



Table of Contents

1.	Travel Procedures	page 5
2.	School Dude Instructions.	page 13
3.	Time & Attendance.	page 23
	a. SFE.	page 25
	b. TES.	page 29
4.	Payroll	page 35
	a. Payroll Appendix	page 51
	i. Direct Deposit	page 52
	ii. Address Change	page 53
	iii. Form A-4	page 54
	iv. Form W-4	page 55
	v. Form I-9	page 56
	vi. Name Change	page 58
	vii. Stop Deduction	page 59
	viii. Overtime/Comp Request Form	page 60
5.	Human Resources.	page 63
6.	Professional Development Guidelines	page 103
7.	Alabama Code of Ethics.	page 117
8.	Signature page (Return to Central Office)	page 125

Revised Mar-25

TRAVEL PROCEDURES

ALEXANDER CITY SCHOOLS TRAVEL PROCEDURES

Purpose: To outline the procedures for the documentation and reimbursement of travel by employees of the Alexander City Board of Education and consultants employed by the School District. The following procedures apply consistently to all employees and consultants whether paid from state, local or federal fund sources.

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

Procedures:

1. **General Provisions:** Out of town travel will be considered travel outside of Tallapoosa County. Travel requests shall normally be limited to that for which funds have been appropriated in the annual budget.
2. **Prepayments:** Registration and airline tickets may be paid in advance in order to optimize savings. A copy of the approved Professional Leave Request form must be submitted with the purchase order or check request when requesting prepayment.
3. **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 fees (maximum \$20.00 without receipts), taxi fares between the airport and the hotel and/or the hotel and the training site, and for Board business telephone calls while away from Alexander City.

A trip of 100 miles or less one-way does not require an overnight stay. Therefore, the Board of Education will not reimburse the employee for lodging unless they are on travel status before 6:30 a.m. and after 6:00 p.m.

4. **Unauthorized Expenses:** The Board of Education will not reimburse the employee for limousine service, alcoholic beverages, snacks, personal supplies or entertainment.
5. **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 the **SFE System**. All employees requesting travel must submit a Leave Request form **and complete a Vehicle Request approval or denial.**

(Also applies to weekends, summer months and holidays.)

All leave requests, whether out of town or out of state, require the approval of the School Principal and/or District Coordinator. If the leave 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 Superintendent's approval for all travel. All leave requests must be approved by the CSFO to verify available funds.

The SFE Leave Request must include the following information in the *Notes to Administrators*.

- I. Event Name – e.g. Alabama Educational Tech. Conf.
- II. Event City/Site – e.g. Mobile, AL
- III. Timeframe of Event – e.g. 8:00 a.m. to 3:00 p.m.
- IV. Costs – must list these to be reimbursed
 - a. Sub Cost – e.g. \$72.15
 - b. Registration Fee – e.g. \$125
 - c. Meals – e.g. \$55.00 (total allowed for trip)
 - d. Lodging – e.g. One night @ \$134
 - e. Round trip Mileage – e.g. 444 miles (Include this regardless if system car is available or not.)
 - f. Other
 - g. If there are no costs associated with the above items, put “NONE” beside the category.

Other supporting documentation such as an agenda, brochure or some other form of documentation to substantiate the need for travel shall be emailed to the appropriate personnel. If the school is to pay for the costs, send documentation to the school bookkeeper. If the costs are to be paid at the central office level, email the documents to the appropriate funding supervisor – e.g. Dr. Beverly Price. If the request is approved, the funding supervisor will forward the documentation to the business office. The SFE Leave Request must be completed at least 30 days prior to the date of departure, if possible. ***Unauthorized travel will be at the expense of the employee.***

6. 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 (Travel Form-1) and any required attachments with all of the necessary supporting documentation to their School Principal or District Coordinator for review and approval. **Any requests for travel reimbursement that are older than 5 working days will not be reimbursed.** Once approved, by signature, the School Principal or District Coordinator will route the Travel Request form to the Accounts Payable Accounting Specialist for payment. All request forms must be complete. Once the travel request has been reconciled by the Accounts Payable Accounting Specialist 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 15th and last working day of the month. The Accounts Payable Accounting Specialist must receive all of the necessary documentation by the 10th or 25th day of the month. Anything received after the 25th will be processed in the following month.

All employees are required to complete the Travel Reimbursement form (Travel Form-1) when requesting travel reimbursement. The following documentation must be attached to the Travel Reimbursement form to receive reimbursement.

- Copy of **approved** SFE Leave Request form
- Copy of event agenda including event times
- All original receipts, itemized

Any expenses paid with a purchase order should not be included on the Travel Reimbursement form.

7. Registration Fee Prepayment Requests: Travel requests that include prepaid registration fees greater than \$25 must be submitted to the Accounts Payable Accounting Specialist at least two weeks prior to the registration deadline. The request should be submitted by purchase order which must be accompanied by the approved SFE Leave Request form. Registration fees of \$25 or less will be paid by the employee and included on the Travel Request form for reimbursement.

8. 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 meal allowances will be \$13.00 for breakfast, \$18.00 for lunch and \$25.00 for dinner. A meal consist of a non-alcoholic drink, an appetizer, an entrée, and a dessert.

The eligibility of meals is as follows:

- a. An employee is eligible for the breakfast allowance if they are on travel status prior to 6:30 a.m.
- b. An employee is eligible for the lunch allowance if they are on travel status between 11:00 a.m. and 2:00 p.m.
- c. An employee is eligible for the dinner allowance if they are on travel status between 6:00 p.m. and 8:00 p.m.

An employee will be reimbursed for actual expenses up to the prescribed limit for each meal. A gratuity of up to 15% may be included; however, it must be added to the costs of the meal. Unused meal allowances may not be applied to other meals. *Expenses in excess of the prescribed limit will not be reimbursed.*

- With Approved Overnight Stay:

The meal allowances will be \$56.00 per day. However, the employee will only be reimbursed for a breakfast meal, a lunch meal and a dinner meal. A meal consist of a non-alcoholic drink, an appetizer, an entrée, and a dessert.

On the first and last days of the trip, the following guidelines apply. The meal allowances will be \$13.00 for breakfast, \$18.00 for lunch and \$25.00 for dinner.

The eligibility of meals is as follows:

- a. An employee is eligible for the breakfast allowance if they are on travel status prior to 6:30 a.m.
- b. An employee is eligible for the lunch allowance if they are on travel status between 11:00 a.m. and 2:00 p.m.
- c. An employee is eligible for the dinner allowance if they are on travel status between 6:00 p.m. and 8:00 p.m.

An employee will be reimbursed for actual expenses up to the prescribed limit for each day. A gratuity of up to 15% may be included; however, it must be added to the costs of the meal. Unused daily meal allowances may not be applied to other days nor will the employee be reimbursed for unused daily meal allowances. *Expenses in excess of the prescribed limit will not be reimbursed.*

9. Mileage Reimbursement Rate: A system vehicle, when available, must be used for all reimbursable mileage travel. If a system vehicle is unavailable, a private vehicle may be used. (See #5) Employees may be reimbursed for business miles traveled in a personal vehicle at the Standard Mileage Rate prescribed by the Internal Revenue Service. Reimbursement is for point-to-point mileage only.
10. Required Documentation of Allowable Expenses: Reimbursement of authorized expenditures will be made only if substantiated. If a Board or school credit card is use, this must be reflected on the receipt.

- a. **Registration Fee** – documented by publication or by invoice/receipt or a copy of check showing payment.
- b. **Meals** – (including gratuities actually paid not exceeding 15%) – dated itemized receipt.
- c. **Lodging** – original itemized invoice.
- d. **Coach Airline Tickets** – by original itemized invoice.
- e. **Mileage for Personal Vehicle** – substantiated by beginning/ending odometer reading, adjusted for any personal convenience mileage or by point-to-point mileage as indicated on a current official road map, no incidental mileage will be paid.
- f. **Parking and Toll Fees** – substantiated by dated receipt.
- g. **Baggage and Handling Fees** – substantiated by dated receipt or by hand record showing the date and the amount paid.
- h. **Taxi Fees** – substantiated by dated receipt or by hand record showing the date, destination and the amount.
- i. **Telephone Calls** (only for Board Business) – documented by lodging invoice and/or substantiated by hand record showing the date, the location, the number called and the cost.
- j. **Other expenses** – documented by dated receipts.

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.

11. **Employee Responsibilities:** Employees are responsible for ensuring the most reasonable rates for all expenditures. If at all possible, employees traveling to the same location for the same purpose should carpool. If an employee chooses to room by him/herself or bring family members rather than sharing accommodations, room reimbursement will be at the shared rate.
12. **Consultants:** All consultants hired by the Board will be required to follow the guidelines set forth when requesting reimbursements.
13. **In-System Itinerant Travel:** An employee assigned to teach classes at two or more campuses (example – mornings at one campus, afternoons at the second campus which requires automobile use) may claim one-way mileage for travel between campuses. Employees may not claim mileage when they are assigned to work all day at different schools or work sites on alternate days (example – Mondays at one school, Tuesdays at a second school, or any like combinations). 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 (Travel Form-2) completed and signed by the employee, the employee's principal/work site supervisor and the District Funds' Coordinator (if funds other than local funds are used for reimbursement). The reimbursable mileage rate will be the Standard Mileage Rate prescribed by the Internal Revenue Service.

The In-System Itinerant Travel Report form (Travel Form-2) must follow the same guidelines as outlined in #6 above. **Any requests for mileage reimbursement that are older than 30 days will not be reimbursed.**

14. Only the most current Travel Report forms should be used. Any forms submitted that are not the most current will be returned to the employee for re-submission. The most current Travel Report forms can be found on the Finance web site under Forms and Processes. Always check the Finance web site for the most current forms prior to submitting your request to avoid delays in reimbursement.
15. 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. ***The guidelines set forth do not apply to Board Members or the Superintendent; however, they are required to complete a request for travel form with itemized receipts.***

SCHOOL DUDE INSTRUCTIONS

SchoolDude is a Web-based program designed for school facilities maintenance, technology maintenance and field trip planning and management created especially for schools. SchoolDude gives school administrators the power to produce, track, approve and assign costs to work orders. SchoolDude also streamlines the educational trip workflow process, including requests, budget, and mileage and driver wages.

Alexander City Schools currently uses the following management and planning solutions:

- Maintenance Direct - manage facilities work requests

- PM Maintenance - schedule recurring maintenance tasks and generate corresponding work orders

- IT Direct - manage technology work requests

- Trip Direct – athletic trips, field trips & Board car trips planning and management

- Inventory Direct - manage supplies inventory

- INSIGHT – IT Asset Management

Maintenance Direct and IT Direct

What kind of Maintenance Issues should be entered into SchoolDude?

All facilities, maintenance and technology issues should be reported through SchoolDude including, but not limited to:

1. **Air Scheduling (outside normal hours)**
2. Broken or malfunctioning windows, doors, locks, alarms, or other equipment
3. Plumbing, electrical, landscaping, or HVAC contractors
4. Vandalism
5. Painting or remodeling
6. Capital Improvements
7. Printer problems
8. Computer problems
9. Clocking In/Out TES problems

Trip Direct

What kind of trips should be entered into SchoolDude?

All field trips should be reported through SchoolDude including, but not limited to:

1. Class field trips
2. Athletic trips
3. Board Vehicle

Do I have to use SchoolDude?

YES- with the exception of emergencies- all work orders and field trips must be requested through the SchoolDude system. This will ensure that your request will be handled in the most efficient manner possible and allow you to track requests online.

1. With the exception of emergencies, only requests (maintenance, trip or technology) made through the SchoolDude system will be processed.
2. Issue one (1) work order request per type work, i.e. plumbing issues and electrical issues will require two (2) requests.
3. Requests for trip scheduling outside of normal hours must be made at least **24 hours** in advance.
4. Trip requests must be made at least **2 weeks** in advance.

How will I be trained on SchoolDude?

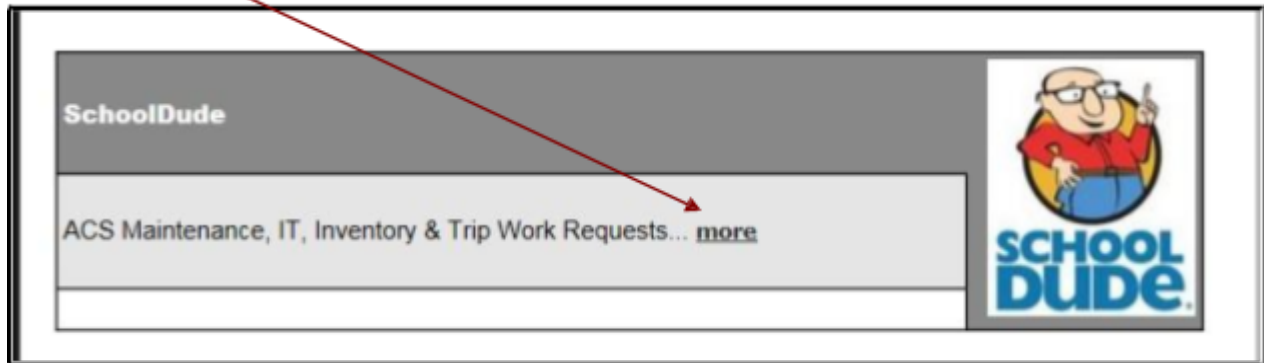
You can access the “School Dude Instruction Manual” via the link on the ACBOE website, www.alexcityschools.net/, under the **STAFF** Info/Employee Information & Forms/School Dude.

INSTRUCTIONS ON USING SCHOOLDUDE TO ENTER MAINTENANCE REQUESTS, IT REQUESTS AND TRIP REQUESTS

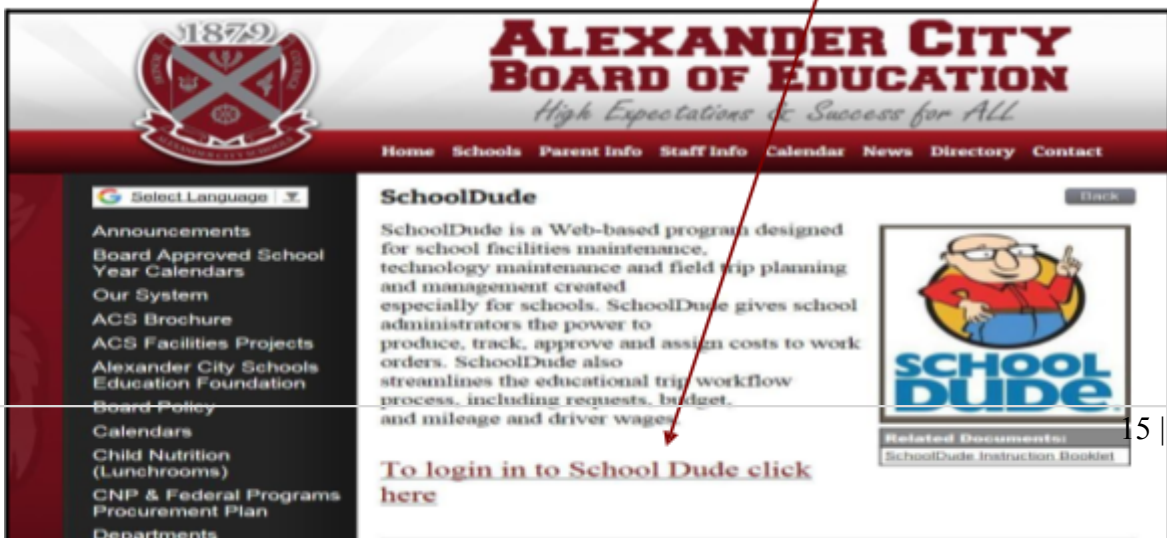
You can access School Dude [via the link on the ACBOE website, www.alexcityschools.net/](http://www.alexcityschools.net/), under the **STAFF** Info/Employee Information & Forms/School Dude.



Click on "more"



To login in to School Dude click here and follow instructions:



First time users will need to register first by clicking on the down symbol:

Alexander City Schools
Alexander City Schools Homepage

Current SchoolDude User? Login Here!

Email Password

[Forgot Password?](#)

Never Submitted a SchoolDude Request? Register Here! ▼

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OIA:InternetExplorer

TRIP DIRECT

1. All field trip requests **must** be entered at least **two weeks** prior to the trip date. This allows time for the approval routing process **prior** to the trip date.
2. No field trip should occur prior to the trip being approved in Trip Direct.
3. No field trip request should be entered and approved after the trip date.
4. Requestor/Booker will receive emails from “SchoolDude Message Center” notifying them of the status of their trip request
 - a. If trip request was declined due to additional information needed, **DO NOT SUBMIT A NEW TRIP REQUEST**
 - b. Provide the information needed on the same trip request, change the status from “Decline” to “Submitted” and click the “Save” button at the bottom of the trip request.
5. If the trip request was approved, the requestor/booker will receive a final email with specific instructions from one of the following:
 - a. ACBOE Board Vehicle
Michelle Moon: the Board vehicle reserved; when and where to pick up keys, etc.
 - b. All other trip requests
Kathy Hawkins: bus(s) #, etc.
6. Emergency Requests
 - a. **Knowledge** of trip was not known at least 24 hours in advance
 - b. Bus Trips: Randall Birmingham, Randall.birmingham@acsk12.net
 - c. o Board Car Trips: Contact Michelle Moon, mmoon@acsk12.net

A. Instructions for Trip Direct

a. Book By

Booked By		
<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/> Email
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone	Pager	Mobile
<input type="text"/>	<input type="text"/>	<input type="text"/>

A. Will default to requestor/booker name and email address

b. Booking Details

Booking Details	
<input type="checkbox"/> Yes, submit for estimate only.	
<input checked="" type="checkbox"/> Trip Name	<input type="text"/>
<input checked="" type="checkbox"/> Trip Destination	<input type="text"/>
<input checked="" type="checkbox"/> Departing Location	-- Select Location --
<input checked="" type="checkbox"/> Organization	-- Select Organization --
<input type="radio"/> One Way <input checked="" type="radio"/> Round Trip	
Trip Package	-- Select Trip Package -- View Trip Package
<input checked="" type="checkbox"/> Departure Date	<input type="text"/>
<input checked="" type="checkbox"/> Return Date	<input type="text"/>
<input checked="" type="checkbox"/> Trip Departure Time	<input type="text"/> <input type="text"/> <input type="text"/>
<input checked="" type="checkbox"/> Trip Return Time	<input type="text"/> <input type="text"/> <input type="text"/>
<input checked="" type="checkbox"/> Budget Code	1003 Gifted Class


- a. Trip Name
- b. Trip Destination
- c. Departing Location
 - 1. All athletic bus trip requests should choose ACMS Athletics or BRHS Athletics as the Departing Location, whichever is applicable.
 - 2. All school bus or charter bus requests should choose their school as the Departing Location.
 - 3. All ACBOE Board Vehicle car requests should always choose “Central Office” as the Departing Location.


- d. Organization
- e. ACBOE Board Vehicles
 - Requests for the Board Car/Van only
- f. ACMS/BRHS/Pearson/Radney/Stephens
 - Requests for non-athletic bus trips only
 - Should be the Requestor/Booker's school
- g. ATHLETICS
 - Requests for athletic bus trips only
- h. Departure Date
 - 1. Must be submitted at least 2 weeks in advance
 - 2. Emergency trips must be handled on a case-by-case basis; see "Transportation Type" below for contact information
- i. Return Date
- j. Trip Departure Time
- k. Trip Return Time
- l. Budget Code
 - a. Choose the applicable budget code; if one is not available, contact your school/location bookkeeper


c. Transportation Type


Transportation Type


Click on the transportation type below that best suits your needs:


 Car


 Charter Bus


 Mini-Bus


 School Bus


 Van

Number Of Vehicles

Trip Emergency

Contact Name	Contact Phone
Kathy Hawkins	Cell - (256)794-0049
Michelle Moon	Office - (265) 234-8600

- a. Application options are:
 - Car
 - Charter Bus
 - School Bus
 - Van
- b. Number of Vehicles
- c. Emergency Trips
 - For Car Transportation Type: Michelle Moon, (256) 234-8600
 - For Bus Transportation Type: Kathy Hawkins, (256) 794-0049

d. Trip Contact

- a. If the Trip Contact is the same as the requestor/booker, check the “Yes” box
- b. If the Trip Contact is someone other than the requestor/booker, fill in the first name, last name and email address

e. Attendees

- a. Faculty
For non-athletic bus trip requests only
- b. Supervising Adults
For non-athletic bus trip requests only
- c. Number of Students
For athletic bus trip requests and non-athletic bus trip requests
- d. Number of Adults
Required for ACBOE Board car trip requests
- f. Notes
- e. Educational Objective
ACBOE Board Vehicles
Enter the reason for trip request; if one is not added, the trip request will be declined.
ACMS/BRHS/Pearson/Radney/Stephens

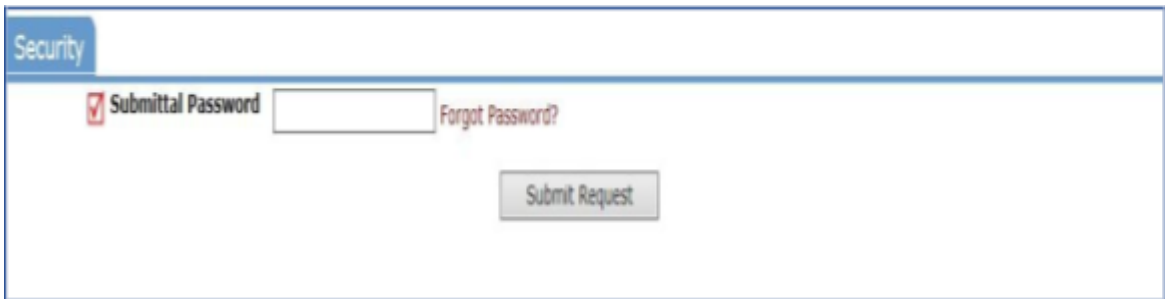
Enter the reason for trip request; if one is not added, the trip request will be declined.

ATHLETICS

Enter the reason for trip request; if one is not added, the trip request will be declined.

- f. Special Needs and/or Trip Requirements
Enter as needed

f.. Security



- a. Submittal Password: “wildcats”
- b. Click “Submit Request”

The Requestor/Booker can check his/her requests by clicking the “Shortcuts” arrow and selecting “My Trip Requests.”



Facilities Maintenance Issues

Mark Simmons, Director of Facilities
msimmons@acsk12.net

Technology Issues

Neal Wagoner, Technology Coordinator
nwagoner@acsk12.net

Brian Iddon, Technology Technician
bidon@acsk12.net

Jay Simmons, Technology Technician
jsimmons@acsk12.net

Transportation Issues

Randall Birmingham, Transportation Supervisor
randall.birmingham@acsk12.net

Alexander City School

<http://www.alexcityschools.net/>

TIME AND ATTENDANCE

TES

**POLICIES AND PROCEDURES FOR TIME AND ATTENDANCE
ATTENDANCE, LEAVE USE and ACCRUAL RECORDS (Timesheets)
NON-EXEMPT (HOURLY) EMPLOYEES**

POLICY SUMMARY

Non-Exempt (hourly-paid) employees should submit an Attendance Leave Use and Accrual Record (timesheet) each month reflecting time worked and/or leave taken. Time reporting will be done via the electronic time and attendance system or TES.

CRITERIA

Records Retention:

Attendance, Leave Use and Accrual Records (timesheets) will be maintained for a minimum of three (3) years according to the Fair Labor Standards Act (FLSA).

Non-Exempt Employees (hourly-paid):

- Timesheets are the official record that support compensating non-exempt employees.
- Timesheets shall contain the employee's name, workweek, and work schedule (if not a standard schedule).
- Non-exempt (hourly-paid) employees report time worked and all absences with and without pay including sick leave, vacation leave, holidays, military leave, jury duty, voting time, administrative leave, and compensatory time off. Time worked shall be recorded in 2-hour increments to the nearest ¼-hour.
- Records of overtime worked each day should be maintained. Overtime worked will be calculated at the end of the workweek either as overtime earned at the straight-time rate or as overtime earned at the premium rate. For more information refer to Overtime Calculations.
- Compensatory time off (Comp Time) records should distinguish between Comp Time that was earned at either the straight time rate or the premium rate.

PROCESS OVERVIEW

Non-Exempt Employees (hourly-paid):

- Non-exempt (hourly-paid) employees report time worked and all absences with and without pay including sick leave, vacation leave, holidays, military leave, jury duty, voting time, administrative leave, and compensatory time off. Time worked should be recorded to the nearest ¼-hour.
- When an employee has exhausted all available accrued leave, their salary shall be reduced for the number of absences at the employee's daily rate of pay.

EMPLOYEE PROCEDURE

Entering Time

Non-Exempt Employees:

1. Non-Exempt (hourly-paid) employees will use the time and attendance system by swiping their ID cards.

An employee should never swipe with another employee's card or allow another employee to swipe with his/her card. For this purpose, an employee's card should never be left unattended. If an employee forgets to swipe in or out, he/she must notify his/her supervisor.

Hours worked and/or leave taken should be entered on a daily basis.

2. Employees are to swipe into the TES system when they are ready to begin work. Employees should not swipe into the TES system prior to seven and one-half (7 ½) minutes before the scheduled starting time or out of the Tes system seven and one-half (7 ½) minutes after the scheduled departure time unless overtime has been approved by the supervisor and superintendent.
3. The TES system will round the times in seven and one-half (7 ½) minute increments to the nearest quarter of an hour. This rounding policy simplifies payroll calculations and allows a fifteen (15) minute window of time for employees to use the card reader. Employees should not begin work until their scheduled starting time and should not work beyond their scheduled ending time.
4. Overtime is time spent "on the job" by a non-exempt (hourly-paid) employee in excess of 40 hours in a single workweek. When overtime becomes necessary, the supervisor must specifically approve the scheduling in advance and be responsible for the overtime worked.

If overtime is required, hours worked in excess of 40 in a single workweek will be compensated at 1 ½ times the normal rate. The workweek consists of seven consecutive 24 hour periods beginning on Saturday. "Hours worked" refers to time actually spent on the job and does not include authorized absences from the job, i.e., annual and sick leave, holidays, etc. An employee's "normal rate" is the base rate plus any additional pay, i.e., differential pay that is paid during the workweek. **The requirement that an overtime rate be compensated after 40 hours in a workweek may not be waived by agreement between supervisor or department head and employee.**

For employees with a regular work week totaling less than 40 hours, overtime becomes any hours worked in excess of their regular scheduled hours in a single workweek. Only those hours worked over 40 in a single workweek will be compensated at 1 ½ times the normal rate.

5. The Fair Labor Standards Act requires that all employees who work five (5) hours or more in a single day will have a 30-minute uninterrupted meal period. Employees should swipe out at the beginning of their lunch period and swipe in at the end of their lunch period.
6. Employees should swipe out if he/she leaves their assigned campus anytime during the work day and shall swipe in if/when he/she returns. Employees such as maintenance employees and technology technicians will not make additional out/in swipes during a work day unless leaving for personal reasons, such as lunch, doctor's appointment, etc.
7. At the end of each pay period, the school payroll clerk will print each employee's timesheet for that location and submit to employee for review. If any corrections are needed, the school payroll clerk will make such corrections and return to employee for his/her signature.
8. Submitting the timesheet to the payroll clerk is the process used to finalize the entries and validate the entries made are complete, and a true representation of the reported monthly hours.
9. All employees, including substitutes and contracted personnel, should "submit" their TES timesheet on the first work day following the last day of the pay period.

**POLICIES AND PROCEDURES FOR TIME AND ATTENDANCE
ATTENDANCE, LEAVE USE and ACCRUAL RECORDS (Timesheets)
EXEMPT (SALARIED) EMPLOYEES**

POLICY SUMMARY

Exempt employees (salaried) should record his/her daily attendance via the electronic time and attendance system or TES.

CRITERIA

Records Retention:

Attendance, Leave Use and Accrual Records (timesheets) will be maintained for a minimum of three (3) years according to the Fair Labor Standards Act (FLSA).

Exempt Employees (salaried):

- Because exempt employees are paid a predetermined, established salary each pay period and are not paid based upon hours worked, they will not be required to record their work time or adhere to strict attendance record keeping requirements for purposes of receiving their salary but rather to record time absent from work in determining leave taken.

PROCESS OVERVIEW**Exempt Employees (salaried):**

- Exempt employees record all absences with and without pay in ½-day and whole day increments only.
- When an employee has exhausted all available accrued leave, their salary shall be reduced for the number of absences at the employee's daily rate of pay.

EMPLOYEE PROCEDURE**Entering Time****Exempt Employees (salaried):**

1. Exempt (salaried) employees will use the time and attendance system by swiping their ID cards.

An employee should never swipe with another employee's card or allow another employee to swipe with his/her card. For this purpose, an employee's card should never be left unattended. If an employee forgets to swipe in or out, he/she must notify his/her supervisor.

Hours worked and/or leave taken should be entered on a daily basis.

2. Employees should swipe into the TES system as soon as he/she arrives for the work day.
3. Employees should swipe out when leaving for conferences and meetings that take place outside the school system and for personal reasons. The employee should swipe back in if he/she returns on the same day.
4. **Employees should swipe out when leaving at the end of the work day.**

BUSINESS OFFICE STAFF

Chief School Financial Officer

Lisa Dickerson

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(256) 234-8610

Payroll Accountant

Andrea Allen

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(256) 234-8608

System Bookkeeper

Natalie Kelly

nkelly@acsk12.net

(256) 234-8606

PAYROLL

INTRODUCTION

Whether you have just joined our staff or have been at the Alexander City Board of Education for a while, we are confident that you will find our school system a dynamic and rewarding place in which to work, and we look forward to a productive and successful association. We consider the employees of the Alexander City Board of Education to be one of its most valuable resources.

There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. You should address your specific questions to the Payroll Department.

The procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

Some subjects described in this handbook are covered in detail in official policy documents. Refer to these documents for specific information because the handbook only briefly summarizes those guidelines and benefits.

EMPLOYEE CLASSIFICATION CATEGORIES

All employees are designated as either non-exempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility.

- **Non-exempt employees** are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.
- **Exempt employees** are generally managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

ATTENDANCE

All leave must be scheduled with one's supervisor in advance through the SFE system. Sick leave may be used in the case of emergency or sudden illness without prior scheduling. Refer to the Local School Accounting Manual for more detail information in completing the leave request in SFE.

COMPENSATION

All regular personnel shall be paid in accordance with salary or hourly wage schedules as adopted by the Alexander City Board of Education, provided the salary schedule for certified staff is no less than 100 percent of the State Minimum Salary Schedule.

The procedures for implementing the approved salary schedule shall be developed and published by the Superintendent upon approval of the Board of Education. Such procedures and published information shall include, but is not limited to, calculations of experience for placement on the salary schedule.

Contract principals may be placed on the School System's salary schedule for principals or may be employed under a negotiated contract.

Compensation in the form of supplements may be paid for supplemental duties in accordance with the Board-approved supplemental salary schedule. Such supplemental duties are not considered to be a part of a teaching contract or appointment, and no tenure, continuing service status, non-probationary status or contractual right to continued employment or compensation for supplemental assignment will be recognized or implied in the absence of a separate written contract of employment providing for such rights.

Supplements can be paid with the monthly payroll or in a lump sum payment after the duties are fulfilled. The employee will be notified at the time the supplement contract is signed whether the payment will be on a twelve (12) month basis or as a lump sum payment.

All supplements must be approved by the Alexander City Board of Education. No school employee may receive a supplement directly from a booster club or organization.

PAYROLL PROCEDURES

Payroll checks, in the form of direct deposits, shall be released on the last Friday of the last week of the month on a twelve (12) month basis. New employees may elect a thirteen (13) month payment plan for the first year of employment. All employees, including substitutes, shall be required to sign up for direct deposit and shall submit a valid email address for payroll direct deposit notifications. Employees may access their direct deposit via the web Employee Portal at <https://alx.innovak.net>. Employees may only access this website within the District's internet service. Employees may be paid to either a savings or checking account at the financial institution of their choice.

Salary Deductions

The Alexander City Board of Education will make salary deductions including federal income tax, state income tax, retirement, etc., in accordance with applicable laws and regulations.

The Alexander City Board of Education will approve salary deductions when 35% of employees or groups of employees request such deductions as provided by law. The deductions shall be made from salaries and shall be remitted to the appropriate recipient as specified and in a timely manner following each deduction.

New authorization for payroll deductions may be added during open enrollment or upon state required enrollments.

Upon termination, amounts owed under the authorization of an employee shall be deducted from an employee's final pay.

When amounts have been correctly deducted and remitted by the Alexander City Board of Education, the Alexander City Board of Education shall bear no further responsibility or liability for further transactions. The Board shall not be liable for any error while acting in good faith to make the subject deductions.

Whenever an employee is separated from the system prior to the end of the contract period, the terminal pay shall be computed on a per diem basis.

The School System will deduct teacher retirement contributions for all employees eligible for participation in the State Teacher Retirement System according to applicable laws and regulations. Any questions concerning your retirement can be addressed with the TRS representative at the link listed below.

<https://www.rsa-al.gov/trs/>

The School System may make other deductions as a service to employees when requested, in writing, by the employee and approved by the Superintendent. Such deductions must be permissible by law and shall be made only with written authorization of the employee and shall remain in effect until cancelled in writing by the employee.

Employees are responsible for submitting, on time and in writing, correct information for all authorizations for starting, continuing, changing, and stopping payroll deductions. A copy of

payroll forms is included in the Appendix section of this Handbook but can also be found on the financial web site at the link listed below under the payroll section.

<http://www.alexcityschools.net/Default.asp?PN=News&SubP='NewsStory'&DivisionID=24128&DepartmentID=&SubDepartmentID=&NewsID=102074&ShowNav=&StoryGroup=Current&A=>

In the event of a lost paycheck, the Payroll department must be notified in writing as soon as possible and before a replacement check can be issued. An email shall serve as a valid form of notification. In the event the lost paycheck is recovered and the company identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to the company within 24 hours of the time it is demanded.

If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the Payroll department.

No salary advances will be made.

Time Reporting

Exempt and Non Exempt employees are expected to submit a timesheet each month reflecting time worked and/or leave taken. Time reporting will be done via the electronic time and attendance system or TES.

- **Non Exempt Employees (hour-paid):**

Timesheets are the official records that support compensating non-exempt employees.

Timesheets shall contain the employee's name, workweek, and work schedule (if not a standard schedule).

Non-exempt (hourly-paid) employees report time worked and all absences with and without pay including sick leave, vacation leave, holidays, military leave, jury duty, voting time, administrative leave, and compensatory time off. Time worked shall be recorded in 2-hour increments to the nearest ¼-hour.

Records of overtime worked each day shall be maintained. Overtime worked must be calculated at the end of the workweek either as overtime earned at the straight-time rate or as overtime earned at the premium rate. For more information refer to Overtime Calculations in the Time and Attendance Procedures manual.

Compensatory time off (Comp Time) records shall distinguish between Comp Time that was earned at either the straight time rate or the premium rate.

- **Exempt Employees (salaried):**

Because exempt employees are paid a predetermined, established salary each pay period and are not paid based upon hours worked, they shall not be required to record their work time or adhere to strict attendance record keeping requirements for purposes of receiving their salary but rather to record time absent from work in determining leave taken.

Exempt employees record all absences with and without pay in ½-day and whole day increments only.

Absences of less than ½-day shall not be charged against accrued hours.

When an employee has exhausted all available accrued leave, their salary shall be reduced for number of absences at the employee's daily rate.

Meal Periods

The scheduling of meal periods at the Alexander City Board of Education is set by the employee's immediate manager with the goal of providing the least possible disruption to company operations.

Mandatory Meal Period

Non-exempt employees who work at least 6.00 consecutive hours will be provided a meal break not to exceed 60 minutes. The meal period will not be included in the total hours of work per day and is not compensable. **Non-exempt employees are to be completely relieved of all job duties while on meal breaks and must clock out for meal periods.**

Compensatory Time (non-exempt employees)

Compensatory (comp) time occurs when an employee works more than his/her scheduled work hours during a work week. It is the intent of the Alexander City Board of Education that each employee adhere to his/her work schedule; however, there may be times when the immediate supervisor of an employee may request him/her to begin work before or work beyond the normal work day/week. If this occurs, the employee shall earn comp time for the time he/she works. Recorded comp time will be possible only in minimum time units of one-half hour.

For an employee to earn comp time, it should always be approved by the immediate supervisor prior to working beyond the regular work day. The immediate supervisor shall record earned comp time on an approved form and shall give the employee a copy within one week from the day the work was performed.

Under the Fair Labor Standards Act (FLSA), non-exempt employees may accrue up to 240 hours of compensatory time. An employee who has accrued compensatory time shall, upon termination of employment, be paid for the unused compensatory time at a rate the higher of:

- the average regular rate received by such employee during the last 3 years of the employee's employment, or
- the final regular rate received by such employee

The approval and use of comp time will have no relationship whatsoever to payroll of the Alexander City School System employee. Comp time may be granted only to non-exempt employees whose job titles or responsibilities indicate that the position is non-supervisory; however, comp time may be granted to all Central Office non-supervisory employees by the Superintendent. Comp time will be awarded at a rate of one and one-half times the amount of time worked when time worked within the work week is over forty (40) hours. Any approved comp time under forty (40) hours will be exchanged hour for hour of comp time.

Employees who anticipate the need for overtime to complete the week's work must notify the supervisor in advance and obtain approval before working hours that extend beyond their normal schedule.

During busy periods employees may be required to work extended hours.

Overtime (non-supervisory personnel)

It is the intent of the Alexander City Board of Education for its employees to perform the necessary tasks of their jobs during the regular designated work week. However, there may be certain circumstances, in the best interest of students and the school system, when emergencies would necessitate that certain employees work beyond their designated work week. However, the option to receive pay rather than compensatory time must be approved by the immediate supervisor and the Superintendent.

Overtime should always be requested by the immediate supervisor and approved by the Superintendent on the approved form for overtime. Verbal approval should be given by the immediate supervisor at the time the work is done; however, an immediate follow-up written request must be forwarded to the Superintendent for approval within one working day after the work has been performed. Overtime pay may be granted only to non-exempt employees whose job titles or responsibilities indicate that the position is non-supervisory.

Payment for overtime shall be made to the appropriate Alexander City School System employees at the next regular pay period if submitted prior to the deadline for the pay period.

TIME OFF/LEAVES OF ABSENCE

Vacation

Vacation days may only be earned by 12-month employees, and may not be carried over from calendar year to calendar year.

Full-time employees, who have worked twelve (12) months or more within the Alexander City School System, shall be allocated vacation leave as follows:

- For 1-14 years of employment = 10 days of vacation leave
- For 15-24 years of employment = 15 days of vacation leave
- For 25 or more years of employment = 20 days of vacation leave

Full-time employees with less than twelve (12) months of employment with the Alexander City School System shall be allocated vacation leave based on his/her hire date as follows:

- January 1 through March 31 = 7 days of vacation leave
- April 1 through June 30 = 5 days of vacation leave
- July 1 through September 30 = 2 days of vacation leave

- October 1 through December 31 = 0 days of vacation leave

Vacation leave days may be used at any time throughout the school year with the approval of the employee's immediate supervisor and the Superintendent with the understanding that the efficient operation of the School System must be a priority.

All vacation days must be used prior to effective resignation date. The School System shall not make cash payments for unused vacation days.

All vacation leave requests must be approved through the SFE system.

Family and Medical Leave

In compliance with the Family and Medical Leave Act of 1993, eligible full-time Alexander City School System employees (who have worked 12 months and worked 1,250 hours during a 12-month period) are entitled to take up to twelve (12) weeks unpaid leave a year for the following reasons:

- The birth of the employee's child;
- The placement of a child with the employee for adoption or foster care;
- To care for the employee's spouse, child, or parent who has a serious health condition; A serious health condition rendering the employee unable to perform his/her job; or
- Other request as approved by the Alexander City Board of Education.

Employees are to provide at least thirty (30) calendar days' notice, if possible, of their intention to take leave. Medical certification that the leave is needed is required for the employee's own serious health condition or that of a family member. The Alexander City Board of Education will continue the employee's health insurance under the same conditions as if the employee were working. Upon returning from leave, the employee will be restored to the same or equivalent position with equivalent pay, benefits, and other terms and conditions of employment.

Procedures for the implementation of this policy shall be developed at the direction of the Superintendent and shall be published in accordance with federal, state, and local laws and regulations.

All family and medical leave requests must be approved through the SFE system.

Military Family and Medical Leave

Military Caregiver Leave

- An eligible employee of the Alexander City Board of Education shall be granted up to a total of 26 work weeks of unpaid military family and medical leave during any single 12-month period to care for a spouse, son, daughter, parent, or next of kin of a covered service member with a serious injury or illness;
- A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness;
- 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;
- A serious injury or illness is one that was incurred by a service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank, or rating;
- The "single 12-month period" for leave to care for a covered service member with a serious injury or illness begins on the first day the employee takes leave for this reason and ends 12 months later, regardless of the 12-month period established by the Alexander City Board of Education for other types of FMLA leave;

- An eligible employee is limited to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during the "single 12-month period." Only 12 of the 26 weeks total may be for a FMLA-qualifying reason other than to care for a covered service member.

Qualifying Exigency Leave

- An eligible employee shall be granted up to a total of 12 workweeks of unpaid leave during the normal 12-month period established by the Alexander City Board of Education for FMLA leave for qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation. Qualifying exigency leave is available to a family member of a military member in the National Guard or Reserves; it does not extend to family members of military members in the Regular Armed Forces.
- Qualifying exigencies include:
 - Issues arising from a covered military member's short notice deployment (i.e. deployment on seven or less days of notice) for a period of seven days from the date of notification;
 - Military events and related activities, such as official ceremonies, programs, or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of a covered military member;
 - Certain childcare and related activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis, enrolling or transferring a child in a new school or day care facility, and attending certain meetings at a school or day care facility if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member;
 - Making or updating financial and legal arrangements to address a covered military member's absence;
 - Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or the child of the covered military member, the need for which rises from the active duty or call to active duty status of the covered military;
 - Taking up to five (5) days of leave to spend time with a covered military member who is on short-term temporary, rest and recuperation leave during deployment;

- Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of 90 days following the termination of the covered military member's active duty status, and addressing issues arising from the death of a covered military member;
 - Any other event that the employee and employer agree is a qualifying exigency.
- Spouses employed by the same employer are limited to a combined total of 26 workweeks in a "single 12-month period" if the leave is to care for a covered service member with a serious injury or illness and for the birth and care of a new born child, for placement of a child for adoption or foster care, or to care for a parent who has a serious health condition.
 - Military FMLA leave may be taken intermittently whenever medically necessary to care for a covered service member with a serious injury or illness. FMLA leave also may be taken intermittently for a qualifying exigency arising out of the active duty status or call to active duty of a covered military member. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the school system's operation.
 - Appropriate and verifiable documentation of the qualifying exigency, military status, and relationships of the individual(s) seeking military FMLA leave may be requested.

All military family and medical leave requests must be approved through the SFE system.

Military Leave

All Alexander City School System employees are entitled to military leave of absence when ordered to active duty for training as members of the Alabama National Guard or any component of the U.S. Armed Forces. Employees, who volunteer, are drafted or are ordered to extend active duty with any component of the U.S. Armed Forces shall be entitled to reinstatement to their former positions or comparable positions if the right is exercised in a timely manner as noted below.

Military Leave for Training -or Short-term Duty - Employees who are required to attend annual training or special active duty shall not suffer any loss of salary during the first twenty-one (21) days of such absence in any calendar year. Alexander City School System employees who are ordered for such duty shall provide one copy of their orders to the Superintendent. Leave will be without loss of benefits. These arrangements shall apply to any "military call-ups."

Reinstatement to Positions after Extended Duty - Alexander City School System employees who volunteer, are drafted or called to active duty for extended periods will be placed on Military Leave of Absence upon written application and be entitled to reinstatement to their former or similar positions upon their return and under the following conditions:

- They must not have remained on active duty beyond their first opportunity for honorable or general release;
- They must report to claim reinstatement within ninety (90) days after completion of such service (31 days in case of individuals who undergo only six (6) months active training or less).

A maximum of three (3) years of experience credit for placement on the school system salary schedule may be granted for service in the U.S. military.

All military family and medical leave requests must be approved through the SFE system.

On-the-Job Injury

Any Alexander City School System employee shall be entitled to on-the-job injury leave for a period not to exceed ninety (90) working days per fiscal year when he/she has to be absent from work because of a personal injury received in the discharge of his/her duties.

To be considered for on-the-job injury leave, the following conditions shall be met:

The employee must provide written testimony or evidence that his/her injury was received in the line of duty;

- The employee shall be required to supply written certification from a medical doctor who treated the patient, stating that in his/her opinion, there is a strong probability that the illness was contracted at the work site. The Alexander City Board of Education may at its expense require a second medical opinion;
- The employee must file a written claim as required by the employer.

The employee or, if incapacitated, another person knowledgeable of the situation shall notify the supervisor within twenty-four (24) hours of the occurrence of the injury.

The supervisor or his/her designee shall notify the Superintendent of the injury on the date of occurrence and follow-up with a written report including all documentation concerning the injury.

All on-the-job leave requests must be approved through the SFE system.

Jury-Witness Duty Leave

An employee of the Alexander City Board of Education who is summoned as a member of a jury panel may be granted leave with pay. Any jury fees may be retained by the employee. The Board shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a juror.

An employee who is subpoenaed as a witness, not involving personal litigation, may be granted temporary leave. Any witness fees may be retained by the employee. The Board shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a witness.

When an Alexander City School System employee is subpoenaed in line of duty to represent the Board as a witness or defendant, he/she may retain any fees received from the court. In the event no fees are received from the court, he/she may be paid for meals, lodging, and travel expenses.

When an Alexander City School System employee is released from jury service and/or court appearances, he/she is to report promptly (same day if possible) to the employment positions.

All jury-witness duty leave requests must be approved through the SFE system.

Personal Leave of Absence

All Alexander City School System employees will receive two (2) personal leave days funded by the state as authorized by state law. In addition, the Board will pay the costs for a substitute for one (1) additional day for a total of three (3) personal leave days at no cost to the employee. An employee may take up to two (2) additional personal leave days for which the employee's pay shall be reduced by the amount paid a substitute.

When the two state-funded personal leave days are not used, Alexander City School System certified employees may receive, upon written request, compensation at the same daily rate paid for their substitute. Otherwise, unused personal leave days will be converted to sick leave days in July.

Personal leave is non-cumulative and requires no justification from the employee. The Superintendent shall establish and publish procedures for documenting personal leave by employees.

All personal leave requests must be approved through the SFE system.

Professional Leave and Leave for Training

Professional Leave - Professional leave may be granted to personnel for participation in educational activities related to instructional improvement in the Alexander City School System.

Leave for Training - Leave for training shall be granted to support personnel to participate in activities that will enrich the Alexander City School System's program and improve skills or understandings of the employee.

An employee absent for professional leave **should not** clock in for the hours they are absent.

All professional leave and leave for training requests must be approved through the SFE system.

Displaced Duty Leave

Displaced Duty Professional Leave - Professional leave may be granted to personnel for participation in activities not directly related to the **instructional** improvement in the Alexander City School System but will improve skills or understanding of a non-instructional program.

Displaced Duty Leave for Training - Leave for training shall be granted to personnel to participate in activities that are part of the employee's regular daily responsibility or is part of the employee's supplemental responsibility.

An employee absent for Displaced Duty **should** clock in if they are traveling inside the school system. However, if an employee is absent for Displaced Duty and is traveling out of the school system, the employee **should not** clock in for the hours he/she is absent.

All displaced duty requests must be approved through the SFE system.

Sick or Bereavement Leave

All full-time, regular employees accrue sick leave from the date of hire, for a total of 9 days per year for 187 day (9-month) and 202 day (10-month) employees and 12 days per year for 240 day (12-month) employees.

Sick leave is defined as the absence from regular duty by an employee because of the following:

- Personal illness or doctor's quarantine;
- Incapacitating personal injury;
- Death in the family of the employee (parent, spouse, child, sibling, parent-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, nephew, niece, grandchild, grandparent, uncle or aunt);

- Where unusually strong personal ties exist because of an employee's having been supported or educated by a person of some relationship other than those listed, this relationship may be recognized for leave purposes. In such cases the employee concerned shall file with the Superintendent a written statement of the circumstances which justify an exception to the general rule;
- Attendance to an ill member of the immediate family (parent, spouse, child, sibling) of the employee, a person standing in loco parentis, or an individual with a close personal tie.

Alexander City School System employees shall be allowed to accumulate an unlimited number of sick leave days.

A new employee may transfer unused earned sick leave from another Alabama school board, as permitted by law, upon certification by the previous employer.

See Policy 6.71 for Alexander City School System Sick Leave Bank provisions.
All sick or bereavement leave requests must be approved through the SFE system.

Maternity Leave

An employee of the Alexander City School System shall be eligible for maternity leave in accordance with the following provisions:

- Maternity leave shall be without pay, except that accumulated sick leave days and/or personal leave days may be utilized in accordance with law when pregnancy has been confirmed.
- Maternity leave normally shall not extend over a period of time exceeding twelve (12) calendar months. Requests for maternity leave, for periods exceeding twelve (12) months for extraordinary circumstances (extended illness, complications, etc.), will be considered by the Board.
- Maternity leave shall become effective under ordinary circumstances when (1) the employee requests and has such leave approved by the Board, and/or (2) the attending physician notifies the Board that it is in the best interest of the teacher to take such a leave.
- Maternity leave ends, under ordinary circumstances, when (1) the employee requests to return to work, and/or (2) the attending physician determines the employee is able to return to work.
- Maternity leave shall not be counted as experience in the determination of placement on the salary schedule, except that an employee who has served at least ninety (90) days during that scholastic school year shall be placed on the salary schedule on the step she would have reached had she completed the full year.

- An employee, on return from maternity leave, shall be restored to her former position. She shall maintain her tenure status and all accruable benefits, except that, days are not to be accrued for sick leave, personal leave, or annual leave while on maternity leave without pay.

All maternity leave requests must be approved through the SFE system.

Human Resources

- I. The Alexander City Board of Education recognizes that an effective educational program depends on the quality of the personnel employed in the system. Therefore, every effort shall be made to employ the most qualified personnel available. Applicants for position will be selected on the basis of their qualifications, merit, and ability. No person shall be denied employment, re-employment, advancement, or evaluations, nor shall be subjected to discrimination on the basis of sex, age, marital status, race, religion, national origin, ethnic group or disability.
- II. All personnel shall be appointed or re-appointed as prescribed by federal law, Alabama law and in conformance with applicable State Board of Education and Alexander City Board of Education rules.
- III. The Superintendent or designee is directed to develop appropriate employment procedures governing the recruitment, screening, selection, appointment and employment of all Alexander City School System personnel. Employment qualifications and other criteria will be listed in job descriptions for each position within the school system.
- IV. The Superintendent or designee shall establish and maintain a plan for actively recruiting promising personnel for employment by the Alexander City School System. The recruitment program may include, but shall not be limited to, the following:
 - A. Interview prospective employees prior to graduation at area colleges;
 - B. Mail applications when requested by prospective personnel;
 - C. Advertise and/or disseminate information about job vacancies; and,
 - D. Review files obtained by college placement bureaus, the AEA office, and the Alabama State Department of Education.
- V. Recruitment and employment practices of the Alexander City Board of Education shall follow Alabama State Department of Education and the Code of Alabama.

EMPLOYMENT STATUS

6.11

- V. Full Time - A regular full time certified employee is a person who is employed for the school term or for the school fiscal year to render the minimum number of hours each day as established by the Alexander City Board of Education for that position or job. A full time support employee includes adult bus drivers and those employees working twenty (20) or more hours per week.
- VI. Part-time - A part-time certified employee is a person who is employed to render less than the number of hours each day as established by the Alexander City Board of Education for a regular full time employee. A part-time support employee is a person employed less than twenty (20) hours per week.
- VII. Temporary - A temporary employee is a person whose employment is expected to be for a limited time to fill a vacancy for which a permanent employee is not available or to perform some work of a temporary nature. Such employment will cease at the close of the school term or school fiscal year or when the temporary work has been completed. A temporary employee may be a part-time or a full-time employee.

POSTING VACANT POSITIONS

6.12

- VIII. The Alexander City Board of Education shall post a notice of vacancy for each vacant personnel position. The notice shall be posted in a conspicuous place at each school campus and worksite at least seven (7) calendar days before the position is to be filled. The notice shall include, but not necessarily be limited to, all of the following:
 - A. Job description and title
 - B. Required qualifications
 - C. A statement of reference to the approved salary schedule.
 - D. Information on where to submit an application
 - E. Information on any deadlines for applying
 - F. Other relevant information
- IX. In accordance with Attorney General Opinion 2002-069, November 21, 2001 the following are exceptions to posting vacancies:
 - A. There is no vacancy when two (2) teachers trade positions; and

- B. Where a lateral transfer occurs and the positions are neither newly created nor supervisory or managerial in nature, and there has been no increase or decrease in salary.
- X. If a personnel vacancy occurs during the time when schools are in session, the vacancy notice shall be posted not less than seven (7) calendar days before the position is to be filled. All vacancies involving jobs which are supervisory, managerial, or otherwise newly created positions shall nevertheless require posting notices of at least fourteen (14) calendar days.
- XI. Nothing in this policy shall prohibit the immediate employment or transfer of Alexander City School System personnel needed to ensure the welfare and safety of students, personnel or others and teachers on a temporary emergency basis as provided by law.
- XII. It shall be the duty of the Superintendent to ensure that all certified and non-certified employees satisfactorily meet all requirements of State Law and State Board of Education rules and regulations.

JOB DESCRIPTIONS	6.13
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- XIII. The Alexander City Board of Education must approve a job description prior to the establishment of any new position.
- XIV. Each job description shall contain the minimal qualifications, required skills, essential performance responsibilities, physical requirements of the position and other information as deemed necessary.
- XV. The Superintendent or designee shall maintain comprehensive, up-to-date job descriptions for all Alexander City School System positions.

CONFLICTS OF INTEREST	6.14
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The Alexander City Board of Education prohibits school system employees from engaging in additional employment or any other personal pursuits that would affect their efficiency or usefulness as employees in the system; that would make time and/or energy demands upon such individuals which would interfere with their effectiveness in performing their contractual obligations to the Board; that would compromise or embarrass the school system; that would adversely affect their Alexander City School System employment status or professional standing; or that would in any way conflict with or violate professional ethics or the state ethics.

GIFTS**6.14.1**

- I. Staff members may, at their discretion, present personal gifts to student(s) on special occasions. Alexander City School System staff members must exercise good taste and sound professional judgment when giving gifts to students. Gifts provided by staff members to students must not be elaborate or expensive.
- II. Alexander City School System staff members shall not solicit or accept a gift, including money, from any source, when such a gift could be construed to be:
 - A. associated with the performance of school-related duties or activities;
 - B. a result of or a precondition to business transactions between the parties;
- III. Gifts of a nominal value on special occasions such as Valentine's Day, birthday, etc., are excluded from this provision.
- IV. Staff members may present gifts to or accept gifts from other staff members provided the gifts are not unduly elaborate or expensive and are given on a voluntary basis.
- V. Staff members may accept gifts from students on special occasions, provided the gift is not unduly elaborate or expensive. Staff members should always use good judgment and adhere to the code of professional ethics when accepting gifts from students. In no case shall a staff member accept a gift from a student group, school organization, etc. in excess of a nominal (less than \$15.00) value. In no case shall school funds be used to purchase said gifts.

USE OF SCHOOL SYSTEM OWNED EQUIPMENT AND MATERIALS**6.14.2**

- I. All equipment and materials owned by or purchased in the name of the Alexander City School System shall be used exclusively for educational purposes as defined by the Board. Employees are authorized to use such equipment and materials while performing assigned job-related duties at their respective work sites/classrooms during regular work hours.
- II. Use of School System-owned equipment away from work sites/classrooms shall be limited to items that are directly related to completing school-associated work assignments. Under no circumstances are employees authorized to take equipment away from their work sites/classrooms without the prior written approval of their immediate supervisor/principal. When an employee is approved to use School System-owned equipment away from the work site/classroom, the equipment must be checked out by serial number or other appropriate identification and returned to the work site/classroom on a daily basis.

- III. Under no circumstances shall an employee lend, rent, or lease School System-owned equipment to a non-employee or use such equipment for personal gain.

NEPOTISM

6.15

- XVI. An Alexander City School System employee may not be recommended for employment or be supervised by a close relative with the exception of those exemptions allowed by the Code of Alabama.
- XVII. Two or more close relatives may not work in the same administrative unit.
- XVIII. Close relatives are defined as mother, father, son, daughter, brother, sister and spouse and in-laws of the same.
- XIX. All personnel employed as of the adoption date of this policy who are in violation of this provision are exempted from this policy.

MEDICAL EXAMINATIONS

6.16.1

The Superintendent may require a physical, psychological, and/or psychiatric examination by a physician or counselor licensed in the state of Alabama when in the Superintendent's judgment such an examination is relevant to the teaching performance or employment status of an Alexander City Board of Education employee. The Superintendent shall select the physician(s), psychologist(s), or psychiatrist(s) and the Board shall pay all costs incurred in the examination(s). The employee shall allow the report of the physician(s), psychologist(s), or psychiatrist(s) to be submitted to the Superintendent with a copy being forwarded to the employee.

Refusal to submit to such examinations may constitute grounds for dismissal.

EMPLOYMENT REQUIREMENTS

6.16

Any person desiring employment by the Alexander City Board of Education shall file a completed application on the form provided by the Superintendent.

- I. Qualifications
- A. Must be of good moral character

- B. Must have attained the age of eighteen (18) years with the exception of students employed by the Alexander City Board of Education.
- II. 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.
- A. To be considered for a position, an applicant shall be properly qualified for that position in accordance with state law, regulations of the State Department of Education and the approved job description. If it appears that the applicant is eligible for proper certification, appointment may be made subject to the conditions set forth in the contract of employment.
 - B. Any person not holding a valid Teacher's Certificate at the time of employment shall be required, upon initial employment to make application to the State Department of Education for such a certificate, through the personnel office of the Alexander City School System. When such certificate is received, it must be filed with the office of the Superintendent. If the State Department of Education declines to issue a certificate, the person's employment shall be terminated immediately. Failure to file for such certificate, except for good cause as determined by the Superintendent, shall result in the termination of employment.
- III. Criminal background checks by means of fingerprinting for prospective and current employees who have unsupervised access to students shall be conducted consistent with requirements of law.
- IV. The Alexander City School System shall ensure that all aspects of the recruitment and selection process are job-related and are consistent with business necessity to ensure equal employment opportunity. Neither the system nor its agents shall engage in any discrimination with respect to employment in violation of any state or federal laws. Applicants shall be informed of the complaint procedure that may be used should they allege discrimination.

LICENSE OF SCHOOL BUS DRIVER

6.16.2

Each school bus driver shall possess the minimum qualifications prescribed in Alabama statutes and by the State Board of Education.

- I. Bus drivers shall be eligible for the Alexander City Board of Education's automobile liability coverage.
- II. All school bus drivers shall
 - A. Hold a valid Commercial Driver's License (CDL);
 - B. Complete required training;

- C. Pass written and driving performance tests.
- D. Complete requirements for “S” endorsement.
- E. Comply with all the regulations, rules, and law put forth by the Alabama Department of Public Safety.

PERSONNEL ORIENTATION

6.18

It shall be the responsibility of the Superintendent or designee to conduct annual orientation programs for personnel regarding policies of the Board and such other topics as may be necessary for the effective operation and improvement of the Alexander City School System.

I. Newly Appointed Employees

The Board hereby directs the administrative staff of the School System to develop and implement annual orientation and in-service programs for all newly appointed personnel in the following categories:

- Teachers
- Administrators
- Substitute teachers
- Teacher aides
- Local school volunteers
- All categories of non-certified personnel

Such orientation and in-service programs could serve to orient said personnel with the policies of the Board, rules and regulations of the Board, and other matters that will assist them in becoming better acquainted with school system procedures and operational methods and in having a better understanding of their employment responsibilities.

Such orientation and in-service programs shall be conducted prior to the opening of or during the school year. Further, local school principals are required to conduct an orientation program for all newly appointed personnel in their schools to acquaint them with schedules, extra duties, community factors, student demographics, school rules and regulations, etc.

II. On-Going Orientation and In-service Opportunities

In addition, the Board encourages the administrative staff to develop orientation and in-service programs on an as needed basis for all categories of employees for the purpose of enhancing and updating skills and competencies, acquainting employees with any newly adopted programs, curricula, etc.

SUBSTITUTE TEACHERS	6.20
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- I. Applicants who seek employment as substitute teachers shall meet the following minimum qualifications and provide the appropriate materials as required:
 - A. Be at least eighteen (18) years of age;
 - B. Hold a valid teacher's certificate or valid substitute teacher's license.
- II. The compensation for substitute teachers shall be for services rendered in accordance with the salary schedule adopted by the Alexander City Board of Education.
- III. Only substitutes approved and listed in SFE, the absence management system, shall be allowed to substitute for the Alexander City School System.

CONTINUING SERVICE STATUS/TENURE	6.21
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Alexander City Schools will adhere to current state law in awarding tenure and non-probationary status to employees of the system.

VIOLATION OF LAW	6.30
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- I. Anyone known to be violating a local, state, and/or federal law on Alexander City Board of Education property or at a school function will be subject to referral for prosecution to the appropriate law enforcement agency. The referral process will be subject to state statutes and Alexander City Board of Education rules.
- II. Alexander City School System employees in violation of this policy may be subject to termination or other disciplinary action.

EMPLOYEE POSSESSION OF DEADLY WEAPONS	6.30.1
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Possession of a deadly weapon on Alexander City School System property or on a school bus with the intention to do bodily harm is a Class C felony.

The Alexander City Board of Education authorizes the Superintendent or designee to immediately and automatically suspend, terminate, or separate from service in accordance with Board policy any employee found in possession of a deadly weapon. A deadly weapon shall be defined as anything manifestly designed, made or adapted for the purpose of inflicting death or serious physical injury. Deadly weapons are not to be carried by any employee on school grounds, on school buses and/or at any school-sponsored event, during or after regular school hours.

Any Alexander City School System employee determined to have brought to school or have in his/her possession a firearm defined in Section 921, Title 18 of the U.S. Code in a school building, on school grounds, or at other school-sponsored functions shall be subject to suspension, termination and/or separation from service in accordance with Board policy and the law as it is put forth in the Code of Alabama.

EMPLOYEE SOLICITATIONS

6.31

I. Solicitation by Employees

- A. Staff members shall not solicit or sell any goods or services on school property except as may be approved by the local school principal and the Superintendent.
- B. All fund-raising campaigns conducted by school employees in the community or away from school premises to obtain funds for the school, student body, class, or club must have prior approval by the local school principal and the Superintendent. Such fund raising campaigns shall not be conducted during regular school hours.
- C. Certified staff members shall not sell school related supplies and/or equipment or reference books for personal gain in the attendance area served by his/her instructional school.
- D. Staff members shall not furnish lists of students or parents to any commercial firm.

1. II. Solicitations of Employees

- A. The School System shall not solicit funds from or attempt to sell goods or services to employees.
- B. All charity or fund raising campaigns shall be participated in on a voluntary basis by employees of the School System.
- C. The School System shall not allow commercial advertising or selling on school property during school or office hours without prior approval by the local school principal and/or Superintendent. This does not apply to those commercial firms that supply goods and services for school use.
- D. The School System or schools within the School System shall not furnish lists of staff members or students to any commercial firm.

- E. Membership in professional organizations shall be on an individual basis; however, the Board encourages certified personnel to affiliate with professional organizations.

CHARITY DRIVES

6.31.1

The Alexander City Board of Education recognizes that fund drives sponsored by various organizations generate community pride and spirit, and concurrently, provide needed fiscal resources to assist many worthwhile charitable groups. The Board is committed to these charity drives and will lend all assistance possible; however, the Board's primary concern must focus upon the education of the youth of our community.

The Board has established the following procedures to govern the School System's participation in community charity drives where students are asked to solicit funds or other goods within the community:

1. Under no circumstances may students be released during school time to participate in charity fund drives.
2. The School System may participate in only one charitable fund drive per year that requires student solicitation away from school premises.
3. The one charity fund drive shall be conducted on a district wide basis.
4. Recognized charitable organizations desiring the assistance of the School System in conducting fund raising programs must have the name of their organization placed on an eligibility list maintained at the central office. This may be accomplished by submitting a written request to the Superintendent for review and approval.
5. Charitable organizations on the approved eligibility list must submit a written request annually to the Superintendent requesting assistance from the School System in conducting their annual fund drive. When more than one organization requests such assistance during a school year, the selection will be made on a rotating basis. Request for such assistance should be made as far in advance of the date set for the fund raising activity as possible.

POLITICAL ACTIVITIES

6.32

- I. Alexander City Board of Education employees shall not solicit support for any political candidate or issue during regular work hours.
- II. An Alexander City Board of Education employee who offers himself/herself as a candidate for public office shall conduct his/her campaign so as not to interfere with his/her responsibilities.

- A. Such candidate shall adhere strictly to Alabama laws governing political activity on the part of public officials and public employees.
- B. A successful candidate for an office requiring a part-time responsibility shall report immediately to the Superintendent after the election and thereafter, when deemed necessary by the Superintendent or the Alexander City Board of Education, to evaluate the compatibility of the dual responsibility and the amount of time the employee will be absent. Under no circumstances will an Alexander City School System employee who has been elected to public office be allowed to perform duties related to the public office while performing his/her duties for the school system.

PROFESSIONAL ORGANIZATIONS

6.33

Certified and non-certified personnel of the Alexander City School System shall respect each other's rights to choose for themselves the professional organizations with which they affiliate. Membership in professional organizations shall be on a voluntary basis. Administrators of the school system or local schools shall not take punitive action against employees because of their membership in professional organizations, or because of their failure to affiliate with said organizations.

COMPLAINTS AGAINST EMPLOYEES

6.40

- I. Anyone who has a complaint about an Alexander City School System employee may submit his/her complaint to the Superintendent or immediate supervisor.
- II. The complainant should identify himself/herself and submit the complaint in writing.
- III. No action, including a letter to the employee's personnel file, shall be taken by the administrative staff or Alexander City Board of Education on the basis of a complaint, unless the matter is first reported to the employee, and he/she is furnished with a written copy of the complaint.

GRIEVANCES

6.40.1

The Alexander City Board of Education is committed to the task of maintaining the highest possible level of professional relations among members of the staff of the school system and of maintaining good morale among employees. Grievances and problems which may arise from time to time should be resolved at the lowest possible level that provides equitable and satisfactory solutions. The goal is to encourage the best possible relations among employees and to enhance morale. Persons who may become concerned in grievance matters are urged to work together constructively in a sincere effort to resolve their disagreements.

It shall be understood that the Board is the final authority in all matters pertaining to grievances unless an employee should desire to exercise proper redress through the courts or utilize appeal procedures as established by law.

I. Definitions

- A. Grievance – A *grievance* is a complaint by an employee based upon an alleged violation, misinterpretation or inequitable application of any published policy, rule or regulation of the school system. The term *grievance* should not apply to any matter in which the method of review is prescribed by law. *Grievances* are objections to a specific act or condition. Dismissals, terminations, transfers and any other procedures already established by law, as well as performance appraisals, including assessments, observations and evaluations, are not subject to the grievance procedures herein described.
- B. Employee – The term *employee* is considered to apply to anyone employed on a full time or part-time basis by the Alexander City Board of Education, with the exception of the Superintendent.
- C. Supervisor – This term refers to that individual assigned to direct the work efforts of a person or group of persons within an organizational element and who has both the oversight and responsibility for management in respect to the functions of a defined organizational element. In a school, the principal would be the supervisor unless the job description states otherwise.
- D. Organizational Element – The term *organizational element* is any identifiable segment of the system that is clearly under the supervision of a single individual. This would include a school, a center and any support function.
- E. Representative – The term *representative* refers to any person chosen, if desired, by the aggrieved party to serve as the liaison supervisor.

II. Procedures

A. Informal Procedure

Hopefully, most grievances can be resolved informally and at the most immediate administrative level. With this objective in mind, simple, honest and straightforward communication is encouraged between the employee, the principal and the Superintendent. An employee who feels he/she has a grievance should present the matter orally to the immediate supervisor or whomever is in a position to deal most effectively with the problem. The immediate supervisor or other appropriate person to whom the grievance is presented shall hear and attempt to resolve the grievance within five (5) days from the time presented and advise the grievant of the decision within forty-eight (48) hours thereafter. If the grievance is resolved, or if no further action is needed, the matter is closed. If an employee feels his/her grievance has not been resolved, he/she may resort to the formal procedure.

B. Formal Procedure

In order to resolve grievances in the most appropriate fashion and in the shortest period of time possible, each grievant should start at the most immediate level of administration and progress to the next level until the matter is resolved. A grievance may be heard before the following Administrative levels: Principal, Superintendent and the Board. If a level does not apply to a particular grievant, that level should be omitted from the process.

A completed Grievance Notification and Report Form must be filed at each administrative level and the grievant shall indicate with his/her filing at each level that will accompany or represent him/her in any meetings or hearings that might be conducted.

All meetings and hearings shall be conducted at a specified time that does not interfere with the employee's workday or the normal operation of the schools. Scheduled meetings or hearings can be changed with mutual consent of the parties in interest.

All records of meetings and hearings shall be maintained in confidence; however, this shall not be interpreted to prevent such records from becoming a part of the grievant's personnel file.

Grievances, as defined, will be heard at all levels within ten (10) days of receipt of written requests. All decisions rendered at each level shall be set forth in writing and transmitted to all parties in interest within ten (10) days. Within ten (10) days after the receipt of a decision, the aggrieved party may appeal to the next level.

The decision at the Board level shall be the final step in this administrative procedure.

Although this grievance procedure shall be updated from time to time as necessary, this policy shall defer to the present Code of Alabama at all times.

GRIEVANCE PROCEDURE

6.41

Whenever an Alexander City School System employee believes that he/she has a complaint, every effort is to be made to arrive at a satisfactory resolution of the problem on an informal basis. When this cannot be done, employees can resort to the more formal procedures as provided herein.

I. Definitions

A. *Complaint* shall mean any alleged violation, misinterpretation or any inequitable application of any published policy, rule or regulation of the school system. *Complaint* shall not apply to any matter in which the method of review is prescribed by law. *Complaints* are objections to a specific act or condition. Dismissals, termination, transfers and any other procedure already instituted by law, as well as performance appraisals, including assessments, observations and evaluations, are not subject to the grievance procedure herein described.

- B. *Complainant* shall mean any employee or group of employees, directly affected by the alleged misinterpretation or violation, filing a complaint.
 - C. *Employer* shall mean the Alexander City Board of Education or its representatives.
 - D. *Day* shall mean a working day.
- II. Time Limits – The number of days indicated at each level is to be considered the maximum. Time limits may be extended by mutual agreement between the parties.
- III. Released Time – The complaint procedure will normally be carried out during non-work time. If, however, the Board elects to carry out provisions during work time, the complainant shall lose no pay.
- IV. Complaint Procedure
- A. Informal Discussion – If an employee believes there is a basis for complaint, he/she shall discuss the complaint with his/her immediate supervisor (except in cases of discrimination or harassment involving the supervisor, in which case the complainant shall report to the Equity Coordinator or other person designated by the Superintendent) within five (5) days of the occurrence of the alleged violation except in cases involving harassment or discrimination in which thirty (30) days will be allowed.
 - B. Level One – If the complainant is not satisfied with the informal resolution he/she may, within ten (10) days, file a formal complaint in writing and deliver it to his/her immediate supervisor or alternate. The supervisor or alternate shall communicate his/her answer in writing to the complainant. Class complaints involving more than one (1) supervisor and complaints involving an administrator above the building level may be filed by the complainant at level two.
 - C. Level Two – If the complainant is not satisfied with the resolution at level one he/she may, within ten (10) days of the answer, file a copy of the complaint with the Superintendent. The Superintendent shall indicate his/her disposition in writing to the complainant.
 - D. Board Appeal – If the complainant is not satisfied with the resolution by the Superintendent, he/she shall have the right to appeal the Superintendent’s decision to the Alexander City Board of Education, provided request for placement on Board agenda is filed within ten (10) days.
- V. Confidentiality will be provided to the extent possible to any employee, student or affected party who alleges discrimination or harassment.

SALARY SUPPLEMENTS

6.45

Compensation in the form of supplements may be paid for supplemental duties in accordance with the Board-approved supplemental salary schedule. Such supplemental duties are not considered to be a part of a teaching contract or appointment, and no tenure, continuing service status, non-probationary status or contractual right to continued employment or compensation for supplemental assignment will be recognized or implied in the absence of a separate written contract of employment providing for such rights.

All supplements must be approved by the Alexander City Board of Education. No school employee may receive a supplement directly from a booster club or organization.

SUSPENSION, TERMINATION, SEPARATION

6.50

The Alexander City School system will adhere to current state law in carrying out personal actions related to suspensions, terminations, separations, resignations, and transfers.

PERFORMANCE ASSESSMENT

6.60

- I. The Alexander City Board of Education shall evaluate and assess the performance of the Superintendent per his/her contract and State Department of Education guidelines.
- II. The Board will use the state-approved personnel evaluation program for the evaluation of all certified personnel as required by the state.
 - A. The Superintendent will develop a plan for implementation of the evaluation program, consistent with state guidelines, that ensures all Alexander City School System personnel serving as evaluators will undergo the required state training and be certified under the program.
 - B. Alexander City School System teachers will be informed that should their evaluation results fall below the performance standards established by the state, the evaluator shall consider these results in determining a teacher's need for professional development.
- III. Other Personnel – The Superintendent or designee shall develop or select personnel performance assessment systems for all other staff.

- IV. Probationary, non-certified employees will be evaluated during their probationary period by their supervisor.

LEAVE OF ABSENCE

6.70

- I. A leave of absence is permission granted by the Alexander City 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. Any absence of a member of the staff from duty shall be covered by leave duly authorized and granted. Leave shall be officially granted in advance and shall be used for the purposes set forth in the leave application. Leave for sickness or other emergencies may be deemed to be granted in advance if promptly reported.
- II. Leave may be with or without pay as provided by law, regulations of the State Board of Education, and these rules. For any absence that is 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.
- III. A leave shall not be granted to any Alexander City School System employee to accept other employment. Accepting employment while on a leave of absence may cancel the leave. The person on leave may be notified that he/she must return to work with the Alexander City Board of Education immediately, resign, or be terminated.
- IV. 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. Upon the recommendation of the Superintendent, the Board may grant a leave of absence. Limitations of the leave shall be specified in the action taken by the Board.
- V. An Alexander City School System employee having leave for the year or for the remaining part thereof and who plans to return to duty the next school fiscal year shall send a copy of such notice to the administrative supervisor by May 1st of that fiscal year.
- VI. A leave of absence grants the employee the right to return to the system in a similar role, but does not guarantee the reappointment to the specific job held prior to the leave. Alabama teachers' tenure laws cover the specific aspects of leaves of absences and shall be followed in the Alexander City School System.

NOTIFICATION OF ABSENCE**6.70.1**

- I. 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. The principal shall designate a responsible member of the administrative or instructional staff to be in charge during his/her absence.
- II. Any Alexander City School System employee who is absent from duty for any reason shall notify the principal or his/her immediate supervisor as early as possible. Such notification shall be given in advance unless conditions beyond the control of the employee make such advance notification impossible.
- III. Any Alexander City School System employee who is willfully absent from duty without leave or notification to his/her supervisor will be considered absent without leave in violation of Board policy and subject to appropriate disciplinary measures.

VACATION LEAVE**6.70.2**

Vacation days may only be earned by 12-month employees, and may not be carried over from calendar year to calendar year.

- 1. Full-time employees, who have worked twelve (12) months or more within the Alexander City School System, shall be allocated vacation leave as follows:

For 1 to 14 years of employment	10 days of vacation leave
For 15 to 24 years of employment	15 days of vacation leave
For 25 or more years of employment	20 days of vacation leave

- 2. Full-time employees with less than twelve (12) months of employment with the Alexander City School System shall be allocated vacation leave based on his/her hire date as follows:

January 1 through March 31	7 days of vacation leave
April 1 through June 30	5 days of vacation leave
July 1 through September 30	2 days of vacation leave
October 1 through December 31	0 days of vacation leave

Vacation leave days may be used at any time throughout the school year with the approval of the employee's immediate supervisor and the Superintendent with the understanding that the efficient operation of the School System must be a priority.

All vacation days must be used prior to effective resignation date. The School System shall not make cash payments for unused vacation days.

FAMILY AND MEDICAL LEAVE

6.70.3

- IV. In compliance with the Family and Medical Leave Act of 1993, eligible full-time Alexander City School System employees (who have worked 12 months and worked 1250 hours during a 12-month period) are entitled to take up to twelve (12) weeks unpaid leave during any single 12-month period for the following reasons:
- A. The birth of the employee's child;
 - B. The placement of a child with the employee for adoption or foster care;
 - C. To care for the employee's spouse, child, or parent who has a serious health condition;
 - D. A serious health condition rendering the employee unable to perform his/her job; or
 - E. Other request as approved by the Alexander City Board of Education.
- V. Employees are to provide at least thirty (30) calendar days notice, if possible, of their intention to take leave. Medical certification that the leave is needed is required for the employee's own serious health condition or that of a family member. The Alexander City Board of Education will continue the employee's health insurance under the same conditions as if the employee were working. Upon returning from leave, the employee will be restored to the same or equivalent position with equivalent pay, benefits, and other terms and conditions of employment.
- III. Procedures for the implementation of this policy shall be developed at the direction of the Superintendent and shall be published in accordance with federal, state, and local laws and regulations.

MILITARY FAMILY AND MEDICAL LEAVE

6.70.3.1

- I. Military Caregiver Leave
- A. An eligible employee of the Alexander City Board of Education shall be granted up to a total of 26 work weeks of unpaid military family and medical leave during any single 12-month period to care for a spouse, son, daughter, parent, or next of kin of a covered service member with a serious injury or illness.
 - B. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

- C. 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.
- D. A serious injury or illness is one that was incurred by a service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank, or rating.
- E. The “single 12-month period” for leave to care for a covered service member with a serious injury or illness begins on the first day the employee takes leave for this reason and ends 12 months later, regardless of the 12-month period established by the Alexander City Board of Education for other types of FMLA leave.
- F. An eligible employee is limited to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during the “single 12-month period.” Only 12 of the 26 weeks total may be for a FMLA-qualifying reason other than to care for a covered service member.

II. Qualifying Exigency Leave

- A. An eligible employee shall be granted up to a total of 12 workweeks of unpaid leave during the normal 12-month period established by the Alexander City Board of Education for FMLA leave for qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter, or parent is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation. Qualifying exigency leave is available to a family member of a military member in the National Guard or Reserves; it does not extend to family members of military members in the Regular Armed Forces.
- B. Qualifying exigencies include:
 - Issues arising from a covered military member’s short notice deployment (i.e. deployment on seven or less days of notice) for a period of seven days from the date of notification;
 - Military events and related activities, such as official ceremonies, programs, or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of a covered military member;
 - Certain childcare and related activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis, enrolling or transferring a child in a new school or day care facility, and attending certain meetings at a school or day care facility if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member;
 - Making or updating financial and legal arrangements to address a covered military member’s absence;

- Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or the child of the covered military member, the need for which rises from the active duty or call to active duty status of the covered military;
 - Taking up to five (5) days of leave to spend time with a covered military member who is on short-term temporary, rest and recuperation leave during deployment;
 - Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of 90 days following the termination of the covered military member's active duty status, and addressing issues arising from the death of a covered military member;
 - Any other event that the employee and employer agree is a qualifying exigency.
- III. Spouses employed by the same employer are limited to a combined total of 26 workweeks in a "single 12-month period" if the leave is to care for a covered service member with a serious injury or illness and for the birth and care of a new born child, for placement of a child for adoption or foster care, or to care for a parent who has a serious health condition.
- IV. Military FMLA leave may be taken intermittently whenever medically necessary to care for a covered service member with a serious injury or illness. FMLA leave also may be taken intermittently for a qualifying exigency arising out of the active duty status or call to active duty of a covered military member. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the school system's operation.
- V. Appropriate and verifiable documentation of the qualifying exigency, military status, and relationships of the individual(s) seeking military FMLA leave may be requested.

ON-THE-JOB INJURY	6.70.4
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- I. Any Alexander City School System employee shall be entitled to on-the-job injury leave for a period not to exceed ninety (90) working days per fiscal year when he/she has to be absent from work because of a personal injury received in the discharge of his/her duties.
- II. To be considered for on-the-job injury leave, the following conditions shall be met:
- A. The employee must provide written testimony or evidence that his/her injury was received in the line of duty.
 - B. The employee shall be required to supply written certification from a medical doctor who treated the patient, stating that in his/her opinion, there is a strong probability that the illness was contracted at the work site. The Alexander City Board of Education may at its expense require a second medical opinion.
 - C. The employee must file a written claim as required by the employer.

- III. The employee or, if incapacitated, another person knowledgeable of the situation shall notify the supervisor within twenty-four (24) hours of the occurrence of the injury.
- IV. The supervisor or his/her designee shall notify the Superintendent of the injury on the date of occurrence and follow-up with a written report including all documentation concerning the injury.

JURY - WITNESS DUTY LEAVE

6.70.5

- I. An employee of the Alexander City Board of Education who is summoned as a member of a jury panel may be granted leave with pay. Any jury fees may be retained by the employee. The Board shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a juror.
- II. An employee who is subpoenaed as a witness, not involving personal litigation, may be granted temporary leave. Any witness fees may be retained by the employee. The Board shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a witness.

When an Alexander City School System employee is subpoenaed in line of duty to represent the Board as a witness or defendant, he/she may retain any fees received from the court. In the event no fees are received from the court, he/she may be paid for meals, lodging, and travel expenses.

- III. When an Alexander City School System employee is released from jury service and/or court appearances, he/she is to report promptly (same day if possible) to the employment positions.

MILITARY LEAVE

6.70.6

- I. All Alexander City School System employees are entitled to military leave of absence when ordered to active duty for training as members of the Alabama National Guard or any component of the U.S. Armed Forces. Employees who volunteer, are drafted or are ordered to extended active duty with any component of the U.S. Armed Forces shall be entitled to reinstatement to their former positions or comparable positions if the right is exercised in a timely manner as noted below.
- II. Military Leave for Training or Short-term Duty – Employees who are required to attend annual training or special active duty shall not suffer any loss of salary during the first twenty-one (21) days of such absence in any calendar year. Alexander City School System employees who are ordered for such duty shall provide one copy of their orders to the Superintendent. Leave will be without loss of benefits. These arrangements shall apply to any “military call-ups.”

III. Reinstatement to Positions after Extended Duty – Alexander City School System employees who volunteer, are drafted or called to active duty for extended periods will be placed on Military Leave of Absence upon written application and be entitled to reinstatement to their former or similar positions upon their return and under the following conditions:

- A. They must not have remained on active duty beyond their first opportunity for honorable or general release;
- B. They must report to claim reinstatement within ninety (90) days after completion of such service (31 days in case of individuals who undergo only six (6) months active training or less).

A maximum of three (3) years of experience credit for placement on the school system salary schedule may be granted for service in the U.S. military.

PERSONAL LEAVE	6.70.7
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- I. Personal Leave – All Alexander City School System employees will receive two (2) personal leave days funded by the state as authorized by state law. In addition, the Board will pay the costs for a substitute for one (1) additional day for a total of three (3) personal leave days at no cost to the employee. An employee may take up to two (2) additional personal leave days for which the employee’s pay shall be reduced by the amount paid a substitute.
- II. When the two state-funded personal leave days are not used, Alexander City School System certified employees may receive, upon written request, compensation at the same daily rate paid for their substitute. Otherwise, unused personal leave days will be converted to sick leave days in July.
- III. Personal leave is non-cumulative and requires no justification from the employee. The Superintendent shall establish and publish procedures for documenting personal leave by employees.
- IV. Unused personal leave days are converted to sick leave at the end of the fiscal year.

PROFESSIONAL LEAVE AND LEAVE FOR TRAINING	6.70.8
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- I. Professional Leave - Professional leave may be granted to personnel for participation in educational activities related to instructional improvement in the Alexander City School System.

- II. Leave for Training – Leave for training shall be granted to support personnel to participate in activities that will enrich the Alexander City School System’s program and improve skills or understandings of the employee.
- III. All professional leave and leave for training requests must be approved by the Superintendent of Education before utilization.

SICK or BEREAVEMENT LEAVE	6.70.9
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- I. Sick leave is defined as the absence from regular duty by an employee because of the following:
 - A. Personal illness or doctor’s quarantine;
 - B. Incapacitating personal injury;
 - C. Death in the family of the employee (parent, spouse, child, sibling, parent-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, nephew, niece, grandchild, grandparent, uncle or aunt);
 - D. Where unusually strong personal ties exist because of an employee’s having been supported or educated by a person of some relationship other than those listed, this relationship may be recognized for leave purposes. In such cases the employee concerned shall file with the Superintendent a written statement of the circumstances which justify an exception to the general rule;
 - E. Attendance to an ill member of the immediate family (parent, spouse, child, sibling) of the employee, a person standing in loco parentis, or an individual with a close personal tie.
- II. Alexander City School System employees shall be allowed to accumulate an unlimited number of sick leave days.
- III. A new employee may transfer unused earned sick leave from another Alabama school board, as permitted by law, upon certification by the previous employer.
- IV. See Policy 6.71 for Alexander City School System Sick Leave Bank provisions.

MATERNITY LEAVE

6.70.10

An employee of the Alexander City School System shall be eligible for maternity leave in accordance with the following provisions:

- I. Maternity leave shall be without pay, except that accumulated sick leave days and/or personal leave days may be utilized in accordance with law when pregnancy has been confirmed.
- II. Maternity leave normally shall not extend over a period of time exceeding twelve (12) calendar months. Requests for maternity leave, for periods exceeding twelve (12) months for extraordinary circumstances (extended illness, complications, etc.), will be considered by the Board.
- III. Maternity leave shall become effective under ordinary circumstances when (1) the employee requests and has such leave approved by the Board, and/or (2) the attending physician notifies the Board that it is in the best interest of the teacher to take such a leave.
- IV. Maternity leave ends, under ordinary circumstances, when (1) the employee requests to return to work, and/or (2) the attending physician determines the employee is able to return to work.
- V. Maternity leave shall not be counted as experience in the determination of placement on the salary schedule, except that an employee who has served at least ninety (90) days during that scholastic school year shall be placed on the salary schedule on the step she would have reached had she completed the full year.
- VI. An employee, on return from maternity leave, shall be restored to her former position. She shall maintain her tenure status and all accruable benefits, except that, days are not to be accrued for sick leave, personal leave, or annual leave while on maternity leave without pay.

SICK LEAVE BANK

6.71

- I. The Alexander City Board of Education, upon request of a minimum of ten percent (10%) of its full time professional personnel and full time support personnel, shall establish a sick leave bank for such personnel. The plan, if established, shall allow each employee to deposit into the bank an equal number of his/her earned sick leave, not to exceed five (5) days. These days shall be available for loan to any other participating employee whose sick leave has been exhausted and after the employee's three (3) paid personal leave days are used.
- II. A Sick Leave Bank Committee composed of four (4) Alexander City School System employees and one (1) representative of the Alexander City Board of Education shall be established and selected as provided by law.

- III. The Sick Leave Bank Committee shall write the guidelines and procedures for the sick leave bank, including catastrophic leave provisions of law, for Board approval. All changes must be approved by a majority of the Sick Leave Bank membership.
- IV. All guidelines and procedures must be consistent with law.

DRUG-FREE WORKPLACE

6.72

It is the policy of the Alexander City Board of Education that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace is prohibited. Employees shall not possess, use, transfer, sell, deliver, nor be *under the influence* of narcotics, drugs, alcohol, controlled substances or use chemical substances which can affect psychological functioning of the employee. Alexander City School System employees shall not possess paraphernalia specific to the use of chemical substances. This policy shall apply on all system school properties, in school buildings, in school buses or during any school-sponsored extra-curricular activities.

Employees violating this policy will be subject to disciplinary action by school officials, including termination of employment, and may be subject to legal action by local, state and federal officers.

The specifics of the policy are as follows:

- I. The Alexander City School System does not differentiate between drug users and drug pushers or sellers. Any employee who gives or in any way transfers a controlled substance to another person or sells or manufactures a controlled substance while on the job or on the school system premises will be subject to disciplinary action, including termination of employment.
- II. The term *controlled substance* means any drug listed in 21 USC Section 812 and other federal regulations. Generally these are drugs that have a high potential for abuse. Such drugs include, but are not limited to heroin, marijuana, cocaine (including crack) and PCP. They also include *legal drugs* which are not prescribed by a licensed physician.
- III. Each Alexander City School System employee is required by the Drug-free Workplace Act of 1988 to inform the Superintendent within five (5) days after he/she is convicted for a violation of any federal or state criminal drug statute. A conviction means a finding of guilt (including a plea of *nolo contendere*) or the imposition of a sentence by a judge or jury in any federal or state court.
- IV. If the employee is paid with funds from a grant, the Superintendent must notify the U. S. Department agency by which the grant was made within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of such conviction.
- V. If an employee is convicted of violating any criminal drug statute while in the workplace, he/she will be subject to disciplinary action, including termination of employment. Alternatively, the Alexander City School System may require the employee to successfully complete a drug abuse program sponsored by an approved private or governmental institution.

- VI. Employees who use prescription drugs authorized for their use by a licensed physician do not violate this policy.
- VII. *Under the influence* is defined as manifesting signs of chemical use/misuse such as staggering, odor of chemicals on breath or person, unusual inappropriate behavior, or *testing positive*.

DRUG AND ALCOHOL TESTING OF DESIGNATED EMPLOYEES

6.80

INTRODUCTION

The Alexander City Board of Education recognizes that our employees are our greatest asset. Our employees are the indispensable key to our goal of providing the best possible education program for our students. To achieve our goal and to maximize the skills and talents of our employees it is important that every employee of our School System understand the dangers of drug and alcohol abuse and be aware of the new federal requirements concerning substance abuse. This policy statement should clarify our position on employee drug and alcohol use.

Designated employees are currently defined as employees who hold a CDL and school bus driver's licenses and drive a School System bus/vehicle to transport students and employees in safety-related positions to include maintenance workers and custodians.

In compliance with the Omnibus Transportation Employee Testing Act of 1991, as a condition of employment, the Board reserves the right to require designated employees to sign an Application/Employee Consent Form and to submit, at any time they are on duty or following their involvement in a reportable vehicular accident, to drug tests to determine the presence of prohibited substances.

OBJECTIVES

The objectives of this policy are:

- A. To reduce the likelihood of incidents of accidental personal injury and/or damage to pupil transportation, students, or property.
- B. To comply with Federal regulations and requirements of the Omnibus Transportation Employee Testing Act of 1991.
- C. To create and maintain a safe, drug-free working environment for all employees serving the goals of public education.
- D. To encourage any employee with a dependence on, or an addiction to, alcohol or other drugs to seek help in overcoming the problem.
- E. To reduce problems of absenteeism, tardiness, carelessness, and/or unsatisfactory matters related to job performance.
- F. To reduce the likelihood that school property will be used for illicit drug activities.
- G. To provide a positive image of the School System and its employees.

Substance abuse is a serious threat to the School System, its employees, and students. Though the percentage of substance abusing employees may be relatively small, practical experience and research indicate that appropriate precautions are necessary. It is the belief of the Board that the benefits derived from the policy objectives outweigh the potential inconvenience to employees. The Board earnestly solicits the understanding and cooperation of all employees in implementing this policy.

The Board requires that all employees report to work without any alcohol or illegal or mind-altering substances in their systems. The Board also prohibits employees from using, possessing, manufacturing, distributing or making arrangements to distribute illegal drugs while at work or on School System property.

Further, outside conduct of a substance abuse-related nature that affects an employee's work or the Board's relationship with the government is prohibited. Employees must inform their supervisor when they are legitimately taking medication that may affect their ability to work, in order to avoid creating safety problems and violating the Drug and Alcohol Policy.

ENFORCEMENT

As a condition of employment, the Board requires all designated employees to submit, at any time they are on duty or following their involvement in a reportable vehicular accident, to drug tests to determine the presence of prohibited substances.

Pursuant to Board policy and procedures, designated employees will undergo testing:

- (1) At the time of initial employment;
- (2) When the Board or its designee has reasonable cause to believe an employee has violated its drug and alcohol policies;
- (3) On a random basis without advance notice;
- (4) Following any reportable accident;
- (5) Following rehabilitation, employees who return to work will be required to undergo random testing in addition to the general Board testing requirements.

The Board also reserves the right to search desks, cabinets, toolboxes, vehicles, including personal vehicles of designated employees brought on the School System's property, bags, or any other property at the school or in the designated employee's personal vehicle.

Violation of these rules, including testing positive, will subject the employee to discipline, including discharge. Refusal to cooperate with the School System's procedures in any test investigation will result in discipline, including discharge.

- (1) Procedures for implementing the required drug testing will be developed and approved by the Board.
- (2) Results of drug testing shall not be released by the Board, beyond the Medical Review Officer (MRO), and the School System's management without the individual's written authorization. All employees are required to sign a release so that results, including positive, will be made available to the Unemployment Commission or other governmental agency investigating employment or termination.

SCREENING OF APPLICANTS

Substance screening is required for all designated final applicants. Applicants are required to sign a consent/release form before submitting to screening. Applicants will be disqualified for hire if they test positive, refuse to submit to a test, or refuse to execute the required consent/release form.

SCREENING OF CURRENT DESIGNATED EMPLOYEES

I. Reasonable Cause

All designated employees will be required to submit to screening whenever a supervisor observes circumstances he/she believes indicate an employee has used a controlled substance or otherwise violated the substance abuse rules. Among other things, reasonable cause testing may result from supervisor observation, co-worker complaints, performance decline, attendance or behavior changes, involvement in a workplace or vehicular accident, or other actions that indicate a possible error in judgment or negligence, or other violations of the drug or other School Board policy.

The supervisor(s) requesting testing shall prepare and sign written documents explaining the circumstances and evidence upon which they relied within 24 hours of the testing, or before the results of the tests are released, whichever is earlier. While one supervisor may request a reasonable cause test, when feasible, supervisors are encouraged to obtain a second supervisor as a witness.

II. Random Testing

The Board will conduct random unannounced screening of all designated employees, regular and substitute. The Board will administer tests of employees in a number equal to or greater than 50 percent of the designated employees without advance notice - in the first 12 months of testing. There will be no maximum number of samples that any one individual will be required to provide. Subsequent testing will be conducted at levels equal to or greater than the initial testing level. A testing firm will provide computerized random sample lists to the Superintendent or designee. The list of employees in the random pool will be updated on a monthly basis. Employees will be required to report to the Board designated collection site for testing as soon as possible but in no case later than two (2) hours following notification. The tests will be spread reasonably over the 12 months.

III. Post Accident Testing

Employees are required to immediately notify the Superintendent or designee of any reportable accident. Any reportable accident requires employees involved in the accident to undergo substance screening within three (3) hours of the accident or as soon as possible thereafter. The Board will discipline, including discharge, any employee who fails to report an accident or submit to substance screening where required by law or this policy.

The Superintendent or designee shall complete an Accident Report in compliance with required Board policy.

IV. Return to Duty Testing

All employees who are suspended for abuse of substances covered under this policy will be subject to additional unannounced testing

V. Testing Procedures

A. General Guidelines

The Board and its Medical Review Officer (MRO) and laboratory shall rely, when practical, on the guidance of the Federal Department of Transportation, Procedures for Transportation Workplace Drug Testing Programs.

B. Substances Tested for All Designated Employees

Designated employees will regularly be tested for: alcohol, amphetamines, cannabinoids, cocaine, opiates, and phencyclidine. Employees may be tested for other substances without advance notice as part of a separate test performed by the School Board for safety purposes. Such tests will be coordinated with the Superintendent or designee.

C. Testing Procedure

The Board reserves the right to utilize blood, hair, breath, saliva, or urinalysis testing procedures. Only urinalysis will be utilized in the pre-employment and random testing. All initial positive urine specimens will be confirmed by gas chromatography/mass spectrometry (GC/MS).

Alcohol testing will be conducted by a certified Breath Alcohol Technician (BAT) using a DOT approved evidential breath testing (EBT) instrument.

D. Collection Sites

The Board or designee will designate collection sites in areas where it maintains facilities or job sites where individuals may provide specimens.

E. Collection Procedures

The Board, the program management firm/Medical Review Office (MRO), and the laboratory shall develop and maintain a documented procedure for collecting, shipping and accessing urine specimens. The program management firm and the laboratory will utilize a standard Urine Custody and Control Form for all employee testing. A tamper-proof sealing system, identifying numbers, labels, and sealed shipping containers will also be used.

Collection sites will maintain instructions and training emphasizing the responsibility of the collection site personnel to protect the integrity of the specimen and maintain as proper a collection procedure as reasonable. Alcohol testing will be done by having the subject exhale into a DOT approved evidential breath-testing device. If the initial test reading is .02 or greater, the subject must wait 15 minutes and repeat the test. Refusal of the subject to wait for the confirmation test will be considered a positive test.

All designated employees will also be required to complete the Board's Applicant/Employee Consent Form.

F. Occasions when the Collection Personnel Should Directly Observe the Specimen Being Provided

The Board has adopted the direct observation procedures as set out in Section 40.25 of the Department of Transportation regulations. An employer or medical representative at the collection site may directly observe the employee actually provide the specimen when there is reason to believe that an individual may alter or substitute the specimen. Section 40.25 (e) (2) sets out the only four circumstances when direct observation is appropriate:

1. The employee has presented a urine specimen that falls outside the normal temperature range, and the employee declines to provide a measurement of oral body temperature by sterile thermometer, or the oral temperature does not equal or exceed that of the specimen.
2. The last urine specimen provided by the employee (i.e., on a previous occasion) was determined by the laboratory to have a specific gravity of less than 1.003 and a creatinine concentration below .2 g/L.
3. The collection site person observed conduct clearly and unequivocally indicating an attempt to substitute or adulterate the sample (e.g., substitute urine in plain view, blue dye in specimen presented, etc.).
4. The employee has previously been determined to have used a controlled substance without medical authorization and the particular test is being conducted as a part of a rehabilitation program or on return to service after any required rehabilitation.

A second specimen should be obtained under direct observation wherever there is reason to believe that the individual may have altered or substituted the specimen. When necessary, medical personnel may obtain a specimen outside of a designated collection site (such as, at a public rest room at an accident investigation).

G. Evaluations and Return of Results to the Board

The laboratory will transmit (by fax, mail, or computer, but not orally over the telephone) the results of all tests to the School Board's MRO. The MRO will be responsible for reviewing the quantified test results of employees and confirm that the individuals testing positive have used drugs in violation of Board policy. Prior to making a final decision, the MRO shall give the individuals an opportunity to discuss the result either face to face or over the telephone. The MRO shall then promptly provide the Superintendent or designee with the names of employees or applicants who test positive.

H. Release of Test Results

Test results shall not be released by the Board, beyond the MRO and Board's management without the individual's written authorization. However, all employees will be required to complete a consent/release form permitting the School Board to release test results and related information to the Unemployment Compensation Commission or other relevant government agency. The MRO shall retain the individual test results for positive specimens for five (5) years and negative for 12 months.

VI. Discipline

The Board will discipline, including discharge, employees for any violation of the policy, including refusing to submit to screening, to execute a release, or otherwise cooperate with an investigation or search by management.

All current employees who test positive will be subject to discipline up to and including discharge. Rehabilitation will be limited to the degree of treatment provided within the Board's regular employee benefit plan. The Superintendent or designee should be contacted for guidance and information.

No employee may be returned to regular duty after rehabilitation or testing positive unless certified as safe and not using drugs by the Board's MRO and presentation of required certification, i.e., CDL, SDE Certificate, State Driver's licenses, etc. Any employee returned to duty after violating the policy or testing positive will be subject to aftercare and random testing as set out in a written Probation Agreement which he/she will be required to execute. Any employee dismissed as a result of violating policy or testing positive may reapply for any employment position for which he/she is qualified.

VII. Employee Assistance Program (EAP)

The Board EAP shall make available information for employees and supervisors regarding drugs and alcohol and the effects and consequences of drug and alcohol abuse.

VIII. Investigation/Searches

When a supervisor suspects that an employee has violated the substance policy, he/she may inspect vehicles (including vehicles which an employee brings on the School Board's property), lockers, work areas, desks, purses, briefcases, toolboxes, and other locations or belongings without prior notice in order to ensure a work environment free of prohibited substances. An employee must be present to remove a personal lock. Refusal to open a personal lock will result in discipline, including discharge. The Board may release any illegal, or controlled drugs, or paraphernalia to appropriate law enforcement authorities. All searches shall be coordinated with the Superintendent or designee.

- IX. These procedures should not be construed as contractual in any nature. They represent the Board's current procedures for dealing with a developing problem under evolving laws and facts, and may be changed without advance notice.

PERSONNEL RECORDS

6.82

The Alexander City Board of Education shall require complete and current personnel records for each employee. All information contained in an employee's personnel file, except sensitive personnel records, are considered public records under Alabama's Sunshine Law.

- I. Each Alexander City School System employee shall have a right to review her/his local school or central office personnel file during normal business hours. No anonymous letters or materials shall be placed in personnel files. Each employee may have included in his/her personnel file a written response to any material contained within the file.
- II. Any Alexander City School System employee may request to review her/his personnel file at any time that is mutually agreeable with the Personnel Administrator and when the employee is not engaged in fulfilling employment-related duties. The Personnel Administrator or certified designee must be present during the review. A log shall be maintained documenting any such review.
- III. A copy of all materials to be placed in an employee's record which may tend to diminish the employee's professional or work status or reflect adversely on the employee's record of performance or character shall be provided to the employee.
- IV. Any anonymous complaint or material received by a school official shall be immediately transmitted to the Superintendent. If the material is deemed worthy of an investigation by the Superintendent, it may be investigated. The results of the investigation may be reduced to writing, signed by the Superintendent, principal, or other designated official in charge of the complaint, dated, attached to the material in question, and may be placed in the personnel file of the employee. Any anonymous complaint which is not investigated within thirty (30) calendar days of its receipt by the Superintendent shall not be retained, but shall be destroyed.

- V. The transfer of the personnel file or any parts, summation, or copies of the personnel file of the employee shall be effectuated upon the written request of the employee.

The Alexander City School System may transfer an employee's personnel file or copies or parts thereof to another employer or prospective employer.

EMPLOYEE SALARY SCHEDULES

6.83

- I. All regular personnel shall be paid in accordance with salary or hourly wage schedules as adopted by the Alexander City Board of Education, provided the salary schedule for certified staff is no less than 100 percent of the State Minimum Salary Schedule.
- II. The procedures for implementing the approved salary schedule shall be developed and published by the Superintendent upon approval of the Board of Education. Such procedures and published information shall include, but is not limited to, calculations of experience for placement on the salary schedule.
- III. Contract principals may be placed on the School System's salary schedule for principals or may be employed under a negotiated contract.

COMPENSATORY TIME

6.86

Compensatory (comp) time occurs when an employee works more than his/her scheduled work hours during a work week. It is the intent of the Alexander City Board of Education that each employee adhere to his/her work schedule; however, there may be times when the immediate supervisor of an employee may request him/her to begin work before or work beyond the normal work day/week. If this occurs, the employee shall earn comp time for the time he/she works. Recorded comp time will be possible only in minimum time units of one-half hour.

For an employee to earn comp time, it should always be approved by the immediate supervisor prior to working beyond the regular work day. The immediate supervisor shall record earned comp time on an approved form and shall give the employee a copy within one week from the day the work was performed.

The immediate supervisor shall, if possible, provide the employee mutually agreed upon time to take earned comp time prior to June 30 each year. If the work performed occurs between May 31 and June 30, the employee will have until June 30 of the following year to use the earned time.

The approval and use of comp time will have no relationship whatever to payroll of the Alexander City School System employee. Comp time may be granted only to non-certified employees whose job titles or responsibilities indicate that the position is non-supervisory; however, comp time may be granted to all Central Office non-supervisory employees by the Superintendent. Comp time will be awarded at a rate of one and one-half times the amount of time worked when time worked within the work week is over forty (40) hours. Any approved comp time under forty (40) hours will be exchanged hour for hour of comp time.

OVERTIME – NON-SUPERVISORY PERSONNEL

6.87

It is the intent of the Alexander City Board of Education for its employees to perform the necessary tasks of their jobs during the regular designated work week. However, there may be certain circumstances, in the best interest of students and the school system, when emergencies would necessitate that certain employees work beyond their designated work week. However, the option to receive pay rather than compensatory time must be approved by the immediate supervisor and the Superintendent.

Overtime should always be requested by the immediate supervisor and approved by the Superintendent on the approved form for overtime. Verbal approval should be given by the immediate supervisor at the time the work is done; however, an immediate follow-up written request must be forwarded to the Superintendent for approval within one working day after the work has been performed. Overtime pay may be granted only to non-certified employees whose job titles or responsibilities indicate that the position is non-supervisory.

Payment for overtime shall be made to the appropriate Alexander City School System employee at the next regular pay period if submitted prior to the deadline for the pay period.

REDUCTION IN FORCE

6.91

- I. In accordance with The Code of Alabama §16-1-33 (1975) a reduction-in-force may be declared by the Alexander City Board of Education and layoffs approved thereunder if the Board determines that decreased student enrollment or a shortage of revenues requires a reduction in the work force (beyond normal attrition) in order to maintain effective provision of educational services or to meet the Board's financial, legal, or operational obligations.

A "layoff" within the meaning of this policy is a separation from employment with the Alexander City Board of Education. However, employees who are laid off under this policy are eligible for recall to employment as conditionally provided in this policy.

Moreover, layoffs are not terminations within the meaning of the Alabama Teacher Tenure or Fair Dismissal laws and are not subject to the procedural or substantive requirements thereof. The term “layoff” does not include or apply to the expiration of temporary, occasional, or “at-will” appointments or to decisions not to renew or extend employment beyond the expiration of annual or other specified terms of appointment.

- II. The order, priority, rank or selection of individual employees who are to be laid off under authority of this policy shall be determined on the basis of objective criteria. However, nothing herein shall be deemed or construed to limit or abridge the Board’s legislative discretion to identify areas, department, programs, groupings or classifications for reductions (layoffs). (For example, the Board is not required to implement layoffs in classified or support categories of employees before laying off certified or instructional staff.)
 - A. The criterion or criteria on which the layoffs are to be based shall be announced or otherwise communicated by the Board to affected employees no later than the date of the notice of layoff is provided to employees.
 - B. “Objective criteria” within the meaning of this policy may include any lawful selection standard, or combination of standards, that is verifiable, calculable, measurable, or otherwise determinable by means or methods other than the personal or subjective judgments or opinions of the person(s) applying the criteria, and that would be expected to produce the same result if applied to the same employees or group of employees by different persons. Such objective criteria may include, but are not limited to:
 - Seniority, longevity, or time in service that will be more specifically described in the notice of layoff that is provided to affected employees
 - Years of experience
 - Degrees, certification, or licensure
 - Job classification
 - Status as probationary or non-probationary employee
- III. Employees who have been laid off under the terms of this policy will be given priority in filling positions as enrollment or financial circumstances warrant, provided that:
 - A. The nature of the position and qualifications therefore have not materially changed;
 - B. The laid-off employee remains properly qualified, licensed, or certified; and
 - C. The laid-off employee confirms in writing his or her availability for and interest in re-employment to the Board’s Director of Human Resources in accordance with any directives that may be contained in or transmitted in conjunction with the notice of layoff.

Circumstances permitting, and to the extent practicable, the selection of employees for recall will be based on the criteria that were applied to the layoffs themselves if there are more employees eligible for recall than positions available to fill. When layoffs occur over a period of time, the Board will take relative length of separation from service into consideration in assigning recall priority, other factors being equal. In no case will any right to be recalled to employment extend beyond one (1) year from the effective date of the employee's layoff. Recalled employees will retain credit for the tenure, years of service, and the pay and benefit status they held on the effective date of their layoff. No pay, benefit, status, or additional rights will accrue or be credited to the recalled employee for the time he or she has been laid off.

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

REDUCTION IN FORCE – NON-CERTIFIED STAFF

6.91.1

In the event it becomes necessary to reduce the number of non-certified staff employed by the school district due to a decrease in student enrollment, financial exigency, changes in curriculum, consolidations or reorganization, the following procedure shall be followed to determine staff members to be affected.

- I. Attrition by resignation, retirement or voluntary leaves of absence shall be the first method used to reduce the force.
- II. Based on the philosophy of maintaining the best educational program possible, the Alexander City Board of Education, upon recommendation of the Superintendent, shall identify the work area(s) and work site(s) from which staff members are to be reduced in force at respective times. For the purpose of reduction in force, the following terms are defined:
 - A. Work Areas – Custodians, child nutrition personnel, secretaries, bookkeepers, aides, non-certified resource personnel and nurses.
 - B. Work Sites – Central Office to include secretaries and bookkeepers. Local schools to include child nutrition personnel, custodians, secretaries/bookkeepers, non-certified resource personnel and aides.

- III. Following the identification of the work area(s) and work site(s), the number of staff to be reduced from each area(s) and site(s) will be determined by the Alexander City Board of Education, based on a recommendation by the Superintendent. All staff members within the identified work area(s) and site(s) will be rank ordered from the greatest amount of service time to least amount of service time within the Alexander City School System. The staff member(s) with the least amount of continuous service time (seniority), based on actual date of employment as reflected in the Board minutes, shall be the first to be reduced in force. In the event two or more staff members have the same amount of continuous service time with the school district based on Board minutes, the following additional criteria will be used to determine the order of reduction in force:
- A. Formal education attained by the staff member (the staff member with the least amount of formal education to be released).
 - B. Total years of work related experience (the staff member with the least number of years experience to be reduced first).
 - C. If tied at this point, the staff member with the lowest social security number (last four numbers) will be reduced first.
- IV. In order for an Alexander City School System staff member selected to be reduced in force by these procedures to displace a probationary staff member in another job classification, said staff member must be capable of handling the entire position of the employee they seek to displace. No non-probationary employee shall be reduced in force when a position for which the non-probationary employee is qualified is either vacant or is occupied by a probationary employee.
- V. The names of non-certified personnel reduced in force shall be placed in an Alexander City School System employment pool for two (2) years. Said personnel shall be given the opportunity in reverse order of their layoff to fill the first comparable employment vacancies for which they are qualified.
- VI. It is understood that reduction in force constitutes termination of employment and all benefits provided by the school district cease on the effective date.

RETIREMENT OF PERSONNEL

6.92

Any employee who plans to retire shall submit his/her resignation in writing to the Alexander City Board of Education through the Superintendent.

All policies shown in this section are in accordance to the following references:

- Code of Alabama, Sections 16, 17, 32, 36 and AAC §290
- Drug Free Workplace Act of 1988
- Fair Labor Standards Act of 1938
- Family and Medical Leave Act of 1993
- Federal Highway Administration
- Legislative Act 2011
- National Defense Authorization Act of 2008
- Public Law 110-181, as amended
- Title VII of Civil Rights Act of 1964
- Title IX Education Amendments of 1972
- 49 CFR Parts 382 & 391

Alabama Code of Ethics

Alabama Educator Code of Ethics

Introduction

The primary goal of every educator in the state of Alabama must, at all times, be to provide an environment in which all students can learn. In order to accomplish that goal, educators must value the worth and dignity of every person, must have a devotion to excellence in all matters, must actively support the pursuit of knowledge, and must fully participate in the nurturance of a democratic citizenry. To do so requires an adherence to a high ethical standard.

The Alabama Educator Code of Ethics defines the professional behavior of educators in Alabama and serves as a guide to ethical conduct. The code protects the health, safety and general welfare of students and educators; outlines objective standards of conduct for professional educators; and clearly defines actions of an unethical nature for which disciplinary sanctions are justified.

Code of Ethics Standards

Standard 1: Professional Conduct

An educator should demonstrate conduct that follows generally recognized professional standards.

Ethical conduct includes, but is not limited to, the following:

- Encouraging and supporting colleagues in the development and maintenance of high standards.
- Respecting fellow educators and participating in the development of a professional and supportive teaching environment.
- Engaging in a variety of individual and collaborative learning experiences essential to developing professionally in order to promote student learning.

Unethical conduct is any conduct that impairs the certificate holder's ability to function in his or her employment position or a pattern of behavior that is detrimental to the health, welfare, discipline, or morals of students. Unethical conduct includes, but is not limited to, the following:

- Harassment of colleagues.
- Misuse or mismanagement of tests or test materials.
- Inappropriate language on school grounds.
- Physical altercations.
- Failure to provide appropriate supervision of students:

Standard 2: Trustworthiness

An educator should exemplify honesty and integrity in the course of professional practice.

Ethical conduct includes, but is not limited to, the following:

- Properly representing facts concerning an educational matter in direct or indirect public expression.
- Advocating for fair and equitable opportunities for all children.
- Embodying for students the characteristics of intellectual honesty, diplomacy, tact, and fairness.

Unethical conduct includes, but is not limited to, the following:

- Falsifying, misrepresenting, omitting, or erroneously reporting professional qualifications, criminal record, or employment history when applying for employment or certification.
- Falsifying, misrepresenting, omitting, or erroneously reporting information submitted to federal, state, and/or other governmental agencies.
- Falsifying, misrepresenting, omitting, or erroneously reporting information regarding the evaluation of students and/or personnel.
- Falsifying, misrepresenting, omitting, or erroneously reporting reasons for absences or leaves:
- Falsifying, misrepresenting, omitting, or erroneously reporting information submitted in the course of an official inquiry or investigation.

Standard 3: Unlawful Acts

An educator should abide by federal, state, and local laws and statutes.

Unethical conduct includes, but is not limited to, the commission or conviction of a felony or of any crime involving moral turpitude. As used herein, conviction includes a finding or verdict of guilty, or a plea of nolo contendere, regardless of whether an appeal of the conviction has been sought or a situation where first offender treatment without adjudication of guilt pursuant to the charge was granted.

Standard 4: Teacher/Student Relationship

An educator should always maintain a professional relationship with all students, both in and outside the classroom.

Ethical conduct includes, but is not limited to, the following:

- Fulfilling the roles of trusted confidante, mentor, and advocate for students' growth.
- Nurturing the intellectual, physical, emotional, social, and civic potential of all students.
- Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement.
- Creating, supporting, and maintaining a challenging learning environment for all students.

Unethical conduct includes, but is not limited to, the following:

- Committing any act of child abuse, including physical or verbal abuse.
- Committing any act of cruelty to children or any act of child endangerment.
- Committing or soliciting any unlawful sexual act.
- Engaging in harassing behavior on the basis of race, gender, national origin, religion, or disability.
- Soliciting, encouraging, or consummating an inappropriate written, verbal, or physical relationship with a student.
- Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs.

Standard 5: Alcohol, Drug and Tobacco Use or Possession

An educator should refrain from the use of alcohol and/or tobacco during the course of professional practice and should never use illegal or unauthorized drugs.

Ethical conduct includes, but is not limited to, the following:

- Factually representing the dangers of alcohol, tobacco and illegal drug use and abuse to students during the course of professional practice.

Unethical conduct includes, but is not limited to, the following:

- Being under the influence of, possessing, using, or consuming illegal or unauthorized drugs.
- Being on school premises or at a school-related activity involving students while documented as being under the influence of, possessing, or consuming alcoholic beverages or using tobacco. A school-related activity includes, but is not limited to, any activity that is sponsored by a school or a school system or any activity designed to enhance the school curriculum such as club trips, etc., where students are involved.

Standard 6: Public Funds and Property

An educator entrusted with public funds and property should honor that trust with a high level of honesty, accuracy, and responsibility.

Ethical conduct includes, but is not limited to, the following:

- Maximizing the positive effect of school funds through judicious use of said funds.
 - Modeling for students and colleagues the responsible use of public property.
- Unethical conduct includes, but is not limited to, the following:
- Misusing public or school-related funds.
 - Failing to account for funds collected from students or parents.
 - Submitting fraudulent requests for reimbursement of expenses or for pay.
 - Co-mingling public or school-related funds with personal funds or checking accounts.
 - Using school property without the approval of the local board of education/governing body.

Standard 7: Remunerative Conduct

An educator should maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation.

Ethical conduct includes, but is not limited to, the following:

- Insuring that institutional privileges are not used for personal gain.
- Insuring that school policies or procedures are not impacted by gifts or gratuities from any person or organization.

Unethical conduct includes, but is not limited to, the following:

- Soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local governing body.
- Accepting gifts from vendors or potential vendors for personal use or gain where there appears to be a conflict of interest.
- Tutoring students assigned to the educator for remuneration unless approved by the local board of education.

Standard 8: Maintenance of Confidentiality

An educator should comply with state and federal laws and local school board policies relating to confidentiality of student and personnel records, standardized test material, and other information covered by confidentiality agreements.

Ethical conduct includes, but is not limited to, the following:

- Keeping in confidence information about students that has been obtained in the course of professional service unless disclosure serves professional purposes or is required by law.
- Maintaining diligently the security of standardized test supplies and resources.

Unethical conduct includes, but is not limited to, the following:

- Sharing confidential information concerning student academic and disciplinary records, health and medical information, family status/income, and assessment/testing results unless disclosure is required or permitted by law.
- Violating confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, and violating local school system or state directions for the use of tests or test items.
- Violating other confidentiality agreements required by state or local policy.

Standard 9: Abandonment of Contract

An educator should fulfill all of the terms and obligations detailed in the contract with the local board of education or educational agency for the duration of the contract.

Unethical conduct includes, but is not limited to, the following:

- Abandoning the contract for professional services without prior release from the contract by the employer;
- Refusing to perform services required by the contract.

Reporting

Educators are required to report a breach of one or more of the Standards in the Alabama Educator Code of Ethics as soon as possible, but no later than sixty(60) days from the date the educator became aware of the alleged breach, unless the law or local procedures require reporting sooner. Educators should be aware of their local school board policies and procedures and/or chain of command for reporting unethical conduct. Complaints filed with the local or state school boards, or with the State Department of Education Teacher Certification Section, must be filed in writing and must include the original signature of the complainant.

Alabama Administrative Code 290-3-2-.05

(1)-5-c Each Superintendent shall submit to the State Superintendent of Education within ten calendar days of the decision, the name and social security number of each employee holding an Alabama certificate or license who is terminated, or nonrenewed, resigns, or is placed on administrative leave for cause, and shall indicate the reason for such action.

Disciplinary Action

Disciplinary action shall be defined as the issuance of a reprimand or warning, or the suspension, revocation, or denial of certificates. "Certificate" refers to any teaching, service, or leadership certificate issued by the authority of the Alabama State Department of Education.

Alabama Administrative Code 290-3-2-.22

(1.) Authority of the State Superintendent of Education

(a.) The Superintendent shall have the authority under existing legal standards to:

1. Revoke any certificate held by a person who has been proven guilty of immoral conduct or unbecoming or indecent behavior in Alabama or any other state or nation in accordance with Ala. Code §16-23'-5 (1975).
2. Refuse to issue a certificate to an applicant whose certificate has been subject to adverse action by another state until after the adverse action has been resolved by that state.
3. Suspend or revoke an individual's certificate issued by the Superintendent when a certificate or license issued by another state is subject to adverse action.
4. Refuse to issue, suspend, or recall a certificate for just cause.

Any of the following grounds shall also be considered cause for disciplinary action:

- Unethical conduct as outlined in the Alabama Educator Code of Ethics, Standards
- 1-9.
- Order from a court of competent jurisdiction.
- Violation of any other laws or rules applicable to the profession.
- Any other good and sufficient cause.

An individual whose certificate has been revoked, denied, or suspended may not be employed as an educator, paraprofessional, aide, or substitute teacher during the period of his or her revocation, suspension, or denial.