

## **Payroll Deductions Procedures**

### **1. Association Dues**

The Association shall deliver to the Board an assignment directing payroll deduction of Association dues. Same shall be deducted by the Board in five (5) installments beginning September 1 and ending January 15.

No more than one-fifth (1/5) of dues shall be deducted in any one installment.

The Board shall remit to the Association all dues collected within ten (10) days from collection.

### **2. Other**

If at least 10% of teachers request payroll deduction for purposes of insurance, annuities, or bank savings plans, the deduction shall be made from the payroll check. The payroll department at the Central Office shall be notified of any requested deductions by September 1.

This 10% must be maintained in order for the payroll deduction to continue. If the level of participation for a payroll deduction drops below 10% in any given year, it may be discontinued the following year after prior notification to affected employees and companies.

All existing deductions as of the date of this contract shall continue to be deducted in a like manner.

## **Insurance Procedures**

The Board shall provide a percentage of the premium for the individual teacher health and hospital insurance option chosen under the State of Tennessee Group Insurance Plan.

## **Vacancies, Transfers, and Reassignments Procedures**

### **A. Vacancies**

When a position becomes available, the Director of Schools will post notice of such vacancy in each school's office. Each notice shall contain the job description, effective date, certification requirements, name and location of the school at which the vacancy exists. The Director of Schools will endeavor to fill vacancies in the following order as he considers appropriate:

1. The Director of Schools will consider requests for any posted position by building level, certified, tenured teachers in DeKalb County based on seniority.
2. The Director of Schools will consider requests of qualified teachers on the transfer list in his office.
3. The Director of Schools will consider requests from the entire county based on seniority.
4. The Director of Schools will then consider the recommendation of a new teacher from the principal.

### **B. Assignments**

In order to properly prepare teachers for the upcoming year, based on enrollment numbers at the time, all tenured teachers shall receive a letter stating their school assignment for the following year by June 15. If possible, principals should make assignments and inform teachers if there is a change by July 1. Such assignments are subject to change.

### **C. Transfers**

#### **1. Voluntary Transfers**

Teachers who desire a change in grade and/or subject assignment or who desire to transfer to another building may file a written statement of such desire with the director of school's office preferably no later than March 31 for the next academic year. Such statements shall include the grade(s) and/or subject to which the teacher desires to be assigned and the school(s) to which the teacher desires to be transferred in order of preference.

2. **Involuntary Transfers**

a. Notice

Notice of involuntary and/or administrative transfer or reassignment shall be given to an employee only for just cause and as soon as possible.

D. **Retirement**

Teachers planning retirement should turn in their letter of intent to the director of schools preferably by March 31.

## **Working Conditions**

### **A. Safety Provisions**

Each school shall maintain a volunteer safety committee, chaired by the immediate supervisor. This committee will observe, investigate hazardous conditions of any kind on the school site, and make recommendations to the director of schools through the principal.

The teachers and Board believe in a school site free of hazardous conditions. Both parties agree to be responsible for the general prevention of unsafe or hazardous conditions.

The Board shall investigate through its agents alleged unsafe conditions and take what steps it is able in order to alleviate such conditions.

### **B. Facilities**

Each school shall make available to teachers a lockable storage area for their personal effects.

### **C. Protective Devices**

Teachers who conduct labs or shops will be furnished with appropriate protective equipment for their and students' use in accordance with TOSHA regulations.

### **D. Worker's Compensation**

All teachers shall be covered by the provisions of the Worker's Compensation Law.

### **E. Duty Free Lunch**

Teachers will be granted duty free lunch according to TCA 49-1-302(e)(1).

### **F. Teaching Hours**

All teachers shall be on duty at least seven and one-half (7½) hours each day, including a duty-free lunch period and additional time as the administrative organization requires. Teachers are to arrive no later than 7:30 a.m. and depart no earlier than 3:00 p.m. Additional time is interpreted to include faculty meetings, in-service programs, committee meetings, general meetings, conferences, school-sponsored activities, and other extra duties before and after school.

**G. Extra Duties**

1. Extra duties shall be equitably distributed among the certified teaching staff.
2. At least one (1) principal or teacher must be on the school grounds when a bus arrives and at least one (1) teacher must remain after the close of the school day until all buses depart.

**H. Snow Policy**

When school opens either one (1) or two (2) hours late, teachers shall arrive for their day in a proportionate manner of either one (1) or two (2) hours late.

**I. School Calendar**

The calendar committee shall be made up of one teacher, elected by the faculty, from each school. The Director of Schools, Supervisor of Instruction, and the D.C.E.A. designee shall be a member of the committee each year. The Board of Education will approve the calendar with the recommendation of the Director of Schools.

**J. Interruptions**

1. Principals should use discretion in the use of the intercom except in the case of emergencies.
2. Each individual school principal shall prohibit the admission of salesmen, solicitors, and peddlers from the classroom, teacher's lounge, or other areas reserved for teachers during regular school hours.
3. Teachers shall be called to the phone immediately when the principal or his designee ascertains that a call is an emergency. Teachers shall be notified within the school day of any non-emergency calls.