

BUSINESS SERVICES

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BULLOCK COUNTY BOARD OF EDUCATION TRAVEL PROCEDURES

Purpose: To outline the procedures for the documentation and reimbursement of travel by employees of the Bullock County Board of Education.

Policy Reference: FILE: 7.24 Business Services – Travel Expense Reimbursement

Procedures:

1. **Employee Authorization for Travel:** Employees for whom travel is required or who are requesting to travel are eligible for travel reimbursement and should receive authorization in advance of their travel via a **Leave Request form**. All employees requesting travel must complete a Leave Request form.

All travel requests require the approval of the School Principal and/or District Coordinator and the Superintendent. If the travel request is for out of state travel, the employee needs the approval of the School Principal and/or District Coordinator, the Superintendent and the Board. School Principals and District Coordinators must get the Superintendents approval for all travel.

The Leave Request form must be accompanied by an agenda, brochure or some other form of documentation to substantiate the need for travel. The Leave Request form should include estimates for the costs of registration fees, transportation, lodging, meals and any other allowable expenditure. The Leave Request form must be completed at least 20 working days prior to the date of departure, if possible.

Unauthorized travel will be at the expense of the employee.

2. **Employee Responsibilities:** Employees are responsible for ensuring the most reasonable rates for all expenditures. If family members are traveling with you, rates for lodging should accommodate the employee and not the family. The difference between rates will be at the expense of the employee.
3. **Prepayments:** Registration, lodging and airline tickets may be paid in advance in order to optimize savings. A copy of the approved Professional Leave Request form and other documentation must be submitted with the purchase order or check request when requesting prepayment (**please indicate on the purchase order with a note that a check is needed**). Travel requests that include prepaid registration and/or lodging must be submitted to the Accounts Payable Accounting Department at least two weeks prior to the registration deadline or date of departure. **Please do not register or make reservations prior to receiving a purchase order number from the Central Office.**

Failure to attend a prepaid professional development or a professional development that the Board is liable for due to late cancellation will result in the employee reimbursing the Board for the full amount.

4. Authorized Expenses: The Board of Education will reimburse the employee for registration fees, meals, lodging, coach airline tickets, mileage for personal vehicle, parking and toll fees, baggage handling fee, taxi fares between the airport and the hotel and/or the hotel and the training site, and for Board business telephone calls while on business for the Board of Education.

Meal Allowances: Employees traveling may be reimbursed the actual costs of meals within the maximum limits established in these travel regulations. The following limits apply to employees traveling:

- With No Overnight Stay

The allowance is \$50.00.

- With Approved Overnight Stay:

The meal allowances will be \$75 per day.

Gratuity for meals will be reimbursed up to 15%. All receipts must be itemized (no exceptions).

Mileage Reimbursement Rate: Employees may be reimbursed for business miles traveled in a personal vehicle at the Standard Mileage Rate adopted by the Alabama State Department of Education. Reimbursement is for city limit to city limit. The Board of Education does not reimburse mileage for employees to come to work so therefore, employees are reimbursed based on the shortest distance to the professional development.

Lodging: The Board will pay lodging prior to the conference if the employee is on travel status at or before 7:00 a.m. The Board will also pay lodging post the conference if the employee is on travel status at or after 5:00 p.m.. Extra days stayed prior to and/or after conference will be the responsibility of the employee. Lodging will not be provided within a 65 mile radius from the beginning destination. Please be advised the Board wants all employees to practice safety in regards to traveling and will make a judgement call if needed.

5. Required Documentation of Allowable Expenses: Reimbursement of authorized expenditures will be made only if substantiated.
 - a. **Registration Fee** – documented by publication or by invoice/receipt or a copy of check showing payment.
 - b. **Meals** – dated itemized receipt.

- c. **Lodging** – original itemized invoice.
- d. **Coach Airline Tickets** – by original itemized invoice.
- e. **Mileage for Personal Vehicle** – Board of Education’s mileage chart. Travels to other points not included will be paid according to mileage over the most commonly established routes or Mapquest.
- f. **Parking and Toll Fees** – substantiated by dated receipt.
- g. **Baggage and Handling Fees** – substantiated by dated receipt.
- h. **Taxi Fees** – substantiated by dated receipt.
- i. **Telephone Calls** (only for Board Business) – documented by lodging invoice.

Please note: Cash register tapes, scraps of paper or other reimbursement claims that are not determinable as to the date, the place and the type of expenditure will be disallowed for reimbursement.

- 6. Unauthorized Expenses: The Board of Education will not reimburse the employee for limousine service, alcoholic beverages, personal supplies or entertainment.
- 7. Employee Reimbursement Requests: Within five (5) working days following the employee’s return to work from travel, the employee will submit the Travel Reimbursement form and any required attachments with all of the necessary supporting documentation to their School Principal or District Coordinator for review and approval. A copy of the approved Leave Request form, itemized receipts and agenda must be attached to the Travel Reimbursement form. Please indicate on the PD reimbursement form if an agenda was not available. Once approved, by signature, the School Principal or District Coordinator will route the Travel Request form to the Accounts Payable Accounting Department for payment. All request forms must be complete. Once the travel request has been reconciled by the Accounts Payable Accounting Department without any errors, the travel reimbursement request will be included in the first available check payment process. Checks are scheduled to be printed on the 14th and 27th of each month. The Accounts Payable Accounting Department must receive all of the necessary documentation by the 7th or 22nd day of the month. Anything received after the 22nd will be processed in the following month.
- 8. In-System Itinerant Travel: Certified employees, with the exception of School Administrators, traveling on a continuing basis from school to school or work site to work site to conduct the activities associated with their jobs shall be paid mileage.

Reimbursement for itinerant travel shall be paid monthly based on the In-System Itinerant Travel Report form completed and signed by the employee, the

employee's principal/work site supervisor, District Coordinator (if funds other than local funds are used for reimbursement), and the Superintendent. The reimbursable mileage rate will be the Standard Mileage Rate adopted by the Alabama Department of Education.

9. Employee Responsibilities: Employees are responsible for ensuring the most reasonable rates for all expenditures.

10. Consultants: All consultants hired by the Board will be required to follow the guidelines set forth when requesting reimbursements.

11. Other Provisions: The Superintendent may authorize exceptions to the provisions set forth if he/she deems the exceptions necessary to meet the needs of the School Systems operations. School Principals or District Coordinators, accompanied by an explanation of the circumstances that justify the need for making the exception, will request the Superintendent's authorization of exceptions in writing.

BULLOCK COUNTY BOARD OF EDUCATION RECEIPTING PROCEDURES

Purpose: To outline the procedures for teacher/individual receipting of the Bullock County Board of Education.

Policy Reference: FILE: 7.81 Business Services – Local School Accounting

Procedures:

1. Only pre-numbered receipt book will be used to receipt cash received in a school.

2. Teacher/Individual receipt books will be distributed and assigned by the principal or his/her designee. The receipt book should be signed for by the teacher/individual responsible for it, and shall be accounted for by book-number, receipt number, or student receipt journal number. All receipts in a book shall be used before a new book is requested.

3. The individual preparing a receipt is expected to prepare each receipt carefully and insure that all copies are legible.

4. When all receipts in a book are used, the teacher/individual shall return the used book containing the duplicate copy of all receipts issued to the principal and sign for a new receipt book.
5. Each receipt shall be issued in duplicate and handled in the following manner:
 - A. The original shall be given to the student or individual from whom the money is collected.
 - B. The duplicate shall remain in the bound receipt book and shall not be removed.
6. Each receipt shall be carefully prepared with date, payee, amount, purpose, and the name of the person receiving the funds.
7. All monies received before the end of the school day should be turned in that day to appropriate office personnel. The amount turned in shall be supported by the duplicate copy in the teacher/individual receipt book, and the total of the duplicate receipts should equal the total amount of cash being turned in.
8. If it becomes necessary to void a receipt, the teacher/individual shall mark all copies "VOID" and shall leave the original and duplicate copies in the receipt book. The reason(s) for the voiding shall be written on the receipt being voided. Do not destroy the original copy of the receipt.
9. If an error is made in the preparation of a receipt, do not erase. Draw a line through the incorrect information and insert the correct information above. The person making the correction should initial the correction. Note: copied from master receipt section.
10. If a receipt book is lost, the principal should be notified immediately.
11. When a receipt book is turned in, the school bookkeeper shall reconcile the total of the duplicate copies of the teacher/individual receipts to the master receipt book. Any difference must be reconciled.
12. Any teacher noting a shortage of monies shall report it immediately to the principal.

Exception to giving a teacher/individual receipt:

1. A teacher/individual receipt shall be given for all monies collected in a school with the following exceptions:

- A. Money collected through the sale of tickets to be used as admission to a public performance.
- B. Money collected as an admission fee to a public performance.
- C. Money collected through the sale of merchandise in a school store.
- D. Money/payments collected in amounts less than \$5.00.
- E. Money collected as donations to the United Fund or other charitable purpose, and
- F. Money collected for library fines.

(A teacher/individual receipt IS NOT required for each collectable; however, the person(s) collecting money through any one of the above sources, items A-F, should prepare one teacher/individual receipt and an alternative method of recording remittance to reflect the total amount of money collected.)

Report on sale of tickets:

1. Pre-numbered tickets shall be used for admission to all varsity athletic contests as well as other events selected by the principal such as beauty walks, plays, etc.
2. With the use of pre-numbered tickets, the Report on Sale of Tickets form shall be completed and turned into the principal.
3. The bookkeeper shall verify the accuracy of the Report on Sale of Tickets form(s) and reconcile any differences.
4. A copy of the Report on the Sale of Tickets form shall be filed at the school and be available for review immediately following each event.

Master Receipt:

1. The receipt book used for receiving and accounting for all money received in the school office is the Master Receipt Book. Only one Master Receipt Book at a time shall be used for the general fund. (In the absence of the Secretary/Bookkeeper, the Master Receipt Book should be made available for the principal or his/her designee to ensure proper and timely receipting occurs.)
2. Only pre-numbered Master Receipt Books can be used as Master Receipt Books.
3. Each master receipt will be issued in duplicate and handled in the following manner:

- A. The original (white copy) shall be attached to the receipt book of the teacher/individual who turns in the funds.
 - B. Teacher receipt numbers shall be entered on the master receipt. The master receipt number and amount shall be entered in the teacher receipt book at the last entry.
 - C. The duplicate (yellow copy) shall remain in the bound Master Receipt Book and shall not be removed.
4. When money is turned into the school office, it will be verified against the duplicate teacher/individual receipt or other applicable report which accompanies the funds. The principal or designee shall then issue a master receipt for the total sum of money received. The money should be checked carefully with the supporting document(s) so that the master receipt will be for the exact amount of funds received.
 5. The master receipt should be carefully prepared showing the amount, date source, and teacher/individual turning in the funds. The master receipt should be properly signed by the principal or designee.
 6. If it becomes necessary to void a master receipt, mark the receipt "VOID" and leave both the original and duplicate in the Master Receipt Book. The reason(s) for voiding shall be written on the receipt being voided.
 7. If an error is made in preparation of the receipt, do not erase. Draw a line through the incorrect information and insert the correct information above. The person making the correction should initial the correction.
 8. The Master Receipt Book should be safeguarded at all times. If the book cannot be located, the principal and superintendent should be notified immediately.

Bank Deposits and Care of Money:

1. All money received must be deposited in the school banking account.
2. School funds should be deposited in the school banking account on a daily basis unless otherwise authorized by the superintendent; however, funds not in excess of \$100.00 excluding any Change Fund money, received after the last daily bank deposit has been made may be kept in the school vault or lockable, fireproof cabinet, or night deposit. Funds in excess of \$100.00 must be night deposited.

3. Unless otherwise authorized by the superintendent, deposits should be made daily. If it is not convenient to make deposits during the day, night depository procedures should be followed.
4. Bank deposits should be made using duplicate deposit slips furnished by the bank with the name of the school account and account number preprinted on the slip. The original of the bank deposit slip should accompany the bank deposit to the bank and the carbon copy should be retained by the school for possible future verification.
5. The bank deposit slip should reference by number or dates the master receipts covered by the deposit. There should be no erasures or other alterations to a deposit slip.
6. All checks received should be endorsed with "For Deposit Only" and the name of the school account.
7. Night deposits shall be handled in accordance with local bank procedures. Only the principal or designee(s) shall make a night deposit.
8. Monies from after school activities should be placed in the night depository in a locked bag. Only principal or designee shall pick up deposit on the following school day.

On-going change funds:

1. On-going change funds are for the express purpose of making change on a daily basis over an extended period of time; no purchases shall be made from change funds and such funds shall not serve as a check cashing mechanism for students and/or employees.
2. Only three on-going change funds are authorized for use in a local school; i.e. school office, school store, and concessions (see special change funds below). The on-going change funds for the school office, school store, and concessions shall not exceed \$50.00 each on a daily basis. Each such change fund shall be accounted for on a daily basis, and funds in excess of the above established maximums shall be bank deposited and credited to the appropriate subsidiary account.
3. The maximum established amounts for each on-going fund shall be kept in the school overnight in a vault or fireproof, lockable file cabinet.

4. All such change funds shall be under the supervision of the school principal or designee.

Special event change funds:

1. Special-event change funds are to be used for the purpose of making changes for events/activities that occur on a periodic, intermittent basis, i.e. athletic events, beauty walks, etc. when a price is collected and at student registration when fees are collected. All such funds shall be authorized by the principal.
2. Special-event change funds shall be initiated by the principal for each activity/event through the writing of a check made payable to the person who will cash the check to be drawn against the appropriate subsidiary account in a reasonable amount to cover anticipated change requirements. Funds collected in excess of the change funds authorized by the principal must be deposited on a daily basis. Night deposit procedures must be used when special-event change funds exceed \$100.00. Under no circumstances shall a special-event change fund in excess of \$100.00 remain in a school building overnight.
3. After cashing the check, the principal or designee shall assign the change funds to a specific person(s) who will assume responsibility for such money.
4. At the conclusion of the activity/event, money collected will be counted with the change fund money being re-deposited to the subsidiary account from which such funds were drawn. The receipt issued must show the event for which the change fund was established.

Local School Purchase Orders

The principal must ensure that good, sound business practices are followed regarding the purchase of goods and/or services from the school's funds. In order to control the purchasing, the principal should determine the need for the goods and/or services and the availability of funds, and then approve or disapprove the proposed purchase. If he/she approves the purchase, he/she should sign a requisition to document approval, and then the purchase can be made in accordance with the following procedures:

1. The principal will be responsible for approving all purchases made on behalf of the school.

2. A local school purchase order shall be issued for every local school purchase of goods and services except for recurring expenditures such as school telephone, school utilities, bank service charges, and other similar expenditures.
3. The individual making the purchase shall be responsible for preparing a local school requisition **PRIOR** to making the purchase.
4. The following procedure shall be used when preparing a local school requisition:
 - a. All blank requisition forms will be kept by the principal or designee in the school office.
 - b. The individual desiring to make a purchase will come to the principal's office to pick a blank purchase order form for completion or to submit all pertinent information so that the purchase order may be completed.
 - c. The completed purchase order shall include the vendor and address, item description, quantity, price extension, and any other pertinent information concerning the purchase.
 - d. When the purchase order has been completed, the principal shall check the balance in the account to be charged and determine if sufficient funds are available to make the purchase.
 - e. The completed purchase order form is given to the principal for approval or disapproval and, if approved, a signature.
 - f. An approved purchase order form is assigned a purchase order number with the number entered on the Purchase Order Register, and prepared for distribution by the bookkeeper. Please place the order as soon as you have gotten an approved purchase order to the vendor.
 - g. The copies of the approved purchase order form is distributed as follows:
 1. Original copy is submitted to the vendor for the purchase.
 2. Duplicate copy is maintained at the school office to be compared with the invoice or receiving slip on the goods or services as received by the school.

- h. When the goods or services are received, the invoice and/or packing slip shall be checked against the purchase order and the person receiving the goods/services shall sign and date the invoice indicating that the goods/services have been received. The invoice shall then be attached to the duplicate copy of the purchase order and placed in the accounts payable file to be paid.
- i. Do not make substitutions on purchase orders once it has been approved by the principal or designee.
- j. If a purchase order needs to be voided please inform the central office accountant department of such.

The purchase order procedures listed above apply to District purchases.

Local Compliance Guidelines For Local School Funds

The funds maintained at the local schools can generally be divided into two major categories:

1. Public Funds
2. Non-public Funds

We have listed the most common funds used by local schools, have identified whether they are considered public or non-public, and have described situations which may occur that could change them from non-public to public.

Public Funds

1. General Office Fund – This fund generally consists of appropriations from the Board of Education, ADECA grants, local contributions, vending machine proceeds, and other miscellaneous revenues. These funds are considered public funds and are restricted to the same legal compliance requirements as the Board of Education.
2. Library Fund – This fund accounts for late charges on returned library books, funds collected for lost books, and expenditures incurred for purchasing books.
3. Athletic Fund – The use of this fund varies by school. However, if this fund accounts only for gate receipts from athletic events, it is considered a public

fund. If fundraiser monies are combined into this fund with gate receipts, then the fund raiser monies become commingled and become public funds.

4. Concession Fund – This fund accounts for proceeds from concessions operated at athletic events. If the school purchases the supplies and retains the proceeds, it is considered a public fund.

If the band Boosters or any other support organization buy the concession supplies and retain the proceeds, then the fund is considered non-public and most likely is not reflected on the local school's books.

5. School imposed dues for certain classes (ex. lab fees) should be maintained in a separate fund. These fees should not be reported in the general office fund.

Non-Public Funds:

1. Clubs and Class Type Funds – The following list is not all inclusive of the various clubs and miscellaneous funds that are maintained at the local schools, but are the most common.

These funds normally consist of self-imposed fees and not school required fees. In other words, the participants usually set their own fees to participate in these clubs and classes. If the fees are self-imposed, these funds are considered non-public. If the dues are required by the school, such as lab fees for a science class, then they are considered public.

If the funds only maintain fund raiser monies, then they are considered non-public funds.

- a. DECA Club Fund
- b. FHA Class Fund
- c. English Club Fund
- d. Spanish Club Fund
- e. Science Club Fund
- f. Senior Fund
- g. Student Council Fund
- h. Band Fund
- i. Band Boosters Fund
- j. Cheerleader Fund
- k. Athletic Fund – This fund was previously discussed under public funds. However, if this fund consists of fund raiser activity, it is considered a non-public fund.

1. Concession Fund – Previously discussed under public funds. However, if the Band Booster Club or any other club buys the concession supplies and retains the proceeds, it is considered non-public.

The following is a list of expenditures that are normally considered not allowable from Public Funds:

Unallowable:

1. Food items for teacher's lounge.
2. Meal expenditures for spouses of employees.
3. Expenditures for a faculty and staff Christmas luncheon.
4. Expenditures for coffee and cups for employees.
5. Lunches for teachers for school closing activity.
6. Planned lunches for faculty and staff.
7. Expenditures for flowers for sickness, death, secretary week, etc.
8. Expenditures for food items for teachers.
9. Expenditures for beginning of the year breakfast with faculty and staff.
10. Clothing expenditures for coaches (including sneakers). It is not the public's responsibility to clothe them for their jobs.

The following is a list of expenditures which are normally allowable from Public Funds:

Allowable:

1. Expenditures for pictures for the school office.
2. Expenditures for flower arrangement for the school office.
3. Expenses incurred for meals for faculty and staff for a meeting that extended into lunch hour and food had to be provided for the meeting to continue. It cannot be a planned faculty and staff meeting with a planned meal.
4. Refreshment expenses for an open house at a school where the public would attend.
5. Athletic receipts can be expended for pre-game meals for the athletic participants and coaches.

CONTRACTORS AND VENDORS

All contractors and vendors must receive a purchase order number from the Board of Education before any work or service begins. Once the work has been completed, the contractor or vendor should submit an invoice with the name, date, invoice number, purchase order number and scope of work to the accounting office at Post Office Box 231, Union Springs, AL 36089.

All contractors and vendors will be paid on the accounts payable schedule. Checks are scheduled to be printed on the 14th and 27th of each month. The Accounts Payable Department must receive all of the necessary documentation by the 7th in order to receive a check by the 14th or the 22nd in order to receive a check on the 27th. Invoices received after the 22nd will be processed in the following month. Please inform the contractors/vendors of cutoff and payoff dates.

PRINCIPAL'S REPORT

The principal's report will be provided to principals and bookkeepers by the 10th of each month for review.

TICKET INVENTORY

All tickets should be inventoried at the beginning of a school year.

FIELD TRIPS/EXTRACURRICULAR ACTIVITIES

Field trip/extracurricular activity costs are determined based on a budgeted amount. Oftentimes an actual amount cannot be determined. Therefore if there is an excess of the monies collected for a field trip then it will be used for a later activity for that class. Refunds will not be administered. Refunds will be allowed for illness and excused absences.

When planning the field trip/extracurricular activity please budget for salaries for the bus driver and fuel. Please submit an itemized budget to the accounting department to ensure all parties are budgeted. The deadline for field trip/extracurricular activity fees should be collected no later than two (2) weeks before the scheduled date of the event. All documentation/purchase orders/invoices should be in the accounting office by the 1st of each month for payment by the 5th or the 15th of each month for payment by the 20th. Failure to plan properly will result in non-payment or cancellation of a field trip/extracurricular activity.

Non-payment of requested contributions cannot be used against a student and the student must be provided the same participation as if payment was made on behalf of the student.

DAMAGE TO VEHICLES AND PROPERTY

Damage to personal property or vehicles must be filed with the Alabama State Board of Adjustment at www.bdadj.alabama.gov. Also, please fill out an accident/incident form that is located on each premise.

INJURY ON CAMPUS

Injuries (non-employees) that occur on any of the District's campus or administrative buildings will file a claim with the Alabama State Board of Adjustment. Also, please fill out an accident/incident form that is located on each premise. Forms can be found at www.bdadj.alabama.gov.

Classroom Instructional Support Fund Procedure Highlights

- Each summer the CSFO will send you allocation forms for the next years CIS \$ allocations
 - You will use these forms when voting on how to spend each type of CIS funds
- You will first conduct a budget committee vote.
 - By law the committee has to consist of 5 members (4 teachers and principal or principals designee)
 - A list of all qualifying employees (those that are counted as a "certified unit" – do not include contracted employees) are given to each qualified employee. Then, they are to indicate who they would like to be on the committee. They are NOT to put their name or initials anywhere on these. They are to be "secret" ballots.
 - Once each qualifying employee has completed their ballot they are to place the sheet in some type of container and sign a dated sheet verifying they have cast their vote.
 - The Committee ballots are to be counted by taking the 4 individuals who have the most votes. These 4 plus the principal will be your committee members
 - Have those counting the ballots to create a memo stating the results of the vote.
- The committee will then meet to discuss how they feel the CIS funds should be spent.
 - In order to understand what the needs are and what remains unfunded the committee chair is advised to discuss the tech budget with the tech

coordinator, the PD budget with the PD coordinator and the Library Enhancement Budget with the librarian.

- The proposed budget must outline common purchases as well as any amounts allotted to each teacher.
- The committee will also elect a chairperson and a secretary from among its membership
 - The secretary must keep minutes from the meetings and actions taken during the secret balloting process
- The proposed budget from the committee will be required to be submitted to the teachers at an annual meeting.
 - The teachers are required to receive at least 2 working days to review the budget.
- The teachers are to vote for or against the proposed budget by way of secret ballot
 - Make sure they do not sign or initial these ballots in any way
 - Once each qualifying employee has completed their ballot they are to place them in some type of container and sign a dated sheet verifying they have cast their vote.
- These ballots are to be counted by the committee and documented by the secretary in the meeting minutes as to whether the budget carries or is returned
 - The process must be repeated with new proposals for any budget returned
 - For a budget that carried - the forms submitted to the school by the CSFO must be completely filled out and signed. Then copies must be given to the CSFO before purchases can begin.

*******NOTE: Survey Monkey IS NOT considered to be a “secret ballot”*******

EMPLOYMENT REQUIREMENTS (Ref. Policy 6.16)

Any person desiring employment shall file a completed application on the form provided by the Superintendent.

1. Qualifications
 - A. Must be of good moral character
 - B. Must be at least twenty-one (21) years of age unless otherwise approved by the Superintendent
 - C. Must complete a criminal history background check and received clearance through the State Department of Education as mandated by the Alabama Child Protection Act of 1999.
 - D. Fingerprint Fee \$48.15 (Please click link below and follow steps)
 - www.cogentid.com (Paid Employees)
 - Alabama
 - Department of Education

- Register Online
- Complete Registration Process
- Print Confirmation Page and take to one of the following site location
 - Bradley Screening (Montgomery, AL)
 - Eufaula City Schools (Eufaula, AL)
 - The UPS Store 2803 (Troy, AL)

Volunteer Workers should not be fingerprinted through Cogentid. They can be fingerprinted through any fingerprinting agency (results should be submitted to the Bullock County Board of Education).

2. Certificate Requirements – Each applicant for an instructional or a certified administrative position shall hold an Alabama Teacher’s Certificate and all career/technical personnel shall meet the State Department of Education requirements and have the proper license to perform services.
3. Onboarding Required Documents – [Form I-9](#) (with acceptable documents), [Form W-4](#), [Form A-4](#), [New Hire Form](#), Official Transcript (If applicable), Supplement EXP. (previous years of experience) [Direct Deposit Authorization](#), Acknowledge Drug-Free Workplace Policy, Disproportionality Training

NOTIFICATION OF ABSENCE (**Ref. Policy 6.70**)

1. The principal or designee shall notify and submit the appropriate leave form to the Superintendent when he/she plans to be away from school for a half-day or longer.
2. An employee who is absent from duty for any reason shall notify the principal or his/her immediate supervisor as early as possible.
3. Any employee who is willfully absent from duty without leave may be subject to dismissal from employment and shall forfeit compensation for the time of the absence.

TYPES OF LEAVE

1. ANNUAL LEAVE OF ABSENCE (**Ref. Policy 6.70.1**)
 - A leave of absence is permission granted by the Bullock County Board of Education or allowed under its adopted policies for an employee to be absent from duty for a specified period of time with the right to return to employment upon the expiration of leave.
 - Leave may be with or without pay as provided by law, regulations of the State Board of Education, and these rules. For any absence without pay, the

deduction for each day of absence shall be determined by dividing the annual salary by the number of days/hours for the employment period.

- A leave shall not be granted to an employee to accept other employment. Accepting employment while on a leave of absence may cancel the leave.
- All requests for a leave of absence must be submitted to the Superintendent, in writing, with the additional approval and signature of the employee's direct supervisor. Requests must be received by the Superintendent at least one (1) week prior to a monthly Board meeting.
- A leave of absence is limited to one (1) year.

2. VACATION LEAVE (Ref. Policy 6.70.2)

- The Board hereby grants twelve-month employees who work on a full-time basis ten (10) annual vacation days with regular pay.
- No employee shall be paid for unused vacation leave days under any circumstance. Such leave days are non-cumulative.

3. FAMILY AND MEDICAL LEAVE (Ref. Policy 6.70.3)

- An eligible employee of the Bullock County Board of Education shall be granted up to a total of twelve (12) workweeks of unpaid family and medical leave during any 12 month period.
- An eligible employee means one employed with the school system for at least 12 months during which time the employee worked at least 1,250 hours.

4. ON-THE-JOB-INJURY (Ref. Policy 6.70.4)

- Any full time employee or adult bus driver of the Bullock County School System shall be entitled to up to ninety (90) days on-the-job-injury leave.
- An on-the-job-injury is any accident or injury to the employee occurring during the performance of duties which prevents the employee from working or returning to his or her job.
- Within 24 hours after occurrence of the injury, the employee must make proper written notification of the injury to the Superintendent.
- The employee may file for reimbursement with the Alabama Board of Adjustment for unreimbursed medical expenses and costs incurred as a result of an on-the-job-injury.

5. LEGAL SERVICE- JURY DUTY (Ref. 6.70.5)

- An employee of the Bullock County School System who is summoned as a member of a jury panel may be granted leave with pay.
- An employee who is subpoenaed as a witness, not involving personal litigation, may be granted temporary leave.

6. MILITARY LEAVE (Ref. 6.70.6)

- Military Leave shall be granted to employees of the Bullock County School System in compliance with state laws, federal laws, and applicable court rulings. All employees are entitled to military leave when ordered to active duty for training as members of the Alabama National Guard or any component of the US Armed Forces. Employees who are required to attend annual training or special active duty for training shall not suffer any loss of salary during the first twenty-one (21) days of such absence in any calendar year. Employees who are ordered for such duty shall provide a copy of their orders to the Superintendent. Leave will be without loss of benefits.

7. PERSONAL LEAVE (Ref. Policy 6.70.7)

- Each full-time employee shall be entitled to five (5) days of non-cumulative paid personal leave annually.
- Employees will be granted two (2) fully paid personal leave days with the employee having the cost of a substitute deducted from his/her payroll check for each of the remaining three (3) days used.
- Employees working half or less of the annual contract days for their position will be eligible for only one (1) day of paid personal leave. In the event an employee uses more than one (1) personal leave day during the first half of the annual contract for his/her position and does not work the second half, a regular day's pay shall be deducted from the final pay check for each day of personal leave used in excess of one (1). Employees working more than half of the annual contract days for their positions shall be eligible for all five (5) days of personal leave.

8. PROFESSIONAL LEAVE (Ref. Policy 6.70.8)

- Professional leave may be granted to personnel for participation in education activities related to instructional improvement in the School System.
- All professional leave must be approved by the Superintendent.

9. SICK or BEREAVEMENT LEAVE (Ref. Policy 6.70.9)

- Sick leave can be used for personal illness, personal injury, attendance upon an ill member of immediate family, Death in the family or where unusually strong personal ties exist, such as a person who stood in loco parentis.
- If an employee is on sick leave for six or more consecutive days, the employee may be asked to provide principal/supervisor a statement signed by a doctor and submitted with payroll certifying to the illness or injury.

10. MATERNITY LEAVE (Ref. Policy 6.70.11)

- Maternity leave shall be without pay, except that accumulated sick leave days may be utilized in accordance with the State's sick leave law.
- Maternity leave normally shall not extend over a period of time exceeding twelve (12) work weeks during any twelve (120 month period).
- Maternity leave ends, under ordinary circumstance, when the employee request to return to work and/or when the attending physician certifies that the employee is able to return to work.
- Maternity leave shall not be counted as experience in determining placement of the salary schedule, except an employee who has worked more than one half (1/2) of his/her contract days during that scholastic school year shall be place on the salary schedule on the step she would have reached had she complete.

11. SICK LEAVE BANK (Ref. Policy 6.71)

- Employees may elect to join the sick leave bank by completing the Sick Leave Bank Application.
- To become a member of the sick leave bank, the employee must deposit three (3) sick leave days into the bank.
- The enrollment period is from Institute Day through October 1st.
- To be eligible for a loan from the sick leave bank, the employee must have exhausted all accumulated sick and personal leave in his/her personal account.
- Members who borrow from the sick leave bank shall be required to repay the sick leave bank as he/she accrues days monthly. An employee cannot leave employment without repaying any outstanding debt of leave days to the sick leave bank, excepts as provided by the catastrophic provision of the guidelines.

PAYROLL PROCEDURES (Ref. Policy 6.84)

Pay Periods

The principal/supervisor is required to furnish the Payroll Office a payroll report containing the names of his/her staff each month.

Payroll Checks

Monthly payroll check for personnel are due and available no later than the **last day of the month**. All employees will be paid through electronic direct deposit. When initially

signing up for direct deposit and for any changes to your banking information which affect your direct deposit, you will be required to complete an authorization form and provide either a voided check or a letter from your financial institution providing your routing and account information.

Twelve (12) Month Pay Periods

Employees receive pay on a twelve (12) month basis. New employees will be given the option of thirteen (13) month payments for the first year of employment if he/she is not transferring from another system.

Final Pay-Off

Prior to completing contract- an employee who for any reason (retirement, disability, termination, etc.) leaves the School System prior to completing his/her annual contract period shall be "paid off" no later than the last day of the month following the last active payroll period. The payoff shall include all remuneration owed said employee by the School System.

Payroll Deductions

The Bullock County School System shall make all salary deductions required by law, including federal income tax, state income tax, FICA tax, retirement, and other deductions in accordance with applicable laws and regulations.

Service Fee

There will be a \$5.00 service charge to reprint W-2's, 1099's, payroll checks stubs and lost accounts payable checks.

TEACHERS' RETIREMENT

Participation in the Teachers' Retirement System is mandatory for all eligible employees. Employees will have a portion of their pay withheld each payroll for all applicable wages. In addition, the Board will pay a matching contribution on those same wages. Currently, the rates for the employee contributions are as follows:

Tier I: 7.5% - Tier II 6%

The Board matching percentage is determined by the State and may vary from year to year.

HEALTH INSURANCE

NEW EMPLOYEES HAVE 30 DAYS FROM THE DATE OF HIRE TO ENROLL **ONLINE** FOR HEALTH INSURANCE COVERAGE.

A Personal Identification Number (PID#) is required in order to enroll. You will receive your PID# by mail from PEEHIP after Bullock County Schools System has enrolled you in the PEEHIP portal. The **PEEHIP MEMBER HANDBOOK**, available on the PEEHIP website (www.rsa-al.gov) details the coverage offered and current rates of each type of coverage.

To enroll in your health insurance coverage and any optional coverage, click on the link above and follow options:

- Members
- PEEHIP
- Member Online Services

The system will guide you through the enrollment process.

PEEHIP offers two health insurance plans: Blue Cross/Blue Shield and VIVA. A comparison of the two plans is documented in the handbook referenced above. The rates for both plans are as follows:

- \$207.00 per month for family coverage with no spouse
- \$282.00 per month for employee and spouse only
- \$307.00 per month for family coverage with spouse and dependent
- \$30.00 per month for single coverage

In addition to Health Insurance, PEEHIP offers the following optional coverage through Southland National Insurance Company:

- DENTAL - \$38.00 per month (Single coverage) (\$50.00 Family coverage)
- VISION - \$38.00 per month (single and family coverage)
- CANCER - \$38.00 per month (single and family coverage)
- INDEMNITY - \$38.00 per month (single and family coverage)

These optional plans must be retained for the entire insurance year.