

GREENEVILLE CITY BOARD OF EDUCATION

AGENDA

Date of Meeting: September 24, 2024

Time: 5:00 PM

Location: Professional Development Center at the Kathryn W. Leonard
Administrative Office

{{Name: Agenda Item Name}} {{AnticipatedTime: Agenda Item Time}}

- I. **Call to Order**
- II. **Pledge to the Flag**
- III. **Administration of Oath of Office** (5 Minutes)
- IV. **Recognition of Visitors**
- V. **Special Recognition** (5 minutes)
- VI. **School Report** (10 minutes)
- VII. **Public Comment Period** (20 Minutes)
- VIII. **Public Hearing on Family Life Education** (5 Minutes)
- IX. **Reorganization of the Board** (5 Minutes)
Election of Chairman, Vice-Chairman, Treasurer, and TLN Representative
- X. **Conflict of Interest Statement** (5 Minutes)

Chair to Board Members:

1. "If you have any relative who is employed by the Board of Education, meaning a spouse, parent, parent-in-law, child, son-in-law, daughter-in-law, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, or any person who resides in the same household as you, please acknowledge the same at this time by raising your hand."

Chair to Board Members:

2. "To those board members who just raised their hands, do you hereby certify that any and all votes you will cast during this meeting are in the best interest of the school system? If so, please say, 'Aye.'"

Chair to Board Secretary:

3. "Please reflect within the minutes that possible conflicts were acknowledged, with board members present confirming their intent to act in the best interest of the school system."

XI. **Approval of Agenda** (5 Minutes)

XII. **Consent Agenda** (5 minutes)

- A. Consideration of Approving Minutes of August 2024, Board Meeting
- B. Consideration of Accepting Personnel Report
- C. Consideration of Approving Board Policy Revisions (2nd Reading)
- D. Consideration of Approving Board Policy Revisions - No Changes (1st Reading)
- E. Consideration of Approving School Trip Request
- F. Consideration of Accepting 2025 Employee Health Insurance Premium Rates
- G. Consideration of Approving 2024-2025 Greeneville City Schools Employee Handbook

XIII. **Action Items**

- A. Consideration of Accepting August 2024 Financial Statements (5 minutes)
- B. Consideration of Approving Board Policy Revisions - 1st Reading (5 minutes)
- C. Consideration of Approving Federal Projects Budget and Amendment Resolution (5 Minutes)

XIV. **Director's Report** (5 minutes)

XV. **Legislative Update** (5 Minutes)

XVI. **Adjournment**

OFFICIAL MINUTES OF THE GREENVILLE CITY BOARD OF EDUCATION
Tuesday, August 27, 2024

The Greeneville City Board of Education met in regular session on Tuesday, August 27, 2024, at the Professional Development Center at the Kathryn W. Leonard Administrative Office, 129 W Depot St, Greeneville, TN 37743. Board Members **Present:** Pam Botta (Board Member), Cindy Luttrell (Chair), Dr. Craig Shepherd (Vice-Chair). Others in attendance included Steve Starnes, Director of Schools, several administrative personnel, community members, and media representatives. **Absent:** Crystal Hirschy (Board Member) and Josh Quillen (Treasurer). The Chairman called the meeting to order and welcomed all in attendance.

BUSINESS TRANSACTED

I. Call to Order

II. Pledge to the Flag

Student Board Representative Bethanie Bryant led pledge of Allegiance.

III. Recognition of Visitors

IV. Special Recognition

- Recognition of New Student Board Representative – Bethanie Bryant
- GHS AP Scholars 2023-2024
- Robin Jones
- Cody Quinn

Luttrell (Chair) recognized Bethanie Bryant as the new Student Board Representative. Bethanie is currently a senior at Greeneville High School. She is an active member in her community, being involved in many local programs including the Youth Commission and Youth Council, as well as participating in many school-wide programs like Teaching Our Youth Science, National Honor Society, and the Greeneville High School bowling team. In the future, she plans to apply the leadership and communication skills she learns today to a career in Biology. Bethanie is passionate about representation and is dedicated to making the world a better place and giving back to her community.

Richard Tipton, Assistant Director for Instruction, recognized the 2023-2024 AP Scholars. The number of AP Scholars was nineteen (19). Nine (9) of those are AP Scholars, seven (7) are AP Scholars with Honors and three (3) are AP Scholars with Distinction.

Student Name	Scholar Award	Grade Level
Armbrister; Andrew	AP Scholar	11th Grade
Bryant; Bethanie	AP Scholar with Honor	11th Grade
Click; Lanna	AP Scholar	12th Grade
Deeble; Jayden	AP Scholar with Honor	12th Grade
Fisher; David	AP Scholar	12th Grade
Herrell; Liam	AP Scholar with Honor	11th Grade
Hope; John	AP Scholar	12th Grade
Howard; Aiden	AP Scholar with Distinction	11th Grade
Howard; Zachary	AP Scholar	11th Grade

Lampe; Jackson	AP Scholar	11th Grade
Le Francis; Gabriella	AP Scholar	11th Grade
Marante; Isabella	AP Scholar	12th Grade
Powell; Ariana	AP Scholar with Honor	11th Grade
Smith; Reagan	AP Scholar	11th Grade
Southerland; Lucas	AP Scholar with Honor	11th Grade
Vines; Annika	AP Scholar with Honor	11th Grade
Waddell; Emma	AP Scholar with Distinction	12th Grade
Zou; Skyler	AP Scholar with Distinction	12th Grade
Zsebehazi; Everett	AP Scholar with Honor	11th Grade

Starnes, Director of Schools, presented Robin Jones and Cody Guinn with prestigious proclamations from the Tennessee Senate for their outstanding contributions to Greeneville City Schools. Robin, recognized as the Tennessee Online Public School Teacher of the Year, was honored for her dedication to education, compassionate teaching style, and ability to inspire students to excel academically and personally. Cody, named Greeneville City Schools Paraprofessional of the Year, was celebrated for his unwavering support of students and staff, positive influence on the school community, and commitment to fostering a nurturing learning environment.

V. Public Comment Period

There were no requests to speak on any agenda item.

VI. School Report

Noelle Smith, Principal, along with several students, presented the Highland Elementary School Report. They highlighted Highland Elementary School's commitment to excellence and leadership during the presentation. As they explained, the school has earned recognition as a Leader in Me Lighthouse School and is a National School of Character winner. Smith emphasized that Highland nurtures young leaders and lifelong learners, with students embodying the values of being Honorable, Accountable, Well-organized, Kind, and Safe—guided by Covey's 7 Habits. The students shared that they thrive through opportunities like STEM projects, reading buddy programs, service initiatives, and cultivating the student garden. The presentation showed how Highland helps shape the community's future, one child at a time, by giving students voice and leadership opportunities. A video featuring past alumni, current staff, students, and parents was shown to illustrate Highland's impact on its community.

VII. Conflict of Interest Statement

Chair Cindy Luttrell read the following statement, reminding those present of the importance of transparency and integrity in decision-making.

Chair to Board Members:

1. "If you have any relative who is employed by the Board of Education, meaning a spouse, parent, parent-in-law, child, son-in-law, daughter-in-law, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, or any person who resides

in the same household as you, please acknowledge the same at this time by raising your hand."

Chair to Board Members:

2. "To those board members who just raised their hands, do you hereby certify that any and all votes you will cast during this meeting are in the best interest of the school system? If so, please say, 'Aye.'"

Chair to Board Secretary:

3. "Please reflect within the minutes that possible conflicts were acknowledged, with board members present confirming their intent to act in the best interest of the school system."

Luttrell (Board Chair) and Botta (Board Member) acknowledged a conflict and confirmed their commitment to act in the best interest of the school system. No other board members acknowledged a conflict.

VIII. Approval of Agenda

It was recommended that the Agenda be approved as presented. Board approval was unanimous, with a motion from Dr. Shepherd (Vice-Chair) and a second from Botta (Board Member).

IX. Consent Agenda

It was recommended that the Consent Agenda be approved as presented. Board approval was unanimous, with a motion from Botta (Board Member) and a second from Dr. Shepherd (Vice-Chair).

A. Consideration of Approving Minutes of July 2024, Board Meeting

The minutes of the July 23, 2024, Board meeting were unanimously approved as presented. A copy is on file in the Director of Schools' office.

B. Consideration of Accepting Personnel Report

Board approval was unanimous for acceptance of the changes in personnel since the July report. A copy of the report is attached to the minutes.

C. Consideration of Approving Board Policy Revisions (2nd Reading)

Copies of these policies are attached to the minutes. Board approval was unanimous on 2nd reading for the following policies:

- 1.100 School District - School Board Legal Status and Authority
- 1.101 Role of the Board of Education
- 1.102 Board Members Legal Status
- 1.1021 Student Member of the Board
- 1.104 Memberships
- 1.105 School Board Legislative Involvement

- 1.106 Code of Ethics
- 1.107 Board Member Conflict of Interest
- 1.108 Nepotism
- 1.800 School Calendar
- 3.100 Business Management Goals
- 3.200 Building and Grounds Management
- 3.201 Safety
- 5.101 Line and Staff Relations
- 5.102 Personnel Classifications and Qualifications
- 5.103 Job Descriptions
- 5.104 Equal Opportunity Employment
- 5.105 Recruitment of Employees
- 6.100 Student Goals
- 6.2001 Attendance During Postsecondary Visits
- 6.201 Compulsory Attendance Ages
- 6.202 Home Schools
- 6.205 Student Assignments

D. Consideration of Approving Board Policy Revisions - No Changes (1st Reading)

Board approval was unanimous on 1st reading for the following policies:

- 1.200 Method of Election of Officers
- 1.201 Duties of Officers
- 1.202 Duties of Board Members
- 1.2021 Boardmanship Code of Conduct
- 1.203 New Member Orientation
- 1.400 School Board Meetings
- 1.402 Notification of Meetings
- 1.404 Appeals to and Appearances Before the Board
- 2.100 Fiscal Management Goals
- 2.200 Annual Operating Budget
- 2.201 Line-Item Transfer Authority
- 2.300 Comparability of Services
- 3.203 Crisis Management
- 3.204 Threat Assessment Team
- 3.206 Community Use of School Facilities
- 4.100 Instructional Program
- 4.101 Instructional Standards
- 4.200 Curriculum Development
- 4.202 Special Education
- 4.204 Summer Instructional Programs

5.106 Application and Employment

5.1061 Employment of Retirees

5.107 Orientation and Probation

5.108 Supervision

5.109 Evaluation

6.207 Withdrawals

6.208 Release During School Hours

6.209 Parental Access

E. Consideration of Approving School Trip Request

Board Policy 4.302 specifies that the Board must approve field trips that are both overnight and out-of-state. Additionally, approval is required when students must leave school early to participate in athletic events.

- Greeneville Middle School Cross Country Team requested approval to travel to Clarksville, TN to participate in the TMSAA State Championship from 10/4/2024-10/5/2024.
- Greeneville Middle School Volleyball Team requested approval to travel to Williamson County, TN, to participate in the TMSAA State Championship from 10/9/2024-10/11/2024.
- Hal Henard Elementary School requested approval for an overnight trip to the Clyde Austin 4-H Center in Greeneville, TN, from 9/19/2024-9/20/2024.
- Greeneville Middle School requested approval to travel to Fort Mill, SC, for the Carowinds Festival of Music from 04/04/2025-04/05/2025.
- Greeneville High School Cross Country Team requested approval to travel to Oakville, AL, for a Cross Country Meet and to visit a museum from 10/04/2024-10/05/2024.

F. Consideration of Approving Disposal of Surplus under \$500.00

GCS Board Policy 2.403 gives allows the authority to declare district property that is no longer useful nor necessary as surplus and to authorize the disposal of such equipment, books, or materials. The Board unanimously approved the disposal of the surplus.

G. Consideration of Approving Disposal of Surplus

GCS Board Policy 2.403 gives the Greeneville Board of Education the authority to declare district property that is no longer useful nor necessary as surplus and to authorize the disposal of such equipment, books, or materials. The Board unanimously approved the disposal of the surplus.

X. Action Items

A. Consideration of Accepting June 2024 Preliminary Financial Statement

Chief Financial Officer Ellen Lipe presented the Preliminary June financial statements to the Board for acceptance. Lipe stated that local revenue collected

year-to-date through June is \$8,387,041.25 which is 99.5% of the total budgeted projection. The district had 590 tuition students as of June 30, 2024. The Preliminary General-Purpose Financial Report reflected \$38,011,754.24 in revenue and \$37,108,758.46 in expenditures year-to-date. The Federal Projects Financial Reports reflected \$4,253,807.66 in revenue and \$4,253,807.66 in expenditures year-to-date. Federal Projects are reimbursed based, meaning funds must be expended before requesting reimbursement. Copies of the financial statements are on file in the Chief Financial Officer's office. It was recommended that the June 2024 Preliminary Financial Statements be approved. Board approval was unanimous on a motion from Dr. Shepherd (Vice-Chair) and a second from Botta (Board Member).

B. Consideration of Accepting July 2024 Financial Statements

Chief Financial Officer Ellen Lipe presented the July financial statements to the Board for acceptance. Lipe stated that local revenue collected year-to-date through July is \$510,827, which is 5.6% of the total budgeted projection. The amount collected year-to-date is \$33,906 more than during the same time period last year. The district has 581 tuition students as of August 26, 2024. The General-Purpose Financial Report showed that encumbrances comprise \$1,531,294 year-to-date. The Federal Projects Financial Reports reflected \$0.00 in revenue and \$41,762.78 in expenditures year-to-date. Federal Projects are reimbursement-based, meaning funds must be expended before requesting reimbursement. Copies of the financial statements are on file in the Chief Financial Officer's office. It was recommended that the July 2024 financial statements be approved. Board approval was unanimous on a motion from Dr. Shepherd (Vice-Chair) and a second from Botta (Board Member).

C. Consideration of Approving Board Policy Revisions - 1st Reading

Revisions are recommended to the following policies on 1st reading:

It was recommended to approve the revisions to the policies as presented on 1st reading. Board approval was unanimous on a motion from Botta (Board Member) and a second from Dr. Shepherd (Vice-Chair).

2.400 Revenues

6.204 Attendance of Non-Resident Students

D. Consideration of Approving Board Policy Revisions - 1st and Final Reading

It was recommended to approve revisions to the following policies on 1st and Final Reading. Board approval was unanimous on a motion from Botta (Board Member) and a second from Dr. Shepherd (Vice-Chair).

6.300 Code of Conduct

E. Consideration of Approving Participation in Public Entity Partners Grant Program: Safety Partners

The District is a member of the Public Entity Partners (PEP), they offer various opportunities to participate in grant programs and other incentives. Permission is

being requested to participate in the PEP Safety Partners Grant Program. Funds were awarded after a grant was written and submitted to purchase slip-resistant shoes for employees working throughout the district in School Nutrition and Custodial roles. The grant will provide up to \$2,000 in matching funds for this purpose. This is an effort to reduce/avoid slips, trips, and falls among employees working in school cafeterias and custodial positions. District funds and PEP grant funds will be combined. It was recommended that participation in the Public Entity Partners Grant Program: Safety Partners be approved. Board approval was unanimous on a motion from Dr. Shepherd (Vice-Chair) and a second from Botta (Board Member).

F. Consideration of Approving Purchase of 14 Boxlight Interactive Panels

Greeneville City Schools has gradually replaced traditional projectors and whiteboards with "Interactive Panels" as funding allows. Boxlight units are large-format, touchscreen displays that have become the centerpiece in many classrooms. Projectors, once the norm, are now considered outdated. Interactive panels offer several advantages, including a longer lifespan, reduced eye strain for students, and enhanced portability. Unlike ceiling-mounted projectors, these panels can be easily moved to adapt to changing classroom layouts. District-wide, we are steadily progressing toward outfitting every classroom with touch panel displays. This proposal for 14 additional 75" Boxlight touch panels on mobile carts will bring GCS closer to that goal. Cost breakdown is as follows:

Individual Boxlight Mimio Pro 75" - \$2,900.00 each

Individual mobile stand - \$549.00 each

14 Mimio Pro 75" Panels (delivery and installation) on mobile carts - \$53,886.00

ESSER3 funding of \$50,460.11 will be allocated. Accepting this additional ESSER funding will require the use of an additional Data Collection Tool that must be completed by May 2025. GCS proposes two \$1,500 stipends be awarded to those two individuals who will be required to complete the new Data Collection Tools, for a total of \$3,000.

Panels \$53,886.00 + Stipends \$3,000 = \$56,886.00

ESSER3 Funding of \$50,460.11 will be utilized, and the remaining balance of \$6,425.89 will be paid from the District Technology Equipment budget.

The vendor has confirmed delivery of equipment by 9/30/24.

Panel Dispersment:

EastView Elementary - 2

Hal Henard Elementary - 2

Tusculum View Elementary - 2

Highland Elementary - 1

Greeneville Middle School – 3

Greeneville High School - 4

It was recommended that the Purchase of 14 Boxlight Interactive Panels be approved. The board approved the purchase unanimously, with a motion from Botta (Board Member) and a second from Dr. Shepherd (Vice-Chair).

XI. Director's Report

Starnes informed, congratulated, and thanked the following:

1. Congratulations to all the AP Scholars who were recognized. He commended those students for their willingness to challenge themselves and their outstanding performance.
2. Starnes welcomed Bethanie Bryant, GCS 24-25 Student Board representative, and commended her willingness to serve and the insights and input she will provide to the Board this year.
3. Congratulations to Robin Jones and Cody Guinn for being recognized as the GCS TOPS Elementary Teacher of the Year and the GCS Para-Professional of the Year. Starnes also thanked Senator Steve Southerland for presenting Robin and Cody with a proclamation from the TN State Senate.
4. The 24-25 school year is off to a good start. As of Aug. 27, 2024, K-12 enrollment stands at 2908, up approximately 50 students over the end of the first month last year, while tuition is down by approximately ten students.
5. Starnes recognized and congratulated Jamy Swinney, GTC Cosmetology teacher, on being recognized as one of the ten 24-25 Tennessee Novice Teachers of the Year. The Tennessee Department of Education announced the inaugural Novice Tennessee Teacher of the Year Awardees during the prestigious 2024 Excellence in Education 65th Sapphire Anniversary Celebration in Nashville on Friday, August 23, 2024. As one of the ten honorees from across the state, Mrs. Swinney will serve as an ambassador for new teachers in the State, offering guidance, mentorship, and advice to help shape the next generation of educators.
6. GCS has received notification that our 21st Century Community Learning Centers (CCLC) grant has been renewed for a five-year cycle. This significant renewal, providing \$276,250 per year for the five years of the grant, ensures the continuity and growth of our after-school programs, before and after-school tutoring during the school year, and summer school at GHS. Starnes thanked Mike Fulkerson for his leadership and successful grant application and extended that to the fantastic GCS site directors for their leadership and incredible work supporting students.
7. Our opening in-service at GHS and NPAC was on Wednesday, July 31, 2024. GCS had a great morning with renowned motivational speaker and positive leadership expert

Jon Gordon, and everyone left energized and motivated. The Employee Fair followed the opening in-service, where 20+ businesses, colleges, and community organizations provided information and supplies to staff. Starnes thanked Melissa Batson and the HR team for doing a great job organizing the fair.

XII. Legislative Update

There were no Legislative Updates.

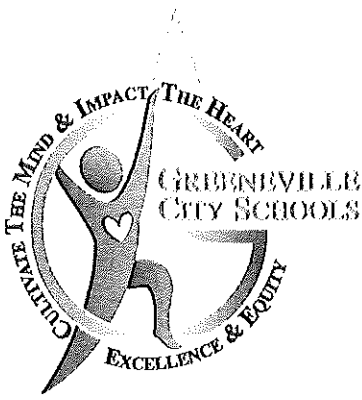
XIII. Adjournment

The meeting was adjourned at approximately 6:06 p.m. Board approval was unanimous on a motion from Botta (Board Member) and a second from Dr. Shepherd (Vice-Chair)

Respectfully submitted,

Cindy Luttrell, Chair

Steve Starnes, Director of Schools



FIELD TRIP & EXCURSION REQUEST
FORM Out-of-State or Overnight

Name of the school: Greeneville High School

Person Requesting: Jerry Graham

Purpose of the Field Trip: Smoky Mountain Cup--Girls Soccer Tournament

Destination of Field Trip: Gatlinburg, Tennessee

Grade(s) of students attending: 9-12

Dates requested: 9/13/24-9/15/24 Departure Time: 2:45 pm Return Time: 3:30pm

Approximate # of students to attend: 28

Number, names and affiliation of chaperones attending:

6 female List names and affiliation: Michaylah Hinkle-Assistant Girls' Soccer Coach, Melinda Adkins-Booster Senior Mother-GCS Background, Laurie Weems-Senior Mother-GCS Background, Erin Stayton-Booster-Senior Mother-GCS Background, Allyson Evatt-Senior Mother, -GCS Background, Valerie Gonzalez-Senior Mother-GCS Background

2 male List names and affiliation: Jerry Graham-Head Girls' Soccer Coach, Norlan Gallegos Assistant Girls' Soccer Coach

("There must be at least one female and one male chaperone if the trip is for a mixed group. A chaperone of the same sex will accompany students on overnight trips")

All Greeneville City Schools guidelines for out-of-state and overnight field trips shall be followed in planning and conducting this field trip per BOE policy 4.302, and approval of my principal, the Director of Schools, and Board of Education is required. For an Overnight or Out-of-State Field Trip Request to be considered for approval, it must be received in the director of school's office 10 days prior to the scheduled date of the Board meeting at which it will be considered for approval.

[Signature], Principal

date approved 8-27-24

[Signature], Director of Schools

date approved Aug 29, 2024

[Signature], Chairman, BOE

date approved Sep 3, 2024

Cultivate the Mind and Impact the Heart through Excellence and Equity










20240829061954241

Final Audit Report

2024-09-03

Created:	2024-08-29
By:	Jamie Galyon (galyonj@gcschools.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAAwviSblc-SHLE-JRM3-r6K15m_oLAqZvW

"20240829061954241" History

-  Document created by Jamie Galyon (galyonj@gcschools.net)
2024-08-29 - 12:33:35 PM GMT
-  Document emailed to Steve Starnes (starness@gcschools.net) for signature
2024-08-29 - 12:34:46 PM GMT
-  Email viewed by Steve Starnes (starness@gcschools.net)
2024-08-29 - 1:13:42 PM GMT
-  Document e-signed by Steve Starnes (starness@gcschools.net)
Signature Date: 2024-08-29 - 8:53:06 PM GMT - Time Source: server
-  Document emailed to cindy.luttrell@balladhealth.org for signature
2024-08-29 - 8:53:08 PM GMT
-  Email viewed by cindy.luttrell@balladhealth.org
2024-09-03 - 11:13:11 AM GMT
-  Signer cindy.luttrell@balladhealth.org entered name at signing as Cindy Luttrell
2024-09-03 - 11:14:36 AM GMT
-  Document e-signed by Cindy Luttrell (cindy.luttrell@balladhealth.org)
Signature Date: 2024-09-03 - 11:14:38 AM GMT - Time Source: server
-  Agreement completed.
2024-09-03 - 11:14:38 AM GMT



FIELD TRIP & EXCURSION REQUEST
FORM Out-of-State or Overnight

Name of the school: GREENEVILLE High School BASEBALL

Person Requesting: ANDY COLLINS

Purpose of the Field Trip: BASEBALL GAMES

Destination of Field Trip: CHARLESTON, SC

Grade(s) of students attending: 9-12 High School

Dates requested: 3/19-3/23 Departure Time: 9AM Return Time: 3/23 - AFTERNOON

Approximate # of students to attend: 29

Number, names and affiliation of chaperones attending:

0 female List names and affiliation: _____

5 male List names and affiliation: BASEBALL COACHES

("There must be at least one female and one male chaperone if the trip is for a mixed group. A chaperone of the same sex will accompany students on overnight trips")

All Greenville City Schools guidelines for out-of-state and overnight field trips shall be followed in planning and conducting this field trip per BOE policy 4.302, and approval of my principal, the Director of Schools, and Board of Education is required. For an Overnight or Out-of-State Field Trip Request to be considered for approval, it must be received in the director of school's office 10 days prior to the scheduled date of the Board meeting at which it will be considered for approval.

[Signature], Principal date approved 9-3-24

_____, Director of Schools date approved _____

_____, Chairman, BOE date approved _____

Cultivate the Mind and Impact the Heart through Excellence and Equity

Greenville City Schools

2025 State Health Plan Premiums- 10 Month Rates

Premier PPO	State Health Plan	District Portion	Employee Portion
Employee Only	\$ 906.00	\$ 906.00	\$ -
Employee +Child(ren)	\$ 1,492.80	\$ 1,044.00	\$ 448.80
Employee + Spouse	\$ 2,037.60	\$ 1,044.00	\$ 993.60
Family	\$ 2,353.20	\$ 1,059.60	\$ 1,293.60
Family- Both Spouses GCS	\$ 2,353.20	\$ 1,950.00	\$ 403.20

Standard PPO	State Health Plan	District Portion	Employee Portion
Employee Only	\$ 841.20	\$ 841.20	\$ -
Employee +Child(ren)	\$ 1,387.20	\$ 1,044.00	\$ 343.20
Employee + Spouse	\$ 1,892.40	\$ 1,044.00	\$ 848.40
Family	\$ 2,186.40	\$ 1,044.00	\$ 1,142.40
Family- Both Spouses GCS	\$ 2,186.40	\$ 1,950.00	\$ 236.40

Limited PPO	State Health Plan	District Portion	Employee Portion
Employee Only	\$ 794.40	\$ 794.40	\$ -
Employee +Child(ren)	\$ 1,309.20	\$ 1,044.00	\$ 265.20
Employee + Spouse	\$ 1,788.00	\$ 1,044.00	\$ 744.00
Family	\$ 2,064.00	\$ 1,044.00	\$ 1,020.00
Family- Both Spouses GCS	\$ 2,064.00	\$ 1,950.00	\$ 114.00

Healthsavings CDHP	State Health Plan	District Portion	Employee Portion
Employee Only	\$ 693.60	\$ 693.60	\$ -
Employee +Child(ren)	\$ 1,143.60	\$ 1,044.00	\$ 99.60
Employee + Spouse	\$ 1,560.00	\$ 1,044.00	\$ 516.00
Family	\$ 1,802.40	\$ 1,044.00	\$ 758.40
Family- Both Spouses GCS	\$ 1,802.40	\$ 1,802.40	\$ -

2025 Employee Rate Chart

Plan Tier	CDHP	Limited	Premier	Standard	*Cigna OAP/ BCBS P
Employee Only	\$ -	\$ -	\$ -	\$ -	Add \$90
Employee +Child(ren)	\$ 99.60	\$ 265.20	\$ 448.80	\$ 343.20	Add \$102
Employee + Spouse	\$ 516.00	\$ 744.00	\$ 993.60	\$ 848.40	Add \$180
Family	\$ 758.40	\$ 1,020.00	\$ 1,293.60	\$ 1,142.40	Add \$180
Family- Both Spouses GCS	\$ -	\$ 114.00	\$ 403.20	\$ 236.40	Add \$180

Carrier Options:

For each plan, employees must choose one of 3 carriers:

- Blue Cross Blue Shield of TN,
- Cigna Local Plus, or
- Cigna Open Access Plus and Blue Cross Blue Shield of TN Network P are available with additional surcharge (see above)

*Cigna Open Access Plan/Blue Cross Blue Shield Network P

Greenville City Schools 2025 State Health Plan Premiums

Premier PPO	State Health Plan	District Portion	Employee Portion	Employee Increase Over 2024	Employee % Increase Over 2024
Employee Only	\$ 755.00	\$ 755.00	\$ -	\$ -	0.00%
Employee +Child(ren)	\$ 1,244.00	\$ 870.00	\$ 374.00	\$ 27.00	7.78%
Employee + Spouse	\$ 1,698.00	\$ 870.00	\$ 828.00	\$ 52.00	6.70%
Family	\$ 1,961.00	\$ 883.00	\$ 1,078.00	\$ 60.00	5.89%
Family- Both Spouses GCS	\$ 1,961.00	\$ 1,625.00	\$ 336.00	\$ 25.00	8.04%

Standard PPO	State Health Plan	District Portion	Employee Portion	Employee Increase Over 2024	Employee % Increase Over 2024
Employee Only	\$ 701.00	\$ 701.00	\$ -	\$ -	0.00%
Employee +Child(ren)	\$ 1,156.00	\$ 870.00	\$ 286.00	\$ 22.00	8.33%
Employee + Spouse	\$ 1,577.00	\$ 870.00	\$ 707.00	\$ 45.00	6.80%
Family	\$ 1,822.00	\$ 870.00	\$ 952.00	\$ 59.00	6.61%
Family- Both Spouses GCS	\$ 1,822.00	\$ 1,625.00	\$ 197.00	\$ 17.00	9.44%

Limited PPO	State Health Plan	District Portion	Employee Portion	Employee Increase Over 2024	Employee % Increase Over 2024
Employee Only	\$ 662.00	\$ 662.00	\$ -	\$ -	0.00%
Employee +Child(ren)	\$ 1,091.00	\$ 870.00	\$ 221.00	\$ 18.00	8.87%
Employee + Spouse	\$ 1,490.00	\$ 870.00	\$ 620.00	\$ 41.00	7.08%
Family	\$ 1,720.00	\$ 870.00	\$ 850.00	\$ 53.00	6.65%
Family- Both Spouses GCS	\$ 1,720.00	\$ 1,625.00	\$ 95.00	\$ 11.00	13.10%

Healthsavings CDHP	State Health Plan	District Portion	Employee Portion	Employee Increase Over 2024	Employee % Increase Over 2024
Employee Only	\$ 578.00	\$ 578.00	\$ -	\$ -	0.00%
Employee +Child(ren)	\$ 953.00	\$ 870.00	\$ 83.00	\$ 11.00	15.28%
Employee + Spouse	\$ 1,300.00	\$ 870.00	\$ 430.00	\$ 30.00	7.50%
Family	\$ 1,502.00	\$ 870.00	\$ 632.00	\$ 41.00	6.94%
Family- Both Spouses GCS	\$ 1,502.00	\$ 1,502.00	\$ -	\$ -	0.00%

2025 Employee Rate Chart

Plan Tier	CDHP	Limited	Premier	Standard	*Cigna OAP/ BCBS P
Employee Only	\$ -	\$ -	\$ -	\$ -	Add \$75
Employee +Child(ren)	\$ 83.00	\$ 221.00	\$ 374.00	\$ 286.00	Add \$85
Employee + Spouse	\$ 430.00	\$ 620.00	\$ 828.00	\$ 707.00	Add \$150
Family	\$ 632.00	\$ 850.00	\$ 1,078.00	\$ 952.00	Add \$150
Family- Both Spouses GCS	\$ -	\$ 95.00	\$ 336.00	\$ 197.00	Add \$150

Carrier Options:

For each plan, employees must choose one of 3 carriers:

- Blue Cross Blue Shield of TN,
- Cigna Local Plus, or
- Cigna Open Access Plus and Blue Cross Blue Shield of TN Network P are available with additional surcharge (see above)

*Cigna Open Access Plan/Blue Cross Blue Sheild Network P

Employee Handbook

Effective September 2024



<https://www4.gcschools.net/>

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**GREENEVILLE CITY SCHOOL EMPLOYEE HANDBOOK
ACKNOWLEDGEMENT PAGE
2024 - 2025 School Year**

This Handbook contains a general description of Greeneville City School's policies, benefits, and procedures. This Handbook applies to all employees who work for the Greeneville City School system. The purpose of this Handbook is to serve as a guide for employees regarding personnel policies and how they are implemented within the Greeneville City School system. Its primary focus is to communicate general information to the employees. The Handbook is in no way meant to serve as an employee contract or guarantee of employment. While this Handbook contains a general description of benefits, the terms and conditions of benefit plans are to be based solely on the plan documents.

The Board of Education and the Administration of Greeneville City Schools expressly reserve the right to unilaterally make additions, deletions, or substitutions to this Handbook at any time, with or without notice. In addition, nothing contained in this employment manual may be construed as altering the employee's status as an at-will employee.

Greeneville City Schools operates pursuant to the Greeneville City Schools Board of Education policies, and in the event of any inconsistency between this Handbook and Board policies, Board policy would prevail.

Review of the Handbook will be a requirement for all new hires, and for current employees on an annual basis at the beginning of each new school year. By completing this training, you are acknowledging that you have read a copy of the Handbook, and any appendices, and you understand that the policies in the Handbook apply to you. In addition, you are confirming that you understand it is your responsibility to read the Handbook, and any appendices, and that if you do not understand any section(s) of this Handbook, it is your responsibility to ask the Principal/Supervisor or the Human Resources department for clarification. You are also confirming that you understand the Greeneville City School Employee Handbook training should be completed within 14 days of hire (new hires), and annually at the beginning of each new school year (current GCS employee).

The most current version of the Employee Handbook is located on-line at <https://www4.gcschools.net> / under Employees/Human Resources. The current version of the handbook supersedes all other Employee Handbook versions.

I. ORGANIZATION

A. Types of Employees (Board Policy 5.102)

Within the Greeneville City School system there are two classifications of employees, certified and non-certified. Below is a description of the determining factors for each.

Certified Employees

In order to be considered a certified employee, an individual must possess a current valid Tennessee educator license.

Non-Certified Employees

Employees who do not possess an educator license are deemed non-certified employees, as their employment does not require certification in accordance with rules and regulations of the state Department of Education. Non-certified employees include, but may not be limited to, the following: Clerical positions, Finance, Human Resources, Transportation, Custodial & Maintenance, Family Services, Instructional Assistants, Instructional Technology (IT), and School Nutrition.

An employee who has an educator license and has taught in the past is considered a certified employee for retirement funding purposes even if working presently in a non-certified position. If an employee has an educator license but has never worked as a certified Teacher and is presently working in a non-certified position, they will be deemed a non-certified employee for retirement funding purposes.

B. Board of Education

Cindy Luttrell	Member (Chairperson)
Dr. Craig Shepherd	Member (Vice Chairperson)
Joshua Quillen	Member (Treasurer)
Pamela Botta	Member (TLN Representative)
Crystal Hirschy	Member
Bethany Bryant	Student Member (Non-Voting)

School Board meetings are held the fourth Tuesday of each month at the Kathryn Leonard Central Office (KLCO) or at the Greene Technology Center (GTC). Joint School Board meetings are held on the fourth Thursday of October, January, April, and June. The meetings are open to the public unless otherwise stated and usually begin at 6:00pm. Occasionally, due to conflicts, the meetings may be held at a different date/time. The meeting schedule, agendas, and minutes of the meetings are available on the Board of Education section of the system website. All meetings will be properly reported using local media outlets.

C. Mission, and Vision

Vision

- Cultivate the Mind, Impact the Heart through Excellence and Equity.

Mission

- Graduates will be prepared and confident to own THEIR future!

Core Values

- ALL individuals can learn and grow. Rationale: A growth mindset and high expectations for ALL are essential for equitable learning. Educators and students are committed to continuous learning. Everyone involved with the learner's development has a unique role in this partnership.
- Trusting relationships are key to cultivating the mind and impacting the heart. Rationale: We are a family of learners committed to building relationships with students and colleagues to learn and grow together. We strive to develop the whole-child by nurturing purpose, passion, and strengths.

- ALL students deserve high-quality personalized instruction. Rationale: Learning is purposeful, engaging, rigorous, and relevant. It includes student voice and choice to equip students with the tools, resources, and support to be successful in life.
- We value a culture of high expectations and are committed to innovation and continuous improvement. Rationale: We are a learning organization that strives to move beyond what is and continually searches for what could be.
- The learning environment is safe and nurturing, empowering ALL to thrive. Rationale: The learning environment shall be clean, physically and emotionally safe, and foster a sense of well-being and belonging.
- Student success depends upon a strong partnership between the student, school, family, and community. Rationale: Everyone concerned with the child’s development has a unique role in this collaborative partnership.

D. Board Goals (Board Policy 1.700)

1. Provide excellence and equity in instruction and programs.
2. Provide a system of highly qualified world class faculty and staff.
3. Provide a state-of-the-art learning environment.
4. Focus expenditures on instruction and provide excellence in school district accounting.
5. Provide excellence and equity in family and community programs.

E. Line and Staff Relations (Board Policy 5.101)

The Director of Schools is responsible for establishing lines of authority which are approved by the Board and shown on the system organization chart (<https://www4.gcschools.net/> Human Resources/Greeneville City Schools Leadership Structure).

All personnel are expected to keep their immediate supervisor informed of their activities and should refer matters to them. That administrator should refer such matters to the next higher administrative authority when necessary.

All personnel shall have the right to appeal any decision made by an administrative officer through grievance procedures established through Board policy.

F. Central Office Information

Kathryn W. Leonard Central Office (KLCO)
129 West Depot Street
Greeneville, TN 37743
(423) 787-8000

George Clem Operations Building (GCOB)
312 Floral Street
Greeneville, TN 37743
(423) 787-8003

Both Central Office locations are open to the public from 8:00am through 4:30pm, Monday through Friday.

G. System Directory

Central Office personnel are designated by location: Kathryn W. Leonard Central Office (KLCO) or George Clem Operations Building (GCOB).

Job Title/Location	Name	Phone Number
Director of Schools (KLCO)	Steven Starnes	(423) 787-8014
Assistant Director of Schools for Instruction (KLCO)	Richard Tipton	(423) 787-8005
Assistant Director of Schools for Administration (KLCO)	Dr. Jason Horne	(423) 787-8019
Chief Human Resources Officer (KLCO)	Melissa Batson	(423) 787-0976
Chief Student Services Officer (KLCO)	Jeff Townsley	(423) 787-8009
Chief Financial Officer (KLCO)	Ellen Lipe	(423) 787-8002
Teaching & Learning Coordinator (KLCO)	Shelia Newland	(423) 787-8004
EastView Elementary Principal	Kelly Ford	(423) 638-6351

Job Title/Location	Name	Phone Number
Greene Technology Center Principal	Aaron Flanary	(423) 639-0171
Greeneville High School Principal	DeAnna Martin	(423) 787-8030
Greeneville Middle School Principal	Rachel Adams	(423) 639-7841
Hal Henard Elementary Principal	Janet Ricker	(423) 638-3511
Highland Elementary Principal	Noelle Smith	(423) 638-3341
Tusculum View Elementary Principal	Dr. Lana Luttrell	(423) 639-2751
TOPS at Greeneville Principal	Dr. Lindsey Weeden	(423) 278-9150
Operations Supervisor (GCOB)	Phillip Graham	(423) 787-8003
Assistant Operations Supervisor (GCOB)	Roger Hensley	(423) 787-8015
Transportation Supervisor	Kristen Rollins	(423) 787-8003
Coordinated School Health Supervisor (GCOB)	Tracie Valentine	(423) 636-1696
School Psychologist (KLCO)	Amy Saunders	(423) 787-8011
School Psychologist (KLCO)	Sandra Kennedy	(423) 787-8010
School Nutrition Supervisor (KLCO)	Karen Wilhoit	(423) 787-8013
Assistant Principal of Alternative Programs (GCOB)	J. Ricky Witt	(423) 787-8042
Federal Programs (KCLO)	J. Michael Fulkerson	(423) 823-5200
Pre-School (GCOB)	Dr. L. Kathryn Sharp	(423) 525-2694
Data & Assessment Specialist	Brandy Shelton	(423) 278-2423
Greeneville City Schools Education Foundation	Amanda Waddell, Executive Director	(423) 823-0001

H. Staff – Student Relations (Board Policy 5.610)

Staff members will maintain professional relationships with students at all times and develop wholesome and constructive relationships with them. Staff members are expected to regard each student as an individual and to accord each student the rights and respect that is due.

Staff members should 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. Any appearance of impropriety must be avoided. Sexual relationships between employees and students are prohibited.

II. EMPLOYMENT

A. Equal Opportunity Employment (Board Policy 5.104)

Opportunity for employment, as well as continuation and advancement in employment, will be afforded equally to members of all races, creeds, colors, sexes, sexual orientations, gender identities, religions, ages, genetic information, national origins, and individuals with disabilities or veteran status with regard only for qualifications for the positions involved.

Please refer to the Appendix E for additional guidelines.

B. Americans with Disabilities Act

The Americans with Disabilities Act of 1990 (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973 prohibits discrimination in employment activities against individuals on the basis of disability. The term “disability” means, with respect to an individual,

- A physical or mental impairment that substantially limits one or more of the major life activities of such an individual.
- A record of such an impairment.
- Being regarded as having such impairment. [42 U.S.C. Section 12102 (2)]

Any person having inquiries concerning Greeneville City Schools compliance with these regulations should contact the Chief Human Resources Officer.

C. Recruitment (Board Policy 5.105)

The authorization of all school system positions rests with the Board. Personnel employment is at the discretion of the Director of Schools.

Identification of personnel needs shall be the responsibility of the Director of Schools, Supervisors, and building Principals/Supervisors. Effort will be made to include representation of academic and professional experience, age, ethnic backgrounds, race, and sex.

Vacancies of positions are posted on the system website under Employees. Vacancies may be advertised locally and through placement offices. A deadline for receiving applications shall be established and disseminated with the vacancy notice.

D. Application and Hiring (Board Policy 5.106)

Application

All applications are taken on-line through the system website under Employees. Potential applicants who do not have access to apply on-line or need assistance in order to do so may contact the Human Resources department at (423) 787-8000 (Option 1).

Any current employee who desires to apply for a vacant position must apply on-line.

Background Checks (Board Policy 5.119)

In a continuing effort to further ensure the safety and welfare of students and staff, the system requires TBI criminal history records checks and fingerprinting of all employees who have proximity to children. All hiring decisions are contingent upon satisfactory background check results. Per T.C.A. 49-5-413, background checks are required to be run every five (5) years.

Knowingly falsifying information is sufficient grounds for termination of employment and also constitutes a Class A misdemeanor which must be reported to the District Attorney General for prosecution.

Any costs incurred by the Tennessee Bureau of Investigation in conducting such investigations of applicants are paid by the applicant.

The Greeneville City School system reserves the right to withdraw an offer of employment based in whole or in part based on information received as a result of a background check after the applicant has been afforded a reasonable amount of time to dispute and/or correct the results. Applicants will be given information on background check privacy rights prior to being fingerprinted. The results of all applicable background checks must be received and evaluated by the system before the individual becomes employed.

Hiring

Following the approval of a hire by the Director of Schools, Human Resources will offer the job to the applicant contingent on an acceptable physical and background check. An appointment for the employment physical will be scheduled for the new employee by the Human Resources department. The post-offer employment physical, including drug screen, is system paid. The physical must be completed prior to the new employee actually starting work.

Upon written receipt of employment notification, the person shall respond to the offer of employment within the timeline established by state law. From the date of the written acceptance, the person is considered to be under employment with the Board and is subject to all rights, privileges, and duties.

E. Contracts for Professional/Certified Staff (Board Policy 5.110)

The Director of Schools will establish the salary rating of each person employed.

As a general rule, all professional/certified personnel must make a written contract with the Board at a fixed salary per month before entering upon their duties. The purpose of the contract is to outline the compensation and benefits of the employee for the upcoming school year. The school calendar adopted by the Board each year shall become a part of each employee's contract. It is the employee's responsibility to review and sign the contract. If inaccuracies or questions pertain to the contract, all questions should be directed to the Finance department for clarification and revision if necessary.

Greeneville City Schools reserves the right to make corrections to contracts as information becomes available that necessitates a modification.

Non-certified staff positions are considered "at will" employees under Tennessee State Law. Non-certified staff will receive a letter of employment in lieu of a contract at the beginning of each school year. This letter will give the employee information such as hourly rate, work site, and general information about employment.

F. Assignment and Re-Assignment (Board Policy 5.115)

The Director of Schools is ultimately responsible for determining the assignment of school system personnel. The Director of Schools may transfer employees as necessary for efficient operation of the schools. Transfers shall be non-discriminatory and shall not be arbitrary or capricious. Immediate family members shall not be assigned to the instructional staff of the same school. Refer to policy 5.115 for definition of immediate family members.

Extra assignments for which supplements are provided, and upon which initial employment was based, may not be relinquished in part by the employee without the approval of the person making the assignment. Other assignments for which supplemental salary is provided shall be made on an annual contract basis.

G. Educator Licensure

All certified employees shall be responsible for obtaining an educator license, verifying its accuracy, maintaining its validity, registering it with the Greeneville City School Board of Education, and meeting the requirements of T.C.A. 49-5-101. In addition, it is the responsibility of all certified employees to report any name or address changes to the Office of Educator Licensing of the state Department of Education in Nashville, Tennessee, and the Human Resources department of Greeneville City Schools. Certified employees needing to renew their educator license, add a degree or endorsement must contact the Tennessee Office of Educator Licensing. The Tennessee Department of Educator Licensing may be contacted by the following means.

<https://www.tn.gov/education/educators/licensing.html>

Office of Educator Licensing
Tennessee Department of Education
4th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243-0377
Telephone (615) 741-5158
Fax (615) 532-1448

Licenses can now be renewed and personal information updated on line through TNCompass at <https://tdoe.tncompass.org>. Any time a new or revised license is obtained, the employee must notify the Human Resources department of Greeneville City Schools immediately.

H. Highly Qualified Status (New ESSA eliminated teacher requirement, Retained for IA's)

The NCLB Act of 2001 required that all public school teachers teaching in the core academic areas be highly qualified as outlined by the state of Tennessee. This requirement is now obsolete under ESSA. However, requirements for Instructional Assistants were retained. All Instructional Assistants must have either a minimum of two (2) years of college credit or have passed the ParaPro Exam.

I. Probation Period of Non-Certified Employees (Board Policy 5.107)

A probationary period is defined as the first ninety (90) days of employment for a new employee or for an employee who has been re-hired following a break in service. The probationary period will be used to allow the immediate Supervisor to closely observe and evaluate the employee and to encourage effective adjustment to the position.

Probationary employees will be allowed to accumulate sick leave and vacation days in accordance with the appropriate Board policies during the probationary period. Holidays for probationary employees will follow the same procedures as for regular employees.

J. Evaluation (Board Policy 5.109)

Administrative and Supervisory Personnel

Administrative and supervisory personnel will be evaluated by use of a state approved model for evaluating. The Director of Schools is responsible for ensuring that all administrative and supervisory personnel are evaluated annually.

Licensed Teaching Personnel

Licensed teaching personnel will be evaluated through use of a state approved model or one that has been submitted to the Commissioner of Education for approval. Greeneville City Schools has adopted the AIMS TIGER model.

Evaluations will be conducted by a school administrator and/or designee(s) who have been trained and certified through the state sanctioned training in evaluation procedures prior to conducting evaluations. The Principal shall be responsible for the final evaluation decision.

Evaluations shall use multiple data sources which include but are not limited to the following,

- Classroom or position observations including planning and reflecting information and/or review.
- Review of previous evaluations and an educator self-assessment.
- Conferences.
- Examination of professional growth.
- Review of indicators of student progress.
- Examination of assessment techniques, results, and applications.

As part of the evaluation, a growth plan for the Teacher will be developed collaboratively by the Teacher, Principal, and/or Supervisor.

Non-Certified Personnel

Non-certified personnel will be evaluated prior to their 90-day probationary period and once a year annually thereafter.

Evaluations will be used to help improve employee performance and as a basis for continuing employment. Evaluation reports will be discussed with the employee who will be given a copy of the evaluation and will sign the Supervisor's copy as evidence that it has been discussed.

K. Personnel Records (Board Policy 5.114)

Official personnel records will be maintained by the Human Resources department as authorized by the Director of Schools and according to state and federal law. Information contained in personnel records will be limited to job related matters. An employee's personnel record may contain applications, contracts,

professional certificates, evaluations, cumulative information files, and other documents required by state and federal laws and regulations.

Employee records are public records, except matters deemed confidential by law, and are open for inspection during regular business hours with a pre-scheduled appointment. Members of the public may not obtain the home telephone number, personal cell phone number, bank account information, social security number, residential street address, or driver license information (except where driving or operating a vehicle is considered to be a part of the employee's duties), of an employee or of the immediate family members or household members of an employee, unless release of this information is expressly authorized by the employee. A record of the person inspecting and the date of the inspection will be recorded.

An employee shall be granted the opportunity to respond in writing to material placed in his/her records.

L. Employment or Supervision of Relatives (Board Policies 1.108 and 5.115)

In order to avoid a conflict of interest in the supervision and evaluation of employees, the Director of Schools will not employ any teacher or other employee if such teacher or other employee is related to the Director of Schools or any member of the Board.

In addition, at no time may any administrator be the immediate supervisor of any employee who is their immediate family member nor is any employee to directly supervise or evaluate another employee who is an immediate family member. Immediate family shall be defined as spouse, child, parent, brother, sister, grandparent, grandchild, aunt, uncle, niece, and nephew. In addition, Greeneville City Schools recognizes any of the aforementioned relationships created by marriage.

This policy does not apply to any person within such relationship or relationships who has been regularly employed by the Board prior to the inception of the relationship, the adoption of this policy, or a Board member's election.

M. Tenure (Board Policies 5.116 and 5.117)

The Board of Education will grant tenure only to those teachers who can present documentation of a record of excellence as a teacher (i.e. Teacher Portfolio). The Director of Schools is responsible for documenting and presenting the recommendation for tenure to the Board of Education.

*See Tennessee Code Annotated 49-5-501 and 49-1-302 for more information on the changes in tenure, timelines, and Teacher evaluation requirements.

Documentation of a record of excellence in teaching must include the following:

1. A cover page including a photograph.
2. A letter of recommendation for tenure from his/her principal.
3. Two (2) letters of recommendation from parents of present or former students.
4. Record of attendance for the last five (5) years.
5. An educational philosophy which should include the educator's personal beliefs on teaching, what makes him/her an outstanding teacher, intrinsic rewards gained, and a description of their personal teaching style.
6. An autobiography which should include the factors which led him/her to become a teacher and how their background influenced them as a teacher.
7. Evaluation information including summative reports from the last five (5) years.
8. Specific evidence of effectiveness in teaching students (if appropriate):
 - Test scores, including the annual estimate of teacher effect on student progress

N. Suspension (Board Policies 5.200, 5.201, 5.202)

The Director of Schools may suspend an employee at any time when it is deemed necessary. Before an employee is suspended they will be, (1) provided with reasons for the suspension, and (2) given an opportunity to respond.

Under no circumstances are employees suspended with pay. If reinstated, the employee will be paid full salary for the period of suspension unless suspension without pay is deemed to be an appropriate penalty.

O. Dismissal or Non-Renewal

Certified Employees (Board Policies 5.200 and 5.201)

Dismissal or non-renewals of certified employees as defined by state law will be in accordance with procedures set forth in statute. Please refer to **Board Policies 5.200 and 5.201** for state defined procedures.

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, the following action shall be taken,

- The Board will be notified at the next regular Board meeting.
- Written notice of non-renewal shall be sent to the teacher by certified mail or overnight carrier, or by email within five (5) business days following the last instructional day for the school year to be applicable to the next succeeding school year.

Non-Certified Employees (Board Policy 5.202)

Dismissal or non-renewals of non-certified employees as defined by state law will be in accordance with procedures set forth in statute.

P. Resignation

Certified Employees (Board Policies 5.200 and 5.201)

A Teacher is required to give the Director of Schools notice of resignation at least thirty (30) days prior to the effective date of the resignation. This notice should be in the form of a letter of resignation which is also copied to the Principal or Supervisor to which the Teacher reports. Failure to provide notice in the absence of justifiable extenuating circumstances may result in the forfeiture of all tenure status. The Board may waive the thirty days' notice requirement and allow the Teacher to resign in good standing.

Any Teacher on leave who does not 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 they have taken leave, may be in breach of contract. Breach of contract may result in the Board's filing of a complaint with the State Board of Education to request suspension of the Teacher's educator license.

Non-Certified Employees (Board Policy 5.202)

A non-certified employee shall give their immediate Supervisor written notice of resignation at least two (2) weeks (ten working days) prior to the effective date of the resignation. The ten working days' notice may be waived by the Director of Schools for justifiable reasons. The employee's immediate Supervisor shall forward the notice of resignation to the Director of Schools on the day it is received. The employee will receive final payment on the next appropriate scheduled pay day.

Q. Retirement (Board Policies 5.200, 5.201, 5.202)

Full Retirement eligibility with TCRS is either 30 years credited service with TCRS or be age 60 and vested. Early retirement (25 years credited service with TCRS or age 55) is available at a reduced benefit. Central Office personnel shall assist employees in securing retirement benefits, but the retiring employee is responsible for providing written verification of eligibility from Tennessee Consolidated Retirement System (TCRS) to the Central Office and for filing for benefits.

Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year without loss of retirement benefits. Effective July 1, 2023, Public Chapter 425 allows more flexibility in hiring retirees. This change allows retirees to work as substitutes beyond the typical 120 day contract and permits retirees to serve as regular classroom teachers on an ongoing basis.

Retirement Incentive Program

All state certified teaching and non-certified leadership personnel who have completed fifteen (15) years of employment with Greeneville City Schools and who meet the eligibility retirement requirements for full benefits under TCRS are eligible to participate in the retirement incentive program offered by the Board and outlined in **Board Policy 5.200 and 5.202**. Participation in the program is voluntary and certain limitations apply. The deadline to apply to receive the incentive is May 15th each year. View board policy for more information.

Insurance for Retirees

To be eligible for a health insurance benefit, an employee must be eligible for full retirement benefits with TCRS.

Greeneville City Schools Health Insurance is provided through the State. State of Tennessee Benefits Administration eligibility guidelines are: (*See Policies 5.200, 5.201, and 5.202 for more details*)

If you have...

- Ten (10) years of creditable service with the state or a participating Local Education agency **and** at least three continuous years of insurance coverage in the plan immediately prior to final termination of employment. (Employees may cover family *at their cost* so long as the employee meets these requirements)
- At least Twenty (20) or more years of creditable service with the state or a participating Local Education agency **and** at least one (1) continuous year of insurance coverage in the plan immediately prior to final termination of employment. (Employees may cover family *at their cost* so long as the employee meets these requirements)

To be eligible for GCS paid individual health insurance coverage, an employee must have a total of at least ten (10) years of service with Greeneville City Schools. Eligible employees may receive individual health insurance coverage provided and paid by the school system for up to ten years or age 65. If an employee retires before age 55, they are responsible for a payment of insurance up to age 55 or after the system-paid 10 years.

At age 65, the employee will have the option of purchasing a Medicare supplement policy through the state insurance program. No supplement policy is offered by Greeneville City Schools. Life insurance will be system provided until age 65. After age 65, the retirees will have the right to convert this coverage to a private policy at his/her own expense.

Employees hired in Education after July, 2015: In 2015, the State Insurance plan made the decision to deny retiree eligibility to any employee hired into local education on or after 7/1/15.

III. COMPENSATION AND BENEFITS

Compensation for all employee types is established by the adoption of salary schedules and scales by action of the Board of Education.

A. Salary Schedules and Scales

Salary schedules and scales for various employment categories within Greeneville City Schools are available on the Greeneville City Schools website <https://www4.gcschools.net/> under Employees/Finance/Salary Scales.

Certified Employees

There is one salary schedule which pertains to all certified employees. In order to determine the appropriate salary, employees should refer to the salary schedule based on both their degree and years of experience.

Non-Certified Employees

Non-certified pay scales are provided for the various types of employment. Although years of service are tracked for retirement and longevity purposes, the non-certified scales are based on pay levels, and these levels are not strictly correlated to years of service.

New non-certified employees will begin at a pay level of zero (0) unless relevant experience which correlates to the GCS position hired is submitted on a valid verification of employment form.

Degree Changes

At the beginning of each year, certified personnel are required to document their intention to obtain an advanced degree for the upcoming school year by responding to the Employment Intention survey. This notification via the Employment Intention survey is necessary so that appropriate funding can be set aside to cover the increased cost of an advanced degree. The Employment Intention survey response does not replace the actual Contract Revision Form required for actual salary changes.

Salary changes based on a degree or additional hours earned can occur at two different points during the year and require submission of the Contract Revision Form (with appropriate supporting documentation) to the Human Resources department. Documentation must be received no later than September 1 for the beginning of the school year change and by January 1 for a change effective in the spring semester. Once the appropriate documentation has been received, the Teacher's monthly salary will be adjusted accordingly for the remainder of the school year. Official sealed transcripts are required.

Greeneville City Schools pays supplements for additional hours beyond a bachelor's or master's degree when the hours total 10 hours (\$100 supplement) or 20 hours (\$200 supplement). It is the responsibility of the educator to notify payroll and human resources if they have such hours beyond their degree. If 30 hours beyond a master's degree are completed, the Teacher is required to make application to the state for a new license and will be placed on the masters + 30 level on the salary schedule. All hours referred to above are semester hours.

Greeneville City School's forms, salary schedules, and scales are available on the system website <https://www4.gcschools.net/> under Finance. All licensure changes must be initiated through TNCompass at <http://tdoe.tncompass.org>

B. Payroll Procedures (Board Policy 2.802)

Pay Dates

Greeneville City School employees are paid either monthly or semi-monthly based on their position within the system.

Paid Semi-Monthly, 15th and last day of month	Paid Monthly, on the 20th
GCOB and KLCO Support Staff	Administrator (GCOB, KLCO, Principals)
Custodian	Administrative Assistant and/or Bookkeeper (School Locations)
Lawn Care	Athletic Trainer
Maintenance	Bus Driver and Substitute Bus Driver
School Nutrition	Coordinated School Health Supervisor
Student Associate	Family Services Center
Substitute (Custodian, School Nutrition, Teacher)	Instructional Technology (IT)
Instructional Assistant	JROTC Instructor
	Psychologist
	School Nurse
	School Nutrition Supervisor
	Teacher
	Contracted Coach - Paid monthly during sport season

Teachers and full time non-certified employees paid on a ten-month basis (August through May) have the option of requesting paychecks to be spread over a twelve-month period (which would be an August through July scenario).

If a designated pay date falls on a weekend or a holiday, the pay date will occur on the preceding business day.

Direct Deposit

Upon accepting employment with Greeneville City Schools, individuals are asked to provide the Finance department (Payroll) with a voided check for the account or accounts to which they would like their payroll deposited. Payroll checks can be deposited in up to five (5) different bank accounts if the employee chooses. When providing this information, if more than one account is being utilized, the employee must indicate the amounts to go into the various accounts.

Insurance Deductions

Deductions for elective insurances, medical reimbursement, and dependent care reimbursement occur during the months of August through May. Employees who receive their pay over twelve (12) months will not have these payments deducted from their paychecks during the months of June and July.

Insurances are paid in full through June 30th each year. In the event an employee resigns in July, they would be responsible for the employee portion of the premium.

C. Annuities

In addition to the retirement funding that Greeneville City Schools provides to full-time employees through the Tennessee Consolidated Retirement Service (TCRS), employees may elect to individually participate in annuity programs.

Currently, Greeneville City Schools offers the following annuity providers:

- American Fidelity
- Ameriprise
- Aspire
- Horace Mann
- Modern Woodman
- Primerica
- Tennessee Farmers Mutual
- Valic.

In order to establish an annuity account, an interested employee should contact one of the above listed providers (phone numbers are available from the Finance department). Once the annuity is set up, it is the employee's, or their selected annuity provider's, responsibility to communicate the deduction information to the Finance department (Payroll).

Some annuities are deducted on a ten (10) month basis while others are deducted on a twelve (12) month basis depending on the annuity provider selected. The annuity providers' documentation supplies details regarding the programs. Annuity documents contain terms of the plans that are subject to change and prevail over the Employee Handbook.

D. Section 125

Greeneville City Schools sponsors a Section 125 Cafeteria Plan which enables employees to purchase elective insurances and/or participate in medical and dependent care reimbursement plans and have those premiums deducted from their paycheck on either a taxable or pre-tax basis.

The plans, administered by American Fidelity, are based on group rates, and therefore afford employees the opportunity to purchase individual coverage at reduced rates.

Each year during the enrollment period in the fall, American Fidelity will hold open enrollment meetings in each school and at the Central Office during which employees will have the opportunity to add, delete, or change their elective insurances. At this time, employees also have the opportunity to begin participation, end participation, or change their level of participation in the medical reimbursement and/or dependent care reimbursement plans.

Any elections or changes will not take effect until January 1 of each year and will remain intact until December 31 of that same year. During the year, no changes may be made regarding pre-tax deductions unless a qualifying event occurs.

The plans' terms are subject to change and take precedence over any statement in this Handbook.

E. Student Tuition

Student tuition may be deducted from a Greeneville City School employees' payroll check if an employee chooses this method of payment. This option is only available to Greeneville City School employees and will be taken out of their paychecks during the months of August through May. **Public school tuition is not income tax deductible.**

F. Travel and Expense Reimbursement (Board Policy 2.804)

Upon completion of travel for business purposes, the employee should complete the online Travel and Expense Reimbursement form located in the Finance section of the GCS website, Please submit reimbursements within 30 days of travel.

Mileage

Mileage is reimbursed at **the State of Tennessee's mileage reimbursement rate**. This rate is determined by the State of Tennessee. Mileage incurred as a result of a specific trip should be reported on the Travel and Expense Reimbursement Form. The number of miles is then multiplied by **the mileage rate** to determine the reimbursement amount.

Employees who are required to drive their personal vehicles on a routine basis should complete a Mileage Reimbursement Form. This form requires that the employee list the date of the incurred miles, the origination and destination of the trip, and the purpose.

Meals

In order to be eligible for reimbursement for meals, an employee must be required to be away from home overnight for work related purposes. In order to receive reimbursement for breakfast, an employee must leave home prior to 6:30am. For lunch reimbursement, the employee must leave prior to 11:00am. The employee must return home after 7:00pm to be eligible for reimbursement for dinner.

Being required to attend a one-day seminar out of town, but not overnight, does not entitle the employee to be reimbursed for the cost of any meals they might purchase while attending the seminar.

Reimbursement rates for meals are on a per diem basis, and therefore, no receipts are required. The current per diem rates are as follows.

Breakfast	\$ 14.00
Lunch	\$ 16.00
Dinner	\$ 26.00

Reimbursement is not allowed for meals which were paid for by an outside party or for meals which were made available at no cost by the seminar or event the employee is attending. This rule will apply whether you choose to partake of the meal or not; if a meal is provided, reimbursement may not be requested.

Hotel/Motel

Receipts are required for motel/hotel reimbursement. These receipts should be attached to the Travel and Expense Reimbursement Form.

When an employee is required to stay in a hotel or motel for school related business, they should contact the Finance department (Accounts Payable) prior to departure to request a Sales Tax Exemption Form. The purpose of this form is to verify to the hotel or motel Greeneville City Schools tax exempt status. The completed form should be given to the desk clerk upon check in to avoid being billed sales tax as part of the expense of the stay. This form does not, however, waive the cost of occupancy municipal tax.

Miscellaneous Expenses

All requests for miscellaneous expenses incurred as a result of the trip for which the form is being completed should be documented with a receipt in order to receive reimbursement. These expenses might include, but are not limited to, such items as taxi receipts, parking receipts, and conference registration.

Method and Timing of Reimbursement

Reimbursement payments are typically processed each Friday. In order for a reimbursement to be issued on Friday, the request with immediate Supervisor approval must be received by the Finance department by Wednesday of that same week. Reimbursement payments to employees are direct deposited.

G. Special Expenditure Reimbursement

When an employee is required to spend their personal money for a school system related expense, a Special Expenditure Reimbursement Form must be completed and submitted to the Finance department (Accounts Payable) for reimbursement. The form is available on the system website. All receipts should be attached to the completed form. The form has space to list the expenditures, along with an explanation of the purpose of the expense(s) as well as the total cost. Sales tax is not reimbursable under most circumstances.

Reimbursement payments are typically processed each Friday. In order for a reimbursement to be issued on Friday, the request with immediate Supervisor approval must be received by the Finance department by Wednesday of that same week. Reimbursement payments to employees are direct deposited.

H. Overtime and Compensatory Time (Board Policy 5.604)

Greenville City Schools complies with the Fair Labor Standards Act (FLSA) to determine eligibility for overtime. The system classifies all employees as either exempt or non-exempt based upon their job duties and salary requirements (FLSA). Non-exempt employees must receive prior approval from their immediate supervisor to work additional hours beyond their regular work schedule. At that time, the Supervisor will determine whether the employee will receive compensation in the form of overtime pay or compensatory time off. Overtime pay for non-exempt employees will be paid at the rate of one and one-half times the employee's regular rate of pay for all hours worked over forty hours in a work week. Clocking in early or late without prior permission is strictly prohibited and will not result in automatic comp time or overtime. Any issues with clocking in/out shall be reported to the immediate supervisor.

Exempt employees are not eligible for overtime or compensatory time according to the FLSA.

I. Health Insurance

Greenville City Schools provides individual health insurance coverage for all full time employees. Because Greenville City Schools is a member of the state of Tennessee's health insurance plan, each year employees have the opportunity to choose between different state sponsored plans to meet the employee's medical insurance needs.

For the individual eligible employee, Greenville City Schools will pay 100% of the premium of the Premier Health Plan. Anyone who selects a more expensive plan will incur payroll deductions for the additional premium.

The state of Tennessee sets the required minimum percentage of a certified Teacher's family health insurance premium that must be paid by the school system by which the Teacher is employed.

The state of Tennessee Benefits Administration is responsible for Greenville City Schools employee health insurance, the Employee Wellbeing Solutions Program, and Mental Health and Substance Abuse Program. The website is <https://www.tn.gov/partnersforhealth.html>. Dental and Vision are administered by private plans (not through the state plan).

Affordable Care Act

In accordance with the Affordable Care Act of 2010, GCS (for the purposes of health insurance) recognizes full time employees as those that work over 30 hours per week. Greenville City Schools adopted provisions of the lookback measurement method safe harbor in order to determine the full time status of variable hour employees. See Appendix L for more information.

If an employee is on a leave of absence covered by FMLA (Family Medical Leave Act), as required by law, the system will continue to pay the employer portion of the health insurance premium. If an employee has an accumulated paid leave balance (i.e. accumulated sick leave, personal leave, vacation, or sick leave bank), the system will continue to pay the employer portion of the premium beyond FMLA coverage until

the employee has exhausted all paid leave. At the point an employee exhausts all paid leave, but is still employed by the system, they may continue on insurance at the full cost of the premium paid by the employee. The employee does have the option to suspend their coverage while on leave if they chooses to do so.

Retiree Health Insurance

The Board of Education provides payment of individual health insurance premiums for ten (10) years or until the age of 65, whichever occurs first, for all certified and non-certified employees who retire with ten (10) years of service with the Greeneville City School system.

At age 65, the retirees will have the option of purchasing a Medicare supplement policy through the state insurance plan. No supplement policy is offered by Greeneville City Schools.

Excluding employees whose first employment with local education commenced on or after July 1, 2015, eligible employees may receive individual health insurance coverage provided and paid by the school system for up to ten years or age 65. If an employee retires before age 55, they are responsible for a payment of insurance up to age 55 or after the system-paid 10 years. This benefit is separate from the Early Retirement Incentive Plan. The employee will receive this benefit provided the employee is eligible for full retirement under the eligibility standards as set by the Tennessee Consolidated Retirement System

If you have...

- Ten (10) years of creditable service with the state or a participating Local Education agency **and** at least three continuous years of insurance coverage in the plan immediately prior to final termination of employment. (Employees may cover family *at their cost* so long as the employee meets these requirements)
- At least Twenty (20) or more years of creditable service with the state or a participating Local Education agency **and** at least one (1) continuous year of insurance coverage in the plan immediately prior to final termination of employment. (Employees may cover family *at their cost* so long as the employee meets these requirements)

Employees hired in Education after July, 2015: In 2015, the State Insurance plan made the decision to deny retiree insurance eligibility to any employee hired into local education on or after 7/1/15.

J. Life Insurance

Greeneville City Schools provides board paid life insurance for all full time employees. The amount of coverage is dependent upon the employment position; however, in no event is the coverage less than **\$30,000**. Specific coverage amounts for each employee will be detailed in their annual employment contract distributed at the beginning of the school year or at the time of employment. Additionally, optional life insurance is available for the employee, spouse, and children. Employees are responsible for the cost of the optional insurance. The cost for this optional coverage will be payroll deducted over ten months.

Retiree Life Insurance

Life insurance will be system provided until age 65. After age 65, the retirees will have the right to convert this coverage to a private policy at their own expense.

The Board of Education provides payment of individual life insurance premiums until the age of 65 for all certified and non-certified employees who retire with fifteen (15) years of service with Greeneville City Schools. The employee will receive this benefit provided,

- The employee is eligible for full retirement under the eligibility standards as set by the Tennessee Consolidated Retirement System, and
- The employee was enrolled in the Board-sponsored insurance plan for one (1) full year prior to retirement.

K. Dental Insurance

Greeneville City Schools provides employees who meet eligibility requirements with the option to purchase dental insurance coverage for the employee and their dependents. The cost of this optional coverage will be payroll deducted over ten months. Employees may opt to enroll in this coverage when they are hired or during the annual enrollment period. Employees are responsible for 100% of the dental insurance premiums.

L. Vision Insurance

Greeneville City Schools provides employees who meet eligibility requirements with the option to purchase vision insurance coverage for the employee and dependents. The cost of this optional coverage will be payroll deducted over ten months. Employees may opt to enroll in this coverage when they are hired or during the annual enrollment period. Employees are responsible for 100% of the vision insurance premiums.

M. Retirement Funding

All full time Greeneville City Schools employees participate in the Tennessee Consolidated Retirement System (TCRS). Greeneville City Schools is required to contribute to retirement funding a certain percentage of each certified employee's wages each pay period. Funding for non-certified employees is provided solely by Greeneville City Schools. Employees can navigate to <https://mytcrs.tn.gov> to access TCRS information.

401K – Empower Retirement: Effective July 1, 2014, any new teacher (not previously a member of TCRS) is considered a “Hybrid” member. Hybrid members are automatic participants of TCRS and the State 401K program. GCS contributes to both plans. While the certified hybrid employee is required to contribute to the TCRS pension plan, employee contribution to the 401K is optional. Certified employees hired prior to July 2014 and non-certified employees are considered “Legacy” members and do have the option to contribute to the 401K, however, the system does not contribute for Legacy members.

N. Workers' Compensation (Board Policy 3.602)

Anytime an employee experiences a work-related injury, it should be reported to their Principal or direct Supervisor immediately. In addition, there is an accident report form to be completed and filed with the Kathryn Leonard Central School Office. This form may be obtained from the Greeneville City Schools website at <https://www4.gcschools.net/> under Employees/Workers Comp/Accident Reporting. All injuries shall be reported to the Human Resources office immediately.

Greeneville City Schools maintains workers' compensation insurance for each of its employees. The Human Resources department should be contacted prior to visiting a physician for a workers' compensation claim as there is an approved panel of physicians who are used for treatment of those claims. In the case of an injury requiring emergency treatment, an employee may go or be taken to the emergency room or may be transported by ambulance. In those situations, the school Principal or immediate Supervisor should be contacted as soon as possible.

Workers' Compensation is designed to provide relief to employees injured during the performance of job duties. An employee who is injured or who becomes disabled while performing their job duties is entitled to medical care provided through the panel of physicians. It is important to note that sick leave benefits shall be paid to employees only when workers' compensation benefits are not involved.

Employee Pay While on Workers Compensation

Per Tennessee Workers Compensation Law. When a work-related injury occurs and if an employee is not able to work due to the injury, they may turn in system paid leave for the first seven (7) days. After the 7th day, if the employee is still out of work due to the work-related injury, Workers Compensation benefits pick up beginning on the eighth (8th) day. Workers Compensation does not allow for an employee to be paid from the employer while they are receiving workers compensation benefits. Therefore, an employee may not turn in any system paid leave during the time they are receiving WC benefits. If the employee is still

out of work due to a work-related injury after fourteen (14) days, Workers Compensation will go back and pay the employee benefits back to the date of injury until the employee is back to work full time. Employees that are back to work but must leave for appointments related to their work-related injury are required to clock out for this time and report any time away from work to their workers compensation case manager.

TN Drug Free Workplace Program (Board Policy 5.403)

Greeneville City Schools participates in the Tennessee Drug Free Workplace Program. As a part of this program a drug screen test will be completed when an employee suffers a work-related injury requiring more than on-site first aid or an employee is involved in a job-related accident or incident which results in property damage estimated at \$1,000 or more, such testing will occur as soon as possible, but only after emergency or urgent medical care has been administered to the employee.

Procedure for Filing a Workers' Compensation Claim

- Notify the immediate Supervisor and the Human Resources department of the injury and the employee's choice of physician from the panel. The names of the physicians and the emergency care facilities are posted in conspicuous places throughout the maintenance, transportation, administrative, and professional areas of schools and facilities.
- The Human Resources department will schedule the appointment and notify the employee of the appointment time.
- Complete the Workers' Compensation Physician Choice form and the Workers' Compensation Pharmacy Program form to take to the appointment. These forms are available on the system website.
- Provide necessary information for completion of the "First Report of Injury" to the Human Resources department.
- In the event of an emergency, treatment may be sought at either of the emergency care facilities listed with the panel of physicians.
- When seeking emergency treatment, inform the emergency care facility that this is a workers' compensation injury, and it should not be billed to the employee's health insurance provider. Inform them that it is a workers' compensation claim with Greeneville City Schools.
- In the event a specialist is required, the treating physician will provide the employee with a choice of physicians from the TML panel of specialists.

All accidents and injuries, regardless of their apparent significance, should be reported on the "Employee Accident Report" form, which is available on the system website. This requirement applies even if no medical treatment is received at the time of injury. The Principal/Supervisor reviewing the Employee Accident Report is responsible for filing this report with the Human Resources department.

Employer Provided Clothing

In some cases, employees will be provided with and required to wear uniforms or safety accessories while performing job duties. These articles are to be worn only while on duty and are not to be worn outside of working hours. These articles must be turned in to the employee's supervisor upon exit from employment with Greeneville City Schools.

IV. LEAVE

A. Request and Approval of Leave

All requests, approval, and recording of leave (i.e. bereavement, jury duty, loss of pay, personal leave, professional leave, sick leave, and vacation) must be made through the system's designated leave management system which can be accessed via the Greeneville City Schools website <https://www4.gcschools.net/>. Part time employees should also request approval of absences in advance via the same designated leave system.

To request an extended leave of absence (FMLA or Non-FMLA) or sabbatical leave, the employee must notify the Human Resources department and request the appropriate paperwork.

B. Sick Leave (Board Policy 5.302)

Sick leave shall be defined as: illness of an employee from natural causes or accident, quarantine, or illness or death of a member of the immediate family of a teacher, including the teacher'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. In addition, Greeneville City Schools recognizes any of the aforementioned relationships created by marriage.

For detailed information on sick leave policy, please refer to **Board Policy 5.302**.

Employees wishing to request sick leave must do so through the system's designated leave management system. Leave may be requested in $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$ or whole days. To request an extended leave of absence (FMLA or Non-FMLA), sabbatical leave, etc., the employee must notify the Human Resources department and request the appropriate paperwork. The request should be made in advance of the leave unless an emergency prevents the request from being made until after the employee's return to work.

Employees wishing to transfer sick leave from a previous Tennessee state or governmental employer should contact the Human Resources department to discuss any necessary paperwork that must be filed. It is the employee's responsibility to have the previous employer send a notarized letter with the number of accumulated days to the Director of Schools or the Human Resources department.

Covid-19 Leave

All employees (including part time and full time) are entitled to up to 5 days of paid sick leave. Proof of COVID-19 testing or other suitable documentation may be required. Employees will only be permitted up to five (5) days of their regular pay per school year for any leave taken under this policy.

Sick Leave Bank

The Greeneville City Schools Sick Leave Bank provides for the sharing of sick leave days among its participants according to regulations established by the board of trustees of the Sick Leave Bank.

All full-time employees, certified and non-certified, are eligible to join. A one-time donation of two (2) days are required to join the bank. Open enrollment for the bank begins in August and ends October 31st of each year. An annual email to employees will be sent as a reminder of the open enrollment period.

C. Bereavement Leave

For full time employees, five (5) days of bereavement leave will be granted due to the death of an employee's spouse/partner, parent (including Father/Mother-in-law and Step-Parent), children (including Son/Daughter in-law and Step-Children), grandchild (including Step-Grand Children), sibling (including Step-Siblings). Three (3) days for grandparents (including those of the employee's spouse and step-grandparent), brother/sister-in-law, and others living in the home as a member of the family. One (1) day for aunt or uncle (including those of the employee's spouse), relatives outside of the employee's immediate family, and close friends.

D. Personal Leave (Board Policy 5.303)

All certified employees receive three (3) personal days per year to be used at their own discretion. These days are earned evenly throughout the year and are prorated for employees who do not work the entire school year. Any unused personal days remaining at the end of the fiscal year shall be credited to the employee's sick leave. Requests for personal day usage must be submitted through the system's designated leave management system prior to the date of the leave.

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

- Except in emergency, each employee shall give the Principal at least one day’s notice of intent to take leave.
- The approval of the Director of Schools or designee shall be required,
 - If more than ten percent (10%) of the Teachers in any given school request its use on the same day.
 - If requested during any prior established student examination period.
 - If requested on the day immediately preceding or following a holiday or vacation period.
 - If requested for a day scheduled for professional development or in-service training, according to the school calendar adopted by the Board.
 - If requested for a day scheduled for parent-teacher conferences, according to the school calendar adopted by the Board.

E. Professional Leave (Board Policy 5.303)

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.

Requests for professional leave must be submitted through the system’s designated leave management system five (5) days prior to the date of the leave.

F. Vacation (Board Policy 5.310)

Greeneville City Schools provides vacation at varying degrees for all **full time** employees with the exception of Teachers. The rate at which days are granted depends on the number of months the individual is employed, as well as the length of time the individual has been employed. For each full time employee to whom vacation is provided, the employee’s vacation allocation is listed on their contract or letter of employment.

- 10 Month (Non-Certified): 3 days per year
- 11 Month (Non-Certified): 5 days per year
- 11 Month (System Wide & *Assistant Principals): 5 days per year
- 12 Month - 240 & 253.5 Day Contracts (Non-Certified): 10 days per year
- 12 Month (240 System Wide & *Principals): 10 days per year
- 12 Month – 260 Day Contracts (Non-Certified & CO Admins):
 - 1.00 day per month (1st – 4th year)
 - 1.25 days per month (at 5 years)
 - 1.5 days per month (at 10 years)

~~Any vacation time not used by the end of a fiscal year will be lost, with the exception of 260-day employees. 260 day employees may carry over twenty (20) days and can request for payment for up to five (5) days over the twenty (20) day limit. Beyond this, any days over twenty (20) are lost.~~

*Principals and Assistant Principals: Two (2) vacation days may be used during the school year and remaining days may only be used on days when school is not in session.

~~All accumulated vacation balances above the maximum will be converted to sick leave at the end of the fiscal year (June 30th).~~

G. Family and Medical Leave Act (Board Policy 5.305)

Eligibility and Leave Entitlement

Eligible employees who have worked for the system for at least twelve (12) months (without a break in service of more than seven years, except for breaks caused by certain military service obligations) and at least 1,250 hours during the twelve month period immediately preceding the commencement of leave may take up to 12 weeks of leave under the Family and Medical Leave Act (“FMLA”) on a 12 month rolling period, (1) for the birth of a son or daughter, and to care for the newborn child; (2) for placement with the

employee of a son or daughter for adoption or foster care; (3) to care for the employee's spouse, son, daughter, or parent with a serious health condition; (4) because of a serious health condition that makes the employee unable to perform the functions of the employee's job; (5) because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty). Any employee requesting leave due to pregnancy, childbirth, or adoption shall be granted up to 16 weeks of leave.

The amount of FMLA leave available to the employee is determined by examining the amount of FMLA leave taken in the preceding twelve (12) month period, measured backward from the date an employee uses any FMLA leave. This is referred to as the “rolling period” method of calculation. In addition, eligible employees may take up to 26 weeks of leave to care for a covered military service member with a serious injury or illness, in a single 12 month period, if the employee is the spouse, son, daughter, parent, or next of kin of the service member.

Tennessee Paid Parental Leave

Six (6) work weeks of paid leave is available to eligible employees after a birth, stillbirth, or adoption of a newly placed minor child. An eligible employee taking leave under this provision shall not be required to utilize any other type of accrued leave during this period. All full-time employees who have been employed with a school district full time for at least twelve (12) consecutive months are eligible.

Employees shall provide notice to the school district thirty (30) days prior to the intended use of the leave. If the employee learns about the need for leave less than thirty (30) days in advance, the employee shall give notice as soon as reasonably possible in order to be eligible for the paid leave. This paid leave does not need to be taken consecutively; however, the paid leave shall be used within twelve (12) months of the qualifying event.

The entire Greeneville City Schools Family and Medical Leave Act Policy is located in Appendix D.

H. Other Available Leave

Please refer to the following Board policies for information on the following types of available leave.

Long Term Leave for Professional/Certified Personnel	Board Policy 5.304
Leave for Adoption, Pregnancy, Childbirth, and Nursing of a Child	Board Policy 5.3051
Military Leave	Board Policy 5.306
Physical Assault Leave	Board Policy 5.307
Sabbatical Leave	Board Policy 5.308
Legislative Leave	Board Policy 5.309

V. GENERAL EMPLOYEE RULES

A. Attendance Guidelines

Regular attendance and punctuality are expected and essential for the efficient operation of Greeneville City Schools. Our students, staff, parents, and community depend on us to provide services that ensure the best learning opportunities.

Greeneville City Schools understands that there may be legitimate reasons as to why an employee must miss work. These guidelines ensure a clear and consistent system to appropriately address absenteeism. It is the responsibility of Principals/Supervisors to evaluate each absenteeism situation using the guidelines and to ensure that absenteeism data is accurately maintained.

Definitions

Unscheduled Absence Any *unscheduled* time lost from work regardless of reason. The term “unscheduled” **excludes** pre-scheduled and approved vacations, leaves of absence, Family Medical Leave, jury duty, funeral, workers’ compensation time, and loss of pay.

Tardiness The failure to report to the assigned work area at the appropriate time as defined by the Principal/Supervisor or leaves work prior to the end of the work schedule without prior approval.

No Call/No Show Employees must report an absence daily within two (2) hours of the scheduled start time unless the absence has been approved in advance and/or the Principal/Supervisor has excused the employee from calling in daily. Failure to call in daily within two (2) hours of the scheduled start time is considered a no call/no show.

Guidelines

- 1) Any unscheduled absences are to be reported by the employee on a daily basis to the Principal/Supervisor or designee at least two (2) hours prior to the scheduled start time. The Principal/Supervisor will communicate with you directly if the job you hold requires a modified absence reporting schedule. For example, Bus Drivers are required to report absences to work at least three (3) hours prior to the start of the scheduled start time.
- 2) The Principal/Supervisor may require a physician's clearance to return to work when the employee is absent for three (3) or more consecutive days.
- 3) An unscheduled absence for less than an hour is considered a tardy.
- 4) A No Call/No Show is immediate grounds for disciplinary action including written reprimand up to and including termination. Each day an employee does not call in and does not report for work as scheduled counts as an unscheduled absence. Any employee who fails to call in and/or report to work for three (3) consecutive days or four (4) non-consecutive days is voluntarily terminating employment.

The following schedule of recommended progressive discipline, which apply to the unscheduled absence and tardiness guidelines, are measurable within a six-month period. Based on the severity of the offense, Principals/Supervisors reserve the right to skip or repeat steps as deemed necessary.

Level A Three (3) unscheduled absences or four (4) tardy occurrences
Documented Verbal Warning (Attendance Guidelines will be reviewed)

Level B Four (4) unscheduled absences or six (6) tardy occurrences
Formal Written Warning (Attendance Guidelines will be reviewed)

Level C Five (5) unscheduled absences or eight (8) tardy occurrences
Final Written Warning (Attendance Guidelines will be reviewed)

B. Blood-borne Pathogen Training

All Greeneville City School employees shall be advised of routine procedures to follow for handling body fluids. These procedures shall provide simple and effective precautions against transmission of diseases to persons potentially exposed to the blood or body fluids of another. Training and appropriate supplies shall be available to all employees.

Staff members who are at high risk for occupational exposure to blood or other potentially infectious materials will be provided with personal protective equipment, including Hepatitis B vaccinations. Employees considered to be at high risk shall include Custodians, Maintenance, Administrative Assistants (school locations), School Nurses, Special Education Teachers and Instructional Assistants, Coaches, and Physical Education Teachers.

A series of three Hepatitis B vaccinations will be provided free of charge to the high risk employee categories listed in the paragraph above. In most instances, these vaccinations can be obtained at the employee's doctor's office. If the employee's doctor does not provide this service, the employee should contact the Coordinated School Health department for assistance in finding a provider for these vaccinations. Any out of pocket costs incurred as a result of these vaccinations should be submitted to the Finance department for reimbursement.

C. Building Security - Keys/Security Cards/Doors

Building keys, door alarm codes, and/or security cards are issued to individual employees by the school Principal, Operations Manager, Human Resources or the employee's Supervisor. In order to protect Greenville City Schools property, students, and employees and to ensure the building is adequately secured when no authorized personnel are present, employees are expected to follow these procedures.

- The duplication of keys is prohibited.
- Keys/security cards are not to be left on desks, tables, in mailboxes, or other unsecure areas.
- Keys/security cards may not be loaned to students or individuals not employed by Greenville City Schools. Under no circumstances should employees provide keys/security cards to students to run errands, unlock/lock doors, or perform other actions.
- Building alarm codes are individual to the employee. Sharing of alarm codes is strictly prohibited.
- Lost or stolen keys/security cards must be reported to Human Resources and the school Principal or the employee's immediate Supervisor immediately at the discovery of the loss or theft so that measures may be taken to protect Greenville City School's property. Three days will be allowed for the recovery of keys/security cards before any charges are assessed.
- Teachers and staff should keep their Greenville City Schools key(s) on their person at all times in order to facilitate a lockdown if the need arises.
- Charges for lost or stolen keys/security cards may be made to the employee to whom the key(s) have been issued.
- This policy also applies to keys/security cards to all athletic facilities.
- By law, all exterior doors shall be locked at all times when students are present. No exterior door may be left propped open unsupervised.

D. Cash Collection Policy

Money collected by staff as a result of fundraisers or other school-related purposes shall be deposited in the office along with a collection log each day. At no time is money to be kept overnight in classrooms.

E. Cellular Phone Usage

Employee use of personal cellular phones during working hours and instructional time shall be limited to emergency situations only.

F. Confidentiality

Employees who have access to confidential information pertaining to students or other employees are expected to disclose such only to appropriate individuals within the system. Release of such information outside the system may result in violation of federal and state laws, rules, and regulations. Only those employees authorized to release such information may do so.

G. Copyright and Fair Use

A copyright is a form of protection provided by Title 17 of the United States Code to the authors of "original works of authorship" including literary, dramatic, musical, artistic, and certain other intellectual works. These laws apply to audio visual and electronic information as well as printed material. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. All employees are required to abide by copyright regulations.

In addition, Teachers should follow "fair use" guidelines when utilizing copyrighted material in the classroom. The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes.

H. Classroom and Office Security

When leaving the classroom, locker room, or other work areas between classes or at the end of the day, employees are expected to turn off the lights and secure all doors and windows.

All staff are asked to refrain from keeping personal items of value in or about their desks. Purses should never be left unsecured. Greeneville City Schools will not be responsible for the loss of or damage to, personal property due to such causes as fire, theft, or accident.

Appropriate measures should be taken to protect school and system property from theft or vandalism.

I. Complaints and Grievances

Employment-Related Complaints and Grievances

In instances of questions by an individual staff member concerning the interpretation of policies and procedures to that staff member, administrative practices within their particular school, and relationships with other employees, the staff member concerned must consult the administrative or supervisory personnel to whom they are responsible. 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 for personal reasons that they cannot discuss a problem with their immediate superior, they may discuss the matter with the next level of supervision up to and including the Director of Schools. After review of the case, the Director of Schools shall take action as they deem appropriate and, within a prompt reasonable time, shall notify all parties concerned of their decision.

Harassment/Discrimination Grievances

Employees should notify any district Complaint Manager if they believe the Board, its employees or agents have violated their rights guaranteed by the state or federal constitution, state or federal statute or Board policy including the following,

- Title II of the Americans with Disabilities Act.
- Title IX of the Education Amendments of 1972.
- Section 504 of the Rehabilitation Act of 1973.
- Claims of sexual harassment under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

Grievance procedures are outlined in ***Board Policies 1.802 and 5.501***. Complaint Managers for the district are the Chief Student Services Officer and the Chief Human Resources Officer.

J. Criminal Activity

Any employee who is arrested and/or charged with criminal activity is responsible for notifying the Director of Schools within seventy-two (72) hours of the arrest or charge.

K. Department of Transportation (DOT) Physicals

All employees who drive school buses are required to have an annual DOT physical. The Coordinated School Health department will schedule the physical appointment and notify the employee of their appointment time.

Federal regulations require all school Bus Drivers to undergo random drug screening as well. The school system assumes all costs associated with the DOT physical and random drug testing.

L. Disciplinary Guidelines

Employees are to comply with policies, procedures, and laws to ensure a positive working and learning environment for staff and students. These guidelines were developed to protect the interests and safety of employees, Greeneville City Schools, students, parents, and the community at large.

Many situations can be resolved through verbal counseling or discussion between the employee and Principal/Supervisor; however, some one-time incidents may be severe enough to merit a formal written warning, final written warning (which may include suspension without pay), or termination. The seriousness of the offense and the employee's disciplinary and performance history will be considered when determining the level of discipline to be applied. All decisions to escalate progressive disciplinary action to a higher level of discipline should be made in consultation with the Chief Human Resources Officer.

- Step 1 Verbal Warning (with written follow-up via email)
- Step 2 Final Written Warning (may include a suspension without pay)
- Step 3 Termination of Employment

Examples of misconduct include, but are not limited to,

1. Violations of Greeneville City Schools policy and procedures, or violation of Tennessee Code Annotated Law including,
 - a. Anti-Harassment
 - b. Hours of Work (i.e., unauthorized sleeping while on scheduled work time)
 - c. Drug-Free Workplace
 - d. Electronic Communication Policy
 - e. Greeneville City Schools Personal Characteristics
 - f. Tennessee Teacher Code of Ethics.
2. Violence in the workplace.
 - a. Possessing an unauthorized weapon on Greeneville City Schools time or premises.
 - b. Threatening or assaulting another person on Greeneville City Schools time or premises.
3. Serious neglect of duty, insubordination, violation of safety rules, dishonesty, falsification of records, breach of confidentiality, unauthorized use of Greeneville City School resources for personal gain, unauthorized removal or destruction of property belonging to others.
4. Criminal activity and disclosures.
 - a. Failure to report a criminal arrest, charges, or conviction to the Principal/Supervisor within seventy-two (72) hours of the arrest or conviction.
 - b. Conviction of a crime involving dishonesty, violence, or other behavior that impacts suitability for employment.
 - c. Participating in activity that involves dishonesty, violence, or other behavior that impacts suitability for employment whether or not it results in criminal prosecution or conviction.

Tennessee is known as an "EMPLOYMENT-AT-WILL" state for non-certified staff. Generally, this means the employer may legally hire, fire, suspend, or discipline any employee at any time and for any reason. However, an employer may not discriminate against any employee on the basis of the employee's race, sex, age, religion, color, national origin, or disability.

M. Discrimination/Harassment of Employees (Sexual, Racial, Ethnic, Religious) (Board Policies 5.500 and 5.501)

Greeneville City Schools firmly believes that each employee should be treated with respect and should be able to work in an environment free of discrimination or harassment. That being the case, Greeneville City Schools prohibits any form of discrimination or harassment in the workplace by any individual.

Employee discrimination/harassment is defined as conduct, advances, gestures, or words either written or spoken of a sexual, racial, ethnic, or religious nature which,

1. Unreasonably interfere with the 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.

Any employee who feels that they have been discriminated against/harassed should report the incident immediately to their immediate Supervisor, except when the immediate Supervisor is the offending party, at which time it should be reported to the one of the two following school system Complaint Managers, the Chief Human Resources Officer or the Chief Student Services Officer.

An oral complaint may be submitted; however, a formal written complaint must be provided in order to perform a more thorough investigation. The written complaint should include the following information,

- Identity of the alleged victim and person accused.
- Location, date, time, and circumstances surrounding the alleged incident.
- Description of what happened.
- Identity of witnesses.
- Any other evidence available.

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation, or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

A substantiated charge against an employee will result in disciplinary action up to and including termination. There will be no retaliation against any person who reports discrimination/harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered as harassment and will be treated as such.

N. Drug-Free Workplace (Board Policy 1.804)

Greenville City Schools is committed to providing a safe work environment and fostering the well-being and health of our employees. That commitment is jeopardized when any Greenville City Schools employee uses drugs on the workplace or off the job. "Workplace" shall include any school building or any school premise, any school owned, or any other school approved vehicle used to transport students to and from school or school activities and off school property during any school sponsored or school approved activity, event, or function. Pursuant to T.C.A. section 50-9-100 *et seq.*

- (1) It is a violation of Greenville City School guidelines for any employee to use, possess, sell, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on or off the job.
- (2) It is a violation of Greenville City School guidelines for any employee to report to work under the influence of or while possessing in his or her body, blood or urine, illegal drugs in any detectable amount.
- (3) It is a violation of Greenville City School guidelines for any employee to report to work under the influence of or impaired by alcohol.
- (4) It is a violation of Greenville City School guidelines for any employee to use prescription drugs illegally, i.e., to use prescription drugs that have not been legally obtained or in a manner or purpose other than as prescribed. However, nothing in these guidelines precludes the appropriate use of legally prescribed medications.
- (5) Violations of these guidelines are subject to disciplinary action, up to and including, termination.
- (6) Employment candidates testing positive for drugs will have their conditional offer of hire withdrawn and will be ineligible to reapply for employment with Greenville City Schools for a period of one year. Prior to reapplying for employment, the applicant must provide proof of having successfully completed an approved substance abuse program.

As a condition of employment, each employee shall notify their Principal/Supervisor of their conviction of any criminal drug violation no later than seventy two (72) hours after conviction. Within thirty (30) days after receiving such notice of conviction, the Director of Schools will take appropriate disciplinary action and/or refer the employee to an appropriate substance abuse rehabilitation program.

O. Elected Office

No employee of Greeneville City Schools shall retain his or her position in the school system and at the same time be a member of the Board of Mayor and Aldermen of the Town of Greeneville.

P. E-mail Use (Board Policy 1.805)

All Greeneville City Schools employees are assigned a Greeneville City Schools email account. Electronic mail capability among employees exists for the purpose of enhancing communication to better perform tasks associated with their positions and assignments. Employees are required to routinely check their Greeneville City Schools email account. All staff that have access to the system-wide network must adhere to the following guidelines when sending or receiving messages via system-wide electronic mail (e-mail),

- Messages shall pertain to legitimate Board/system business.
- Because all computer hardware and software belong to the Board, all data including e-mail communications stored or transmitted on school system computers will be monitored. Employees have no right to privacy with regard to such data. Confidentiality of e-mail communication cannot be assured. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.
- Employees shall not reveal their passwords to others in the network or to anyone outside of it. If anyone has reason to believe that a password has been lost or stolen or that e-mail has been accessed by someone without authorization s/he shall contact the Assistant Director of Schools for Administration immediately.
- Senders are responsible for observing all copyright laws.
- Messages shall not be sent that contain material that may be defined by a reasonable person as obscene or that are racist, sexist, or promote illegal or unethical activity, or that violates any other policies in this Employee Handbook including but not limited to the policy prohibiting harassment or discrimination.
- Any usage contrary to the above shall be reported immediately to the Director of Schools and may result in the suspension and/or revocation of system access.

Q. Fundraising by Schools and Clubs (Board Policies 2.809 and 6.701)

In order to appropriately enter into a fundraising initiative, schools must first execute a written agreement with the vendor. The written agreement should include, but not be limited to the following information,

- The portion of the proceeds that will be retained by the school and the portion that will be paid to the vendor.
- The method by which sales tax will be paid.
- The date(s) of delivery.
- Package prices or other charges.
- Scheduled dates of service.

All fundraisers must be pre-approved in writing by the Director of Schools. No quotas will be imposed on students involved, and their efforts will be voluntary.

R. Identification Badges

Upon employment with Greeneville City Schools, each employee, whether full time or part time, will be photographed and provided with a Greeneville City School employee identification badge. This badge should be worn in a visible location at all times when providing services for Greeneville City Schools.

S. Inclement Weather Attendance

Schools Closed

On days that school is out due to inclement weather, non-exempt employees who work a student calendar are not expected to come to work. This list would include Instructional Assistants, School Nutrition Associates, and Bus Drivers. Essential staff (Maintenance and Custodians) will report on all days if at all

possible unless directed by their Supervisor. Exempt employees working a student calendar such as Teachers and School Nurses would not be expected to report to work either. All these employees would, however, be expected to work on any make-up days.

Non-exempt employees who work a twelve (12) month calendar such as Central Office support staff, Maintenance, and Custodians are expected to report to work or request an appropriate leave. When the Central Office is closed, the staff required to work will receive compensation time for reporting to work as required in order to clear sidewalks, parking lots, etc.

Delay in Starting Time and Early Dismissal

Each building level Supervisor or Principal will address the procedures for delays and early dismissals accordingly. For the safety of students, all instructional and office employees are expected to remain at their buildings to assist with dismissal. The Principal will determine when employees are dismissed during these times.

Principals and Custodians are expected to be at their buildings at regular time on delay days. Principals are expected to stay in their buildings on early dismissal days until they have received word that all buses have completed their runs and have ensured the safe departure of all employees.

Make Up Days

Eight (8) days may be missed for snow. On the ninth (9th) day, we must begin making up the days. Designated make up dates are listed on the calendar each year.

Employee Pay when out for snow

All full-time/benefits eligible employees are paid when the system is out for snow. If an employee had a planned paid leave day and a snow day occurs; that paid leave day will not be exhausted.

Part-Time employees are not paid for snow days, however, at the principal's discretion the hours lost due to snow days and early dismissal due to snow, may be made up during the immediate or next pay period only.

T. Internet Use (Board Policy 4.406)

Before any employee is allowed the use of the Greeneville City Schools internet or intranet access, the employee must electronically sign a Responsible Use Policy developed by the school system that sets out the terms and conditions of such use. Any employee who accesses the Greeneville City Schools computer system for any purpose agrees to be bound by the terms of that agreement, even if no signed written agreement is on file.

Prohibited and illegal activities, include, but are not limited to the following,

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting, defaming, or attacking others.
- Damaging computers, computer systems, or networks.
- Hacking or attempting unauthorized access to any computer.
- Violation of copyright laws.
- Trespassing in another's folders, work, or files.
- Intentional misuse of resources.
- Buying or selling on the Internet during regular business hours.
- Using another's password or other identifier.
- Use of the network for commercial purposes.

U. Parking Tickets and Traffic Violations

Greeneville City Schools will not be responsible for paying fines or tickets incurred by Greeneville City School employees regardless if they are in the process of conducting Greeneville City School business when the ticket is incurred.

Parking on West Depot Street is limited to two (2) hours. In addition, a limited number of guest parking spots are located on the side of the Kathryn Leonard Central Office building. You may also park in the Town Square lot in spots that are located away from the sidewalks.

V. Trip Sheets

Anytime a bus is required to be utilized for an athletic trip or a field trip, a Trip Requisition Form must be completed and submitted online by using trip tracker. This should be submitted a minimum of two weeks before the trip date.

It is the responsibility of the Teacher or Coach sponsoring the trip to make sure the electronic form is completed in its entirety. This includes the time of departure, the time of return, the beginning odometer reading, the ending odometer reading, and whether or not the Bus Driver was required to stay with the group. The Bus Driver's copy of the trip sheet must be checked for accurate time and mileage before the trip leader signs it at the end of the trip.

W. Substitute Workers

Substitute hourly/certified/non-certified positions are employed by Greeneville City Schools, and applicants must apply on-line. Criminal history record checks, fingerprinting/background checks of applicants, and post offer employment physicals for substitutes are required.

Substitute Teachers (Board Policy 5.701)

Greeneville City Schools employs both Certified and Non-Certified substitute teachers. An online substitute software management system is utilized to assign substitute teachers to job assignments.

Substitute Teaching (20 or more days)

A Substitute Teacher must possess an educator license (with endorsement in the content area to be taught when applicable) when substituting for a Teacher who has been absent for twenty (20) or more consecutive days. When substituting for a Teacher without sick leave, the substitute must be certified. When this applies, the Substitute Teacher will be paid according to the Greeneville City Schools certified salary schedule.

Use of Other Staff Members as a Substitute Teacher

If needed, an Instructional Assistant may be used as a substitute for a Teacher, provided the Principal approves. Per TCA 49-5-111(b), **no educational assistant shall assume responsibility for the classroom for more than 3 consecutive days**. School Secretaries and clerks are also approved substitute teachers for use in emergency situations.

The Business and Finance department (Payroll) should be notified as soon as possible of such an arrangement in order to allow for modifications in the Instructional Assistant's paycheck.

X. Tobacco-Free Schools (Board Policy 1.803)

Employees are prohibited from all uses of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes, vaporizers and associated paraphernalia in all of the school system's buildings and vehicles, owned, leased, or operated by the district. Use of these products is prohibited in any public seating area, including but not limited to, bleachers used for sporting events, or public restrooms. This also includes during any activity in which they represent the school district.

Y. Vehicles – Private (Board Policy 3.404)

From time to time, certain employees may need to use their private vehicles for school purposes. With the use of private vehicles for Greeneville City School business, the following policy must be observed.

To use a private vehicle for school purposes, the person must have permission of an appropriate school representative (Central Office or School Administrator, Athletic Director, or Head Coach) and provide proof of their valid driver's liability insurance coverage.

Although the Board carries liability insurance, the personal liability insurance of the driver of the private vehicle will be the primary protection in the event of an accident.

Z. Vehicles – School System (Board Policy 3.402)

The Director of Schools shall recommend for Board approval a list of Board owned vehicles to be assigned to positions requiring full time use. Such use will be restricted to commuting to and from job related sites, and must comply with IRS requirements, including implications for reporting taxable income. Employees' assigned full time use of Board owned vehicles shall be on call twenty-four (24) hours a day to perform services required by their job responsibilities. Other than commuting to and from work, use of these vehicles for personal use is prohibited.

AA. Vendor Relations (Board Policy 2.809)

Employees of Greeneville City Schools are prohibited from accepting anything of value from an individual or a vendor for the purpose of influencing their professional judgment.

In addition, the solicitation of employees by sales people, other staff, or agents during the regular workday is prohibited without prior approval from the school Principal or the immediate Supervisor. Any solicitation should be reported to the appropriate determining party.

BB. Video Surveillance

In the continuing effort to provide the safest possible environment for the students and employees of the Greeneville City Schools, video surveillance is conducted in all Greeneville City School locations and on the school buses.

In the event a video surveillance recording captures an employee, student, or other building user violating school policies, rules, or local, state, or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings and may also be provided to law enforcement agencies.

CC. Visitors to the Schools (Board Policy 1.501)

Except on occasions such as school programs, athletic events, open house, and similar public events, all visitors will report to the school office when entering the school and will be asked to submit proof of ID, sign a logbook, and submit to a background check through the Raptor system. Authorization to visit elsewhere in the building or on the school campus will be determined by the Principal or designee. Guest passes shall be issued for all persons other than students and employees of the school.

In order to maintain the conditions and atmosphere suitable for learning, no other person will be allowed to enter onto the grounds or into the school buildings during the hours of student instruction except students assigned to the school, the staff of the school, parents of students, and other persons with lawful and valid business on the school premises.

The Principal has the authority to exclude from the school premises any persons disrupting the educational programs in the classroom or in the school, disturbing the Teachers or students on the premises, or on the premises for the purpose of committing an illegal act. The Principal will engage law enforcement officials when they believe the situation warrants such measures.

DD. Work Breaks (Board Policy 5.602)

In order to ensure safety, efficiency, and to meet the requirements of the law, scheduled paid breaks are provided to all non-exempt employees. Non-exempt employees working four (4) hours are entitled to one fifteen-minute break during the four (4) hour period. Non-exempt employees working eight hours are entitled to two (2) fifteen (15) minute breaks, one for each four hours worked. Any non-exempt employee working over six (6) hours shall have at least a thirty (30) minute duty free lunch/dinner break. All teachers shall be provided with a duty-free lunch period as well.

Greeneville City Schools does not intend for, nor allow, non-exempt employees to perform job related functions during their lunch period or entitled break periods. Employees are expected to adhere to the break schedule established by the school Principal or immediate Supervisor. Deviation from the regularly scheduled break period requires prior Supervisor approval.

APPENDIX A – Extended Health Care Coverage (COBRA)

Under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA), employers must extend health coverage to you and your family for up to 18 months at your expense if you leave the system or your hours are reduced and result in loss of coverage, except if you are terminated for gross misconduct. The 18-month period may be extended to 29 months if you or your dependent becomes disabled for social security purposes during the first sixty days of continuation coverage.

Health care coverage may also be extended for up to 36 months to spouses and dependents of deceased employees, divorced or legally separated spouses and dependents of employees covered by Medicare, and dependent children who would no longer be covered under the Greeneville City Schools health plan. You will be given details of COBRA rights upon your enrollment in our health plan and upon termination of employment.

APPENDIX B – Health Insurance Portability and Accountability Act (HIPAA)

This policy is intended to promote awareness of the confidential nature of the medical information that is collected, maintained, and disseminated by the Greeneville City School System as a sponsor of group health plans (the "Plans"). The Plans are considered "group health plans" and "covered entities" under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the regulations promulgated thereunder. This policy and these procedures reflect the commitment of the Greeneville City Schools to protect the confidentiality of its Plan participants' private health information.

This Policy shall be overseen by the Privacy Official, who shall report on privacy issues, as needed, to the Chief Human Resources Officer. The Privacy Official shall be the Human Resources Specialist, and shall have authority and responsibility for implementation and operation of the policy and will have the discretion to delegate any of his or her responsibilities or functions to another individual (the "Designee"). The Plan will use protected health information (PHI) to the extent of and in accordance with the uses and disclosures permitted by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Specifically, the Plan will use and disclose PHI for purposes related to health care treatment, payment for health care and health care operations, and otherwise to the extent permitted by and in accordance with the provisions of HIPAA.

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, to request FMLA leave you **must**:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your **employer must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR



APPENDIX D – Greeneville City Schools FMLA Policy 5.305

ELIGIBILITY

Anyone who has been employed for at least twelve (12) months by the school district 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 purposes of FMLA eligibility¹) during the previous twelve (12) month period shall be eligible to use FMLA leave.² For the purposes of calculating FMLA leave, Greeneville City Schools uses a rolling 12-month period measured backward from the date an employee uses any FMLA leave.

GENERAL PRINCIPLES

An eligible employee shall be granted, upon request, up to twelve (12) weeks unpaid leave during a fixed calendar year for the following reasons:

1. The birth of a child;
2. The placement of a child with the employee for adoption or foster care;
3. A serious health condition of the employee that makes the employee unable to perform the essential functions of their job position;
4. The care of a spouse, child, or parent of the employee who has a serious health condition; and
5. Any qualifying circumstances arising out of the fact that a spouse, child, or parent of the employee is on covered active duty or has been notified of an impending call or order to covered active duty in the Armed Forces.

Granting of leave under this policy shall be subject to, and in accordance with, the provisions of applicable federal and state laws. An employee may substitute accrued paid leave for unpaid time. Use of accrued paid leave shall run concurrently with and be counted toward the employee's total period of FMLA leave.

MATERNITY/PATERNITY LEAVE

1. *Relationship between FMLA leave and Tennessee Maternity Leave Act-* FMLA leave shall run concurrently with leave provided under the Tennessee Maternity Act, which affords eligible employees leave for a period not to exceed four (4) months for the adoption, pregnancy, childbirth, and nursing of a newborn child.³
2. *Teachers' Leave-* In accordance with state law, any teacher who goes on maternity or paternity leave shall be allowed to use all or a portion of the teacher's accumulated sick or annual leave for maternity leave purposes. In order to be eligible to use sick leave, written request of the teacher accompanied by a statement from the teacher's physician verifying pregnancy shall be submitted. Upon verification by a written statement from an adoption agency or other entity handling an adoption, a teacher may also be allowed to use accumulated leave for adoption of a child. If both adoptive parents are teachers employed by the district, however, only one (1) parent is entitled to use such leave.⁴

Spouses who are both eligible employees of the school district are limited to a combined total of twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken for the birth and care of a newborn child, for the placement of a child for adoption or foster care, or to care for a parent who has a serious health condition. Under certain circumstances, spouses who share leave for the birth or adoption of a child may be eligible for limited amounts of additional leave for other qualifying FMLA reasons.⁵

3. *Paid Parental Leave* – Under state law, an additional six (6) work weeks of paid leave is available to eligible employees after a birth, stillbirth, or adoption of a newly placed minor child. An eligible employee taking leave under this provision shall not be required to utilize any other type of accrued leave during this period. All full-time employees who have been employed with a school district full time for at least twelve (12) consecutive months.

Employees shall provide notice to the school district thirty (30) days prior to the intended use of the leave. If the employee learns about the need for leave less than thirty (30) days in advance, the employee shall give notice as soon as reasonably possible in order to be eligible for the paid leave. This paid leave does not need to be taken consecutively; however, the paid leave shall be used within twelve (12) months of the qualifying event. The leave shall run concurrently with FMLA leave.⁶

LEAVE FOR A SERIOUS HEALTH CONDITION⁷

Eligible employees, upon request, shall be granted up to twelve (12) weeks of unpaid leave when they are unable to work because of a serious health condition or to care for an immediate family member with a serious health condition. Granting of such leave shall be subject to the provisions of applicable federal and state laws. Employees shall contact Human Resources to determine if the reason for leave qualifies as FMLA leave. If the leave is foreseeable, the employee shall give thirty (30) days' notice. If the leave is not foreseeable, the employee shall notify Human Resources as soon as practicable, generally, either the same or next business day.

LEAVE FOR MILITARY FAMILY MEMBERS

1. *Qualifying Exigency Leave⁸* - Eligible employees are entitled to up to twelve (12) workweeks of leave because of any “qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee, as defined under the FMLA, is on active duty, or has been notified of an impending call to active duty, or has been notified of an impending call to active duty status in the Armed Forces. Qualifying exigencies may include:

- a. Issues arising from the service member’s short notice deployment;
- b. Military events and related activities (e.g. official ceremonies, support programs);
- c. Making or updating financial and legal arrangements;
- d. Attending counseling;
- e. Taking up to fifteen (15) days leave to spend time with a covered service member who is on short-term rest and recuperation leave during deployment; or
- f. Attending post-deployment activities.

2. *Military Caregiver Leave⁹* - An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member or covered veteran with a serious injury or illness is entitled to up to twenty-six (26) workweeks of leave in a “single twelve (12) month period.” A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in out-patient status, or is otherwise on the temporary disability retired list for a serious injury or illness.

A covered veteran is an individual who was a member of the Armed Forces at any time during the period of five (5) years preceding the date of the medical treatment, recuperation, or therapy that has a serious injury or illness who is currently receiving medical treatment, recuperation, or therapy. The calculation of this five (5) year period shall not include the interval of October 28, 2009 through March 8, 2013.

The “single twelve (12) month period” for military caregiver leave begins on the first day the employee takes leave for this reason and ends twelve (12) months later. An eligible employee is limited to a combined total of twenty-six (26) workweeks of leave to provide care for a covered service member. The maximum of twenty-six (26) workweeks may include no more than twelve (12) workweeks of leave that is taken for the birth and care of a newborn child, for the placement of a child for adoption or foster care, for care of a parent who has a serious health condition, or for the employee's own serious health condition.

INTERMITTENT LEAVE¹⁰

Eligible employees may take FMLA leave intermittently when medically necessary to care for a seriously ill family member, because of the employee's own serious health condition, or for the care for a newborn, a newly adopted child, or a newly placed foster care child. When an employee requests foreseeable leave for planned medical treatment and the employee would be on leave for greater than twenty percent (20%) of the total number of working days in the period during which the leave would extend, the school district may require that such employee elect either to take the leave for periods of a particular duration, not to exceed the duration of the planned medical treatment, or to transfer temporarily to an available alternative position offered by the school district for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave.

RESTRICTIONS

1. Notice Requirements

- a. *Employee Notice¹¹*- For foreseeable leave, the employee shall provide the Director of Schools with at least thirty (30) days written notice before the beginning of the anticipated leave.
- b. *District Notice*- Once it has been established that the leave requested qualifies for FMLA, the Director of Schools/designee shall notify the employee within three (3) business days (absent extenuating circumstances) that any leave taken pursuant to state leave statutes (paid vacation leave, personal leave, sick leave, or workers’ compensation) shall run concurrently with FMLA leave.¹² The notice may be given orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than the following pay day.¹³

2. Certification Requirement¹⁴

- a. The Director of Schools may require that a request for leave be supported by certification issued by a health care provider with the following information:
 - i. The date on which the serious health condition commenced;
 - ii. The probable duration of the condition;
 - iii. The appropriate medical facts within the knowledge of the health care provider regarding the condition; and

- iv. A statement that the eligible employee is needed to care for the son, daughter, spouse, or parent and an estimate of the amount of time that such employee is needed.
 - b. If there is any reason to doubt the validity of the certification provided, the Director of Schools may require, at the expense of the school district, an opinion of a second health care provider.
- 3. Period Near the End of an Academic Term (Professional Employees)¹⁵
 - a. If leave is taken more than five (5) weeks prior to the end of the term, the Director of Schools may require the employee to continue taking leave until the end of the term if the leave is at least three (3) weeks of duration and the return of employment would occur during the three (3) week period before the end of the term.
 - b. If the leave is taken five (5) weeks prior to the end of the term, the Director of Schools may require the employee to continue taking leave until the end of the term if the leave is greater than two (2) weeks duration and the return to employment would occur during the two (2) week period before the end of the term.

REQUIREMENTS OF THE BOARD¹⁶

- 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; and
 - 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.

APPENDIX E – *Equal Employee Opportunity is* **THE LAW**

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

DISABILITY

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

GENETICS

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

RETALIATION

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected:

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.

Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

DISABLED, RECENTLY SEPARATED, OTHER PROTECTED AND ARMED FORCES SERVICE MEDAL VETERANS

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within

three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

RETALIATION

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

Programs or Activities Receiving Federal Financial Assistance

RACE, COLOR, RELIGION, SEX

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

INDIVIDUALS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which received Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE

\$7.25

 PER HOUR

BEGINNING JULY 24, 2009

The law requires employers to display this poster where employees can readily see it.

OVERTIME PAY At least 1½ times the regular rate of pay for all hours worked over 40 in a workweek.

CHILD LABOR An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.

TIP CREDIT Employers of “tipped employees” who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee’s tips combined with the employer’s cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.

NURSING MOTHERS The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA’s overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child’s birth each time such employee has a need to express breast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.

ENFORCEMENT The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA’s child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

ADDITIONAL INFORMATION

- Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions.
- Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.
- Some state laws provide greater employee protections; employers must comply with both.
- Some employers incorrectly classify workers as “independent contractors” when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA’s minimum wage and overtime pay protections and correctly classified independent contractors are not.
- Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243
TTY: 1-877-889-5627
www.dol.gov/whd



WH1008 REV 07/16

APPENDIX G – Genetic Information Non-Discrimination Policy

Greeneville City Schools respects all employees' privacy in their genetic information and enforces a strict policy of nondiscrimination on the basis of genetic information. The system will not discriminate, harass, or retaliate on the basis of genetic information when it comes to any aspect of employment. The system's policies regarding equal employment opportunity, harassment and retaliation are applicable to genetic information, as well as other categories protected by law.

Additionally, Greeneville City Schools will not use genetic information (as defined by applicable law and regulations) to make an employment decision. Genetic information includes information about an individual's genetic test and the genetic tests of an individual's family members, as well as information about any disease, disorder, or condition of an individual's family members (i.e., an individual's family medical history). In the event the system receives genetic information, it will treat such information confidential and will only use such information in accordance with applicable law.

APPENDIX H - ASBESTOS MANAGEMENT PLAN AVAILABILITY

Greeneville City Schools Phone (423) 787-8000
Director of Schools Phone (423) 787-8014
P. O. Box 1420 FAX (423) 638-2540
Greeneville, Tennessee 37744-1420

Memo

TO: Parents
FROM: Director of Schools
SUBJECT: ASBESTOSMANAGEMENTPLANAVAILABILITY

In November of 1988, the Greeneville City Board of Education submitted a Management Plan to the Tennessee Department of Finance and Administration. The Management Plan details all areas where asbestos-containing materials are present in the buildings of Greeneville City Schools and the manner in which the materials will be handled.

The Management Plan will be available to the public for review at the Greeneville City Schools' Operations office located at 312 Floral Street, Greeneville, Tennessee. Management Plans for the school buildings will be available in the office area of each school. Viewing time will be 9:00 a.m. to 4:00 p.m. (local time) Monday through Friday.

The Management Plan is updated every six months (beginning July 9, 1989) with progress reports being submitted to the state annually.

APPENDIX I - Family Educational Rights and Privacy Act (FERPA)

Greeneville City Schools Family Educational Rights and Privacy Act (FERPA) Annual Notification Rights

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school Principal a written request that identifies the record(s) they wish to inspect. The Assistant Director will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the students education records, except to the extent that FERPA authorizes disclosure without consent. Three exceptions which permit disclosure without consent are as follows,
 - a. Disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an Administrator, Supervisor, Instructor, or a Support Staff Member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - b. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
 - c. In an emergency, FERPA permits school officials to disclose without consent education records, including personally identifiable information from those records, to protect the health or safety of parties such as law enforcement officials, public health officials, and trained medical personnel. This exception is limited to the period of the emergency and generally does not allow for a blanket release of personally identifiable information from a student’s education records.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are as follows:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

**Greeneville City Schools
Family Rights and Privacy Act (FERPA)
Annual Release of Directory Information**

The Family Educational Rights and Privacy Act (FERPA) requires that Greeneville City Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the school district may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school publications. Examples of such publications include the following,

- A playbill, showing your student's role in a drama production.
- The annual yearbook.
- Honor roll or other recognition lists.
- Graduation programs.
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, address and telephones listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the school district to disclose directory information from your child's education records without prior written consent, you must notify the school Principal in writing within two weeks of your child's enrollment and clearly identify your child's name, grade, school and the information that you do not want released. Greeneville City Schools has designated the following information as directory information,

- Student's name, address and phone number.
- Participation in officially recognized activities and sports.
- Weight and height of members of athletic teams.
- Electronic mail address.
- Photograph.
- Degrees, honors and awards received.
- Date and place of birth.
- Major field of study.
- Dates of attendance grade level.
- The most recent educational agency or institution attended.

**Greeneville City Schools
Protection of Pupil Rights Amendment (PPRA)
Annual Notification of Rights**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of—*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use—
 1. Protected information surveys of students’
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 8 years old or an emancipated minor under State law.

Greeneville City Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The school district will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The school district will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The school district will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time.

For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement,

- Collections, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.

- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Personal Characteristics Expected of ALL Greeneville City Schools Personnel

INTEGRITY	Soundness of moral character; adherence to generally accepted ethical principles
DEPENDABILITY	Worthy of trust; reliable
COOPERATIVENESS	Willingness to work with others to achieve organizational goals
ENTHUSIASM	Eager and excited interest in pursuing and achieving organization priorities
INITIATIVE	Readiness and ability to take first steps to solve a problem; to seek and pursue new solutions
COMMITMENT	Faithfulness to obligations and responsibilities; adherence to solutions, positions and decisions of the organization
JUDGMENT	The general ability to make sound decisions within the broad confines of policy and acceptable practices

APPENDIX K – Tennessee Teacher Code of Ethics



Tennessee Teacher Code of Ethics

49-5-1001. Short title.

This part shall be known and may be cited as the "Teacher Code of Ethics."

History

Acts 2010, ch. 916, § 1.

49-5-1002. Legislative findings.

The general assembly finds and declares that:

- (1) An educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. An educator accepts the responsibility to adhere to the highest ethical standards; and
- (2) An educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct.

History

Acts 2010, ch. 916, § 1.

49-5-1003. Educator's obligations to students.

- (a) An educator shall strive to help each student realize the student's potential as a worthy and effective member of society. An educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.
- (b) In fulfillment of this obligation to the student, an educator shall:
 - (1) Abide by all applicable federal and state laws;
 - (2) Not unreasonably restrain the student from independent action in the pursuit of learning;
 - (3) Provide the student with professional education services in a nondiscriminatory manner and in consonance with accepted best practices known to the educator;
 - (4) Respect the constitutional rights of the student;
 - (5) Not unreasonably deny the student access to varying points of view;
 - (6) Not deliberately suppress or distort subject matter relevant to the student's progress;
 - (7) Make reasonable effort to protect the student from conditions harmful to learning or to health and safety;
 - (8) Make reasonable effort to protect the emotional well-being of the student;
 - (9) Not intentionally expose the student to embarrassment or disparagement;
 - (10) Not on the basis of race; color; creed; disability; sex; national origin; marital status; political or religious beliefs; family, social, or cultural background; or sexual orientation, unfairly:
 - (A) Exclude the student from participation in any program;
 - (B) Deny benefits to the student; or
 - (C) Grant any advantage to the student;
 - (11) Not use the educator's professional relationship with the student for private advantage;

- (12) Not disclose information about the student obtained in the course of the educator's professional service, unless disclosure of the information is permitted, serves a compelling professional purpose, or is required by law;
- (13) Not knowingly make false or malicious statements about students or colleagues;
- (14) Ensure interactions with the student take place in transparent and appropriate settings;
- (15) Not engage in any sexually related behavior with the student, whether verbal, written, physical, or electronic, with or without the student's consent. Sexually related behavior includes, but is not limited to, behaviors such as making sexual jokes or sexual remarks; engaging in sexual kidding, sexual teasing, or sexual innuendo; pressuring the student for dates or sexual favors; engaging in inappropriate physical touching, groping, or grabbing; kissing; rape; threatening physical harm; and committing sexual assault;
- (16) Not furnish alcohol or illegal or unauthorized drugs to the student;
- (17) Strive to prevent the use of alcohol or illegal or unauthorized drugs by the student when the student is under the educator's supervision on school or LEA premises, during school activities, or in any private setting;
- (18) Refrain from the use of alcohol while on school or LEA premises or during a school activity at which students are present; and
- (19) Maintain a professional approach with the student at all times.

History

Acts 2010, ch. 916, § 1; 2018, ch. 937, § 1.

49-5-1004. Educator's obligations to the education profession.

- (a) The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service. In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions which attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.
- (b) In fulfillment of this obligation to the profession, an educator shall not:
 - (1) Deliberately make a false statement or fail to disclose a material fact related to competency and qualifications in an application for a professional position;
 - (2) Misrepresent the educator's professional qualifications;
 - (3) Assist entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute;
 - (4) Knowingly make a false statement concerning the qualifications of a candidate for a professional position;
 - (5) Assist a noneducator in the unauthorized practice of teaching;
 - (6) Disclose information about colleagues obtained in the course of professional service unless the disclosure serves a compelling professional purpose or is required by law;
 - (7) Knowingly make false or malicious statements about a colleague;
 - (8) Accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions; and
 - (9) Use illegal or unauthorized drugs.
- (c) In fulfillment of this obligation to the profession, educators shall:
 - (1) Administer state-mandated assessments fairly and ethically; and
 - (2) Conduct themselves in a manner that preserves the dignity and integrity of the education profession.

History

Acts 2010, ch. 916, § 1; 2018, ch. 937, §§ 2, 3.

49-5-1005. Public access to teacher code of ethics.

The state board of education shall post the teacher code of ethics on its web site.

APPENDIX L – ACA Lookback Safe Harbor Resolution

RESOLUTION NO. _____

RESOLUTION OF GREENEVILLE CITY SCHOOLS ADOPTING THE LOOK BACK MEASUREMENT SAFE HARBOR UNDER THE PATIENT PROTECTION AND AFFORDABLE CARE ACT

WHEREAS, the Patient Protection and Affordable Care Act ("ACA") was enacted on March 23, 2010;

WHEREAS, ACA added Section 4980H Shared Responsibility for Employers Regarding Health Care Coverage to Title 26 of the United States Code, the Internal Revenue Code (Section 4980H);

WHEREAS, Section 4980H imposes an assessable payment on an applicable large employer when either it fails (1) to offer "substantially all" of its full-time employees (and their dependent children) the opportunity to enroll in minimum essential coverage or (2) offers full-time employees (and their dependents) coverage that is either not affordable or not minimum coverage and a full-time employee is certified to the employer as having received a subsidy for coverage through the exchange ("Assessable Payment");

WHEREAS, Greeneville City Schools is considered an applicable large employer because it employed an average of at least 50 full-time equivalent employees on business days during the preceding calendar year;

WHEREAS, the Department of Treasury issued final regulations regarding Section 4980H, that permit Greeneville City Schools to adopt a look-back measurement method safe harbor in order to determine the status of an employee as full-time for purposes of determining and calculating the Assessable Payment 26 CFR Parts 1, 54, and 301, 79 Fed. Reg. 8543 (Feb. 12, 2014);

WHEREAS, to determine look-back measurement period method for 2014, Greeneville City Schools will use any transitional rules contained in these final regulations; and

WHEREAS, Greeneville City Schools intends to adopt the provisions of the look-back measurement method safe harbor in order to determine the full-time status of variable hour employees for purposes of the Assessable Payment;

NOW THEREFORE, be it resolved by the Superintendent of Greeneville City Schools as follows:

- 1) That all of the recitals set forth above are true and correct, and the Superintendent so finds and determines.
- 2) Greeneville City Schools establishes the look-back measurement method with regard to all ongoing variable hour employees as follows:
 - a) Greeneville City Schools establishes a 6 month transitional standard measurement period for ongoing variable employees for 2014.

- b) Starting with April 5, 2014, a transitional standard measurement period will begin on April 5th and end on October 4th.
 - c) For any standard measurement period starting after 2014, it shall be a 12 month period for ongoing variable hour employees.
 - d) Starting with October 5, 2014 a standard measurement period will begin on October 5th and end on October 4th of the following year.
 - e) The standard measurement period will be the period during which an ongoing variable hour employees hours are measured.
 - f) Greeneville City Schools will establish an administrative period of 88 days.
 - g) For 2014, the administrative period associated with the transitional standard measurement period will begin on October 5th and end on December 31st.
 - h) For any administrative period starting after 2014, it shall begin each year on October 5th and end on December 31st.
 - i) Greeneville City Schools will establish a 12 month standard stability period for ongoing variable hour employees.
 - j) Starting in 2015, the 12 month standard stability period for ongoing variable hour employees will begin each year on January 1st and end on December 31st.
 - k) If an ongoing variable hour employee's employment status changes before the end of a stability period, the change in status will be effective the earlier of the end of the stability period or 4 months after the change in status.
- 3) On the start date of a new employee, Greeneville City Schools will make a determination as to whether that new employee is reasonably expected to be a full-time employee. If the new employee is reasonably expected to be a full-time employee and is not a variable hour employee, Greeneville City Schools will offer minimum essential coverage to that employment after the completion of a waiting period.
- 4) If, based on the facts and circumstances at the start date of a new employee, Greeneville City Schools is unable to determine that the employee is reasonably expected to be employed an average of at least thirty (30) hours per week over the initial measurement period, then the employee is considered a variable hour employee.
- 5) Greeneville City Schools establishes the look-back measurement method with regard to new variable hour employees as follows:
- a. Greeneville City Schools establishes a 12 month initial measurement period for each new employee.
 - b. The initial measurement period will start the 1st of the month following date of hire/start date after the new employee's hire date, unless the hire date is the first

of a calendar month in which case the initial measurement period will start on that date.

- c. The administrative period shall include all periods from hire date to the beginning of the initial measurement period and the day following the last day of the initial measurement period and shall end on the last day of the first calendar month beginning on or after the first anniversary of the employee's hire date.
 - d. Greeneville City Schools establishes a 12 month stability period associated with the initial measurement period.
 - e. If the new variable hour employee does not complete the hours to be considered as a full-time employee during the initial measurement period, the stability period associated with the initial measurement period shall not exceed the remainder of the standard measurement period and associated administrative period.
- 6) A new variable hour employee will be measured during the first complete standard measurement period for which he/she is employed. This means that a new variable employee may be tested under an initial measurement period and at the same time be measured under the overlapping standard measurement period.
- a) If a variable hour employee measures as full-time during the initial measurement period, he/she will retain full-time status for the entire associated stability period (even if the variable hour employee does not qualify as full-time during the standard measurement period).
 - b) If a variable hour employee does not complete the hours to be considered as a full-time employee during the initial measurement period, but qualifies as a full-time employee during the standard measurement period, the variable hour employee must be treated as full-time during the stability period associated with the standard measurement period (even if that means coverage must be offered before the end of the stability period associated with the initial measurement period).
- 7) When a variable hour employee is rehired after termination, upon return the employee will retain the status the employee had previously with respect to any stability period, except that an employee will be treated as a new employee:
- a) if the employee resumes employment after a period of at least 26 consecutive weeks with less than an hour of service; or
 - b) if the period (measured in weeks) during which no services are performed is at least four consecutive weeks long and exceeds the number of weeks of that employee's period of employment immediately preceding the period during which the employee was not credited with any hours of service.
- 8) When a variable hour employee takes special unpaid leave (i.e. unpaid leave under the Family and Medical Leave Act of 1993, unpaid leave under the Uniformed Services Employment and Reemployment Rights Act of 1994, or unpaid leave on account of jury duty), to determine hours of service Greeneville City Schools will exclude any periods of

special unpaid leave during the measurement period and apply that average for the entire measurement period.

- 9) If an ongoing or new variable hour employee is determined to be full-time during the measurement period, coverage will continue during the stability period no matter how many hours the employee competes during the stability period and the employee portion of the premium will be due monthly with a thirty (30) day grace period for payment.
- 10) If during any stability period, a variable hour employee fails to pay a premium during the 30 day period, any coverage will be terminated at the beginning of the month in which premiums were not received.

I, Lela B. Shaw, Director of Schools of Greenville City Schools, State of Tennessee, hereby certify the above and foregoing to be a full, true and correct copy of a resolution adopted by said Superintendent on the 15th day of December, 2014.

DATED: This 15th day of December, 2014.

This sheet has been updated as of September 13, 2024, with preliminary information through August 2024

GREENEVILLE CITY SCHOOLS
2024 - 2025
ACTUAL LOCAL REVENUE COLLECTIONS

	Property Tax		Property Tax - Prior Year		Clerk & Master		Interest & Penalty		Pick-up Taxes		In Lieu of - Local Utility		In Lieu of - Other	
	2023-2024	2024-2025	2023-2024	2024-2025	2023-2024	2024-2025	2023-2024	2024-2025	2023-2024	2024-2025	2023-2024	2024-2025	2023-2024	2024-2025
July	\$ -	\$ -	\$ 10,188.94	\$ 7,215.08	\$ 2,979.58	\$ 3,350.75	\$ 2,414.16	\$ 1,685.50	\$ -	\$ -	\$ 11,499.77	\$ 28,078.93	\$ 203.70	\$ 150.39
August	\$ -	\$ -	\$ 4,842.06	\$ 4,666.21	\$ 3,048.78	\$ 3,458.14	\$ 2,206.12	\$ 1,887.89	\$ -	\$ -	\$ 11,499.77	\$ 42,118.39	\$ -	\$ -
September														
October														
November														
December														
January														
February														
March														
April														
May														
ADA Adj.														
June														
Totals	\$ -	\$ -	\$ 15,031.00	\$ 11,881.29	\$ 6,028.36	\$ 6,808.89	\$ 4,620.28	\$ 3,573.39	\$ -	\$ -	\$ 22,999.54	\$ 70,197.32	\$ 203.70	\$ 150.39
Commission	\$ -	\$ -	\$ 300.62	\$ 237.63	\$ 60.28	\$ 68.09	\$ 92.41	\$ 71.47	\$ -	\$ -	\$ 230.00	\$ 701.97	\$ 2.04	\$ 1.50
Total Net	\$ -	\$ -	\$ 14,730.38	\$ 11,643.66	\$ 5,968.08	\$ 6,740.80	\$ 4,527.87	\$ 3,501.92	\$ -	\$ -	\$ 22,769.54	\$ 69,495.35	\$ 201.66	\$ 148.89
Difference		\$ -		\$ (3,149.71)		\$ 780.53		\$ (1,046.89)		\$ -		\$ 47,197.78		\$ (53.31)

	Sales Tax		Bank Excise Tax		Mixed Drink Tax		Statutory Local Tax		Marriage Licenses		Subtotal		2023-24% of	2024-25% of
	2023-2024	2024-2025	2023-2024	2024-2025	2023-2024	2024-2025	2023-2024	2024-2025	2023-2024	2024-2025	2023-2024	2024-2025	Actual	Actual
July	\$ 454,782.19	\$ 475,495.29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 102.50	\$ 100.74	\$ 482,170.84	\$ 516,076.68	49.9%	49.3%
August	\$ 462,239.10	\$ 477,493.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65.89	\$ 83.55	\$ 483,901.72	\$ 529,707.88	50.1%	50.7%
September											\$ -	\$ -	0.0%	0.0%
October											\$ -	\$ -	0.0%	0.0%
November											\$ -	\$ -	0.0%	0.0%
December											\$ -	\$ -	0.0%	0.0%
January											\$ -	\$ -	0.0%	0.0%
February											\$ -	\$ -	0.0%	0.0%
March											\$ -	\$ -	0.0%	0.0%
April											\$ -	\$ -	0.0%	0.0%
May											\$ -	\$ -	0.0%	0.0%
ADA Adj.											\$ -	\$ -	0.0%	0.0%
June											\$ -	\$ -	0.0%	0.0%
Totals	\$ 917,021.29	\$ 952,988.99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 168.39	\$ 184.29	\$ 966,072.56	\$ 1,045,784.56		
Commission	\$ 9,170.21	\$ 9,529.89	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.68	\$ 1.84	\$ 9,857.24	\$ 10,612.39		
Total Net	\$ 907,851.08	\$ 943,459.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 166.71	\$ 182.45	\$ 956,215.32	\$ 1,035,172.17		
Difference		\$ 35,967.70		\$ -		\$ -		\$ -		\$ 15.90		\$ 79,712.00		

Total budgeted projection for 2024 - 2025 is \$ 9,090,072 The year-to-date collection of \$ 1,035,172 is 11.4% of the total budgeted projection.

The amount collected year-to-date is \$ 79,712 more than this time last year. (This amount does not reflect commission fees.)

Greeneville City Schools Comparative Summary of Revenue Collections For the Month Ended August 31, 2024

<u>LOCAL REVENUE</u>	2023-2024		2024-2025		Variance	Actual % Change	
Property Tax	\$	-	\$	-	\$	-	0.00%
Property Tax - Prior Year		15,031.00		11,881.29	\$	(3,149.71)	-20.95%
Clerk & Master		6,028.36		6,808.89	\$	780.53	12.95%
Interest & Penalty		4,620.28		3,573.39	\$	(1,046.89)	-22.66%
Pick-Up Taxes		-		-	\$	-	0.00%
In Lieu Of - Local Utility		22,999.54		70,197.32	\$	47,197.78	205.21%
In Lieu Of - Other		203.70		150.39	\$	(53.31)	-26.17%
Sales Tax		917,021.29		952,988.99	\$	35,967.70	3.92%
Bank Excise Tax		-		-	\$	-	0.00%
Mixed Drink Tax		-		-	\$	-	0.00%
Statutory Local Taxes		-		-	\$	-	0.00%
Marriage Licenses		168.39		184.29	\$	15.90	9.44%
Totals	\$	966,072.56	\$	1,045,784.56	\$	79,712.00	8.25%

Note: Amounts reflected do not take into consideration commission fees. Property tax, Interest & Penalty and Pick-Up Tax commission fees are calculated at 2% of total collections, while all other categories are calculated at 1% of total collections.

** Total budgeted amount of local revenue attributable to the GTC is \$567,916*

<u>TISA REVENUE</u>	2023-2024	2024-2025	Variance
July	\$ 416,759.00	\$ 498,328.00	\$ 81,569.00
August	1,995,544.00	2,083,131.49	\$ 87,587.49
September			\$ -
October			\$ -
November			\$ -
December			\$ -
January			\$ -
February			\$ -
March			\$ -
April			\$ -
May			\$ -
June			\$ -
Totals	\$ 2,412,303.00	\$ 2,581,459.49	\$ 169,156.49

Greeneville City Schools

General Purpose Financial Report

For the Month of August 2024

Account #	Description	Month-to-Date	Year-to-Date	Total Budget	YTD % of Total Budget
<u>REVENUE</u>					
34760	Assigned for Instruction	\$ -	\$ -	328,632.00	0.0%
34765	Assigned for Support Services	\$ -	\$ -	12,214.00	0.0%
39000	Unassigned Fund Balance	\$ -	\$ -	402,883.00	0.0%
40000	Local Taxes	\$ 402,406.94	\$ 402,406.94	8,521,151.00	4.7%
41000	Marriage Licenses	\$ 86.54	\$ 86.54	1,005.00	8.6%
43511	Tuition	\$ 83,516.67	\$ 303,854.73	748,335.00	40.6% (1)
43570	Receipts from Individual Schools	\$ 3,315.75	\$ 3,315.75	164,650.00	2.0%
44000	Other Local Revenue	\$ 28,718.13	\$ 38,057.54	139,318.00	27.3%
46000	State Education Funds	\$ 2,335,462.49	\$ 2,336,607.09	20,950,205.00	11.2%
47100	Federal Through State Grants	\$ -	\$ -	50,000.00	0.0%
47600	Direct Federal Funds (ROTC)	\$ -	\$ -	55,493.00	0.0%
49000	Operating Transfers & Insurance Recovery	\$ -	\$ -	6,088,874.00	0.0%
Total Revenues		\$ 2,853,506.52	\$ 3,084,328.59	\$ 37,462,760.00	8.2%
<u>EXPENDITURES</u>					
		MTD	YTD		
71100	Regular Instruction	\$ 1,521,442.44	\$ 1,779,526.51	\$ 17,326,699.00	10.3%
71150	Alternative Instruction	15,347.27	17,310.52	158,722.00	10.9%
71200	Special Education	215,585.31	239,117.61	2,795,651.00	8.6%
71300	Vocational Education	50,744.13	57,969.41	695,450.00	8.3%
71400	Student Body	120.00	120.00	500.00	24.0%
72110	Attendance	8,538.70	16,331.95	126,838.00	12.9%
72120	Health Services	48,120.63	59,137.54	489,984.00	12.1%
72130	Other Student Support	95,441.19	117,490.19	1,589,121.00	7.4%
72210	Regular Instruction Support	124,850.29	188,252.56	1,483,861.00	12.7%
72220	Special Education Support	33,362.53	44,785.00	334,787.00	13.4%
72230	Vocational Education Support	112.62	112.62	2,400.00	4.7%
72250	Technology	109,258.16	182,754.02	1,178,593.00	15.5%
72310	Board of Education	49,222.64	448,648.01	892,950.00	50.2% (2)
72320	Office of Director	50,288.30	103,700.41	439,733.00	23.6%
72410	Office of Principal	185,670.91	328,683.81	2,230,496.00	14.7%
72510	Fiscal Services	28,854.17	58,971.66	387,084.00	15.2%
72520	Human Resources	44,866.29	87,710.95	364,903.00	24.0% (3)
72610	Operation of Plant	260,488.14	561,957.21	2,532,829.00	22.2% (3)
72620	Maintenance of Plant	187,704.68	279,661.56	1,120,963.00	24.9% (3)
72710	Transportation	91,487.92	129,187.43	1,118,814.00	11.5%
73300	Community Services	154.49	235.73	20,000.00	1.2%
73400	Early Childhood Education	45,186.65	53,082.70	612,350.00	8.7%
76100	Capital Outlay	200,917.58	226,839.49	720,000.00	31.5%
81300	Education Debt Service	-	-	328,400.00	0.0%
99100	Operating Transfers	42,491.20	42,491.20	511,632.00	8.3%
Total Expenditures		\$ 3,410,256.24	\$ 5,024,078.09	\$ 37,462,760.00	13.4%
Net Revenue (Expense)		\$ (556,749.72)	\$ (1,939,749.50)		

Explanation of Footnotes

(1) Tuition Count as of 09/19/2024 is 581 Students

(2) 2023-2024 Liability and Workers' Compensation Insurance Payments Reflected

(3) Reflects Routine Encumbrances for Liability Insurance Policies, Software, and Supplies

(4) Encumbrances Total \$ 1,079,288

Greeneville City Schools Federal Projects Financial Report For the Month of August 2024

<u>REVENUE</u>	<u>Month-to-Date</u>	<u>Year-to-Date</u>	<u>Total Budget</u>	<u>YTD % of Total Budget</u>
Carl Perkins	\$ -	\$ -	\$ 51,925.00	0.0%
Consolidated Administration	\$ -	\$ -	\$ 113,250.00	0.0%
Title I-A	\$ -	\$ -	642,807.00	0.0%
Title I-A Neglected	\$ -	\$ -	70,528.00	0.0%
Title II-A	\$ -	\$ -	97,460.00	0.0%
Title III	\$ -	\$ -	12,294.00	0.0%
Title IV	\$ -	\$ -	49,819.00	0.0%
Title V	\$ -	\$ -	92,026.00	0.0%
IDEA Part B	\$ -	\$ -	709,247.00	0.0%
IDEA Pre-School	\$ -	\$ -	14,619.00	0.0%
Total Revenues	\$ -	\$ -	\$ 1,853,975.00	0.0%

<u>EXPENDITURES</u>	<u>MTD</u>	<u>YTD</u>	<u>Total Budget</u>	<u>YTD % of Total Budget</u>
Carl Perkins	\$ 3,428.00	\$ 3,428.00	\$ 51,925.00	6.6%
Consolidated Administration	\$ 10,364.41	\$ 19,410.68	\$ 113,250.00	17.1%
Title I-A	\$ 38,831.40	\$ 45,904.63	642,807.00	7.1%
Title I-A Neglected	\$ 11,754.60	\$ 11,754.60	70,528.00	16.7%
Title II-A	\$ 20,866.48	\$ 29,242.73	97,460.00	30.0%
Title III	\$ 2,450.00	\$ 2,450.00	12,294.00	19.9%
Title IV	\$ 3,737.29	\$ 4,402.59	49,819.00	8.8%
21st Century	\$ 649.81	\$ 649.81	-	N/A
Title V	\$ 6,794.46	\$ 6,794.76	92,026.00	7.4%
IDEA Part B	\$ 70,267.60	\$ 86,869.33	709,247.00	12.2%
IDEA Pre-School	\$ -	\$ -	14,619.00	0.0%
Total Expenditures	\$ 169,144.05	\$ 210,907.13	\$ 1,853,975.00	11.4%

Net Revenue (Expense)	\$ (169,144.05)	\$ (210,907.13)	\$ -	
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*Encumbrances Total \$60,696.57

**Greeneville City Schools
Greene Technology Center Financial Report
For the Month of August 2024**

Account #	Description	Month-to-Date	Year-to-Date	Total Budget	YTD % of Total Budget
<u>REVENUE</u>					
39000	Unassigned Fund Balance	\$ -	\$ -	\$ 86,688.00	0.0%
40000	Local Taxes	56,784.50	56,784.50	567,845.00	10.0% (1)
41000	Marriage Licenses	7.10	7.10	71.00	10.0% (1)
43542	Contracts with Other LEAs (Greene County)	-	148,109.25	592,437.00	25.0% (2)
44000	Other Local Revenue & Miscellaneous Refunds	700.00	8,141.70	39,888.00	20.4%
46510	TISA	31,334.50	31,334.50	313,345.00	10.0% (1)
49000	Operating Transfer (Grv City) & Insurance Recovery	21,245.60	21,245.60	213,956.00	9.9% (1)
	Total Revenues	\$ 110,071.70	\$ 265,622.65	\$ 1,814,230.00	14.6%
<u>EXPENDITURES</u>					
71300	Vocational Education	\$ 75,014.77	\$ 82,770.44	\$ 935,073.00	8.9%
72130	Other Student Support	7,649.50	8,480.80	91,908.00	9.2%
72250	Technology	5,625.74	11,259.44	67,905.00	16.6%
72310	Board of Education	10,781.32	66,848.85	133,885.00	49.9% (3)
72410	Office of Principal	26,008.90	39,054.21	329,061.00	11.9%
72610	Operation of Plant (Custodial)	13,864.48	44,962.92	233,402.00	19.3% (3)
72620	Maintenance of Plant	4,229.21	5,158.83	22,996.00	22.4%
76100	Capital Outlay	3,714.50	3,714.50	-	N/A
	Total Expenditures	\$ 146,888.42	\$ 262,249.99	\$ 1,814,230.00	14.5%
	Net Revenue (Expense)	\$ (36,816.72)	\$ 3,372.66		

Explanation of Footnotes

(1) Revenues Allocated to GTC are Paid in Equal Installments from GCS Over 9 Months- Beginning in August; Then Adjusted Per Actual Revenue for June

(2) Represents Total Amount Received From Greene County Schools

(3) Reflects cost of 2023-2024 Liability, Workers' Compensation, & Building and Grounds Insurance Payments

Encumbrances total \$52,813.22

Directors Update to the Board

Tuesday, September 24, 2024

1. I want to congratulate Cathy Dickey and Suzanne Bryant for being recognized as the GCS Eastview Elementary Teacher of the Year and the GCS Supervisor of the Year. I also want to thank Senator Steve Southerland for presenting Cathy and Suzanne with a proclamation from the TN State Senate.
2. I am delighted to recognize Mr. Bill Armstrong, President of the Greeneville High School GSIA, who was honored at the TSBA Fall District Meeting with the School Volunteer Recognition Award. Bill's leadership and support have significantly contributed to Greeneville High School, and we are grateful for his dedication and the time and talents he has shared with us.
3. I also want to recognize Mrs. Crystal Hirschy, who was recognized with the Level II Boardmanship Award, and Mrs. Pam Botta and Mr. Josh Quillen, who were recognized with the Level III Boardmanship Award at the TSBA Fall District Meeting. To encourage the professional growth of school board members, TSBA presents awards to Board members who invest their time and effort into becoming more informed and effective members. The award is given for participating in activities outside of local school board obligations. There are five levels of Boardmanship recognition.
4. I want to congratulate and recognize Mrs. Kelly Ford, Mrs. Janet Ricker, and Mrs. Shelia Newland for graduating from Leadership Greene County. Leadership Greene County is a program designed to motivate participants to develop and enhance their leadership skills and use those skills in their everyday lives and work situations. Participants in the program represent a cross-section of Greene County. They are selected by a committee based on their potential or demonstrated leadership abilities and their commitment to school and community.
5. Congratulations to all GCS cafeterias that received a 100 on their Health Inspections for the first semester. The TN Department of Health inspects school cafeterias twice per year, once each semester. Kudos to Karen Wilhoit for her leadership, along with each of the Cafeteria Managers and their staff for their dedication and excellent work in achieving these outstanding results!
6. Congratulations to Kelly Ford on being selected to participate in the 2024-25 Tennessee Rural Principal Network (TRPN)! This opportunity will connect Kelly to other rural principals in our region and across the state as she engages in

professional learning opportunities, leadership coaching, and job-embedded peer-to-peer connections. Belmont University will lead and facilitate the TRPN.

Respectfully submitted by Steve Starnes.