

PEACH COUNTY SCHOOLS

CLASSIFIED EMPLOYEE HANDBOOK

2020-2021

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INTRODUCTION

This handbook has been prepared to assist you during your employment with the Peach County School District. It will assist you in understanding the policies and regulations that apply to classified employees.

The information in this handbook comes from Board policies and approved regulations of the Peach County Board of Education. It is prepared for informational purposes only and its contents shall not be interpreted as a contract between the Peach County Board of Education and any of its employees.

Please become familiar with this handbook. It is the responsibility of each employee to be aware of the policies and regulations, which affect his/her employment. As with any handbook it is a summary of policies and any questions for clarification or understanding should be directed to your supervisor. The Peach County School Board Policy Manual is available online at the Georgia School Boards Association and may be accessed through the home page of the Peach County Schools at www.peachschoools.org.

CHANGES IN POLICY

Board policies are reviewed and changed from time to time as the need arises. The Peach County School District reserves the right to change any of its policies, including those printed in this handbook. Your supervisor will distribute new policies which affect classified employees. New policies become effective on the date determined by the Peach County Board of Education. Policies which are printed in this handbook may have been superseded by more recent policies.

If you are unsure of the current policy or procedure, you should check with your supervisor. It is the responsibility of the employee to keep copies of and follow new policies of the Board of Education.

CLASSIFIED EMPLOYEE HANDBOOK RECEIPT

Each classified employee will receive a copy of the Handbook for Classified Employees at hiring and will receive updated copies each school year. Classified employees are required to sign the receipt page at the end of the handbook and return the signed page to their Supervisor.

EMPLOYMENT

Prospective employees should inquire at the Peach County School Board Office located at 523 Vineville Avenue, Fort Valley, Georgia 31030. Applications are available at the Board Office for all classified employment opportunities. Supervising administrators select the most qualified applicants for interview. The supervising administrator then makes a referral to the superintendent of the applicant most qualified for the vacant position. The Superintendent may then

recommend the applicant to the Board of Education for employment. Members of the support staff not under contract are hired at the pleasure of the Peach County Board of Education for an indefinite period of time.

It is the responsibility of the individual applicant to provide accurate personnel record information to the Peach County Board of Education Office. Work assignments will be made only after all of the required information has been completely submitted.

EQUAL OPPORTUNITY EMPLOYMENT

The School District does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex in its employment practices, student programs and dealings with the public. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act and all accompanying regulations.

Any employee, student, applicant for employment, parent or other person who believes he or she has been discriminated against or harassed in violation of this policy must make a complaint in accordance with the procedures outlined below.

Complaints Procedure

Complaints made to the School System regarding alleged discrimination or harassment on the basis of race, color or national origin in violation of Title VI, on the basis of sex in violation of Title IX or on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973 or the Americans With Disabilities Act will be processed in accordance with the following procedure:

1. Any student, employee, applicant for employment, parent or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated from time to time by the Board of Education. If the complaint is oral, either the coordinator or school principal to whom the complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint.
2. If the alleged offending individual is the coordinator designated by the Board of Education, the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school principal, reported by the principal to the Superintendent.

3. The coordinator or his or her designee shall have fifteen work days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant, the appropriate coordinator and the Superintendent or his or her designee.

4. If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five work days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools. If the alleged offending individual is the Superintendent, the Complainant may have the complaint referred to the Board of Education, rather than the Superintendent.

5. The Superintendent shall have fifteen work days to review the complaint and the response of the coordinator or designee and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either his or her approval of the action recommended by the coordinator or designee or the action to be taken by the system in response to the complaint in lieu of that recommended by the coordinator or designee and the time frame in which such action shall be taken.

6. If the complainant is dissatisfied with the response of the Superintendent, then the complainant shall have the right, within fifteen work days of the receipt of the written response of the Superintendent, to have the complaint referred to the Board of Education. In order to have the Board review the Superintendent's decision, the complainant must file with the Superintendent a written statement setting forth the reasons he or she disagrees with the response of the Superintendent and the action the complainant is requesting the system to take. The complainant shall also include in the written response a request that his or her complaint be referred to the Board of Education.

7. Within thirty work days of receipt of the written request of the complainant, the Superintendent shall present the matter to the Board of Education at its regular meeting or at a special meeting called for that purpose. The Board shall review the original complaint, the response of the coordinator or designee, the response of the Superintendent, and the response of the complainant. In addition, the Board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts relating to the complaint.

8. The Board of Education will either uphold the recommendation of the Superintendent or require the system to take some other action in response to the complaint. A copy of the action of the Board will be furnished to the complainant, either as a part of the minutes of the Board of Education or as a separate written statement. The Board shall be the final reviewing authority within the system.

9. This policy is not intended to deprive any employee of any right they may have to file a grievance pursuant to any other policy of the local Board of Education, specifically the policy designed to implement Official Code of Georgia Annotated §20-2-989.5, where appropriate. This policy is not intended to provide an alternative process for resolving evaluation and employment disputes where there already exists a due process procedure mandated by state law or State Department of Education regulations, specifically including, but not limited to, hearings to be conducted pursuant to the Fair Dismissal Act of Georgia. The complainant retains at all times the right to contact the Office of Civil Rights or the Equal Employment Opportunity Commission with regard to any allegations that the system has violated the statutes described above.

10. The school system shall be responsible for distributing and disseminating information relevant to this policy and procedure to students, applicants for employment and employees through appropriate procedures.

11. No reprisal shall occur as a result of reporting unlawful harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.

12. The confidentiality of any individual making a complaint or report in accordance with this policy, to the extent it is reasonably possible, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration.

Board Policy GAAA

PERSONNEL POLICIES AND PROCEDURES

HARASSMENT

It is the policy of this school district to prohibit any act of harassment of students or employees by other students or employees based upon race, color, sex, national origin, religion, age or disability at all times and during all occasions while at school, in the workplace or at any school event or activity. Any such act by a student or employee shall result in prompt and appropriate discipline, including the possible termination of employment or suspension or expulsion of the student.

Sexual harassment may include conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands or physical contact which creates a hostile environment for a student or employee. There may be other speech or conduct which employees or students experience as inappropriate or illegal harassment which should also be reported; harassment can take many forms and it is not possible to itemize every aspect of the harassment forbidden by this policy.

Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district as prohibited by this policy should promptly report the same to the principal of their school or to the appropriate coordinator designated in policy GAAA/JAA, who will implement the board's

discriminatory complaints procedures as specified in that policy. Students may also report harassment or discrimination to their school counselor or any administrator. Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. If at any point in the investigation of reported sexual harassment of a student, the coordinator or designee determines that the reported harassment should more properly be termed abuse, the reported incident or situation shall be referred pursuant to the established protocol for child abuse investigation.

It is the duty of all employees to promptly report harassment forbidden by this policy. All supervisors will instruct their subordinates as to the content of this policy and, through appropriate staff development, enlighten employees as to the varied forms or expression of prohibited harassment. The principals of all schools shall ensure that students and parents are informed through student handbooks and verbally that such harassment is strictly forbidden, how it is to be reported and the consequences for violating this policy.

Board Policy GAEB

CRIMINAL BACKGROUND CHECK

Fingerprinting/Criminal Records Check

All personnel, certified as well as non-certified (*classified*), employed by the Board shall be fingerprinted and have a criminal record check.

Fingerprinting/Criminal Records Check - Non-Certificated (*Classified*) Personnel

All personnel, non-certificated (*classified*) as well as certificated, employed by the Board shall be fingerprinted and have a criminal record check.

It is the policy of the Board that subsequent criminal record checks of non-certificated (*classified*) personnel continued in employment in the school district shall occur every fifth year of employment.

Board Policy GAK (1)

CONTROLLED SUBSTANCE AND ALCOHOL TESTING

In compliance with the Peach County School District Policy GAMA/GCRA the Peach County School District will randomly test employees licensed to drive school buses, school district vehicles, custodians and lunchroom workers.

DRUG-FREE WORKPLACE

The Board of Education declares that the manufacture, distribution, sale or possession of controlled substances, marijuana and other dangerous drugs in an unlawful manner or being at work under the influence of alcohol, controlled substances, marijuana or other dangerous drugs is a serious threat to the public

health, safety and welfare. With this in mind, the Board declares that its work force must be absolutely free of any person who would knowingly manufacture, distribute, sell or possess a controlled substance, marijuana or a dangerous drug in an unlawful manner. This prohibition specifically includes, but is not limited to, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol in the employee's workplace. This prohibition also includes, but is not limited to, an employee being under the influence of alcohol or controlled substances while on duty.

Any employee who is convicted for the first time, under the laws of this state, the United States, or any other state, of any criminal offense involving the manufacture, distribution, sale or possession of a controlled substance, marijuana or a dangerous drug shall be subject to disciplinary action. At a minimum, such an employee shall be suspended for a period of not less than two months and shall be required to complete, at his or her own expense, a drug abuse treatment and education program licensed under Chapter 5 of Title 26 of the Official Code of Georgia and approved by the board. At a maximum, such an employee may be terminated from his employment with the school system. Any employee who is convicted for a second or subsequent time under the laws of this state, the United States, or any other state, of any criminal offense involving the manufacture, distribution, sale or possession of a controlled substance, marijuana or a dangerous drug shall be terminated from his or her employment and shall be ineligible for employment for a period of five years from the most recent date of conviction.

If, prior to an arrest for an offense involving a controlled substance, marijuana or a dangerous drug, an employee notifies the Superintendent or the Superintendent's designee that the employee illegally uses a controlled substance, marijuana or a dangerous drug and is receiving or agrees to receive treatment under a drug abuse treatment and education program licensed under Chapter 5 of Title 26 of the Official Code of Georgia and approved by the Board, the employee shall be entitled to maintain his or her employment for up to one year as long as the employee follows the treatment plan. During this period, the employee shall not be separated from employment solely on the basis of the employee's drug dependence, but the employee's work activities may be restructured if practicable to protect persons or property. No statement made by an employee to the Superintendent or the Superintendent's designee in order to comply with this code section shall be admissible in any civil, administrative or criminal proceeding as evidence against the public employee. The rights granted by this policy shall be available to an employee only once during a five year period and are intended to be and shall be interpreted as being the same as those minimum rights granted pursuant to the Georgia Drug-Free Work Force Act and any subsequent amendments thereof.

As a condition of employment, each employee must abide by the terms of this policy and must notify the Board within five days after any arrest on any drug-

related criminal charge and further notify the board within five days of any conviction of a drug-related offense.

A copy of this policy shall be disseminated to all employees either directly or through employee handbooks.

The Board of Education shall not consider for employment any applicant who has been convicted for the first time of any drug offense as described above for a three month period from the date of conviction nor shall the Board of Education consider any applicant for employment who has been convicted for the second time of any drug offense as described above for a five year period from the most recent date of conviction.

For purposes of this policy, "conviction" refers to any final conviction in a court of competent jurisdiction, specifically including acceptance of a plea of guilty, nolo contendere, or any plea entered under the First Offenders Act of Georgia or any comparable state or federal legislation.

No certified employee or employee with a contract for a definite term shall be subject to suspension or termination pursuant to this policy except in compliance with the provisions of the Fair Dismissal Act of Georgia, Official Code of Georgia Annotated §§ 20-2-940 through 947. This policy is not intended and shall not be interpreted as prohibiting the school system from taking appropriate disciplinary action against any employee where there exists evidence that an employee uses, distributes or sells illegal drugs even though the employee has not been convicted of any criminal offense or where there exists evidence that an employee is under the influence of alcohol while on duty, except that the school system may not use the statement of any employee to the superintendent requesting treatment as described in this policy.

The School District shall provide such staff development as required by state or federal law to inform employees of the dangers of drug abuse, the availability of employee assistance and drug counseling and treatment and the terms of this policy.

Board Policy GAMA

DRUG SCREENING OF BUS DRIVERS

The Peach County Board of Education places a high priority on ensuring safe transportation to its students transported on school buses. The Board of Education recognizes that unimpaired judgment on the part of its drivers is essential to providing safe transportation and that alcohol misuse and controlled substance abuse may impair the judgment of drivers.

In order to help prevent accidents and injuries resulting from alcohol misuse and controlled substance use, on January 1, 1995, the Board of Education implemented the United States Department of Transportation, Federal Highway

Administration, Controlled Substances and Alcohol Use and Testing Regulations ("Regulations"), as well as applicable state law and the regulations promulgated thereunder. All individuals who drive or may drive a bus for the Board of Education at any time, including, but not limited to full-time drivers, part-time drivers, substitute drivers, coaches, mechanics and others, must participate in the controlled substance and alcohol testing program as more fully described in federal and state regulations.

Pre-employment and post-accident testing shall be administered in strict compliance with D.O.T. Regulations. Random testing shall take place at unannounced intervals throughout the calendar year. A list shall be computer generated and shall ensure a sufficient number of tests to meet D.O.T. Requirements. Once a predetermined number of names have been randomly selected from the pool of drivers, and a list generated for testing, the order names appear on the list shall not be changed. All drivers selected shall be subject to controlled substance testing. The first name appearing on the list, and every odd number name thereafter, shall be subject to alcohol testing. Odd number names appearing on a generated list who are not performing safety sensitive functions, related to driving a school bus, at the time of testing shall be skipped for alcohol testing only and that person shall not be notified of random selection for alcohol testing.

Individuals who have positive controlled substance test results shall be terminated, as shall individuals whose test results reveal blood alcohol concentrations 0.04 and above and individuals who refuse to submit to a required alcohol or controlled substance test. Individuals whose test results reveal blood alcohol concentrations of at least 0.02, but less than 0.04, and individuals who engage in other conduct prohibited by the regulations may, in the Board of Education's discretion, be terminated. Additional testing, other than what is mandated by regulations shall be at the employee's expense.

Drivers must inform their immediate supervisor of any therapeutic drug use, whether by prescription or "over the counter," and must provide a statement from their treating physician that the substance does not adversely affect the driver's ability to operate the bus.

Board Policy GCRA

EMPLOYEE TOBACCO USE

In accordance with the "Georgia Smoke Free Air Act of 2005", smoking shall be prohibited at any time in any school building or property owned or leased by the school district, or at any time in any school-owned vehicle, including any school buses. In addition, this prohibition includes the use of other tobacco products by employees at all times, including when such employees are directly instructing or supervising students. Direct supervision includes coaching, band directing, acting as a sponsor or advisor of a club or similar school organization and other instructional roles. Employees shall not store or possess tobacco or tobacco-

related products on their person or in their belongings in such a manner that such products are visible to students.

School district employees who violate this policy may be subject to appropriate disciplinary action, including reprimand, suspension with or without pay or termination.

Board Policy GAN

COMMUNICABLE DISEASES

No student shall be denied access to, nor shall an otherwise qualified individual be denied employment in the educational programs of the Board of Education solely because he or she is infected with a communicable disease. A student or employee who is infected with a communicable disease will remain in his or her educational or employment setting unless he or she presents a significant risk of contagion as determined by the Board of Education after consultation with the student's or employee's physician, public health official knowledgeable about the disease and/or the Board of Education's physician if in the judgment of the superintendent it is necessary to consult a private physician.

The Board of Education provides educational opportunities for its employees to become informed concerning transmission of HIV infection and procedures to reduce the risk of transmitting HIV infection as well as other communicable diseases, including precautions to be taken in handling bodily fluids and blood whenever necessary.

Whether or not an infected individual presents a significant risk of contagion shall be determined based upon reasonable medical judgment given the state of medical knowledge about:

- The nature of the risk, i.e. how the disease is transmitted;
- The duration of the risk, i.e. how long the carrier is infectious;
- The severity of the risk, i.e. the degree of potential harm to third parties;
and
- The probability that the disease will be transmitted and will cause varying degrees of harm.

Once the student's or employee's medical condition has been determined, the superintendent shall consult with the student's or employee's physician, a public health official knowledgeable about the disease and/or a physician employed by the Board of Education at the option of the board in order to determine whether reasonable accommodations will allow the student to perform in the classroom or other educational setting or the employee to meet the essential functions of his or her job. If an accommodation that does not impose undue financial hardship or administrative burdens can be made, then neither student nor employee shall be denied the right to participate in Board of Education programs or to be employed by the Board of Education.

In order that the Board of Education may have time to obtain a reasonable medical judgment concerning the student or employee who is infected by a contagious disease, the superintendent is authorized to remove the infected student or employee from Board of Education programs or employment for a period not to exceed ten days during which time the Board of Education shall make a decision as to whether the student or employee can be accommodated and does not pose a significant risk to others. The student or employee shall be excluded only if the board determines after consultation as provided above that the communicable disease is of such nature or at a stage that the individual should not be in an educational setting.

Neither the Board of Education nor its employees shall disclose medical information about a student or employee with HIV infection or other communicable disease without the consent of the employee or the student or his or her parent or guardian, whichever is applicable, or only as required by law or court order.

Definitions:

Communicable disease--a disease that can be directly or indirectly transmitted from one person to another.

HIV infection--an infection in which the human immuno-deficiency virus is present.

Handling blood and body fluids shall be in a manner consistent with the Center for Disease Control's Universal Precautions for Handling Blood and Body Fluids.
Board Policy GANA

LEAVE AND ABSENCES POLICIES AND PROCEDURES

***Note: Sick leave accumulated by classified employees who are covered by the Public School Employees' Retirement System (PSERS) may not be used for retirement.*

LEAVE AND ABSENCES POLICY**

This policy shall apply to all employees of the Board of Education. All employees are required to follow the work calendar established by the Board of Education and may take leave from work only in accordance with this policy or other leave policies enacted by the board of education. Unless otherwise provided by the board of education, principals and other supervisors are not authorized to rearrange the work calendars of employees.

Accrual Of Sick Leave And Absence For Medical And Related Reasons

Each employee of the Board of Education shall be entitled to sick leave, with full pay, computed on the basis of one and one-fourth (1 1/4) working days for each

completed month (20 school days of service). Employees are allowed to accumulate unlimited sick leave and may use the days for illness, death, and/or retirement. Sick leave shall not be granted for less than one-half (1/2) day effective July 1, 2009. Failure to comply with time requirements for submission of sick leave request shall result in a deduction of salary for the undocumented leave days.

Classified employees may earn 11 1/4 days for nine (9) months. Certified employees are on ten-month, eleven-month and twelve-month contracts. Certified employees earn 12 1/2 days for 10 months, 13 3/4 days for 11 months and 15 days for 12 month contracts. Sick leave accumulated by a certified employee is transferable from one school system to another school system, up to a maximum of 45 days.

The leave provided for under this policy is available only for personal illness, injury or exposure to contagious diseases, or for absences necessitated by illness in the employee's immediate family.

For any absence in which sick leave is used, the Superintendent or his/her designee shall have the right to require a physician's certificate stating that the employee is ill and is unable to perform his or her duties. In the event that sick leave is used to care for a member of the immediate family, the Superintendent shall have the right to require a physician's certificate stating that the employee is needed to care for the sick family member. If an employee is absent for five (5) consecutive days of sick leave, a physician's certificate must be furnished. The physician's statement shall contain the dates of absence, reason for absence, and other information deemed necessary by the school district.

For the purposes of absences for medical and related reasons, members of the immediate family are defined as spouse, children, father, mother, sisters, brothers, in-laws, grandparents, grandchildren, or other relatives living in the residence of the employee.

Personal And Professional Leave

Employees may take three (3) days of personal/professional leave if prior approval of the absence has been given by the employee's immediate supervisor and if the presence of the employee requesting absence is not essential for effective school operation. A leave form must be filed and approved by the principal/supervisor prior to leave. Unless otherwise approved by the Superintendent, personal and professional leave will not be granted during pre-planning, post-planning, in-service days or on the day before or day after holidays. In addition, personal leave will not be granted during the first week of the student school year or during the last week of the student school year, unless the Superintendent, in his or her discretion, determines that such leave should be granted due to an emergency or extenuating circumstances beyond the employee's control. The Superintendent may refuse to allow an employee to take personal or professional leave if qualified substitutes are not available.

Employees are not required to disclose the purpose for which such absence is sought but may be required to state whether the absence is for "personal" or "professional" reasons.

Observance Of Religious Holidays

Employees may use personal leave for the observance of recognized religious holidays. If an employee desires to take leave for the observance of recognized religious holidays in excess of the days allowed for personal leave, the employee may take unpaid leave for such purposes provided that such leave is not excessive and does not interfere with fulfilling the obligations of his or her job.

Jury And Witness Leave

Each person employed by the Board shall be allowed leave with pay for the purposes of serving as a juror in any court or when subpoenaed to testify in a case arising out of the individual's duties as a school system employee. Jury and/or witness leave shall not be deducted from an individual's accumulated personal, professional or sick leave. No employee utilizing jury and witness leave shall be required to pay the cost of employing a substitute to serve during his or her absence for such leave. Employees who serve on juries or who are subpoenaed for reasons arising out of their employment with the school system are allowed to keep the jury/witness pay they receive. Any employee serving on jury/witness duty shall be required to return to the work station upon their dismissal from duty during school days between the hours of 8:00 a.m. and 4:00 p.m.

Military Leave

All employees of the Board of Education are entitled to paid leave not to exceed eighteen days in any one federal fiscal year for the purpose of complying with ordered military leave duty with the armed forces of the United States or State of Georgia, including duty as a voluntary member of the militia or reserve component of the United States or State of Georgia. Employees also are entitled to leave not exceeding thirty days in any one federal fiscal year if ordered to duty as a result of the declaration of any emergency by the governor or the appropriate officials of the United States armed forces. Employees who have military commitments shall inform the director annually and shall cooperate to the extent possible in scheduling such leave so as to minimize the disruption in those employees' duties and the mission of the Board of Education.

Bereavement Leave

In the event of a death of a member of the immediate family, up to five days cumulative bereavement leave will be granted. Up to two successive days bereavement leave will be granted in the event of a death of other close relatives. In extenuating circumstances, the Superintendent may grant additional days

beyond these limits. All such bereavement leave will be charged against the employee's sick leave.

Family & Medical Leave Act

To the extent that any provision in this policy conflicts with or is superseded by the Family and Medical Leave Act ("FMLA"), the regulations promulgated thereunder, or any other federal law, the provision of the FMLA, its regulations or other law, as the case may be, control.

Board Policy GARH

EXTENDED LEAVE PROCEDURES

Employees who are **absent from work for six (6) days or more** must complete request for extended leave forms, which may include but is not limited to Family Medical Leave forms, Benefits Continuance Agreement, Physician Certification forms. **The employee must contact the Human Resources Department at Central Office to obtain and complete the necessary forms.**

FEDERAL FAMILY & MEDICAL LEAVE ACT

It is the purpose of this policy to set out in summary form the provisions of the Family and Medical Leave Act ("the Act" or "FMLA") and its implementing regulations. The Board of Education ("Board") does not intend by this policy to create any additional rights to leave not provided by the Act; provided, however, the Board does wish to extend the rights of the Act to certain employees who have worked at least 12 months for the Board. The Board does intend to elect certain options as the Act authorizes. Any portion of this policy inconsistent or contrary to the Act is unintentional and shall not be given effect. As to the interpretation of this policy, the Board's employees should look to the Act itself and its regulations.

A. ELIGIBLE EMPLOYEES

Employees of the Board who have been employed by the Board for at least 12 months and who have worked at least 1250 hours during the 12 month period immediately preceding the commencement of the leave are eligible to take unpaid leave under the FMLA.

B. DEFINITIONS

"Active duty or call to active duty status" means a call or order to active duty in support of a contingency operation pursuant to various sections of Title 10 of the United States Code as defined in 29 C.F.R. § 825.800.

"Contingency Operation" means a military operation designated by the Secretary of Defense as one in which Armed Forces members are or may be involved in military actions, operations, or hostilities against an enemy of the U.S. or an opposing military force, or a military operation that results in the call or order to, or retention on, active duty as defined in FMLA Regulation § 825.800.

“Covered military member,” means the employee’s spouse, son, daughter, or parent on active duty or call to active duty status.

“Covered Service member” means 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 incurred in the line of duty on active duty.

"Instructional employee" means an employee whose principal function is to teach and instruct students in a class, a small group, or an individual setting.

“Next of Kin” of a covered service member means the nearest blood relative other than the covered service member’s spouse, parent, son or daughter, in the following order of priority: blood relatives granted legal custody, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative for purposes of FMLA caregiver leave.

“Outpatient Status,” with respect to a covered service member, means the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

"Parent" means a biological, adoptive, step or foster mother or father or one who acted in place of a parent when the employee was a child. The term “parent” does not include parent “in law.”

“Parent of covered service member” means a biological, adoptive, step or foster parent or any other individual who acted in place of a parent of the covered service member. The term does not include parents “in law.”

"Serious Health Condition" means an illness, injury, impairment, or physical or mental condition that involves inpatient care requiring an overnight stay in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider, all as further defined in the FMLA regulations.

“Serious Injury or Illness” means, an injury or illness incurred by a covered service member in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of the member’s office, grade, rank, or rating.

"Son or daughter" means a biological, adopted or foster child, a stepchild, a legal ward, or a child for whom the employee acts as a parent. The son or daughter must be under age 18 or, if the son or daughter is age 18 or older, he/she must be incapable of self-care due to a mental or physical disability at the time FMLA leave is to begin.

“Son or daughter of a covered servicemember” means a covered servicemember’s biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered servicemember acted in the place of a parent, and who is of any age.

"Spouse" means a husband or wife as defined or recognized under Georgia law.

C. AMOUNT AND TYPE OF LEAVE TAKEN

An eligible employee may request leave for one or more of the following reasons:

1. Birth of a son or daughter and to care for the newborn child;

2. Adoption or foster placement with the employee of a son or daughter and to care for the newly placed child;
3. To care for the employee's spouse, son, daughter or parent, if that person has a serious health condition;
4. Serious health condition of the employee that prevents the employee from performing his/her job functions;
5. Any qualifying exigency arising from the fact that the employee's family member (the covered military member) is on active duty or has been notified of an impending deployment in support of a contingency operation. Qualifying exigencies are defined as short-notice deployment (seven or less calendar days); military events and related activities; childcare and school activities; financial and legal arrangements; counseling; rest and recuperation (up to five days per instance); post-deployment activities; additional activities where the employer and employee agree that the leave is an exigency and agree to both timing and duration of the leave; and
6. Military caregiver leave to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member.

In the event of the birth, adoption or foster placement of a son or daughter, all leave must be completed within twelve months after the birth, adoption or foster placement.

Except as provided below, an employee may take up to a total of 12 weeks leave during any twelve-month period. A "rolling year" shall be used to determine the twelve-month period during which the leave entitlement may occur. That is, each time an employee takes FMLA leave, the remaining leave entitlement would be any balance of the number of weeks that has not been used during the immediately preceding 12 months. See 29 C.F.R. § 825.200(b)(4).

If both spouses work for the District and both are eligible for FMLA leave, they are authorized to take only a combined total of 12 weeks leave during any one 12 month period to care for a newborn or adopted child, a child placed with the employee for foster care, or a parent with a serious health condition. Both spouses are authorized to take leave for twelve (12) weeks to care for a spouse or child with a serious health condition.

An eligible employee is eligible to take up to 26 weeks of military caregiver leave during a "single 12-month period." The "single 12-month period" begins on the date the employee first takes military caregiver leave and ends 12 months after that date, regardless of the method used to determine the leave entitlement period for other FMLA reasons.

If both spouses work for the District and both are eligible for FMLA leave, they are authorized to take only a combined total of 26 weeks during the "single 12-month period" described above for military caregiver leave or a combination of military caregiver leave and leave taken for other FMLA reasons.

The District will require that any accrued paid leave (sick, personal, vacation, or any other paid leave) be substituted for all or a part of the otherwise unpaid FMLA leave under the terms and conditions of the District's normal leave policies. Because leave pursuant to an employee's disability benefit plan or workers' compensation absence is not unpaid, the provision for substitution of accrued paid leave is not applicable in such cases.

D. INTERMITTENT OR REDUCED LEAVE

An employee may take leave on an intermittent or reduced leave schedule where it is medically necessary due to the serious health condition of a covered family member, the employee, or the serious injury or illness of a covered servicemember, or when necessary because of a qualifying exigency. The District will require a certification, in the form designated by the District, to document the necessity of such intermittent leave or reduced schedule leave.

E. NOTIFICATION OF LEAVE

If the need for FMLA leave is foreseeable, an employee requesting leave must provide at least 30 days advance notice to the Department of Human Resources. If such advance notice is not possible, the employee must give notice as soon as practicable, which means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case. If an employee does not provide at least 30 days notice of foreseeable leave, he or she must explain why such notice was not practicable if so requested by the District. When the need for leave is not foreseeable, an employee must provide notice as soon as practicable, which generally should be according to the District's usual and customary leave requirements. When planning medical treatment, the employee should make a reasonable effort to schedule the treatment, subject to the approval of the health care provider, so that any corresponding leave will not disrupt unduly the operations of the District.

Employees must provide sufficient information for the District to reasonably determine whether the FMLA may apply to the leave request. When an employee seeks leave due to an FMLA-qualifying reason for which the District has previously provided FMLA leave, the employee must specifically reference either the previous qualifying reason for leave or the need for FMLA leave.

F. BENEFITS AND RETURN TO WORK

Employees will be eligible to maintain health care benefits provided by the school district while on FMLA leave. The District will pay the employer's portion, if any, of such benefits. The employee will pay the same portion, if any, of such benefits as the employee paid before beginning the leave.

The District may recover any health care benefit premiums paid on behalf of an employee if the employee does not return to work after the leave period has expired, unless the employee did not return due to a serious health condition of the employee or the employee's spouse, parent or child, or a serious injury or illness of a covered servicemember or other circumstances beyond the employee's control. The District may require certification from the health care provider that a

serious health condition of the employee or family member, or the covered servicemember's serious injury or illness, prevented the employee from returning to work.

With the exception of paid vacation, personal, sick, or any other paid leave required to be substituted for unpaid leave under Section C above, the employee's absence during leave will not alter benefits which the employee accrued before taking leave. Any accrued benefits will not be lost during the leave.

Upon return from leave, the employee is entitled to be reinstated to a position equivalent to the one the employee held when he/she left on FMLA leave, with equivalent pay, benefits and other terms and conditions of employment. Upon proper notice, however, the District may deny reinstatement under this policy to an employee whose salary is in the highest 10% of the employees employed by the school district if such denial is necessary to prevent substantial and grievous economic injury to the District's operation, as determined by the District.

G. REQUIRED CERTIFICATION AND REPORTING

The District requires that a request for leave due to a serious health condition of an employee or an employee's family member or a serious injury or illness of a covered servicemember be supported by certification by the appropriate health care provider of the eligible employee or family member on a form to be provided by the District. This certification for a serious health condition must include (1) the name, address, telephone and fax numbers of the healthcare provider and type of practice/specialization; (2) the approximate date on which the serious health condition commenced, and its probable duration; (3) a statement or description of appropriate medical facts regarding the patient's health condition for which FMLA leave is requested; (4) if the purpose of the leave is to care for a family member, a statement that the employee is needed to care for the family member and an estimate of the frequency and duration of the leave required for such care; (5) if the leave is due to the employee's own serious health condition, a statement that the employee is unable to perform his/her essential job functions, the nature of other work restrictions, and the likely duration of such inability; and (6) if intermittent or reduced schedule leave is requested, information sufficient to establish the medical necessity for the same and an estimate of the dates and duration of treatments and any periods of recovery. The employer may require that the eligible employee obtain subsequent recertification on a reasonable basis as requested by the District in accordance with the FMLA regulations.

The District, at its own expense, may obtain the opinion of a second health care provider of the District's choice, if the District should choose to do so. If a conflict exists between the opinion in the certification and the second opinion, the District may, at its own expense, obtain a third opinion from a health care provider upon which the District and the employee jointly agree. Such a third opinion as to the necessity for the leave is binding on both the District and the employee.

Upon an employee's return to work after leave for the employee's own serious health condition, the District may require the employee to obtain certification from his/her health care provider that the employee is able to resume work.

The District may require that a first request for leave because of a qualifying exigency arising from active duty or a call to active duty be supported by a copy of the covered servicemember's active duty orders or other documentation issued by the military. A certification form requesting the required information to support a request for exigency leave will be provided by the District upon request.

The District may require an employee on FMLA leave to report periodically to his/her principal or supervisor on the employee's status and intent to return to work.

H. SPECIAL PROVISIONS

When an instructional employee seeks intermittent leave or leave on a reduced schedule in connection with a family or personal serious health condition or to care for a covered servicemember that would constitute at least 20% of the total number of working days during which the leave would extend, the District may require the employee to elect to take leave in a block (not intermittently) for the entire period or to transfer to an available alternative position within the school system that is equivalent in pay, for which the employee is qualified, and which better accommodates the intermittent situation.

If an instructional employee begins leave more than five weeks before the end of a semester, the District may require the employee to continue taking leave until the end of the semester if

- (a) the leave will last at least three weeks; and
- (b) the employee would return to work during the three-week period before the end of the term.

If an instructional employee begins leave for a purpose other than the employee's own serious health condition during the five-week period before the end of the semester, the District may require the employee to continue taking leave until the end of the semester if

- (a) the leave will last more than two weeks; and
- (b) the employee would return to work during the two-week period before the end of the term.

If an instructional employee begins leave for a purpose other than the employee's own serious health condition during the three-week period before the end of a semester, and the leave will last more than five working days, the District may require the employee to continue taking leave until the end of the semester.

Board Policy GBRIG (revised 4/14/2009)

VACATION POLICY FOR TWELVE MONTH EMPLOYEES

Twelve month employees shall earn one (1) day of vacation for each month for total of 12 days per year. A twelve month employee who is employed for less

than 12 months shall earn pro rated vacation days based on the number of months of employment. The employee shall be employed on the first working day of the month and shall be employed more than 50% of the working days of the month to earn a vacation day. Twelve month employees shall be permitted to accumulate up to a maximum of 20 (twenty) days as of June 30 of each year.

Annual vacation earned from July 1 to June 30 shall be taken between July 1 and June 30 of the contract year at a time approved by the Superintendent or appropriate designee.

The annual vacation leave schedule shall be arranged so that each school and department can maintain effective service levels. Leave may be taken only after approval by the Superintendent of Schools or appropriate designee.

Upon retirement or completion of service with the Peach County School District, all eligible employees will be paid for accrued annual vacation leave at their current daily rate of pay. Personnel who are separating from the school district will be allowed to include earned vacation in their specific date of termination.

Board Policy GBRK (revised 1/6/2009)

WORK PROCEDURES AND REGULATIONS

QUALIFICATIONS AND DUTIES OF SUPPORT PERSONNEL

Support personnel include all personnel not required to hold a certificate or license issued by the Professional Standard Commission, such as bus drivers, secretaries, custodial workers, lunch workers, maintenance workers etc. all such employees must meet the minimum qualifications set by the State Board of Education and/or the Peach County Board of Education.

SUPPORT PERSONNEL HIRING

Bus Drivers

Bus drivers are employed through Durham School Services.

Bus Monitors

Bus monitors are employed through Durham School Services.

Custodial Staff

Custodians are employed through the Director of Operations, with the approval of the Superintendent. All custodians must be recommended by the Superintendent and approved by the Board. Custodians work directly under the supervision of the

Custodial Supervisor. The Custodial Supervisor works directly under the supervision of the Director of Operations.

School Food Assistants

School Food Assistants are employed through the Director of School Nutrition and the Director of Operations with the approval of the Superintendent. All School Food Assistants must be recommended by the Superintendent and approved by the Board. Employees work directly under the supervision of the lunchroom manager of each school. The lunchroom manager works directly under the supervision of the Director of School Nutrition.

Clerical Personnel and Nurses

School secretaries, other school clerical personnel and nurses are employed through the principal of the school in which they work. Other clerical personnel in the school district are employed through the director or supervisor of the department in which they work. All clerical and nursing personnel must be recommended by the Superintendent and approved by the Board. Clerical personnel and nurses work directly under the supervision of the principal or director at their location.

Maintenance Personnel

Maintenance personnel are employed through the Director of Operations and the Maintenance Supervisor, with the approval of the Superintendent. All maintenance personnel must be recommended by the Superintendent and approved by the Board.

Paraprofessionals

Paraprofessionals are employed through the principal of the school in which they work. All paraprofessionals must be recommended by the Superintendent and approved by the Board. Paraprofessionals work directly under the supervision of the principal of the school.

JOB DESCRIPTIONS

Job descriptions are provided for each classified position. This allows you and your supervisor to know what duties and responsibilities you are expected to perform. Job descriptions are kept on file in the Human Resources department at Central Office. They are guidelines and may be expected to change over time.

From time to time, employees are expected to perform duties and responsibilities that are not part of their normal job. Job descriptions may be amended as needed to cover these new duties and responsibilities. You will be given a copy of your job description upon your employment in a specific job.

EVALUATION OF CLASSIFIED PERSONNEL

All classified personnel employed by the school district shall be evaluated annually and periodically by their immediate supervisor. The job performance evaluation allows your supervisor to discuss your overall job performance and summarize both formal and informal job performance discussions held throughout the year. It will review your strengths and also point out ways to improve your job performance. Employees are encouraged to discuss the evaluation with their supervisor. The purpose of the evaluation is assisting you in becoming a better employee.

RESIGNATIONS

If you decide to leave employment with the Peach County Board of Education, please inform your supervisor or the principal at least two weeks prior to your last day. All employees are asked to write a letter of resignation upon voluntarily leaving employment. All materials, tools, identification badge, and uniforms must be turned in by the last day of employment.

CLASSIFIED PERSONNEL SUSPENSION

Disciplinary Action

Classified employees have no right of tenure or any contractual rights with regard to their employment which would create a property interest. The Superintendent may exercise his/her discretion to suspend (with or without pay), demote, terminate, or otherwise discipline classified employees who violate school or district rules, regulations or policies.

Grievance Procedure

The grievance procedure set forth in Policy GAE(2) shall not apply to suspensions, demotions or terminations of classified employees pursuant to this rule.

Board Policy GCK

STAFF JOB ACTIONS

Staff job actions (slowdowns, walkouts, boycotts, sit-ins, and strikes) are illegal in Georgia. Participation in such job actions shall be cause for dismissal.

BUS DRIVER REQUIREMENTS AND TRAFFIC VIOLATIONS

All Peach County School District Bus Drivers (regular, full-time substitutes, regular substitutes, coaches, teachers, sponsors) must have a Commercial Driver's license (CDL). No one will be authorized to transport students without the appropriate CDL.

Drivers hired will have to complete driver training and apply for a temporary CDL.

In compliance with the Commercial Motor Vehicle Safety Act rules, Peach County school bus drivers must notify the Director of Transportation as follows:

1. Within 30 days of a conviction for any traffic violation (except parking). This is true regardless of the type of vehicle you are driving (personal or commercial).
2. If your license is suspended, revoked, or cancelled, or if you are disqualified from driving.

Peach County bus drivers must comply with requirements necessary to obtain an annual Motor Vehicle Report from the Department of Public Safety.

STAFF CONFLICT OF INTEREST

Nepotism

In the employment and assignment of personnel, the Superintendent shall not recommend and the Board will not approve the employment or transfer of any person which would result in one relative having direct supervisory responsibility over another relative.

Relative includes spouse, child, grandchild, great-grandchild, parent, grandparent, great-grandparent, brother, sister, nephew, niece, aunt or uncle of the employee in question, and all of the same relatives of the employee's spouse.

These relationships include those arising from half-blood, adoption, or marriage.

Persons who are common-law married or who are living together in a meretricious relationship are also subject to this policy.

Board Policy GAG

PERSONNEL RECORDS

Permanent personnel files are kept in the Human Resources department at central office. Examples of records maintained include copies of documents such as application papers, payroll and benefit forms, performance evaluations, change of status records, etc.

NAME, ADDRESS, AND PHONE NUMBER CHANGES

Employees must complete a *Personnel Action Form* to report changes in address, phone and name changes. Name changes cannot be made without a copy of the

new Social Security card displaying the new name. Employees must complete a Personnel Action Form at the school or department where they work. Human Resources will make the changes when the *Personnel Action Form* is received. Changes will not be made through emails or phone calls.

HOURS OF WORK AND TIME RECORDS

The normal workweek varies according to position and school. It is your responsibility to check with your supervisor and determine your work schedule.

The work schedules for employees may be changed by your supervisor or building principal. Except in emergencies adequate notice will be given.

BREAKS

The Fair Labor Standards Act does not require that an employee be given a 15-minute break in the day. Thus, employees are not “entitled” to a scheduled 15-minute break. However, your supervisor may schedule fifteen-minute breaks no more than one in the morning and one in the afternoon. No employee may leave the work site during his or her break.

TIME CARDS

Your time card is a timed record of the hours you are at work and your paycheck is based on the time recorded on your time card. Each employee is responsible for clocking in and out. This is the only record of the time worked for an employee. Failure to clock in and out and to follow the record keeping procedures of the Peach County School District will result in disciplinary action.

FAIR LABOR STANDARDS ACT

Compensation for employees in the Peach County School District is governed by the provisions of the Fair Labor Standards Act, 29 U.S.C. § 101, *et seq.* and the Regulation of the Secretary of Labor interpreting same.

CLASSIFIED PERSONNEL OVERTIME PAY

The Board of Education authorizes overtime in accordance with administrative regulations set forth by the Superintendent. Overtime is defined as time worked beyond the additional 40-hour work week (Sunday through Saturday) including emergency or planned overtime. The forty (40) hours are defined as actual hours worked and do not include hours or days for which the employee was paid for leave time such as sick leave, personal leave and annual leave.

Employees are not to perform overtime work or direct that overtime work be performed without the determination of the supervisor of the employee that there is no other viable alternative. Cases involving approval for overtime compensation shall be the result of emergency situations, limited timelines or

when additional responsibilities are assigned individuals on a temporary basis. The supervisor who makes such a determination shall certify such determination in writing, in advance, and shall certify the amount of overtime approved for such classified employee, in advance, and shall obtain the signature of the employee, in advance, as to the amount of overtime authorized so that the employee, before working said overtime, shall know the maximum amount of overtime that has been authorized for that calendar week. No supervisor shall authorize any overtime for any classified employee unless the specific amount to be authorized first approved by the Director of Budget and Finance or his/her designee. Compensation will be reimbursed at one and one-half the employee's regular rate of pay or compensatory leave at the same rate. Violation of this policy concerning prior approval for overtime work may result in disciplinary action against the employee, up to and including termination.

All classified employees who are considered "non-exempt" under the Fair Labor Standards Act (FLSA) and are legally entitled to compensation for overtime work as provided by law and in accordance with this policy shall comply with any requirements of the District for documenting time actually worked and shall be responsible for insuring the accuracy of such records.

An organization renting school facilities shall be informed that they will be obligated to pay any personnel costs incurred by the District pursuant to the renting of school facilities, including payment of hourly personnel costs and overtime compensation.

Employees shall be informed of the requirements of this policy on an annual basis. The Superintendent is authorized to develop and implement regulations to carry out this policy.

Board Policy GCRD

PAYDAY

All employees of the Peach County Board of Education are paid once a month on the last business day of each calendar month. Exceptions may be made for months such as November and December due to holiday schedules.

Employees receive their pay checks via direct deposit. Direct Deposit notifications will be accessed through the E-forms link on the District website. Each employee will have a unique log in and password.

A new employee's first pay check may be a paper check while a "pre-note" is sent to their bank. Any employee that makes a change to their direct deposit bank account may receive a paper check for that month while a "pre-note" is sent to the new bank/account. A "pre-note" is sent for \$0.00 to ensure that there are no problems with the new bank/account receiving the file prior to actual funds being sent to the account.

DUAL POSITIONS

“Dual positions” refers to additional, different job positions beyond an employee’s regular 40 hour a week work schedule. Classified employees of the Peach County School District are prohibited from working dual positions outside of the normal work schedule unless approved by the Superintendent and supervisor prior to beginning of the dual position. Employees will be compensated for hours worked beyond the normal work schedule based on the time record.

STATE OF GEORGIA UNEMPLOYMENT INSURANCE

The State of Georgia mandates unemployment insurance. The unemployment insurance provides weekly benefits if you become unemployed due to circumstances described in the law.

WORKER’S COMPENSATION

The Peach County Board of Education has Worker’s Compensation insurance to cover the cost of work-related injury or illness. Approved benefits help pay for your medical treatment and part of the income you may lose while recovering. Specific benefits are prescribed by law and depend on the varying circumstances of each case. To be assured of maximum coverage, work-related accidents must be reported immediately to your supervisor and the workmen’s compensation coordinator at the Board of Education. You must be seen by one of the doctor’s listed on the panel of approved physicians. You must report injuries in a timely manner to insure that you will be covered and that the injury can be established as job related.

BULLETIN BOARDS

Each school and department has a bulletin board, which is used to communicate important system information. The principal or supervisor shall approve all items posted. Posted vacancies for the system are posted on these boards. Job related information such as the Wage and Hour Law and Workers Compensation information are posted on the bulletin boards.

SUGGESTIONS

All classified employees are encouraged to make suggestions which could improve the working conditions and or safety of the buildings in which they are

assigned. Submit your suggestions to your supervisor in writing. Your suggestion should be detailed enough so that the recommendation can be adequately evaluated.

PERSONNEL CONDUCT

ATTENDANCE STANDARDS

Regular attendance and being on time are essential to the operation of any school or business. Each employee is encouraged to establish a good attendance record as it will be considered in evaluations and could assist you in advancement opportunities.

If you are unable to report to work for any reason, if you will arrive late, or if you must leave early, notify your supervisor before hand. It is your responsibility to find out to which person you report and how to get in touch with them.

If you are absent for five days and have not notified your supervisor the Peach County Board of Education may presume that you have abandoned your position and could remove you from the payroll.

SOLICITATION AND DISTRIBUTION

Employees may not solicit other employees while on the job. Distributing literature concerning items for sale or services for hire is also prohibited on the premises of the Peach County School District.

CONFIDENTIALITY

During your employment with the Peach County Board of Education, you will be working with students, teachers, records, materials, and other sensitive information that is considered confidential. The Family Privacy Act covers much of this material and it cannot be divulged without proper releases. Do not discuss school business or personnel and students with others.

DRESS AND PERSONAL APPEARANCE

All employees are expected to maintain an appropriate appearance that is neat, clean and represents a businesslike approach to our jobs. Clerical staff will follow the dress code determined by the Board for the professional teaching staff. Bus Drivers and bus monitors will follow the dress code provided by the Director of Transportation. Custodians, school food assistants and maintenance workers shall wear the uniforms provided for employees by the Board of Education. Uniform shirts worn by custodians and maintenance workers shall be tucked in.

TELEPHONE USAGE

Peach County Board of Education telephones are to be used for educational and business purposes. Answer all calls promptly and with courtesy. The individual who answers the phone represents our entire school district. On occasion, personal calls may be necessary, but your cooperation in limiting them to emergencies or only essential personal business is expected. Personal long distance calls or use of the fax machine for personal reasons are prohibited.

SUSPENSION FROM JOB

In accordance with Classified Personnel Suspension policy GCK the Superintendent may exercise his/her discretion to suspend (with or without pay), demote, terminate, or otherwise discipline classified employees who violate school or district rules, regulations or policies.

The grievance procedure set forth in Policy GAE(2) shall not apply to suspensions, demotions or terminations of classified employees pursuant to this rule.

STANDARDS OF CONDUCT

Employees who work together on the job should follow established guidelines concerning their conduct and relationships. It is your responsibility as an employee to follow common courtesy when dealing with other workers and supervisors. The Peach County School District shall take a constructive approach to disciplinary matters to insure that all employees are permitted to work in a positive atmosphere.

The Peach County Board of Education reserves the right to search employee personal effects, such as purses, toolboxes, desks, lockers, and closets on the Peach County Board of Education's property.

Violations of standards of conduct and job performance will result in one of the following forms of corrective action:

1. Oral warning
2. Written warning
3. Suspension without pay
4. Discharge and termination from employment

The corrective action shall be based on the seriousness of the infraction, the past record of the employee and the circumstances surrounding the matter.

Although there is no way to list every possible violation of standards of conduct, the following is a partial list of examples of infractions, which shall result in corrective action.

1. Falsifying employment application, time card/sheet, or personnel documents or other Board of Education documents or records.
2. Unauthorized possession of Peach County Board of Education or employee property.
3. Gambling, carrying weapons or explosives, violating criminal laws on Board of education property or violating Board of Education policies or regulations.
4. Fighting, throwing things, horseplay, practical jokes, or other disorderly conduct which may endanger the well-being or safety of any employee or student.
5. Engaging in acts of dishonesty, fraud, theft or sabotage.
6. Threatening, intimidating, coercing, using abusive or vulgar blasphemous language, sexual harassment, or interfering with the performance of other employees.
7. Insubordination or refusals to comply with instructions or failure to perform reasonable duties which are assigned by a supervisor.
8. Unauthorized use of Peach County Board of Education material, vehicles, time, equipment, buildings or property.
9. Damaging or destroying Peach County Board of Education property due to careless or willful act.
10. Conduct which the Peach County Board of Education determines to reflect adversely on the school district or employee.

EMPLOYEE COMPUTER AND INTERNET USE POLICY

All computers, Internet access and the e-mail system are the sole property of the Peach County School District (the "School District") and are provided for the purpose of fulfilling School District goals and are for School District business only. The purpose of Employee Computer and Internet Use policy IFBGC is to provide guidelines and to assist users in determining appropriate use of School District owned computer hardware and software. Noncompliance with this policy may result in discipline up to and including termination and/or criminal prosecution. Computers are provided to users to enhance productivity and to provide access to information relevant to the goals of the district.

Computers are to be used for business purposes only, unless described otherwise in this policy. As such, users' privacy rights are extremely limited. While the School District respects the individual privacy of its personnel, such privacy does not extend to work related conduct or to the use of School District equipment or systems. Users should have no expectation of privacy in the use of computer-related applications. The Peach County School Board Policy Manual is available online at the Georgia School Boards Association and the complete Employee

Computer and Internet Use policy IFBGC may be accessed through the home page of the Peach County Schools at www.peachschools.org.

Employee Social Media Guidelines

Peach County Schools recognizes that many of our staff, students, parents, and community members are active social media users. As a school district, we incorporate social media as part of our communications strategy. The purpose of these guidelines is to help you participate online in a respectful, relevant way that protects your reputation and the reputation of Peach County Schools, and that respects the relationship among employees, students, parents, and community members.

For the purposes of these guidelines, social media includes, but is not limited to, social networking and media sharing sites such as Facebook, Twitter, LinkedIn, Google+, Flickr, Tumblr, Instagram, SnapChat, and YouTube. It also includes blogs, comments on web sites, discussion forums, responses to media stories and any other activity involving connecting or communicating with others. These guidelines complement, but do not replace, any existing policies regarding the use of technology, computers, e-mail and the Internet that are in place at Peach County Schools.

Your Personal Responsibility

Peach County Schools encourage responsible participation in social networking sites, subject to existing policies, including, but not limited to, those concerning non-discrimination, anti-harassment, antibullying, and copyright/fair use. When you identify yourself as a PCBOE employee you are connected with your colleagues, students, parents, and the community. All employees are expected to serve as positive representative for our schools and to remember you are a role model to students in this community. We ask that you carefully consider the public forum you are participating in and act in a way that properly represents both your professional reputation and Peach County Schools. Express your ideas and opinions in a respectful manner. Seek to build trust and responsibility in your relationships. Avoid insulting others, including students, staff, parents, our extended school community, or other school districts. Do not use racial slurs, innuendos, obscenity or other inappropriate content. Avoid posting, sharing, commenting, or otherwise engaging in rumors or unsupported information. Represent the District and the students and parents you serve in the best way possible. Your posts and comments should help build and support the school community. You are responsible for what you post and communications that would be deemed inappropriate if they occurred inside or outside the classroom do not become acceptable merely because they are made online. Always bear in mind that once posted, you cannot take it back.

Specific Guidelines to Consider

Use common sense when posting online. While these guidelines are in no way intended to limit or infringe upon your rights to free speech, it remains good practice to never post anything that would embarrass you or Peach County Schools, or would call your professional reputation into question.

- Social Media can be a useful communication tool, Peach County employees are personally responsible for the content they publish online. Content includes personal comments, links, photographs, audio or video, and content created by other users that you choose to share or re-post. Remember, what you publish will be public for a long time; protect your privacy.
- Once something is posted, you cannot take it back. In most instances, deleting content will not make it disappear. Deleted content can still show up in online searches. Or, with the click of a button, other users can take a screen shot, re-post, or share your content with others. Even if you share your content with a very limited number of people, nothing prohibits your contacts from sharing the information you post.
- Ask yourself if you would want your post in the media. Would you feel comfortable if your content was read by colleagues, your students, parents, or the School Board? If the answer is no, then the content is best not shared.
- Special care should be taken when posting personal photographs. Your social networking site is an extension of your personality and professional reputation. All photographs should be posted with the assumption that they might be shared publicly.
- Content should not include provocative photographs, sexually explicit messages, content showing or promoting the excessive or irresponsible consumption of alcohol or use of drugs, or any activity students are legally prohibited from doing. Remember, even with privacy settings in place, your content could be seen by students or parents or find its way into the public realm.
- The lines between personal and professional are blurred in the online world. When you are online, you may be connected to colleagues, students, parents and the school community. Sometimes those connections may be direct and obvious. Other times the connections may be indirect or via mutual connections. You should ensure that content associated with you is consistent with your work at Peach County Schools.
- Your online behavior should reflect the same standards of honesty, respect, and consideration you apply offline.
- Use your personal email addresses on personal social sites and while engaging in off-duty social media activities or sites that are not connected with or approved by the district. Never use your district email address on personal sites.
- At no time should you claim to be speaking or issuing opinions on behalf of Peach County Schools, except with prior consent from the appropriate supervisor. In instances where there could be confusion, you must add a disclaimer stating that views and content are exclusively your own and not representative of Peach County Schools.
- Employees should not make any derogatory statements about colleagues or students or other comments that would reflect poorly on your professional reputation or the reputation of Peach County Schools. You are ultimately responsible for your comments

and Peach County Schools recommends that you thoughtfully consider your rights and responsibilities prior to posting.

Do not post photos or videos that contain identifying information concerning any students on personal sites. Do not post identifying information of co-workers without their permission. For district-sanctioned sites, such as school Facebook pages, do not post items of students who have opted out, as per district media policy, but you may post items of public events of students and staff who have not opted out, as long as it's not derogatory in nature.

Respect the privacy and rights of both colleagues and students. Confidential student or personnel information should not be posted online. Be sure not to violate any provision of the Family Educational Rights and Privacy Act.

Show proper respect for the laws governing copyright and fair use of copyrighted material owned by others.

Do not use any school logo or image without permission on personal sites. You may use them on district-sanctioned sites.

Do not create any social media account, blog or website intended to represent Peach County Schools without express prior consent from the superintendent or designee.

Any content posted by an employee will be subject to all District policies, rules, regulations, and guidelines. The District is free to view and monitor an employee's website or web log at any time without consent or previous approval. Where applicable, employees may be asked to disclose to the District the existence of and to provide the District with access to an employee's website, web log or other personal social media network as part of an employment selection, review, promotion, or disciplinary process.

SALARIES, DEDUCTIONS, AND BENEFITS

WAGE AND SALARY POLICY

All classified positions with the Peach County Board of Education are covered by a wage or salary schedule based on position, experience and time on the job. New employees are paid according to this schedule. Salary schedules are available through the Human Resources department at Central Office.

INSURANCE

The following insurance programs are available through payroll deduction for permanent, full-time employees: life, health, disability, cancer, dental, and vision.

Free life insurance is provided to every permanent, full-time employee. An additional, optional amount may be purchased by the employee, according to

established guides and rates. The proper forms must be completed and forwarded to the Human Resources department to establish eligibility. All insurance coverage begins the first day of the month following the completion of one full calendar month of service, subject to the described conditions in the plan.

CAFETERIA PLAN

Under a special, approved authorization from the IRS, the cafeteria plan for fringe benefits is available to all employees. If selected, the plan provides that deductions for the selected fringe benefits will be made from the monthly-annual salary before federal taxes, state taxes and Medicare are computed. The result is a significant savings each month which results in more take-home compensation. Each employee must provide written authorization for entry into this program.

Our Cafeteria Plan gives you a “menu” from which to pick and choose among different optional benefit plans. You will find a variety of limits and coverages within these product lines:

1. Individual and Dependent Major Medical
2. Individual and Dependent Dental Insurance
3. Supplemental and Dependent Life Insurance
4. Individual and Dependent Vision Insurance
5. Cancer Supplement
6. Hospital Intensive Care Supplement
7. Disability Income Insurance

SOCIAL SECURITY (FICA) AND MEDICARE TAX

Paraprofessionals, Custodians, School Food Nutrition, Nurses, and Maintenance personnel are covered by Social Security(FICA) and Medicare Tax. The contribution rate for FICA is 6.20% and for Medicare Tax is 1.45% of your taxable salary. The deductions are matched by the Peach County Board of Education.

Teachers and clerical personnel are not covered by Social Security (FICA.) Those employees not covered by FICA and hired after March 31, 1986 will contribute 1.45% of their taxable salary for Medicare Tax. The deductions are matched by the Peach County Board of Education.

RETIREMENT

All employees of the school district are required to participate in a state mandated retirement program. The retirement programs are as follows:

PSERS (PUBLIC SCHOOL EMPLOYEE RETIREMENT SYSTEM)

Custodians, School Food Nutrition, and Maintenance personnel are members of the Public School Employee Retirement System (PSERS).

The mandatory employee contribution rate is \$10.00 per month September through May.

TRS (TEACHER RETIREMENT SYSTEM OF GEORGIA)

Teachers, Administrators, Supervisors, Paraprofessionals, Nurses, and Clerical personnel are members of the Teacher Retirement System (TRS). The employee contribution rate is 6% of your gross salary.

DEFERRED COMPENSATION PLAN

The Peach County Board of Education offers a deferred compensation (before tax savings) plan through Lincoln Financial. Representatives for Lincoln Financial meet with employees throughout the year.

SALARY DEDUCTIONS

Automatic Deductions will be made for the following purposes:

1. Federal Income Tax
2. Georgia Income Tax; 48-7-1 et seq.
3. Tax Sheltered Annuities (when authorized); 45-18-30
4. Health Insurance (when authorized); 45-18-41
5. Other Insurance (when authorized)
6. Days of leave in excess of authorized leave;
7. Retirement (Public School Employee Retirement or Teacher Retirement)
8. Garnishment; 18-4-9, 18-4-20, 18-4-21, 18-4-62

**PEACH COUNTY SCHOOL DISTRICT
2018-2019
CLASSIFIED EMPLOYEE HANDBOOK RECEIPT**

THIS HANDBOOK CONTAINS A PORTION OF THE POLICIES AND PROCEDURES WHICH APPLY TO MY EMPLOYMENT WITH THE PEACH COUNTY SCHOOL DISTRICT. I AGREE TO READ THE HANDBOOK AND FOLLOW IT DURING MY EMPLOYMENT. I FURTHER UNDERSTAND THAT POLICIES AND REGULATIONS MAY CHANGE AND THAT MY SUPERVISOR WILL COMMUNICATE THESE CHANGES TO ME ON THEIR EFFECTIVE DATE.

I HAVE RECEIVED A COPY OF THE PEACH COUNTY SCHOOL DISTRICT CLASSIFIED EMPLOYEE HANDBOOK.

Employee Signature

Date

Printed Employee Name

Employee's Supervisor

Date