant or custodian, and possibly other positions when specifically approved to do so.
- **Interim** – These employees hold a position for a teacher or employee who is on leave for twenty days or more. For teaching and other certified positions, interim employees must be properly licensed and are paid based on degree and experience just like regular, certified staff. Interim employees have no guarantee of a position beyond the time that the original employee is on leave. When the original employee returns to work, the interim employee is no longer needed and relinquishes the position.

SALARY SCHEDULES

Annual salary schedules (certified and classified) are posted on the [System web-site](#). Use the ‘Departments’ of ‘Directory’ tab, then click on ‘Human Resources’

The employee’s base wages and/or salary is determined annually by schedule, step (verified experience), and degree, when applicable.

Experience Verification

In most cases, prior teaching experience (in public school) can count for salary purposes. New certified employees are required to provide a *Verification of Experience* form for all school systems upon initial employment; all verified experience must be signed by the authorized person in the former school system.

It is the certified employee’s responsibility to submit the appropriate form(s) for both in-state and out-of-state experience as soon as possible after the applicant accepts an offer of employment. A separate form must be submitted from each school system in which the applicant was previously employed.

A certified employee will only be paid for the verified experience. The burden of proof for experience rests totally with the individual certified employee. Franklin County Schools is responsible for verifying all experience for which are to be paid

Degrees/Endorsements

Upon completion of all requirements (including but not limited to coursework and required national tests) for an additional degree and/or endorsement, the employee must complete the required paperwork with the institute of higher education. The employee must work through TNCompass to have the degree and/or endorsement added to his/her current license.

Employees earning an advanced diploma are required to have an official transcript reflecting the new degree submitted to Human Resources.

An employee can only be paid for an advanced degree when it is reflected on the employee's TNCompass account at the state's Office of Licensure.

In the spring of each year, certified employees are asked to inform the office of Human Resources of anticipated new advanced degrees to be earned by January 1 of the following year; this information is needed for budget purposes. Failure to notify as requested can result in the employee not receiving the pay advancement until the following school year.

SUPPLEMENTS

Coaching assignments, cheerleader sponsor, and other similar extra duties/responsibilities are made by the school principal (after being approved by the Director of Schools) on an annual basis. Supplements for most of these activities are included in the annual 'Terms of Employment' and then included in the monthly wages of certified employees. The remaining supplements are paid after the sport season has been completed, only after the coach, athletic director, and school principal submit the appropriate paperwork indicating that the duties and responsibilities were appropriately completed in a satisfactory manner.

An employee does not have the guarantee, or the right, contractual, or otherwise, to anticipate a particular assignment with associated supplement to continue from year-to-year.

Administrative Procedure 4.301.11

DIFFERENTIATED PAY

The approved Differentiated Pay Plan is as follows:

- The district will continue to pay current licensed teacher(s) with the appropriate endorsement to teach an extra class period during their planning period if no viable certified candidate is available. For example, at the high school level, three certified math teachers on a block schedule could (if they agree) teach one additional math class during their planning period; thus, filling the need for an additional math teacher.
- Franklin County Schools has implemented a school-based curriculum and instructional (CI) coaching model where current teaching staff will be paid to serve as mentors, encourage and possibly compensate potential employees in identified hard-to-fill positions, and implement professional development opportunities at the school level. Many times this work is required after the normal school day.
- Other certified employees (non-administrators) who are asked (and agree) to serve in various roles to provide consistent, and enhanced, instructional and/or support services for the students of Franklin County.

PAYROLL

Regular monthly pay deposits are made on the 15th of the month, or the last working day prior to the 15th. Certified employees and most classified employees are paid on the 15th of each month. Substitutes are paid for their time worked (as reflected on the Siesta software) on the following fifteenth of the month

Only a limited number of support employees (maintenance, some custodians, and office employees) working on the fiscal calendar from July 1 through the following June 15th are paid bi-weekly, every other Friday, two weeks in arrears.

Any change required by the employee in regard to payroll deduction should be submitted to Human Resources and then forwarded to the Finance Office.

AUTOMATIC PAYROLL DEPOSIT

All employees of Franklin County Schools are paid via electronic disbursements. Upon initial employment, a blank voided check is required to ensure that the appropriate tracking number is used.

Paystubs are provided electronically by the Paperless Pay Corporation at [my-estub](#). **My-estub will be replaced by [My Benefits Channel](#) at a later date. More information will be forthcoming when this occurs.** A Password and User ID are required for the employee to use the portal. The electronic paystub includes leave days earned, leave days taken, and the accumulated balance of each (as of the end of the preceding pay period).

PAYROLL DEDUCTIONS

Mandatory deductions from gross pay include Social Security, Medicare, federal income tax withholding, retirement contribution, court-ordered garnishment, and IRS levies.

Employees who are absent without leave or take administrative leave without pay shall have their pay deducted by the amount of daily rate of pay for each day absent. This deduction shall occur at the time the information is processed. If the amount is greater than a month's wages, the deduction will occur monthly until the value of the overdrawn leave is recovered.

PAY ADJUSTMENT

If, and when, an employee (either certified or classified) is absent with no available leave, the employees should expect to see an appropriate pay adjustment (daily rate) in the next pay deposit. Absent without available leave (and tardiness) can lead to disciplinary action, up to, and including, dismissal.

A certified employee's daily rate is calculated by dividing the employee's annual wage by 200. A classified employee's daily rate is calculated by multiplying the hourly rate by the hours by day.

Section VIII - Benefits

HEALTH INSURANCE

The Health Insurance Program is administered by the Benefits Administration, a division of the State of Tennessee. Currently there are two carriers and numerous plans. The carriers are Blue Cross/Blue Shield and CIGNA. There is a Premier PPO, standard plan, limited plan, and a Health Savings plan for each carrier with different options. Employees may choose from the program that best meet his/her needs.

A portion (90% of the Premier PPO) of individual coverage health insurance is paid by Franklin County Schools for qualifying employees who complete the required paperwork in the required window of time. All newly hired full-time employees must either accept or refuse the available medical insurance. If an employee is interested in this benefit, all necessary paperwork must be completed within the first thirty (30) calendar days of actual employment. Contact the Finance Office for more information.

Important facts regarding medical insurance:

- Employees on unpaid leave of absence are responsible for both the employee's portion and the portion of the health care premiums paid by Franklin County Schools.
- If an employee is granted leave which qualifies for/as Family Medical Leave (FML), the employee is only responsible for the employee's portion of the medical insurance while on FML.
- Some employees who retire may continue health insurance coverage if eligibility requirements are met.
- Employees hired after July 1, 2015 are not eligible for continuation coverage (health insurance) at retirement; these same employees shall not be offered Medicare Supplement Insurance upon their retirement. This change does not impact employees in place prior to July 1, 2015.

An increase in insurance premiums of about 2 % is expected to become effective January 2022.

Special Health Insurance Adjustment for Employees hired prior to 06/30/14

In the spring 2014 the Franklin County School Board voted to decrease the percentage paid by the employer for health insurance for full-time certified and the 260-day classified employees from 100% to 90% of the Premier PPO Plan. Additionally, the Board approved to give the same employees that participated in the state health insurance plan prior to 06/30/14 an adjustment for the diminishing 10% of this plan. If you have any questions please do not hesitate to contact the Finance Department at 967-1279.

It is the responsibility of the employee to inform the Finance Office (Jenny Phillips or Heather Morgan) when a new dependent (due to marriage, the birth or adoption of a child) needs to be added to the medical coverage. This must be done within the allowed sixty (60) days of the event for the new dependent to be properly covered. It is also the responsibility of the educator to inform the Finance Office if a dependent loses his/her eligibility for coverage due to a divorce or if a child does not meet the definition of an eligible dependent (**reaches the age of 26**).

Annual Enrollment Period

Annually in the fall, members can make changes to their health benefit (this does not include life insurance or short/long term disability) selections. Changes for the coverage becomes effective the following January 1; participants must remain enrolled in their current benefit plan until the new calendar year. During this window of time, the employee may make personal changes regarding health coverage as well as for dependents; enroll in, cancel, or transfer dental options; and enroll in, cancel, or transfer vision options. The employee may also have options regarding life insurance and/or short-term and/or long-term disability.

All participants enrolled in health coverage are sent information on available healthcare options, premium data, a listing of benefit changes, service areas, and vendor changes for the coming year.

The options chosen during the enrollment period remain in effect through December 31, unless the employee loses eligibility or has a qualifying event or family status change during the year.

Special Enrollment Provisions

The federal law, Health Insurance Portability Accountability Act (HIPAA), allows employees and dependents to enroll in health coverage under certain conditions as follows. Exceptions can sometimes be made for eligible employees or dependents if they lose their health insurance coverage offered through the employer or the employee's spouse/ex-spouse. Required documentation of the need must be submitted to the Division of Insurance Administration and coverage applied for within sixty (60) days of loss of health coverage.

Employee Assistance Program (EAP)

The ParTNers EAP provides you and your family with both workplace and personal issues. Your ParTNers EAP provides confidential financial and legal services, assistance finding eldercare or dependent care services, emotional counseling and much more – all at NO COST to members and their dependents.

EAP services are offered at no cost to all state group insurance program providers and their immediate family members.

All services are confidential and available at no cost to the qualifying employee and the dependents.

Services can be accessed by calling 855-437-3486 – available 24 hours a day, 365 days a year.

You may use up to five, no cost, counseling sessions per problem episode.

Preauthorization is required to utilize your EAP. Simply go to Here4TN.com or call 855-437-3486 to obtain your preauthorization. If you prefer to access services over the phone, telephonic counseling is available as well as face-to-face appointments.

The EAP can help with:

- Family and relationship
- Anxiety and depression
- Dealing with addiction
- Legal and financial
- Child and elder care
- Workplace conflicts
- Grief and loss
- Work/life balance

Confidential and anonymous access to a wide variety of information and resources on their web site at Here4TN.com

Behavioral Health

Members enrolled in health coverage also have behavioral health and substance abuse treatment benefits. Services generally include the following:

- Outpatient assessment and treatment
- Inpatient assessment and treatment
- Alternative care such as partial hospitalization, residential treatment and intensive outpatient treatment
- Treatment follow-up and aftercare

To receive maximum benefit coverage, participants must use a network provider. Preauthorization is required for some outpatient and all inpatient services. Qualifying employees can learn more by visiting Here4TN.com or calling 855-437-3486 any time, day or night, to speak confidentially with a trained professional for a referral or preauthorization.

DENTAL AND VISION INSURANCE

Employees have the opportunity to participate at their own expense in other various insurance options like dental insurance, vision insurance, and life insurance.

Employees should contact the Finance Office (967-1279) for specific information.

MEDICAL FLEXIBLE SPENDING ACCOUNT

The Internal Revenue Service authorizes flexible spending accounts. The tax codes allow employees to pay for certain benefits with pre-tax dollars. A Medical Flexible Spending Account is available for eligible employees, spouses, and dependent children. This is not insurance, but rather a way to pay for certain qualified, non-reimbursed medical expenses in a pre-tax salary reduction. The amount which can be placed in a MFSA each year may be limited by the IRS, but may not exceed the annual maximum established by the school system. \$500 dollars can be rolled from one year to the next. Any monies placed in a MFSA against which qualified expenditures cannot be filed above the \$500 dollar amount are forfeited according to federal law. The employee contributes 100% to the MFSA.

Employees should contact the Finance Office (967-1279) for specific information.

TAX DEFERRED INVESTMENTS

Current IRS regulations allow employees to participate in tax deferred investments under Section 403(b) and 457(b) of the Internal Revenue Code if the employee qualifies. All employees of FCS are eligible to participate providing that contributions are made from the employee's wages and they have not applied for a hardship withdrawal during the period set forth by the IRS.

Employees should contact the Finance Office (967-1279) for specific information.

CLAIMS FOR TRAVEL EXPENSES

All claims for the authorized travel expenses must be submitted not later than the last day of the applicable calendar month. The proper form must be used and all required signatures must be included. Supporting documentation (i.e., name tags, copy of the agenda of the meeting attended, receipt from the hotel reflecting a zero balance owed, parking receipts, etc.) must be included for all out-of-county travel.

[Administrative Procedure 2.804.1](#)

[Administrative Procedure 2.804.11](#)

RETIREMENT ACCOUNT/PENSION – TCRS

The most current information regarding retirement and retirement benefits can be found at [Tennessee Consolidated Retirement Plan](#)

Every employee is strongly encouraged to set up his/her individual account at the retirement system using this link - [TCRS - Self Service Account](#)

All full-time classified employees (minimum of thirty hours in the work week) are enrolled in a defined benefit plan provided by Tennessee Consolidated Retirement Plan (TCRS).

Full-time certified employees may be enrolled in one of two mandatory plans sponsored by TCRS. The two plans are the Legacy Plan and the Hybrid Plan; an explanation of each follows:

- The Legacy Plan is a defined benefit plan that is only available to teachers that had at least one year of service with a TCRS organization as a teacher prior to July 1, 2014. This plan requires a mandatory 5% pre-tax contribution; it guarantees a monthly benefit which is based on a member's five highest years of consecutive earnings and service to qualifying retirees. The benefit is payable for the life of the member and when applicable, transferable to a member's spouse or beneficiary(ies). This plan relieves members of the burdens of making investment decisions and assuming the risk associated with those decisions, unlike an IRA or 401K account, a TCRS retirement benefit is not impacted by stock market performance. The State of Tennessee guarantees TCRS members receive retirement income for life.
- The Hybrid Plan is reserved for the teachers hired after July 1, 2014 who do not have at least a year of prior service with a TCRS organization as a teacher. The Hybrid Plan provides a combination of a defined benefit plan and a defined contribution plan. The defined benefit portion of the Hybrid Plan is managed by TCRS. The defined contribution assets are deposited in the state's 401(k) plan where teachers will manage the investments with the 401(k) plan. This plan requires a 5% contribution of salary to the defined benefit portion of the Hybrid Plan.

POST-RETIREMENT MEDICAL INSURANCE

This benefit is only applicable to full-time qualifying employees (certified and classified) hired before the 2014-15 school year. This benefit allows the continuation of medical insurance benefits after retirement for qualifying employees until the employee is eligible for Medicare. This post-employment medical insurance benefit is to be paid to the qualifying employee at the same rate of payment (county portion) as was paid prior to retirement until the retiree is eligible for Medicare.

A **certified employee** of the Franklin County School System enrolled in the state's insurance plan at the time of retirement is eligible for continuation of medical insurance benefits after retirement if he or she:

1. Has a minimum of thirty (30) years of professional/certified service in Franklin County Schools, or twenty-nine (29) years of service in Franklin County Schools with an accompanying year of accumulated sick leave (minimum of 200 days);
- or**
2. Has reached the age of sixty (60) with a minimum of twenty-five (25) years of professional/certified service in Franklin County Schools, or twenty-four (24) years of service in Franklin County Schools with an accompanying year of accumulated sick leave (minimum of 200 days);

A **classified employee** of the Franklin County School System enrolled in the state's insurance plan at the time of retirement is eligible for continuation of medical insurance benefits after retirement if he or she was employed

1. As a twelve (12) month employee for the past five (5) years, have reached the age of sixty (60) years, and have twenty (20) years of service in the Franklin County School System;
- or**
2. For a minimum of thirty (30) hours a week for a period of at least nine (9) months a year but less than twelve (12) months a year, reached the age of sixty-two (62), and have twenty-five (25) years of service in the Franklin County School System.

COBRA

In the event of a resignation, early retirement, or termination, each employee shall have the right to continue the same coverage of his/her insurance and dependent coverage under the COBRA Plan. The premiums will include a 2% increase over what the county is charged for individual and dependent coverage. This COBRA insurance may be available for up to:

- Eighteen (18) months after either termination of employment or reduction in hours; or
- Twenty-nine (29) months if currently disabled and entitled to Social Security disability benefits; or
- Thirty-six (36) months after the employee's death, divorce, legal separation, eligibility for Medicare, a dependent child's exceeding the maximum age of eligibility, bankruptcy of the employer on or after July 1, 1986, or certain multiple qualifying events.

ADMISSION TO SYSTEM'S EXTRACURRICULAR EVENTS

Complimentary passes (general admission only) are provided to all full-timed employees to attend at no cost school-sponsored extracurricular activities held in the school system (this does not include tournament games).

This pass is only for the employee; it does not cover family members. Proof of identification as an employee of the school system may be required at the admission gate.

FEE DISCOUNT

The fee discount program is a state program which provides a 25 percent discount on enrollment fees for undergraduate courses, generally referred to as tuition, to the child of a full-time employee of the executive, judicial, or legislative branch of State government – this includes properly licensed full-time teachers.

Rules for Fee Discount

If an employee qualifies for this benefit, a form signed by the Director of Schools is required each semester. This form can be obtained from the Human Resources office.

SICK LEAVE BANK (SLB)

A SLB is maintained for all full-time certified and classified employees who are qualifying members. The SLB provides additional sick leave days to qualifying and approved members who have suffered a major personal illness, injury, disability or quarantine and whose personal leave, sick leave, and vacation leave (when applicable) has been exhausted.

Participation is voluntary.

Administrative Procedure 5.302.3

Administrative Procedure 5.302.31

Administrative Procedure 5.302.32

Section IX – Time Away From Work

SICK LEAVE

Sick leave is earned at the rate of one sick leave day for each twenty (20) days worked by both classified and certified employees.

Full-time classified workers employed for 180 days earn a maximum of nine days in the school year. Full-time certified employees of 200 days can earn a maximum of ten (10) sick leave days in the school year. If unused, these days accumulate for an unlimited number of days.

Sick leave may be used for any of the following: illness of the employee from natural causes or accident, quarantine, or illness or death of a member of the immediate family of the employee, including the employee's wife or husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law. Sick leave may also be used for a doctor/dentist appointment.

Verification from the attending physician is required after three (3) consecutive days of absence for certified and classified employees.

A timesheet is required at the end of each pay period for all employees. The timesheet must be signed by both the employee and the immediate supervisor denoting the information on the timesheet is both complete and accurate.

[Board Policy 5.302](#)

[Administrative Procedure 5.302.1](#)

BEREAVEMENT LEAVE *(effective with the 2021-22 fiscal year)*

Full-time employees will be allowed a maximum of three (3) days of bereavement leave with pay (without being charged sick leave) in the event of death of an employee's spouse, significant other, child, stepchild, daughter-in-law, son-in-law, parent, stepparent, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparents, grandchildren, and any other human member of the family who resides in the employee's household.

Bereavement days are to be used within a seven (7) day period from the date of death and/or date of memorial service. Employees shall be permitted to apply up to three (3) additional days of sick leave for bereavement if the need exceeds the initial three (3) days allotted under this policy.

The employee shall notify the immediate supervisor as soon as possible when bereavement leave is needed.

Additionally, upon return to work, the employee is required to submit verification of the cause, or the familial relationship involved, to support the bereavement leave claim; this notice is to be forwarded to Human Resources.

[Board Policy 5.302](#)

PERSONAL AND PROFESSIONAL LEAVE

Personal and professional leaves are granted in accordance with laws of the state of Tennessee and rules and regulations of the state board of education.

Certified employees earn personal and professional leave at the rate of one day for each half-year employed for a maximum of two (2) days per year. Full-time classified (support) employees (minimum of 260 days)

earn two (2) personal days per year; other full-time (support) employees earn one (1) day of personal leave per school year.

Personal leave remaining unused at the end of the school year is credited to sick leave, effectively at the end of the fiscal year.

Board policy includes the specifics in regard to the requesting and granting of both personal leave and professional leave.

[Board Policy 5.303](#)

[Administrative Procedure 5.303.1](#)

FAMILY AND MEDICAL LEAVE

The federal law, *Family and Medical Leave Act* (FMLA), entitles qualifying employees to take reasonable leave for medical concerns, for the birth or adoption of a child, and for the care of a child, spouse, or parent who has a serious health condition. Anyone who has been employed for at least twelve (12) months by the school system and has worked at least 1,250 hours during the previous twelve-month period is eligible for FMLA. The school system will continue to make the appropriate contribution to the employee's medical health insurance during the approved FML. This leave is limited to a maximum of twelve weeks; the employee is assured the same or similar employment when he or she returns to work at the end of the FML. **Extended FMLA offered by the state of Tennessee allows the mother to take four (4) additional weeks of leave but the employee (new mother) assumes total (100%) responsibility for the medical premiums.**

[Board Policy 5.305](#)

[Administrative Procedure 5.303.1](#)

FFCRA LEAVE (expired May 2021)

~~The **Families First Coronavirus Response Act (FFCRA)** requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through May 2021.~~

Generally, the Act provides that employees of covered employers are eligible for:

- ~~• *Two weeks (up to 80 hours) of **paid sick leave** at the employee's regular rate of pay where the employee is unable to work (including telework) because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or*~~
- ~~• *Two weeks (up to 80 hours) of **paid sick leave** at two thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and*~~
- ~~• *Up to an additional 10 weeks of **paid expanded family and medical leave** at two thirds the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.*~~

[Board Policies 5.3051 and 5.1151](#)

MILITARY LEAVE

Employees who are members of any reserve component of the Armed Forces of the United States shall be granted leave of absence for all periods of military service during which they are engaged in the performance of duty or training in the service of the state or the United States. Reservists who anticipate military duty during the school year must give written notice to the Director of Schools, within thirty (30) days of the beginning of the school year, of the dates of the anticipated duty.

While performing such duty or training, the employee shall be paid his/her regular salary up to a maximum of twenty (20) working days in any one (1) calendar year, plus such additional days as may result from any call to active state duty. An employee called to active duty by the Governor to enforce the laws of the state shall be paid his/her regular salary for such time as he/she is engaged in the performance of his/her duty, and any time spent in active state duty shall not count against the twenty-day period of leave allowed for military service.

Request for leaves and extension of leaves shall conform to state law and board policy governing all leaves of absence. Failure to comply with applicable laws and policies shall constitute grounds for dismissal.

The employee shall supply a copy of the orders for duty, including the dates of departure and return it to the Director of Schools prior to, or simultaneous with, requesting leave.

[Board Policy 5.306](#)

JURY DUTY

If an employee is summoned for jury duty, the employee may request a postponement until a time outside the academic year so that disruption to the instructional year may be avoided.

The following procedures shall regulate the leave for jury duty for these employees:

1. The employee shall present written evidence that he or she has been summoned to serve on a jury; and
2. The employee shall be entitled to the usual compensation.

COURT APPEARANCES

If a teacher or other employee appears in court because of a personal interest, whether as a plaintiff, defendant, or voluntarily appears on behalf of family or friends, or when an employee is required to appear in court either as a defendant or plaintiff in a civil case, a victim in a criminal case, or a witness in a civil or criminal case, personal leave or leave without pay shall be granted in accordance with the established board policies on leaves. If a teacher or other employee is required to be in court regarding a case on school business, there shall not be a loss of regular pay.

[Board Policy 5.301](#)

VACATIONS AND HOLIDAYS

Full-time employees (both classified and certified) on twelve-month assignments earn vacations days per board policy. If unused, these days may accumulate up to the amount earned for the employee's last two (2) consecutive years of work.

Full-time employees (both classified and certified) on twelve-month assignments earn holidays as noted in board policy.

[Board Policy 5.310](#)

[Administrative Procedure 5.303.1](#)

LEAVE WITHOUT PAY

From time to time, an employee may desire to take leave without pay for a short period of time. This request must be approved by the immediate supervisor and then sent to the Director of Schools for ultimate approval. The request should be submitted at least thirty (30) prior to the first day of requested leave. The employee and immediate supervisor will be notified of the final decision.

If this leave is approved, the requesting employee should expect a pay adjustment to be made the same pay period (reflecting the daily rate of the employee).

[Administrative Procedure 5.303.1](#)

LONG-TERM LEAVE OF ABSENCE

Any employee that has requested, and been approved for leave for reasons of military service, legislative service, maternity, adoption, recuperation of health, educational improvements or other sufficient reason shall not lose accumulated leave credits, tenure status, or other fringe benefits.

All leaves shall be requested in writing at least thirty (30) days in advance. The 30-day notice may be waived or reduced by the Director of Schools upon submission of a statement by a physician or when deemed appropriate by the Director of Schools.

[Board Policy 5.304](#)

[Administrative Procedure 5.303.1](#)

JOB ABANDONMENT

Employees who do not show up for work, and do not contact the immediate supervisor as required when absent from work, will be considered to have abandoned the employment position. This abandonment (typical after three consecutive work days) will be treated as a resignation and benefits will end in the same manner as if the person had submitted a letter of resignation.

Section X - EMPLOYEE WELFARE

INCLEMENT WEATHER

From time to time it is necessary to delay or cancel classes across the school system due to poor road or school access conditions that have been caused by inclement weather such as rain or snow.

The Director of Schools is the only person who may make the decision to close school for any reason. The intent is to make the decision as early as possible to allow parents time to make appropriate arrangements. In the event that the decision to cancel school or delay school must be made in the early morning hours, this decision should be made prior to 6:00 a.m. if at all possible. As soon as the decision to delay or close school is made, the Director of Schools will use all means available to inform the public including news media, internet, e-mail, text and mass telephone notification.

When school is released early due to weather, the Central Office and all school offices will remain open and operational until it is reasonably confirmed that all students have safely reached their homes or have been picked up by their parents or guardians.

No school will cease operation or make a decision to close until the principal reports to the Director of Schools' office and receives permission to do so from the Director, or until a system-wide decision has been made and communicated.

The director of schools shall decide whether or not scheduled activities in which students are involved will be postponed or cancelled when school is not in session or is dismissed early.

[Board Policy 1.8011](#)

EMERGENCY/CRISIS MANAGEMENT

The system's Emergency Preparedness Plan contains specific procedures to be used for bomb threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and medical emergencies. The school principal shall develop and implement emergency preparedness drills for the school for fire and tornado in compliance with state law; these drills shall be in conjunction with emergency response agencies, when appropriate.

The principal at each school shall also develop a Crisis Management Plan for use in times of crisis, including but not limited to suicides, shootings, and death of a student, parent, or faculty/staff member in conjunction with the system's plan. The Principal shall also appoint a Crisis Team which shall deal with specific situations, make decisions, and disseminate information in the event of a crisis.

In the event of a crisis, the principal shall notify the Director of Schools and the Crisis Team members. Appropriate notification to the available emergency services (police, fire, ambulance, etc.) is critical.

[Board Policy 3.202](#)

[Board Policy 3.203](#)

SAFETY

Safety is a major concern of the Franklin County School System.

By special agreement with the Sheriff of Franklin County, a deputy has been employed, trained and is now currently assigned as a School Resource Officer to every school in Franklin County. The SROs are on duty when school is in session and at many of the school sponsored events. The SROs have been in place for several years to help maintain a safe learning environment for students and a safe workplace for the staff.

Additionally to encourage safety, all staff members are strongly encouraged to report current and potential hazards to their immediate supervisors. At each school, the principal is to develop procedures for keeping school facilities safe and free from hazards.

[Board Policy 1.501](#)

[Board Policy 1.808](#)

[Board Policy 3.201](#)

[Board Policy 3.205](#)

[*Administrative Procedure 1.501.1*](#)

WORKERS COMPENSATION

The Board maintains adequate workers' compensation coverage according to state statutes; a printed notice of such is posted and maintained in a conspicuous place at each and every work site as prescribed by the commissioner of labor and workforce development.

[Board Policy 3.602](#)

If an employee is injured on the job, the employee must immediately contact the principal or supervisor, and the employee must immediately file a claim at the Finance Office or the claim will be denied. The employee must report as directed for an immediate drug-test after reporting the claim. If the employee does not have the required drug-test, the claim will be denied. The claim must be reported and filed within twenty-four (24) hours of the occurrence of the injury. A panel of three (3) local doctors has been established to treat workers compensation injuries for the school system.

Please call Annette Sisk/designee at the Finance Office (967-1279) for more information prior to actually visiting a physician if it is not an emergency. In case of severe injury or trauma when immediate attention is needed, an ambulance should be called and the injured worker taken to the nearest emergency room.

Return to Work Practices for Work Related Injuries

A doctor's release must be submitted prior to the employee's actual return to work. It is the intent of Franklin County Schools to provide temporary or alternative duty assignments to an employee who has been released to return to work for light or alternative duty by the appropriately assigned and treating physician after the employee sustained work-related injuries in the course and scope of employment with Franklin County Schools.

The state law pertaining to Workers Compensation was revised and became effective July 1, 2014. The most current information is available at the state web-site for [Workers Compensation](#).

The following procedures shall be used as a general guide for the "Return to Work" of an employee that has been released to return to work with noted restrictions by the appropriately assigned and treating physician after the employee sustained verified work-related injuries in the course and scope of his/her employment with Franklin County Schools:

1. It shall be the responsibility of the appropriate school principal or supervisor to make available a temporary "alternative" duty assignment for an injured employee under his/her supervision who is temporarily partially disabled and has been released back to work with written restrictions by his/her appropriately assigned, treating physician. The principal or supervisor may, with the permission of the Director of Schools, find a temporary alternative duty assignment for the injured employee within

another school, work site, or department of the school system if the principal or supervisor cannot provide an alternative duty assignment at the regular work site due to a clear unavailability of work; a threat to the health, safety, and welfare of the employee in question; a threat to the health, safety, and welfare of fellow employees; or due to a legal restriction in providing such alternative duty assignment. However, it is first and foremost the responsibility of the immediate supervisor (principal or supervisor) to provide an alternative duty assignment at the employee's regular work site.

2. An employee who is offered a temporary alternative duty assignment is expected to report for duty and to fulfill the responsibilities of his/her alternative duty assignment during the period of time he/she is deemed to be temporarily disabled by the attending physician just as the employee would in his/her regular position at the regular work site.
3. Temporary alternative duty shall mean all periods of time when the employee's assigned, treating physician has determined that the injured employee may return to some form of restricted duty. Such temporary alternative duty assignment(s) shall continue until terminated by the treating physician, until the employee reaches Maximum Medical Improvement (medical release with no work restrictions), or until all statutory requirements have been exhausted.
4. Such temporary alternative duty shall take into account and accommodate those restrictions which have been placed upon the injured employee by his/her assigned, treating physician. As restrictions or limitations may change during the recovery process, the principal or supervisor shall continue to modify the work environment to accommodate the employee and his/her allowed work assignment. Efforts shall be made to return the employee to his/her regular work assignment as soon as possible and as allowed by the assigned, treating physician.
5. During the alternative duty assignment, the employee shall continue to receive his/her normal rate of pay for the hours worked in accordance with the current, appropriate salary index of the school system. Other benefits to which the employee may be entitled shall be paid in accordance with *Tennessee Workers Compensation*.
6. Once the employee has reached *maximum medical improvement*, the employee is responsible for reporting this (written documentation from the assigned, treating physician must be provided) to the appropriate principal or supervisor. Upon reaching *maximum medical improvement*, the employee's medical condition shall be assessed as to his/her permanent medical restrictions and his/her ability to perform the duties of the position to which assigned. If the injured employee cannot return to his/her regular position, the Director of Schools, along with the employee's principal or supervisor, shall attempt to find employment within the school or department. If such employment cannot be accommodated, the Director of Schools shall attempt to find an applicable employment opportunity in another school or department within the school system. Such attempts are not a guarantee that a position will be offered or that future employment is assured.

Administrative Procedure 3.602.1

EXPOSURE CONTROL PLAN

The plan is posted on the [System's web-site](#).

In an effort to reduce occupational exposure to the Hepatitis B virus and other bloodborne pathogens, all employees should consider blood and other body fluids from all individuals to be potentially infectious. Precautionary measures must be taken to protect all employees from health concerns which might develop because of inadvertent contact with blood and/or Other Potentially Infectious Materials (OPIM).

Universal Precautions in Schools

All employees will use Universal Precautions. Universal Precautions is an infectious control method that requires employees to assume that all human blood and specified body fluids are infectious to HIV, HBV, HCV and other bloodborne pathogens. The specified body fluids are referred to as “other potentially infectious materials” (OPIM). OPIM can be the following human body fluids: semen, vaginal secretions, cerebrospinal, synovial, pleural, pericardial, and peritoneal fluids, amniotic fluid which surrounds a fetus, anybody fluid that is visibly contaminated with blood (saliva, sweat, tears, vomit, urine, feces, nasal secretions), and all body fluids in situations where it is difficult or impossible to differentiate between body fluids, and any unfixed tissue (severed limbs, fingers, etc.).

The single most important step in preventing exposure to and transmission of any infection is anticipating potential contact with infectious materials in routine as well as emergency situations. School employees should be prepared to use proper precautions prior to contact. Diligent and proper hand washing, the use of protective gloves, and proper decontamination of spills are essential techniques of infection control. All individuals should practice universal precautions when responding to situations where blood and/or OPIM may be contacted.

Hand Washing

- Proper hand washing is crucial to preventing the spread of infection. Textured jewelry on the hands and wrists should be removed prior to washing and kept off until the completion of the procedure and hands are rewashed.
- The use of running hot water, lathering with soap, and using friction to clean all surfaces is the key. Complete the process by rinsing well with running hot water and drying hands with paper towels.
- Hands should be washed before physical contact with individuals and after the contact is completed.
- Hands should be washed after contact with any used equipment.
- If hands (or other skin) come in contact with blood or body fluids, wash immediately before touching anything else.
- Hands should be washed whether gloves are worn or not and after gloves are removed.

Barriers

- Barriers anticipated to be used at school include disposable gloves and absorbent materials. Their use is intended to reduce the risk of contact with blood and body fluids as well as to control the spread of infectious agents.
- Gloves should be worn when in contact with blood and/or OPIM. Gloves should be removed without touching the outside and disposed of after each use.

Disposal of Waste

- Blood and/or OPIM, used gloves, and absorbent materials should be placed in plastic bags (double-bagged) and disposed of in the usual procedure. Bodily wastes such as urine, vomit, or feces should be disposed of in the sanitary sewer system. It is anticipated schools would only have regulated wastes in the case of a severe incident. Red bags are available at each school site; they should be used when needed and then properly disposed of.

Clean-Up

- Spill of blood and/or OPIM should be cleaned up immediately.
- Wear gloves.
- Clean up the spill with paper towels or other absorbent materials.

- Use a solution of 5.25% sodium hypochloride (household bleach) diluted with water in a 1:10 ratio to disinfect the area. This solution will have a contact time of ten (10) minutes with the contaminated area.
- Other approved disinfectant may also be used. Be sure to wash the area well.
- Dispose of gloves, soiled towels, and other wastes in a plastic bag (double-bag).
- Clean and disinfect reusable supplies and equipment.

Exposure

- An exposure incident is an accidental or inadvertent exposure to blood and/or OPIM through contact with broken skin, mucous membrane, or by needle or sharp stick, which requires immediate washing, reporting and follow-up.
- Always wash the exposed area immediately with soap and water.
- If a mucous membrane splash (eye or mouth) exposure of broken skin occurs, wash the area thoroughly.
- If a cut or needle stick occurs, wash the area thoroughly with soap and water.
- The exposure incident should be reported immediately to the immediate supervisor or school principal.

Work Practice Controls

- All procedures involving blood and/or OPIM should be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.
- Equipment which may become contaminated with blood and/or OPIM should always be examined prior to servicing or shipping and be decontaminated when needed.
- Eating, drinking, applying cosmetics or lip balm, and handling contact lenses are all prohibited in work areas where there is a reasonable likelihood of occupational exposure.
- Hand washing facilities are kept readily accessible to employees.
- Employees are encouraged to wash their hands immediately or as soon as possible after the removal of gloves.

Personal Protective Equipment

- Appropriate personal protective equipment, such as gloves, is provided at no cost to the employee.
- Employees are encouraged to use appropriate protective equipment when needed.
- Appropriate personal protective equipment is readily accessible at each work site and/or issued to the employees.
- Personal protective equipment is repaired or replaced as needed to maintain its effectiveness at no cost to the employee.
- Personal protective equipment should always be removed prior to leaving the work area.
- Gloves should be worn when it can be reasonably anticipated that the employee may have had contact with blood and/or OPIM, and when touching contaminated items or surfaces.
- Disposable (single use) gloves are to be replaced as soon as practical when contaminated, or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.
- Disposable (single use) gloves should never be washed and/or decontaminated for re-use.

Housekeeping

- All work sites are maintained in a clean and sanitary condition. An appropriate work schedule for cleaning and decontamination should be maintained at each work site. The location of the facility, type of soil present, and tasks or procedures are considered when creating the schedule.

- All equipment, environmental, and working surfaces are cleaned and decontaminated after contact with blood and/or OPIM.
- Contaminated surfaces are decontaminated with an appropriate disinfectant (as described earlier) immediately, or as soon as possible.
- Protective coverings, such as absorbent paper used to cover surfaces, are removed and replaced as soon as feasible when contaminated.
- All bins, pails, cans, and similar reusable receptacles which have a reasonable likelihood for becoming contaminated with blood and/or OPIM are inspected and decontaminated on a regularly scheduled basis.
- Items are cleaned and decontaminated immediately, or as soon as feasible, when visible contamination is noted.
- Broken glassware, which may be contaminated, should not be picked up directly with the hands. It should always be cleaned up using mechanical means (forceps, tongs, dustpan, shovel, broom, etc.).

Follow-up Procedures in the Event of an Exposure Incident

- An exposure incident is specific eye, mouth, or skin contact with blood and/or OPIM which results from the performance of job duties (such as response to an accident).
- An employee shall immediately report an exposure incident to the immediate supervisor.

All employees of the school system should be able to answer the following five (5) questions:

1. **What does “Universal Precautions” mean?** *Universal Precautions is an infectious control method that requires an employee to assume all human blood and specified body fluids are infectious.*
2. **What do you do when there is a blood spill?** *Personal protection – use protective equipment, proper hand washing. Clean up and disposal – clean up immediately. Disinfectant – use bleach diluted with water in a 1:10 ratio.*
3. **What do you do with contaminated laundry?** *As soon as possible, change clothes, bag the contaminated laundry, then dispose of it appropriately.*
4. **Have you been offered the Hepatitis B vaccination free of charge?** *Yes.*
5. **Where is the “Exposure Control Plan”, has it been explained to you, and have you been trained?** *A copy of the plan is located in the office. Yes, it is explained at annual training.*

Section XI – ENDING EMPLOYMENT PRACTICES

NON-RENEWAL

Classified and non-tenured certified employees

The Director of Schools is under no obligation to re-employ non-tenured teachers or classified employees at the end of the school year. If the director of schools determines not to renew the employment of a non-tenured teacher or classified employee, the following action shall be taken:

1. The Board shall be notified at the next regular board meeting; and
2. Written notice of non-renewal shall be hand delivered and/or sent to the employee by registered mail so that it will be received by the employee not later than five (5) business days following the last instructional day of the school year.

[Board Policy 5.201](#)

DISMISSAL

Classified Employees

All classified employees are ‘at-will’ employees of the Director of Schools with no annual employment agreement. These employees may be terminated for any reason by the Director of Schools. If/when terminated, these employees shall be paid all earnings authorized or due at the end of the next pay period.

[Board Policy 5.202](#)

Non-tenured Teachers

The Director of Schools may dismiss or suspend for more than three days any non-tenured teacher during the contract year for incompetence, inefficiency, insubordination, improper conduct or neglect of duty after giving the non-tenured teacher, in writing, due notice of the charges.

The Director of Schools shall give the non-tenured teacher an opportunity for a full and complete hearing before an impartial hearing officer.

[Board Policy 5.201](#)

TCA 49-2-301(b)(1)(GG)

TCA 49-5-512(d)

Tenured teachers/certified personnel

Tenure means that the properly licensed certified employee will be continually employed (from school year to school year) by the school system. Tenured teachers can be dismissed for cause.

TCA 49-2-301(b)(1)(J)

TCA 49-1-606(a)

TCA 49-2-203(I)

TCA 49-5-504(b)

Tenure is an employment status which is awarded annually by the Franklin County Board of Education to the qualifying certified employees who are recommended by the Director of Schools as noted in [Board Policy 5.117](#).

When charges are made against a tenured teacher, charging the teacher with offenses which may justify dismissal or a suspension greater than three days, the charges shall be made in writing, specifically stating the offenses which are charged and shall be signed by the party or parties making the charges.

If, in the opinion of the Board, the charges are of such nature as to warrant the release or a suspension greater than three days of the teacher, the Director of Schools shall give the teacher a written notice of this decision, a copy of the charges against the teacher, and a copy of a form provided by the Commissioner of Education advising the teacher of his/her legal duties, rights and recourse.

[Board Policy 5.200](#)

RESIGNATION

Classified Employees - Shall give the immediate supervisor written notice of resignation at least two (2) weeks (ten (10) working days) in advance of the effective date of voluntary termination. The ten (10) working days may be waived by the Director of Schools for justifiable reasons. The immediate supervisor shall forward the original copy of the resignation immediately to the Director of Schools' office. The payroll office will prepare final payment for the next appropriate scheduled pay day.

[Board Policy 5.202](#)

Teachers/Certified Employees - Shall give the Director of Schools notice of resignation at least thirty (30) days before the effective date of the resignation. A teacher, who fails to give such notice, in the absence of justifiable extenuating circumstances, shall forfeit all tenure status. The Board may waive the thirty (30) days' notice requirement and permit a teacher to resign in good standing.

The conditions under which it is permissible to break an employment agreement are as follows:

- The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the Board; and
- The release by the Board of the teacher from the agreement which the teacher has entered into with the Board.

Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the date of return if the teacher does not intend to return to the position from which he/she has taken leave. Failure to render such notice may be considered a breach of contract.

Upon a breach of employment agreement, the Board, upon a motion recorded in its minutes, may file a complaint with the Commissioner and request the suspension of a teacher's certificate. After the Commissioner has provided the teacher an opportunity for defense during a hearing, the Commissioner may suspend the certificate for no less than thirty (30) and no more than three hundred sixty-five (365) days.

[Board Policy 5.201](#)

RETIREMENT

Classified and Certified Employees

Retirement means a termination of services under conditions which shall allow the employee to draw benefits from retirement plans.

Employees eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system.

Central office personnel shall assist employees in securing retirement benefits. It is the responsibility of the retiring employee to file for benefits.

[Board Policy 5.200](#)

[Board Policy 5.201](#)

[Board Policy 5.202](#)

[Tennessee Consolidated Retirement System \(TCRS\)](#)

Section XII – Recognition of Employees

RETIRING FROM FRANKLIN COUNTY SCHOOLS, (July 1, 2020 through June 15, 2021)

Frieda Bennett	Cathy Ervin	Kathy Knies	Deborah Mayes	Diana Spaulding
Patricia Boswell	Debra Gamble	Agustina Lisea	MarthaLee McCarthy	Teresa Steele
Debbie Brock	David Gilliam	Melissa Livesay	Sherry Page	Katherine Stewart
Susan Carver	Deborah Harnden	Martha Long	Gail Rothermund	Dawn Stopinski
Vicki Cline	Kathleen Johnson	Linda Luttrell	Gwen Rogers	Carolyn Vann
Sandra Davis	Ruth Jordan	Vicki Martin	Sandy Schultz	

YEARS OF EXPERIENCE IN FRANKLIN COUNTY SCHOOLS

Ten Years

Felicia Baxter	Jacklyn Gravitt	Sean McLennan	Stacey Relford	Rodger Stewart
Tara Brewer	Carlene Guerin	Marina Montes	Tara Scott	Alisha Stines
Donna Brown	Brian Jarnagin	Deborah Murphy	Lindsay Sears	Ella Thames
Kathyn Bruce	Heather Johnson	James Murphy	Abigail Sewell	John Vanderlyn
Kim Buchanan	Cera Jones	Sarah Jane Pickett	Melissa Sholey	Vickie Walls
Whitney Davis	Dwaine Keasling	Kyle Reid	Julie Stevens	

Fifteen Years

Fonda Alsup	Kim Collins	Karen Mathews	Gary Sanson	Rebecca Williams
Graciela Bevers	Margaret Forrester	Melisa May	Sandra Verner	Libby Yates
Beverly Bowlen	Jennifer Jackson	Anna Mullin	Shirley Walker	
Lee Brannon	Dana Knight	Michelle Pogue	Rebekah Warmbrod	
Rachel Brown	Yvonne Landis	Kermit Reed	Melissa Webb	

Twenty Years

Jean Ann Andrews	Brandi Danley	Judy George	Misty LaFevers	Gwen Rogers
Rhonda Blair	Sandra Davis	Leah Harrell	Mindy Neal	Darla Taylor
Jennifer Brinkley	Dana Etheridge	Christina Hillis	Lindsay Riddle	Dale Tigue
Sarah Curtis	Cindy Garrett	Ruth Jordan	Keith Riddle	Brenda Welch

Twenty-Five Years

Mary Amacher	Karen Britton	Jan Logan	Penny Payne	Rosemary Vaughan
Shoma Beasley	Lisa Crabtree	Traci Merritt	Linda Peters	Vickie Waggoner
Debbie Bird	Melanie Garner	Karen Michael	Teresa Steele	Kristi Wallace
Diane Boswell	Mary Hill	Jeannie Miller	Debra Vanzant	Wendy Wells

Thirty Years

Patricia Barrett	Melany Gardner	Patsy Hill	Veronica Leech	Tammy Sanders
Regina Bradford	Janet Green	June Knight	Gail Rothermund	Ann Thomas

Thirty-Five Years

Patti Limbaugh	Phillip McDonald	Michelle Rowe		
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Fifty Years

Sandy Schultz				
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