

<u>Section G:</u> Human Resources	Knox County Board of Education Policy			
	Descriptor Term:		Descriptor Code:	
	Introduction to Human Resources Policies		G-100	7/95
			Reviewed:	Revised:
		6/24	2/12	

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

Focused and responsive human resources activities are essential in achieving the goals and objectives of the Board. The primary human resource goals and objectives include:

1. Ensuring the best qualified personnel are recruited and employed;
2. Administering compensation, benefits and training in a manner that maximizes recruiting and retention of highly effective employees;
3. Fostering an atmosphere and expectation of superior customer service in all human resource activities;
4. Administering and supporting a system of constructive personnel performance evaluations focused on continuous improvement and professional growth for all employees;
5. Ensuring personnel are recruited, hired, assigned, developed, promoted and evaluated so their skills are used to the maximum benefit of students.

<u>Section G:</u> Human Resources	Knox County Board of Education Policy		
	Descriptor Term:	Descriptor Code:	Issued:
	Collaborative Conferencing	G-110	11/12
		Reviewed:	Revised:
	6/24		

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39

The Board of Education believes that a meaningful interest-based dialogue with professional educators is a productive and constructive means to solve problems and enhance the quality of education in the Knox County Schools. Further, the Board values the strong collaborative relationship that it has traditionally enjoyed with the teachers in our school system. Therefore, the School Board embraces and supports the process of Collaborative Conferencing required in Tennessee under the Professional Educators Collaborative Conferencing Act (PECCA).¹

The Board of Education shall engage in the process of Collaborative Conferencing with the duly authorized teacher representative organization(s) and comprehensively meet its responsibilities and obligations under PECCA.

Legal Reference:

1. T.C.A. § 49-5-601.

Section G: Human Resources	Knox County Board of Education Policy		
	Descriptor Term: Professional Growth Opportunities	Descriptor Code: G-120	Issued: 7/95
		Reviewed: 9/24	Revised: 10/24

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42

IN-SERVICE EDUCATION

In-service education is a program of planned activities designed to increase the competencies needed by all personnel in the performance of their responsibilities. Competencies are defined as the knowledge, skills, and attitudes which enable personnel to perform their tasks with maximum effectiveness.¹

ADMINISTRATIVE AND SUPERVISORY EMPLOYEES

These employees shall show evidence of continual professional growth by attendance at in-service programs, seminars, and institutes, studying professional literature, meeting with other professionals for discussion and otherwise keeping abreast of research in methodology and curriculum as it relates to a student's learning.

Each principal and administrator with less than fifteen (15) years of experience as a principal, supervisor, or other administrator shall be required to attend the Tennessee Academy for School Leaders for 72 hours every five (5) years.²

PROFESSIONAL EMPLOYEES

A system-wide in-service committee, composed of membership from a cross-section of other personnel, shall assess system-wide needs, establish priorities, develop objectives, design activities, and evaluate the in-service program.¹

Unscheduled in-service credit shall not be given while performing duties which are required as part of regular teaching assignments or for activities identified in the Tennessee State Department of Education's in-service guidelines as inappropriate. Individuals who miss in-service activities without prior approval of the Director of Schools shall have their last salary payment adjusted to compensate for the day(s) missed.

SUPPORT PERSONNEL AND TRAINING FOR ALL EMPLOYEES

The immediate supervisor shall be responsible for providing in-service trainings. Absences to attend meetings relating to the employee's job description may be granted by the Director of Schools without loss of pay to the employee.

The staff development program must be designed to improve student learning. The models may include:

- 1) schools focusing on learning; 2) district and building administrators working with staff to clarify goals and expectations through the School Improvement Plan; 3) focusing on changes in curricular, instructional, and assessment practices with improved student learning as the goal; and 4) provides

1 adequate appropriate training experiences at the school level and system level, with fellow assistance
2 from curriculum generalists, specialists, and content area supervisors to help incorporate the new teacher
3 learning into an ongoing practice.

4
5 Professional development opportunities for educators will help shape organizational cultures to promote
6 high student performance and learning so that they can meet the challenge of tomorrow's world and
7 workplace.

8
9 Staff development programs and activities shall reflect the National Standards for Staff Development and
10 shall reflect the needs identified in school improvement plans.

11
12 The Board may pay expenses of selected personnel who participate in the training sessions conducted by
13 the State Department of Education.

14
15 The Director of Schools shall involve central office personnel and staff development trainers in
16 developing the system-wide staff development program and schedule and shall recommend it to the Board
17 for approval.

18
19 Beginning with the 2024-2025 school year and each school year thereafter Knox County Schools shall
20 ensure that all school personnel annually receives de-escalation training promulgated by the Tennessee
21 Department of Safety.³

22
23 **SUBSTITUTE TEACHERS**

24
25 Substitute teachers will receive the annual safety training required by T.C.A. § 49-6-805(7) or other
26 instruction on emergency response procedures developed by the Knox County Board of Education and
27 Knox County Schools.

28
29
30
31
32
33
34
35
36
37
38
39

40
41

Legal References:

- 42 1. State Department of Education Guidelines for Planning Approval In-service Education Activities, 1997; T.C.A. § 49-6-3004(c)(1).
43 2. T.C.A. § 49-5-5703(a).
44 3. T.C.A. § 49-6-805(7).

45
46 Approved as to Legal Form
47 By Knox County Law Department 8/16/2024
48 /Gary T. Dupler/Deputy Law Director
49

<u>Section G:</u> Human Resources	Knox County Board of Education Policy			
	Employee Complaints and Grievances	Descriptor Term:	Descriptor Code:	Issued:
		G-130	7/95	
		Reviewed:	Revised:	
6/24	6/17			

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42

DEFINITIONS

Complaint: A complaint is a request for remedy or redress of a situation brought by an employee in regard to Board policy and any instances which do not meet the definition of a “grievance.”

Grievance: A grievance is a request for the remedy or redress of a situation brought by an employee for which state or federal statute or regulation supplies a means of addressing the same with the employee’s employer through a formal grievance process.

COMPLAINTS

The Board of Education believes that disagreements arising in the course of employment should be resolved as quickly as possible and at the lowest supervisory level.

In instances of questions by an individual staff member concerning the adherence to policies and procedures, administrative practices within his or her particular school, and relationships with other employees, the staff member concerned must consult the administrative or supervisory personnel to whom he or she reports. If a satisfactory resolution of the problem cannot be reached after ample opportunity for consideration of the matter, the staff member concerned may discuss the matter with the next level of supervision up to and including the Director of Schools.

In instances where an individual staff member feels he or she cannot discuss a problem with an immediate superior, the staff member may take the problem to the next level of supervision.

Should it become necessary, the Director of Schools may review a complaint and take action and within a prompt, reasonable time shall notify all parties concerned of any decisions made regarding the complaint.

GRIEVANCES

Grievances concerning employment statutes related to harassment, equal employment opportunity, or medical accommodations should be addressed as provided for in Board policies C-190 (Complaints under the Americans With Disabilities Act) and G-220 (Harassment of Employees).

Teachers or principals may submit a grievance regarding the accuracy of performance evaluation data and/or the adherence to the performance evaluation policies adopted by the State Board of Education. Any grievance of this nature shall be addressed as provided for in a procedure developed by the Director of Schools which will comport with regulatory guidance adopted by the State Board of Education establishing the local board of education as the final appeal authority in this matter.^{1,2}

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

If the Board Chair determines that a document submitted to the School Board as a performance evaluation grievance appeal does not meet the definition of a grievance outlined above, the Chair shall be empowered to inform the grievant that the Board will not hear the appeal.

Legal References:

- 1. T.C.A. § 49-1-302.
- 2. Tennessee State Board of Education Policy 5.201 Teacher and Principal Evaluation Policy.

Approved as to Legal Form
By Knox County Law Director 6/5/2017
/Gary T. Dupler/Deputy Law Director

<u>Section G:</u> Human Resources	Knox County Board of Education Policy		
	Complaints About School Personnel	Descriptor Code:	Issued:
		G-131	07/95
		Reviewed:	Revised:
	6/24	6/17	

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

Whenever a complaint about an employee is made to the Board of Education as a whole or to a Board member as an individual, it will be referred to the Director of Schools for review, investigation and/or action as may be appropriate. The employee involved shall be advised of the nature of the complaint and given opportunity for explanation, comment, and presentation of the facts as he or she sees them.

If, after such procedure is followed, there is still a question or complaint, the matter shall then be referred in writing to the Board, which shall determine whether it will hear the individual or group.

Individuals or groups desiring to speak to the Board shall follow the same procedures as outlined in board policy dealing with public participation at board meetings.

<u>Section G:</u> Human Resources	Knox County Board of Education Policy			
	Staff-Student Relations	Descriptor Term:	Descriptor Code:	Issued:
			G-140	7/95
		Reviewed:	Revised:	
	6/24	6/17		

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

The relationship between staff (i.e. any individual employed by the Knox County Schools, any student teacher, volunteer, or employee of a contractor), and students should be one of learning cooperation, understanding and mutual respect. The staff has the responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his or her capacity.

Staff members shall use good judgment in their relationships with students beyond their work responsibilities and/or outside the school setting and shall avoid excessive informal and social involvement with individual students. Romantic, amorous or sexual relationships, and romantic, amorous or sexual comments or communications in any form between employees and students are strictly prohibited. This includes unprofessional and inappropriate communication.

Examples of unprofessional and inappropriate communications include, but are not limited to:

1. employees fraternizing or communicating with students in a peer to peer or unduly familiar manner;
2. writing personal letters, e-mailing, texting, contacting through social media, or calling student on their cell phones about subject matter that is beyond the scope of their professional relationship;
3. sending suggestive, lewd or indecent pictures or images to students;
4. discussing or revealing to students inappropriate aspects of private lives or inviting students to do the same; being overly familiar, and
5. engaging in unnecessary and/or non-curricular dialogue concerning topics of a sexual nature.

Employees must guard against associations with students that are outside the normal scope of employment and appropriate educator/student relationship. Employees engaging in such inappropriate conduct will be subject to disciplinary action, up to and including dismissal. Any extenuating circumstances will be dealt with on an individual basis by the supervisor and/or superintendent.

Employees who have reason to believe that another employee is inappropriately involved with a student, as described above, are obligated to report this information to their principal, supervisor or a human resources supervisor.

<u>Section G:</u> Human Resources	Knox County Board of Education Policy			
	Staff-Community Relations	Descriptor Term:	Descriptor Code:	Issued:
			G-150	5/08
		Reviewed:	Revised:	
	6/24	5/23		

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

COMMUNITY ACTIVITIES

Employees have a right to express their views on any issue, but must in each case make clear that the view expressed is their own personal opinion.

POLITICAL ACTIVITIES

Employees may, on their own time, campaign for or against any candidate or referendum, but they shall not use the classroom, school property, district resources, or system position for political forum nor engage in any political promotion or solicitation during school hours. Employees who do not comply with these requirements shall be subject to disciplinary action.

Any employee who intends to campaign for an elective public office which infringes upon a contracted agreement shall present a proposed solution to the Board for consideration. The essential element to be determined by the Board is whether the activities proposed by the employee are consistent with his services to the school system and the best interests of education. Solicitation or advertising in any form by candidates for public office or political-oriented organizations (for example, issues on a public ballot) is not permitted. Political literature shall not be distributed through the school to students, nor sent home to parents, nor placed in teachers' mailboxes, lounges, or on school premises.

Approved as to Legal Form
By Knox County Law Director 3/27/2023
/Gary T. Dupler/Deputy Law Director

<u>Section G:</u> Human Resources	Knox County Board of Education Policy		
	Descriptor Term: Staff Conflict of Interest	Descriptor Code:	Issued:
		G-160	7/95
		Reviewed:	Revised:
	6/24	5/08	

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

Employees of the Board shall not engage in, or have a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as members of the school staff. This includes but is not limited to the following:

1. School employees may not purchase for sale to students any goods or equipment or render any service to the school system on a commission basis;¹
2. Employees who have patented or copyrighted any device, publication, or other item shall not receive royalties for use of such item in the school system;
3. Employees shall not engage in any type of work where the source of information concerning a customer, client, or employer originates from information obtained through the school system;²
4. The Board shall make no purchase of supplies, materials, or equipment from a school system employee²; and
5. Employees shall not sell instructional supplies, equipment and reference books in a territory that includes the parents of the children of the school in which the employee is assigned.
6. Employees shall be permitted to hold employment outside the school system so long as such activities do not (a) occur during the school day, or (b) interfere with regularly scheduled or appropriately assigned duties for the school system, or (c) reflect unfavorably on the school system.

Legal Reference:

1. T.C.A. § 49-6-2003.
2. Knox Co. Charter Provision 8.08.

<u>Section G:</u> Human Resources	Knox County Board of Education Policy		
	Descriptor Term: Social Media	Descriptor Code:	Issued:
		G-161	10/18
		Reviewed:	Revised:
	6/24		

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42

SOCIAL MEDIA

Social media has become an increasingly important part of the District’s ability to communicate with families, students, staff and the community. The purpose of this policy is to guide District employees in navigating the appropriate professional, educational and private use of social media as a communication and learning tool.

- The District provides internal password-protected social media tools and allows use of district approved resources for eLearning and research focused on communication, collaboration and creativity. These sites are limited to the educational community and are internal to KCS.
- Public online social media platforms include websites, blogs, wikis, social networks, online forums, virtual worlds and any other interactive social media generally available to the public on the internet (e.g. Facebook, Twitter, LinkedIn, Instagram, YouTube, etc.).

EMPLOYEES

The use of social media should be designed to reasonably support instructional, educational or extracurricular programs under the direct supervision of building administration. KCS employees will be held accountable for the content of the communications they post on social media sites.

Professional Use of Social Media

- All KCS policies that apply to in-person professional interactions apply equally to online professional activities.
- Creation of a school-based social media account requires prior authorization from a KCS building-level supervisor.
- A District employee shall be designated as the account manager of an authorized social media account. Students over the age of 13 who have obtained parental permission may be given access privileges to post under the supervision of a district employee. (Parents and/or community members should not be the designated account managers.) For group pages, multiple account managers or "account administrators" are recommended. Any security, log- in credentials, or passwords for such accounts must be shared with the account manager’s building-level supervisor.
- Employees using social media for professional purposes do not have expectation of privacy with regard to their use of such media. KCS supervisors, or their designees, will regularly monitor professional social media accounts to protect the school community.
- Employees are responsible for protecting confidential information, including, but not limited to compliance with Family Educational Privacy Rights Act (FERPA).¹ No personally identifiable information, including tagging the student, may be posted on professional social media sites, including photographs and videos of students, without consent of the students’ parents/legal

guardians. “Tagging” is the practice of identifying a user in the context of a comment or photo. Security settings should be set to ensure that a professional profile cannot be tagged by other users and that only authorized people can post as an administrator of the page.

- Employees have an individual responsibility to understand the rules of the social media being used and act to ensure the safety of students.
- Employees are responsible for reporting use of social media not in accordance with KCS policy to building administration.
- When using professional social media accounts or digital communication tools to connect and communicate with students and/or families, KCS staff should always comply with all Board of Education policies including, but not limited to:

Civility Code (B-230)

Staff-Student Relations (G-140)

Staff-Community Relations (G-150)

Use of Copyrighted Materials (I-230)

Harassment of Students (J-210)

Harassment, Intimidation, and Bullying or Cyber-bullying (J-211)

Student Publications (J-470)

- Close surveillance of any professional social media page is recommended to ensure that any undesired content is discovered and addressed promptly.
- The Director of Schools may suspend or remove an account that does not adhere to KCS policy.

Personal Use of Social Media

- The District recognizes personal use of public online social media is left to the discretion of each employee.
- Employees shall not directly communicate with individual students who are currently enrolled in KCS schools via personal social media accounts with the exception of a relative. If employees receive a request from a current student to connect or communicate through a personal social media account, they should refuse the request.
- Employees shall not tag other District employees, District volunteers, vendors or contractors without prior permission of the individuals being tagged.
- The posting or disclosure of personally identifiable student information or confidential information via personal social media sites is prohibited.
- Employees are prohibited from using the district or school logo in any personal posting and should not conduct school business on personal sites without written permission from Knox County Schools.

Legal Reference:

1. 20 U.S.C. § 1232g; 34 C.F.R. Part 99.

<u>Section C:</u> General School Administration	Knox County Board of Education Policy		
	Descriptor Term: Nepotism	Descriptor Code:	Issued:
		G-162	7/95
		Reviewed:	Revised:
	6/24	9/23	

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

A principal and a family member of first-degree affinity or consanguinity shall not be assigned to the same school.

Relatives may be assigned to the same school where neither is a principal, upon the recommendation of the principal and the Director of Schools.

No employee shall be under the immediate supervision of a member of the employee’s immediate family, including a wife or husband, parent, grandparent, child, grandchild, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, or sister-in-law.

The Director of Schools may take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to the director of schools or his or her designee.

In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or disciplinary action may be taken as appropriate. Employees in a close personal relationship should refrain from public workplace displays of affection and/or excessive personal conversation.

Approved as to Legal Form
 By Knox County Law Director 7/25/2023
 /Gary T. Dupler/Deputy Law Director

<u>Section G:</u> Human Resources	Knox County Board of Education Policy			
	Descriptor Term:		Descriptor Code:	
	Staff Gifts and Solicitations		G-170	5/08
			Reviewed:	Revised:
		6/24		

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

GIFTS

Employees of the Board shall not accept gifts from students unless the gifts are of token value only.

Individual employees of the Board will refrain from giving gifts to staff members who exercise administrative or supervisory jurisdiction over them, either directly or indirectly. The collection of money for group gifts is discouraged except in special circumstances such as bereavement, serious illness, or for mementos at retirement.

Employees are prohibited from accepting things of material value from individuals, companies or organizations doing business with the school system. Exceptions to this policy are the acceptance of minor items which are generally distributed to all by the companies through public relations programs.

SOLICITATIONS

No organization may solicit funds from employees within the schools. Flyers and other materials related to fund drives shall not be distributed through the schools without the written approval of the Director of Schools.

Employees will not be made responsible for the collection of any money or the distribution of any fund drive literature within the schools unless such activity has the Director of Schools' written approval.

Section G:

**Human
Resources**

Knox County Board of Education Policy

Descriptor Term:

Personnel Files

Descriptor Code:

G-180

Issued:

7/95

Reviewed:

6/24

Revised:

5/23

1
2 The Director of Schools or his designee(s) is authorized to maintain personnel records and to permit
3 inspection of the same. The following personnel records shall be maintained in the personnel file for all
4 employees as appropriate:
5

- 6 1. Employee applications;¹
- 7 2. Professional certificates and other documents required by state and federal laws and regulations;²
- 8 3. Evaluations and supporting documentation;
- 9 4. Commendations awarded by the Board of Education, Director of Schools, Supervisor or any state
10 or national professional organization.
- 11 5. United States Citizenship and Immigration Services Form I-9.³
- 12 6. Disciplinary action, as appropriate and any response from the employee.

13
14 The following guidelines shall be followed:

- 15 1. Information contained in the personnel file shall be limited to job-related matters;
 - 16 2. The Director of Schools shall be responsible for notifying all employees of the types of records
17 kept and uses made of such records;
 - 18 3. Employees shall be granted an opportunity to respond in writing to material placed in records;
 - 19 4. Employee records are public records, except for matters deemed confidential by law, and shall be
20 open for inspection during regular business hours;⁴ The individual making the request for records
21 shall present a photo ID before any records are made available.
 - 22 5. In accordance with federal law, the district shall release information regarding the professional
23 qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon
24 request for any teacher or paraprofessional who is employed by a school receiving Title I funds
25 and who provides instruction to their child at that school.⁵
 - 26 6. A record of the person inspecting and the date of inspection shall be kept and the employee shall
27 be notified; and
 - 28 7. Copies of records may be made under rules determined by the Director of Schools.⁶
 - 29 8. Personnel files are maintained electronically, beginning with the 2021-2022 academic year.
- 30
31
32
33
34
35
36
37
38
39
40
41
42

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

Legal References:

1. County Records Manual, Department of Education, CTAS, 1978.
2. T.C.A. § 49-2-301(b)(1)(BB).
3. Immigration Reform and Control Act of 1986.
4. T.C.A. § 49-2-301(f)(28); T.C.A. § 10-7-503—504.
5. 20 U.S.C. 6311 § 1111 (6)(A).
6. T.C.A. § 10-7-506; T.C.A. § 49-2-301(f)(29); T.C.A. § 8-5-108.

Approved as to Legal Form
By Knox County Law Director 3/27/2023
/Gary T. Dupler/Deputy Law Director

<u>Section C:</u> General School Administration	Knox County Board of Education Policy		
	Descriptor Term: Job Descriptions	Descriptor Code:	Issued:
		G-181	7/95
		Reviewed:	Revised:
	6/24	7/23	

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40

The Board shall approve the broad purpose and function of each position, as recommended by the Director of Schools, through the approval of the budget and in accordance with state law and State Board rules, regulations, and minimum standards. Following the approval of the budget and in accordance with Policy C-123, the Director of Schools may organize and reorganize Central Office to meet the needs of the district.

The Board will delegate to the Director of Schools the task of writing, or causing to be written, a job description for each position.

A copy of the applicable job description shall be provided to each employee and the immediate supervisor and maintained by the Human Resource Office. Job descriptions shall be used as guides in annual employee evaluations.

The Director of Schools shall maintain a comprehensive, coordinated set of job descriptions for all such positions so as to promote efficiency and economy in the staff's operations.

Approved as to Legal Form
By Knox County Law Director 5/31/2023
/Gary T. Dupler/Deputy Law Director

<u>Section G:</u> Human Resources	Knox County Board of Education Policy		
	Salary Deductions	Descriptor Code:	Issued:
		G-190	5/08
		Reviewed:	Revised:
	6/24	6/17	

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

Upon appropriate written authorization, the Board shall make deductions approved by the Board from the salary of the employee. Authorization must be made on forms provided by the Board and filed in the office of the Director of Schools.

An employee may apply for a change or terminate any salary deduction upon written notification to the Board except for those required by federal, state or local law. Certain deductions may only be terminated during the open enrollment period or upon a qualifying event.

Payroll deductions not associated with political activities are subject to collaborative conferencing.¹

Legal Reference:

1. T.C.A. § 49-5-608(a)(7).

Approved as to Legal Form
By Knox County Law Director 4/20/2017
/Gary T. Dupler/Deputy Law Director

<u>Section G:</u> Human Resources	Knox County Board of Education Policy		
	Academic Freedoms	Descriptor Term:	Descriptor Code: Issued:
			G-200 7/95
		Reviewed:	Revised:
	6/24	6/17	

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

The Board of Education believes the instructional programs of the Knox County Schools should foster recognition of individual freedom and social responsibility, inspire meaningful awareness of and respect for the Constitution and laws of the United States and the State of Tennessee and instill appreciation of the values of individual personality. These democratic values can best be taught in an atmosphere which is based upon freedom of thought, inquiry and study.

It is necessary to teachers and students to explore controversial issues while training for effective citizenship. Teachers and students have the right to accomplish this exploration without fear of unfair or inconsiderate criticism. Approval of instructional materials and curriculum shall be subject to the requirements set forth in the Board Policies governing Instructional Goals and Objectives.

Academic freedom within the confines of state law, board policy and the state approved local curriculum is guaranteed to teachers in order to create an atmosphere of freedom in the classroom. This permits students to raise questions dealing with critical issues of the time and produces an environment conducive to the study, investigation, presentation, and interpretation of facts.

Both teachers and students should respect minority opinions and recognize that reasonable compromise is often an important part of decision-making in our society. Competent instruction provides an atmosphere free from bias and prejudice while considering controversial issues. Students are allowed to form and express their own positions opinions and be guided to do so in ways that foster respect, understanding, and the development of responsible citizenship.

The teacher is responsible for exercising good judgment in selecting language and subject matter that is age appropriate with students.

Cross References:

1. Knox County Board of Education Policies I-210, I-211, I-420, I-421.

Approved as to Legal Form
By Knox County Law Director 4/20/2017
/Gary T. Dupler/Deputy Law Director

<u>Section G:</u> Human Resources	Knox County Board of Education Policy		
	Descriptor Term: Drug-Free Workplace	Descriptor Code:	Issued:
		G-210	7/95
		Reviewed:	Revised:
	6/24	10/18	

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42

PURPOSE

1. The Knox County Board of Education is committed to a safe working environment, to making adequate provisions for the safety and health of its employees at their place of employment, and to the safety and health of the students we serve as well as the general public. The Knox County Board of Education regards its personnel as individuals as well as employees. Therefore, the Board believes that alcoholism and drug addiction are illnesses and should be treated as such. The Board further believes that employees who develop alcoholism or other drug addictions can be helped to recover and should be offered appropriate assistance. It is in the best interest of the employee and the Board that when alcoholism or drug addiction is present, it should be diagnosed and treated at the earliest possible date. Confidential treatment of the diagnosis and recovery process for alcoholism or drug addiction is essential.
2. The Knox County Board of Education recognizes that substance abuse in our nation and our community exacts staggering costs in both human and economic terms. Substance abuse can be reasonably expected to produce impaired job performance, lost productivity, absenteeism, accidents, wasted materials, lowered morale, rising health care costs, and diminished interpersonal relationship skills. The Knox County Board of Education and its employees share a commitment to create and maintain a drug-free workplace.
3. The Knox County Board of Education is responsible for the instruction and well-being of the students entrusted to its care. The Board declares that the use of illegal drugs, the abuse of alcohol, and the misuse of prescription drugs are unacceptable.
4. Provisions of the Federal Anti-Drug Act, 41 U.S.C.A. § 702, require federal grant recipients to establish a drug-free workplace. Employees must be provided with a statement notifying them of the prohibitions pertaining to controlled substances, consequences of violations, and compliance with the drug-free policy as a condition of employment. Employers must inform employees of drug-free requirements through an awareness program.

POLICY GOALS AND OBJECTIVES

1. To establish, promote, and maintain a safe, healthy working and learning environment for employees and students.
2. To aid the affected employee in locating a rehabilitation program for employees with a self-admitted or detected substance abuse problem.
3. To promote the reputation of the Knox County School System and its employees as responsible citizens of public trust and employment.

4. To eliminate substance abuse problems in the workplace.
5. To aid in the reduction of absenteeism, tardiness and apathetic job performance.
6. To provide a clear standard of job performance for Knox County Schools employees.
7. To provide a consistent model of substance-free behavior for students.

PRE-EMPLOYMENT TESTING

In the furtherance of achieving the Knox County Board of Education's goals and objectives as enumerated above, all applicants being considered for employment positions identified by the Knox County Board of Education as being safety-sensitive shall be required to submit to a urinalysis test for the detection of the illegal use of drugs, as part of the currently required post-offer, pre-employment physical. Applicants for positions which require testing shall be given a copy of this Policy in advance of the post-offer, pre-employment physical.

Applicants must acknowledge having read or had this Policy explained to them and should understand that as a condition of employment they are subject to its contents. Applicants shall sign an acknowledgment prior to substance screening, permitting the summary result to be transmitted to the Medical Review Officer (MRO) and the Executive Director of Human Resources. An applicant refusing to complete any part of the drug testing procedure shall not be considered a valid candidate for employment with the Knox County Board of Education, and such will be considered as a withdrawal of the individual's application for employment. The applicant shall not be permitted to reapply for employment with the Knox County Board of Education for at least twelve (12) months and not until the applicant shows proof of successful completion of a drug rehabilitation program or proof that the applicant has otherwise rehabilitated successfully and is no longer engaging in illegal drug use.

If substance screening shows a confirmed positive result for which there is no current physician's prescription, a second confirming test may be requested by the MRO. If the first or any requested second confirming test is positive, any job offer shall be revoked.

The Knox County Board of Education has several positions which are considered safety sensitive. In general, these are positions where a single mistake by an employee can create an immediate threat of serious harm to students and fellow employees.

Safety-sensitive positions requiring post-offer, pre-employment drug testing are: principal, assistant principal, teacher, traveling teacher, teacher aide, substitute teacher, school secretary, school security officer and school bus driver. The procedure for testing these positions is contained on page 7 of this Policy. Individuals applying for other positions shall not be required to submit to a post-offer, pre-employment substance screen.

EMPLOYEE CONDUCT

Substance abuse is the misuse or illicit use of alcohol, drugs, or controlled substances, including but not limited to marijuana, heroin, or cocaine.

1. Illegal drugs

- 1 (1) Employees shall not engage in the illegal use of drugs at any time, and such use will not be
 2 tolerated. Further, employees on duty, or on Knox County Board of Education property, or in
 3 attendance at system-approved or school-related functions will not manufacture, distribute,
 4 dispense, possess, or use illegal drugs or drug paraphernalia, nor will they be under the influence
 5 of such drugs.
 6
- 7 (2) An employee convicted of any criminal drug law shall notify the Knox County Schools Executive
 8 Director of Human Resources no later than five (5) days after such conviction. Within thirty (30)
 9 days after receiving notice of a conviction, Knox County Schools will take appropriate
 10 disciplinary action and/or refer the employee to an appropriate substance abuse rehabilitation
 11 program.
 12
- 13 (3) Failure of the employee to report the conviction within the time prescribed will lead to disciplinary
 14 action up to and including discharge. Convictions of a criminal drug law can result in disciplinary
 15 action up to and including discharge. In determining whether and to what extent an employee will
 16 be disciplined or discharged for the conviction of a criminal drug law, the Board will consider the
 17 following factors: the degree to which the nature of the criminal offense reduces the Knox County
 18 Board of Education's ability to maintain a safe working environment; the degree to which the
 19 nature of the criminal offense unreasonably endangers the safety of other employees and/or
 20 students; the degree to which the conviction unreasonably undermines the public confidence in
 21 the Knox County Board of Education's operations; the nature of the criminal offense; the nature
 22 of the employee's job with the Knox County Board of Education; the existence of any explanatory
 23 or mitigating facts or circumstances; whether the employee promptly reports the conviction; and
 24 any other facts relevant to the employee, including but not limited to years of service and record
 25 of performance with the Knox County Board of Education.
 26
 27

28 2. Alcohol and Drugs

29
 30 Alcohol, prescription drugs, and over-the-counter drugs are legal and readily available. These drugs, when
 31 abused over time or used in combination with one another, can result in chemical dependency or poly-
 32 drug addiction. Employees shall conduct themselves in a manner consistent with the following provisions:
 33

- 34 (1) Employees on duty, or on Knox County Board of Education property, or in attendance at system-
 35 approved or school-related functions must not be under any degree of intoxication or odor from
 36 alcohol. Employees shall not manufacture, sell, or use alcoholic beverages or possess open
 37 alcoholic beverage containers while on duty, or on Knox County Board of Education property, or
 38 in attendance at system-approved or school-related functions.
 39
- 40 (2) Employees on duty shall not use or take prescription drugs above the level recommended by the
 41 prescribing physician and shall not use prescribed drugs for purposes other than those for which
 42 they are intended. Employees shall not dispense such drugs except as provided in Board Policy J-
 43 352.
 44
- 45 (3) An employee convicted of any criminal drug law involving the use of alcohol, prescription drugs,
 46 or over-the-counter drugs shall notify the Knox County Schools Executive Director of Human
 47 Resources no later than five (5) days after such conviction. Within thirty (30) days after receiving
 48 notice of a conviction, Knox County Schools will take appropriate disciplinary action and/or refer
 49 the employee to an appropriate substance abuse rehabilitation program.
 50

(4) Failure of the employee to report the conviction within the time prescribed will lead to disciplinary action up to and including discharge. Convictions of a criminal drug law involving the use of alcohol, prescription drugs, or over-the-counter drugs can result in disciplinary action up to and including discharge. In determining whether and to what extent an employee will be disciplined or discharged for the conviction of a criminal drug law involving the use of alcohol, prescription drugs, or over-the-counter drugs, the Board will consider the following factors: the degree to which the nature of the criminal offense reduces the Knox County Board of Education's ability to maintain a safe working environment; the degree to which the nature of the criminal offense unreasonably endangers the safety of other employees and/or students; the degree to which the conviction unreasonably undermines the public confidence in the Knox County Board of Education's operations; the nature of the criminal offense; the nature of the employee's job with the Knox County Board of Education; the existence of any explanatory or mitigating facts or circumstances; whether the employee promptly reports the conviction; and any other facts relevant to the employee, including but not limited to years of service and record of performance with the Knox County Board of Education.

PHYSICAL EXAMINATION/SCREENING BASED UPON REASONABLE SUSPICION

Whenever the Knox County Board of Education, through its Executive Director of Human Resources or his/her authorized designee, and/or the MRO, reasonably suspects that an employee's work performance or on-the-job behavior may have been affected in any way by illegal drugs or alcohol or that an employee has otherwise violated the Knox County Board of Education Drug-Free Workplace Substance Abuse Policy, the employee may be required to submit a breath and/or urine sample for drug and alcohol testing. When a supervisor observes or is notified of behaviors or events that lead the supervisor to believe that the employee is in violation of the Drug-Free Workplace Substance Abuse Policy, the supervisor shall notify the Executive Director of Human Resources.

An employee who is required to submit to drug/alcohol testing based upon reasonable suspicion and refuses shall be charged with insubordination, and necessary procedures will be taken to terminate the employee in accordance with Board Policy, state law, and the Charters of Knox County, Tennessee, and the City of Knoxville, where applicable.

An employee who tests positive on a reasonable suspicion test will be in violation of this Policy. Violation of this Policy shall constitute grounds for termination in accordance with Board Policy, state law, and the Charters of Knox County, Tennessee, and the City of Knoxville, where applicable.

The Knox County Schools Executive Director of Human Resources or his/her authorized designee, or the MRO are the only individuals in the Knox County School System authorized to make the determination that reasonable suspicion or cause exists to order a drug screen and are the only individuals who may order an employee to submit to a drug screen.

Two types of cases for which reasonable suspicion procedures may be invoked are:

1. Chronic Case

Deteriorating job performance or changes in personal traits characteristics where the use of alcohol or drugs may be reasonably suspected as the cause.

2. Acute Case

Appearing in a specific incident or observation to then be under the present influence of alcohol and/or drugs or investigation of an accident where the use of alcohol or drugs is reasonably suspected to be a contributing cause.

Circumstances under which substance screening may be considered, in either the chronic or acute cases, include but are not limited to the following:

- (1) Observed use, possession, or sale of illegal drugs and/or use, possession, sale, or abuse of alcohol and/or the illegal use or sale of prescription drugs.
- (2) Apparent physical state of impairment of motor functions.
- (3) Marked changes in personal behavior not attributable to other factors.
- (4) Employee involvement in or contribution to an accident where the use of alcohol or drugs is reasonably suspected or employee involvement in a pattern of repetitive accidents, whether or not they involve actual or potential injury.
- (5) Violations of criminal drug law statutes involving the use of illegal drugs, alcohol, or prescription drugs and/or violations of drug statutes.

The circumstances, under which substance screening may be considered, as outlined above, are strictly limited in time and place to employee conduct on duty or during work hours, or on or in Knox County Board of Education property, or at school system-approved or school-related functions.

Prior to substance screening, employees must sign an acknowledgment that the summary result will be transmitted to the MRO and the Knox County Schools Executive Director of Human Resources.

Drug and/or alcohol screening shall be conducted by Board approved, independent, certified laboratories utilizing recognized techniques and procedures, more specifically described in the Drug and Alcohol Abuse Testing Procedures contained in this Policy at page 7. A breath analysis test will be performed by a certified Breath Alcohol Technician.

PROMOTION AND TRANSFER TESTING

When an employee applies for a position through the Knox County Board of Education's selection process for a job that has been identified by the Knox County Board of Education as being a safety-sensitive position, the employee shall be subject to drug testing in accordance with the procedures contained in this Policy before the employee will be considered a valid candidate for that job opening. An employee who tests positive for illegal drugs on a promotion/transfer test will no longer be considered an applicant for that position. Such employee will also be in violation of this Policy. Violation of this Policy will constitute grounds for immediate termination in accordance with Board Policy, state law, and the Charters for Knox County, Tennessee, and the City of Knoxville, where applicable.

An employee may withdraw the application for the position at any time up until the employee is scheduled for promotion/transfer testing. Once an employee is scheduled for promotion/transfer testing, if that employee refuses to submit to the test, he/she will be disqualified for consideration for the position and will be considered as being insubordinate and subject to discipline. Under no circumstances shall this

1 employee be considered as a viable candidate for any future openings in this classification until the
2 employee has signed a release for drug testing.

4 **RETURN TO DUTY TESTING**

5
6 An employee who has been given the opportunity to undergo rehabilitation for drugs will, as a condition
7 of returning to duty, be required to agree to a reasonable follow-up testing established by the Executive
8 Director of Human Resources. The extent and duration of the follow-up testing will depend upon the
9 safety or security nature of the employee's position and the nature and extent of the employee's substance
10 abuse problem. The Executive Director of Human Resources is to review the conditions of continued
11 employment with the employee prior to the employee's returning to work. Any such condition for
12 continued employment shall be given to the employee in writing. The Executive Director of Human
13 Resources may consult with the employee's rehabilitation program in determining an appropriate follow-
14 up testing program, including the frequency of any substance screening contained in a follow-up testing
15 program. In no instance shall such screening be ordered by the Executive Director of Human Resources
16 more than one (1) time within a seventy-two (72) hour period.

17
18 Any employee subject to return to duty testing that has a confirmed positive drug test shall be in violation
19 of this Policy. Violation of this Policy shall constitute grounds for immediate termination in accordance
20 with Board Policy, state law, and the Charters for Knox County, Tennessee, and the City of Knoxville,
21 where applicable.

22 **REHABILITATION**

23
24
25 The Knox County Board of Education recognizes that chemical dependency is an illness that may be
26 successfully treated.

- 27
28 1. It is the policy of the Knox County Schools, where possible, in addition to appropriate personnel
29 action, to refer for rehabilitation an employee with a self-admitted or detected drug or alcohol
30 problem.
31
32 2. Employees seeking medical attention for chemical dependency shall be entitled to benefits to the
33 extent covered under the Knox County Schools group medical insurance plans, if they have chosen to
34 be covered by said plans.
35
36 3. For employees enrolled in a formal treatment/rehabilitation program, Knox County Schools may grant
37 sick leave and then annual leave until the same are exhausted and then may grant leave without pay
38 not to exceed one (1) year.
39
40 4. The cost of the drug rehabilitation or treatment provider shall be borne by the employee and/or the
41 employee's insurance provider.
42

43 The Knox County Board of Education strongly encourages employees using illegal drugs or alcohol to
44 voluntarily refer themselves to a treatment program. A voluntary referral is defined as one that occurs
45 prior to any positive test for illegal drugs under this Policy or prior to any other violation of this Policy,
46 including a criminal conviction of that individual on a drug related offense. Employees are not subject to
47 disciplinary action for voluntary referral to rehabilitation, even where rehabilitation is for the use of illegal
48 drugs or alcohol.
49
50

DISCIPLINARY ACTION

1. Employees in violation of the provisions of this Policy shall be subject to disciplinary action up to and including termination.
2. The fact that an employee has been referred for assistance and his/her willingness or ability to rehabilitate are appropriate considerations as to what, if any, disciplinary action may be taken.

CONFIDENTIALITY

Records that pertain to the Knox County Board of Education employee required substance screens are recognized to be private and sensitive records. They shall be maintained by the MRO in a secure fashion to insure confidentiality and privacy and be disclosed to the Executive Director of Human Resources only to the extent necessary to address any work-related safety risks occasioned by either the drug or alcohol use. The Executive Director of Human Resources shall maintain any such records in a secure fashion to insure confidentiality and privacy. Medical records, and information relating directly thereto, shall be maintained in accordance with provisions of Tennessee law and used with the highest regard for employee privacy consistent with law and the purpose of achieving and maintaining a drug-free workplace. All personnel records and information regarding referral, evaluation, substance screen results, and treatment shall be maintained in a confidential manner and no entries concerning such shall be placed in an employee's personnel file.

DRUG AND ALCOHOL ABUSE TESTING PROCEDURES

1. Purpose

The purpose of this procedure is to establish guidelines to be followed in the drug/alcohol testing of external applicants for safety-sensitive positions with the Knox County Board of Education as well as Knox County Board of Education employees.

2. Program Responsibility

The Knox County Board of Education Executive Director of Human Resources has the overall responsibility for this program.

3. Designation of Medical Review Officer

The Knox County Board of Education will designate a Medical Review Officer (MRO). The Medical Review Officer will be responsible for reviewing the results of drug tests before they are reported to the Knox County Board of Education's Executive Director of Human Resources; reviewing and interpreting each confirmed positive test to determine if there is an alternative medical explanation for the positive; conducting an interview with the individual testing positive; reviewing the individual's medical history and medical records made available to the individual to determine if the positive result was caused by legally prescribed medication; requiring a retest of the original specimen if the MRO deems it necessary; and verifying that the laboratory report and the specimen are correct. The MRO is expected to follow the Medical Review Officer Manual published by the U.S. Department of Health and Human Services for tests conducted under this Policy.

If the MRO determines that there is a legitimate medical explanation for the positive test other than the use of a prohibited drug, the MRO will conclude that the test is negative and will not take any further

1 action. If the MRO concludes that a particular test is scientifically insufficient, the MRO will conclude
2 that the test is negative for that individual. If the MRO determines that there is no legitimate explanation
3 for the positive test other than use of a prohibited drug, the MRO will communicate the test results as a
4
5 positive to the Executive Director of Human Resources. The results of negative tests will be
6 communicated by the MRO to the Executive Director of Human Resources.
7

8 4. Designation of Laboratory 9

10 The Knox County Board of Education will designate a laboratory to perform the testing on specimens
11 submitted. the laboratory will be responsible for performing the required drug test in accordance with
12 applicable Federal Department of Transportation (DOT) Procedures for Transportation Workplace
13 Testing Programs, 49 C.F.R. Part 40 and, more specifically, as contained in this Policy. The laboratory
14 will also be responsible for properly handling specimens for alcohol testing. The laboratory is a Substance
15 Abuse and Mental Health Services Administration (SAMHSA) certified lab approved for DOT drug
16 testing.
17

18 5. Authorization for Testing 19

20 When the person reports to the collection site, the drug and/or alcohol screening procedure will be
21 explained and the person will be asked to assist completing any necessary forms. All persons subject to
22 testing for any reason shall be asked to sign the necessary authorization forms which will allow the test
23 to be performed and for the information to be provided to the MRO and the Executive Director of Human
24 Resources about the required drug and/or alcohol test.
25

26 6. Specimen Retention 27

28 The retention of specimens for possible future analysis is the responsibility of designated laboratory. The
29 laboratory will retain all specimens for a minimum period of one (1) week. At such time, negative
30 specimens will be discarded. Positive specimens will be resealed and retained in a separate and secure
31 area for a minimum of one (1) year. Within this one (1) year period, the person tested, the MRO, or the
32 Executive Director of Human Resources can request in writing that the laboratory retain the sample for
33 an additional reasonable period specified in the request. If no proper written request is received within
34 the one (1) year period, the sample may be discarded.
35

36 Any transfer of the original specimen to another laboratory for reconfirmation of positive results will
37 follow the chain of custody procedures described in the regulations contained in 49 C.F.R. Part 40.
38

39 7. Notification and Administrative Processing of Positive Results 40

41 All analytical results, negative and positive, will be reported by the laboratory to the MRO within an
42 average of five (5) days after receiving the specimens. The MRO will review the individual's medical
43 history, questionnaire, relevant bio-medical information, and interview the person to determine if there is
44 any satisfactory explanation for the positive result. The MRO may conduct an additional medical
45 interview with the individual and may require the original specimen to be reanalyzed if necessary.
46

47 The MRO will advise the Executive Director of Human Resources of any positive test results on external
48 applicants where alcohol and drug testing has been required and where, in the view of the MRO, there is
49 not legitimate medical explanation for the confirmed positive test result other than the unauthorized use
50 of an illegal drug.

1 The MRO will advise the Executive Director of Human Resources of any positive drug or alcohol test
2 results on employees that were done for any reason in order that proper disciplinary actions can be
3 coordinated and will advise the Executive Director of Human Resources of negative test results.
4

5 8. Record Retention – Confidentiality 6

7 Records of drug tests results are recognized to be private and sensitive records, which will be maintained
8 in a secure fashion to ensure confidentiality. Records showing an employee passed a drug test will be
9 kept for at least one (1) year. Records showing that an employee failed a drug test, the type of test (e.g.,
10 reasonable suspicion), the functions of the employee, the illegal drug(s) used by the employee, and the
11 disposition of each employee will be kept for at least five (5) years. These records, or any of them, may
12 be maintained by the MRO or at the Executive Director of Human Resources' discretion for an indefinite
13 period of time beyond the above specified minimums.
14

15 Information regarding an individual's drug testing results are confidential and will be released by the
16 MRO and the Executive Director of Human Resources only upon the written consent of the individual,
17 except that results may be released and relied upon by the Knox County Board of Education in any
18 administrative or court action by the employee involving the drug test or any discipline resulting from a
19 violation of this Policy, including employment and court proceedings.
20

21 9. General Drug Testing Procedures 22

23 (1) Test Methods and Cutoff Levels 24

25 The initial test performed on the urine at the laboratory will be the Enzyme-Multiplied
26 Immunoassay Technique (EMIT) screen which will be used to eliminate negative urine samples
27 from further consideration. All specimens identified as positive on the initial test shall be
28 confirmed using gas chromatography/mass spectrometry (GC/MS) techniques at the cutoff values
29 listed below. Tests will screen for the drugs listed below. The cutoff levels (positive tests) will be
30 in accordance with Department of Transportation (DOT) Procedures for Transportation
31 Workplace Drug Testing Programs 49 CFR Part 40 or Tennessee Department of Labor and
32 Workforce Development Drug Free Workplace Program, which are incorporated herein by
33 reference.
34

35 (2) Collections of Specimens 36

37 Specimens will be collected in accordance with Department of Transportation (DOT) Procedures for
38 Transportation Workplace Drug Testing Programs 49 CFR Part 40 which are incorporated herein by
39 reference, with the exceptions as noted in this Policy. At least 30 ml of urine will be required to complete
40 the test, or the test will be rejected and must be reperformed.
41

42 The designated collection site shall have an enclosure within which private urination can occur, a toilet
43 for completion of urination, and a source of water for washing hands.
44

45 Procedures for collecting urine specimens shall allow individual privacy unless there is reason to believe
46 that a particular individual may alter or substitute the specimen as specified in 49 C.F.R. §40.25.
47 Examples of reasonable cause to believe a specimen will be altered or substituted include: the presentation
48 of a urine specimen that falls outside the normal temperature range (90.0 deg. F - 100.0 deg. F);
49 presentation of a specimen with a specific gravity of less than 1.0003 and a creatinine concentration below
50

1 .2g/l; presentation of a specimen which contains the presence of adulterants; observation of conduct
2 clearly indicating an attempt to substitute or adulterate the sample.
3

4 The designated laboratory will follow the DOT Procedures for preparation for testing, chain of custody,
5 security, privacy, integrity, and identify of specimen, and any necessary transportation to a laboratory.
6 See 49 C.F.R. Part 40 §40.23 and 40.25. The person submitting specimens will complete the urine custody
7 and control forms as required by the designated laboratory. A copy of "Drug Testing Custody and Control
8 Form" is contained in Appendix A to this Policy.
9

10 10. General Alcohol Testing Procedure

11
12 A Certified Breath Alcohol Technician who is an employee of the Knox County School System will be
13 requested to perform and be responsible for administering a breath analysis test. If the breath analysis test
14 is positive, a second breath analysis test may be taken. If a test is to be made for drugs, this specimen will
15 be taken at the same time that the alcohol specimen is taken but will be processed as a separate specimen.
16

17 (1) Collection of Specimen

18
19 Procedures for taking the urine specimen, in the event of a positive breath analysis for alcohol
20 assay, will follow the same procedures as outlined in Part 10 above for the drug specimen and the
21 specimen will be tightly sealed immediately to avoid loss of volatile constituents.
22

23 (2) Test Methods and Levels

24
25 The breath analysis test level to be considered positive will be a .08 which would lead to a
26 confirming test.
27

28 The alcohol urine assay will be an EMIT screening followed by a confirmatory gas
29 chromatography test on positive screens. Either test will be considered positive if the results are
30 .08 or more.
31

32 11. Specific Testing Procedures

33 (1) Pre-Employment/Post Job Offer

34
35 Interested individuals are made aware of the requirements of drug testing for a specific position
36 prior to submitting an application for the position. Pre-employment drug and alcohol testing will
37 be required for the designated safety-sensitive positions. Applicants will be given an offer of
38 employment prior to the test. Employment is contingent upon passing the test.
39
40

41 Applicants for positions which require drug and alcohol testing shall report to the designated
42 collection site within forty-eight (48) hours after receiving written notification by the Knox
43 County Board of Education's Executive Director of Human Resources of the time and date to
44 report. The designated laboratory is responsible for gathering the medical history of the applicant
45 and will take the urine sample(s).
46

47 All applicants will be furnished a copy of the Drug Free Workplace Substance Abuse Policy in
48 advance of the drug testing and alcohol testing and will have the screening procedure explained
49 to them.
50

1 Applicants will be asked to sign an authorization for the tests which will release the MRO to
2 disclose the results of the drug and alcohol test to the Executive Director of Human Resources. In
3 the event an applicant refuses to execute the appropriate authorization or to submit to the drug and
4 alcohol tests, the designated laboratory will suspend the procedures at that point and refer the
5 applicant to the Executive Director of Human Resources.
6

7 The MRO will review the analytical results of the drug and alcohol tests, the individual's medical
8 history questionnaire, and relevant biomedical information and interview the applicant, either by
9 phone or in person, to determine whether there is any satisfactory explanation for a positive result.
10 The MRO may conduct an additional medical interview with the individual and may require the
11 original specimen to be reanalyzed if necessary. The MRO will advise the Executive Director of
12 Human Resources of any positive test results where there is not a legitimate explanation for the
13 positive test.
14

15 The MRO will advise the applicant that he or she has tested positive and, if requested, will allow
16 the applicant a reasonable period, not to exceed three (3) days, to provide additional medical
17 evidence of a proper prescription for the drug(s) which caused the positive test.
18

19 Nothing herein shall be construed as requiring the MRO or the Executive Director of Human
20 Resources to disclose to the applicant the drug(s) for which the applicant tested positive. Rather,
21 it is the duty of the applicant to disclose to the MRO and, upon request, to provide the MRO with
22 evidence of all drugs taken by prescription.
23

24 In the event of a positive test where there is not a legitimate medical explanation, the Executive
25 Director of Human Resources will advise the applicant in accordance with the Drug-Free
26 Workplace Substance Abuse Policy of the conditions that must be met before the individual could
27 again be considered for employment with the Knox County Board of Education.
28

29 The designated safety-sensitive positions subject to testing are: principal, assistant principal,
30 teacher, traveling teacher, teacher aide, substitute teacher, school secretary, and school bus driver.
31

32 (2) Reasonable Suspicion Testing

33

34 This testing will be conducted for any employee whenever the Knox County Board of Education,
35 through the Executive Director of Human Resources, or someone authorized in his/her absence,
36 and/or the MRO suspects that there is a violation of the Knox County Board of Education Drug-
37

38 Free Workplace Substance Abuse Policy. The guidelines for determining reasonable suspicion, as
39 noted above, will be followed.
40

41 Once the determination has been made that an employee is to be tested based upon reasonable
42 suspicion, the Executive Director of Human Resources should then transport the employee to the
43 collection site or make other appropriate arrangements for transportation. The collection site
44 personnel should be notified that the reason for testing is reasonable suspicion.
45

46 Upon arriving at the collection site, the employee will be asked to sign a release for testing and to
47 assist in completing the necessary forms for testing. After the employee has signed the necessary
48 releases for testing, then the standard procedures for drug and alcohol testing should be followed
49 by the collection site personnel.
50

1 Once the procedure has been completed, the employee should be transported back to the Executive
2 Director of Human Resources' office where the employee will be placed on administrative leave
3 with pay until the results of the tests are available and given instructions to call the Executive
4 Director of Human Resources each workday, before the normal reporting time for that employee,
5 for further instructions.

6
7 If the employee refuses to sign the release or refuses to be tested by the designated laboratory, the
8 employee should be advised that refusal under Board Policy is insubordination. If the employee
9 continues to refuse, the employee should be transported back to the Executive Director of Human
10 Resources' office. The Executive Director of Human Resources will place the employee on
11 administrative leave with pay with instructions to call his/her office before the normal reporting
12 time for that employee on the following workday.

13
14 If the Executive Director of Human Resources feels that the employee is in no condition to operate
15 a vehicle, then the employee should be transported home. Under no circumstances should the
16 employee be allowed to drive, and if the employee insists, the Executive Director of Human
17 Resources should tell the employee that if he/she gets in a vehicle to drive that he/she will call the
18 police or the Sheriff's Department and give them the location, license plate number, etc.

19
20 In the event of positive test results, the MRO will contact the Executive Director of Human
21 Resources who will then review other records of the employee and contact the Knox County Law
22 Director to work out proper disciplinary procedures, if any, in accordance with Board Policy, state
23 law, and the Charters of Knox County, Tennessee, and City of Knoxville, where applicable.

24 25 (3) Promotion and Transfer Testing

26
27 Once an employee has applied for a safety-sensitive position within the Knox County Board of
28 Education that requires drug and alcohol testing and has successfully completed the written and
29 skills testing being administered for that job, then the employee is considered as one of the
30 qualified applicants for the position and will be subject to the drug and alcohol testing procedures.
31 Up to this point an applicant can withdraw from consideration for the position without sanctions.

32
33 The Executive Director of Human Resources will notify the employee on the day the testing is to
34 be accomplished as to the time for the employee to be at the designated collection site. Since this
35 testing will be done before or after the employee's normal working hours, the employee must be
36 contacted before the end of that employee's shift. Employees should be tested as soon after their
37 shift as possible.

38
39 Once the employee has been scheduled for testing, if the employee refuses to be tested, the
40 employee will be considered insubordinate and subject to disciplinary procedures. If an employee
41 has been notified to go for testing and fails to show up for the test, this will be considered the same
42 as refusal to test unless a medical emergency or accident prevents the employee from testing, in
43 which case credible documentation will be required that substantiates the reason for being absent
44 from the testing. If in the sole discretion of the Executive Director of Human Resources the
45 employee is allowed to be tested at a later date, the above procedure will be repeated. In no case
46 will an employee be allowed more than one (1) opportunity to be rescheduled for testing.

47
48 Employees who refuse to be tested or who do not appear for testing and do not have a documented
49 credible reason for being absent from the testing time will be subject to disciplinary procedures
50 and will cease to be considered a viable candidate for the current position and for any future

1 position openings in this classification until the employee has signed a release for drug testing at
2 the time of submitting any future applications for this classification.

3
4 The collection site personnel should notify the Executive Director of Human Resources in the
5 event an employee refuses to test or does not show for testing.

6
7 In the event of positive test results, the MRO will contact the Executive Director of Human
8 Resources who will then review other records of the employee and contact the Knox County Law
9 Director to work out proper disciplinary procedures, if any, in accordance with Board Policy, state
10 law, and the Charters of Knox County, Tennessee, and the City of Knoxville, where applicable.

11
12 (4) Return to Duty Testing

13
14 This testing will apply when an employee who has been given an opportunity for rehabilitation
15 for drugs and/or alcohol is returned to duty. Prior to the employee coming back on the job, the
16 employee must be examined by the MRO and a drug and/or alcohol test done which shows
17 negative results. The Executive Director of Human Resources may consult with the MRO and the
18 rehabilitation program officials to determine an appropriate follow-up testing program following
19 Board policy and prepare a follow-up program which will include, among other things, the
20 appropriate period for testing as determined. This Agreement must be signed by the employee
21 before the employee is allowed to return to the job.

22
23 All testing done as a result of the above conditions will be conducted in accordance with the
24 procedures contained herein for drug testing.

25
26 In the event of positive test results, the MRO will contact the Executive Director of Human
27 Resources who will contact the Knox County Law Director to work out disciplinary procedures,
28 if any, in accordance with Board Policy, state law, and the Charters of Knox County, Tennessee,
29 and the City of Knoxville, where applicable.

30
31 (5) Changes to Procedures

32
33 This procedure may be amended from time to time to facilitate changes in the Knox County Board
34 of Education's Drug Free Workplace Substance Abuse Policy as necessary.

35
36 **DEFINITIONS AS USED IN THIS POLICY**

- 37
38 1. "Illegal use of drugs" means the use of drugs, the possession or distribution of which is unlawful under
39 the Controlled Substances Act (21 U.S.C.A. §812). Such term does not include the use of a drug taken
40 under the supervision by a licensed health care professional or other uses authorized by the Controlled
41 Substances Act.
42
43 2. "Drug" or "illegal drug" means a controlled substance as defined in Schedules I through V of Section
44 202 of the Controlled Substances Act.
45
46 3. "Conviction" means a finding of guilt, including a plea of no-contest, or imposition of sentence, or
47 both, by any judicial body charged with the responsibility to determine violations of the federal or
48 state criminal drug statutes.
49
50

1 4. "Criminal Drug Law" means a federal or non-federal criminal statute involving the manufacture,
2 distribution, dispensing, possession, or use of any controlled substance.
3

4 **NOTE: ALL REFERENCED DOCUMENTS IN THIS POLICY ARE AVAILABLE FOR**
5 **INSPECTION IN THE OFFICE OF THE EXECUTIVE DIRECTOR OF HUMAN RESOURCES,**
6 **KNOX COUNTY BOARD OF EDUCATION.**
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

<u>Section G:</u> Human Resources	Knox County Board of Education Policy		
	Descriptor Term: Smoking and Use of Tobacco	Descriptor Code: G-211	Issued: 6/00
		Reviewed: 6/24	Revised: 5/23

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

The Knox County Board of Education recognizes that smoking represents a health and safety hazard which has serious consequences for the smoker and the nonsmoker. The Board also recognizes that all staff members should serve as positive role models for our students. In order to protect our students, staff, visitors, and guests of the schools from an environment that may be harmful to them, and in compliance with Public Chapter 410, known as the "Non-Smoker Protection Act," the Board of Education prohibits smoking by all staff, students, visitors, and guests on all school property, in all school buildings, and in all school vehicles (including schools, offices, warehouses, sport complexes, and other facilities, as well as vehicles owned by the Board).

Smoking is not allowed in any form at any time inside any school building or anywhere on school property. For the purpose of this policy, "Smoking" will mean all uses of tobacco (including all "smokeless" and chewing tobacco products), cigars, cigarettes, pipes, imitation tobacco products, vaping devices, and electronic cigarettes. Employees are prohibited from possessing tobacco products on school property that are visible to others.

This policy on smoking shall be communicated to all existing employees and to all prospective employees upon their application of employment.¹

"No Smoking" signs shall be clearly and conspicuously posted at every entrance to every public place where smoking is prohibited.²

The smoking and use of tobacco policy for students is J-220 "Alcohol, Drug, and Tobacco Use."

Legal References:

- 1. T.C.A. § 39-17-1803.
- 2. T.C.A. § 39-17-1805.

Cross Reference:

- Knox County Board of Education Policy J-220 Alcohol, Drug and Tobacco Use.

Approved as to Legal Form
By Knox County Law Department 3/27/2023
/Gary T. Dupler/Deputy Law Director

<u>Section:</u> Human Resources	Knox County Board of Education Policy		
	Descriptor Term: Employee Background Checks	Descriptor Code: G-212	Issued: 10/18
		Reviewed: 6/24	Revised:

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

The Knox County Board of Education complies with Tennessee state law in requiring background checks for Knox County Schools' employees. As such, prior to employment, and at least every five (5) years thereafter, any person applying for or holding a position as a teacher or any other position requiring proximity to school children anywhere in the Knox County Schools (KCS) must:

Agree to the release of all investigative records to the Board/KCS for examination for the purpose of verifying the accuracy of criminal violation information; and

Supply a fingerprint sample and submit to a criminal history records check to be conducted by the Tennessee Bureau of Investigation (TBI) and the Federal Bureau of Investigation (FBI).¹

Legal Reference:

1. T.C.A. § 49-5-413.

Approved as to Legal Form
By Knox County Law Director 8/25/2018
/Gary T. Dupler/Deputy Law Director

<u>Section G:</u> Human Resources	Knox County Board of Education Policy		
	Harassment of Employees	Descriptor Term:	Descriptor Code:
			G-220
		Reviewed: 6/24	Revised: 5/23

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42

Knox County Schools does not discriminate in its programs or employment practices nor does it tolerate harassment for any reason including, but not limited to, harassment on the basis of age, actual or perceived gender, sexual orientation, national origin, disability, religion, race, color, genetics, veteran status or any other federally identified protected area. Harassment by any employee will not be tolerated. Harassment is defined as conduct, advances, gestures or words of a nature which:

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

Victims of harassment should report these conditions to the appropriate school administrator, the Executive Director of Human Resources, or the Office of the Director of Schools. Inquiries concerning Title IX may be referred to the Title IX Coordinator or to the United States Department of Education's Office for Civil Rights. No reprisals or retaliation shall occur as a result of good faith reporting of charges of harassment and effort will be made to maintain confidentiality.

In determining whether alleged conduct constitutes harassment, all of the circumstances, including the nature of the conduct and the context in which the alleged conduct occurred, will be investigated. The Director of Schools and/or the Director's designee shall be responsible for investigating all complaints of harassment. If satisfactory resolution of any complaint is not reached, the complainant may refer the matter to the Board.

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

Harassment of student policies can be found at J-210 and J-211.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

Legal Reference:

1. Title 7. 1964 Civil Rights Act.

Cross References:

- Knox County Board of Education Policy C-260 Sexual Harassment and Sex-Based Discrimination.
- Knox County Board of Education Policy J-210 Harassment of Students.
- Knox County Board of Education Policy J-211 Harassment, Intimidation and Bullying and Cyber-Bullying.

Approved as to Legal Form
By Knox County Law Director 3/27/2023
/Gary T. Dupler/Deputy Law Director

<u>Section G:</u> Human Resources	Knox County Board of Education Policy		
	Descriptor Term: Employee Whistleblower Protection	Descriptor Code: G-221	Issued: 10/08
		Reviewed: 6/24	Revised: 5/13

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

No employee of the Knox County Schools shall be discharged, terminated, or otherwise discriminated against with respect to compensation, terms, conditions, privileges of employment solely for refusing to participate in, or refusing to remain silent about, illegal activities. Illegal activities means activities that are in violation of criminal or civil code, either state or federal, or any regulation intended to protect the public health, safety, or welfare.

Any employee terminated or discriminated against in violation of T.C.A. 50-1-304 shall have a cause of action against the employer and any other damages to which the employee may be entitled.²

Legal References:

1. T.C.A. § 50-1-304.
2. T.C.A. § 49-50-1401.

Section G: Human Resources	Knox County Board of Education Policy			
	Personnel Definitions	Descriptor Term:	Descriptor Code:	
			G-230	Issued:
				7/95
	Reviewed:	Revised:		
	6/24	6/17		

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

“Certified Employee” is any employee who holds a license issued by the Tennessee Department of Education or who credentialed to teach in the Junior Reserve Officer Training Corps by a branch of the U.S. Armed Forces.¹

“Classified Employee” is any employee whose employment does not require a license issued by the Tennessee Department of Education.

"Professional employee" means any person employed by the Board of Education in a position that requires a license issued by the state department of education for service in public elementary and secondary schools, but for the purposes of collaborative conferencing shall not include any member of the management team or a retired teacher employed as a teacher.²

"Management team" means employees who devote a majority of their time to the system-wide area or areas of professional personnel management, fiscal affairs or general management and includes principals, assistant principals, supervisors and others whose principle responsibilities are administration rather than teaching.³

A "Supervisor" is any employee of the Board of Education whose full-time job responsibilities consist of oversight of other employees or curriculum development or both.⁴

Legal References:

1. T.C.A. § 49-5-101; TCA 49-5-501(a)(10).
2. T.C.A. § 49-5-602(8).
3. T.C.A. § 49-5-602(4).
4. T.C.A. § 49-5-602(12).

Approved as to Legal Form
By Knox County Law Director 7/20/2017
/Gary T. Dupler/Deputy Law Director

<u>Section G:</u> Human Resources	Knox County Board of Education Policy		
	Descriptor Term: Compensation Guides and Contracts for Professional Personnel	Descriptor Code:	Issued:
		G-240	7/95
		Reviewed:	Revised:
	6/24	5/23	

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40

Upon employment, all certified personnel must enter into a contract with the Board at a fixed salary before assuming any duties.¹

The Director of Schools shall establish the salary structure for all positions within the school system and shall recommend such to the Board for its approval.²

Salaries of all employees, including substitute and supplemental pay, shall be paid by the Board. No payment to any employee for service performed on behalf of the school system shall be made from any source other than the Board.³

Contracts of professional personnel shall include two-hundred (200) days of responsibility, plus twenty (20) days for each additional month assigned by the Board. Each contract shall provide:⁴

1. A minimum of one hundred and seventy-seven (177) working days (177 student instructional days plus three (3) due to the daily seven-hour schedule = 180 days);
2. Four (4) scheduled administrative days;
3. Two (2) unscheduled in-service days;
4. One (1) day of unscheduled parent-teacher contact hours;
5. Six (6) scheduled in-service days;
6. Ten (10) vacation days.

The school calendar adopted by the Board each year shall become part of each employee's contract.

Salaries and supplements may be paid from revenue derived from sources other than taxes, provided the revenue is deposited with and salaries paid through the Board. This includes donations or contributions from individual, civic or other non-school related sources of funds from individual school activity funds, such as gate receipts and concessions.^{1,5}

Legal References:

1. T.C.A. § 49-2-203(a)(1).
2. T.C.A. § 49-5-402.
3. T.C.A. § 49-3-306; TCA § 49-5-709; T.C.A. § 49-2-203(a)(1).
4. T.C.A. § 49-6-3004.
5. T.C.A. § 49-6-2006; Tennessee Internal School Financial Management Manual, Section 5, Title 2 and Section 5, Title 5.

Approved as to Legal Form
 By Knox County Law Director 3/27/2023
 /Gary T. Dupler/Deputy Law Director

<u>Section G:</u> Human Resources	Knox County Board of Education Policy		
	Descriptor Term: Utilization of Career Level Educators	Descriptor Code: G-250	Issued: 7/95
		Reviewed: 6/24	Revised: 5/08

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

The Director of Schools shall be responsible for developing a plan for utilizing Career Level educators beyond their regular responsibilities,¹ and to ensure that local responsibilities are exercised.

All Career Level employees shall perform the duties approved by the Board and consistent with state law and state policy.² Responsibilities of Career Level educators who are working additional months shall be over and above the responsibilities which they ordinarily have under a ten (10) month contract.

Each employee assigned additional work under the Career Ladder program shall work under the supervision of a person designated by the Director of Schools. If more than one employee is working on the project, one may be designated by the Director of Schools as project director responsible for supervising the other employees in the program.

Current 11- or 12-month teachers who become Level II or III educators or administrators and supervisors who become Level II or III educators shall be eligible for the meritorious portion of the supplement provided through the Comprehensive Education Reform Act.

Legal References:

1. T.C.A. § 49-5-5209.
2. T.C.A. § 49-5-5206; T.C.A. § 49-5-5207; T.C.A. § 49-5-5208; T.C.A. § 49-5-5209; T.C.A. § 49-5-5304; T.C.A. § 49-5-5305; T.C.A. § 49-5-5306; T.C.A. § 49-5-5404; T.C.A. § 49-5-5405; T.C.A. § 49-5-5406; T.C.A. § 49-5-5408; T.C.A. § 49-5-5506; T.C.A. § 49-5-5504; T.C.A. § 49-5-5505.

Section G: Human Resources	Knox County Board of Education Policy		
	Extended Contracts	Descriptor Term:	Descriptor Code: Issued:
			G-260 7/95
		Reviewed:	Revised:
	6/24	5/08	

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

Annually, the Director of Schools shall be responsible for conducting a needs assessment to determine the focus of extended contract activities. The needs assessment shall be conducted by an extended contract committee, which shall advise on or certify to the need for specific programs served through extended contracts. The committees shall consist of teachers and administrators, Career Level III and II teachers where possible, as determined by the Board.¹

Extended contract opportunities shall be available to all educators, provided Career Level III and II educators are given priority of opportunity.¹

The Director of Schools shall be responsible for devising a plan for Board approval consistent with the needs assessment. The plan shall include as a minimum:

1. A description of each program and a discussion of the benefits of the program as required by state law;¹
2. Time frames within which the program(s) will be operated;¹
3. The number of students who will benefit from the program;
4. A list of additional duties which may be assigned to Career Level educators at each Career Level;
5. The number and special qualifications of employees desired for each program; and
6. Local costs to be involved in the program.

Legal Reference:

1. T.C.A. § 49-5-5209.

<u>Section G:</u> Human Resources	Knox County Board of Education Policy			
	Descriptor Term:		Descriptor Code:	
	Strategic Compensation		G-270	5/11
			Reviewed:	Revised:
		6/24		

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

INTENT

The Board of Education supports the concept of strategic compensation and believes that a well-designed system of strategic compensation can significantly enhance student educational outcomes. Strategic compensation aligns district programs, classroom instruction and compensation systems with the goals of increasing educator effectiveness and maximizing student achievement. It incents certain actions or activities and rewards specific desired outcomes.

Strategic compensation may entail pay, benefits, direct and indirect compensation, immediate and deferred compensation, and other monetary or non-monetary incentives.

IMPLEMENTATION

The Director of Schools shall be responsible for developing, implementing and maintaining a strategic compensation system that is aligned with the goals and objectives of the district's strategic plan. The Board of Education will provide conceptual approval for the strategic compensation system.

The Director of Schools shall regularly review and may make operational amendments as necessary to ensure that the individual elements of the system are having the desired strategic effect.

<u>Section G:</u> Human Resources	Knox County Board of Education Policy		
	Qualifications and Duties of Teachers	Descriptor Term:	Descriptor Code:
		Issued:	Revised:
		G-280	7/95
	6/24	5/23	

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42

QUALIFICATIONS

All teachers shall be licensed in accordance with state law and the regulations of the Tennessee State Department of Education. Such license shall be on file in the office of the Director of Schools prior to beginning employment.¹

It is the responsibility of the employee to secure a certificate and to maintain its validity.² When a teacher’s contract must be terminated because the teachers’ certificate has lapsed or otherwise become invalid, the Director of Schools shall immediately suspend the teacher without pay pending disposition of the matter. The teacher shall be notified of the reason for the suspension and given an opportunity for a hearing before the Board.

All teachers shall demonstrate competency based on the current job assignment and performance standards as outlined in the appropriate state model for local evaluation.

DUTIES

In addition to duties specified in other policies and applicable law, teachers shall be responsible for the following duties:

1. To give full, willing and helpful cooperation in carrying out all reasonable instructions or extra assignments which are given by the principal before, after and during the school day.
2. To give instruction to the students in the areas assigned by the Board, Director of Schools and principal. Teachers must spend fifty percent (50%) or more time on instructing students in class.³
3. To record accurately the number of students present and absent each day in the manner prescribed by the Board, Director of Schools and principal.
4. To follow state and local course of study, to follow rules and regulations of the state and policies of the local Board, and to follow school rules and policies established by the principal.
5. To maintain cordial relationships with the home, parent(s) and community.
6. To keep parent(s) duly informed of the child’s progress and hold conferences with parent(s) when necessary.
7. To report immediately to the Tennessee Department of Children’s Services when one knows or reasonably suspects that a child’s health or welfare has been or appears to have been harmed as a result of abuse or neglect.⁴ After the Department of Children’s Services referral has been made, the school principal or other school administrator(s) should be notified of the referral.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

- 8. To perform such other duties as may be assigned by the principal.
- 9. To establish and maintain satisfactory, respectful working relationships within the school environment.
- 10. To follow all requirements within the Tennessee Teacher Code of Ethics.⁵

Legal References:

- 1. T.C.A. § 49-5-101; T.C.A. § 49-5-403; TRR/MS 0520-1-2-.03(1).
- 2. TRR/MS 0520-2-3-.01(1)(a).
- 3. T.C.A. § 49-3-323.
- 4. T.C.A. § 37-1-403.
- 5. T.C.A. § 49-5-1001.

Approved as to Legal Form
 By Knox County Law Director 3/27/2023
 /Gary T. Dupler/Deputy Law Director

<u>Section G:</u> Human Resources	Knox County Board of Education Policy			
	Hiring Personnel	Descriptor Term:	Descriptor Code:	Issued:
			G-290	7/95
		Reviewed:	Revised:	
	6/24	10/17		

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42

EQUAL OPPORTUNITY EMPLOYMENT

Opportunity for employment, as well as continuation and advancement in employment, shall be afforded equally to members of all races, creeds, colors, sexes, religions, ages, national origins, and individuals with disabilities or veteran status with regard only for qualifications for the positions involved. ^{1,2}

An individual desiring a position with the Board shall make application via method approved by the Director of Schools.³ Knowingly falsifying information shall be sufficient grounds for termination of employment and shall also constitute a Class A misdemeanor which must be reported to the District Attorney General for prosecution. In a continuing effort to further ensure the safety and welfare of students and staff, the district shall require criminal history records checks for all prospective employees.⁴

Information shall be verified by fingerprint and criminal history records check conducted by the Tennessee Bureau of Investigation or other sources as needed. Any costs incurred in conducting such investigations of applicants shall be paid by the individual.⁴

Intentional misuse of Criminal History Record Information (CHRI) is not permitted and all allegations of same will be investigated. Use of CHRI for any purpose other than what is allowed by federal or state law is misuse. If misuse is discovered through an investigation, appropriate action will be taken. Additionally, misuse of CHRI shall be reported to the Tennessee Bureau of Investigation.

PROFESSIONAL EMPLOYEES RECRUITMENT

The authorization of funding for all school system positions rests with the Board. The Director of Schools shall have the authority to organize the Central Office as deemed necessary consistent with law, policy and within budget. Personnel employment and staffing structure shall be within the discretion of the Director of Schools.⁵

The Director of Schools is responsible for the development of a program for the recruitment of professional personnel.

Identification of personnel needs shall be the responsibility of the Director of Schools, supervisors and building principal. Effort shall be made to include a diversity of academic and professional experience, age, ethnic backgrounds, race and sex as reflected in the Knox County community.

APPLICATION

The application must include official transcripts of all credits earned at the colleges or universities attended along with reference information from persons such as previous employers, college professors and supervisors of student teachers. Other information shall include whether such applicant has been dismissed for cause from any previous employment. If previously employed by a local Board of

1 Education, the applicant shall provide evidence of resignation with the possibility of rehire.⁶

2
3 Other than those individuals assigned to the Knox County Schools pool of substitute teachers, no person
4 employed to teach shall be employed who does not hold a valid license to teach from the State Board of
5 Education.⁷

6
7 No person shall be employed:

- 8
- 9 1. Who does not present a physician's certificate showing a satisfactory health record or has any
10 contagious or communicable disease in such form that might endanger the health of school
11 children;⁸
 - 12
 - 13 2. Who advocates the overthrow of the American form of government or who is a member of a
14 political party which advocates the overthrow of the American form of government;⁹
 - 15
 - 16 3. Who refuses to take and subscribe to an oath or affirmation to support the Constitution of the State
17 of Tennessee and of the United States of America;¹⁰
 - 18
 - 19 4. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
20 employment for cause.¹¹
 - 21
 - 22 5. Whose background screening check produces information indicating that the individual may be a
23 safety or security risk with regard to the position for which they have applied.
 - 24
 - 25 6. Is not in compliance with the Immigration Reform and Control Act of 1986;¹² and
 - 26
 - 27 7. Who does not meet established drug screening criteria.
- 28

29 **RECOMMENDATION**

30
31 After checking references and receiving written recommendations, the Director of Schools shall authorize
32 the hiring and assignment of qualified applicants.¹³

34 **ORIENTATION**

35
36 All certified staff members new to the school system shall be engaged in a new teacher orientation
37 program during the in-service training period prior to the beginning of the school year.

39 **TEMPORARY REPLACEMENTS**

40
41 Vacancies occurring after the first day of instruction at the beginning of each school year will be filled as
42 temporary replacements for the remainder of the school year.

43
44 Said positions will be filled at the discretion of the Director of Schools in such a manner as to cause the
45 least disruption in the educational process for students and as quickly as possible to ensure a continuous
46 function of the position. Exceptions may be made for special assignments upon the recommendation of
47 the Director of Schools. Persons filling temporary positions shall have no expectation of continued
48 employment.¹⁴

49
50

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

Legal References:

1. U.S. Constitution, Amendment XIV; Title VII, Civil Rights Acts of 1964; Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Age Discrimination Act of 1967; Section 504 of Rehabilitation Act of 1973.
2. Public Law 101-336; 42 U.S.C § 12101, et seq.
3. T.C.A. § 49-5-406.
4. T.C.A. § 49-5-406 (a)(1)(A); T.C.A. § 49-5-413.
5. T.C.A. § 49-2-301.
6. T.C.A. § 49-5-406.
7. T.C.A. § 49-5-403; TCA § 49-5-101.
8. T.C.A. § 49-5-404; TRR/MS § 0520-1-3-.08(2)(f).
9. T.C.A. § 49-5-202.
10. T.C.A. § 49-5-405.
11. T.C.A. § 49-5-406.
12. Immigration Reform and Control Act of 1986, 8 U.S.C. § 1101, et seq.
13. T.C.A. § 49-2-301(f).
14. T.C.A. § 49-5-409.

Approved as to Legal Form
By Knox County Law Director 8/25/2017
/Gary T. Dupler/Deputy Law Director

<u>Section G:</u> Human Resources	Knox County Board of Education Policy			
	Assignment	Descriptor Term:	Descriptor Code:	Issued:
			G-300	7/95
			Reviewed:	Revised:
	6/24	5/08		

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

The Director of Schools shall make every attempt to assign personnel to the various schools by the last date of principal's contract preceding the school year for which such persons are employed while allowing each principal to assign more specific responsibilities within each school.¹

Assignment of employees will be made by the Director of Schools. The assignment will be determined by the applicant's training, experience, ability to perform the duties of the position, and in the best interest of the school system.

Extra assignments for which supplements are provided may not be relinquished in part by the employee without agreement by the Director of Schools.

Legal References:

1. T.C.A. § 49-2-301 (f)(12); T.C.A. § 49-5-401.; Chapter 535 of the Public Acts of 1992, Section 19.

<u>Section G:</u> Human Resources	Knox County Board of Education Policy		
	Job Sharing	Descriptor Term:	Descriptor Code: Issued:
			G-310 9/05
		Reviewed:	Revised:
	6/24	6/17	

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

Job-sharing is defined as two certified, teachers sharing one full-time teaching position.

Job-sharing is a flexible means of combining the talents and energies of two certified employees to work in one full-time position. No job-sharing agreement shall hinder the educational services for Knox County students or interfere with the normal operation of any participating school.

Two teachers wishing to participate in job-sharing shall submit a written plan to the building level principal. The plan shall include details for coordinating the procedures for sharing the duties and responsibilities inherent to the job of a classroom teacher. All job-sharing proposals must be presented to the building level principal no later than the first Monday in March of the year preceding implementation of the program.

Job-sharing teachers must possess a valid Tennessee professional license and both partners must be certified and endorsed in the academic area(s) appropriate for the job-sharing assignment. Teachers applying for consideration to participate in job-sharing must hold professional license status with the Tennessee Board of Education. Teachers who are retired from the Knox County Schools are eligible for job sharing. Teachers who retire and are approved to job share must be evaluated using the TEAM framework if they teach for 100 days or more.

Job-sharing teachers may seek to return to a full-time position at their school site after one year of job-sharing. Job-sharing proposals must be resubmitted and reviewed on an annual basis with no implied automatic continuation.

Should either job share partner take a leave of absence, resign, be promoted, or otherwise leave the job share program, the remaining partner shall become the full-time teacher for that position, unless another job sharing partner is approved by the principal and the Executive Director of Human Resources.

<u>Section G:</u> Human Resources	Knox County Board of Education Policy		
	Continuing Education Assistance Program	Descriptor Code:	Issued:
		G-320	12/07
	Descriptor Term:	Reviewed:	Revised:
	6/24	8/24	

1
2 Knox County Schools supports employees who wish to take coursework that is relevant to the employee
3 seeking certification and/or additional endorsement in an approved critical needs subject area. In keeping
4 with this philosophy, Knox County Schools has established a continuing education assistance program
5 for expenses incurred through approved institutions of learning.
6

7 Full-time regular employee, certificated or non-certificated, employed with Knox County Schools six (6)
8 months or more, will be eligible for participation in the tuition program as long as the courses lead to
9 certification or endorsement in an approved critical needs subject area as determined by the Executive
10 Director of Human Resources.
11

12 To be eligible, employees must be employed by the Knox County Board of Education, both at the
13 beginning of the course, the end of the course and at the time of reimbursement.
14

15 Knox County Schools will reimburse up to a maximum of \$1,200.00 per course or \$2,400.00 per
16 academic school year for tuition expenses incurred by an employee for continuing education through an
17 accredited program. The employee must secure a minimum passing grade of a "B" or its equivalent to
18 receive a reimbursement. Expenses must be validated by receipts and a copy of the final grade or
19 transcript.
20

21 This program presents a tuition benefit opportunity for Knox County Board of Education employees.
22 Employees receiving the benefit and obtaining additional certification(s) or endorsement(s) are required
23 to teach a minimum of three (3) years in the subject area for which the employee received the tuition
24 assistance. Should the employee resign or otherwise voluntarily leave employment with the Knox County
25 Board of Education prior to completion of his/her program of coursework, the tuition assistance benefit
26 ends and all tuition assistance funds accepted by the employee up to that point must be repaid. If the
27 employee resigns or otherwise voluntarily leaves employment with the Knox County Board of Education
28 within three (3) years or less from the date of completion of his/her coursework and his/her receipt of
29 additional certification or endorsement, repayment of all tuition assistance shall be required of the
30 employee. If the Board is unable to offer the employee a position in the area of the newly obtained
31 licensure, the employee shall not be required to repay the tuition assistance funds.
32

33 If funds are not sufficient for all requests, a determination for tuition assistance will be based on the school
34 system's critical needs.
35

36 The procedures and application are broad guidelines developed by Knox County Schools Human
37 Resources Department to assist with implementation and organizational decisions. The procedures
38 detailed therein are an attempt to address how the program guidelines should be applied. It is not possible
39 to address every situation or circumstance under these guidelines; therefore, the administration reserves
40 the right to make decisions regarding this benefit on a case by case basis.
41
42

1 Knox County Schools will make every effort to ensure that all employees are treated fairly and equitably.
2 Please contact the Human Resources Department regarding any questions about the Continuing Education
3 Assistance Program.
4

5 **KCS EDUCATOR PREPARATION PROGRAM**
6

7 Knox County Schools (KCS) Career and Technical Education (CTE) teachers participating in the KCS
8 Educator Preparation Program (EPP) to achieve their practitioner occupational teacher license pay
9 \$2,400.00 for the 18-month program in its entirety. These payments are made through voluntary payroll
10 deductions.
11

12 Once participating CTE teachers complete three (3) consecutive years of service with KCS as a CTE
13 teacher, they can be considered for reimbursement for the full \$2,400.00 cost upon successful and
14 satisfactory completion of the KCS EPP and achievement of the appropriate licensure for their CTE
15 position. This provision is limited to KCS CTE teachers participating in the KCS EPP only.
16

17 **JOB-EMBEDDED EDUCATORS**
18

19 Full-time, job-embedded educators employed with Knox County Schools six (6) months or more, will be
20 eligible for participation in the continuing education assistance program as long as the courses lead to
21 certification or endorsement in an approved critical needs subject area as determined by the Executive
22 Director of Human Resources.
23

24 To be eligible, employees must be employed by the Knox County Board of Education, both at the
25 beginning of the course, the end of the course and at the time of reimbursement.
26

27 Knox County Schools will reimburse up to a maximum of \$1,200.00 per course or \$2,400.00 per
28 academic school year for tuition expenses incurred by an employee for continuing education through an
29 accredited program. The employees must secure a minimum passing grade of a “B” or its equivalent to
30 receive a reimbursement. Expenses must be validated by receipts and a copy of the final grade or
31 transcript.
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

Section G: Human Resources	Knox County Board of Education Policy		
	Tenure	Descriptor Term:	Descriptor Code: Issued:
			G-330 7/95
		Reviewed:	Revised:
	6/24	6/17	

Any teacher who meets all of the following requirements is eligible for "tenure":

- (1) Has a degree from an approved four-year college or any career and technical teacher who has the equivalent amount of training established and licensed by the state board of education;
- (2) Holds a valid teacher license, issued by the state board of education, based on training covering the subjects or grades taught;
- (3) Has completed a probationary period of five (5) school years or not less than forty-five (45) months within the last seven-year period, the last two (2) years being employed in a regular teaching position rather than an interim teaching position;
- (4) Has received evaluations demonstrating an overall performance effectiveness level of "above expectations" or "significantly above expectations" as provided in the evaluation guidelines adopted by the state board of education pursuant to § 49-1-302, during the last two (2) years of the probationary period; and
- (5) Is reemployed by the director of schools for service after the probationary period.¹

Tenure is granted only upon recommendation by the Director of Schools and by approval of the Board² and is obtained in the system, not in a specific position.³

Individuals involved in coaching shall be considered teachers first and coaches second, and shall hold tenure as teachers and not as coaches.

RE-EMPLOYMENT OF TENURED TEACHER

A teacher who has attained tenure status in a school system and later resigns from the system shall serve a two-year probationary period upon reemployment by the system, unless the probationary period is waived by the Board upon request of the Director of Schools. Upon completion of the two-year probationary period, the teacher shall be eligible for tenure and shall be either recommended by the director of schools for tenure or non-renewed; provided, however, that the teacher cannot be continued in employment if tenure is not granted by the Board.⁴

Legal References:

1. T.C.A. § 49-5-501; 49-5-503; § 49-5-504.
2. Snell v. Brothers, 527 S.W. 114, (Sup. Ct. 1975).
3. State v. Yoakum, 297 S.W. 2d 635 (1956).
4. T.C.A. § 49-5-504(d).

Approved as to Legal Form
By Knox County Law Director 4/20/2017
/Gary T. Dupler/Deputy Law Director

<u>Section G:</u> Human Resources	Knox County Board of Education Policy		
	Non-Tenure	Descriptor Code:	Issued:
		G-331	7/95
	Descriptor Term:	Reviewed:	Revised:
	6/24	2/16	

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

Non-tenured teachers are subject to the same rules and regulations and are entitled to the privileges of employment enjoyed by tenured teachers except that they have no claim upon continuing employment or tenure protections.

The principal shall discuss deficiencies as part of the evaluation process with the non-tenured teacher and shall provide assistance for overcoming these deficiencies. The Director of Schools shall create administrative procedures that develop appropriate standards for principals to document and communicate deficiencies and provide assistance to overcome said deficiencies.

NON-RENEWAL

The Director of Schools is under no obligation to re-employ non-tenured teachers at the end of their contract period. If the Director of Schools determines not to renew the contract of a non-tenured teacher, written notice of non-renewal shall be delivered to the employee so that it will be received by the employee within five (5) business days following the last instructional day for the school year.¹

Legal References:

- 1. T.C.A. § 49-5-409.

Approved as to Legal Form
 By Knox County Law Director 12/22/2015
 /Gary T. Dupler/Deputy Law Director

<u>Section G:</u> Human Resources	Knox County Board of Education Policy		
	Descriptor Term:	Descriptor Code:	Issued:
	Reductions in Certified Staff	G-340	7/95
		Reviewed:	Revised:
	6/24	2/12	

1
2 When it becomes necessary to reduce the number of teaching positions in the system because of a
3 decrease in enrollment or for other good reasons, such employees may be dismissed as determined
4 necessary. The Director of Schools shall give the employee written notice of dismissal explaining fully the
5 circumstances or conditions making the dismissal necessary.¹

6
7 **REDUCTIONS IN FORCE**

8
9 The Director of Schools shall develop procedures for reductions in force regarding the dismissal of
10 certified employees as required in the best interests of the students or as necessary for the efficient
11 operation of the schools. No single criterion, such as seniority, shall be used as the basis of any such
12 dismissal.

13
14 The certified employees' most recent evaluations, as adopted by the state board of education, shall be a
15 primary factor in the Director's dismissal of such employees due to reductions in force. Seniority shall not
16 be a determining factor in the dismissal of certified employees dismissed due to reductions in force and
17 shall be considered only if factors pertinent to the teachers' performance evaluations are equal.²

18
19 When certified employees are dismissed due to a reduction in force, the Director shall take into
20 consideration the principal's recommendations relative to his or her evaluation of the teacher's
21 performance and ability to improve student achievement.

22
23 **RECALL OF CERTIFIED PERSONNEL**

24
25 A tenured teacher who has been dismissed because of abolition of position shall be placed on a preferred
26 list for reemployment in the first vacancy the teacher is qualified by training and experience to fill.
27 Nothing shall deprive the Director of the power to determine the filling of such vacancy on the basis of
28 the Director's evaluation of the teacher's competence, compatibility and suitability to properly discharge
29 duties required for the vacant position considered in the light of the best interests of the students in the
30 school where the vacancy exists.³

31
32 The Director of Schools shall develop additional procedures regarding the recall of certified employees
33 affected by reductions in force. All such reemployment decisions shall be made in the best interests of
34 students and the efficient operation of the schools within the district. No single criterion, such as seniority,
35 shall be used as the basis of any re-employment decision.

36
37 The employees' most recent evaluations, as adopted by the state board of education, shall be a primary
38 factor in the Director's placement of a teacher affected by a reduction in force. Nothing shall prohibit the
39 Director from filling a vacancy with a certified employee not included on the preferred list for
40 reemployment provided the Director has considered teachers on the preferred list pursuant to state law and
41 found the employment of such teachers to be contrary to the best interests of the students in the school
42 where the vacancy exists.²

1
2 Every effort should be made to include the principal in the decision-making process.
3

4 **TRANSFERS RELATED TO REDUCTIONS IN FORCE**
5

6 The Director of schools shall develop procedures regarding the transfer of employees. All such transfer
7 decisions shall be made in the best interests of students or as necessary for the efficient operation of the
8 schools within the district⁴ No single criterion, such as seniority, shall be used as the basis of any transfer
9 decision.²
10

11 The certified employees' most recent evaluations, as adopted by the state board of education, shall be a
12 primary factor in the Director's decision to transfer a teacher.
13

14 Individual student performance on relevant assessments shall be a factor in determining appropriate
15 transfer decisions.
16

17 Every effort should be made to include the principal in the decision-making process.
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43

44 Legal References:

- 45 1. T.C.A. § 49-5-511(b)(1) & (2).
 - 46 2. T.C.A. § 49-1-302(d)(2).
 - 47 3. T.C.A. § 49-5-511(b)(3).
 - 48 4. T.C.A. § 49-5-510.
- 49

<u>Section G:</u> Human Resources	Knox County Board of Education Policy			
	Evaluation of School-Based Certified Personnel	Descriptor Term:	Descriptor Code:	Issued:
		G-350	7/95	
		Reviewed:	Revised:	
6/24	6/12			

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

An annual performance evaluation shall be completed on all school-based certified personnel, both tenured and non-tenured of all license types issued by the Tennessee Department of Education.¹ The Board shall use guidelines developed by the State Board of Education for implementation of an approved evaluation system.²

PURPOSE OF EVALUATION

The evaluation of employee performance and effectiveness must be a cooperative process shared between the Director of Schools and administrative and supervisory personnel. Educators shall be evaluated for the following purposes:¹

1. to identify and support instruction that will lead to high levels of student achievement.
2. to inform human capital decisions, including, but not limited to individual and group professional development plans, hiring, assignment and promotion, tenure and dismissal, and compensation.
3. to differentiate teacher and principal performance into five effectiveness groups according to the individual educator’s evaluation results.

EVALUATION REPORT

A summative evaluation report must be completed on all school-based certified personnel working 120 days or more during the academic year. All part-time employees working for the full academic year at 50% FTE or greater will complete the summative evaluation process. All job-share employees will complete the summative evaluation process. Any exceptions must be approved by the Director of Schools.

Evaluation deadlines for all school-based certified personnel shall be provided annually by the Human Resources Department.³

Summative evaluation reports may be grieved in accordance with the Tennessee State Board of Education grievance procedures¹. Observation scores may not be grieved. Only process violations and/or incorrect data that have a material impact on the summative evaluation report may be grieved.

Legal References:

1. Tennessee State Board of Education Policy IV. C. Teacher and Principal Evaluation Policy.
2. T.C.A. § 49-1-302.
3. TRR/MS 0520-2-.02.

<u>Section G:</u> Human Resources	Knox County Board of Education Policy			
	Personnel Transfers	Descriptor Term:	Descriptor Code:	Issued:
			G-360	7/95
			Reviewed:	Revised:
	6/24	7/17		

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

When transfers are necessary, the principal, the appropriate Assistant Superintendent, the Executive Director of Human Resources and appropriate director, and supervisors will consider the program needs of the school/system and determine where/if changes can be made.

The Director of Schools shall transfer or reassign employees as he/she deems necessary.¹

Employees desiring to move to another position within the school system are encouraged to apply for any vacant position for which they are qualified. In order to limit personnel turbulence, certified personnel currently holding a teaching or administrative position with the Knox County Schools will not generally be considered for appointment to positions that must be filled during the school year.

Legal References:

1. T.C.A. § 49-2-301; T.C.A. § 49-5-401; T.C.A. § 49-5-510.

<u>Section G:</u> Human Resources	Knox County Board of Education Policy		
	Administrative Leave or Suspension	Descriptor Code:	Issued:
		G-370	6/00
	Descriptor Term:	Reviewed:	Revised:
	6/24	8/17	

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

The Director of Schools may place on leave or suspend an employee of the school system at any time when deemed necessary.

The Director of Schools may place an employee on leave with pay or without pay at his or her discretion.

The Director of Schools may place an employee on suspension without pay, provided however, that disciplinary suspensions without pay for certified employees shall not exceed 3 days, without due process. Before suspending an employee without pay, the Director of Schools shall: (1) provide the employee with written notice of the allegations; (2) give the employee an opportunity to respond to the allegations and to explain his or her side of the story; and (3) give the employee a written notice of the suspension.

Legal References:

1. T.C.A. § 49-5-511; T.C.A. § 49-5-512.

Approved as to Legal Form
By Knox County Law Director 6/19/2017
*/Gary T. Dupler/*Deputy Law Director

<u>Section G:</u> Human Resources	Knox County Board of Education Policy		
	Descriptor Term:	Descriptor Code:	Issued:
	Dismissal of Tenured Teachers	G-380	7/95
		Reviewed:	Revised:
	6/24	8/17	

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42

Efforts shall be made to correct problems which might lead to the dismissal of school personnel; however, when it becomes necessary to consider dismissal, the following procedure shall be observed for tenured, certified personnel.

SUSPENSION

A director of schools/designee may suspend a tenured teacher at any time that may seem necessary, pending investigation or final disposition of a case before the board or an appeal.¹ Before a tenured teacher is suspended s/he shall be: (1) provided with reasons for the suspension; (2) given an opportunity to respond; and (3) given a written decision of the suspension. The causes for which a teacher may be dismissed are as follows: incompetence, inefficiency, neglect of duty, unprofessional conduct and insubordination as defined in Tennessee Code Annotated 49-5-501.²

Under no circumstances shall the Director of Schools dismiss or suspend a teacher with pay. If vindicated or reinstated, the teacher shall be paid the full salary for the period during which the teacher was suspended without pay.³

DISMISSAL

When charges are made to the Board of Education against a tenured teacher, charging the teacher with offenses which justify dismissal of the teacher under the terms of this part, the charges shall be made in writing, specifically stating the offenses which are charged, and shall be signed by the party or parties making the charges.

If, in the opinion of the Board, charges are of such nature as to warrant the dismissal of the teacher, the Director of Schools shall give the teacher a written notice of the decision, together with a copy of a form which shall be provided by the Commissioner of Education advising the teacher as to the teacher's legal duties, rights and recourse under the terms of this part.

Any teacher convicted of a felony listed Tennessee Code Annotated 40-35-501(i)(2)⁴, or convicted of an offense listed in Tennessee Code Annotated 39-17-417⁵ shall be immediately suspended, and dismissed subject to the provision.

If the dismissal of the teacher is upheld in the Board and court reviews provided for in Tennessee Code Annotated 49-5-512 and 49-5-513, the Director shall notify in writing the revocation proceedings under applicable rules of the State Board of Education.

PERSONNEL HEARING

A tenured teacher having received notice of charges pursuant to Tennessee Code Annotated 49-5-511 may, within thirty (30 days) after receipt of notice, demand a full and complete hearing before an impartial hearing officer, as follows:

- 1 (1) The teacher shall give written notice to the Director of Schools of the teacher's request for a
- 2 hearing;
- 3
- 4 (2) The Director of Schools shall, within five (5) days after receipt of request, name an impartial
- 5 hearing officer who shall be responsible for notifying the parties to appear before the hearing
- 6 officer for simplification of the issues and the scheduling of the hearing,⁶ which in no event shall
- 7 be set later than thirty days following receipt of notice demanding a hearing;
- 8 (3) All parties have the right to be represented by counsel;
- 9 (4) All parties have the right to call and subpoena witnesses;
- 10 (5) All parties have the right to require that all testimony be given under oath;
- 11 (6) The hearing officer shall administer oaths to witnesses;
- 12 (7) All parties have the right to examine all witnesses;
- 13 (8) All witnesses shall be entitled to witness fees and mileage provided by law, which fees and
- 14 mileage shall be paid by the party issuing a subpoena or calling the witness to testify;⁷
- 15 (9) All parties have the right to have evidence deemed relevant by the submitting party included in
- 16 the record of the hearing, even if objected to by the opposing party;
- 17 (10) A record of the hearing, either by transcript, recording, or as is otherwise agreed by the parties,
- 18 shall be prepared, if the action of the hearing officer is appealed, and all decisions of the hearing
- 19 officer shall be reduced to writing and included in the record, together with all evidence
- 20 otherwise submitted;
- 21 (11) On request of either party to the trial, witnesses may be barred from the bearing except as they
- 22 are called to testify; and
- 23 (12) The hearing may be private at the request of the teacher or in the discretion of the hearing
- 24 officer.⁸
- 25 (13) The impartial hearing officer selected by the director of schools shall not have a familial or
- 26 financial relationship with the teacher or representatives of the teacher or any other conflict of
- 27 interest that would preclude the hearing officer from being fair and impartial.

28 Prior to the hearing and during the hearing, the hearing officer shall exercise all the powers and duties
 29 assigned to the hearing officer by Tennessee Code Annotated 49-5-512.
 30

31 **APPEAL TO THE BOARD OF EDUCATION**

32
 33 If the teacher desires to appeal from a decision rendered in whole or in part in favor of the school system,
 34 the teacher shall appeal the decision to the Board of Education within ten (10) working days of the hearing
 35 officer's delivery of the written decision to the teacher.
 36

37 **FAILURE TO TIMELY APPEAL TO THE BOARD WILL TERMINATE ALL THE**

38 **TEACHER'S APPELLATE RIGHTS, UP TO AND INCLUDING THE APPEAL TO THE**

39 **CHANCERY COURT.⁹**

40
 41 Upon written notice of appeal, the Director of Schools shall, within twenty (20) working days, transmit to
 42 the board a copy of the proceedings, transcript, documentary and other evidence presented. The Board
 43 shall hear the appeal on the record and no new evidence shall be introduced. The teacher may appear in
 44 person or by counsel and argue why the decision should be modified or reversed.
 45

46 The Board has the power to sustain the decision, send the record back if additional evidence is necessary,
 47 revise the penalty or reverse the decision.
 48

49 Before any findings and decision are sustained or punishment inflicted in the case of an appeal, a majority
 50 of the membership of the Board shall concur in sustaining the charges and decision.

1
2 The Board shall render its decision on the appeal within ten (10) working days after the conclusion of the
3 hearing.
4

5 **APPEAL TO THE CHANCERY COURT**

6

7 Either party dissatisfied with the decision rendered by the Board shall have the right to appeal to the Knox
8 County Chancery Court within twenty (20) working days after receipt of the dated notice of the decision
9 of the board.
10

11 It shall be the duty of the Board to cause the entire record and other evidence in the case to be transmitted
12 to the court.
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33

34
35 Legal References:

- 36 1. T.C.A. § 49-5-511, 512, 513.
- 37 2. T.C.A. § 49-5-501.
- 38 3. T.C.A. § 49-2-301.
- 39 4. T.C.A. § 40-35-501(i)(2).
- 40 5. T.C.A. § 39-17-417.
- 41 6. T.C.A. § 49-5-512(a)(2).
- 42 7. T.C.A. § 49-5-512(a)(5).
- 43 8. T.C.A. § 49-5-512(a)(8).
- 44 9. T.C.A. § 49-5-512(c)(1).

45 Approved as to Legal Form
46 By Knox County Law Director 6/19/2017
47 /Gary T. Dupler/Deputy Law Director
48
49

<u>Section G:</u> Human Resources	Knox County Board of Education Policy		
	Descriptor Term: Suspension/Dismissal of Non-Tenured Teachers	Descriptor Code:	Issued:
		G-381	10/96
		Reviewed:	Revised:
6/24	7/22		

1 Efforts shall be made to correct problems which might lead to the dismissal of school personnel; however,
2 when it becomes necessary to consider dismissal, the following procedure shall be observed for non-
3 tenured, certified personnel.
4

5

6 **SUSPENSION/DISMISSAL OF NON-TENURED TEACHERS**

7

8 The Director of Schools or the Director’s designee may dismiss any employee under the Director’s
9 jurisdiction at any time when deemed necessary.¹ Before an employee is suspended, he or she shall be:
10 (1) provided with reasons for the suspension; (2) given an opportunity to respond,² and (3) given a written
11 decision of the suspension.
12

13 Under no circumstances shall the Director of Schools dismiss or suspend a non-tenured teacher with pay.
14 If vindicated or reinstated, the non-tenured teacher shall be paid the full salary for the period during which
15 the teacher was suspended.
16

17 The Director of Schools may dismiss any non-tenured teacher *at any time when deemed necessary* for
18 incompetence, inefficiency, insubordination, improper conduct or neglect of duty, after giving the non-
19 tenured teacher, in writing, due notice of the charges. The Director of Schools is also authorized to dismiss
20 a teacher convicted of a felony. If a teacher's dismissal or failure of reelection is due only to a loss of
21 funding for the position, then the Director of Schools shall state in the notice that the only reason for
22 dismissing the teacher or not reelecting the teacher's contract for the next succeeding school year is a loss
23 of funding for the position.²
24

25 The Director of Schools shall give the non-tenured teacher an opportunity for a full and complete hearing
26 before an impartial hearing officer.
27

28 **PERSONNEL HEARINGS**

29

30 The Board will appoint an impartial Personnel Hearing Officer to conduct such hearings. The impartial
31 Personnel Hearing Officer will hear the case and the employee shall have the right to:
32

33 1. Notice of the charge or charges;
34 2. An opportunity for a full and complete hearing before an impartial Personnel Hearing Officer
35 selected by the Board;
36 3. An opportunity to be represented by counsel;
37 4. An opportunity to call and subpoena witnesses; and
38 5. An opportunity to examine all witnesses; and
39 6. The right to require that all testimony be given under oath.³
40

41 Factual findings and decisions in all dismissal cases shall be reduced to written form and delivered to the
42 affected employee within ten (10) working days following the close of the hearing.

APPEALS

Any non-tenured, licensed employee desiring to appeal from a decision rendered in favor of the school system shall first exhaust the administrative remedy of appealing the decision to the Board of Education within ten (10) working days of the hearing officer rendering the written findings of fact and conclusions to the affected employee.

Upon written notice of such appeal being given to the Director, the Director shall prepare a copy of the proceedings, transcript, documentary and other evidence presented, and transmit the same within twenty (20) working days of receipt of notice of appeal to the Board.

The Board shall hear the appeal on the record and no new evidence shall be introduced. The affected employee may appear in person or by counsel and argue why the decision should be modified or reversed.

The Board shall take one of the following actions:

1. Sustain the decision;
2. Send the record back if additional evidence is necessary; or
3. Revise the penalty or reverse the decision.

Before any such charges shall be sustained or punishment inflicted, a majority of the membership of the Board shall concur in sustaining the charges.

The members of the Board shall render a decision on the appeal within ten (10) working days after the conclusion of the hearing.

The Director of Schools shall also have the right to appeal any adverse ruling by the Hearing Officer to the Board under the same conditions as are set out herein.

Any party dissatisfied with the decision rendered by the Board shall have the right to appeal to the chancery court where the school system is located within twenty (20) working days after receipt of notice of the decision of the Board. It shall be the duty of the Board to cause to be transmitted the entire record and other evidence in the case to the court. The review of the court shall be de novo on the record of the hearing held by the hearing officer and reviewed by the Board.

(Note: Non-renewal of non-tenured teachers after the contract year is not suspension or dismissal and does NOT follow the suspension/dismissal procedures outlined in this policy. Please refer to Board Policy G-331 "Non-Tenure" for further information.)

Legal References:

1. T.C.A. § 49-5-511, 512, 513.
2. T.C.A. § 49-5-409(b)(2).
3. T.C.A. § 49-2-301.

Approved as to Legal Form
By Knox County Law Director 6/22/2022
/Gary T. Dupler/ Deputy Law Director

<u>Section G:</u> Human Resources	Knox County Board of Education Policy		
	Appointment of Hearing Officers	Descriptor Code:	Issued:
		G-390	5/10
		Reviewed:	Revised:
	6/24	11/17	

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

Every two years, the Director of Schools shall recommend, and the Board of Education shall approve, a slate of impartial hearing officers to conduct termination hearings for tenured teachers.¹ No individual shall be approved by the Board to act as hearing officer if that individual has a history of employment with Knox County Board of Education or with the Director of Schools. No individual shall be approved to act as hearing officer if that individual has a familial or financial relationship with a Board member or any other conflict of interest that would preclude the hearing officer from being fair and impartial.

Legal Reference:

1. T.C.A. § 49-5-512.

Approved as to Legal Form
By Knox County Law Director 9/29/2017
/Gary T. Dupler/Deputy Law Director

<u>Section G:</u> Human Resources	Knox County Board of Education Policy			
	Resignation	Descriptor Term:	Descriptor Code:	Issued:
		G-400	6/00	
		Reviewed:	Revised:	
6/24	5/08			

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the effective date of the resignation. A teacher who fails to give such notice, in the absence of justifiable extenuating circumstances, shall forfeit all tenure status. The Board may waive the thirty (30) days notice requirement and permit a teacher to resign in good standing.

The conditions under which it is permissible to break a contract with the Board are as follows:

1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the Board;
2. The release by the Board of the teacher from the contract which the teacher has entered into with the Board.¹

Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the date of return if the teacher does not intend to return to the position from which he has taken leave. Failure to render such notice may be considered a breach of contract.²

Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with the Commissioner and request the suspension of a teacher's certificate. After the Commissioner has provided the teacher an opportunity for defense during a hearing, the Commissioner may suspend the certificate for no less than thirty (30) and no more than three hundred sixty-five (365) days.³

Legal References:

1. T.C.A. § 49-5-508.
2. T.C.A. § 49-5-706.
3. T.C.A. § 49-5-411.

<u>Section G:</u> Human Resources	Knox County Board of Education Policy		
	Retirement	Descriptor Code:	Issued:
		G-410	7/95
	Descriptor Term:	Reviewed:	Revised:
	6/24	7/22	

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42

Retirement shall mean a termination of services under conditions which will allow the employee to draw benefits from retirement plans and/or social security benefits.

Employees eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system.

Central office personnel shall assist employees in securing retirement benefits; however, it shall be the responsibility of the retiring employee to file for benefits.

During a twelve-month period, retired teachers may not work more than one hundred twenty (120) days or the equivalent of one hundred twenty (120) days,¹ if the Director of Schools certifies in writing to the Board that no other qualified personnel are available to substitute teach.¹

The retired member may work in addition to the one hundred twenty (120) days prescribed above an additional ninety (90) days during the twelve-month period if employed as a substitute teacher.²

REEMPLOYMENT OPTION

Alternatively, the retired member can be reemployed as a kindergarten through twelfth (K-12) grade teacher as defined in § 8-34-101, as a kindergarten through twelfth (K-12) grade substitute teacher, or as a kindergarten through twelfth (K-12) grade school bus driver, under the following conditions:

1. The retired member is not reemployed until the expiration of at least sixty (60) calendar days from the member's effective date of retirement;
2. During the reemployment, the retirement benefit payable to the retired member must be reduced to seventy percent (70%) of the retirement allowance the member would have otherwise been entitled to receive;
3. The retired member's reemployment cannot exceed one (1) year; however, the retired member may be reemployed for additional one-year periods; provided, that the conditions contained in this section are met for each period of reemployment;
4. Knox County Schools shall pay to the Tennessee consolidated retirement system during each period of reemployment the greater of:
 - a) A payment equal to the amount the employer would have contributed to the retirement system had the retired member been a member of the retirement system during the period of reemployment;
 - or

- 1 b) An amount equal to five percent (5%) of the retired member's pay rate;
- 2
- 3 5. The retired member is not eligible to accrue additional retirement benefits as a result of the member's
- 4 reemployment;
- 5 6. Upon the reemployment of the retired member, Knox County Schools shall:
- 6
- 7 a) Notify the retirement system of the member's reemployment with documents or information
- 8 required by the retirement system; and
- 9 b) Certify in writing to the retirement system that the retired member has the requisite experience
- 10 and training for the position to be filled and that no other qualified persons are available to fill the
- 11 position; and
- 12 7. The retiree is not drawing disability retirement benefits.³

13
14 The above-listed reemployment option expires June 30, 2025.

15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40 _____
41 Legal References:

- 42 1. T.C.A. § 8-36-805 (1).
- 43 2. T.C.A. § 8-36-805(3).
- 44 3. T.C.A. § 8-36- (cite pending)

45 Approved as to Legal Form
46 By Knox County Law Director 6/22/2022
47 /*Gary T. Dupler*/Deputy Law Director
48

<u>Section G:</u> Human Resources	Knox County Board of Education Policy			
	Working Conditions	Descriptor Term:	Descriptor Code:	Issued:
			G-420	7/95
			Reviewed:	Revised:
	6/24	6/12		

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

All teachers are expected to assume some duties other than those relating to the classroom: sponsoring clubs, the school newspaper, the annual, school plays, etc.

Attendance at designated meetings is considered part of the normal duty of each teacher.

Teachers of all grades shall be on duty a minimum of seven hours and forty-five minutes per day and such additional time as the administrative organization requires.

Insofar as possible each teacher's schedule shall include some time for planning.

Working conditions; except those working conditions which are prescribed by federal law, state law, private act, municipal charter or rules and regulations of the state board of education, the department of education or any other department or agency of state or local government are subject to collaborative conferencing.¹

Legal Reference:

1. T.C.A. § 49-5-608(5).

Human Resources	Knox County Board of Education Policy			
	Personnel Health Examinations and Communicable Diseases	Descriptor Term:	Descriptor Code:	Issued:
			G-430	7/95
		Reviewed:	6/24	5/23

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
40
41

This policy addresses specifically Hepatitis B, Hepatitis C, and Human Immunodeficiency Virus (HIV) or Auto Immune Deficiency Syndrome (AIDS) hereafter collectively referred to as communicable disease or illness.

EMPLOYMENT AND NON-DISCRIMINATION

The Knox County Board of Education does not discriminate on the basis of infection with a communicable disease or association with an individual who has contracted a communicable disease. An employee with a communicable disease can work as long as he or she is able to perform the essential function of the position to which he or she is assigned, with reasonable accommodation as may be necessary, and without posing risk to the health of students or other employees.

All employees of the Knox County Schools are required to provide, within 30 days of employment, certification that he or she has been examined by a licensed medical doctor and have been pronounced fit for duty in the environment in which he or she works. Additionally, any employees may be required to submit to a physical examination by a licensed medical doctor of the employer’s choosing, if the employer chooses to exercise this right, whenever there is reason to believe that they may have contracted a communicable disease. The employee may be excluded from work until documentation from the examining physician is furnished certifying that the employee is fit for duty in the environment in which he or she works.

CONFIDENTIALITY

In all instances, district personnel shall respect the individual's right to privacy, treat any medical diagnosis as confidential information, and hold all medical information in strictest confidence, subject to situations in which such information must be disclosed pursuant to applicable law. A school staff member who violates confidentiality will be subject to disciplinary action. Employee’s health information will be treated as confidential pursuant to applicable law.

SAFETY

All schools shall provide a sanitary environment and shall establish procedures recommended by appropriate health professionals for handling body fluids.

All school district personnel shall be advised of routine procedures to follow in handling body fluids. These procedures shall provide simple and effective precautions against transmission of diseases to persons potentially exposed to the blood or other body fluids of another individual. These procedures shall be standard health and safety practices, and will be applied universally.

1 Training and appropriate supplies shall be available to all personnel including those involved in
2 transportation and custodial services.

3
4 In addition to insuring that these health and safety procedures are implemented on a district wide basis,
5 special emphasis will be placed in those areas of the school district operation that present the greatest
6 potential need for these precautions and procedures.

7
8 Employees who are at high risk of occupational exposure will be identified and provided with personal
9 protective equipment, including a vaccination for Hepatitis B.

10
11 When an employee has reason to believe that he or she has been exposed to Hepatitis or HIV on the job
12 site, the employee will notify his or her supervisor immediately. Knox County Schools and Knox County
13 shall designate a medical plan of three (3) or more independent reputable physicians, surgeons,
14 chiropractors, or specialty practice groups if available in the injured employee's community or, if not
15 available, in accordance with Tennessee law, from which the injured employee shall select one (1) to be
16 the treating physician. After appropriate review by the treating physician, Knox County Schools and Knox
17 County shall provide reasonable, necessary medical treatment recommended by the treating physician.

18 19 **ACCIDENT REPORTING**

20
21 If an employee is injured on the job, it is the employee's responsibility to make a report to his or her
22 immediate supervisor within forty-eight (48) hours of the accident. The school principal shall ensure an
23 accident report is filed for all accidents, once he or she has been made aware of the accident. The report
24 must include the injured party's name, the names and contact information of any witnesses to the incident,
25 the date of the accident, an explanation of the accident, and the care used in treating the individual. These
26 reports will be kept on file in the principal's office for a minimum of one (1) year. Any accidents involving
27 injuries to employees, and any accidents in which a party is injured to the degree that he or she seeks
28 medical attention, should be reported to the Human Resources Department immediately.

29 30 **EDUCATION AND UNIVERSAL PRECAUTIONS**

31
32 Education on Universal Precautions (Blood Borne Pathogens), and handling blood and other body fluids
33 shall be provided to all school personnel as well as volunteers who may be in a position to need or to
34 implement the universal precautions.

35 36 37 38 39 40 41 Legal References:

- 42 1. T.C.A. § 49-2-203(b)(2).
- 43 2. T.C.A. § 49-5-710(a)(7); T.C.A. § 49-5-404.
- 44 3. TRR/MS 0520-1-3-.08(2)(f).
- 45 4. T.C.A. § 50-6-204(3)(A).

46 Approved as to Legal Form
47 By Knox County Law Director 3/27/2023
48 /Gary T. Dupler/Deputy Law Director
49

Section G: Human Resources	Knox County Board of Education Policy		
	Descriptor Term: Time Schedules and Extra Duty	Descriptor Code:	Issued:
		G-440	6/00
		Reviewed:	Revised:
	6/24	8/17	

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

DAILY SCHEDULES

Teachers shall be on duty at least seven and three-quarter (7¾) hours each day, including a duty-free lunch period and additional time as the administrative organization requires. Additional time may include faculty meetings, in-service programs, committee meetings, general meetings, conferences, school-sponsored activities, and other extra duties before and after the established instructional day.¹

EXTRA DUTIES

Extra duties shall be fairly distributed among the staff. At least one (1) principal or teacher must be on the school grounds when a bus arrives and at least one (1) principal or teacher must remain after the close of the school day until all buses depart.

PLANNING TIME

An unencumbered schedule for any teacher includes time for planning, student and/or parent conferences, and preparation for effective teaching and attention to major program improvement. All full-time classroom teachers shall be provided individual duty-free planning periods during the established instructional day of at least two and one-half (2 ½) hours each week.²

Legal References:

1. TRR/MS 0520-1-3-.03(1).
2. TRR/MS 0520-1-3-.03(4).

Approved as to Legal Form
By Knox County Law Director 6/27/2017
/Gary T. Dupler/Deputy Law Director

<u>Section G:</u> Human Resources	Knox County Board of Education Policy			
	Tutoring for Pay	Descriptor Term:	Descriptor Code:	Issued:
			G-450	7/95
			Reviewed:	Revised:
	6/24	4/12		

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

Any teacher may enter into an agreement with parents for private tutoring of children for a fee, but this practice must be limited to children other than those for whom the teacher is currently exercising teaching, administrative, or supervisory responsibility.¹

School facilities may not be used for private profit, except for the purpose of providing an academic educational service.²

No private teaching or tutoring shall be done in any Knox County school during the hours of the regular school day.

Any employee of the Knox County Schools seeking to offer private tutoring in a school after the regular school day must submit a request to the Director of Schools through the principal of the school. If the principal approves the application, it shall be forwarded to the Director of Schools for final disposition by the Director or the Director’s designated representative. . Employees approved to offer private tutoring in schools must adhere to policy E-130 - Community Use of School Facilities to schedule the use of school facilities.

Legal References:

1. Code of Ethics of the Education Profession.
2. T.C.A. § 49-2-203(b)(10).

Section G:

**Human
Resources**

Knox County Board of Education Policy

Descriptor Term:

Emergency and Legal Leave

Descriptor Code:

G-460

Issued:

7/95

Reviewed:

6/24

Revised:

3/21

EMERGENCY LEAVE

An immediate supervisor may grant a certificated employee emergency leave during the workday for a sudden, unexpected occurrence demanding immediate attention. Leave shall be taken as personal leave,¹ sick leave or leave without pay. The employee who uses emergency leave shall confirm said leave on appropriate forms the day after returning to work.

Principals or administrative supervisors shall keep a tally of the amount of time individual employees are released under this policy and when the total time reaches one (1) day, the employee shall be charged with one (1) day of applicable leave.

JURY DUTY

When a teacher is summoned for jury duty he/she shall appear in court and specify a seven (7) day period within twelve months that he/she will be available for jury duty.² The following procedures shall regulate the leave for jury duty for teachers:

1. The teacher shall present written evidence that he/she had been summoned to serve on a jury; and,
2. The teacher shall be entitled to the usual compensation received from employment with Knox County Schools in addition to any fee or compensation received for jury service.³

COURT APPEARANCES

If a teacher appears in court because of a personal interest, whether as a plaintiff, defendant or witness or voluntarily appears in behalf of family or friends, or when a teacher is required to appear in court either as a defendant or plaintiff in a civil case, personal leave or leave without pay shall be granted in accordance with the established board policies on leaves.

Legal References:

1. T.C.A. § 49-5-711.
2. T.C.A. § 22-1-103 (a)(3).
3. T.C.A. § 22-4-106.

Approved as to Legal Form
By Knox County Law Director 2/25/2021
/Gary T. Dupler/Deputy Law Director

<u>Section G:</u> Human Resources	Knox County Board of Education Policy		
	Descriptor Term: Sick and Bereavement Leave	Descriptor Code:	Issued:
		G-461	7/95
		Reviewed:	Revised:
	6/24	5/23	

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42

SICK LEAVE

The time allowed (days earned) for sick leave shall be one (1) day for each nineteen (19) days worked, for a maximum of thirteen (13) days per year.¹

Sick leave is accumulated on an unlimited basis.

Sick leave shall be granted for: illness of an employee from natural causes, quarantine, or illness or death of a member of the immediate family of the employee, including the employee's wife or husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law.¹

A signed statement listing the cause of absence shall be provided by the employee on forms furnished by the Director of Schools and shall promptly be given to the immediate supervisor in support of all claims for sick leave pay. A falsified statement shall be grounds for dismissal.

A certificate from the physician on forms furnished by the Board may be required in support of any claim for sick leave pay.¹ An employee absent for five (5) consecutive working days shall submit a doctor's statement verifying illness or injury of the employee or immediate family member.

Frequent use and/or suspected misuse of sick leave by an employee are sufficient grounds for requiring a physician's certificate stating the reason for absence.

Permanent, cumulative sick leave records for each active employee shall be kept in the Director of Schools' office.

The Human Resources Department shall be notified immediately when it is known that a teacher will be out twenty or more days. The substitute teacher, beyond this point, must have a certificate or permit and must be paid according to the state salary scale.

A teacher, upon employment, may transfer his or her accumulated sick leave from another Tennessee school system, provided that the Director of Schools of the system in which the accumulated leave was held provides notarized verification.²

Sick leave for maternity purposes may be taken during the period of physical disability only as determined by a physician. Upon verification by a written statement from an adoption agency or other entity handling an adoption, the employee may also be allowed to use up to thirty (30) days of accumulated sick leave for adoption of a child. If both adoptive parents are teachers, only one (1) parent is entitled to leave under this subsection.²

1 At the termination of employment of any employee, all unused sick leave accumulated by the employee
2 shall be terminated.

3
4 **BEREAVEMENT LEAVE**

5
6 Bereavement leave shall be granted for the death of a member of the immediate family of a professional
7 employee, including the teacher's wife or husband, parents, grandparents, children, grandchildren,
8 brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-
9 law.

10
11 Per occurrence, up to two (2) days of paid bereavement leave shall be granted to professional employees.
12 The days do not accrue and may not exceed ten (10) days per school year. If additional days are needed
13 in relation to the death of an immediate family member, up to three (3) days of other leave (sick, personal,
14 or unpaid) may be used. In extraordinary circumstances additional sick, personal, or unpaid days due to
15 bereavement may be requested through the Director of Schools' office.

16
17 Professional employees may be required to provide appropriate documentation. Permanent, cumulative
18 bereavement records for each active employee shall be kept in the Human Resources Office.

19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42

Legal References:

- 43 1. TRR/MS 0520-1-2-.04(2).
44 2. T.C.A. § 49-5-710.

45
46 Approved as to Legal Form
47 By Knox County Law Director 3/27/2023
48 /Gary T. Dupler/Deputy Law Director
49

Section G: Human Resources	Knox County Board of Education Policy		
	Descriptor Term: Personal and Professional Leave	Descriptor Code: G-462	Issued: 7/95
		Reviewed: 6/24	Revised: 5/08

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

Personal and professional leave shall be granted in accordance with laws of the State of Tennessee and rules and regulations of the State Board of Education.

Certificated employees shall earn personal and professional leave at the rate of one day for each half year employed for a total of two (2) days per year. Any personal and professional leave remaining unused at the end of a year shall be credited to sick leave.¹

If, at the termination of services, any employee has been absent for more days than leave has been earned, an amount sufficient to cover the excess days used shall be deducted from the employee’s final salary payment.

Subject to the following conditions, personal leave may be taken at the discretion of the employee:

1. Except in emergency, each employee shall give the principal at least one day’s notice in writing of intent to take leave;
2. The approval of the principal of the school shall be required:
 - a. If more than ten percent (10%) of the teachers in any given school request its use on the same day;
 - b. If requested during any prior established student examination period;
 - c. If requested on the day immediately preceding or following a holiday or vacation period.¹

Professional leave is a short, temporary absence for the purpose of attending workshops and other meetings relating to school business or serving on boards and commissions which meet during daytime hours when appointed by a mayor, city council, county executive or county commission.²

Requests for professional leave shall be submitted to the immediate supervisor at least ten (10) working days prior to requested leave of absence.

In addition, certificated employees shall be granted leave to serve on any board or commission of the state when the appointment is made by the Governor or General Assembly. Such leave shall not be counted against any other accumulated leave credits. The employee shall notify the principal at least five (5) days prior to leave being taken.²

Legal References:

1. T.C.A. § 49-5-711; TRR/MS 0520-1-2-.04(3).
2. T.C.A. § 49-5-205.

Section G: Human Resources	Knox County Board of Education Policy		
	Descriptor Term: Long-Term Leaves of Absence	Descriptor Code: G-463	Issued: 7/95
		Reviewed: 6/24	Revised: 8/17

1
2 Employees in regular, temporary, or interim positions shall be granted leave without pay for military
3 service, legislative service, maternity, adoption, recuperation of health or visitation of a spouse, child or
4 parent deployed for military duty out of the country who has been granted rest and recuperation leave and
5 educational improvements or other sufficient reason without loss of accumulated leave credits, tenure
6 status, or other fringe benefits. Leave to visit a spouse, child or parent deployed for military duty out of
7 the country, who has been granted rest and recuperation leave, shall be granted for no longer than ten (10)
8 days. All leaves shall be requested in writing at least thirty (30) days in advance on forms provided by the
9 Director of Schools. The 30-day notice may be waived or reduced by the Director of Schools upon
10 submission of a certified statement by a physician. The application for leave forms shall require:

- 11 1. A description of the type of leave requested;
- 12 2. The requested dates for beginning and ending the leave; and
- 13 3. A statement of intent to return to the position from which leave is granted.

14
15
16 Each request must be acted upon by the Director of Schools. Each applicant shall be notified in writing of
17 the Director of Schools' action. All leaves, except military leave, shall be from a specific date to a specific
18 date. However, any leave may be extended by the Director of Schools upon written request from the
19 employee. The maximum period for a leave of absence is two continuous years. At the conclusion of two
20 continuous years of leave, employee must immediately report back to work for a period of no less than
21 one term to be eligible for an additional two continuous years under the leave without pay category. If
22 you do not immediately return to work upon the expiration of two continuous years of leave, coverage is
23 terminated and COBRA eligibility will not apply. The procedure and condition for extending a leave are
24 the same as those used when originally requesting and granting the leave. However, military leave shall be
25 granted for whatever period may be required.

26
27
28 Positions vacated for less than twelve (12) months by employees on leave shall be filled with an interim
29 employee while the employee is on leave. If the employee returns from leave within 12 months, the
30 interim employee shall relinquish the position. If the leave exceeds twelve (12) months, the employee
31 shall be placed in the same or a comparable position upon return.

32
33
34 Any employee on leave shall notify the Director of Schools at least thirty (30) days prior to the date of
35 return if the employee does not intend to return to the position from which he is on leave. Failure to give
36 such notice shall be considered breach of contract.¹

37
38 **PAY AND BENEFITS**

39
40 All leave granted in conformance with this policy shall be without pay. If the individual qualifies for
41 Family and Medical Leave (FMLA), this leave may run concurrently with FMLA leave for up to a
42 maximum of twelve weeks. During the period of FMLA Knox County will pay the Board share of the

1 insurance premium(s). After FMLA is exhausted or if the individual is not eligible for FMLA, the
2 employee is responsible for the total premiums in order to continue life, health-dental benefits; otherwise,
3 benefits cease to exist.

4
5 If the employee participates in a supplemental policy, the employee must make arrangements with the
6 company to continue the benefit. FMLA leave is not available to individuals taking leave without pay for
7 military service, legislative service or educational leave.

8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

Legal References:

- 1. T.C.A. § 49-5-702 through T.C.A. § 49-5-709.

Approved as to Legal Form
By Knox County Law Director 6/19/2017
/Gary T. Dupler/Deputy Law Director

Section G: Human Resources	Knox County Board of Education Policy		
	Descriptor Term:	Descriptor Code:	Issued:
	Family and Medical Leave	G-464	7/95
		Reviewed:	Revised:
	6/24	8/17	

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42

PURPOSE

To entitle employees to take reasonable leave for a serious health condition, for the birth or adoption of a child, and for the care of a child, spouse or parent who has a serious health condition.

ELIGIBILITY

Anyone who has been employed for at least twelve (12) months by the Board and anyone who has at least 1,250 hours of service (Hours used for leave, even FMLA leave shall not be credited for service for the purposes of FMLA eligibility)¹ during the previous twelve month period.²

GENERAL PRINCIPLES

1. Any employee shall be granted, upon request, up to twelve (12) weeks unpaid leave for the birth or adoption of a child or the care of a child, spouse, or parent who has a serious health condition or when the employee is unable to work because of a serious health condition. Any female requesting leave due to pregnancy and childbirth shall be granted at least four (4) months leave.³
2. Any employee on maternity leave shall be permitted to use accumulated sick leave during the period of actual physical disability only. Otherwise, the maternity leave shall be unpaid leave. An employee may use up to thirty (30) days of accumulated sick leave for the adoption of a child. If both adoptive parents are employees, they are entitled to a combined total of twelve (12) workweeks of FMLA. Written verification from the adoption agency or other entity handling the adoption shall be required before the leave is granted.⁴
3. A physician's statement may be required by the Board when determining the period of actual physical disability.
4. Request for leaves and extension of leaves shall conform to state law governing all leaves of absence.⁵
5. Eligible employees are entitled to up to 12 weeks of leave because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty, or has been notified of an impended call to active duty status, in support of a contingency operation.
6. An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in "a single 12-month period" during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

1
2 **RESTRICTIONS**
3

- 4 1. For foreseeable leave, the employee shall provide the Director of Schools with at least thirty (30)
5 days written notice before the beginning of the anticipated leave.
6
- 7 2. The Director of Schools may require that a request for leave be supported by certification issued
8 by a health care provider with the following information:
9
- 10 a. the date on which the serious health condition commenced;
 - 11
 - 12 b. the probable duration of the condition;
 - 13
 - 14 c. the appropriate medical facts within the knowledge of the health care provider regarding the
15 condition; and
 - 16
 - 17 d. a statement that the eligible employee is needed to care for the son, daughter, spouse or parent
18 and an estimate of the amount of time that such employee is needed.
19
- 20 3. If there is any reason to doubt the validity of the certification provided, the Director of Schools
21 may require, at the expense of the Board, an opinion of a second health care provider.
22
- 23 4. Once it has been established that the leave qualifies for FMLA, the Director of Schools/designee
24 shall notify the employee that any unpaid leave shall run concurrently with FMLA.
25
- 26 5. Intermittent Leave - When an instructional employee requests foreseeable leave for planned
27 medical treatment and the employee would be on leave for greater than 20% of the total number of
28 working days in the period during which the leave would extend, the school may require that such
29 employee elect either to take the leave for periods of a particular duration, not to exceed the
30 duration of the planned medical treatment or to transfer temporarily to an available alternative
31 position offered by the Director of Schools for which the employee is qualified, and that has
32 equivalent pay and benefits and better accommodates recurring periods of leave. Instructional
33 employees are those whose principle function is to teach and instruct students in a class, small
34 group or an individual setting. This includes not only teachers, but also athletic coaches, driving
35 instructors and signers for the hearing impaired. It does not include teacher assistants or aides who
36 do not have as their principle job actual teaching or instructing nor does it include auxiliary
37 personnel such as counselors, psychologists or curriculum specialists. It also does not include
38 cafeteria workers, maintenance workers, or bus drivers.
39
- 40 6. Period Near the End of an Academic Term - (Instructional Employees) If leave is taken more than
41 five (5) weeks prior to the end of the term, the Director of Schools may require the employee to
42 continue taking leave until the end of the term if the leave is at least three (3) weeks of duration
43 and the return of employment would occur during the three (3) week period before the end of the
44 term.
45

46 If the leave is taken five (5) weeks prior to the end of the term, the Director of Schools may require
47 the employee to continue taking leave until the end of the term if the leave is greater than two (2)
48 weeks duration and the return to employment would occur during the two (2) week period before
49 the end of the term.
50

7. Spouses employed by Knox County Schools are jointly entitled to a combined twelve (12) week leave for birth and care of a newborn child, for the placement of a child for adoption or foster care and to care for a parent who has a serious health condition.

REQUIREMENTS OF THE BOARD

- 1. The employee shall be restored to the same position of employment or an equivalent position with no loss of benefits, pay or other terms of employment.
- 2. The employee shall be kept under any group health plan for the duration of the leave.
- 3. The Board may recover the premium paid under the following conditions:
 - a. the employee fails to return from leave after the period of leave has expired; or
 - b. the employee fails to return to work for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the control of the employee.

Legal References:

- 1. Hinson v. Tecumseh Products Company, 234 F. 3d 1268, 6th Cir. (2000).
- 2. Federal Family and Medical Leave Act 1993.
- 3. T.C.A. § 49-5-702; T.C.A. § 4-21-408.
- 4. T.C.A. § 49-5-710.
- 5. T.C.A. § 49-5-704.

Approved as to Legal Form
By Knox County Law Director 6/19/2017
/Gary T. Dupler/Deputy Law Director

Section G: Human Resources	Knox County Board of Education Policy		
	Descriptor Term: Military Leave	Descriptor Code:	Issued:
		G-465	6/00
		Reviewed:	Revised:
	6/24	5/08	

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

Employees who are members of any reserve component of the Armed Forces of the United States shall be granted leave of absence for all periods of military service during which they are engaged in the performance of duty or training in the service of the state or the United States.¹ Reservists who anticipate military duty during the school year must give written notice to the Director of Schools, within thirty (30) days of the beginning of the school year, of the dates of the anticipated duty. While performing such duty or training, the employee shall be paid his regular salary up to a maximum of twenty (20) working days in any one (1) calendar year, plus such additional days as may result from any call to active state duty.² An employee called to active duty by the Governor to enforce the laws of the state shall be paid his regular salary for such time as he is engaged in the performance of his duty, and any time spent in active state duty shall not count against the fifteen-day period of leave allowed for military service.³

Request for leaves and extension of leaves shall conform to state law and board policy governing all leaves of absence. Failure to comply with applicable laws and policies shall constitute grounds for dismissal.

The employee shall supply a copy of the orders for duty, including the dates of departure and return it to the Director of Schools prior to, or simultaneous with, requesting leave.

Legal References:

- 1. U.S.C. §§ 2024(d) and 2021(a)(B).
- 2. T.C.A. § 8-33-109.
- 3. T.C.A. § 58-1-106(d); AGO 91-13.

<u>Section G:</u> Human Resources	Knox County Board of Education Policy			
	Legislative Leave	Descriptor Term:	Descriptor Code:	Issued:
		G-466	6/00	
		Reviewed:	Revised:	
6/24	7/17			

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

Certificated employees who have been elected to state or local law-making bodies shall be granted two (2) days per month with pay while on contract for the time those law-making bodies are in official session or while attending official meetings outside the session.¹ Two (2) full days will be granted for the time those law-making bodies are in session: one day will be allowed for committee meetings and one day for full commission sessions. Employees shall not take half-day leave increments (personal or administrative) to avoid difficulty in obtaining classroom substitutes. Day not used in a given month cannot be carried over to the following month.

In addition, certificated employees shall be granted leave to serve on any board or commission of the state when the appointment is made by the Governor or General Assembly. Such leave shall not be counted against any other accumulated leave credits. The employee shall notify the principal or supervisor at least five (5) days prior to leave being taken.²

Legal References:

1. T.C.A. § 49-5-702; T.C.A. § 49-5-713.
2. T.C.A. § 49-5-205.

Approved as to Legal Form
 By Knox County Law Director 6/19/2017
 /Gary T. Dupler/Deputy Law Director

<u>Section:</u> Human Resources	Knox County Board of Education Policy		
	Descriptor Term: Paid Parental Leave	Descriptor Code: G-467	Issued: 6/23
		Reviewed: 6/24	Revised:

1
2 **PAID LEAVE FOR TEACHERS**

3
4 Certified employees (teachers and others who are qualified) will be granted absence from work with pay
5 for a period of time equal to six (6) work weeks because of the birth (or stillbirth) of the employee's child
6 or because of the placement of a child with the employee for adoption, and upon the employee giving
7 thirty-days' notice to the principal of the school where employed or to the employee's immediate
8 supervisor. If the employee learns of the birth or adoption less than thirty (30) days in advance, the
9 employee shall give the notice as soon as reasonably possible. For the purpose of calculating service
10 anniversary dates, this absence from work is considered full-time employment.

11
12 Leave used by an employee pursuant to this policy will not be charged to sick, annual, or other leave the
13 employee may have accumulated. Leave granted pursuant to this section will count toward the teachers'
14 use of leave required to be given by this state as an employer under the federal Family and Medical Leave
15 Act (FMLA) and state maternity leave.^{2,3} An employee must not be granted more than six (6) work weeks
16 of paid leave under this policy during a twelve-month period, but the work weeks do not need to be taken
17 consecutively. A teacher may receive no more than six (6) work weeks of paid leave during a twelve-
18 month period, even if there is more than one (1) qualifying birth or adoption. Leave granted pursuant to
19 this section must be used within twelve (12) months of the qualifying birth or adoption.

20
21 Paid leave under this policy must be paid at one hundred percent (100%) of the employee's salary. If an
22 employee experienced a birth or adoption within twelve months prior to July 1, 2023 and has not used all
23 of the federal Family and Medical Leave Act (FMLA) leave to which the employee was entitled as a
24 result of the birth or adoption, then the employee is entitled to leave under this section beginning on July
25 1, 2023 for the remainder of the federal Family and Medical Leave Act leave that the employee uses on
26 or after July 1, 2023 as a result of the event. The duration of paid leave must not exceed the paid leave
27 available under this policy.

28
29 **TEACHER DEFINITION**

30
31 As used in this policy, "Teacher" means a teacher, principal, supervisor, or other individual required by
32 law to hold a valid license of qualification for employment in a local education agency and who has been
33 employed full-time with Knox County Schools for at least twelve (12) consecutive months.

34
35
36 Legal References:

- 37
38 1. T.C.A. § 8-50-812.
39 2. 29 U.S.C. § 2601, et seq.
40 3. T.C.A. § 4-21-408.
41

Section G:

**Human
Resources**

Knox County Board of Education Policy

Descriptor Term:

Substitute Teachers

Descriptor Code:

G-470

Issued:

7/95

Reviewed:

9/24

Revised:

10/24

1
2 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.^{1,2}
3 All substitute teachers shall be employed and paid by the Board.²

4
5 Substitute teachers with a valid teaching license will be indicated on the substitute list. For planned
6 absences, a substitute with a teacher's certificate shall be selected from the preferred list if possible.³ Each
7 principal shall be provided names of all approved substitute teachers.

8
9 All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying
10 Human Resources if they wish to terminate their service as substitutes.

11
12 When a teacher is unable to meet classes for any reason, the following procedures shall be observed:

- 13
14 1. The teacher shall notify the principal or his or her designee as soon as possible;
15
16 2. The principal or his or her designee shall secure a qualified substitute teacher who has been
17 approved by the Director of Schools;¹ and
18
19 3. The regular teacher shall notify the principal the day before intending to return to the classroom;
20 upon receipt of notice the principal shall notify the substitute teacher.

21
22 Substitute teachers shall assume the same responsibilities as the regular teacher, including bus duty and
23 playground supervision.

24
25 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a substitute
26 teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught.³ When
27 substituting for a teacher without sick leave, the substitute shall be certified and paid according to the
28 state salary schedule.¹

29
30 Retired teachers may substitute one hundred twenty (120) days per year without loss of retirement
31 benefits, and may substitute additional days if the Director of Schools certifies to the division of
32 retirement that no other qualified personnel are available to substitute teach during such period, and that
33 the compensation payable to the retired member for such work does not exceed the rate of compensation
34 set by the school system for substitute teachers filling similar vacant positions.

35
36 All teacher aides, secretaries and clerks are approved substitute teachers for use in emergency situations.
37 Emergency use shall be defined as less than a full day due to the regular or substitute teacher being unable
38 to arrive on time or remain for the full day.

39
40 Such substitutes shall receive the proportionate equivalent salary regular substitute teachers would receive
41 under similar circumstances or their regular salary, if higher; however, they shall not receive pay for both
42 positions at the same time.

1
2 In order to make the work of the substitute teacher as satisfactory as possible, the regular teacher shall
3 make available:

- 4
5 1. Daily schedule (academic and supervisory);
6
7 2. Class rosters; and
8
9 3. Lesson plans and other information for the day's activities. In case of emergency when plans are
10 not provided, the principal shall provide the substitute with directions for the day.
11

12 All substitute teachers shall be given a copy of the local school's guidelines on the first day they substitute
13 in the school. These guidelines shall contain, but shall not be limited to:

- 14
15 a. Attendance procedures;
16
17 b. Lunchroom schedule and procedures;
18
19 c. Procedures for supervising student behavior;
20
21 d. Names and assignments of regular staff members;
22
23 e. Emergency evacuation procedures; and
24
25 f. Other helpful information particular to the local school.
26

27 The Director of Schools, with input from the principals, shall determine which substitute teachers
28 performed at an acceptable level. Substitute teachers who performed below an acceptable level shall not
29 be recommended for continuing service.
30

31 **REQUIREMENTS**

32 Substitute teachers are required to complete qualifications and training, including:

- 33
34 a. The annual school safety training required by T.C.A. § 49-6-805(7) or other instruction on
35 emergency response procedures developed by the Knox County Board of Education and Knox
36 County Schools; and
37
38 b. Background check requirements pursuant to T.C.A. § 49-5-413.
39
40

41 Knox County Schools may not employ or contract with any substitute teacher whose records indicate an
42 educator license or certificate in this state or another state currently in revoked or suspended status.⁵
43
44
45
46
47
48
49
50

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

Legal References:

1. TRR/MS 0520-1-2-.04(6).
2. T.C.A. § 49-5-709.
3. T.C.A. § 49-3-312; TRR/MS 0520-1-2-.04(6).
4. T.C.A. § 8-36-805.
5. T.C.A. § 49-2-203(a)(14).

Approved as to Legal Form
By Knox County Law Department 8/16/2024
/Gary T. Dupler/Deputy Law Director

<u>Section G:</u> Human Resources	Knox County Board of Education Policy		
	Descriptor Term: Student Teachers and Teacher Interns	Descriptor Code:	Issued:
		G-480	7/95
		Reviewed:	Revised:
	6/24	8/17	

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

In the Knox County Schools, student teachers are those students enrolled in a higher education program that requires completion of a semester length teaching experience and teacher interns are higher education students who must complete two or more semester teaching experience.

A student teaching or internship program in connection with a university or college must be approved by the administrative staff and the superintendent before a school may participate.

Students participating in the program must have the recommendation of the college officials responsible for the student internship program.

A member of the Knox County Schools administrative staff shall be designated by the Director of Schools to coordinate the student internship program at the system level.

Student teachers and interns shall abide by rules and regulations as established by the state and Knox County Boards of Education, the Director of Schools and the principal of the school in which they serve. This includes but is not limited to such matters as attendance, attitude, dress, cooperativeness.

Successful completion of the internship shall count as the probationary year of teaching and shall be credited as one full school year of experience. An intern's service may be terminated upon the principal's recommendation and the approval of the Director of Schools.

Supervision of interns by mentor teachers shall be considered one of the teacher's regular duties and not as an additional duty.

Interns shall submit to and pass a drug test and shall submit to and pass a fingerprint and criminal history records check conducted by the Tennessee Bureau of Investigation (TBI) or other sources as needed. Any costs incurred by the TBI in conducting such investigations of interns shall be paid by the individual.

<u>Section G:</u> Human Resources	Knox County Board of Education Policy		
	Descriptor Term:	Descriptor Code:	Issued:
	Third Party Funded Positions	G-490	1/11
		Reviewed 6/24	Revised:

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42

From time to time foundations, school support organizations, parent groups and other third parties may express an interest in providing financial resources to support staff positions at specific schools. The Board of Education encourages community members to be engaged in our efforts to ensure a high-quality public education for all children in the Knox County Schools. While providing funding to support positions in schools is a unique and admirable undertaking, the nature of this activity requires that some very specific parameters be established concerning third party funded positions.

All third parties proposing to fund an instructional or support position at any school must request approval to do so from the Director of Schools. The Director of Schools will evaluate each proposal in terms of the strategic goals of the school district and the needs of the school, as well as instructional and operational considerations. If the Director of Schools, in consultation with the school principal, finds the proposal to be acceptable, the third party and the Knox County Schools will develop a detailed written agreement concerning the position to be funded. As a minimum, the agreement will include the following specifications:

1. Persons hired to fill third party funded positions will be employees of the Knox County Schools and subject to all of the conditions of employment of the Knox County Schools.
2. The Knox County Schools will be responsible for the selection, supervision, and evaluation of all personnel in third party funded positions and for all employment actions concerning these personnel.
3. Third party funded positions will be “year to year” or temporary positions since they are not associated with an appropriated revenue stream. Persons filling these positions will do so with a temporary contract.
4. Persons in these positions will be paid according to the appropriate Knox County Schools pay and supplement schedules.
5. Untenured teachers in these positions will not earn tenure since these will be “year to year” or temporary positions. Tennessee Code Annotated states to earn tenure the person must be a "regular teacher" during the last year when recommended for tenure.¹ However, individuals on these contracts will progress in seniority on the appropriate longevity step increase pay scales.
6. The precise source of funding, documentation of adequate available funds, a contractually binding non-contingent commitment to cover the full cost of the designated position (including but not limited to salary, retirement, social security and any medical insurance benefits), and a specific payment schedule must be clearly delineated.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

It will be the responsibility of the Director of Schools to ensure that such reimbursed positions do not create substantial resource equity issues within the Knox County Schools.

Legal Reference:

T.C.A. § 49-5-503(3).

Section G: Human Resources	Knox County Board of Education Policy		
	Descriptor Term: Compensation Guides and Contracts for Support Personnel	Descriptor Code: G-500	Issued: 7/95
		Reviewed: 6/24	Revised: 8/17

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

Each employee shall be paid the salary for which he qualifies by reason of assignment as approved by the Board.

Salaries of all employees, including substitute and supplemental pay, shall be paid by the Board.¹ No payment to any employee for service performed on behalf of the school system shall be made from any source other than the Board.

Salaries and supplements may be paid from revenue derived from sources other than taxes, provided the revenue is deposited with and salaries paid through the Board. Included are donations or contributions from individual, civic or other non-school related sources or funds from individual school activity funds, such as gate receipts and concessions.²

MONTHLY EMPLOYEES

The pay period for office personnel, teacher aides, cafeteria managers, and some professionals' not requiring certification will be monthly for the term of employment. Payday is the 25th of each month or the last working day before the 25th.

BI-WEEKLY EMPLOYEES

The pay period for security, maintenance and custodial personnel and all food service employees (except managers) is bi-weekly for the term of employment.

SUBSTITUTE AND PART-TIME EMPLOYEES

Substitute workers are to be paid at the rate established by the Board at budget approval. Part-time personnel shall be employed on an hourly basis at a rate established by the Board.

Legal References:

- 1. T.C.A. § 49-5-709(a)
- 2. T.C.A. § 49-6-2006; Tennessee Internal School Financial Management Manual, Section 5, Title 2 and Section 5, Title 5.

Approved as to Legal Form
By Knox County Law Director 6/19/2017
/Gary T. Dupler/Deputy Law Director

Section G: Human Resources	Knox County Board of Education Policy		
	Evaluation of Classified Personnel	Descriptor Code:	Issued:
		G-510	7/95
		Reviewed:	Revised:
	6/24	8/17	

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

The Board recognizes the importance of periodic performance review of classified personnel.

The immediate supervisor has the responsibility of assigning specific duties and for giving guidance to the employee for the satisfactory performance of the duties.

EVALUATION OF PERSONNEL

The Director of Schools shall approve standard forms to be used in evaluating classified personnel. A newly hired employee shall be evaluated for three consecutive years and then once every five years for the remainder of his or her employment. However, the principal/supervisor and/or the employee may request an evaluation in any given year.

CENTRAL OFFICE EMPLOYEES

Central Office employees shall be evaluated annually.

UTILIZATION OF EVALUATION

Evaluations shall be used to inform employees of their performance, as an aid in improving performance, and as a basis for continuing employment. Evaluation reports shall be discussed with the evaluated employee. Each employee shall be given a copy of the evaluation and shall sign the supervisor’s copy as evidence it has been discussed.

NOTE: This policy was suspended on May 13, 2020 for the 2019-2020 school year in response to the current state of emergency caused by the coronavirus (COVID-19) pandemic.

<u>Section G:</u> Human Resources	Knox County Board of Education Policy			
	Dismissal of Classified Personnel	Descriptor Term:	Descriptor Code:	Issued:
		G-520	7/95	
		Reviewed:	Revised:	
6/24	10/13			

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

Classified employees are employed at will and may be dismissed as appropriate by the Director of Schools when the Director has determined their services are not satisfactory or are no longer required.¹

Recommendations for dismissal shall be made by the principal or appropriate supervisor to the Director of Schools. The Director of Schools shall consider all recommendations for dismissal and shall be the deciding authority for all dismissal actions regarding classified employees.

Employees dismissed for any reason shall be paid all earnings authorized or due at the end of the next regular pay period unless the employee is dismissed at the end of the school year. If the employee is dismissed at the end of the school year, the employee will be paid in accordance with the normal payroll calendar for summer checks.

Legal Reference:

1. T.C.A. § 49-2-301(b)(EE) and (FF).

<u>Section G:</u> Human Resources	Knox County Board of Education Policy		
	Transfers of Classified Personnel	Descriptor Code:	Issued:
		G-530	7/95
	Reviewed:	Revised:	
6/24	5/23		

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

Employees are subject to transfer from one position to another when this action is deemed advantageous by the Director of Schools. Employees may request a transfer by submitting an application for the desired position.

Approved as to Legal Form
By Knox County Law Director 3/27/2023
*/Gary T. Dupler/*Deputy Law Director

<u>Section G:</u> Human Resources	Knox County Board of Education Policy		
	Reduction in Staff for Classified Personnel	Descriptor Code:	Issued:
		G-540	7/95
		Reviewed:	Revised:
	6/24	5/08	

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

When it becomes necessary to reduce the number of classified positions in the school system, the Board shall abolish the positions or the Director of Schools shall lay off such classified employees as may be necessary.¹

When a classified employee is released because of reduction in the number of classified positions, the Director of Schools shall give the employee written notice of dismissal explaining the circumstances or conditions making termination of employment necessary.¹

Legal Reference:

1. T.C.A § 49-5-511(b).

<u>Section G:</u> Human Resources	Knox County Board of Education Policy		
	Descriptor Term:		Descriptor Code:
	Resignation of Classified Personnel		G-550
			Issued: 7/95
		Reviewed: 6/24	Revised: 5/08

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

Voluntary termination of employment may occur as a result of retirement or resignation.

Classified personnel shall give the immediate supervisor written notice of resignation at least two (2) weeks (ten (10) working days) in advance of the effective date of voluntary termination. The ten (10) working days may be waived by the Director of Schools for justifiable reason.

PROCEDURE

The immediate supervisor shall forward copies the day received to Human Resources.

The payroll office will prepare final payment for the next appropriate scheduled pay day.

Section G:

**Human
Resources**

Knox County Board of Education Policy

Descriptor Term:

**Classified Personnel Health
Examinations and
Communicable Diseases**

Descriptor Code:

G-560

Issued:

7/95

Reviewed:

6/24

Revised:

5/23

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40

Personnel Health Examination and Communicable Diseases shall be defined the same for classified personnel as for certified employees. See Board Policy G-430.

Legal References:

1. TRR/MS 0520-1-3-.08(2)(f).
2. T.C.A. § 49-2-301.

Cross Reference:

- Knox County Board of Education Policy G-430 Personnel Health Examination and Communicable Diseases.

Approved as to Legal Form
By Knox County Law Director 3/27/2023
/Gary T. Dupler/Deputy Law Director

<u>Section G:</u> Human Resources	Knox County Board of Education Policy			
	Time Schedules of Classified Personnel	Descriptor Term:	Descriptor Code:	Issued:
		G-570	7/95	
		Reviewed:	Revised:	
6/24	4/12			

1
2 The school system shall comply with Wage and Hour Regulations as administered by the U.S.
3 Department of Labor. Actual hours worked are to be reported by each employee. No employee shall be at
4 the job location unless so directed by the immediate supervisor.
5

6 **WORK SCHEDULES**

7 A work week is a regularly recurring period of 168 consecutive hours. The standard work week for Knox
8 County Schools employees shall begin at 12:00 a.m. Sunday and end at 11:59 p.m. on the following
9 Saturday. Maintenance, security, and operations personnel shall have a work week that begins at 12:00
10 a.m. Wednesday and ends at 11:59 p.m. on the following Tuesday.
11

12 Supervisors shall prepare a daily work schedule both for school and non-school months. The daily
13 schedule includes the time to begin work, lunch time and ending time.
14

15 Each employee is required to work according to his schedule unless there is an emergency. When an
16 emergency arises, the immediate supervisor shall be notified as soon as possible.
17

18 All authorized overtime or time-on-the-job-location not within the scheduled time must be approved by
19 the immediate supervisor before the overtime occurs.
20

21 **TIME RECORDS REQUIRED**

22 Each employee classified as “non-exempt” pursuant to the Fair Labor Standards Act shall keep a time
23 record of actual hours worked.¹
24

25 At the end of each reporting period, such employees shall turn in time records to their immediate
26 supervisor for approval. All time records will be forwarded to the payroll office for calculations.
27

28 **LUNCH PERIODS**

29 All employees classified as “non-exempt” pursuant to the Fair Labor Standards Act shall have a thirty
30 minute unpaid rest break or meal period if scheduled to work six (6) hours consecutively, except in
31 workplace environments that by their nature of business provide for ample opportunity to rest or take an
32 appropriate break. The break shall not be scheduled during or before the first hour of scheduled work
33 activity². During this scheduled lunch period, the employee shall be relieved of all duties of any nature.
34

35 **EMPLOYEE CERTIFICATION THAT POLICY AND REGULATIONS HAVE BEEN READ**

36 New employees shall be furnished a copy of this policy. Each employee shall read this policy or have it
37 read to him and shall certify that the policy has been read and understood. A copy of this certification
38 must be on file before the first check is issued to a new employee.
39

40 Legal References:

- 41 1. 29 U.S.C. § 213.
42 2. T.C.A. § 50-2-103(h).

<u>Section G:</u> Human Resources	Knox County Board of Education Policy			
	Overtime Pay of Classified Personnel	Descriptor Term:	Descriptor Code:	Issued:
		G-571	7/95	
		Reviewed:	Revised:	
6/24	5/08			

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

Employees shall work in excess of standard hours when directed. When work in excess of standard hours is required, employees shall be compensated for the unscheduled hours worked.

Overtime is defined as hours physically worked in excess of forty (40) hours per week. When an employee is requested to work over regularly scheduled hours, the following shall apply:

Compensation for Unscheduled Hours

1. Hours worked over the scheduled hours must be approved by the immediate supervisor.
2. Whenever possible, compensatory time off shall be used in preference to overtime pay.
3. All payment for overtime shall be processed through the payroll office.

Overtime Pay

If it is determined by the immediate supervisor that compensatory time cannot be granted within the forty (40) hour pay period or without severe disruption of the operation of the facility, overtime may be authorized.

Payroll Provisions

1. Time and one-half (1 1/2) shall be paid for all hours physically worked in excess of forty (40) in a week.
2. An authorization for overtime payment must be submitted by the immediate supervisor.
3. Payment for overtime will be included in the paycheck for the period immediately following the one in which it was earned.

Discipline

1. Persons who have been assigned to work overtime, whether voluntary or mandatory, shall be expected to report to work as scheduled.
2. Failure to report shall subject an employee to disciplinary procedures as specified for any other non-appearance for a regularly scheduled work time.
3. Employees shall be released from mandatory overtime, without fear of discipline, when they can provide a reasonable excuse such as the following:
 - a. Personal family emergency;
 - b. Personal or family health maintenance;
 - c. Important family function; weddings, etc.

If there is doubt concerning the employee's sincerity in offering such an excuse, the burden of proof shall rest with the employee.

<u>Section G:</u> Human Resources	Knox County Board of Education Policy		
	Descriptor Term: Non-School Activities of Classified Personnel	Descriptor Code:	Issued:
		G-580	7/95
		Reviewed:	Revised:
	6/24	6/12	

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

EMPLOYMENT

Employees may hold employment outside the school system and continue in the employ of the Knox County Schools provided such employment does not interfere with their regularly scheduled or appropriately assigned duties for the school system, or reflect unfavorably on the school system.

POLITICAL ACTIVITIES

The Knox County Schools personnel may, on their own time, campaign for or against any candidate or ballot initiative, but they shall not use the schools for political forum nor engage in any political promotion or solicitation during school hours. Employees who do not comply with these requirements shall be subject to disciplinary action.

Any employee who intends to campaign for an elective public office which infringes upon an employment agreement or work schedule shall present a proposed solution to the Director of Schools for consideration. The essential element to be determined by the Director of Schools is whether the activities proposed by the employee are consistent with services to the system and are in the best interest of education.

<u>Section G:</u> Human Resources	Knox County Board of Education Policy		
	Leaves and Absences of Classified Personnel	Descriptor Code:	Issued:
		G-590	6/23
	Descriptor Term:	Reviewed:	Revised:
	6/24		

1

2 **EMERGENCY LEAVE, COURT APPEARANCES, AND JURY DUTY**

3

4 Emergency leave, court appearances, and jury duty shall be defined the same for classified personnel as

5 for certificated employees.¹ See Board Policy G-460.

6

7 **SICK LEAVE**

8

9 Sick leave shall be defined the same for classified personnel as for certificated employees. See Board

10 Policy G-461.

11

12

13 **BEREAVEMENT LEAVE**

14

15 Bereavement leave shall be defined the same for classified employees as for certified employees. See

16 Board Policy G-461.

17

18 **LONG TERM LEAVES OF ABSENCE**

19

20 Long Term Leaves of Absence for classified personnel shall be the same as for certificated personnel

21 with the exception of educational improvement leave. See Board Policy G-463.

22

23 **FAMILY/MEDICAL LEAVE**

24

25 Family Medical Leave shall be defined the same for classified personnel as for certificated personnel.

26 See Board Policy G-464

27

28 **MILITARY LEAVE**

29

30 Military Leave for classified personnel shall be the same as for certificated personnel. See Board Policy

31 G-465.

32

33 **PERSONAL LEAVE**

34

35 Personal Leave shall be the same for classified personnel as for certificated personnel. See Board Policy

36 G-462.

37

38 **PARENTAL LEAVE**

39

40 Parental leave shall be defined the same for classified personnel as for certificated employees. See

41 Board Policy G-467.

42

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50

Legal Reference:

- 1. T.C.A. § 22-4-108.

Approved as to Legal Form
By Knox County Law Director 5/31/2023
/Gary T. Dupler/Deputy Law Director

<u>Section G:</u> Human Resources	Knox County Board of Education Policy		
	Descriptor Term: Vacations and Holidays of Classified Personnel	Descriptor Code:	Issued:
		G-591	7/95
		Reviewed:	Revised:
	6/24	5/08	

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

VACATIONS

Full-time employees on twelve months assignments earn vacation days at the rate of one (1) per month plus one (1) day per year worked for Knox County up to a total of eight (8) days. No more than twenty (20) vacation days can be carried over from year to year. Accumulated days plus days to be earned for the year will be advanced and credited to the employees on July 1 of each year. Employees are not eligible for vacation during their first 6 months of employment. The time of vacation must be approved by the Director of Schools and immediate supervisor.

PAID HOLIDAYS

Classified personnel, if on active payroll at the time, shall be entitled to the following holidays:

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (2 days)
- Winter Holiday
- New Year's

Equivalent days, as approved by the Director of Schools, may be taken when these days fall on weekends or school is in session.