

**2012 - 2013**



# **PERSONNEL MANUAL**

## **MACON COUNTY BOARD OF EDUCATION**

**501 South School Street**

**Tuskegee, Alabama 36083**

### **EQUAL EDUCATIONAL OPPORTUNITIES**

The Macon County Public School System does not discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI ABD, Title VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the Federal Rehabilitation Act of 1973, and the American with Disabilities Act (ADA).

Inquiries regarding compliance with Title VI, Title IX, and Section 504 and ADA may be directed to the  
Human Resources Director

Macon County Board of Education, 501 South School Street, Tuskegee, Alabama 36083



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## ***A MESSAGE FROM THE SUPERINTENDENT***

Public schools function as the hub of learning for the community; therefore, Macon County Public Schools are the centerpiece for the academic, social, cultural, and economic development of Macon County—Brownville, Franklin, Notasulga, Roba, Shorter, and Tuskegee. With that said, employees play a critical role in the success of our school system. To ensure that we all know what professional guidelines and practices are factors of success, each employee is being provided a Macon County Board of Education Personnel Manual. This manual has been circulated to all stakeholders in the school system to receive input and is based on the Macon County Board of Education Policy Manual, as well as federal, state, and local guidelines and regulations.

As our existentialistic function is teaching and learning, the quality of our personnel is of the utmost importance. Whether your function is as a support worker, a classroom teacher, a systemwide employee, or an administrator, you are a part of the team charged with the awesome responsibility of helping every student reach his or her fullest potential.

This manual provides a written guide of information that can assist each employee in the proper protocols necessary to follow in order to perform his/her job effectively and efficiently. Please note that the Macon County Board of Education Personnel Manual does not supersede the Macon County Board of Education Policy Manual but acts as a companion to it in order to provide more details about policies and procedures of the school district. The personnel section of the Macon County Board of Education Policy Manual is located in Section V of the manual and can be found at [www.maconk12.org](http://www.maconk12.org). In any case wherein the Macon County Board of Education Policy Manual and the Macon County Personnel Manual inadvertently conflict, the Macon County Board of Education Policy Manual will be recognized as the legal standard.

The manual highlights classroom guidance, insurance and benefits, and employee responsibilities. As in all organizations, changes may occur during the school year and those will be communicated to you as an addendum to this manual.

I beseech each of you to read the Macon County Board of Education Personnel Manual as you are responsible for abiding by the contents therein so that you can be an engaged and informed employee of the Macon County Board of Education.

Again, thank you for being a part of the Macon County Schools family and for all you do and will do to support Macon County Public Schools' students.

Jacqueline A. Brooks, EdD

# Macon County Schools

## Vision

All students from the Macon County School System will graduate from high school and follow a choice for success (military, college, entrepreneurship, job readiness) to further their interests, careers, and reach their goals.

## Mission

The Macon County Public School System exists to provide a fair and appropriate education for all students in Macon County. We affirm five areas (goals) as a means of doing so—

## Goals

1. **HIGH STUDENT ACHIEVEMENT:** The Macon County School System will strive to ensure high student achievement in all students by maintaining high academic standards and high student expectations; by holding all staff and students accountable for the highest levels of performance possible; and by working with parents and other stakeholders to bring all persons and services to bear on the education of children in Macon County.
2. **SAFE, SECURE, & NUTURING LEARNING ENVIRONMENT:** The Macon County School System will provide safe, secure, nurturing school environments that are conducive to learning and that will keep students and staff from harm. Student and staff behaviors that interfere with the safety of the learning environment will be dealt with as prescribed by federal, state, county and school boards laws, regulations and policies.
3. **PROFESSIONAL WORK FORCE:** The Macon County School System will have a highly qualified work force. All teachers will be certificated in their area(s) of instruction and will attain “highly qualified” status. Other employees will attain appropriate trainings and credentials required for the job. Opportunities for training and staff development will be provided as prescribed by need assessments, interests, and recommendations in order to enhance and promote growth in the educational profession. All persons working in the Macon County School System work for and on behalf of the children, who are our clients.
4. **PARTNERSHIPS:** The Macon County School System will create partnerships and will build relationships with parents, businesses, political entities, institutions of high learning, and with the general public that will foster a spirit of cooperation amongst all entities. These partners will be encouraged to provide funds, expertise, resources, and personal assistance to enhance the system’s educational vision, mission, and goals.
5. **EFFECTIVE USE OF FUNDS:** The Macon County School System will make every effort to spend the funds allocated from the federal and state governments and from local funds to pay the cost of educating the students in Macon County. All funds will be expended on behalf of children, including salaries, transportation, benefits, child nutrition, and local fund expenditures.

<b>BOARD OF EDUCATION</b>			
<b>Name</b>	<b>Position</b>	<b>E-mail Address</b>	<b>District #</b>
Theodore Samuel	President	<a href="mailto:samuelt@maconk12.org">samuelt@maconk12.org</a>	2
Elnora Smith Love	Vice-President	<a href="mailto:lovesmithe@maconk12.org">lovesmithe@maconk12.org</a>	1
Katy Smith Campbell	Member	<a href="mailto:campbellk@maconk12.org">campbellk@maconk12.org</a>	At Large
Mary Helen Hooks	Member	<a href="mailto:hooksmh@maconk12.org">hooksmh@maconk12.org</a>	3
Karey Thompson	Member	<a href="mailto:thompsonk@maconk12.org">thompsonk@maconk12.org</a>	4
Jacqueline Austin Brooks, Ed.D.	Superintendent	<a href="mailto:brooksja@maconk12.org">brooksja@maconk12.org</a>	

<b>SCHOOL DIRECTORY</b>				
<b>ADMINISTRATOR</b>	<b>POSITION</b>	<b>EMAIL ADDRESS</b>	<b>PHONE</b>	<b>FAX</b>
<b>BOOKER T. WASHINGTON HIGH SCHOOL</b> 3803 W. Martin L. King Hwy Tuskegee, AL 36083				
Mr. Albert Nelson	Principal	<a href="mailto:nelsonaj@maconk12.org">nelsonaj@maconk12.org</a>	334-727-0073	334-724-0222
Ms. Tanika Jones	Assistant Principal	<a href="mailto:jonest@maconk12.org">jonest@maconk12.org</a>	334-727-0073	334-724-0222
Mr. Thomas Torbert	Dean of Students	<a href="mailto:thomast@maconk12.org">thomast@maconk12.org</a>	334-727-0073	334-724-0222
<b>DEBORAH CANNON WOLFE ELEMENTARY SCHOOL</b> 4450 Cross Keys Road Shorter, AL 36075				
Mr. Mason McDade, Jr.	Principal	<a href="mailto:mcdadem@maconk12.org">mcdadem@maconk12.org</a>	334-727-1641	334-727-9958
<b>GEORGE WASHINGTON CARVER ELEMENTARY SCHOOL</b> 303 Union Springs Hwy. Tuskegee, AL 36083				
Ms. Melissa T. Williams	Principal	<a href="mailto:williamsmt@maconk12.org">williamsmt@maconk12.org</a>	337-727-2700	334-727-5520
Mr. John H. Curry, Jr.	Assistant Principal	<a href="mailto:curryjh@maconk12.org">curryjh@maconk12.org</a>	334-727-2700	334-727-5520
<b>NOTASULGA HIGH SCHOOL</b> P. O. Box 10 Notasulga, AL 36866				
Mrs. Brellinda Sullen	Principal	<a href="mailto:sullen@maconk12.org">sullen@maconk12.org</a>	334-257-3510	334-257-4228
Mr. Freddie Williams	Assistant Principal	<a href="mailto:williamsf@maconk12.org">williamsf@maconk12.org</a>	334-257-3510	334-257-4228
<b>TUSKEGEE PUBLIC ELEMENTARY SCHOOL</b> 1809 Franklin Road Tuskegee Inst., AL 36088				
Mrs. Rosemary Wright	Principal	<a href="mailto:wrightr@maconk12.org">wrightr@maconk12.org</a>	334-727-2580	334-727-5089
Mr. William Graham	Dean of Students	<a href="mailto:graham@maconk12.org">graham@maconk12.org</a>	334-727-2580	334-727-5089
<b>TUSKEGEE PUBLIC ELEMENTARY SCHOOL</b> 101 East Price Street Tuskegee, AL 36083				
Mr. Joseph Asberry	Principal	<a href="mailto:asberryj@maconk12.org">asberryj@maconk12.org</a>	334-727-3222	334-727-3703
Mr. Lasisi Hooks	Assistant Principal	<a href="mailto:hooksjl@maconk12.org">hooksjl@maconk12.org</a>	334-727-3222	334-727-3703

## Macon County Schools Key Contacts, 2012-2013

Area	Components	Key Contacts	Department
<b>Accountability</b>	<ul style="list-style-type: none"> <li>◆ Enrollment</li> <li>◆ Attendance</li> <li>◆ STI Data</li> <li>◆ Registration Procedures</li> </ul>	Lelia W. Frank	<ul style="list-style-type: none"> <li>• Federal, Career and Technical Education Programs</li> </ul>
<b>ACCESS</b>	<ul style="list-style-type: none"> <li>◆ ACCESS Enrollment</li> </ul>	School Administrators Venesia A. McClaney Randy Johnson (Labs)	<ul style="list-style-type: none"> <li>• Instructional and Professional Development Services</li> </ul>
<b>Advanced Placement Program</b>	<ul style="list-style-type: none"> <li>◆ Honor's Classes</li> <li>◆ Academic Competitions</li> </ul>	Venesia A. McClaney Camille Floyd (Gifted Students) Melvin Lowe, III (Advanced CTE Students) Albert Nelson Brelinda Sullen	<ul style="list-style-type: none"> <li>• Instructional and Professional Development Services</li> </ul>
<b>Aerospace Engineering Program/Robotics</b>	<ul style="list-style-type: none"> <li>◆ Career Tech Programs</li> <li>◆ JAG</li> <li>◆ BIC Certification</li> </ul>	Melvin Lowe Albert Nelson Brelinda Sullen Rosemary Wright	<ul style="list-style-type: none"> <li>• Federal, Career and Technical Education Programs</li> </ul>
<b>Alabama Reading Initiative (ARI)</b>	<ul style="list-style-type: none"> <li>◆ ARFI</li> <li>◆ ARI</li> <li>◆ ARI-PAL</li> </ul>	Venesia A. McClaney School Reading Coaches School Principals	<ul style="list-style-type: none"> <li>• Instructional and Professional Development Services</li> </ul>
<b>Alabama Student Assistance Plan</b>	<ul style="list-style-type: none"> <li>◆ At-Risk</li> <li>◆ Children's First</li> </ul>	Kenneth P. Oliver	<ul style="list-style-type: none"> <li>• Student and Special Services</li> </ul>
	<ul style="list-style-type: none"> <li>◆ High Hopes</li> </ul>	Venesia A. McClaney	<ul style="list-style-type: none"> <li>• Instructional and Professional Development Services</li> </ul>
<b>Alternative Education</b>	<ul style="list-style-type: none"> <li>◆ Alternative Learning Program</li> <li>◆ Second Chance Program</li> <li>◆ Choices4Success</li> </ul>	Kenneth P. Oliver	<ul style="list-style-type: none"> <li>• Student and Special Services</li> </ul>
<b>AMSTI</b>	<ul style="list-style-type: none"> <li>◆ AMSTI</li> </ul>	Venesia A. McClaney	<ul style="list-style-type: none"> <li>• Instructional and Professional Development Services</li> </ul>
<b>Athletics</b>	<ul style="list-style-type: none"> <li>◆ Sports Schedules</li> <li>◆ Eligibility</li> <li>◆ Scholarships</li> <li>◆ Celebrations</li> <li>◆ Conditioning</li> </ul>	Kenneth P. Oliver School Principals	<ul style="list-style-type: none"> <li>• Student and Special Services</li> </ul>
<b>Bidding</b>		Natalie Young Randy Johnson Emma Wilson Department Heads	<ul style="list-style-type: none"> <li>• Business and Financial Services</li> </ul>
<b>Building and Construction</b>	<ul style="list-style-type: none"> <li>◆ Facilities</li> <li>◆ Grounds</li> <li>◆ Termites</li> </ul>	Robert Spratlin	<ul style="list-style-type: none"> <li>• Administrative and Human Services</li> </ul>
<b>Buses</b>	<ul style="list-style-type: none"> <li>◆ Mechanical Issues</li> <li>◆ Bus Shop/Inspection</li> </ul>	Joe Hammonds Scott Davis Robert Johnson Richard Ingram Lee Roy Straw Kenneth Oliver	<ul style="list-style-type: none"> <li>• Student and Special Services</li> </ul>
<b>Business/Financial Affairs</b>	<ul style="list-style-type: none"> <li>◆ eGAP</li> <li>◆ Budgets</li> <li>◆ Edits</li> <li>◆ Audits</li> </ul>	Natalie Young	<ul style="list-style-type: none"> <li>• Business and Financial Services</li> </ul>
	<ul style="list-style-type: none"> <li>◆ General Accounting</li> </ul>	Natalie Young Johnny Fowler Essie McDade, consultant	<ul style="list-style-type: none"> <li>• Business and Financial Services</li> </ul>

	◆ Benefits and Payroll	Janice Colvert	• Business and Financial Services
	◆ Local School Accounting	Earlese Stewart Lorene Reed, consultant Marycile Echols, consultant	• Business and Financial Services
	◆ Financial Reports/Staff Database; Board Meeting Minutes	Dorothy E. Hooks Nicole Hamilton	• Administrative and Human Services
	◆ Fixed Assets ◆ Federal Inventory ◆ School Inventory ◆ Maintenance P.O.s ◆ Janitorial Supplies	Robert Spratlin Courtney Brunson	• Administrative and Human Services
<b>Career/Technical Education/Career Academies</b>	◆ Center ◆ CTE Programs ◆ CTE Grants	Lelia W. Frank Melvin A. Lowe, III	• Federal, Career and Technical Education Programs
<b>Community/Parent Education</b>	◆ Parent Involvement ◆ Parent and Community Teaching	Terri Holcey Tiffany Hooks Alice Jones, consultant Lelia Frank	• Federal, Career and Technical Education Programs
<b>Computer Support</b>	◆ Networking/Technical Repairs/STI	Randy Johnson	• Instructional and Professional Development Services
	◆ Technical Repairs ◆ Web Page Entries	Wilbur Robinson	• Instructional and Professional Development Services
	◆ STI Data Entry	Alverita Paul, consultant Donnie Hatcher	• Instructional and Professional Development Services • Federal, Career and Technical Education Programs
<b>Coordinator for 504 Services/Care Plan</b>	◆ Medical Needs ◆ Other Services	Kenneth P. Oliver LaWanda Gray	• Student and Special Services
<b>Curriculum Alignment TEAM (CAT; Core Curriculum)</b>	◆ Alignments ◆ Minimum Standards ◆ Local Curriculum ◆ Excursions ◆ Common Core ◆ College and Career Standards	Venesia A. McClaney Grade Level Chairs Department Heads	• Instructional and Professional Development Services
<b>Custodians/Supplies</b>	◆ Janitorial Processes	Robert Spratlin Courtney Brunson	• Administrative and Human Services
<b>Disciplinary Procedures</b>	◆ Code of Conduct ◆ Discipline Hearings	Kenneth Oliver	• Student and Special Services
<b>Drug Education</b>	◆ PRIDE Surveys	Kenneth Oliver Andre Brunson Tony Washington	• Student and Special Services
<b>Core Curriculum and Instruction/Common Core Standards</b>	◆ Common Core	Venesia A. McClaney	• Instructional and Professional Development Services
<b>Educate Alabama LEAD Alabama</b>	◆ Teacher Model ◆ Administrator's Model	Dorothy E. Hooks	• Administrative and Human Services
<b>Elementary Enhancement Programs</b>	ARI PST RTK Other	Venesia A. McClaney	• Instructional and Professional Development Services
<b>ELL</b>	◆ Program ◆ StI Coding	Bobbie Herring Lelia W. Frank	• Federal, Career and Technical Education Programs
<b>Student Grievances/Bullying/Complaints</b>	◆ Bullying ◆ Harassment	Kenneth Oliver	• Student and Special Services



	◆ Other		
<b>Employee Grievances/Complaints</b>	◆ Harassment ◆ Other	Dorothy Hooks	• Administrative and Human Services
<b>Gifted Education</b>	◆ Gifted Child Find ◆ Gifted Education Program ◆ Gifted Screening	Camille Floyd Bobbie Herring Sheila Samuel Kenneth Oliver	• Student and Special Services
<b>Guidance and Counseling</b>	◆ Career Fairs ◆ Guidance Plans ◆ Guidance Logs ◆ 4-Year Plans	Lelia W. Frank	• Federal, Career and Technical Education Programs
<b>Federal Programs</b>	◆ Title Programs	Lelia W. Frank Eva Poole	• Federal, Career and Technical Education Programs
<b>HIPPY Program Pre-Kindergarten Program</b>	◆ Pre Schoolers	Tiffany Hooks Lelia Frank Eva Poole	• Federal, Career and Technical Education Programs
<b>Psychological Testing</b>	◆ WYATT ◆ N-AT	Bobbie Herring	• Student and Special Services
<b>Grants Management</b>	By Department	By Department/Natalie Young	• Business and Human Services
<b>HIV/AIDS Education</b>	◆ HIV	Emma Wilson James LaWanda Gray Health Teachers	• School Nutrition, Health, and Wellness Services
<b>Home School/Church School</b>		Tony Washington Alverita S. Paul Lelia W. Frnak	• Federal, Career and Technical Education Programs
<b>Homelessness</b>		Terri Holcey Lelia W. Frank	• Federal, Career and Technical Education Programs
<b>Human Resources/Personnel Files/HQ</b>	◆ On line Jobs ◆ LEAPS/SLEAPS	Dorothy E. Hooks Janice Colvert Natalie Young	• Administrative and Human Services and • Business and Financial Services
<b>IDEA Part B (Title VI-B)</b>	◆ Child Find ◆ Child Count	Kenneth P. Oliver	• Student and Special Services
<b>Inventory</b>		Courtney Brunson	• Administrative and Human Services
<b>Lee V. Macon</b>		Kenneth P. Oliver	• Student and Special Services
<b>Library Media and Instructional Supplies</b>		Venesia A. McClaney Randy O. Johnson	• Instructional and Professional Development Services
<b>Maintenance</b>		Robert Spratlin	• Administrative and Human Services
<b>Middle School Enhancement Programs</b>	◆ All Programs	Rosemary Wright Venesia A. McClaney	• Instructional and Professional Development Services
<b>Neglected and Delinquent</b>		Lelia W. Frank Mary Jane Cobb	• Federal, Career and Technical Education Programs
<b>Outdoor Education Programs</b>	◆ Archery ◆ Fishing	School Principals Venesia A. McClaney	• Instructional and Professional Development Services
<b>Parent Grievances</b>		Kenneth Oliver	• Student and Special Services
<b>Payroll</b>		Janice Colvert	• Business and Financial Services
<b>Positive Behavior Support Teams</b>	◆ Failure Lists ◆ Pre Referral Process	Venesia McClaney	• Federal, Career and Technical Education Programs
<b>Pre-School (Federal)</b>		Lelia W. Frank	• Federal, Career and Technical Education Programs
<b>Pre-School (State)</b>		Kenneth P. Oliver	• Student and Special Services

<b>Private Schools</b>		Tony Washington Lelia W. Frank	<ul style="list-style-type: none"> <li>Federal, Career and Technical Education Programs</li> </ul>
<b>Problem Solving Teams/Response to Instruction</b>	STAR Reading Test STAR Math Test DIBELS Benchmarks	Venesia A. McClaney School Principals School Counselors	<ul style="list-style-type: none"> <li>Instructional and Professional Development Services</li> </ul>
<b>Public Health Services</b>	<ul style="list-style-type: none"> <li>Nurses</li> <li>Title I Health Services</li> </ul>	LaWanda Gray Emma Wilson James	<ul style="list-style-type: none"> <li>School Nutrition, Health, and Wellness Services</li> </ul>
<b>Public Information</b>		Wilbur Robinson	<ul style="list-style-type: none"> <li>Instructional and Professional Development Services</li> </ul>
<b>Recycling</b>		Robert Spraitlin	<ul style="list-style-type: none"> <li>Administrative and Human Services</li> </ul>
<b>Safety/Science Lab Safety</b>		Robert Spraitlin	<ul style="list-style-type: none"> <li>Administrative and Human Services</li> </ul>
<b>School Buses</b>	<ul style="list-style-type: none"> <li>Routes</li> <li>Mechanics</li> </ul>	Lee Roy Straw	<ul style="list-style-type: none"> <li>Student and Special Services</li> </ul>
<b>School Facilities</b>		Robert Spraitlin	<ul style="list-style-type: none"> <li>Administrative and Human Services</li> </ul>
<b>School Nutrition</b>	<ul style="list-style-type: none"> <li>General Administration</li> </ul>	Emma Wilson-James Karen Kennedy	<ul style="list-style-type: none"> <li>School Nutrition, Health, and Wellness Services</li> </ul>
<b>School Improvement</b>	e-CIP Walk Throughs	Lelia W. Frank C. JeanFlowers Bertha Walker Karen Tatum	<ul style="list-style-type: none"> <li>Federal, Career and Technical Education Programs</li> </ul>
<b>Secondary Enhancement Programs</b>		Venesia A. McClaney Brelinda Sullen Albert Nelson Camille Floyd	<ul style="list-style-type: none"> <li>Instructional and Professional Development Services</li> </ul>
<b>Social Worker/Services</b>		Andre Brunson	<ul style="list-style-type: none"> <li>Federal, Career and Technical Education Programs</li> </ul>
<b>Southern Association of Colleges and Schools LEA Representative</b>	<ul style="list-style-type: none"> <li>Accreditation</li> </ul>	Mason McDade Jr. Dorothy E. Hooks	<ul style="list-style-type: none"> <li>Administrative and Human Services</li> </ul>
<b>Special Education</b>	<ul style="list-style-type: none"> <li>Homebound Services</li> <li>Gifted</li> <li>IEPs</li> </ul>	Kenneth P. Oliver Cynthia Tarver	<ul style="list-style-type: none"> <li>Student and Special Services</li> </ul>
<b>Strategic Planning</b>	<ul style="list-style-type: none"> <li></li> </ul>	Jacqueline A. Brooks	<ul style="list-style-type: none"> <li>Administrative and Human Services</li> </ul>
<b>STI Data/Input</b>		Alverita S.Paul Donnie Hatcher	<ul style="list-style-type: none"> <li>Federal, Career and Technical Education Programs</li> <li>Instructional and Professional Development Services</li> </ul>
<b>STI Technical Support and Output</b>		Randy Johnson	<ul style="list-style-type: none"> <li>Instructional and Professional Development Services</li> </ul>
<b>Student Assessment/Testing</b>	<ul style="list-style-type: none"> <li>DIBELS</li> <li>Alabama Direct Assessment of Writing</li> <li>Alabama High School Graduation Exam</li> <li>Alabama Reading and Math Test+</li> <li>STI Assessment</li> <li>Tech Literacy Assessment</li> <li>ACCESS for ELLs</li> </ul>	State Testing-Kenneth Oliver DIBELS/Benchmarks (Venesia A. McClaney) Kuder-Lelia W. Frank	<ul style="list-style-type: none"> <li>Student and Special Services</li> </ul>

<b>Student Attendance</b>	◆ Attendance	Lelia W. Frank Alverita S. Paul	• Federal, Career and Technical Education Programs
<b>Summer School-Programs</b>		Principals Venesia A. McClaney	• Instructional and Professional Development Services
<b>Supplemental Education Services</b>	◆ Tutoring	Lelia W. Frank Eva Poole	• Federal, Career and Technical Education Programs
<b>Technology Coordinator</b>	◆ Plato Support ◆ ACCESS Learning Lab Support ◆ STI Programs/Support ◆ Networking ◆ Photography for STI ◆ Hardware Acquisition and Installation ◆ Software Acquisition and Installation	Randy Johnson	• Instructional and Professional Development Services
<b>Textbooks</b>	◆ Textbooks/Course of Study Alignments	Mason McDade Venesia A. McClaney	• Instructional and Professional Development Services
<b>Title I</b>	◆ Title 1 ◆ School Choice	Lelia W. Frank	• Federal, Career and Technical Education Programs
<b>Title II-Professional Development</b>	◆ Professional Development ◆ Highly Qualified Workforce	Venesia A. McClaney	• Federal, Career and Technical Education Programs
<b>Title IX</b>		Dorothy Hooks Kenneth Oliver (Students)	• Administrative and Human Services
<b>Title VI</b>		Lelia W. Frank	• Federal, Career and Technical Education Programs
<b>Transcripts/Archived Records</b>		Alverita S. Paul Donnie Hatcher	• Federal, Career and Technical Education Programs
<b>Transportation</b>		Lee Roy Straw	• Student and Special Services

Please call 334-727-1600 to reach a key contact or you may the call school directly for school-based personnel.

## ATTENDANCE AND LEAVE

### LEAVE—Time Away From the Job

Any employee who is away from work 10 days or more **for any reason** must have leave approved by the superintendent/board. Proper paperwork must be submitted and approved prior to the leave. Employees are expected to be at work unless on approved leave. Employees who are absent from duty without approved leave are subject to disciplinary action.

### Catastrophic Sick Leave Guidelines

- 1) **Sick Leave Bank Membership Required** – An employee must be a member of the SLB to donate or receive catastrophic sick leave days.
- 2) **Prerequisite of Receipt of Days** – In accordance with the *Code of Alabama 1975 Section 16-22-9*, when a SLB member or other family member or friend (*Code of Alabama 1975 Section 16-1-18.1*) is suffering a catastrophic illness or injury the member, upon depleting all sick leave and other earned leave, shall be eligible to receive sick days from other members of any sick leave bank to cover the period of time the beneficiary employee is not at work. However before receiving any catastrophic sick leave days from another member, the beneficiary must have borrowed the maximum number of days allowed from the SLB (not to exceed 15 days). The beneficiary employee must use any sick leave days, personal or vacation leave days earned before utilizing loaned or donated days.
- 3) **Terms & Definitions** – The employee receiving donated catastrophic sick leave days shall be known as the “beneficiary employee.” The employee donating catastrophic sick leave days shall be known as the “donor employee.” The term catastrophic illness or injury shall be defined as required in *Code of Alabama 1975 Section 16-22-9*. Pregnancy or a condition relating to childbirth is specifically included in the definition of a catastrophic illness; therefore, upon a physician’s signature and completion of the required form, a pregnancy or condition related to childbirth may fall within the parameters of a catastrophic illness.
- 4) **Repayment not Required** – The beneficiary employee shall not be required to repay the donated days to the sick leave bank for days used.
- 5) **Eligibility of Donor** – Any member of the SLB or any other public education SLB in the state may donate sick leave days to the beneficiary employee.
- 6) **Limit of Days Donated** – No employee may donate more than thirty (30) sick leave days to the beneficiary employee, as required in the *Code of Alabama 1975, Section 16-22-9*. The thirty-day limitation is a permanent ongoing limitation and not just per illness or per pregnancy.
- 7) **Application for Days** – A letter of request by the employee to receive catastrophic sick leave is desirable but in cases when the employee is physically unable or incapacitated, a letter of request by the member may not be necessary; however, before donations to any beneficiary employee will be deposited into the sick leave account of the employee, certification of the illness by the employee’s physician as required by the *Code of Alabama 1975 Section 16-22-9*. The SLB Committee shall authorize a standard form for certification by the physician.
- 8) **Coordinator** – The SLB Committee may appoint a member of the Sick Leave Bank to serve as a “Catastrophic Sick Leave Coordinator.” If a Coordinator is appointed it is the responsibility of the coordinator to make a recommendation as to the number of days that a beneficiary employee may need to have donated. The Coordinator will also monitor the situation with the beneficiary employee to assist the employee in receiving an adequate number of sick leave days for the

illness. The Coordinator shall take care to monitor and ensure that no abuses will occur in the transfer of sick leave days due to catastrophic circumstances.

- 9) **Voluntary Donations** – Donations of days to a beneficiary employee shall be solely at the discretion of the participating members of the SLB. An employee donating catastrophic sick leave days shall be clearly informed that the days donated shall not be repaid if used by the beneficiary employee. However, any days donated for catastrophic purposes that are not used by the beneficiary employee shall revert to the employee(s) making the donation. If donated days are partially but not completely used, the days will revert to the donating employee(s) in a proportionate manner, odd days reverting by lot. Donated days that are not used for leave may be used to pay back the Sick Leave Bank. The SLB Committee shall be the final authority in determining the reversion of days to the donors of unused days. Any such reversion of unused days shall not occur until the expiration of thirty (30) days after the beneficiary employee has returned to work.
- 10) **Changes in Catastrophic Leave Policy**
- A master sheet for each catastrophic leave has been developed that will track the days given to the beneficiary.
  - This sheet will be used to distribute days needed per pay period.
  - Days will be used on an as needed basis instead of all days being taken from the donating employees
  - Days will be taken from immediate family members first.
  - Days donated will remain anonymous
  - Changes to transfer authorization form (see form)
  - **An employee who is seeking catastrophic leave should not contact or solicit other members to request donation of days.**
  - **No employee shall solicit days on behalf of another employee.**

**Catastrophic Leave must be requested before the payroll period is complete for the pay period in which the leave will be used. The last day donated days can be accepted is 10 business days from the date the employee returns to work.**

### **Court Appearances & Civic Duties**

**Jury Duty** - An employee of the Macon County Board of Education who is required to serve on a jury shall receive his/her regular pay to which he/she is entitled, in addition to any monies he/she receives for jury duty. A copy of the *Certificate of Jury Service* must accompany the appropriate time sheet for documentation. Jury summons that require an employee to report for service after 12:00 PM will entitle the employee to ½ day leave. Jury summons that require an employee to report for service before 12:00 PM will entitle the employee to 1 full day of leave.

**Job Related Subpoenas** - An employee of the Macon County Board of Education who receives a subpoena due to their job with the Macon County Board of Education shall receive the regular pay to which he/she is entitled. A copy of the subpoena should be submitted with the appropriate time sheet for documentation.

**Other Subpoenas** - An employee of the Macon County Board of Education who receives a subpoena for personal reasons or another reason not specifically job-related will be required to use their own personal leave for the absence(s).

**Civic Duties** - An employee of the Macon County Board of Education, who is asked to serve or volunteers to serve as a poll worker, or as a member of a land condemnation team, etc., will be required to use their own personal leave for the absence(s).

### **Family & Medical Leave Act Policy (FMLA Policy)**

The Macon County Board of Education complies with the Family Medical Leave Act. The Act applies to all employees who have been employed by the Board for at least twelve (12) months and who has worked a minimum of 1,250 hours during that twelve-month period. Under the Act an eligible employee is entitled to a maximum of twelve (12) weeks of unpaid leave during a “rolling” twelve-month period measured backward from the date an employee uses Family Medical Leave.

The Macon County Board of Education may determine if leave qualifies as Family Medical Leave and deem it as such. Family Medical Leave can be used for the following reasons:

- Birth & first-year care of a child
- Adoption or foster child placement
- Care for a “serious health condition”<sup>1</sup>

The Board may allow or require that paid leave be taken before granting unpaid leave. **Unpaid leave granted in compliance with the Act, when combined with paid leave available to an employee, shall not exceed a combined total of twelve (12) weeks.** The FMLA requires an employer to continue the employee’s health coverage during the leave period, provided the employee pays his/her share of the premiums.

In the instance of birth, adoption and foster child placement, the entitlement to leave for childcare expires at the end of the twelve (12) month period beginning on the date of birth of the child or the date the adopted or foster child is placed. Entitlement for leave associated with illness of a child occurs only where the child is under eighteen (18) years of age or is incapable of self-care due to a mental or physical disability. In cases where both parents are employed by the Board, the combined amount of leave for childbirth, adoption, foster child placement, or to care for a sick parent is limited to twelve (12) weeks.

### **Intermittent Leave**

Leave may be taken on an intermittent or reduced schedule leave if medically necessary for a serious health condition of an employee, the employee’s spouse, child, or parent. Intermittent leave or reduced schedule leave is subject to certain conditions which pertain to instructional employees.<sup>2</sup> The Board may require Instructional employees requesting intermittent or reduced schedule leave in connection with a family or personal illness to take leave in a block (not intermittently) for the entire period when such leave would constitute at least twenty percent (20%) of the total number of working days in the period during which the leave would extend. As an alternative, the Board may require the employee to transfer to an available alternate position with the system for which the employee is qualified that is equivalent in pay and which better accommodates the intermittent leave or reduced schedule situation.

**Notification** – Except where circumstances are such that reasonable advance planning is not possible employees must provide the superintendent at least a thirty (30) day written notice of the date when the leave is to begin. With respect to foreseeable family or family illness the employee shall make a reasonable

effort to schedule treatment – including intermittent and reduced schedule leave – so as not to disrupt unduly the operations of the Macon County School System.

**Certification** – The Board requires that a request for leave based on a serious health condition of the employee, the employee’s son, daughter, spouse, or parent be supported by a certification issued by the appropriate health care provider. The certification shall state the following:

- Date the serious health condition began
- Probable duration of the condition
- Necessity for the employee’s leave
- Employee is unable to perform essential job functions

The Board reserves the right, at its own expense, to designate a second health care provider (other than a Macon County Public School System employee) to provide a second opinion. If the first and second opinions conflict, the Board can require at its own expense, a third opinion by a health care provider that is approved by the Board and the employee. This opinion shall be binding. Upon the employee’s return to work, the Board may require the employee to provide certification by the employee’s health care provider that the employee is able to resume his/her essential job functions.

**Benefits** – Benefits accrued by the employee before leave is taken will not be altered by the employee’s absence under this policy. The employee is entitled to continuation of health benefits during the leave period under the same conditions these benefits would have been provided if no leave had been taken. If an employee fails to return to work after the leave period expires, the Board may recover the health benefit premiums paid by the employer for the employee’s benefit during the leave period.

**Restoration** – Upon return to work, the employee is entitled to restoration to an equivalent position with equivalent pay, benefits, and conditions of employment. The Board may deny position restoration to an employee whose salary is in the highest ten (10%) of the employees employed by the Board if such denial is necessary to prevent substantial and grievous economic injury to the Board’s operations. Because the end of the semester is a crucial time for both teachers and students the following conditions apply to request from instructional employees seeking to return from leave within that last three weeks of the semester.

- 1) If the employee begins any category of FML five or more weeks prior to the end of the semester and the leave is for more than three (3) weeks the Board may require the employee seeking to return to work within the last three weeks to wait until the next semester.
- 2) If the employee begins any category of FML except personal sick leave less than five weeks before the end of the semester and the period of leave is greater than two weeks, the Board may require the employee seeking to return within the last two weeks to wait until the next semester.

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<sup>1</sup>**Serious Health Condition** means an illness, injury, impairment, physical or mental condition that involves (1) in patient care in a hospital, hospice or residential medical care facility, or (2) continuing treatment by a health care provider.

<sup>2</sup>**Instructional Employees** are those whose primary function is to teach and instruct students in a class, small group or an individual setting.

3) If the employee begins any category of FML except personal sick leave three or fewer weeks before the end of the semester and the period of leave is greater than five working days, the Board may require the employee to wait until the next semester.

When leave for an instructional employee falls into one of the three categories listed above the required additional leave (for example, the last two weeks of the semester in #1) is considered part of the available twelve (12) week unpaid leave period per year.

### **Institute/Inservice Day(s)**

**Institute** is a mandatory attendance day for all certificated employees of the Macon County Board of Education. Exceptions to the mandatory attendance rule require an excuse from the employee's attending physician and/or prior written approval from the superintendent. Failure to provide the required documentation for an Institute Day absence will result in a loss of pay equal to one day or revoking of state certification.

### **Leave of Absence**

The Macon County Board of Education may grant leaves of absence for periods of one year for justifiable reasons. At the discretion of the Board an employee may request that a leave of absence be extended to a second year without loss of continuing service status. Such leaves shall be without pay. An employee for whom a leave of absence is approved may return to work for the Macon County Public School System in a position comparable in prestige and salary to the position held at the time the leave was granted. Benefits do not accrue during leaves of absence unless the employee is using approved sick, catastrophic, personal or vacation leave during this time.

### **Military Leave Policy**

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

In compliance with the Act 02-430 that deals with the activation of service members of the Alabama National Guard and other Reserve components for the war against terrorism, employees of the Macon County Board of Education will be compensated for the difference in pay from active duty and their position with the system if the following occurs:

- 1) Activated employees requesting the difference in pay restoration of leave or continuation of health coverage on active duty are required to have the length of their active duty determined by the Adjutant General.
- 2) Activated employees must provide the superintendent a copy of orders or military records of service (DD214) that reflects the length of duty. Copies of these orders and/or military records should be transmitted to headquarters as follows:

The Office of the Adjutant General  
ATTN: ALSPDO



P.O. Box 3711  
Montgomery, AL 36109-3711

- 3) The Adjutant General will determine the validity of the orders and certify to the superintendent of education that pay, leave, or insurance is proper in accordance with Act 02-430.

### **On-the-Job Injury Policy**

An employee injured while on the job shall notify his/her principal/supervisor within twenty-four (24) hours of such injury. The principal/supervisor will notify the superintendent through submission of the appropriate forms immediately following notification of the injury. If the employee is clinically unable to make such notice another person may make the required notice on behalf of the injured employee. On-the-job injury/Accident report forms are available at each work site and online at [www.maconk12.org](http://www.maconk12.org).

The employee must provide a written certification form from his/her physician along with a copy of the injury report within four (4) days of the injury that the employee cannot presently work and indicate whether or not there is a reasonable expectation the employee will be able to return to work. This certification must be provided on the form adopted for such use by the Alabama State Board of Education. The Board may, at its expense, require the certification of the disabled condition of the employee by a second physician.

Upon determination that the employee is temporarily unable to return to work the Board will pay the salary and fringe benefits of the injured employee for a period of up to ninety (90) working days. Any unreimbursed medical expenses and costs that the employee incurs as a result of an on-the-job injury may be filed for reimbursement with the State Board of Adjustment.

### **Personal Leave**

The Board shall permit each employee who works twenty (20) hours weekly to be absent two days each year to attend to personal or business affairs. Employees hired by the Board to begin work during the first semester (July 1-Dec 31) shall be allowed two (2) days of personal leave. Employees hired by the Board to begin work during the second semester (Jan 1 – June 30) shall be allowed one (1) day of personal leave. This leave may not be taken immediately after or before a school holiday as identified by the Superintendent or in the first or last two weeks of the school term.

Teachers should attempt to plan personal leave so that the educational process will experience a minimum of disruption. No more than ten percent (10%) of a local school staff may take personal leave concurrently. Requests will be approved on a first submitted basis. For certificated Personal leave days not used by the deadline, nor reimbursed to the employee at the end of the school year will be converted to sick leave. (For certificated employees only, reimbursement will be made at the daily rate of \$70.00, as paid to a substitute working in the position of the employee.)

Reimbursement for un-used personal days must be requested in writing by the employee within the same deadline for the personal days to be used.

### **Professional Development Days**

The Macon County Board of Education has integrated into the school calendar several days for the purpose of professional development of faculty and staff. A great deal of planning and preparation is provided in order to insure the success of staff development on these two days.

Attendance is expected on the two professional development days, excepting

- Prior approval for an absence is granted by the local supervisor and superintendent.

- The employee shall submit the appropriate certificate of attendance

### **Professional Leave & Absences**

The Macon County Board of Education may grant professional leave to an employee wishing to attend any educationally related conference, meeting or convention, if such attendance is considered to be in the best interests of the Macon County School System. The Board may pay all or any part of expenses of any personnel whom it may direct to represent it at any such professional or educational meeting or in visitation to another school system. In all such cases, prior approval for said expenses must be given by the Board. In special cases, such as an approved Sabbatical, the employee may take unpaid leave.

Application and notification to attend a conference or similar educational meeting shall be made and approved two (2) weeks in advance. Expenses will be incurred by the employee unless attendance at the conference/meeting is Board directed. Personnel of the Macon County Public School System shall be permitted to serve on but one (1) accreditation study per year, unless special permission is granted by the Superintendent and Board.

The Board will consider a request for professional leave of absence when such a request is submitted to the Superintendent in writing. A written request for professional leave should clearly identify and describe the reason for requesting the professional leave of absence and demonstrate why the Board should favorably consider the request. Leave to supervise students away from the campus for the purpose of allowing them to participate in approved school-related activities may be granted upon the approval of the superintendent on a case-by-case basis.

### **Sick Leave**

An employee of the Macon County Board of Education that works twenty (20) or more hours per week may earn sick leave at the rate of one (1) day per month. In no case shall sick leave be utilized until it has been earned except as may otherwise be provided by policies governing the Sick Leave Bank. Sick leave is defined as the absence from regular duty by an employee because of one of the following:

- 1) Personal illness.
- 2) Bodily injury which incapacitates the employee.
- 3) Death in the immediate family of the employee (spouse, child, parent, sibling, nephew, niece, grandparent, grandchild, uncle aunt, mother/ father-in-law, son/daughter-in-law)
- 4) Where unusually strong personal ties exist because an employee has been supported or educated by a person of some relationship other than those listed above the relationship will be recognized for leave purposes. In such cases, the employee concerned shall file with the Board a written statement of the circumstances which justify an exception to the general rule.
- 5) Attendance to an ill member of the immediate family of the employee or a person standing in loco parentis (spouse, child, parent, sibling)

If an employee is on sick leave for six or more consecutive days the employee shall provide his/her immediate supervisor with a statement signed by his/her attending physician. This statement shall be submitted with payroll as certification to the illness or injury. If absences occur frequently, if the absences constitute a pattern, or if there is a reason to question whether an absence is in compliance with the stated reasons for sick leave, the superintendent or his/her designee may require that the employee provide verification of the reasons.

### **Sick Leave transfer from another system**

Personnel employed by the Macon County Board of Education may transfer an unlimited number of days of sick leave from another Alabama school system upon proper verification of the number of days from the previous employing board.

### **Sick Leave Bank Policy**

**Purpose** – The Macon County Board of Education Sick Leave Bank (SLB) is established to provide a loan of leave days for its participating members **after their accumulated and personal leave days have been exhausted**. It is the purpose of the SLB to allow any school employee who earns sick leave and who wishes to participate to also have access to the catastrophic sick leave provisions as established by law.

### **The Sick Leave Bank Committee**

**Composition** – The SLB Committee shall consist of five members. Four of these members shall be members of the SLB and are to be elected by the participating members of the SLB. The remaining member shall be appointed by the Chief Executive Officer.

**Terms of Office** – Members of the SLB Committee will serve a term of one year. The terms of office shall begin on October 1 and expire on September 30.

**Administration & Policies** – The SLB Committee is charged with the administration, operation, and the establishment of policies of the SLB. The Committee shall also take any other actions deemed necessary for the effective and efficient operation of the SLB consistent with these guidelines.

**Guidelines** – The SLB Committee shall be responsible for writing the guidelines which shall govern the operations of the SLB and Catastrophic Leave policies.

### **Duties of the SLB Committee**

- **Officers** – The SLB Committee will elect, primarily by secret vote, a chairperson from among its members at the beginning of each year. Other officers may be elected as the Committee shall determine.
- **Meetings** – Meetings of the SLB Committee shall be scheduled as needed as determined by the chairman or by a majority of the Committee.
- **Decisions & Votes** – Decisions affecting the SLB and Catastrophic Leave are to be made exclusively by the SLB Committee by a majority of recorded vote.
- **Forms** – The SLB Committee is charged with the responsibility of developing and distributing the necessary forms so that all eligible employees will have reasonable access to the necessary forms. All forms developed by the SLB Committee shall be available at the Central Office and will be available from the local UniServ Director, the local AEA President, and the local ESP president. The following is a list of available forms:
  - Membership Application
  - SLB Resignation Form
  - Application for Leave
  - Catastrophic Leave Application
  - Physician's Certification of Illness
  - Physician's Certification of Catastrophic Illness / Injury

- **Loans from the Sick Leave Bank** – The SLB Committee shall review all sick leave bank loan applications for loans over seven (7) accumulated days and make appropriate decisions on approval of such loans except as provided for pertaining to catastrophic leave.
- **Abuse** – Any alleged abuse of the SLB shall be investigated by the Committee and, on finding a wrongdoing, the violator shall repay all the sick leave credits drawn from the SLB and be subject to appropriate disciplinary action by the Macon County Board of Education.

### Eligibility & Participation

- **Participation** in the SLB shall be voluntary; however, any member wishing to withdraw from the SLB may do so only at the end of the school year or upon employment departure from the institution.
- **Donor & Beneficiary** – Membership is required. Both the employee donor and the beneficiary employee must be members of the SLB.
- **Eligibility & Membership** – Any employee of the Macon County Board of Education who earns sick leave is eligible to join the SLB. Any eligible employee who has completed a SLB authorization form contributing or committing the requisite number of days to the SLB shall be a member.
- **Requisite Number of Days** – To be a member of the SLB an employee must contribute two (2) sick leave days to the SLB. New employees who do not have the necessary two days to contribute to the SLB for membership shall be credited with the days upon his/her employment in order to join the SLB.
- **Enrollment Period** - Contribution of sick leave days for membership in the SLB must take place during a definite enrollment period which shall be from Institute Day through September 15 for the first semester and from January 2 through January 15 for the second semester.
- **Exhaustion of All Leave** – To be eligible for a loan from the SLB a participating member must have exhausted all accumulated leave in his/her personal account.
- **Maximum Days Loaned** – No employee shall be allowed to borrow or owe a number of days in excess of fifteen (15) days more than the employee has on deposit in the SLB unless a majority of the participating members of the SLB vote to extend the limit.
- **Days Deposited Count Toward Maximum Accumulation of Sick Leave** – The sick leave days an employee has placed in the SLB for membership are to be counted toward the cumulative total maximum sick leave days allowed. *Code of Alabama 1975 – Section 16-1-18.1*
- **Records & Reports** – The Payroll Department of the Macon County Board of Education shall maintain records of all contributions to and withdrawals from the SLB and the status of the SLB. Reports shall be provided on a timely basis at the request of the SLB Committee.
- **Loan Application** – In cases where the member has become incapacitated, his/her designated agent may apply on the member's behalf except as provided in the Catastrophic Leave provisions of the guidelines. **Requests for SLB loans may be in whole day or half-day increments.**
- **Retroactivity** – At the discretion of the SLB Committee and upon the request of the applicant, loans may be granted retroactive to the first day of the employee's absence.
- **Physician's Statement** – As a prerequisite for awarding a loan from the SLB the SLB Committee shall require a statement from the beneficiary employee's physician certifying that the member has an illness or disability. Forms adopted by the SLB Committee shall be made available to the physician for his/her statement regarding the employee's inability to work.

- **Repayment of Loaned Days** – Members of the SLB who borrow from the bank shall be required to repay the SLB as he/she accrues days monthly. An individual cannot leave employment without repaying any outstanding debt of leave days to the SLB except as provided by the catastrophic provisions of these guidelines. If a member has no sick leave days remaining then his/her final check will be garnished at the prevailing rate of pay for the number of days owed to the bank. Such monies collected from former members of the SLB by the administration shall be used to replace the number of days borrowed from the SLB.

If a member of the SLB has days borrowed and is on sick leave and cannot return to work due to a permanent disability, the employee or his/her designee may request a donation of days under the catastrophic sick leave provisions of law and these guidelines; in such cases, the donated days shall be used to repay the SLB and the beneficiary employee's last paycheck shall not be garnished. Repayment of days borrowed from the SLB should only be for the days used and donated for the current loan/sickness. Members may not use donated days for this illness/leave to pay back days for prior illness/leave.

- **Retirement** – Any member who is retiring may withdraw his/her donated days from the SLB for retirement credit as provided in the *Code of Alabama 1975 Section 16-25-11.1*.
- **Use of Days** – Days borrowed from the SLB for the member's own sickness and/or to attend to covered family, friends, and circumstances as provided in the *Code of Alabama 1975 Section 16-1-18.1*.
- **Resignation** – Resignation from the SLB must be submitted to the SLB on the appropriate form according to the stipulated timeline. If a member resigns from the SLB, any days the member has on deposit will be re-credited to the employee's sick leave account. Resignations will be accepted at the end of the school year or before September 15.
- **Disagreement & Appeals** – Any individual who disagrees with the initial decision of the SLB Committee may appeal the decision in writing for reconsideration to the Sick Leave Bank Committee. The committee shall have the authority to, but is not required to, put the issue to a vote of the full membership of the SLB. The decision of the SLB shall be final and binding on all parties.

### **Vacation Leave Policy**

The Macon County Board of Education shall have the authority, under such rules and regulations as may be promulgated from time to time by the State Board of Education, to provide for vacation leave for twelve (12) month employees of the Board. The Board may provide vacation leave during the time school is not in session. When school is in session, vacation leave will not be allowed during peak employment times of a specific job classification (except in cases of unusual circumstances).

Twelve-month employees shall earn vacation days at the rate of one day per month, beginning July 1 of the contract year and ending June 30 of the contract year. One-half month or more will be considered a full month in computing vacation time. No credit will be given for less than one-half month. Twelve month employees may accrue vacation days not to exceed 90 by June 30th.

Vacation time may not extend beyond the termination of an employee's contract. No compensation will be paid in lieu of vacation time upon termination of an employee's contract. The employee's Supervisor and the Superintendent must approve all requests for vacation leave. All administrative personnel shall schedule with the Superintendent the days on which they plan to take their vacation. Substitutes will not be provided for employees on vacation leave without prior approval of the superintendent. Vacation leave may be taken while school is in session, with the Superintendent's approval; however, vacation days taken while

school is in session should be for unusual circumstances and should not be for normal vacation that could be reasonably taken during the summer months. A vacation day must be earned before it is used. Vacation days over the limit of 30 will be lost if not taken before June 30th.

## **BOARD MEETINGS**

### **Board Meetings**

All meetings of the Macon County Board of Education are open to the public. Regular meetings are held the third Thursday of each month at 6:30 PM at the following location:

Macon County Board of Education  
Transportation Center  
3800 West Martin Luther King Jr. Highway  
Tuskegee, Alabama 36083.

A list of meeting dates can be found at [www.maconk12.org](http://www.maconk12.org). Board meeting agendas and minutes may be found at <https://eboard.eboardsolutions.com/index.aspx?S=2113>

Additional “*Called Board Meetings*” may be held. Public notice for these meetings will be given at least twenty-four (24) hours in advance. “*Work Sessions*” will be scheduled as needed. Public notice for work sessions will be given at least twenty-four (24) hours in advance.

## **CLASSROOM & INSTRUCTIONAL GUIDELINES**

### **Checklists**

At the beginning of each school year and at the end of each school year, teachers/employees will receive a checklist that outlines necessary protocols to follow to start or end the school year successfully. These checklists will be made available at each school and on line at [www.maconk12.org](http://www.maconk12.org).

### **Field Trips**

The Macon County Board of Education recognizes that educational field trips and trips to various types of contests for instructional purposes help provide desirable learning experiences. The Board delegates to the Superintendent the responsibility for development of administrative criteria governing field trips. However, only those field trips that grow out of the instructional program or are otherwise related to the course of study/grant outcomes are to be permitted during school hours. Other trips, such as those involving band or athletic activities should be confined to after school hours except when the school is engaged in an activity, competition, or contest that must take place during school hours.

Teachers planning field trips or out-of-class learning experiences shall submit a written request to the school Principal for approval well in advance of the trip. If the Principal approves the trip, he/she will forward the field trip request to the Director for Instructional and Professional Services. A separate request for transportation must be made to Transportation Director to secure a bus once the field trip itself is approved. The application shall include an itinerary of the trip and the course of study objectives that will be met or enhanced as a result of the trip, mode of travel, and how the trip will be financed.

Only **board approved** bus driver(s) may drive for school field trips. After the trip has been approved by the Director for Instructional and Professional Services, the teacher will secure written parental/guardian permission for each child planning to participate in the trip. No student will be denied an opportunity to participate in any school field trip because of his/her disability. Students who have not submitted the appropriate permission form shall not be allowed to take the trip. **An employee trained in giving medications must attend all field trips if the student(s) attending is taking medication and the system nurse must be notified of students with medical needs well in advance of the trip.**

**NO trips to amusements parks will be approved and most out-of-state trips will not be approved. However, any trips that are out-of-state or near a water source are not approved at the Superintendent's level but must be board approved. As board meetings are generally held once a month, such requests must be timely submitted.**

### **Grading System**

It is the opinion of the Macon County Board of Education that grades should primarily represent student achievement and not merely be a composite of qualities such as effort, preparation, application or attitude. However, the Board also recognizes that those factors do influence the learning process; in this regard, the judgment and decision of the teacher shall be respected.

Each teacher is expected to determine the comparative value of individual grades on tests, classroom assignments, homework, projects, etc., along with other learning or evaluation type exercises within accepted standards. **Grades should never be used as a means to punish a student who has misbehaved.**

Teachers shall engage students in Grades 7 through 12 in credit recovery following the guidelines of the **Alabama's FIRST CHOICE Act**. All teachers must maintain accurate grading records that reflect course objectives mastered and not mastered. Teachers must provide students who have not mastered objectives a multitude of opportunities to master the objective and pass the course and maintain ample documentation of such efforts.

At all grade levels, parent/ guardian conferences, progress reports, and report cards are integral parts of the grading system. For each scholastic year a combination of parent conferences, progress reports, and report cards will be utilized.

Conferences, progress reports, and report cards are intended for the benefit of the student. Therefore, in order to be as beneficial as possible each parent/guardian/teacher conference and related progress reports shall provide as much detailed information as is necessary for the well being and continued progress of the student. Notes of all conferences and parental contact shall be maintained on the Title I Parent Compact Form and shall reside in the students' cumulative folder.

**Scholastic Grades** should reflect the teacher's most objective assessment of the student's academic achievement. **Academic grades will not be used as a means of maintaining discipline in the classroom.** The grading scale used by the Macon County Public School System is outlined in the *Code of Student Conduct*.

## **Homework**

The Macon County Board of Education recognizes that homework should be meaningful and reasonable. The Board also encourages the use of **reasonable** homework assignments that both support instructional objectives and expand the scope of instruction limited by the constraints placed on classroom teaching.

Homework should not be a substitute for teaching, but should enhance the classroom lesson by practical application and enrichment of what has been taught. Consideration should be given to the time required to complete a homework assignment. Homework assignments should be commensurate with the resources available to the student. Homework assignments that do not directly support a clearly defined instructional objective should not be made.

## **Instructional Supplies**

The Macon County Board of Education encourages teachers to discuss their instructional supply needs with their immediate supervisor. All instructional materials must be approved for purchase in accordance with the established rules and regulations of the Board. A state allocation for board supplies has been provided for 2012-13.

## **Lesson Plans**

The Macon County Board of Education requires a plan of work, as documented in daily lesson plans, to be prepared by each teacher and made available to the principal. The regular lesson plans for 2012-13 are expected to be in place as well as the Career/Technical Education Lesson Plan forms. Copies of each lesson plan format are available at each school and online at [www.maconk12.org](http://www.maconk12.org).

Specific lesson plans shall be prepared by the teacher and shall be placed in a *Substitute Teacher File* on the teacher's desk in order that substitutes can conduct classes more efficiently in the teacher's absence.

**Teachers not completing, having, submitting lesson plans are subject to sanctions.**

## **Parent Conferences**

The Macon County Board of Education requests that at least once each semester every classroom teacher attempt to schedule a conference with the parent/ guardian of each student for whom that teacher is responsible. This can be done through a school's parent conference night or open house. The purpose of the parent/guardian/teacher conference is to provide the teacher an opportunity to advise parents of the academic progress of the students and/or to discuss with the parent/ guardian suggested strategies that the parent/guardian can implement in supporting the teacher's instructions.

Each teacher should develop written documentation of each parent/guardian conference and the objectives discussed during the conference. Copies of conference documentation should be maintained in the student's cumulative file. Title I Compact should be reviewed and discussed with parents and students during phone or scheduled conferences.

## **Promotion & Retention**

The Macon County Board of Education delegates to the Superintendent the responsibility to develop and maintain instructional objectives and performance standards for each grade level within the school system.



Parents/Guardians and students shall be made aware of the objectives and standards at the beginning of each school year via the use of written communication in the form of a class syllabus

The grading system used to measure student progress toward achieving the pre-determined objectives and performance standards shall be applied consistently throughout the school system.

Promotion of a student from one grade to the next shall be based solely on that individual student's achievement of the minimum skills necessary to qualify for promotion. A student shall not be allowed to pass to a higher grade or course level so long as he/ she fails to achieve minimum requirements at a lower grade level or fails to master the established standards for a particular grade level, level of learning, or subject matter content achievement level. Credit recovery requires that a student be given multiple opportunities to learn material and demonstrate mastery of established standards; it is not social promotion.

Specific promotion requirements are stated in the *Macon County Schools Pupil Progression Plan*.

### **Report Cards & Progress Reports**

It is the policy of the Macon County Board of Education that reports concerning student progress shall be made to the parent/guardian of all students on a regularly scheduled basis. Individual schools shall make additional reports to the parent/ guardian of a student when, in the opinion of the principal and teacher of the student, the situation warrants such reports. Such situations may include, but are not limited to, outstanding academic achievement, outstanding citizenship, poor academic achievement, and/or continued inappropriate behavior. Report Cards will be sent home every nine (9) weeks. Progress Reports will be sent home at the four and one-half (4 ½) week interval between report cards. All students in grades PreK-12 will be provided progress reports and report cards.

### **School Observances & Ceremonies**

- **Flag Display** – The Macon County Board of Education, in compliance with Alabama state law, requires that all schools within the system display both the flags of the United States of America and the State of Alabama. The flags shall be displayed at some suitable place each and every day that school is in session.
- **Pledge of Allegiance** – All students must be afforded the opportunity to recite on a voluntary basis the *Pledge of Allegiance* to the United States flag each day.
- **Moment of Quiet Reflection** – The teacher in charge of each classroom shall, at the opening of every school day in each public school classroom, conduct a brief period of quiet reflection for not more than a sixty-second period with the participation of every student in the classroom. The moment of quiet reflection authorized herein is not intended to be and shall not be conducted as a religious service or exercise but shall be considered an opportunity for a moment of silent reflection on the anticipated activities of the day. The *Period of Quiet Reflection Act* requires a school principal to conduct a sixty-second period of quiet reflection at the beginning of every school athletic event and graduation ceremony. *Alabama Code, Section 16-1-20.4*

### **Semester Exams**

Semester examinations may be used to evaluate student achievement when conducted in such a way that they effectively estimate the achievement of the goals and objectives on which learning activities have been based. **All** students in grades nine through twelve (9-12) shall take a semester examination for each course in which the student is enrolled. Seniors with an "A" average in a class may be exempted from semester

exams. All semester exams shall be administered according to a schedule recommended by the Superintendent. Teachers shall not, under any circumstances, administer semester exams outside the date(s) scheduled by the Superintendent. New for 2012-13, the Alabama Department of Education will require the administration of end-of-the course tests for some high school grades in reading and math. These tests will count as a percentage of the final grade and will be used in lieu of semester exams.

### **Substitute Teachers**

It is understood there will be times when a teacher is out of school due to illness or an unforeseen circumstance. All teachers of the Macon County Public School System must prepare a substitute teacher folder in order to prevent disorder and provide continuation of classroom instruction in the event of an absence. This folder should be readily available each and every day school is in session. The folder should include class roster(s), schedules, emergency lesson plans, class assignments, directions for any special circumstances and the name of another teacher that could assist the substitute teacher if necessary.

### **Teaching Methods**

The Macon County Board of Education strongly encourages teachers to use a variety of teaching methods and materials that are consistent with sound principles of learning and with an understanding of the student needs in the classroom. All teaching methods used should be designed to allow all students to perform at the highest individual level possible. The Macon County Board of Education is expecting teachers to implement strategic teaching which emphasizes best practices as well as strategies from Lee v Macon (Make Sense Strategies).

### **Test Security**

Failure to follow security procedures promulgated by the Alabama State Board of Education and published in the Alabama State Board of Education, State Department of Education Administrative Code (290-040-020-.04) the Student Assessment Handbook, and the test administrator's manual may result in disciplinary action by the local board of education and/or revocation of the teaching certificate by the Alabama State Department of Education. Each employee will be required to sign a test security policy stating specific actions which are inappropriate and violate, in spirit and intent, the stated policy.

### **Tutoring for Pay**

Professional personnel shall not receive pay or its equivalent for outside private tutoring of students in their classes. Private tutoring for any form of remuneration shall not be done during regular school hours or on school grounds unless it is a school sponsored program.

### **Video Media**

All video materials shall be previewed by the teacher and approved by the school principal prior to showing in the classroom. Video content should relate and correlate to the unit being taught or contain positive educational value to justify viewing the material. Films with any rating other than "G" require written permission from the principal prior to being viewed by students.

## **INSURANCE AND BENEFITS**



### **Member Online Services – It's Fast, FREE, Secure and Accurate!**

PEEHIP's Member Online Services offers a simple, convenient way to enroll in and make changes to your benefits electronically. **Approximately 60% of all Open Enrollments were made online.** The online system is fast, free, secure and accurate and operates in real-time. By the time you receive your Confirmation page, your enrollment elections are already processed and in our system. Your Confirmation page confirms the date and time that your elections were saved and submitted to PEEHIP; gives a recap of your elections; displays your actual PEEHIP coverages; and provides your premium calculation so that you will know what your monthly out-of-pocket premium will be! **We encourage you to use the online system to make your enrollment changes!**

The Open Enrollment link to enroll online is available beginning July 1, and remains available through the **entire** Open Enrollment period ending September 10. To make your Open Enrollment elections online:

1. Go to **www.rsa-al.gov** and click Member Online Services.
2. Enter your User ID and Password at the Log In page.
3. If you do not have a User ID and Password, click "Register Now" and follow the on screen prompts to create your own User ID and Password.
4. Once you successfully log in, click the link "Enroll or Change PEEHIP Coverages" from the PEEHIP menu found at the left of your screen.
5. Click the open enrollment option and then click Continue and follow the on-screen prompts until you receive your Confirmation page.

No more paper forms, envelopes, stamps or last minute runs to the post office when you use the RSA's Member Online Services system! RSA and PEEHIP continually strive to improve the services we provide to our members. Use the electronic Member Online Services system and we all benefit in terms of greater efficiency and effectiveness as well as savings in time and costs!

### **PEEHIP Members Can Do the Following Online:**

#### **◆ Year Round:**

- ◆ View your Current Coverages
- ◆ View and/or Update your Contact Information (address, phone number, email and marital status)

#### **◆ During Open Enrollment (for an October 1 effective date):**

- ◆ Enroll, Change or Cancel your Hospital Medical Plan
- ◆ Enroll, Change or Cancel your Optional Coverage Plans (cancer, dental, indemnity and vision)

- ◇ Add, Update or Cancel your Other (non-PEEHIP) Group Insurance Coverage Information
  - ◇ Enroll or Re-enroll in Flexible Spending Accounts
  - ◇ Add or Update your Medicare Information
  - ◇ Add or Update Retiree Employer Information
  - ◇ Update your and your Spouse's Tobacco Usage Status
  - ◇ Add Dependent(s) to Coverage such as a newborn child or new spouse
  - ◇ Cancel Dependent(s) from Coverage
  - ◇ Enroll your 19-26 year-old, adult children to any PEEHIP plan or the VIVA Health Plan
- 62 877.517.0020

◆ **Outside of Open Enrollment** - Coverage for new dependents can be added through the online system for the following four **Qualifying Life Events (QLE) (for an effective date of the date of the event or the 1st of the month following the date of the event):**

- ◇ Adoption of a Child
  - ◇ Birth of a Child
  - ◇ Legal Custody of a Child
  - ◇ Marriage of a Subscriber
- Changes must be submitted within 45 days of the QLE.

◆ **To Uncombine Allocations During Open Enrollment:**

◇ **The easiest, most efficient and preferred way to uncombine allocations and enroll in single hospital medical plans is online through Member Online Services (MOS).** The subscriber of the hospital medical policy (for example, the receiver of the allocation) must first change **from** family hospital medical coverage **to** single hospital medical coverage. Once you receive a confirmation page generated by MOS confirming this election, the sender of the allocation should then log in to MOS and enroll in single hospital medical coverage and receive a confirmation page confirming this election. **Your confirmation page will also provide your premium calculation.** Each member must use his/her own PID number when using the MOS system.

◆ **To Remove An Ex-Spouse From Coverage Effective the 1st Day of the Month Following the Divorce:**

- ◇ Click the "View/Change Contact Information" link once you have logged in to Member Online Services. Select the "Update my marital status" option, select "divorce" from the drop box, and then provide the date the divorce was final. This is the date the judge signed the Final Order of the Divorce Decree. Be sure to get a Confirmation page to ensure this change was saved and submitted to PEEHIP. This will remove the ex-spouse from your coverage.
  - ◇ If you do not have access to a computer, you must notify PEEHIP of your divorce by completing and mailing or faxing a paper Health Insurance Status Change form to PEEHIP.
- www.rsa-al.gov 63*

Mail forms to: Public Education Employees' Health Insurance Plan  
 P.O. Box 302150  
 Montgomery, AL 36130-2150

A self-addressed envelope is included in this packet to return forms to PEEHIP. Do not send any forms to Blue Cross Blue Shield, VIVA, or Southland National. When completing these forms, make sure the name of the subscriber and dependents is the same as the name on their Social Security card. Forms may also be downloaded from our Web site at [www.rsa-al.gov](http://www.rsa-al.gov).

**Health Insurance and Optional Enrollment Application** – This form is to be used if you are: a **new** employee; an active or retired member who is **not** enrolled in any coverage; or an active or retired member who wants to **enroll** in one or more Optional Coverage Plans that you are not enrolled in, or are not enrolled in a Hospital Medical Plan and want to enroll. Any **changes** to existing coverages are to be made on the Health Insurance and Optional Status Change form.

**Health Insurance and Optional Status Change** – This form is to be used if you are an active or retired member currently enrolled in PEEHIP and you want to make changes to your existing coverage, and/or to certify or change your or your spouse's tobacco status. Examples: change from single to family coverage or vice-versa; cancel coverage; change your Hospital Medical Plan; add or cancel a dependent to or from family coverage; **enroll your adult child(ren) to your plan(s)**. **Important:** You must provide the Requested Effective Date or the form will be returned to you for completion.

**Flexible Spending Account Enrollment Application** – This form is to be used if you are an **active** member and you wish to enroll or re-enroll in the Health Care and/or Dependent Care Flexible Spending Accounts. **Important:** You must re-enroll in these programs **every year** as these programs will **not** automatically renew each year without a new enrollment application. The **Health Care Account** allows members to pay for non-covered health care expenses with pre-tax dollars. The **Dependent Care Account** allows members to pay for dependent care expenses with pre-tax dollars.

**Flexible Spending Account Status Change** – This form is to be used if you are an **active** member and you enrolled or re-enrolled in a Flexible Spending Account(s) during Open Enrollment and subsequently wish to make a **change** to the annual contribution amount of your Flexible Spending Account(s) **before** the end of Open Enrollment or during the year if you have a qualifying life event.

**Federal Poverty Level Assistance (FPL) Application** – This form is to be used by eligible active and retired members to apply for the FPL premium discount. **Members must re-enroll in this program every year.** This program will not automatically renew each year without a new application.

### **Important for New Employees**

The Health Insurance and Optional Enrollment Application must be completed within 30 days of the member's employment date.

### **Teachers Retirement System (TRS): Defined Benefit Program**

The TRS is a defined benefit plan qualified under Section 401(a) of the Internal Revenue Code. Since its inception in 1941, the plan has provided disability and service retirement benefits to members and survivor benefits to qualified beneficiaries.

A defined benefit plan provides the employee with a specific benefit at retirement by calculating the retirement benefit based on a formula. Benefits are payable monthly for the lifetime of the member, possibly continuing for the lifetime of his or her beneficiary. The *Code of Alabama 1975*, Section 16-25 contains the actual language governing the plan.

## **Teachers Retirement System: Mandatory Participation**

Participation in the TRS is mandatory if a person is employed in a position eligible for coverage in a **non-temporary capacity on at least a one half time basis earning at least the federal minimum wage**. Once enrolled, the member must continue participation until employment is terminated. Active members of the Employees' Retirement System (ERS) and student employees are not eligible for TRS participation. Temporary employees with a specific termination date not exceeding one year are ineligible. However, temporary employees employed longer than one year must begin participation in the TRS at the beginning of the second consecutive year of employment. The member will be given the opportunity to purchase the first year of temporary employment.

## **PAYROLL**

### **Academic/Athletic & Extra-Curricular Supplements**

Academic supplements are awarded to sponsors of academic organizations at the completion of the school year. Academic supplements must be recommended by the principal to the Superintendent and then to the board for approval. Sponsors who do not submit the necessary products/documentation will not be awarded the supplement until they do so. For example, if you are high school yearbook sponsor, you will receive your academic supplement once the yearbook has been completed.

Athletic and extra-curricular supplements are awarded to coaches or sponsors of approved activities and competitions. The payment of these supplements is executed based on a schedule of payments from the Business and Financial Services Department. All athletic and extra-curricular sponsors are recommended to the Superintendent by the school principal and approved by the board. Duties and expectations must be fulfilled in order for supplements to be paid. A Coaches and Extra Curricular Sponsors handbook will be given to employees in those roles.

### **General Information about Salaries**

- A current salary schedule is posted on the board of education website – [www.maconk12.org](http://www.maconk12.org).
- Certificated employees are generally paid according to the state's minimum salary matrix.
- An employee's annual salary is divided into twelve equal payments (**\* may be 13 for new employees to school system and not transferring from another school district**) and checks are generally issued on the last business day of the month.
- Federal, State, and FICA taxes will be withheld from wages as required by law.
- Seven point two five percent (7.25%; 7.50% after 10/1/2012) of an employee's gross salary will be deducted for retirement benefits. This rate applies to those persons hired prior to January 1, 2013. **For those persons hired on or after January 1, 2013, new retirement rate and rules will apply.**
- Placement on the salary schedule is determined by the number of full years of public education teaching experience for certificated employees.
- Placement on the salary schedule for support employees is determined by the number of full years of public education employment.
- Hospital / Medical and Supplemental insurance premiums will be deducted at the employee's request.

- Other deductions will be made if approved by the Macon County Board of Education and authorized by the employee.
- **Direct deposit of payroll is mandatory for all employees of the system. There will be no issuing of paper checks for regular employees.**
- A checking or savings account must be established at the time of processing paperwork for pay purposes.
- 

Open enrollment is offered for one period during the scholastic year.

- The beginning of school through September 15th

All paperwork relating to payroll, including but not limited to, insurance, payroll deductions and sick leave bank enrollment must be submitted to the Payroll Department within the following dates:

August 1 - September 15 (1st semester)

### **Deductions - Voluntary**

All deductions begin on October 1 of each year. The following items may be payroll deducted at the request of the employee.

#### **Professional Dues:**

- National Education Association
- Alabama Education Association
- Macon County Education Association
- Macon County Education Support Professionals
- Council for Leadership in Alabama Schools (CLAS)
- Alabama ACTE (Alabama Vocation Association)
- Pre-paid Legal Services

#### **Insurances:**

- Preferred Financial Corp.
- Liberty National Life Insurance
- AFLAC
- Allstate Life Insurance
- Loyal American Life Insurance
- Mass Marketing Group
- Broker's National Life Insurance
- Colonial Life and Accident
- Colorado Bankers
- Metropolitan Life Insurance
- Consecro Variable Life
- Prudential Life Insurance
- Horace Mann Insurance
- Life of Alabama
- New York Life Insurance
- Educators Benefits (Collateral Benefits; AUL)
- PEIRAF (formerly known as RSA-1)

## **Extra Duty**

Employees may be assigned extra duties and responsibilities by their supervisor, the Superintendent or his/her designee. The Board requires that all duties assigned be reasonable and in support of accomplishing the overall educational objectives of the Board.

## **Payroll Documentation & Employee Responsibility**

All employees whether certified or support work hard for their money and deserve to receive the exact amount of money and leave time they have earned...nothing more, nothing less. There are several steps that must fall into place in order for this to occur. The first step is taken by individual employees and the last step is taken by the supervisor of those employees. Employees should note that when they sign their time sheet at the end of a payroll period they are signing a statement that verifies they have "reviewed the information provided and that it is an accurate and true accounting of (my) attendance" for the payroll period. The employee should also note the time sheet has a reminder to "**be certain you have the sick and/or personal/vacation days you are claiming...After payroll checks are issued, the type of leave used will not be changed unless there is a mistake at the clerical level.**"

**Employees are required to do the following daily:**

- a) Enter the time reported to work
- b) Enter the time left work
- c) Sign in and out for lunch (support and administrative staff only)

Failure to sign in/out as required will result in loss of leave, beginning with vacation leave, then personal leave, then sick leave. As a last resort, the employee's salary will be docked if leave is not available. Leave used for failure to comply with sign in/out requirements will not be reinstated for any reason. Each employee is responsible for completing his/her payroll signature sheet correctly.

## **Late Arrival to Work – Early Dismissal from Work**

This should only be used in extreme circumstances...not on a regular basis.

**APPROVED by Principal/Supervisor** - The Principal /Supervisor should initial the time sheet on the day the variance occurred.

**NOT APPROVED by Principal/Supervisor** - The Principal / Supervisor should notify the employee that leave must be taken to compensate for the time not at work.

## **Leave**

Each month when payroll is issued every employee receives a detailed account of the number and type of leave days available for their use. This information is found on the stub portion of the payroll check. Employees are responsible for being aware of the number and type of leave days available to them. Employees are also responsible for submitting the appropriate type of leave for days not worked.

Once again, when an employee signs for leave they are verifying they have been absent from their duties on a designated day and the leave requested for said day(s) shall be charged against their (sick) (personal) (vacation) leave account. Failure to designate the correct type of leave will result in loss of the next



available type of leave time used for failure to submit the appropriate type of leave will not be reinstated for any reason. Each employee is responsible for completing his/her payroll signature sheet correctly.

NOTE 1: The Principal/Supervisor is responsible to review each time sheet and initial as indicated. The Bookkeeper/Secretary that prepares the monthly payroll report should review each time sheet and initial as indicated.

NOTE 2: If an employee takes leave on a scheduled full day and school is dismissed early, the employee will be charged a full day.

### **Vacation Leave**

Twelve-month employees that wish to take extended vacation leave must have prior approval from their local supervisor. Central Office Coordinators, Principals, and Maintenance/Transportation Supervisors must have prior approval of the Superintendent for vacation leave.

Occasionally a situation will arise suddenly that requires an employee to be out of work; however, the employee should not wait until the end of the payroll period to submit a leave form if the employee wishes to use vacation leave for the time absent. A Vacation Leave Form should be completed and approved as noted above when an employee is out unexpectedly and wishes to request vacation leave. Vacation leave requested for this type of circumstance should be submitted only in extreme circumstances and will be reviewed for approval on an individual basis

### **Documentation for Jury Duty**

An employee is required to submit a **Certificate of Jury Service** when called for Jury Duty.

Employees that fail to provide a Certificate of Jury Service will be required to take vacation, personal or sick leave in lieu of Jury Duty Leave.

Leave time used for failure to submit a Certificate of Jury Service within the payroll period the Jury Service occurred will not be reinstated for any reason.

### **Sick Leave Bank Documentation**

Employees are required to submit an original, completed form requesting leave from the Sick Leave Bank along with other documentation as outlined in the Macon County Schools Personnel Manual. The employee must exhaust all available leave (including the sick day earned for the current payroll period) before the employee is eligible to borrow from the Sick Leave Bank.

### **Out-of-State-Travel**

All out of state travel and/or leave requires prior approval by the Board of Education. A Board Meeting schedule is distributed well in advance of meetings and should be used as a planning guide for obtaining

approval of these types of events. The Superintendent **will not** recommend for Board approval any Out of State Travel for Field Trips or Professional Development if the event has already taken place.

### **Out-of-State-Field Trips**

**The following is required for approval of Out of State Travel.**

- Appropriate Leave Form for Employee or Sponsor(s) of Field Trip
- Field Trip – Letter from Sponsor stating purpose of the trip, method of travel, how expenses are covered and a tentative itinerary for travel.
- Signature of Principal approving trip
- Deadline for submission of paperwork for out-of-state field trips must be approved by the Board at least one month in advance of the scheduled date of travel.

### **Out-of-State Professional Development**

The following is required for approval of Out-of-State Professional Development Leave.

- Appropriate Leave form for Employee
- Approval of Principal/Supervisor
- Approval of Program Coordinator, if applicable
- Deadline for submission of paperwork for out-of-state professional development must be approved by the Board at least one month in advance of the scheduled date of travel.

### **Overtime Compensation for Support Employees**

The Board may, under an agreement with an employee covered by the provisions of the Fair Labor Standards Act, award compensatory time instead of overtime pay if:

- The Board directs the employee to do so
- An “emergency condition” exists<sup>3</sup>

Such agreement or understanding relative to compensatory time must be reached between the Board and an affected employee before performance of any work subject to overtime pay or compensatory time. To comply with provisions of the Fair Labor Standards Act, no support employee of the Macon County Board of Education shall be paid less than current minimum wage as established by the Federal Government. No support employee of the Macon County Board of Education shall work in excess of 40 hours per week except in extreme emergencies, and then only upon the prior approval of the Superintendent of Education or the Superintendent’s designee. Approved overtime hours worked must be recorded on the proper form and signed by the employee’s supervisor, principal, and the Superintendent of Education. This form must be completed, signed by the immediate supervisor, approved by the Principal and submitted to the Superintendent within the week in which the overtime hours are worked Overtime hours are worked.

No support employee shall be compensated for any time worked over forty (40) hours per week without such approval. Support employees shall be granted one and one-half (1.5) hours of compensatory time for each hour of approved overtime worked up to a maximum accumulation of 240 hours. In the event an employee should accumulate 240 hours of compensatory time, said employee shall then be compensated for additional approved overtime earned at the rate of one and one-half (1.5) times the regular hourly pay rate.

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<sup>3</sup>An emergency condition is defined as a situation which endangers or potentially will endanger the physical, mental, or emotional health or safety of property for which the Board is ultimately responsible, and the performance of overtime work would or reasonably may be expected to contribute to the reduction of said danger or perceived danger.

## PERSONNEL FILES

### Personnel File Requirements

Item Required	Certificated	Support
Application	X	X
Current Resume'	X	X
Reference (3)	X	X
Letter of Contingent	X	X
Test Security Policy	X	If Applicable
Transcript(s)-Official	X	If Applicable
Work Keys Assessment	N/A	If Applicable
Alabama Teacher Certificate	X	If Applicable
HQ Verification	X	If Applicable
Verification of Employment-if applicable	X	
Lee vs. Macon	X	
Sick Leave Transfer-if applicable	X	X
The following is required of all employees:		
Personnel Information Sheet		
Employment Eligibility/E-Verification (Homeland Security Requirements)		
Social Security Card (copy)		
Driver's License (copy)		
Form W-4 (Federal Income Tax Withholding)		
Form A-4 (State Income Tax Withholding)		
Alabama New Hire Form		
Teacher's Retirement System Enrollment Form		
Sick Leave Bank Enrollment Form (optional)		
Direct Deposit of Payroll		
Tuberculin Test Results		
ABI/FBI Background Clearance Documentation		
Health/Medical Examination Clearance (Bus Drivers/Transportation Employees)		
E-Verification through Homeland Security		

### Resignation

The Macon County Board of Education prohibits any professional employee, whether on continuing service status or not from canceling his/her contract during the school term for which said contract is in effect, or for a period of thirty (30) days previous to the beginning of such school term, unless such cancellation is mutually agreed upon. Any such employee canceling hi/her contract in any other manner than herein provided shall be deemed guilty of unprofessional conduct and the State Superintendent by authority of *Code of Alabama §16-24-11*, is authorized to revoke or suspend the certificate of the employee.

## **Retirement**

Support personnel, including custodians, bus drivers, lunchroom or cafeteria workers, secretaries, clerks, clerical assistants, maintenance workers or other qualified non-certified employees who work an average of twenty (20) hours weekly must participate in the State Retirement System (TRS). No employee will be forced to retire based upon age alone.

## **Retirement System - TRS**

All certificated employees of the Macon County Board of Education and support employees who work an average of twenty hours weekly must participate in the Teachers' Retirement System. No employee will be forced to retire based on age alone.

### **Important Information regarding the TRS (Note: New rules will be in effect for employees hired on or after January 1, 2013.)**

- a. A seven point two five (7.25%; 7.50% after 10/1/2012) tax-sheltered contribution is deducted from the employees' salary
- b. The TRS provides for retirement income at age sixty (60) with ten (10) or more years of pay participating service or at any age with twenty-five (25) years of service
- c. Life insurance is provided to each participant in an amount equal to the annual salary paid to the employee during the last scholastic year (July 1-June 30), plus the amount of money the individual employee has contributed to their retirement account.
- d. Life insurance valued at \$15,000 is provided to the beneficiary, in addition to the benefit outlined in Item C above.
- e. Employee contributions may be withdrawn upon employment termination.
- f. Cumulative contributions may not be used as loan security.
- g. Sick leave days are paid to the beneficiary at the daily rate of pay.

## **Salary Schedule for Certificate Employees**

The Macon County Board of Education adheres to the State Minimum Salary Schedule. Principals are provided with a complete copy of the salary schedule. The salary schedule is posted on our website for your convenience at [www.maconk12.org](http://www.maconk12.org).

## **Salary Schedule for Support Employees**

All worksite supervisors are provided with a complete copy of the Macon County Board of Education Salary Schedule. Support employees may speak with their immediate supervisor to receive a copy of the salary schedule for their position. The salary schedule is posted on our website for your convenience. [www.maconk12.org](http://www.maconk12.org).

## **Time Schedules**

Each employee of the system is required to report to work at the appropriate time each day school is in session. Most certificated employees should report to work at 7:45 AM and are required to remain on the school campus until 3:30 PM. Duty times may report an earlier reporting time or a later dismissal time. Specific schedules for reporting will be made available for personnel at each school and are configured according to the earliest and latest bus arrival and departure. Office personnel typically report at 8:00 AM

and depart at 4:30 PM. However, schedules for bus drivers, school nutrition staff, maintenance and custodial staff, District Resource Officers, and others may vary. Each teacher shall be provided a minimum of thirty (30) continuous minutes each day free of duty or supervisory responsibilities. Support employees shall report to and leave work at the times assigned by their immediate supervisor.

## **PROCEDURES AND POLICIES OVERVIEW**

The following is not intended to be an all-inclusive list of procedures and policies that relate to employees of the Macon County Board of Education. A policy manual is located in the Principal's office and Library Media Center at each school, the Central Office, and the Transportation and Maintenance Departments. Employees may speak with their immediate supervisor to schedule time for review of the manual during their off-duty time.

### **Asbestos in Buildings**

The Macon County Board of Education has complied with all requirements set forth under federal and state law concerning asbestos. Management plans have been developed to establish guidelines for managing building material containing asbestos. For additional information, contact Mr. Robert Spratlin, Maintenance Supervisor at (334) 727-1600.

### **Cash in School Buildings**

The Macon County Board of Education requires that any school funds collected be receipted in an approved receipt book and deposited with an approved financial institution on the day collected. **All money collected by school personnel must be receipted and turned in to the school bookkeeper in a timely manner.**

### **Cell Phones**

It is the policy of the Macon County Board of Education that the use of personal electronic communication devices, including but not limited to, cellular telephones/cameras, walkie-talkies, beepers, etc., be prohibited for personal use during instructional and/or duty time for all employees. The Board of Education authorizes the school principal, at his/her discretion, to approve the use of such devices during times of medical emergencies, natural disasters, or other such events that may compromise the safety of students or employees. Certain employees are issued communication devices by the Board for the purpose of conducting and performing their job duties. The use of these Board issued devices is authorized and permitted with the exception that **all** communication with these devices shall be in such a manner to assure minimal disruption of instructional activities.

### **Climate Control (Setting the Thermostat)**

A comfortable environment, no doubt, is conducive to teaching and learning. However, setting a thermostat below 68 will not achieve room coolness any quicker than setting it at 72. The energy standard for a thermostat setting is 72 to 78. Thermostats set below this will often result in the unit freezing, and you can see ice within the unit. When this happens, the compressor usually breaks and the unit has to be replaced. Please use good climate "sense" and maintain an appropriate thermostat setting. Remember, one hundred percent of us will never be happy with the exact same setting; so, a comfortable setting is best.

## **Complaints & Grievances**

The Board recognizes that harmonious relations with its employees can be maintained and improved through effective communications. The interests of all parties can best be served by sincere efforts of all concerned to promote understanding and cooperation. The Board, therefore, has adopted the following procedures as a means to examine and settle equitably, at the lowest possible administrative level, differences and issues relating to discrimination, contracts, salaries, working conditions, and advancement opportunities of employees. These proceedings shall be kept informal and confidential as may be appropriate at all levels of the procedure.

### **Definitions**

A grievance shall mean a complaint by any member of the professional or support staff that there has been a violation, a misinterpretation, or inequitable application of any policy or practice of the school system. Evaluations and other personnel matters that may be appealed under the provisions of the Fair Dismissal Act or other state statute shall not be a grievable item under the provision of this policy. The grievance may be initiated orally or in writing at Level One and must be filed within twenty (20) work days following the act or condition which is the basis for the complaint. Beyond the initial step, the grievance shall be in writing.

### **Procedure<sup>4</sup>**

#### **Level One – Informal Procedure**

The aggrieved person shall first discuss the grievance with his/her principal or immediate supervisor with the objective of resolving the matter informally.

#### **Level Two – Formal Procedure**

Step One of the formal grievance procedure commences if, as a result of the discussion between the grievant and the principal/supervisor the matter is not resolved to the satisfaction of the grievant, then within five (5) work days, the grievant shall set forth the grievance in writing to the principal/supervisor specifying, to wit:

- The nature of the grievance
- The nature or extent of the injury, loss, or inconvenience
- The relief sought
- The results of previous discussion
- The dissatisfaction with decisions previously rendered

The principal or supervisor shall communicate his/her decision to the grievant in writing within fifteen (15) work days of receipt of receipt of the written grievance.

Step Two of the formal grievance procedure commences if the grievant is not satisfied with the disposition of the grievance at Level Two-Step One. The grievant may within five (5) work days of the grievance at Level Two-Step One, present his/her grievance to the Superintendent of Schools.

The Superintendent or his/her designee shall hear the grievance and render a decision within thirty (30) work days after the decision is rendered at Level Two-Step One. At this hearing, the grievant may appear alone or be accompanied by a representative of his/her choice.

Step Three of the formal grievance procedure commences in the event the grievant is not satisfied with the disposition of the grievance at Level Two-Step Two. The grievant may file in writing with the Board of Education within five (5) work days after the decision from Level Two-Step Two. The Board of Education

shall hear the grievance and render a decision within thirty (30) work days after the decision is rendered at Level Two-Step One

Step Four of the formal grievance procedure commences in the event the grievant is not satisfied with the disposition of the grievance by the Board of Education. The grievant may appeal the decision to the appropriate authorities as provided by law or seek recourse through the state or federal court system.

### **Miscellaneous Provisions**

Timelines – It shall be understood that the timelines imposed at each level and step shall be strictly adhered to and unless the appeal is made within the time allotted, the grievance shall be deemed to have been settled and the employee shall have no further right with respect to said grievance.

Hearing Procedures–The Board of Education and/or Superintendent may establish hearing procedures to follow at Level Two-Step Two and Level Two-Step Three.

### **Conflict of Interest**

The Board prohibits Macon County Public School System employees from engaging in additional employment or any other personal pursuits that would affect their efficiency or usefulness as employees in the school system; that would make time and/or energy demands upon such individuals which could interfere with their effectiveness in performing their contractual obligations to the Board; that would compromise or embarrass the Macon County School System employment status or professional standing; or that would in any way conflict with or violate professional ethics. Employees shall not engage in any other employment or in any private business during the hours required to fulfill assigned educational duties. The Board also prohibits employees from engaging in political activity which materially System. Assemblies, school classes, materials, and equipment shall not be used for partisan or political purposes.

### **Dress Code**

Employees of the Macon County Board of Education are required and expected to dress professionally while on the job. Shorts, sweats, logo apparel (other than school mascot) should not be worn in the classroom. Employees should follow the student dress code at a minimum. Administrators will strictly enforce proper dress code. Physical Education teachers may wear clothing appropriate for the physical education environment while maintaining dress code regulations.

### **Expenses**

The Board authorizes reimbursement to professional personnel for travel expenses incurred as a requirement of their jobs. Reimbursement may be made for travel which is at the request of or has received approval from the Superintendent and said employee's immediate supervisor. Such reimbursement shall not exceed travel and per diem authorized by the Board. Prior approval for all travel shall be obtained before any travel expenses may be incurred. No expense incurred for school-related trips shall be paid in advance. An expense voucher is available online. Detailed receipts must accompany expense vouchers

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<sup>4</sup>Each level of the grievance procedure shall be an observed and proper channel followed. At the request of the grievant the Superintendent, in emergency conditions, may grant exceptions.

## **Health Examinations**

All employees shall cooperate with the Superintendent, the Alabama Department of Health, and the Macon County Health Department in carrying out laws and regulations designed to protect and promote the health, safety, and general welfare of school children.

The Macon County Board of Education, in accordance with state statutes, shall not employ teachers, instructional aides, nurses, janitors, food handlers, bus drivers or other persons having direct contact with pupils who have tuberculosis in an infectious stage. The Board shall require a Tuberculin Test with documentation of negative results upon the hiring of all employees of the Board. The types and frequency of tests required shall be as set out by rules of the Alabama State Board of Health and the State Department of Education. Current or prospective employees shall undergo Tuberculin Testing, at his/her own expense, by any other duly licensed doctor of medicine of his/her own choosing, at his/her own expense. ALA CODE § 16-22-3

If the result of such examination indicates the presence of tuberculosis in an infectious state, the person seeking employment shall be deemed temporarily ineligible for appointment and will remain so ineligible until satisfactory proof of non-infectiousness is furnished.

## **Communicable Disease /Infectious Disease or Conditions**

Employees of the Macon County Public School System testing positive for Tuberculosis, or employees who have communicable diseases will be dealt with on an individual basis. It is the desire of the Board to protect any employee who has a disease or handicapping condition whether it is communicable or not, while at the same time protecting all students and employees in the system. Administrators or supervisors will report all cases of confirmed or suspected communicable diseases to the Superintendent so that efforts in this matter can be coordinated with the local health department or other professionals as needed. The Superintendent shall have the authority to exclude any staff member with a communicable disease or parasite known to be spread by any form of casual contact from schools in the Macon County Public School System for a period of time as may be prescribed by the local health department, school nurse, or physician. In all cases, a statement of clearance from the department of health, school nurse or a physician shall be required before the employee may re-enter school or return to work. All persons privileged with any medical information that pertains to employees shall be required to treat all proceedings, discussions, and documents as confidential information. Before any medical information is shared with anyone in the school setting a *Need to Know* review shall be made which includes the employee and their representative. Irrespective of the disease present, routine procedures shall be used and adequate sanitation facilities will be available for handling blood or bodily fluids within the school setting.

## **Bus Driver Physicals**

The Alabama Legislature has passed a law requiring bus drivers to submit to semi-annual physicals. The physicals are intended to ensure drivers are physically capable of safely driving a school bus. In addition to regular bus drivers, coaches, administrators and other school staff that may be called upon to drive a bus must pass the physicals. The law requires that bus drivers have a physical once every two years. Some drivers may be required to have a physical more often. Bus drivers are required to foot the bill for the physicals. Drivers already employed by a school system will be covered by their insurance for their physical. Prospective hires must pay for their own physical. Physical forms may be picked up from the Central Office, Transportation Center, or downloaded from [www.maconk12.org](http://www.maconk12.org).



## **Identification Badges**

All employees of the Macon County Board of Education will be issued photo badges. The first badge is issued to an employee at no charge. An additional or replacement badge may be obtained for a nominal fee paid by the employee. The ID badge is to be worn at all times while performing assigned duties on school property during a normal school day. The badge is the property of the Macon County Board of Education and must be surrendered upon separation.

## **Internet/E-Mail Use**

The Macon County Board of Education is pleased to offer cutting edge technology for its employees and students including, but not limited to, electronic mail and the Internet. To gain access to electronic mail and the Internet all students under the age of eighteen (18) years of age must provide a signed parental permission form to the school. Students eighteen (18) years of age and older may sign their own form. The "Proof of Receipt" page in the Macon County Code of Student Conduct" is used for this purpose.

**Administrators, teachers and school employees are REQUIRED to check their Macon County email daily. This form of communication will be used by central office employees to provide information in a timely manner. Remember, this is a professional email address to be used for your profession. E-mails will be retained for the minimum period of the beginning of a school year until the beginning of the next calendar year. Backups of all E-mails sent and received on the Macon County will be backed up and stored on removable drives and stored in a secure place determined by the technology director.**

Macon County Board of Education provides employees with an email account using Microsoft Exchange and Microsoft Outlook. This email account is provided to give all employees a good tool to help them in their day-to-day tasks. Employees should use this email account daily and in a responsible manner. MCBOE Technology has provided the following guidelines in an attempt to provide all employees a safe, user friendly, and secure working environment.

### **Passwords**

User accounts and passwords are given to employees, and sometimes contractors or substitutes. **Users must not share or reveal passwords to anyone-** including co-workers, supervisors, or students. To do so exposes the authorized user to responsibility for the actions of the other party. Disclosing passwords inadvertently compromises the security of the network.

To ensure that the password system works, users should choose passwords that are difficult to guess. This means that passwords should NOT be related to one's job or personal life- i.e. part of your name, position, and family. Passwords must contain one symbol, character, or numeric value and one capital letter. Passwords are a minimum of 6 characters.

### **Acceptable Use of Email and Internet**

MCBOE provides Email and Internet access for business and educational purposes. Every employee has the responsibility to help ensure proper use and the safe use of email and Internet.

### **Unacceptable Email and Internet use**

- Offensive content of any kind including pornographic material or sites

- Promoting discrimination on the basis of race, gender, national origin, age, marital status, physical attributes sexual orientation, religion, or disability.
- Threatening, violent behavior or profane or offensive language.
- Illegal activities
- Commercial Messages
- Messages of a political or racial nature
- Gambling
- Sports entertainment, gaming (this does not include necessary use for athletic departments)
- Personal financial gain
- Personal Email (i.e. AOL, Hot Mail, Yahoo Mail etc.)
- Forwarding email Chains
- Sending materials or information about students or other employees that could compromise the safety or well-being of the student or other employee.
- Spamming email
- Material protected under copyright laws

### **Email Retention**

Macon County Board of Education retains a copy of all email for the periods of one year. This year begins at the beginning of a school year and ends on the day before the next school year. Any restoration of email can be requested by the end user for their personal mailbox. Any other restoration or investigation must be done through the employee's supervisor in writing to the Superintendent of Education. The Superintendent (possibly along with the board or legal council) will determine if request has the merit to move the process forward.

### **Individual Education Plans (IEPs)**

An IEP is designed to meet the special educational needs of one child, who may have a disability, as defined by federal regulations. The IEP is intended to help children reach educational goals more easily than they otherwise would. In all cases the IEP must be tailored to the individual student's needs as identified by the IEP evaluation process, and must especially help teachers and related service providers (such as paraprofessional educators) understand the student's disability and how the disability affects the learning process. The IEP should describe how the student learns, how the student best demonstrates that learning and what teachers and service providers will do to help the student learn more effectively. Key considerations in developing an IEP include assessing students in all areas related to the known disabilities, simultaneously considering ability to access the general curriculum, considering how the disability affects the student's learning, developing goals and objectives that correspond to the needs of the student, and ultimately choosing a placement in the least restrictive environment possible for the student. As long as a student qualifies for special education, the IEP must be regularly maintained and updated over the student's primary educational years (i.e. up to the point of high school graduation, or prior to the 22nd birthday). It is the responsibility of all building educators to follow the IEPs of each student.

### **Meals in School Cafeterias**

The National School Lunch Program (NSLP) is a federally assisted meal program operating in public and nonprofit private schools and residential child care institutions. It provides nutritionally balanced, low-cost or free lunches to children each school day. The program was established under the National School Lunch

Act, signed by President Harry Truman in 1946. Teachers, for a nominal fee, may also eat breakfast and/or lunch through this program. No credits or charges are allowed by adults. The menu is prepared as a student program and not as an adult program, although adults are encouraged to eat the nutritious, healthy meals prepared.

### **Personnel Records**

The Board shall establish and maintain a personnel record on each employee. It shall be the responsibility of the Superintendent to supervise the maintenance of personnel records and to maintain updated, complete, and accurate records. Confidential information contained in an employee's records shall not be transmitted to other persons or agencies without approval (preferably in writing) by said employee, or as subpoenaed by legal authorities. The employee, or any person designated in writing by the employee, may, upon request, review all contents in his/her personnel record during normal business hours and receive copies of any documents contained in the record. No document shall be withheld from the employee.

A representative of the employee may accompany him/her during the personnel record review. The employee may answer or object in writing to any material in his/her record and the answer of objection shall be attached to the appropriate material. The employee waives all privacy right claims against the board relative to any documents the employee shares with any representative or any other third person. Under no circumstances shall an employee request permission to review his personnel record during times when the employee is supposed to be fulfilling his/her employment related duties. Any materials pertaining directly to work performance may be placed in the record of the employee and a copy of the material shall be provided to the employee. Statements, reports, and comments relating to work performance, disciplinary action against the employee, suspension of the employee, or dismissal of the employee shall be reduced to writing and signed by a person reasonably competent to know the facts or make a judgment as to the accuracy of the subject information. Additional information related to the written materials previously placed in the personnel record may be attached to the material to clarify or amplify them as needed. Copies of all materials to be placed in an employee's record which may tend to diminish the employee's professional or work status or reflect adversely on the employee's record of performance or character shall be provided to the employee. Any anonymous complaint or materials received by a school official shall be immediately transmitted to the superintendent. If the superintendent deems the material worthy of an investigation, it may be investigated. The results of the investigation shall be reduced in writing, signed by the superintendent, principal, or other designated official in charge of the complaint, dated, attached to the material in question, and placed in the personnel record of the employee. Any anonymous complaint that is not investigated within thirty (30) calendar days of its receipt by the superintendent shall not be retained, but destroyed. The superintendent will investigate signed complaints within thirty (30) days of its receipt.

The transfer of personnel records or any parts, summation, or copies of the personnel record of the employee shall be effectuated upon the written request of the employee. The Board may transfer an employee's personnel record or copies of parts thereof to another employer or prospective employer. Any document that may be lawfully contained in the personnel record of an employee shall be made available to a lawfully authorized hearing officer or panel conducting an investigation into the competency or performance of the employee, and to all appropriate law enforcement officials. Statistical information on employees and former employees may be transmitted to the Department of Archives and History and to the State Department of Education for historical research and information.

## **Qualifications/Duties**

The Macon County Board of Education requires that each teacher employed by the school system hold a degree from an accredited college or university. In addition, each employee shall hold or be eligible for a current and valid Alabama Teacher's Certificate to be placed in their personnel file at the office of the Superintendent.

If a teacher subsequently receives a **higher degree** or certificate during the school year the appropriate **salary increase shall become effective in the pay period that begins after the advanced degree is recognized by the Alabama State Department of Education**. The employee must submit a transcript with the higher degree posted to the Personnel Department for submission to SDE for them to recognize it earlier than the issuance of certificate. If an employee has completed service under contract for the scholastic year the advanced degree pay shall begin with the first pay period for service under contract in the subsequent scholastic year. A teacher must fulfill continuing education requirements as set forth by the Board during his/her term of employment. All teachers shall meet requirements for certification as set forth by the Alabama State Department of Education.

## **Religion**

Teaching about religion as it relates to a study of the historical development of mankind is appropriate. The use of the *Holy Bible* or other religious documents as educational and Reference materials in this study are acceptable. In compliance with the *Equal Access Act of 1984* the Board will allow, in those high schools that have a limited open forum policy, students to meet on the school campus during non-instructional time for religious, political, or philosophical purposes.

## **Sexual Harassment**

**Prohibited Conduct** – Employees shall not engage in conduct constituting sexual harassment. Sexual harassment is illegal and will not be tolerated. The Board shall investigate all allegations of sexual harassment and take appropriate action against employees who engage in sexual harassment. Sanctions against employees for violation of this policy may include verbal or written warning, transfer, suspension, or termination of employment.

**Definition** – Sexual harassment is defined to include unwelcome sexual advances requests for sexual favors, and other verbal or physical conduct of a sexual nature when

- The advances, requests, or conduct have the affect of interfering with performance of duties or creating an intimidating, hostile, or otherwise offensive work environment, or
- Submission to such advances, requests, or conduct is explicitly or implicitly a term or condition of employment, or
- Submission to or rejection of such advances, requests, or conduct is used as a basis for employment decisions affecting the employee.

**Complaint Procedure** – An employee who believes he/she has been or is being subjected to any form of sexual harassment shall report the matter to his/her immediate supervisor, the personnel administrator or the superintendent. Any employee may request the right to make his/her report of sexual harassment to a supervisor of the same sex as the employee. No employee alleging sexual harassment shall be required to present the matter to the person who is the subject of the complaint.

The supervisor receiving a complaint of sexual harassment shall start an immediate investigation into the matter. The completed investigation shall be reviewed by the superintendent or his/her designee and legal counsel for prompt and appropriate action, if warranted. A written response to the employee's complaint will be provided to the employee within forty-five (45) days of the date the employee first registered the complaint. The employee may appeal to the Superintendent within ten (10) days of receipt of the decision. The superintendent shall present the decision and notice of appeal to the Board at its next scheduled meeting. The Board shall make a final decision and notify the employee in writing of the Board's Protection of Complainant – No employee shall be subject to adverse employment action. Protection of Complainant – No employee shall be subject to adverse employment action decision in realization of any good faith report of sexual harassment under this policy. To the fullest extent possible all reports of sexual harassment will be kept confidential.

### **Solicitations**

Employees are prohibited from directly or indirectly furnishing or supplying a list or roster of names and addresses of students in the Macon County Public School System or parents of such students to persons, firms, corporations, associations, or organizations or to the salesmen or agents of any such entity who are engaged directly or indirectly in the business of selling school supplies or school-related articles, equipment, or items.

### **Staff Meetings**

An administrator, supervisor, and/or principal may call staff meetings when he/ she feels such meetings are warranted. Mandatory attendance by employees may be required. However, such compulsory attendance should be stated within the notice announcing the meeting. Staff meetings should be planned and announced as far in advance as possible in order to allow employees to appropriately plan their individual schedules.

## **Staff Rights & Responsibilities**

### **Alabama's Mandatory Child Abuse and Neglect Reporting Law**

All hospitals, clinics, sanitariums, doctors, physicians, surgeons, medical examiners, coroners, dentists, osteopaths, optometrists, chiropractors, podiatrists, nurses, **school teachers and officials**, peace officers, law enforcement officials, pharmacists, social workers, day care workers or employees, mental health professionals, members of the clergy as defined in Rule 505 of the Alabama Rules of Evidence, or any other person called upon to render aid or medical assistance to any child, when the child is known or suspected to be a victim of child abuse or neglect, shall be required to report, or cause a report to be made of the same, orally, either by telephone or direct communication immediately, followed by a written report, to a duly constituted authority.

### **Drug-Free Workplace**

National policy, as reflected by adoption of the Drug-Free Workplace Act of 1988 (Pub. L 100-690; 41 USCS SS 710 et seq.), and state policy as reflected by the adoption of state law promotes the goal of eradicating alcohol and drug abuse by employees. The Board places great importance on promoting this goal and hereby establishes this policy so as to comply with the above statutes. The Board hereby declares

that the unlawful manufacture, distribution, sale, use, and possession of controlled substances, alcohol, or other dangerous drugs are prohibited in the workplace for all employees of the Board. Drug dogs are used for the purpose of detecting drugs and weapons in the workplace by employees and students.

For the purposes of this policy, the following terms are defined, to wit:

- **Controlled substance** means any drug, substance, or immediate precursor included in the definition of the term controlled substance in *Alabama Code 1975 §§20-2-22 through 20-2-31; Alabama Code §13A-12-215 and §13A-12-216*.
- **Alcohol** means ethyl alcohol, hydrated oxide of ethyl, or spirits of wine from whatever source or by whatever process produced, and shall include alcoholic beverages as defined in *Alabama Code 1975 §28-2-1, et seq.*
- **Public employee** means any person employed on a full-time, part-time, temporary, or intermittent basis by the Board.
- **Convicted** or **Conviction** means a final conviction in a court of competent jurisdiction or the acceptance of a plea of guilty or *nolo contendere*.
- **Workplace** means a geographic location at which an employee performs his/her work pursuant to employment with the Board, including all Board property and Board owned vehicles, and shall include travel while in travel status related to the employee's employment. Regarding entities contracting with the Board, including all Board property, and all Board vehicles.

### **Possession of Firearms & Weapons**

No employee shall be permitted to have on his/her person or on school property a firearm or deadly weapon at any time. A deadly weapon is anything manifestly designed, made, or adopted for the purpose of inflicting death or serious bodily injury. Personnel who violate this policy shall for the purpose of inflicting death or serious bodily injury. Personnel who violate this policy shall be suspended pending hearing before the Board. Personnel found to have violated this policy may be terminated.

### **Teacher Certification**

**It is the responsibility of each employee to keep track of his/her renewal times.** The valid period of each certificate is noted on the certificate. Certified employees are encouraged to keep a current copy of their certificates and to give a copy to their principal. The personnel staff will assist employees upon request but will not be responsible for notification of expiration of certificates.

- To continue a certificate is to update it without allowing it to lapse by meeting the requirements prior to June 30th of the calendar year of the certificate's expiration.
- All professional educator certificates and renewable Career/Technical certificates continued on or after July 1, 1997, shall be valid for five (5) years unless all requirements based on rules in effect prior to July 1, 1997 were met prior to September 1, 1997, and the application submission date is by October 31, 1997.
- Professional educator certificates and renewable Career/Technical Certificates may be continued with verification of items found in the chart below.
- All educational experience, CEU's and credit hours applied toward the continuation of a certificate shall be completed during the valid period of the current certificate. Official documentation of CEU's

and PLUs must be entered in the STI-PD History. Experience verification will be documented on the official State Department of Education Form EXP.

- Professional Educator certificates and renewable Career/Technical Certificates shall not be continued prior to the calendar year of their expiration.

Option	Requirements			
1	3 Years Satisfactory Experience	<u>AND</u> 5 CEU's = 50 clock hours of Professional Development	OR	3 Semester/4 Quarters Hours of Allowable Credit
2	Both are Required	5 CEU's		3 Semester/4 Quarter Hours of Allowable Credit
3	6 Semester/9 Quarter Hours of Allowable Credit			
4	<u>Career/Technical Certificate</u> The continuation of endorsed in healthcare science and technology issued on the basis of rules in effect prior to July 1, 1997 may be continued but not reinstated. At the time of renewal these certificates shall be subject to the current valid periods and renewal requirements			
5	<u>Type II or HI Certificates</u> Endorsed in technical education or healthcare science and technology issued on the basis of rules in effect prior to July 1, 1997 may be continued but not reinstated. At the time of renewal these certificates shall be subject to the current valid periods and renewal requirements			

### **Administrative Certificates**

Administrative Certificates must be renewed using Professional Learning Units (PLUs). See below for requirements.

Certificate expires June 30 2013 – 4 PLUs and 10 hours of CEUs  
 Certificate expires June 30 2014 & Thereafter – 5 PLUs

### **Allowable Credits/CEUs for Renewal of Certification**

#### **1. Semester or quarter hours of credit submitted for renewal shall be**

- Earned through regionally accredited senior institutions with state-approved teacher education programs and shall be part of one of those programs. Earned in the upper division or on the graduate level for renewal of Bachelor's level certification and on the graduate level for renewal of Master's or Sixth-Year
- Completed in teaching field coursework, professional education coursework, or coursework applicable toward meeting requirements for additional certification.
- Earned prior to July 1 of the year for which the certificate's new valid period is to become effective.
- Limited to course credit in which a grade of C or above has been earned for Bachelor's level certification and a grade of B or above has been earned for Master's or Sixth-Year level certification. Verified on official transcript(s).

#### **2. Continuing Education Credits (CEU) submitted for renewal shall be**

- Based on the individual's professional growth needs as identified through performance

evaluations, if employed; or related to professional education with consideration given to the sponsoring organization, the professional qualifications of the presenter, and the purposes, goals, and evaluation of the activity.

- Earned prior to July 1 of the year for which the certificate's new valid period is to become effective.
- Verified on Supplement EXP for CEU's earned through Alabama school systems, or by photocopies of completion certificates for CEU's earned through school systems outside of Alabama. Or, official transcripts or certificate of completion for CEU's earned through a college or university.
- **Documentation** of three semester hours of college credit, fifty clock hours of professional development, or five (5) continuing education units are required when teaching certificates are renewed every five years. Ten (10) clock hours equal one (1) CEU.
- **Activities** that meet the criteria for renewal of teacher certification may also be counted toward SACS or other system requirements.
- **Miscellaneous Provisions** Timelines – It shall be understood that the timelines imposed at each level and step shall be strictly adhered to and unless the appeal is made within the time allotted, the grievance shall be deemed to have been settled and the employee shall have no further right with respect to said grievance.
- **Hearing Procedures**–The Board of Education and/or Superintendent may establish hearing procedures to follow at Level Two-Step Two and Level Two-Step Three

### ***Professional Development Opportunities***

The Board maintains a program of professional development for its teachers, supervisors, and administrators. This program shall comply with state law and regulations of the State Department of Education.

**NOTE:** The Macon County Board of Education requires that each certificated employee requirement for certificate renewal every five years requiring fifty (50) hours of continuing education units. Southern Association of Colleges and Schools require sixty (60) hours of continuing education credits for teachers in accredited schools.

### **Travel/Expense Reimbursement Guidelines, including summer travel**

#### **Form**

- Forms may be found on the Macon County Public Schools website, [www.maconk12.org](http://www.maconk12.org). Forms may also be located at each school's office and/or the personnel manual.
- The new Professional Leave/Reimbursement form must be used. The old professional leave and travel/expense forms will no longer be accepted.
- Itinerant employees will use a revised travel/expense form to turn in mileage for monthly travel. A separate Professional Leave/Reimbursement form must be used when professional leave is required.

**Please adhere to the following travel reimbursement guidelines. No reimbursement will be dispersed for unapproved leave.**



## **REIMBURSABLE EXPENSES**

- **Meals:** The MCBOE does not offer per diem. However, as a guideline, your daily meal total should not exceed \$75 (\$15 for breakfast, \$25 for lunch, and \$35 for dinner). Administration is expected to scrutinize these limits.

The \$75 daily spending guideline above is to be reduced to the extent any group, event, or Company paid meals are provided to you. Examples include:

- Should you stay at a hotel that offers complimentary breakfast, the recommended guideline is reduced from \$75 per day to \$60 per day.
  - Should you attend professional activities/events where lunch or dinner is provided, the recommended guideline is reduced from \$75 per day to \$50 or \$40 per day, respectively.
  - Should all meals be provided, the spending guidelines for meals do not apply.
- **Business Meals and Entertainment:** Supervisor pre-approval is required for all departmental or employee group meals. The approval must be included in your expense report submission. Additionally, the business purpose of the group meal must be documented.
  - **Pre-Trip Meals:** Meals purchased in your home city prior to departing for a business trip are not reimbursable.
  - **Hotels:** Hotel costs are not to exceed \$135 or an average cost associated with the REGION of travel. Please make every attempt to apply state employee, AAA, or any other discounts.
  - **OTHER REIMBURSABLE EXPENSES:** The following incidental expenses, when directly related to business travel, are reimbursable:
    - Tips: Reasonable amounts incurred for tips at airports, restaurants, hotels, and taxis are reimbursable.
    - Restaurants: 15%
    - Taxis: 10-15% based upon service
    - Sky Cap/Porter/Bellman: \$1.00 per bag
    - Parking- at the Long Term/ Extended rate only if for more than 24-hour period
    - Currency Conversion
    - Hotel Internet (DSL) charges for business computer access

**Original receipts are required** for all miscellaneous reimbursable expenses (except in those instances where receipts are not issued – i.e. tips to sky caps and bellman). Actual itemized receipts must be turned in for reimbursement. Rounding is not permitted.

**Actual itemized receipts MUST be turned in for reimbursement.**

**NON-REIMBURSABLE EXPENSES:** The following are examples of expenses which are not reimbursable:  
(This is not an exhaustive listing.)

- Baby Sitter Costs
- Snacks/Mini Bars
- Health Club Charges
- Sporting Events/Recreational Activities
- Barber/ Hair Stylists
- Luggage/Brief Cases
- Traffic Fines/Parking Tickets
- Gasoline Costs/Car Rental
- In-Flight Movies
- Refreshments
- Personal Telephone Calls
- Personal Credit Card Fees
- Magazines/Newspapers
- Hotel Room Movies
- Toiletries
- Spousal Travel
- ATM Fees
- Travel/Flight Insurance Policies
- Membership in Clubs, including airline clubs
- “No Show” Hotel/Flight Charges
- Alcoholic Beverages
- Kennel Fees

### **AIRLINE TICKETS**

It will be the responsibility of the coordinator/administrator to make arrangements for airline tickets.

The hard copy of the airline ticket or the boarding pass that shows the name of the employee must be turned in on return from the conference

### **LODGING**

Employees are encouraged to share rooms when possible. Employees must turn in documentation stating who shared the room.

Employees must be traveling at least 50 miles from the base school to be eligible for hotel reimbursement. Hotel stays are for conferences that last more than 1 day or start extremely early or end late and are more than 50 miles away.

Overnight stays for before and after a conference must be pre-approved by the superintendent. Travel dates must be included on professional leave/reimbursement form.

The BOE can issue a check in advance. The room must be reserved with the employee's credit card. A written confirmation must be turned in to the central office along with a copy of the approved professional leave/reimbursement form to request payment. The BOE will need 30 days to process the check. Any charges added after the check is issued will be the responsibility of the employee (phone calls, room service, movies, etc.).

### **Students First Act of 2011 (Formerly Teacher Tenure and Fair Dismissal Act)**

The primary goals of the Students First Act are to improve the ability of boards to remove employees who are ineffective or act inappropriately and to more effectively manage their limited resources. This law represents a major shift toward a fair and reasonable system that balances the rights of employees with the ability of boards to properly govern the system and promote student learning. A copy of the act as well as guidelines for the act are available at each school and on [www.maconk12.org](http://www.maconk12.org). It should be noted that

regarding tenure for teachers, emergency certificates **do not** count toward the attainment of tenure. Those working under grants and/or other temporary funding also do not earn tenure.

## **FORMS**

## Macon County Schools Lesson Plan Format

<b>Lesson Plan Subject/Title/Grade:</b>		<b>Date:</b>
<b>Date:</b>		
<b>ACOS Standard:</b>		
<b>Student Friendly Outcome:</b>		
<b>Strategies Used:</b>		
<i>Phase I: Before the Lesson-- TWIRL <u>Engage</u></i>	<u>Student Engagement/Look Fors</u>	<u>Assess/Evaluate</u>
<i>Phase II: During the Lesson-- TWIRL <u>Explore, Explain</u></i>	<u>Student Engagement/Look Fors</u>	<u>Assess/Evaluate</u>
<i>Phase III: After the Lesson-- TWIRL <u>Explain, Extend</u></i>	<u>Student Engagement/Look Fors</u>	<u>Assess/Evaluate</u>
<i>Lesson Modifications</i>		
<b>RTI/PST (Students who need more help):</b>		
<b>Inclusion Notes:</b>		
<b>Gifted Notes:</b>		
<b>Interdisciplinary Connection</b>		
<b>Reading/LA (Tie in Social Studies):</b>		
<b>Math (Tie in Science and Tech):</b>		
<i>Lesson Extensions/Resources</i>		
<b>Homework:</b>		
<b>Field Trips/Project:</b>		
<b>Materials:</b>		
<i>Reflections</i>		
<b>Lesson Improvement?</b>		
<b>Outcome(s) met?</b>		

## INJURY REPORT FORM

**This form must be completed with your supervisor within 24 hours of injury.**

**Submit one copy of this form immediately to:**      **Macon County Board of Education  
Personnel Director  
501 South School Street (P.O. Box 830090)  
Tuskegee, AL 36083-0090  
FAX: (334) 724-9990**

**Submit one copy of this form to: Local School Bookkeeper or your Director**

MACON COUNTY BOARD OF EDUCATION INJURY REPORT FORM			
1. Name of Injured Employee (Please type or print) (Last) (First) (MI)	2. Social Security Number	3. Date of Birth ____/____/____	4. Sex ____ M ____ F
5. Home Address (Number & Street) (State/Zip)	(City or Town)	6. Telephone Number Home (    ) Work (    )	7. Job Title
8. Status ____ Full Time ____ Part Time ____ Contract		9. Employing Agency	
10. Agency Address (Number and Street)		(City or Town)	(State & Zip)
11. Date of Injury ____/____/____	12. Time of Injury ____ a.m. ____ p.m.	13. Date Employer Notified ____/____/____	
14. Is employee covered by medical insurance? ____ yes ____ no If yes: ____ Blue Cross/Blue Shield Other: _____		15. Name and Address of attending physician	
16. Name and Address of medical facility where treated ____ Hospitalized ____ Outpatient ____ Emergency Treatment		17. City or Town where injury occurred	18. Location or place where injury occurred
19. Describe fully what happened to cause the injury or illness			
20. Describe the injury or illness in detail and indicate the body part(s) affected			
21. Were there any witnesses to the injury? ____ Yes ____ No (If yes, give name, address, and telephone number)			
22. Signature of Injured Person _____ Print Name _____ Telephone Number (Daytime) _____ (Date) _____			
23. Signature of Supervisor (or other designated authority) _____ Print Name _____ Telephone Number (Daytime) _____ (Date) _____			

LEAIR FORM 1 (9/96)

**SAMPLE ONLY – Please use form on website.**

[www.maconk12.org](http://www.maconk12.org)



# REQUEST FOR USE OF ON-THE-JOB INJURY DAYS

Submit one copy of this form immediately to:

Macon County Board of Education  
Superintendent or Designee  
501 South School Street (P.O. Box 830090)  
Tuskegee, AL 36083-0090  
FAX: (334) 724-9990

Macon County Board of Education  
Tuskegee, AL

## REQUEST FOR USE OF ON-THE-JOB INJURY DAYS

**DIRECTIONS:** This form must be completed by the employee who seeks approval for use of sick leave days approved under provisions of The Code of Alabama, 16-1-18.1. In such instances, the employee must complete this form and file it with the Superintendent or designee. The Form should be submitted only after it is determined by a licensed physician that the employee has suffered an on-the-job injury resulting in a temporary disability and that the disability makes it necessary for the employee to take on-the-job sick leave days.

I, \_\_\_\_\_, would like to request Superintendent approval for use of a total of \_\_\_\_\_ sick leave days covered under The Code of Alabama, Section 16-1-18.1. The number of days requested is based on:

- \_\_\_\_\_ Sick leave days I have already used for recuperative purposes
- \_\_\_\_\_ My physician's recommendation of the number of days needed for recuperative purposes
- \_\_\_\_\_ My physician's estimate of the number of days needed for recuperative purposes

Further, I have completed the following requirements based on Board Policy:

- \_\_\_\_\_ Submitted a School System Injury Report Form
- \_\_\_\_\_ Submitted a Physician Certification Form from a licensed physician that describes the nature and extent of the injury, verifies that the injury has caused a temporary disability, and the estimated time needed for recuperation.

**NOTE:** I understand that a completed School System Injury Report Form and a Physician Certification Form must be on file with the Superintendent or designee prior to any consideration being given this request.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**SAMPLE ONLY – Please use form on website.**  
[www.maconk12.org](http://www.maconk12.org)



# FAMILY AND MEDICAL LEAVE REQUEST FORM

Submit one copy of this form to:

Macon County Board of Education Personnel Director  
501 South School Street  
Tuskegee, AL 36083-0090  
FAX: 334-724-9990

Submit one copy of this form to:

Local School Bookkeeper or Director

## Notice of Eligibility and Rights & Responsibilities (Family and Medical Leave Act)

U.S. Department of Labor  
Employment Standards Administration  
Wage and Hour Division



OMB Control Number: 1215-0181  
Expires: 12/31/2011

In general, to be eligible an employee must have worked for an employer for at least 12 months, have worked at least 1,250 hours in the 12 months preceding the leave, and work at a site with at least 50 employees within 75 miles. While use of this form by employers is optional, a fully completed Form WH-381 provides employees with the information required by 29 C.F.R. § 825.300(b), which must be provided within five business days of the employee notifying the employer of the need for FMLA leave. Part B provides employees with information regarding their rights and responsibilities for taking FMLA leave, as required by 29 C.F.R. § 825.300(b), (c).

### [Part A – NOTICE OF ELIGIBILITY]

TO: \_\_\_\_\_  
Employee

FROM: \_\_\_\_\_  
Employer Representative

DATE: \_\_\_\_\_

On \_\_\_\_\_, you informed us that you needed leave beginning on \_\_\_\_\_ for:

- The birth of a child, or placement of a child with you for adoption or foster care;
- Your own serious health condition;
- Because you are needed to care for your \_\_\_\_\_ spouse; \_\_\_\_\_ child; \_\_\_\_\_ parent due to his/her serious health condition.
- Because of a qualifying exigency arising out of the fact that your \_\_\_\_\_ spouse; \_\_\_\_\_ son or daughter; \_\_\_\_\_ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
- Because you are the \_\_\_\_\_ spouse; \_\_\_\_\_ son or daughter; \_\_\_\_\_ parent; \_\_\_\_\_ next of kin of a covered servicemember with a serious injury or illness.

This Notice is to inform you that you:

- Are eligible for FMLA leave (See Part B below for Rights and Responsibilities)
- Are **not** eligible for FMLA leave, because (only one reason need be checked, although you may not be eligible for other reasons):
  - You have not met the FMLA's 12-month length of service requirement. As of the first date of requested leave, you will have worked approximately \_\_\_\_\_ months towards this requirement.
  - You have not met the FMLA's 1,250-hours-worked requirement.
  - You do not work and/or report to a site with 50 or more employees within 75-miles.

If you have any questions, contact \_\_\_\_\_ or view the FMLA poster located in \_\_\_\_\_.

### [PART B-RIGHTS AND RESPONSIBILITIES FOR TAKING FMLA LEAVE]

As explained in Part A, you meet the eligibility requirements for taking FMLA leave and still have FMLA leave available in the applicable 12-month period. **However, in order for us to determine whether your absence qualifies as FMLA leave, you must return the following information to us by \_\_\_\_\_.** (If a certification is requested, employers must allow at least 15 calendar days from receipt of this notice; additional time may be required in some circumstances.) If sufficient information is not provided in a timely manner, your leave may be denied.

- Sufficient certification to support your request for FMLA leave. A certification form that sets forth the information necessary to support your request \_\_\_\_\_ is/ \_\_\_\_\_ is not enclosed.
- Sufficient documentation to establish the required relationship between you and your family member.
- Other information needed: \_\_\_\_\_

**SAMPLE ONLY – Please use form on website.**

[www.maconk12.org](http://www.maconk12.org)

## FAMILY AND MEDICAL LEAVE REQUEST FORM – p. 02

Submit one copy of this form to:

Macon County Board of Education Personnel Director  
501 South School Street  
Tuskegee, AL 36083-0090  
FAX: 334-724-9990

Submit one copy of this form to:

Local School Bookkeeper or Director

If your leave does qualify as FMLA leave you will have the following responsibilities while on FMLA leave (only checked blanks apply):

- \_\_\_\_\_ Contact \_\_\_\_\_ at \_\_\_\_\_ to make arrangements to continue to make your share of the premium payments on your health insurance to maintain health benefits while you are on leave. You have a minimum 30-day (or, indicate longer period, if applicable) grace period in which to make premium payments. If payment is not made timely, your group health insurance may be cancelled, provided we notify you in writing at least 15 days before the date that your health coverage will lapse, or, at our option, we may pay your share of the premiums during FMLA leave, and recover these payments from you upon your return to work.
- \_\_\_\_\_ You will be required to use your available paid \_\_\_\_\_ sick, \_\_\_\_\_ vacation, and/or \_\_\_\_\_ other leave during your FMLA absence. This means that you will receive your paid leave and the leave will also be considered protected FMLA leave and counted against your FMLA leave entitlement.
- \_\_\_\_\_ Due to your status within the company, you are considered a "key employee" as defined in the FMLA. As a "key employee," restoration to employment may be denied following FMLA leave on the grounds that such restoration will cause substantial and grievous economic injury to us. We \_\_\_\_\_ have/\_\_\_\_\_ have not determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic harm to us.
- \_\_\_\_\_ While on leave you will be required to furnish us with periodic reports of your status and intent to return to work every \_\_\_\_\_.  
(Indicate interval of periodic reports, as appropriate for the particular leave situation).

If the circumstances of your leave change, and you are able to return to work earlier than the date indicated on the reverse side of this form, you will be required to notify us at least two workdays prior to the date you intend to report for work.

If your leave does qualify as FMLA leave you will have the following rights while on FMLA leave:

- You have a right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period calculated as:
  - \_\_\_\_\_ the calendar year (January – December).
  - \_\_\_\_\_ a fixed leave year based on \_\_\_\_\_.
  - \_\_\_\_\_ the 12-month period measured forward from the date of your first FMLA leave usage.
  - \_\_\_\_\_ a "rolling" 12-month period measured backward from the date of any FMLA leave usage.
- You have a right under the FMLA for up to 26 weeks of unpaid leave in a single 12-month period to care for a covered servicemember with a serious injury or illness. This single 12-month period commenced on \_\_\_\_\_.
- Your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work.
- You must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from FMLA-protected leave. (If your leave extends beyond the end of your FMLA entitlement, you do not have return rights under FMLA.)
- If you do not return to work following FMLA leave for a reason other than: 1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave; 2) the continuation, recurrence, or onset of a covered servicemember's serious injury or illness which would entitle you to FMLA leave; or 3) other circumstances beyond your control, you may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave.
- If we have not informed you above that you must use accrued paid leave while taking your unpaid FMLA leave entitlement, you have the right to have \_\_\_\_\_ sick, \_\_\_\_\_ vacation, and/or \_\_\_\_\_ other leave run concurrently with your unpaid leave entitlement, provided you meet any applicable requirements of the leave policy. Applicable conditions related to the substitution of paid leave are referenced or set forth below. If you do not meet the requirements for taking paid leave, you remain entitled to take unpaid FMLA leave.
  - \_\_\_\_\_ For a copy of conditions applicable to sick/vacation/other leave usage please refer to \_\_\_\_\_ available at: \_\_\_\_\_.
  - \_\_\_\_\_ Applicable conditions for use of paid leave: \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

Once we obtain the information from you as specified above, we will inform you, within 5 business days, whether your leave will be designated as FMLA leave and count towards your FMLA leave entitlement. If you have any questions, please do not hesitate to contact:

\_\_\_\_\_ at \_\_\_\_\_.

### PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

It is mandatory for employers to provide employees with notice of their eligibility for FMLA protection and their rights and responsibilities. 29 U.S.C. § 2617; 29 C.F.R. § 825.300(b), (c). It is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 10 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210. **DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION.**

Page 2

Form WH-381 Revised January 2009

**SAMPLE ONLY – Please use form on website.**

[www.maconk12.org](http://www.maconk12.org)

# CATASTRPROPHIC SICK LEAVE TRANSFER AUTHORIZATION

Submit one copy of this form for each donating employee to:

Macon County Board of Education – Payroll Office  
501 South School Street (P.O. Box 830090)  
Tuskegee, AL 36083-0090

## MACON COUNTY PUBLIC SCHOOLS

<b>CATASTROPHIC SICK LEAVE TRANSFER AUTHORIZATION</b> <b>MACON COUNTY BOARD OF EDUCATION</b> <b>Donating Employee Information</b>	
1. Employee Name and Number:	
2. Social Security Number:	
3. Employee Address:	
4. Employee Telephone(s):	
5. Employee's Work Site:	
<b>Beneficiary Employee Information</b>	
6. Receiving Employee Name:	
7. Social Security Number:	
8. Beneficiary's Work Site:	
<b>Days to be donated to Beneficiary (Not to exceed 30 days)</b>	
9. Number of days to be donated:	
<b>Certification of Donating Employee</b>	
10. I certify that I hereby donate the above noted number of my sick Leave days to the beneficiary employee listed above. My employer has my permission to transfer the indicated number of sick leave days to the beneficiary for his or her use due to a catastrophic illness/injury as defined by Act 93-753. It is my understanding that my sick leave balance will be reduced by the specified number of days hereon and that the donated days will not be returned to me.	
Donation Employee's Signature: _____ Date: _____	
Witness: _____ Date: _____	
<b>Certification of Donating Employer</b>	
11. I hereby certify that the donating employee's information listed above is correct to the best of my knowledge.	
Authorized Signature: _____ Date: _____	
Title: _____	
<b>Receipt of Beneficiary Employer</b>	
12. The above noted number of sick leave days has been credited to the sick leave account of the beneficiary employee. (Please give a copy of this form to the beneficiary employee.)	
Authorized Signature: _____ Date: _____	
Title: _____	

**SAMPLE ONLY – Please use form on website.**

[www.maconk12.org](http://www.maconk12.org)

## CHANGE OF NAME AND ADDRESS FORM

Submit this form to:       Macon County Board of Education  
Payroll Office  
501 South School Street (P.O. Box 830090)  
Tuskegee, AL 36083-0090

### MACON COUNTY BOARD OF EDUCATION CHANGE OF NAME and/or ADDRESS FORM

<b><u>CHANGE OF NAME</u></b>	
Current Name _____	(as it appears on your check)
New Name _____	(as it appears on updated social security card)
Current Worksite: _____	
Signature _____	Date Submitted _____
<b>IMPORTANT: A COPY OF YOUR NEW SOCIAL SECURITY CARD SHOWING YOUR NAME CHANGE <u>MUST ACCOMPANY</u> THIS FORM.</b>	
<b><u>CHANGE OF ADDRESS/Telephone or Cell Number</u></b>	
Name _____	
Old Address _____	
New Address _____	
Telephone #: _____	
E-mail Address _____	
Effective Date Of Change _____	
Signature: _____	Date Submitted _____

Return this form to:  
Macon County Board of Education  
Payroll Office  
501 South School Street (P.O. Box 830090)  
Tuskegee, AL 36083-0090

**SAMPLE ONLY – Please use form on website.**  
[www.maconk12.org](http://www.maconk12.org)



## MACON COUNTY BOARD OF EDUCATION TRAVEL REIMBURSEMENT/ SPENDING GUIDELINES

Please adhere to the following travel reimbursement guidelines. **No reimbursement will be dispersed for unapproved leave.**

### **REIMBURSABLE EXPENSES:**

**Meals:** The MCBOE does not offer per diem. However, as a guideline, your daily meal total should not exceed \$75 (\$15 for breakfast, \$25 for lunch, and \$35 for dinner). Administration is expected to scrutinize these limits.

The \$75 daily spending guideline above is to be reduced to the extent any group, event, or Company paid meals are provided to you. Examples include:

- Should you stay at a hotel that offers complimentary breakfast, the recommended guideline is reduced from \$75 per day to \$60 per day.
- Should you attend professional activities/events where lunch or dinner is provided, the recommended guideline is reduced from \$75 per day to \$50 or \$40 per day, respectively.
- Should all meals be provided, the spending guidelines for meals do not apply.

**Business Meals and Entertainment:** Supervisor pre-approval is required for all departmental or employee group meals. The approval must be included in your expense report submission. Additionally, the business purpose of the group meal must be documented.

**Pre-Trip Meals:** Meals purchased in your home city prior to departing for a business trip are not reimbursable.

**Hotels:** Hotel costs are not to exceed \$135 or an average cost associated with the REGION of travel. Please make every attempt to apply state employee, AAA, or any other discounts.

**OTHER REIMBURSABLE EXPENSES:** The following incidental expenses, when directly related to business travel, are reimbursable:

- Car rental not allowed.
- Tips: Reasonable amounts incurred for tips at airports, restaurants, hotels, and taxis are reimbursable.
  - Restaurants: 15%
  - Taxis: 10-15% based upon service
  - Sky Cap/Porter/Bellman: \$1.00 per bag
- Parking- at the Long Term/ Extended rate only if for more than 24-hour period
- Currency Conversion
- Hotel Internet (DSL) charges for business computer access

**Original receipts are required** for all miscellaneous reimbursable expenses (except in those instances where receipts are not issued – i.e. tips to shy caps, and bellman). Actual itemized receipts must be turned in for reimbursement. Rounding is not permitted. **Actual itemized receipts MUST be turned in for reimbursement.**

**NON-REIMBURSABLE EXPENSES:** The following are examples of expenses which are not reimbursable: (This is not an exhaustive listing.)

- |   |                             |  |
|---|-----------------------------|--|
| • Baby Sitter Costs                       | • Gasoline Costs            | • Spousal Travel                               |
| • Snacks/Mini Bars                        | • In-Flight Movies          | • ATM Fees                                     |
| • Health Club Charges                     | • Refreshments              | • Travel/Flight Insurance Policies             |
| • Sporting Events/Recreational Activities | • Personal Telephone Calls  | • Membership in Clubs, including airline clubs |
| • Barber/ Hair Stylists                   | • Personal Credit Card Fees | • "No Show" Hotel/Flight Charges               |
| • Luggage/Brief Cases                     | • Magazines/Newspapers      | • Alcoholic Beverages                          |
| • Traffic Fines/Parking Tickets           | • Hotel Room Movies         | • Kennel Fees                                  |
|   | • Toiletries                |  |

Any non-reimbursable expenses/fees are subject to a chargeback through your payroll account.

**Misuse of this guideline may result in suspension of travel privileges.**

# TRAVEL AND PROFESSIONAL LEAVE REQUEST FORM



## MACON COUNTY BOARD OF EDUCATION TRAVEL AND PROFESSIONAL LEAVE REQUEST FORM *Please type or neatly print all information.*

Printed Name: \_\_\_\_\_ Date of Request: \_\_\_/\_\_\_/\_\_\_ School/Office \_\_\_\_\_  
 Check One:  Teacher  Clerical  Paraeducator  Administrator  Other \_\_\_\_\_  
 Is a Substitute Teacher required?  Yes  No Substitute Rate: # Days \_\_\_ @ \$70 = \_\_\_\_\_

Name of Professional Development Activity: \_\_\_\_\_  
 Location: \_\_\_\_\_ Date (s) of Activity: \_\_\_\_\_  
 (City) (State)

List the Continuous Improvement Plan Strategy and/or EDUCATE Alabama/ Professional Education Personnel Evaluation (PEPE) Competency or Knowledge and Skills Area that is the focus of this professional development activity.

**Dissemination of Information:** Upon your return, you may be asked to share the benefits of this activity with others in the district. Please identify how you plan to disseminate the information gathered from this activity within the district, as applicable.

I will conduct a professional development workshop on this topic.  I will offer individual training to others.  
 Other (Please describe.) \_\_\_\_\_

**Fund Source Related to Travel:** \_\_\_\_\_ **Fund Number:** \_\_\_\_\_

Anticipated Expenses	Amount	Travel Advance Requested	Amount
Registration:	\$	Registration:	\$
Lodging:	\$	Lodging:	\$
Travel Cost:		Travel Cost:	
Mileage: @ <u>0.510</u>	\$	Flight (Ticket)	\$
Flight Amount:	\$	**Travel Advance Requested. Indicate amount requested not to exceed the Anticipated Expenses. <b>Purchase Order and paperwork must be completed and submitted to the finance department at least 2 weeks in advance of travel.</b> Indicate "NA" if no advance is being requested. If left blank, NO travel advance will be given.	
Meals: (not to exceed \$75/day)	\$		
Parking: (Estimate.)			
Other : _____	\$		
<b>Total Anticipated Expense</b>	<b>\$</b>		<b>\$</b>

I hereby certify that the above information is a true and correct statement of my anticipated and necessary expenses to be incurred while on official business for the Macon County Public Schools. Upon my return, I will indicate my actual expenses on a travel form.

Requester's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Denied \_\_\_\_\_ Date: \_\_\_\_\_  
 Principal

**APPROVAL/DISAPPROVAL : (OFFICE USE ONLY - Received in Central Office)** Date: \_\_\_\_\_

Approved  Denied \_\_\_\_\_ Date: \_\_\_\_\_  
 Department Head/Program Supervisor

Approved  Denied \_\_\_\_\_ Date: \_\_\_\_\_  
 Superintendent/Designee

FORM: MCBOE 2011-08 Revised

**SAMPLE ONLY – Please use form on website.**

[www.maconk12.org](http://www.maconk12.org)



**MACON COUNTY BOARD OF EDUCATION 2012-2013 APPROVED ACADEMIC CALENDAR**

<b>Events/Occasions</b>	<b>Dates</b>
Independence Day Observed (Schools & Offices Closed)	July 4, 2012
New Teacher Orientation	August 10, 2012
Teacher Workday (No Students)	August 14, 2012
Institute/Local Professional Development (No Students)	August 15, 2012
Local Professional Development (No Students)	August 16-17, 2012
<b>1st Semester Begins, Full Day for Students</b>	<b>August 20, 2012</b>
Labor Day (Schools & Offices Closed)	September 3, 2012
End of First Nine Weeks	October 19, 2012
Distribution of Student Report Cards	October 25, 2012
System-Wide Parenting Day (Schools and Offices Open)	October 26, 2012
Veterans Day Observed (Schools & Offices Closed)	November 12, 2012
Thanksgiving Break (Schools & Offices Closed)	Nov 22-23, 2012
End of Second Nine Weeks	
<b>1st Semester Ends, Students Dismissed at 1 P.M. School Faculty and School Staff Dismissed at 2 P.M.</b>	<b>December 21, 2012</b>
1 <sup>st</sup> Semester Count: Teacher (T) Student (S)	1 <sup>st</sup> Semester (S) – 86 1 <sup>st</sup> Semester (T) - 90
Winter Holidays	Dec. 24, 2012 – Jan. 1, 2013
<b>2nd Semester Begins, Full Day for All</b>	<b>January 2, 2013</b>
Distribution of Student Report Cards	January 3, 2013
M.L. King, Jr. Birthday (Schools & Offices Closed)	January 21, 2013
President's Day/1 <sup>st</sup> Incent Weather Day or Local Professional Development	February 18, 2013
End of Third Nine Weeks	March 8, 2013
Distribution of Student Report Cards	March 14, 2013
Spring Break for Students (Schools Closed for Students)	March 25-April 1, 2013
Spring Break for Teachers (Schools & Offices Closed)	March 25-March 29, 2013
Local Professional Development (No Students)	April 1, 2013
End of Fourth Nine Weeks	May 23, 2013
Distribution of Student Report Cards (Report Cards Maybe Issued Up to 10 Days Later)	May 23, 2013
<b>2nd Semester Ends, Students Dismissed at 1 P.M. Faculty and Staff Dismissed at 3 P.M.</b>	<b>May 23, 2013</b>
<b>High School Graduation</b>	<b>BTW-May 22, 2013 NHS-May 23, 2013</b>
Teacher Workday / Local Professional Development	May 24, 2013
2 <sup>nd</sup> Semester Count: Teacher (T) Student (S)	2 <sup>nd</sup> Semester (S) – 94 2 <sup>nd</sup> Semester (T) - 97
Memorial Day (Offices Closed)	May 27, 2013
<b>Additional Workdays</b>	<b>Additional Workdays</b>
192 Day Employees (9.5 Months) (Five Additional Workdays)	August 13, 2012; May 28-31, 2013
202 Day Employees (10 Months) (Fifteen Additional Workdays)	August 2-3, 2012; August 6-10, 2012; August 13, 2012; May 28-31, 2013; June 3-5, 2013
222 Day Employees (11 Months) (Thirty-five Additional Workdays)	July 19-20, 2012; July 23-27, 2012; July 30-31, 2012; August 1-3, 2012; August 6-10, 2012; August 13, 2012; May 28-31, 2013; June 3-7, 2013; June 10-14, 2013; June 17- 19, 2013
240 Day Employees (12 Months) (Fifty-three Additional Workdays)	July 2, 3, 6, 2012; July 9-13, 2012; July 16-20, 2012; July 23-27, 2012; July 30-31, 2012; August 1-3, 2012; August 6-10, 2012; August 13, 2012; May 28-31, 2013; June 3-7, 2013; June 10-14, 2013; June 17-21, 2013; June 24- 28; 2013

(Special Notes on next page)



Special Notes: 1 Employees working beyond 187 days are not necessarily off on student/teacher holidays; please check the Additional Work Days section. 2 Eleven and 12-month employees may flex days between Winter, Fall, and Spring Breaks as approved by the Superintendent of Education. 3 Nine ½ counselors will flex five days during the regular work days during the year in order to complete required reports at the end of the year. 4 Nine ¼ month employees (Child Nutrition Managers) will work five days beyond the 182-day calendar for support employees These days will be scheduled by the CNP Director. Nine month bus drivers, cafeteria staff, and aides report on to Institute Day and then follow the student calendar throughout the remainder of the year. If additional weather days are needed, they will be added at the end of the year or hours at the end of designated year or hours at the end of designated school days.

## **Calendar for Assessment**

<b>Test</b>	<b>Testing Period</b>	<b>Days Needed For Testing</b>
Alabama High School Graduation Exam (AHSGE)	July 9-13, 2012	5 days
Alabama High School Graduation Exam (AHSGE)	September 17-21, 2012	5 days
EXPLORE	October 17-24, 2012	1 day
PLAN	October 17-24, 2012	1 day
Alabama High School Graduation Exam (AHSGE)	December 3-7, 2012	5 days
ACCESS for ELLs	February 18 - March 29, 2013	2-3 days
Alabama Alternate Assessment (AAA)	March 4-22, 2013	1 day
Alabama High School Graduation Exam (AHSGE)	March 18-22, 2013	5 days
Alabama Reading and Mathematics Test (ARMT)	April 8-19, 2013	3-5 days

## **Other Assessments**

ASVAB

ACT

DIBELS

PSAT

Macon County Assessment of Progress (Quarterly)

Naglieri Nonverbal Ability Test (NNAT) (2<sup>nd</sup> Grade Screener for Giftedness)

SAT

STAR Reading and Math Assessments

Technology Literacy Assessment (Grades 2, 5, and 8)