Maury County Public Schools

Support Staff Employee Handbook

Revised: June 2015

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The Maury County Board of Education does not discriminate on the basis of race, creed, religion, national origin, age, gender, marital status, disability, or any other unlawful area in the operations of its educational programs and in personnel administration.
On behalf of your colleagues, Welcome to Maury County Public Schools!

We believe that each employee contributes directly to Maury County Public School’s growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with Maury County Public Schools.

We hope that your experience here will be challenging, enjoyable, and rewarding. Please contact the Human Resources Department with any concerns or questions you may have.

Again, welcome to the Maury County Public Schools Team!
We look forward to working with you.

Human Resources Team:

Amanda A. Hargrove           Human Resources Supervisor          ext. 8117
Teneke Claybourne             Benefits Coordinator                   ext. 8118
Debbie McKnight               Human Resources Associate               ext. 8119
Tiffany Turner                Human Resources Associate               ext. 8120
Employee Acknowledgement

The employee handbook describes important information about Maury County Public Schools, and I understand that I should consult the Human Resources Department regarding any questions not answered in the handbook. I have entered into my employment relationship with Maury County Public Schools voluntarily and acknowledge that there is no specified length of employment. Accordingly, either Maury County Public Schools or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are subject to change, I acknowledge that revisions to the handbook may occur, except to Maury County Public School’s policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the elected officials of the Maury County Board of Education have the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.
TENNESSEE REPLEVIN LAW
The Law:


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

(b) A violation of this section is a Class A misdemeanor.

(c)(1) Upon notification from any public official having custody of government records, including those created by municipal, county or state government agencies, that records have been unlawfully removed from a government records office, appropriate legal action may be taken by the city attorney, county attorney or attorney general, as the case may be, to obtain a warrant for possession of any public records which have been unlawfully transferred or removed in violation of this section.

(2) Such records shall be returned to the office of origin immediately after safeguards are established to prevent further recurrence of unlawful transfer or removal. [Acts 1989, ch. 591, § 1; 1998, ch. 906, § 1.]

Cross-References: Penalty for Class A misdemeanor- 39-16-501 – 39-16-507 are referred to in § 40-Demeanor, § 40-35-111. 12-201. Section to Section References. Sections This section is referred to in § 5-23-107.

The Explanation:
Possession and sale by private individuals of any government record is prohibited in Tennessee according to Tennessee Code Annotated § 39-16-504. Called the Replevin law, it prohibits the removal of records from governmental agencies in the state. This law includes all records created by state, county, or municipal government. Section (a)(3) states that it is unlawful to, “Intentionally and unlawfully destroy, conceal, remove or otherwise impair the verity, legibility or availability of a government record.” Section (c)(1) and (2) further state that, “Upon notification from any public official having custody of government records, including those created by municipal, county or state government agencies, that records have been unlawfully removed from a government records office, appropriate legal action may be taken by the city attorney, county attorney, or general attorney, as the case may be, to obtain a warrant for possession of any public records which have been unlawfully transferred or removed in violation of this section,” and that “such records shall be returned to the office of origin immediately after safeguards are established to prevent further recurrence of unlawful transfer or removal.”

Violating this law is a Class A misdemeanor.
Section 39-16-504 Tennessee Code Annotated, *Destruction of and tampering with governmental records (Tennessee Replevin Law)*, states:

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

b) A violation of this section is a Class A misdemeanor. (Acts 1989, ch. 591)
FERPA/CONFIDENTIAL INFORMATION ACKNOWLEDGEMENT

The Family Educational Rights and Privacy Act (FERPA), a Federal law, states that any information which relates to the educational program of instruction of a student is an “education record.” Education records may include, but are not limited to: teacher notes regarding a student; special education documents, including IEP materials; student assessments; Star Student information and other Portal materials. The law requires that a School District, with certain exceptions, obtain a parent’s written consent prior to the disclosure of personally identifiable information from a child’s education records.

In addition to FERPA, the National School Lunch Act (NSLA) provides additional confidentiality protection to information regarding students who participate in free and reduced lunch programs.

A School District may disclose appropriately designated “Directory information” in certain school publications and to certain outside companies without written consent. However, parents may advise the District that they do not wish even for their child’s Directory information to be disclosed, in accordance with District procedures.

Because of a parent’s rights to protect their child’s confidential educational records, all employees of the Maury County School System must take extreme care with information about students which they come into contact with on a daily basis. Furthermore, all employees of the Maury County School System must not release or discuss confidential student information to/with third parties who do not have a right to receive or review such information. If an employee of the Maury County School System has a concern regarding the possible disclosure of confidential student information, they should discuss that concern with their supervisor and the Director of Schools BEFORE disclosing the information to a third party.

ACKNOWLEDGEMENT

After reviewing the foregoing, I understand that as an employee of the Maury County Public School System, I am bound by the requirements of FERPA and must take precautions in maintaining the confidentiality of student education records. If any circumstance arises which I am concerned may involve a disclosure of confidential student information, I will contact my supervisor and the Director of Schools before disclosing the information or discussing the information with a third party.

I understand that maintaining confidentiality of student information is part of the responsibilities and requirements as to my employment position with the Maury County Public School System. I understand that failure to follow these requirements may result in disciplinary action.
Employment

101 Nature of Employment

This handbook is intended to provide employees with a general understanding of our personnel policies for classified employees. Classified employees are encouraged to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with Maury County Public Schools. Maury County Board of Education Policy supersedes any information in this handbook. In the event there is conflict between this handbook and Board Policy, Maury County Board of Education Policy will prevail.

This handbook cannot anticipate every situation or answer every question about employment. **It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor Maury County Public Schools is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.**

In order to retain necessary flexibility in the administration of policies and procedures, Maury County Public Schools reserves the right to change, revise, or eliminate any of the policies, procedures, and/or benefits described in this handbook, except for its policy of employment-at-will. The only recognized deviations from the stated policies are those authorized and signed by the Director of Schools.

102 Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Maury County Public Schools will be based on merit, qualifications, and abilities. Maury County Public Schools does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, familial status, or any other characteristic protected by law.

Maury County Public Schools will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

In addition to a commitment to provide equal employment opportunities to all qualified individuals, Maury County Public Schools has established an affirmative action program to promote opportunities for individuals in certain protected classes throughout the organization.

Maury County Public Schools complies with Section 504 of the Rehabilitation Act of 1973 and Title VI of the Civil Rights Act of 1964.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Department. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.
103 Business Ethics and Conduct

The successful business operation and reputation of Maury County Public Schools is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of Maury County Public Schools is dependent upon our community's trust, and we are dedicated to preserving that trust. Employees owe a duty to the Board of Education and our children to act in a way that will merit the continued trust and confidence of the public.

Maury County Public Schools will comply with all applicable laws and regulations and expect all employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Human Resources Department for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Maury County Public Schools employee.

104 Employee Medical Examinations

All classified employees must complete a "Medical History Form" prior to employment. This form must be submitted to the Human Resources Department.

Current employees may be required to take medical examinations to determine fitness for duty. Such examinations will be scheduled at reasonable times and intervals and performed at Maury County Public School’s expense.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.

Upon initial hiring, all bus drivers must pass a Tennessee Department of Transportation physical. Each year after, all bus drivers must pass a physical examination prior to the beginning of each school year. These physical examinations will alternate between a regular physical and a Tennessee Department of Transportation physical as determined by the physician and T.D.O.T requirements. Physical examination forms that meet T.D.O.T. requirements will be provided by Maury County Public Schools Transportation Department. Maury County Public Schools reserves the right to designate a physician to perform the physical examinations.

105 Immigration Law Compliance

Maury County Public Schools is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.
In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Maury County Public Schools within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resources Department. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

**106 Disability Accommodations**

Maury County Public Schools is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Persons with disabilities will be provided meaningful employment opportunities. Upon request, assistance will be made available in completing the application. Pre-employment inquiries are made only regarding an applicant's ability to perform the essential functions of the position.

Post-offer medical examinations are required only for those positions in which there is a bona fide job related physical requirement. They are given to all persons entering the position only after conditional job offers. Medical records will be kept separate and confidential.

Reasonable accommodation is available to all disabled employees where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Maury County Public Schools does not discriminate against any qualified employees or applicants because they are related to or associated with a person with a disability. Maury County Public Schools will follow any state or local law that provides individuals with disabilities greater protection than the Americans with Disabilities Act.

This policy is neither exhaustive nor exclusive. Maury County Public Schools is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

**107 Job Postings**

Maury County Public Schools provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. Notices of all regular, full-time and part-time job openings are posted on Maury County Public schools website. [www.mauryk12.org](http://www.mauryk12.org) Maury County Public Schools reserves its discretionary right not to post a particular opening.
Classified Job Postings normally remain open for 5 days unless a shortened posting has been requested. Each job posting notice will include the dates of the posting period, job title, department, location, contact person, and description/qualifications (required skills and abilities).

Eligible employees may apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should submit an application online at www.mauryk12.org. Click on the Human Resources tab. Follow the directions to apply online.

Maury County Public Schools recognizes the benefit of developmental experiences and encourages employees to talk with their supervisors about their career plans. Supervisors are encouraged to support employees’ efforts to gain experience and advance within the organization.

An applicant's supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

Job postings are a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the Supervisor of Human Resources. Other recruiting sources may also be used to fill open positions in the best interest of the organization.

**Employment Status & Records**

**201 Employment Categories**

It is the intent of Maury County Public Schools to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by Maury County Public Schools management.

In addition to the above categories, each employee will belong to one other employment category:

- **REGULAR FULL-TIME** employees are those who are not in a temporary or introductory status and who are regularly scheduled to work Maury County Public School’s full-time schedule for a minimum of thirty (30) hours per week. Generally, they are eligible for Maury County Public Schools benefit package, subject to the terms, conditions, and limitations of each benefit program.

- **PART-TIME** employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 30 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers’ compensation insurance), they are not eligible for all of Maury County Public Schools other benefit programs.

- **PROBATIONARY** employees are employees whose performance is being evaluated to determine whether further employment in a specific position or with Maury County Public Schools is appropriate.
• **INTERIM** employees are those who are hired as replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Interim employees receive all legally mandated benefits such as workers’ compensation insurance and Social Security.

All classified employees are employed by the Director of Schools on a year to year basis under the authority of the Maury County Board of Education. They are assigned to specific job titles (classifications) and work sites/departments. The Director of Schools may assign employees to specific positions as the need requires. No classified employee may hold two (2) full-time positions or two (2) substitute positions on any one given day. The times of the workday for two (2) classified positions will not overlap. **Classified employees will not work more than forty (40) hours per week unless overtime pay is approved prior to the dates to be worked.**

No employee shall work under the direct supervision of a member of his/her immediate family (see Maury County Board of Education policy 5.108). Immediate family includes: spouse, children, parents, parents-in-law, brothers, sisters, brothers-in-law, and sisters-in-law.

If an employee desires a transfer to another job or work site, he/she may apply as jobs are advertised. Employees must complete a transfer application. The transfer application is found on the Maury County Public Schools website ([www.mauryk12.org](http://www.mauryk12.org)). Click on the Human Resources tab. Follow the instructions to apply on line.

Experience gained with Maury County Public Schools may or may not count toward salary rating in a new position.

### 202 Access to Personnel Files

Maury County Public Schools maintains an official personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals, documentation of salary increases, and other employment documents. Worksite files are not part of the official file housed at the Central Office.

Employees who wish to review their own file should contact the Human Resources Department. With reasonable advance notice, employees may review their own personnel file at Maury County Public Schools Administrative Offices in the presence of an individual appointed by Maury County Public Schools to maintain the files. Copies may be obtained at a rate set by Maury County Public Schools.

### 203 Employment Reference Checks

The Human Resources Department will respond in writing only to reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

### 204 Personnel Data Changes

It is the responsibility of each employee to promptly notify Maury County Public Schools of any changes in personnel data. Employee mailing addresses, telephone numbers, number and names of dependents,
and individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Human Resources Department as soon as possible so that your file will remain current and information may be handled correctly.

205 Probationary Period

The probationary period is intended to give employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Maury County Public Schools uses this period to evaluate employee capabilities, work habits, and overall performance. The immediate supervisor will evaluate the probationary employee one (1) time during the ninety (90) day introductory period.

All new, rehired, and reassigned employees work on a probationary basis for the first ninety (90) calendar days after their date of hire or reassignment to a new position. These employees will receive the appropriate rate of pay at the beginning of employment consistent with any new job classification. Any significant absence may extend a probationary period by the length of the absence.

The employee must receive a satisfactory evaluation from the immediate supervisor in order to advance beyond probationary status. Upon satisfactory completion of the probationary period, employees enter the “regular” employment classification. The employee will be paid at the appropriate rate of pay for that specific job classification.

During the probationary period, new employees are eligible for those benefits that are required by law, such as workers’ compensation insurance and Social Security. They may also be eligible for other Maury County Public Schools’ provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

206 Employment Applications

Maury County Public Schools relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Knowingly falsifying information required by TCA 49-5-406(a)(1) shall be sufficient grounds for termination of employment and shall also constitute a Class A misdemeanor which must be reported to the District Attorney for prosecution. The accuracy of such information may be verified by fingerprint and criminal history record check conducted by the TBI pursuant to TCA 49-5-413(a).

207 Performance Evaluation

The evaluation of classified personnel will cover the major areas of the employee's responsibilities and will include the following: appearance, initiative, judgment, attitude, attendance, and knowledge of the job, quality of work, time management, dependability, and safety.

The following guidelines will be followed:
1. The employee's immediate supervisor has the responsibility for informing each employee in advance of the criteria to be used in evaluation.

2. Each employee will be given an explanation of his or her duties and responsibilities and guidance in performing them satisfactorily by his or her immediate supervisor. Job descriptions are available in the Human Resources Department.

3. The immediate supervisor will exert every effort to encourage staff members to develop their performance to an optimum degree.

4. Performance appraisals will be continuous and will not be limited to items and procedures set for formal evaluations.

5. When aspects of an employee's performance need improvement, the immediate supervisor will specifically identify those areas needing improvement (improvement plan). Subsequent evaluations will address themselves to any improvement or to any continuing difficulty observed.

6. The evaluation will not be a contract obligation of the school system or a contract right of the employee. It is not intended to create, nor will be construed or understood to create, an expectation or assurance of continued employment.

7. Neither the substance nor the content of the evaluation will be subject to the grievance process.

8. Employees will be given copies of their formal evaluations.

9. Formal Evaluation Procedures:

   A. Probationary employees (part-time and full-time) will be formally evaluated once during their first three (3) months of employment.
   B. All other classified employees (part-time and full-time) will be formally evaluated on an annual basis.

10. The employee's immediate supervisor will administer the employee's evaluation.

**Employee Benefits Program**

**301 Employee Benefits**

Eligible employees at Maury County Public Schools are provided a wide range of benefits. A number of the programs cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. The Human Resources Department can identify the programs for which you are eligible. Details of these programs can be received by contacting the Human Resources Department.

The following benefit programs are available to eligible employees:

- Cafeteria Plan
- Credit Union
- Dental Insurance
At the beginning of each school year, full-time employees will be entitled to one (1) day of sick leave allowance for each month of employment. Unused sick leave days will be accumulated from year to year with a maximum of sixty (60) days with the exception of bus drivers who are paid for any unused vacation and sick leave remaining at the end of each school year.

"Sick Leave" will mean leave of absence of an employee from natural causes, accident or quarantine or illness or death of a member of the immediate family of an employee, including the employee's wife or husband, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law.

Sick leave will be charged in one-half (1/2) day increments.

Regular full-time classified employees may request that two (2) of their accumulated sick leave days be used as personal/discretionary days. Personal/discretionary days are not cumulative. Discretionary days will be deducted from accumulated sick days at a maximum of two (2) days per school year.

Time off is paid at the employee's base pay rate at the time of illness. It does not include overtime or any special forms of compensation.

Bus drivers do not accrue sick leave, but are paid for the balances in their accounts at the end of the school year.

When a classified employee retires under the TCRS retirement plan, accumulated sick leave will be paid out at the rate of $10 per day.

**303 Vacation Benefits**

Regular full-time employees are eligible to earn and use vacation time as described in this handbook. Upon initial eligibility the employee is entitled to 1 day for every month worked, up to 12 vacation days each year, which is accrued monthly. In the event that an employee begins work in the middle of the month, he/she will receive 1 vacation day for that initial month if he/she works 10 or more days during that month.
Vacation is available to eligible employees. Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. They may request use of vacation time after it is earned. To take vacation, employees must request and receive advance approval from their supervisors.

Time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation.

In the event that accrued vacation is not used, the employee may accrue a total balance not to exceed thirty (30) days.

Bus drivers do not accrue vacation leave; they are paid for any unused vacation days at the end of the school year.

Custodians must take vacation during the year it is earned. Forfeiture of all unused vacation will result if not taken during the fiscal year.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work. However, if Maury County Public Schools, in its sole discretion, terminates employment for cause, forfeiture of unused vacation time may result.

When a classified employee retires under the TCRS retirement plan, accumulated vacation benefits will be paid out at the employees’ regular rate of pay.

**304 Workers' Compensation Insurance**

Maury County Public Schools provides worker’s compensation coverage for all employees. If you have an on-the-job injury or accident, you must comply with the following instructions:

1. When an on-the-job injury or accident occurs, the employee must *immediately* notify their principal, immediate supervisor, or department head. If the injury is life threatening, the employee should be transported immediately to the emergency room. The Human Resources Department at the Maury County Board of Education’s Central Administrative office shall be notified as soon as possible. An employee occurrence report should be faxed to (931-840-4410) immediately and the original can be sent via courier.

2. If medical treatment is needed, the employee’s treatment must be provided by an authorized health care facility or physician

3. The principal, immediate supervisor or secretary will notify the Human Resources Department for proper authorization of the appropriate medical provider for the specific injury. Notification shall be received by the Human Resources Department immediately after the employee reports the injury.

4. A panel of physicians is posted at all school locations and the Central Administrative Office. Please contact the Human Resources Department for a copy of the panel.
5. If the panel of physicians or approved facility cannot provide necessary treatment, the employee will be referred to another authorized physician or approved medical facility. Please contact the Human Resources Department for referral of authorized physicians.

6. Serious injuries requiring immediate emergency treatment such as unconsciousness, shock, profuse bleeding, broken bones, etc., shall warrant emergency treatment.

7. For all serious emergencies, call 911. Only if you are qualified, should you administer first aid until professional help arrives.

8. Injuries not requiring emergency treatment should be treated by one of the physicians on the authorized panel. Verbal authorization and completion of the proper forms must be done through the Human Resources Department prior to receiving treatment. Failure to comply with these procedures may result in the employee paying for the unauthorized services.

9. If an employee is absent from work due to a work-related injury, the injured employee must contact the Human Resources Department regarding compensation benefits. Compensation will be paid at 66 2/3% of the employee’s average weekly wages based on 1 year prior to injury date. Worker’s Compensation wage benefits will start on the eighth day after missing seven consecutive authorized days from work.

305 Jury Duty or Other Government Service

Employees must notify their immediate supervisor of any elected position or jury duty summons as soon as possible so that the supervisor may make arrangements to accommodate their absence. Employees are expected to report for work whenever elected duties allow or the court schedule permits.

Maury County Public Schools will continue to provide health insurance benefits for the full term of the jury duty absence.

Vacation, sick leave, and holiday benefits will continue to accrue for eligible employees during jury duty leave.

Compensation for time served as a juror must be submitted to the Payroll Department at the Central Office. Documentation will be requested for verification of jury duty.

306 Benefits Continuation (COBRA)

WHAT IS COBRA?
The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) is a federal law that allows eligible employees and/or dependents (spouse and children) who are losing their health or dental benefits to continue coverage in certain circumstances where coverage might otherwise end. Qualified beneficiaries may be eligible to continue coverage for a specific length of time following certain qualifying events provided application is made within 60 days of the loss of eligibility. Through COBRA, individuals pay the entire monthly premium plus a two percent administrative fee, and may be able to remain insured with their health plan for up to 18, 29, or 36 months. All COBRA benefit questions should be directed to Benefits Administration at 1-800-253-9981. Current premiums are available from Benefits Administration or your agency benefits coordinator.

WHO IS ELIGIBLE?
COBRA coverage is available to qualified beneficiaries. Qualified beneficiaries include an employee, the employee’s eligible spouse and dependent children who were covered under the state group insurance program immediately prior to termination.

**Qualifying Events for Employees**
Employees already insured may continue single or family health or dental coverage for a maximum of 18 months if coverage is lost due to one of the following events:

- Employment is terminated (either voluntary or involuntary) for any reason other than gross misconduct; or
- Work hours are reduced below the eligibility criteria making the employee ineligible for coverage (example: changing to a part-time position).

**Qualifying Events for Dependents**
Dependents already insured may continue coverage under COBRA for 18 months based on the events listed for employees. Furthermore, dependents may continue coverage for an additional 18 months - maximum of 36 months - if coverage is lost due to one of the following events:

- The employee’s death;
- The employee and spouse divorce; or
- A dependent child is no longer eligible as a dependent (married, in the armed forces on a full-time basis, over age 24 unless incapacitated, etc.).

No one may extend health coverage through COBRA for more than 36 consecutive months from one employer.

**307 Longevity Pay**

Full-time classified employees are eligible for longevity pay after completing three (3) years of continuous service as of October 31st of the current year. Employees who have been employed continuously as an Interim and/or Full-time employee for more than three (3) years, have worked 30 hours a week, and have worked without a break in service will also be eligible for this pay. Employees who work less than 30 hours per week and seasonal employees are not eligible for longevity pay. Credit for partial years of service will not be given. The Board will determine the amount and limits of longevity pay. Longevity payments are subject to budget appropriations in the annual budget.

According to IRS regulations, this will be processed as "Supplemental Wages" and income tax will be withheld at a variable rate. "Supplemental Wages" are also subject to Social Security and Medicare taxes. Retirement, if eligible, will also be deducted from this pay.
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*Food service days worked may vary.
Timekeeping/Payroll

401 Timekeeping

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require Maury County Public Schools to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Nonexempt employees should not report to work prior to the scheduled starting time nor stay beyond the scheduled stop time more than a total of thirty (30) minutes daily without expressed, prior authorization from their supervisor. The employee's immediate supervisor must authorize work in excess of 40 hours per week.

It is the employee's responsibility to sign the time records to certify the accuracy of all time recorded. The supervisor will also review and then sign the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record. If the supervisor authorizes overtime, the supervisor must initial the addition of hours on the time sheet when he/she signs it.

All time sheets must be submitted in a timely manner in order to meet payroll deadlines.

402 Administrative Pay Corrections

Maury County Public Schools takes all reasonable steps to ensure employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Payroll Department at the Central Administrative Offices so that corrections can be made no later than the next regularly scheduled payroll.

403 Lost Payroll Checks

In the event a payroll check is lost by the employee, the employee must notify the Payroll Department in writing and allow 10 days for the check to be located.

If the lost check is not located within the 10 day waiting period, then a replacement check will be issued not later than the next regular scheduled payroll period after the 10 day waiting period has expired.

404 Duplicate Payroll Stubs and W2’s

If an employee requests a copy of a payroll stub, the employee must make a request in writing, to the Payroll Department. A copy will be provided in five business days. After 3 requests, there will be a charge at the current copy rate.
If an employee requests a copy of their W2 form, the employee must make a request in writing, to the Payroll Department. A copy will be provided in five business days. There will be a $5.00 charge for each additional W2 form.

Work Conditions & Hours

501 Work Schedules (Refer to 501-Exhibit)

Work schedules for employees vary throughout the school system. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flextime may be possible if a mutually workable schedule can be negotiated with the supervisor involved on a limited as needed basis; however, such issues as staffing needs, the employee's performance, and the nature of the job will be considered before approval of flextime. The immediate supervisor must approve all flextime.

502 Overtime

When operating requirements or other needs cannot be met during regular working hours, employees may need to work overtime. Overtime pay is based on actual hours worked in excess of 40 hours per week. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Employees who work overtime without receiving prior authorization from the supervisor may be subject to disciplinary action, up to and including possible termination of employment.

503 Emergency Closings

At times, emergencies such as severe weather, fires, power failures, etc., can disrupt school operations. In extreme cases, these circumstances may require the closing of work sites. In the event that such an emergency occurs during non-working hours, local radio, television stations, social media, and/or parent notification systems will be asked to broadcast notification of the closing.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be unpaid. However, employees may use available paid leave time, such as unused vacation benefits or a personal/discretionary day.

504 Visitors in the Workplace

To provide for the safety and security of employees and the facilities at Maury County Public Schools, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.
Because of safety and security reasons, family and friends of employees are discouraged from visiting. In cases of emergency, employees will be called to meet any visitor outside his/her work area.

All visitors should enter the work site at the main entrance and sign in at the office. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on Maury County Public School’s premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the main entrance.

**Leaves of Absence**

**601 Medical Leave**

Maury County Public Schools provides medical leaves of absence without pay or with pay for employees who have accrued sick leave days or who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary or residential medical care facility; continuing treatment by a health care provider, and temporary disabilities associated with pregnancy, childbirth, and related medical conditions. Where applicable under the American with Disabilities Act (ADA), additional unpaid leave for disabled employees who have been on a leave of absence, but who are unable to return to work within a specific time frame, will be determined on a case by case basis.

Employees in the following employment classifications are eligible to request medical leave as described in this policy:

- Regular full-time employees
- Regular part-time employees

Eligible employees should make requests for medical leave to their supervisors at least **thirty (30) days in advance** of foreseeable events and as soon as possible for unforeseeable events.

A health care provider’s statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to Maury County Public Schools. Employees returning from medical leave may be asked to submit a health care provider’s verification of their fitness to return to work.

According to the Family and Medical Leave Act, eligible employees are normally granted leave for the period of disability up to a maximum of twelve (12) weeks within any twelve (12) month period. An “eligible employee” is defined as one who has been employed at least 1,250 hours of service during the previous twelve (12) month period. Any combination of medical leave and family leave may not exceed this maximum limit. If the initial period of approved absences proves insufficient, consideration will be given to a request for an extension.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will not be suspended during the paid leave as long as the employee maintains a balance of accrued leave days. Benefits will continue upon return to active employment.
In order that an employee’s return to work can be properly scheduled, an employee on medical leave shall provide Maury County Public Schools with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, Maury County Public Schools may take disciplinary action, up to and including, termination.

602 Bereavement

Three (3) days of bereavement leave (not charged to sick or personal leave) shall be granted each school year to each full-time employee. These days may be utilized in the event of the death of a member of the immediate family of an employee. The immediate family is defined as the employee’s wife or husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law. These days are not cumulative, and must be taken within a reasonable period of time.

603 Other Leaves of Absence (Refer to MCPS Board Policy Manual)

Employee Conduct & Disciplinary Action

700 Grievance Procedures

The purpose of the grievance procedure is to promote fair treatment of all employees and to resolve conflicts. It is the right of each employee to use the school system’s grievance procedure if he/she feels improperly or unfairly treated.

A grievance shall mean a complaint by an employee of unfair, improper or inequitable treatment.

A grievant shall mean the person filing the grievance.

All time limits consist of business days, except when a grievance is submitted with fewer than ten (10) days remaining before the close of the current school term. Personnel with grievances shall go to the person next in authority. The Board of Education should be appealed to only after the chain of command has been followed without satisfactory explanation or disposition of the problem or situation.

Any employee having a grievance may present it through the following steps:

Step 1

The employee must present the grievance in writing to a complaint manager or a designee of the complaint manager who will arrange for a meeting to take place within five (5) business days after receipt of the grievance. During the course of any investigation regarding a grievance, the identity of the employee filing the grievance shall not be disclosed except: (1) as required by law; or (2) as necessary to fully investigate the complaint; or (3) as authorized by the employee filing the grievance. Within five (5) business days of the meeting, the grievant shall be provided with the complaint manager’s or designee written response. In some cases, the investigation may take longer than the five (5) business days allowed following the meeting with the grievant. In these cases, the grievant will be contacted by a complaint manager and will be notified of a time period in which to expect a response.
The response shall also be filed with the Director of Schools. In the instance where an employee feels, for personal reasons, that he/she cannot discuss the grievance with the complaint manager or the designee, the employee may file the grievance with the Director of Schools.

Step 2

If the grievance is not resolved at Step 1, then the employee may appeal the grievance to the Director of Schools. This appeal must occur within five (5) business days of the receipt of the Step 1 response. The Director of Schools will arrange a meeting to take place within five (5) business days of receipt of the appeal. Within five (5) business days of the meeting, the employee shall be provided with the Director of Schools’ written response.

Complaint Manager for employees is the Supervisor of Human Resources, Amanda A. Hargrove. Mrs. Hargrove’s contact information is:

501 West 8th Street, Columbia, TN 38401
(931) 388-8403 ext. 8117
alexandera1@mauryk12.org.

At each step the employee may be accompanied by one employee of the school system; however, this employee shall not serve as the principle spokesperson for the grieving employee.

Failure by the employee to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered.

Nothing in this document shall be construed as denying an employee the right to consult with any supervisory or administrative officer in the school system.

At any level the time limits may be mutually extended.

701 Employee Conduct and Work Rules

Maury County Public Schools’ Employee Code of Conduct establishes the context of our standards of all employees in the school system and the expected employee’s behavior. The Code of Conduct applies to all employees setting a clear expectation that the standards be followed in all job related activities. Code violations will be administered within the context of reasonableness, consistency, and fairness for all employees. Questions concerning the Employee Code of Conduct should be directed to the Human Resources department. The Employee Code of Conduct may be found on the MCPS website www.mauryk12.org. Printed copies may also be obtained by contacting the Human Resources department.

Sexual Harassment of Employees

Sexual Harassment activity by any employee will not be tolerated. Sexual harassment is defined as conduct, advance, gestures or words of a sexual nature which:

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

Victims of sexual harassment should report these conditions to the appropriate school/site supervisor. If the employee’s direct administrator or supervisor is the offending person, the report shall be made to the next higher level of administrator or supervision. Confidentiality will be maintained and no reprisals or retaliation will occur as a result of good faith reporting of charges of sexual harassment.

In determining whether alleged conduct constitutes sexual harassment, all of the circumstances, including the nature of the conduct and the context in which the alleged conduct occurred will be investigated. If an employee feels he/she has been harassed, contact complaint manager, Amanda A. Hargrove, Human Resources Supervisor at (931) 388-8403 ext. 8117.

Any employee found to have engaged in sexual harassment shall be subject to sanction, including, but not limited to, warning, suspension, or termination.

702 Attendance and Punctuality

To maintain a safe and productive work environment, Maury County Public Schools expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Maury County Public Schools. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

703 Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image Maury County Public Schools presents to students and visitors.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions.

704 Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with Maury County Public Schools. Although advance notice is not required, Maury County Public Schools requests at least two (2) weeks written resignation notice from all employees. Forms for this purpose may be obtained from the MCPS website under the Human Resources tab or employees may write a letter of resignation. Employees must return all property of Maury County Public Schools (keys, uniforms, etc.) to the immediate supervisor/department head before receiving their last paycheck.

If an employee does not provide advance notice as requested, the employee may be considered ineligible for rehire.
705 Drug Testing

Maury County Public Schools is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. To help ensure a safe and healthful working environment, job applicants and employees may be asked to provide body substance samples (such as urine and/or blood) to determine the illicit or illegal use of drugs and alcohol. All persons applying for Bus Driver positions will be required to take a drug test at the expense of Maury County Public Schools. All other employees recommended for positions will be required to submit to a drug screen at the expense of Maury County Public Schools. The employee’s refusal to submit to drug testing may result in disciplinary action, up to and including termination of employment.

The Employee Assistance Program (EAP) provides confidential counseling and referral services to employees for assistance with such problems as drug and/or alcohol abuse or addiction. It is the employee's responsibility to seek assistance from the EAP prior to reaching a point where his or her judgment, performance, or behavior has led to imminent disciplinary action. Participation in the EAP after the disciplinary process has begun may not preclude disciplinary action, up to and including termination of employment. For more information on how you can receive confidential counseling, contact the Benefits Coordinator, Teneke Claybourne, in the Human Resources Department. Ms. Claybourne may be reached at (931) 388-8403 ext. 8118.

706 Criminal Background Check

Maury County Public Schools shall require all employees working in proximity to students to submit to fingerprint samples and a criminal background check that will be conducted by the Tennessee Bureau of Investigation / Federal Bureau of Investigation. Employment is contingent upon receiving a satisfactory criminal history background check.

Any reasonable costs incurred by the TBI/FBI in conducting such investigations of applicants will be paid by Maury County Public Schools. If the employee is terminated or resigns prior to the end of the school term, the cost of the background check will be deducted from his/her last paycheck.

Miscellaneous

800 Life-Threatening Illnesses in the Workplace

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. Maury County Public Schools supports these endeavors as long as employees are able to meet acceptable performance standards. Maury County Public Schools will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. Maury County Public Schools will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.


801 Classified Employee Retirement

Since January 1, 2000, Maury County Public Schools has provided retirement benefits for full-time classified employees under Tennessee Consolidated Retirement System (TCRS). Full-time employees of Maury County are covered under Group I of the retirement system as a condition of employment. Any full-time classified employee who was an employee prior to January 1, 2000, had a one-time option to enroll in the retirement system.

A full time employee attains vesting rights after five (5) years of service. A vested member is one who has accrued enough years of service to guarantee a retirement benefit once age requirements are met. All members must attain vested status to qualify for retirement benefits. Any member who is out of service for a period of seven years before attaining a vested status shall lose membership.

A vested member’s membership shall continue until he/she terminates employment and withdraws his/her contributions, retires or dies. A non-vested member who loses membership must request a refund of any contributions credited to his/her account in the retirement system.

If retiring, the participant is eligible to withdraw their contributions, county contributions and any interest accrued. If resigning, participants are eligible to withdraw only the contributions they have made plus any interest that has accrued.

Classified employees who retire or die while covered under the TCRS retirement plan will be paid for accrued sick leave at the rate of $10.00 per day.
New Health Insurance Marketplace Coverage Options and Your Health Coverage

PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

What is the Health Insurance Marketplace?
The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

Can I Save Money on my Health Insurance Premiums in the Marketplace?
You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?
Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.¹

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution -as well as your employee contribution to employer-offered coverage- is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

How Can I Get More Information?
For more information about your coverage offered by your employer, please check your summary plan description or contact .

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit HealthCare.gov for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

¹ An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.
PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer Name
   Maury County Public Schools
4. Employer Identification Number (EIN)
   62-6000745
5. Employer Address
   501 West 8th Street
6. Employer Phone Number
   (931) 388-8403
7. City
   Columbia
8. State
   TN
9. Zip Code
   38401
10. Who can we contact about employee health coverage at this job?
   Teneke Claybourne, Benefits Coordinator
11. Phone number (if different from above)
12. Email address
   tclaybourne@mauryk12.org

Here is some basic information about health coverage offered by this employer:

- As your employer, we offer a health plan to:
  □ All employees.
  □ Some employees. Eligible employees are:
    • Full-time employees regularly scheduled to work at least 30 hours per week
    • Seasonal or part-time employees with 24 month of service and certified by their appointing authority to work at least 1,450 hours per fiscal year, (July-June)
- With respect to dependents:
  □ We do offer coverage. Eligible dependents are:
    • Your spouse (legally married) — Article XI, Section 18 of the Tennessee Constitution provides that a marriage from another state that does not constitute the marriage of one man and one woman is "void and unenforceable in this state"
    • Natural or adopted children
    • Stepchildren
    • Children for whom you are the legal guardian
    • Children for whom the plan has qualified medical child support orders
  □ We do not offer coverage.

- If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

** Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, HealthCare.gov will guide you through the process. Here's the employer information you'll enter when you visit HealthCare.gov to find out if you can get a tax credit to lower your monthly premiums.

The information below corresponds to the Marketplace Employer Coverage Tool. Completing this section is optional for employers, but will help ensure employees understand their coverage choices.

13. Is the employee currently eligible for coverage offered by this employer, or will the employee be eligible in the next 3 months?
   □ Yes (Continue)

13a. If the employee is not eligible today, including as a result of a waiting or probationary period, when is the employee eligible for coverage?

        _______________ (mm/dd/yyyy) (Continue)
14. Does the employer offer a health plan that meets the minimum value standard*?

- Yes (Go to question 15)
- No (STOP and return form to employee)

15. For the lowest-cost plan that meets the minimum value standard* offered **only to the employee** (don't include family plans): If the employer has wellness programs, provide the premium that the employee would pay if he/she received the maximum discount for any tobacco cessation programs, and didn't receive any other discounts based on wellness programs.

   a. How much would the employee have to pay in premiums for this plan? $0_

   b. How often?  ☐ Weekly  ☐ Every 2 weeks  ☐ Twice a month  ☑ Monthly  ☐ Quarterly  ☐ Yearly

If the plan year will end soon and you know that the health plans offered will change, go to question 16. If you don't know, STOP and return form to employee.

16. What change will the employer make for the new plan year?

- ☐ Employer won't offer health coverage
- ☐ Employer will start offering health coverage to employees or change the premium for the lowest-cost plan available only to the employee that meets the minimum value standard.* (Premium should reflect the discount for wellness programs. See question 15.)

   a. How much will the employee have to pay in premiums for that plan? $____________________

   b. How often?  ☐ Weekly  ☐ Every 2 weeks  ☐ Twice a month  ☐ Monthly  ☐ Quarterly  ☐ Yearly

   Date of change (mm/dd/yyyy): ____________________