
Employee Handbook



*Eufaula City Schools
2021-2022*

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INTRODUCTION

The Eufaula City Schools Employee Handbook is designed to communicate the school system's major policies and procedures. The most current version of this handbook can be found in PDF format on the school Board Document Uploads section of the Eufaula City Schools website <http://www.eufaulacityschools.org>. The information in this handbook is current at the date of its publication. When possible and where appropriate, blue underlined hyperlinks to other publications, forms, policies, or resources are included to expand or support information in this handbook.

Many resources are used to create this handbook, including Eufaula City Schools Board Policy and Administrative Guidelines, Alabama State Board of Education rules and guidelines (Alabama Administrative Code), and state and federal laws. No handbook can include or anticipate every issue, question, situation or concern that may arise. Each employee is required to be knowledgeable about the policies and regulations of Eufaula City Schools and implement them in a spirit of good faith. When in doubt, please ask before you make a decision or take an action that could violate a law or policy and endanger your employment with Eufaula City Schools.

The contents of this handbook are intended to provide a brief overview of the most commonly referenced policies and the procedures, information, and references often needed by employees. It may not include every piece of information you need to know. This employee handbook is provided as a guide and is not to be considered a contract. Economic conditions, federal and state law, and organizational needs change periodically; therefore, Eufaula City Schools reserves the right to revise, expand or discontinue this information at any time. Only the Board may approve changes to Eufaula City Schools Board Policy, and only the Superintendent makes changes to Administrative Guidelines. *Items are subject to change due to COVID-19.*

In the event of a conflict between the information in this handbook and any law, rule, policy or regulation for the United States, the state of Alabama, the Alabama State Board of Education, or Eufaula City Schools, the law, rule, policy or regulation is the controlling authority.

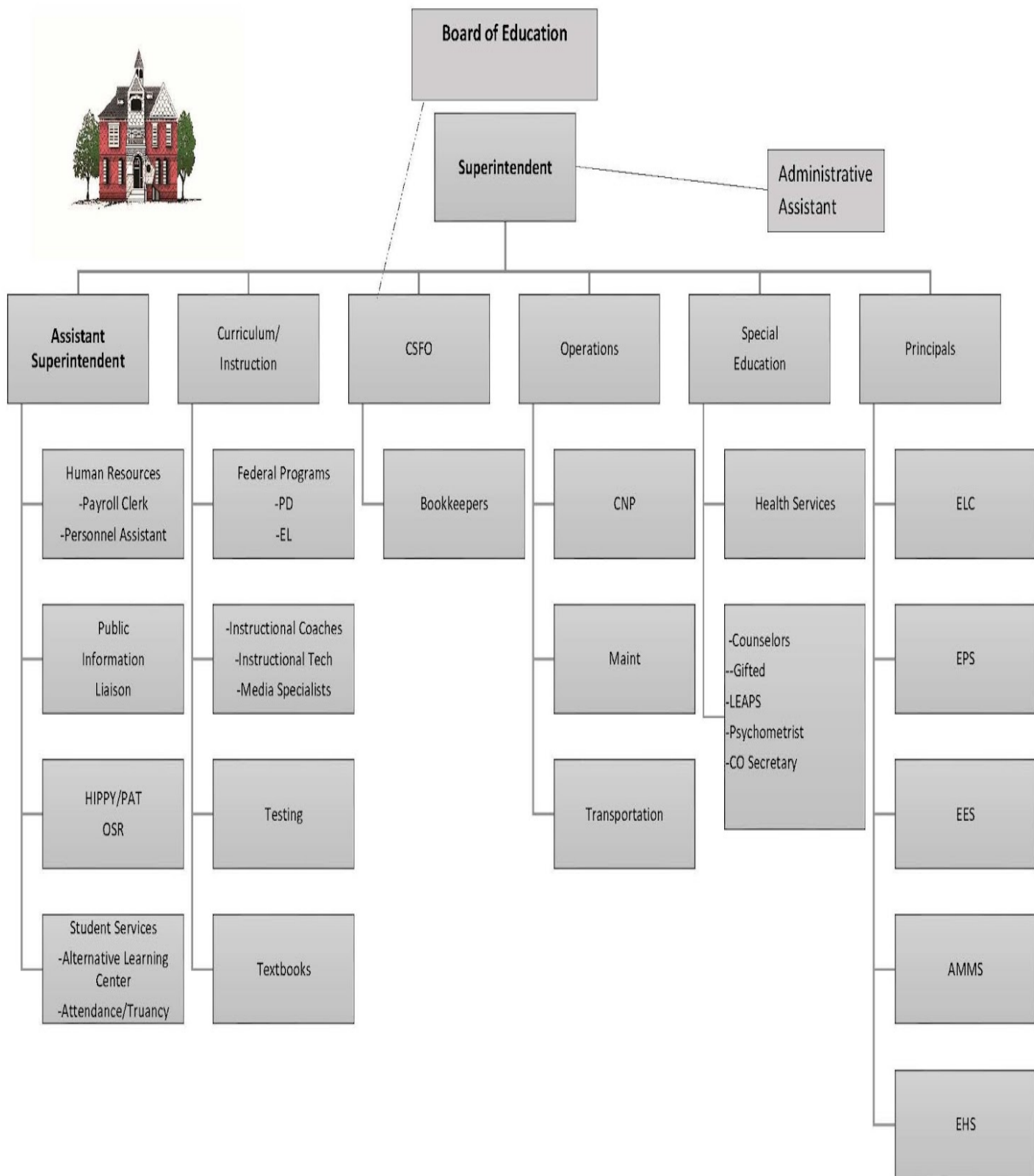
If you have questions or need additional information –

- Ask your principal or immediate supervisor
- Consult the Eufaula City Schools Board Policy manual and Administrative Guidelines manual
- Contact Mrs. Deltonya Warren, Human Resources office at 334.687.1100 extension 1011.

Statement of Nondiscrimination

The Eufaula City Board of Education does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in any of its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to handle inquiries regarding the non-discrimination policies: Laura Stewart, Special Education Services and ECS Title IX Coordinator, by emailing laura.Stewart@ecsk12.org, Deltonya Warren, Assistant Superintendent by emailing deltonya.warren@ecsk12.org or Jan Bowen, Director of Special Education, by emailing jan.bowen@ecsk12.org.

Approved 12/14/2021



HUMAN RESOURCES INFORMATION & PROCEDURES

EQUAL EMPLOYMENT OPPORTUNITY (5.14)

Unlawful Discrimination Prohibited

The Board is an equal opportunity employer. Personnel actions and decisions will be made without regard to factors or considerations prohibited by federal or state law (as such laws may from time to time be amended), including but not limited to race, gender, age, disability, national origin, citizenship, and religious preference.

Implementing Regulations Authorized

The Superintendent is authorized and directed to implement such rules, regulations, procedures, and directives as necessary and appropriate to implement and enforce this policy and any law prohibiting discrimination in the workplace, including the designation of one or more complaint/grievance investigators, officials, or coordinators; the development of complaint or grievance procedures for responding to allegations of unlawful discrimination; the provision of training or dissemination of instructional materials and advisories to appropriate staff members; and the administration of corrective or remedial action in response to violations of the law and of this policy.

EMPLOYMENT REQUIREMENTS

All applicants must submit an online application, any required documents, and a copy of their diploma if applicable. An official transcript and a teaching certificate must also be submitted, if applying for a certified position. Upon recommendation to hire, all employees of the Eufaula City Schools Board of Education are subject to a background check through the State Department of Education and are required to be e-verified through the Department of Homeland Security. The employee is responsible for the cost of the background check.

PROFESSIONAL CERTIFICATION AND PROCEDURES

In addition to requirements established by the State Board of Education and the pertinent job description, professional employees must hold a degree from an accredited college or university and hold a current, valid, and properly endorsed Alabama Professional Educator or Alabama Professional Leader Certificate, which will be maintained in their Human Resources file.

A teacher who has completed the certification process, but has not received the certificate, may be employed on pending verification of the initiation of the certification from the Alabama State Department of Education. The Human Resources Department may work closely with each teacher to expedite the process to obtain the certificate as soon as possible; however, it is ultimately the teacher's responsibility to ensure they obtain and maintain the proper certification for their position.

If a teacher earns a higher degree from a regionally accredited institution recognized by the State Department, that merits increased compensation under the approved salary schedule, the salary increase will become effective following verification of the new degree or additional hours with an official transcript presented to the Human Resources office.

Professional Certification Reminders:

It is ultimately the employee's responsibility to maintain and renew a certificate. The following information is based on the system's understanding of the state's certification requirements and is provided for informational purposes only. Employees are responsible for independently verifying the current requirements to obtain or maintain their certificate.

- Any Provisional Certificate in a Teaching Field (PCTF) & Professional Certificate in Career & Technical Teaching Field (PCCT) applications must be received in the Teacher Certification Office at the Alabama Department of Education by October 1st of the application year. To request the 1st PCTF, the teacher must have already passed the Praxis subject area test by September 1st.
- Any first year Interim Employment Certificate (IEC) and Provisional Certificate in Library Media or School Counseling (PCLS) applications for the current school year must be received in the Teacher Certification Office at the Alabama Department of Education each application year within four scholastic school years.
- An individual may not be employed more than three years while holding a PCTF, IEC, PRE or any combination thereof.
- If an employee is renewing an instructional leader/administrative certificate he or she must earn 5 PLU's (Professional Learning Units) regardless of his or her role in which he or she serves (2 must be ACLD approved).
- If an employee is renewing a teaching certificate that expires at the end of the five year period, he or she must earn 5 CEU's (50 hours of professional development). There is an additional option of 100 clock hours of allowable professional development from a prescribed list of providers.

SUBSTITUTE TEACHERS

Substitute teachers must, at a minimum, possess a valid and current Alabama Substitute Teacher's Certificate or an Alabama Professional Educator's Certificate. Eufaula City Schools contracts with Kelly Educational Staffing (KES) for all substitutes other than Bus Drivers. Substitutes are required to follow policies and procedures outlined by Kelly Educational Staffing. A copy of the Aesop Employee User Guide is available through Kelly Services. Employees should secure substitutes through the KES at www.kellyeducationalstaffing.com or by calling **800-528-0049**.

WORK VERIFICATION PROCEDURES AND SALARY SCHEDULE PLACEMENT

Placement on the salary schedule will be based on the employee's years of experience and level of certification (for certified employees other than administrators). Verification of prior work experience must be obtained through the interview and hiring process. Employees are responsible for providing proper documentation of previous experience for purposes of placement on the salary schedule.

For the purpose of this salary schedule, experience is defined as the number of years of service in a particular position, job, or classification. Experience will be included in salary calculation only

when the employee's previous employer has verified that experience in writing. Employees who have a significant amount of experience that is similar and comparable in required work skills, knowledge, etc. to the position which the employee is assigned may be credited some experience for salary schedule placement purposes. The Superintendent, the Assistant Superintendent, and the immediate supervisor will determine this placement.

Specifically, certified employees will be placed on the salary schedule as follows:

- Years of verified completed public school experience. The Board recognizes experience in a regionally accredited private school on a ½ year recognized for each **full year** verified. A minimum of two (2) years of verified private school experience is required.
- Highest level of certification issued by the Alabama State Department of Education. Persons who do not hold a valid Alabama Professional Educator or an Alabama Leadership Certificate will be placed on the salary schedule at the Bachelor level, even if a higher degree has been earned. If the advanced degree is obtained after the 10th of the month during the school year, it will not be recognized until the next pay period. If the recognition of the advanced degree occurs May 10th or after, pay will not begin until the following school year.
- Highest degree earned as recognized by the Alabama State Department of Education. · New employees will be paid at a Bachelor's level with zero years of experience until verification is received regarding highest degree earned and verification is received from previous employers regarding experience. Once verification is received, any underpayments will be paid to the employee.

The salary of JROTC Instructors is regulated by a military entitlement computation established by the United States Department of Army. Adjustments in compensation are put into effect as soon as official notice is received.

Principals will be placed on a 240-day contract as negotiated with the Superintendent and approved by the Board as recommended by the Superintendent.

Placement on the Certified Administrator salary schedule will be based on the employee's years of administrative experience and level of certification. Assistant Principals, Directors, and Coordinators will be placed on a 202, 222, or 240-day appointment based on the specific job requirements as recommended by the Superintendent and approved by the Board.

Placement on the Classified Employee (including Professional Classified Administrator) salary schedule will be based on the employee's years of experience in their specialized area and the degree held. Classified employees will be placed on a 202, 222, or 240-day appointment based on the specific job requirements as recommended by the Superintendent and approved by the Board.

The Chief School Financial Officer will work under a 240-day contract as negotiated with the Superintendent and approved by the Board as recommended by the Superintendent.

The Superintendent will work under a 240-day contract as negotiated with and approved by the Board.

EMPLOYEE DRESS CODE

A general guideline covering an employee dress code is established in order to uplift, enhance and promote the professional image of the school system. Supervisors are expected to review these guidelines with all staff members each year before the opening of school.

All employees should be professionally and appropriately attired when conducting school system business, including during remote learning. Departments may adopt a voluntary dress code for uniforms. Immediate or site supervisors may approve exceptions to this code for special or occasional activities.

Reasonable accommodation should be made for religious beliefs if such accommodation would not unduly interfere with the effective functioning of the classroom.

Restrictions:

An employee's dress may not be so unusual, inappropriate or lacking in cleanliness that it clearly disrupts classroom or learning activities. Examples of attire considered inappropriate for school employees include but are not limited to:

- Jeans (except for custodian and bus drivers and as allowed for special occasions or special work as approved by the immediate or site supervisor)
- Overalls
- Shorts (except for P.E. teachers and bus drivers and as allowed for special occasions or special work as approved by the immediate or site supervisor)
- Athletic type shoes (except as allowed for special occasions or special work as approved by the immediate or site supervisor)
- Spandex, yoga pants, leggings, or bicycling type attire as outerwear
- Clothing that is provocative, revealing, indecent, vulgar or obscene
- Blouses or shirts with low necklines or bare midriffs
- Excessively tight clothing
- Visibly torn or ragged attire
- Sweat suit-type attire (except for P.E. teachers, bus drivers, and custodians)
- Footwear that is considered beachwear, bedroom shoes, flip flops, or slippers (Any footwear that may cause injury to the wearer or others must not be worn)
- Clothing which promotes alcoholic beverages, tobacco, or the use of controlled substances by words or symbols
- Clothing that contains profanity or nudity, depicts violence, political statements, or is sexual in nature by words or symbols
- Undergarments worn as an outer garment or any see through clothing
- Clothing or jewelry that creates a disruption of the school environment/ learning activities or that poses a threat to the safety and well-being of students or staff

Each department/school will evaluate these guidelines at the end of the school year. The system will review the results of these evaluations and present proposed changes to the board as appropriate.

MANDATORY ATTENDANCE FOR TEACHER INSTITUTE DAY

As defined in Alabama Code 16-23-8 and 16-23-9, any person employed in a teaching, supervisory, or administrative capacity shall attend Teacher Institute. If reasons exist that require these employees to miss Institute, the designated form must be submitted to your principal or supervisor for approval who then submits the request to the Superintendent for final approval.

EMPLOYEE CHILDREN OR VISITORS AT THE WORK SITE

Employees have specific job duties to perform during the workday and thus children and/or family members should not come to work with the employee. This may be allowed in short term, emergency situations with the approval of the immediate supervisor.

SCHOOL ATTENDANCE OF EMPLOYEE CHILDREN

The children of employees of Eufaula City Schools may attend the age appropriate school in the Eufaula City Schools without being subject to Board's Non-Resident Student Policy.

DRUG AND ALCOHOL TESTING OF SAFETY SENSITIVE EMPLOYEES (5.18)

It is the policy of the Eufaula City Schools Board of Education that the use of alcohol and other drugs and the unlawful manufacture, distribution, dispensation, possession or use of illicit drugs is prohibited. The Board also requires that all employees report to work without any alcohol or illegal or mind altering substances in their system.

All transportation personnel under the regulations of the United States Department of Transportation will be drug tested in accordance with state and federal law. If an employee holding a Commercial Driver's License tests positively during a random drug screening, he/she may be subject to immediate termination or enrollment and treatment in an appropriate Substance Abuse Program. If termination is not recommended by the Superintendent, the employee must meet requirements specified by federal law and the Substance Abuse evaluator to be eligible to return to duty. The employee will be placed on administrative leave until the Substance Abuse evaluator reinstates eligibility to return to work and all other DOT requirements are met to return to work.

All employees of Eufaula City Schools are subject to drug and alcohol testing if there is reasonable suspicion to believe an employee has violated the Alcohol and Drug Policy. If an employee tests positive, he/she may be subject to termination, counseling sessions through the Employee Assistance Program, or enrollment and treatment in an appropriate Substance Abuse Program. If termination is not recommended, the employee will be placed on Administrative leave and must meet the requirements set forth by the Substance Abuse evaluator to be eligible to return to work.

Prohibited Alcohol and Controlled Substance-Related Conduct

In addition to activities identified in other policies, rules, and procedures, Board employees are prohibited from the following:

- Reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration in excess of the standard set by the Federal Highway Administration (FHWA);
- Being on duty or operating a vehicle while possessing alcohol;
- Consuming alcohol while performing safety-sensitive functions;
- Consuming alcohol within eight hours following an accident for which a post-accident alcohol test is required, or prior to undergoing a post-accident alcohol test, whichever comes first;
- Refusing to submit to an alcohol or controlled substance test required by post-accident, random, reasonable suspicion, or follow-up testing requirements;
- Consuming alcohol or being under the influence of alcohol within four (4) hours of going on duty, operating, or having physical control of a vehicle;
- Reporting for duty or remaining on duty when using any controlled substance, except when instructed by a physician who has advised the driver and the Board that the substance does not adversely impact the performance of any safety-sensitive duty;
- Reporting for duty, remaining on duty, or performing safety-sensitive functions with controlled substances in the employee's system.

In the event of a violation of this policy, the employee shall be removed immediately from safety-sensitive duties and shall be subject to such further actions, including disciplinary action up to and including termination, as deemed appropriate by the Superintendent and the Board.

TECHNOLOGY

The primary goal of the technology environment is to support the educational and instructional endeavors of students and employees of Eufaula City Schools. Use of any and all technology resources is a privilege and not a right.

The Board permits restricted and conditional access to and use of its technology resources, including but not limited to computers, the "Internet," network storage areas, and electronic mail. Such access and use is restricted to employees, students and other persons who are engaged in *bona fide* education and administrative activities that serve and are consistent with identified educational objectives or authorized support functions, and who, by signing an "Acceptable Use Agreement," agree to abide by all Board policies, rules, and regulations regarding technology use.

Employees who violate any Board policy, rule, or regulation regarding technology use may be denied use of the Board's technology resources and may be subject to additional disciplinary action. All technology resources, including network and Internet resources, e-mail systems, and computers or other access devices owned, leased or maintained by the Board are the sole property of the Board. Board personnel may, at any time and without prior notice, access, search, examine, inspect, collect or retrieve information of any kind for the Board's technology resources, including computer or related equipment, files, and data, to determine if a user is in violation of any of the Board's policies, rules and regulations regarding access to and use of technology resources, for or in connection with any other matter or reason related to the safe and efficient operation or administration of the school

system, or for any other person not prohibited by law. Users of school system technology resources have no personal right of privacy or confidentiality with respect to the use of content of such.

Any questions about this policy, its interpretation, or specific circumstances shall be directed to the Director of Operations before proceeding.

SOCIAL MEDIA RECOMMENDATIONS

Eufaula City Schools recognizes the value of social media, both for personal and professional use. Social media can be a powerful tool for parent/student involvement and communication. Employees are encouraged to implement the recommendations below in order to avoid inappropriate use of social media.

Social Media Recommendations

- Employees should not update personal social media statuses or post personal content during school hours. Stakeholders expect employees to be working during the school day; posting during this time may give the impression that employees are not fulfilling their responsibilities to students.
- ECS provides websites, Learning Management Systems, and email which should be the primary online electronic communication methods regarding school-related matters.
- No form of social media should be the primary form of communication between teachers and parents/students.
- We recommend that teachers do not “friend” ECS parents or students, especially those currently enrolled in their classes on personal social media sites. There may be exceptions (a relative, a friend's child, etc.).
- Remember that once information is posted to social networking sites, it may be available forever, even if it is removed from the page.
- Others may post pictures without consent. Some of these pictures may be taken at social and/or family gatherings, and posted out of context, may give impressions that are not factual. If such a situation occurs, the original poster should be contacted and asked to remove the picture or post.
- Posting of student work, images, video, or other likenesses should strictly adhere to the ECS Acceptable Use Policy for Technology Rules and Regulations and the ECS Media Release Guidelines for employees and/or students.
- Do not write, post pictures, or do anything on social media sites you would not share in the presence of your school principal, school board, parents, or students.
- No confidential student information (grades, lunch status, special education status, etc.) should ever be posted or shared on social media sites.
- Online posts that violate Board policy or federal or state law, lead to a substantial disruption of the school environment, or significantly impede the employee’s ability to do their job may lead to disciplinary consequences for the employee up to and including termination. Such posts include, but are not limited to, provocative photographs, sexually explicit messages, or the use of alcohol or drugs.
- **When in doubt, don’t post it!**

TITLE IX GRIEVANCE PROCEDURES

INFORMATION, DEFINITIONS, AND ASSISTANCE

Title IX Coordinator (roles and responsibility, contact information)

Per the regulations, a Title IX Coordinator must be designated (and so named) to coordinate, implement, and oversee efforts for compliance with the Title IX regulations. The responsibilities include disseminating information regarding Title IX compliance, dissemination of policy and grievance procedures. The Title IX Coordinator is authorized per the Final Regulations to receive complaints, review and determine relevancy to Title IX sexual harassment prescribed definition, gender discrimination (academics, athletics, extracurricular activities - school sponsored), any conduct relating to sex (harassment to others or to self) or misconduct both under federal guidelines as well as state guidelines i.e. Erin's Law, issue appropriate notifications, monitor and track the process to include supportive measures and/or any sanctions.

Title IX Team members (roles and responsibilities)

The Title IX team members, as defined by the **Federal Register**/Vol. 85, No. 97 Title IX Rules and Regulations includes Title IX Coordinator, Title IX Investigator(s), Title IX Decision Maker(s).

Training - Erin's Law requirements

Erin's Law (Act 2015-456)

Erin's Law required local school boards to adopt guidelines for a child sexual abuse prevention instructional policy, training for Grades K-12 educators on recognizing and avoiding child sexual abuse, and an age-appropriate curriculum in public schools on child sexual abuse prevention education. **FY16-2031**

Definitions:

Sex Discrimination and Sexual Harassment means conduct of a sexual nature that meets any of the following:

1. Sex discrimination - occurs when a person, because of their sex, is denied participation in or the benefits of any education program or activity that receives federal financial assistance.
2. Sexual harassment - means conduct on the basis of sex that satisfies one or more of the following:
 - a. A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., Quid Pro Quo); OR
 - b. Unwelcome conduct that a *reasonable person* would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity, OR
 - c. Sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA). Sexual harassment can be verbal,

nonverbal, or physical.

3. Responsible Employee - A recipient with actual knowledge of sexual harassment in an education program or activity of the recipient against a person in the United States, must respond promptly in a manner that is not deliberately indifferent.

4. Complainant - person alleges sexual harassment

5. Respondent - recipient of the alleged sexual harassment

6. Recipient - Eufaula City Schools

7. Advisor(s) -

- o Each party is allowed to have an advisor of their choice. Please limit to one advisor.
- o Advisors may be but are not limited to a friend, family member, attorney, union representative.
- o Advisors may attend meetings and inspect/review evidence provided during the grievance process.
- o Advisors are not expected to speak “for” or on behalf of the party for whom they are serving.
- o Advisors are not expected to speak out during any proceedings or meetings nor speak directly to any other party other than the person for whom they are advising.
- o Advisors are expected to conduct themselves in a professional manner at all times.

Any individual, who believes they may have experienced any form of sex discrimination or sexual harassment, or who believes that they have observed such actions taking place, may receive information and assistance regarding Eufaula City School’s policies and reporting procedures from:

Laura Stewart, Exceptional Student Services Specialist
Title IX Coordinator
333 State Docks Road
Eufaula, Alabama 36027
334-687-1100 Ext. 1007
Laura.stewart@ecsk12.org

GRIEVANCE PROCEDURE

Any student, parent/guardian, current or prospective employee or other individual within the school community who believes they have experienced and/or observed and/or is aware of sex discrimination or sexual harassment (“grievant”) should promptly report the matter to the Title IX Coordinator.

A “formal complaint” is a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school investigate the allegation of sexual harassment. A “non formal complaint” is any notification regardless of if by mail, telephone, or email, not utilizing the formal complaint form or not signed by a complainant or by the Title IX Coordinator.

Response to a Formal Complaint

In response to a formal complaint, the Title IX team will follow the defined grievance process within this procedure. With or without a formal complaint, Eufaula City Schools, if it has actual knowledge of sexual harassment against a person in an education program or activity, will take certain steps such as offering supportive measures to the complainant to address student safety and provide equal access to the education program or activity while preserving the recipient’s discretion to address facts or circumstances present by a particular situation.

Complaints of alleged sex discrimination, including sexual harassment, brought forth by students, parents/guardians, current or prospective employees, and other members of Eufaula City Schools will be promptly investigated in an impartial and in as confidential a manner as reasonably possible, so that corrective action can be taken if necessary.

Privacy Protections

Eufaula City Schools will never use or attempt to use questions or evidence that is protected by a legally recognized privilege, unless the person holding the privilege waived the privilege.

Eufaula City Schools cannot unilaterally access or consider a party’s records, if those records are made or maintained by a physician, psychiatrist, or other recognized professional and made for the purpose of providing treatment to the party. These records can only be accessed with a party’s voluntary written consent.

During the grievance process, questions, or evidence about the Complainant’s prior sexual behavior – even with the respondent accused of sexual harassment, and even in the cases where the respondent already possesses evidence about sexual history – are never deemed relevant, with only two narrow and limited exceptions.

The grievance procedures will be as follows:

1. It is the express policy of Eufaula City Schools to encourage the prompt reporting of claims of sex discrimination and/or sexual harassment. Once Eufaula City Schools has “actual knowledge” of sexual harassment, or allegations of sexual harassment, Eufaula City Schools will respond within 24

hours. “Actual knowledge” means notice or allegations received by Title IX coordinator, school official with authority to institute corrective measures on behalf of the school, or any school employee. Eufaula City Schools must treat a person as a complainant any time the school has notice that the person is alleged to be the victim of conduct that could constitute sexual harassment (regardless of whether the person themselves reported, or a third party reported the sexual harassment), and irrespective of whether the complainant ever chooses to file a formal complaint. Further, it should be noted, there is no time limit or statute of limitations on a complainant’s decision to file a formal complaint.

2. At the time the complaint is filed, the grievant shall promptly be given a copy of these grievance procedures and a description of the supportive measures offered by Eufaula City Schools. A formal complaint form for such purpose can be found on our website and will also be provided to the grievant upon notification of such complaint. It is the responsibility of the Title IX Coordinator or designee to explain these procedures and measures and answer any questions anyone has. As it pertains to students, in appropriate circumstances, due to the age of the student making the complaint, a parent/guardian or school administrator may be permitted to fill out the form on the student’s behalf. In addition, if the grievant is a minor student, the Title IX Coordinator should consider whether a child abuse report should be completed in accordance with Eufaula City Schools policy on the Reports of Suspected Child Abuse or Neglect of Children.

3. The Title IX Coordinator or designee shall investigate the complaint as promptly as practicable but no more than ten (10) working days from the date the complaint was received. The Title IX Coordinator or designee shall have the complete cooperation of all persons during the investigation.

4. The Title IX Coordinator will provide written notice to the parties identified in the complaint. The written notice will include, the allegations and facts that may constitute sexual harassment, the presumption of that the accused did not engage in prohibited conduct, notice that parties are entitled to an advisor of their choice, parties can request to inspect and review certain evidence, a copy of the code of conduct, false statements (if any), the opportunity to engage in informal resolution, the right to appeal, the range of possible remedies and disciplinary sanctions following determination of responsibility, and which standard of evidence will be used to reach a determination.

5. The Title IX Coordinator or designee shall meet with all individuals reasonably believed to have relevant information, including the grievant and the individual(s) against whom the complaint was lodged, and any witnesses to the conduct. The investigation shall be carried on by the school discreetly, maintaining confidentiality insofar as reasonably possible while conducting an effective investigation. The investigator will objectively evaluate all relevant evidence regardless of who it favors or disfavors. Where facts are in conflict, credibility determinations can be made. However, credibility determinations will not be based on a person’s status as a complainant, respondent, or witness. Following the evaluation, the investigator will prepare an investigative report and will share the report with all parties before a determination regarding responsibility is reached.

6. Prior to sharing the investigation report, the Title IX Coordinator must provide all parties a copy of the evidence used to form the basis of the report and allow all parties 10 days to submit a written response. All written responses received will be objectively reviewed and considered by the investigator before issuing the report. Further, the Title IX Coordinator must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness,

provide each party with the answers, and allow for additional, limited follow-up questions from each party.

7. Finally, the school's identified decision-maker, not the Title IX Coordinator or investigator, will make a determination and provide written determination of responsibility to both parties simultaneously. The written determination will include:

- Identification of the allegations potentially constituting sexual harassment as defined in §106.30; 2027
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held.
- Findings of fact supporting the determination.
- Conclusions regarding the application of the recipient's code of conduct to the facts.
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the complainant; and
- The recipient's procedures and permissible bases for the complainant and respondent to appeal.

8. If after an investigation, the decision-maker determines that there is reasonable cause to believe that sex discrimination or sexual harassment in violation of the school's policy has occurred, Eufaula City Schools shall take appropriate corrective action in an effort to ensure that the conduct ceases and will not recur. The Title IX Coordinator or designee shall also provide and or arrange for support services that are individualized, non-disciplinary, non-punitive, protect the safety of all parties and educational environment, deter harassment, and are not unreasonably burdensome. Such support services may include, no contact orders, academic accommodations, health and mental health services, disability services, confidential counseling, or training where appropriate.

Determination

Eufaula City Schools will consistently apply the same "standard of evidence" in all formal complaints, in making a determination of responsibility. Per Title IX regulations, there are two "standard of evidence" options,

- Preponderance of evidence – a majority of the evidence proves a fact. Mathematically, it would be more than 50% of the evidence.
- Clear and convincing evidence – a heightened standard which requires more than a *preponderance of evidence* to prove a fact. One definition of *clear and convincing* evidence is something that is highly and substantially more probable than not.

Eufaula City Schools will apply the following "standard of evidence" – Clear and convincing evidence. The same standard of evidence for formal complaints will be applied for formal complaints against all parties, including but not limited to students, employees, and teachers.

Disciplinary Sanctions and Remedies

A range of different disciplinary sanctions or remedies may be implemented by Eufaula City

Schools following a determination of responsibility. Due to the unique nature of the situation and individual needs, the following is a non-exhaustive list of possible actions:

- support services may be warranted and may include, no contact orders, academic accommodations, health and mental health services, disability services, confidential counseling, or training where appropriate
- verbal or written warning
- altered schedules to eliminate interaction opportunities
- exclusions from certain school activities
- access to recorded class sessions in lieu of live participation
- suspension or expulsion

Appeal Process

Under § 106.45(b)(1)(viii), all parties have the right to appeal for specified reasons. Appeals must be submitted within 30 school days following the initial determination. This equal right amongst the complainant and respondent will promote a fair process that will benefit everyone and ensure parity between the parties. Thus, when a complainant or a respondent disagrees with a decision of responsibility, they have the right to appeal on the basis of the following conditions:

(1) procedural irregularity that affected the outcome.

(2) new evidence that was not reasonably available when the determination of responsibility was made that could affect the outcome; or

(3) the Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias that affected the outcome

Upon receipt of a written appeal request with evidence of one or more of the above conditions, the Title IX Coordinator will

- notify the parties in writing and implement appeal procedures equally,
- provide both parties the equal opportunity to submit a written statement of support or disagreement to the appeal,
- identify a new and impartial decision-maker to review the original and newly submitted evidence, and
- after reviewing the new written statements, the new decision-maker will issue a decision to the parties simultaneously within 20 school days.

The determination regarding responsibility becomes final either on the date that the investigator provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

Where deadlines are set forth in the grievance process, a temporary delay of the grievance process or the limited extension of time frames for good cause are permitted with written notice by the Title IX Coordinator to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include, but are not limited to, considerations such as the absence of a party

or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

Record Retention

The Title IX Coordinator shall keep all records of Title IX complaints and their disposition for a period of seven years.

Retaliation

Retaliation against an individual for filing a complaint or cooperating in an investigation is strictly prohibited, and Eufaula City Schools will take actions necessary to prevent such retaliation.

DISSEMINATION OF INFORMATION

Eufaula City Schools must provide name, title, contact information of the identified Title IX Coordinator on the school's website. Further, Eufaula City Schools shall notify applicants for admission and employment, students, parents/guardians of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or other professional organizations with a collective bargaining agreement with the institution that it does not discriminate on the basis of sex in the educational programs or activities which it operates, and that it is required by Title IX and its administrative regulations not to discriminate in such a manner. The notification shall be made in the form and manner required by law or regulation.

Supportive Measures

Eufaula City Schools has in place supportive measures for the accused and the accuser. Supportive measures are free, individualized services designated to restore or preserve equal access to education, protect safety or deter sexual harassment. The measures employed by Eufaula City Schools will be determined on an individual, case-by-case basis. Those measures may include but not be limited to:

- Counseling
- Extensions of deadlines
- Modifications of work or class schedules; and/or
- Mutual restrictions on contact between individuals

EMPLOYEE ABSENCES

As of the date of publication of this handbook, Eufaula City Schools, will no longer grant paid leave to any employee for COVID-19 related absences or situations.

Punctual, regular attendance is an essential job function of every job and position, and employees are expected to report to work when scheduled to work and to remain at work each working day.

All employees are expected to notify their supervisor by telephone call or text message or email within 24 hours of the anticipated absence when taking any leave. An employee who fails to notify their supervisor or report to work as scheduled will be viewed as having abandoned their position and employment may be terminated.

Except as otherwise authorized under Board policy, employees may be absent from work only in the following circumstances:

- Illness, injury or other qualifying reason for sick leave or on-the-job injury leave under state law or the Family Medical Leave Act.
- Personal leave
- Vacation leave
- Professional leave
- Military leave
- Court leave
- Other unpaid leave that is specifically approved by the Board upon a showing of substantial hardship or extraordinary circumstances.

In the event of an emergency or incapacity that makes advance notice impractical, employees must notify the Supervisor of their absence as early as possible. Except as otherwise provided or permitted, an employee who is absent from work without approved leave will be considered absent without leave in violation of Board policy and subject to daily rate of pay; however, a day of paid leave or absence will not be counted as a day worked for the purposes of computing overtime under the Fair Labor Standards Act. Pay will be reduced on a pro rata basis for leaves or absences not covered by sick, vacation, personal, or other appropriate form of paid leave. **Employees who are absent from work without leave will be subject to disciplinary action.** The continuation of benefits during an approved absence is subject to the provisions of the particular benefit policy or plan.

All employees are required to record absences by entering the information at www.kellyeducationalstaffing.com or calling (866)535-5998 (866-Kelly-98). The employee is also responsible for notifying the building administration / supervisor of the absence. Leave for vacation, personal, sick and professional development must be entered into Kelly.

Absences related to vacation, personal, and professional development must also be submitted through Etrieve for approval from supervisor at <http://etcentral.ecs.k12.al.us>. An approved Etrieve form is required prior to leave dates. If an approved leave form is not received prior to the date of leave, you will be docked and not eligible for reimbursements related to professional development.

Paid Sick Leave

Persons Eligible for Paid Sick Leave – All regular full time employees are eligible for paid sick leave.

Earning and Accumulation of Paid Sick Leave – All eligible employees earn sick leave days at the rate provided for in state law. Eligible employees earn one sick leave day for each month employed. Eligible employees may accumulate sick leave as provided by state law. For example, sick leave for a 9 month, 183-192 day contract employee, will be earned beginning with September check through May check. For 10 month employees, 202 day contract, will earn sick days from September check through June.

Use of Sick Leave – Eligible employees may only use paid sick leave for absences caused by the following:

- Personal illness;
- Incapacitating personal injury;
- Attendance upon an ill member of the employee's immediate family, defined as a spouse, parent, child, sibling or any person with a close personal tie;
- Death of a family member, including a spouse, parent, child, sibling, mother or father-in-law, son or daughter-in-law, brother or sister-in-law, nephew or niece, grandparent, grandchild, aunt or uncle;
- Death or care of an individual with whom unusually strong personal ties exist because of a relationship other than those listed above.

Certification – Employees must certify that sick leave was used for one of the reasons provided in state law and specify the reason. If the employee's supervisor has probable cause to believe that an employee has abused or misused sick leave, a physician's statement verifying the existence and nature of the illness or medical condition may be required by the Board. Abuse of sick leave may subject the employee to disciplinary action.

[Reference: ALA. CODE §16-1-18.1 (1975)]

On-The-Job Injury

On-the-job injury includes an accident or injury to an employee that occurs in the course of performing job duties for the Board or when the employee is directed or requested by the employer to be on the property of the employer and which prevents the employee from working or returning to the job. Employees who are accidentally injured on the job may be approved for paid "on-the-job injury" leave without using sick days, provided that:

- The injured employee submits written medical certification from the attending licensed physician stating that the employee was injured and cannot return to work due to a specified injury, if there is a reasonable expectation that the employee will return to work and, if so, the expected date of that return. The Board may require a second opinion from a Board specified physician, at its expense.
- The employee must contact the local school nurse to complete an Employee Accident Report Form within twenty four (24) hours after an injury occurs. The form is signed by the principal or supervisor and forwarded to the Central Office. If the injured employee is not able to notify the Board, another person reasonably knowledgeable about the employee's condition and circumstances leading to the injury may provide the required notification.

Upon a determination that the employee has been injured on the job and cannot return to work,

the Board may maintain the employee's salary and benefits for the period of incapacity caused by the injury, not to exceed ninety (90) days. An employee who is injured on the job may file a request for unreimbursed medical expenses and costs with the State Board of Adjustment. The Board will provide such reasonable assistance to the employee in filing the Board of Adjustment claim as is required by law, but assumes and will have no responsibility or liability for processing the claim or directly reimbursing the employee any unreimbursed medical expenses and costs. On-the-job injury leave will be administered in accordance with and subject to the requirements and limitations imposed by state law regarding such leave.

[Reference: ALA. CODE §16-1-18.1 (1975)]

Personal

All regular, full-time employees are eligible for five (5) noncumulative personal leave days each full scholastic year with the first two (2) without loss of pay. The three (3) additional personal leave days may be taken at a cost to the employee of a certified substitute. Personal leave must be requested in writing in accordance with such procedures as may be established by the Superintendent. Personal leave may not be taken immediately before or after a school holiday or in the first or last ten days of a school term. Full-time certified employees may be compensated for the first (2) two unused personal days at the same daily rate of pay for a non-certified substitute teacher. The third, fourth, and fifth day of personal leave are not eligible for reimbursement and if not used, will be converted to sick leave. All full time classified employees unused personal leave days will convert to sick leave days as of July 1st.

It is the certified employees' responsibility to contact the payroll department by email to initiate the compensation for the first two unused personal days by June 1st.

[Reference: ALA. CODE §16-8-26 (1975)]

Vacation Leave

Vacation Leave is available to 240-Day employees only. Eligible employees will earn annual leave days at the rate of one (1) day per month for a total of twelve (12) days per year. Employees may accrue no more than twenty-five (25) annual leave days.

Vacation leave should not be taken on instructional days during the school year, but with the Superintendent's approval may be used during times of illness. Exceptions may be made with the Superintendent's approval. Vacation leave must be pre-approved by the employee's immediate supervisor and Superintendent or designee using the Board's approved leave request process. No vacation leave will be taken before they are earned. Holidays for the Eufaula City Schools are defined in the Annual School Calendar.

Professional Leave

The Superintendent is authorized to grant professional leave with pay to Board employees to engage in educational activities that, in the judgment of the Superintendent, serve the needs and interests of the school system. The number of days approved for such leave will be at the discretion of the Superintendent.

Military Leave

Military leave is available to all eligible employees in accordance with state and federal law.

Court Leave

Permanent and full-time employees are entitled to regular compensation while performing jury duty (ALA. CODE §12-16-8) or when the employee is summoned under subpoena or other legal requirement to testify at trial in a court of law or in an administrative proceedings constituted under the statutory authority of the agency conducting the proceedings. Paid leave is not authorized for employees to meet with attorneys, to attend depositions, or to otherwise prepare for legal proceedings unless the presence of the employee is requested or required by the Board.

Unpaid Study Leave

Upon written application by the employee, the Board may provide an unpaid leave of absence for up to one year to pursue study or professional growth opportunities. Except as provided to the contrary by applicable law, the employee shall not be entitled to return to the same position held before the commencement of leave, and may be assigned to a different work location or position upon return from leave at the discretion of the Board.

One-Year Leave of Absence Requests

Tenured employees may request an unpaid leave of absence for up to a full academic year. The employee must submit a written request to the Superintendent no less than sixty (60) calendar days before the first teacher working day of the next school year.

FAMILY AND MEDICAL LEAVE ACT (FMLA) (5.11)

Eligible Employees – The FMLA is applicable to all persons who have been employed for at least twelve (12) months and have worked a minimum of 1,250 hours during that twelve (12) month period.

Medical Leave Provided by the Act

Under the FMLA, eligible employees are entitled to twelve (12) weeks of unpaid leave during any twelve (12) month period for one or more of the following reasons:

- The birth and first year care of a newborn child;
- The placement of a foster child or adoption;
- The care of an immediate family member, defined as a spouse, child or parent, with a serious health condition;
- The taking of medical leave because of the employee's own serious health condition.

For the birth, adoption, or foster placement of a child, the entitlement to leave for child care expires at the end of the twelve (12) month period beginning on the date of birth, adoption, or placement. Leave associated with the illness of a child will only be provided if the child is under eighteen (18) years of age or is incapable of self care due to physical or mental disability.

Serious Health Conditions

The term "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves the following:

- Any period of incapacity in connection with or following inpatient care in a hospital, hospice, or residential medical care facility.
- Continuing treatment by a health-care provider, to include any period of incapacity due to:
 - o A health condition, including treatment and recovery, lasting more than three (3)

- consecutive days, and any subsequent treatment or period of incapacity relating to the same condition;
- o Pregnancy or prenatal care;
- o A chronic, serious health condition which continues over an extended period of time, requires periodic visits to a health care provider, and may involve episodes of incapacity (e.g., asthma and diabetes);
- o A permanent or long-term condition for which treatment may not be effective (e.g. Alzheimer's, severe stroke) and for which supervision of a health-care provider is required;
- o Multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three (3) days if not treated.

Military Family Leave Provided by the Family Medical Leave Act

Qualifying Exigency Leave

Under the FMLA, an eligible employee with a spouse, child, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may utilize the twelve (12) week medical leave entitlement to address qualifying exigencies resulting from that service.

Military Caregiver Leave

An eligible employee, who is the spouse, child, parent, or next of kin of a covered service member, is entitled to take up to twenty-six (26) weeks (including any medical leave provided by the Act) of unpaid leave during any twelve (12) month period (beginning the first day of the leave) to care for an individual covered service member with a serious injury or illness incurred in the line of duty while on active duty that may render the service member medically unfit to perform the duties of the member's office, grade, rank, or rating. A covered service member is a member of the Armed Forces, including the National Guard and Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty.

Spouse Employed by the Board

Spouses who are both employed by the Board are limited to a combined total of twelve (12) weeks of family leave for the birth and care of a newborn child, for the placement of a child for adoption or foster care, for the care of a parent who has a serious health condition, and for qualifying exigency leave. Spouses who are both employed by the Board are limited to a combined total of twenty-six (26) weeks for military caregiver leave.

Intermittent Leave

An employee may take leave intermittently or on a reduced leave schedule only when medically necessary to care for a spouse, parent, or child or to receive planned medical treatment. Intermittent leave should be scheduled to the extent practicable so as not to unduly disrupt the operations of the Board. Intermittent leave may be further limited for teachers in accordance with federal law.

Use of Vacation and Sick Leave

If an employee has available sick leave, vacation leave or other applicable paid leave, the employee must utilize those forms of leave before taking unpaid leave under the FMLA. In that instance, the paid leave and the FMLA leave will run concurrently and the employee's twelve (12) weeks of unpaid FMLA leave will be reduced by the paid leave utilized, as long as the need for such leave results from one or more of the qualifying reasons under the FMLA.

Notice

Employees seeking leave under the FMLA must provide thirty (30) days advance notice of the need to take leave when the need is foreseeable. When the need for leave is unforeseeable, the employee should notify the supervisor as soon as possible. Employees must also provide notice of the need for qualifying exigency leave as soon as practicable.

Certification for Medical or Military Caregiver Leave

Every request for FMLA leave based upon the serious health condition of the employee or employee's spouse, children, or parents, or leave as a military caregiver must be supported by medical certification issued by the appropriate health care provider on forms provided by the Board.

For leave based on a serious health condition of the employee or employee's spouse, child, or parent, the Board reserves the right to obtain a second opinion from an independent health-care provider designated by the Board. If the opinion received by the employee and the second opinion conflict, the Board and the employee must agree on a third provider to issue a binding opinion. Both the second and third opinions (if necessary) will be at the expense of the Board.

Certification for Qualifying Exigency Leave

Certification will be required by the Board for requests for qualifying exigency leave. Certification must be timely submitted on forms available from the Board. For the first such request, certification may include a copy of the military service member's duty orders or other military documentation.

Return to Work

The Board may require an employee who has taken leave due to the employee's own serious medical condition to provide the Board with a healthcare provider's certification in order to return to work. Any employee who takes leave under these provisions will be entitled to be restored to the original position held when the leave commenced or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

Maintenance of Benefits

Benefits accrued by the employee before leave is taken are not lost when approved FMLA leave is taken. Employees who are on approved FMLA leave will remain eligible to participate in benefit programs in which the employee was enrolled at the time of the leave, provided that the employee will continue to be responsible for payment of employee's portion of any cost, premium, or like payment that is required to maintain eligibility for the coverage or benefit. An employee that does not return to work after FMLA leave, will be required to reimburse the Board for the cost of benefits coverage extended to the employee during the leave, unless the reason for the employee's failure to return to work is (i) a continuing serious health condition suffered by either the employee or a family member, or (ii) other circumstances beyond the employee's control.

Sick Leave Bank & Catastrophic Leave

The Board, at the request of a minimum of ten percent (10%) of its full-time personnel, has established a sick leave bank for certified and support personnel. To participate in the sick leave bank, personnel are required to deposit two days.

The accounting and administration of the sick leave bank shall be the responsibility of the Board. Proposed rules and regulations for the operation of the sick leave bank have been developed by the Sick Leave Bank Committee in compliance with Act 99-581. The guidelines established by the Sick Leave Bank Committee and approved by a majority of the members will be distributed to all members. The following minimum regulations will apply to the sick leave bank:

- No employee shall be allowed to owe more than 15 days unless over 50% of the participating members of the bank vote to extend said limit.
- Applications for sick leave loans shall be developed by the committee.
- Upon resignation or other termination of an employee who has an outstanding loan of sick leave days, said value of loan shall be deducted from the final pay check and at the prevailing rate.
- An employee participating in the program shall be allowed to accumulate an unlimited number of sick days.
- Participation in the sick leave bank shall at all times be voluntary on the part of the employee.
- Any alleged abuse of the use of the sick leave bank shall be investigated by the committee and, on a finding of wrongdoing, the employee shall repay all of the sick leave credits drawn from the sick leave bank and be subject to other appropriate disciplinary action as determined by the Board.

Employees, at their discretion, may donate a specific number of days to the sick leave bank to be designated for a specific employee who is suffering a catastrophic illness as recognized and defined by the State Board of Education. Before sick leave days for a catastrophic illness may be donated, the employee who is to receive such days shall have no sick leave days or personal days remaining. Donated days shall become available for use by the particular employee who shall not be required to repay the days. Any employee who donates sick leave days to the sick leave bank for a particular employee suffering from a catastrophic illness shall be made to understand that such donated days are not to be recovered or returned to the donor; however, if a particular employee does not require all of the donated days to the employee's credit, the days shall revert to the credit of those employees who donated the days in accordance with the guidelines adopted by the sick leave bank committee. No employee may donate more than 30 sick leave days, except as allowed by state law, to the sick leave bank for the catastrophic sick leave days of any employee. A sick leave bank is authorized to donate sick leave days to another sick leave bank for use by a particular employee who is suffering a catastrophic illness.

[Reference: ALA. CODE §16-22-9 and Eufaula City Schools Sick Leave Bank Guidelines]

Catastrophic Sick Leave

Must be a member of the Sick Leave Bank.

The term "catastrophic illness or injury" is defined as "Any illness, or pregnancy or medical condition related to childbirth, certified by a licensed physician which causes the employee to be absent from work for an extended period of time."

An employee may use catastrophic sick leave for a catastrophic illness for himself or herself or for the following covered persons: parent, spouse, child, foster child currently in the custody and care of the employee, sibling, or an individual with a close personal tie. An employee who desires to receive Catastrophic Sick Leave must provide a written request to the Sick Leave Bank Committee. The request must include an estimated time of leave and the required form signed by a licensed physician.

An employee must exhaust all sick, personal leave and vacation (if applicable) days before using catastrophic sick leave days and must borrow and utilize from the sick leave bank (up to a maximum of 15 days before being eligible to use catastrophic sick leave days).

A sick leave bank member may donate a specific number of days (not to exceed 30 sick leave days) to a sick leave bank for a specific employee to use against a catastrophic illness. Donated catastrophic sick leave may be used to repay days owed to the sick leave bank.

Days are donated for a specific person and can only be used by that person. In the case of more than one employee on catastrophic sick leave at the same time, donated days will be recorded separately for each employee. The employee receiving donated days from a sick leave bank member is not required to repay the donated days back to the donor, also donated days are not to be recovered or returned to the donor. Any days donated for catastrophic purposes which are not used by the beneficiary employee shall revert to the employee making the donation.

WORK SCHEDULES AND TIME CLOCK (5.1.2)

Work Schedules (Certified Personnel)

Supervisory and instructional duties of teachers commence a minimum of fifteen (15) minutes prior to the actual arrival and conclude fifteen (15) minutes after the departure of students.

Except as may otherwise be provided or required by the Board, the minimum instructional day for teachers is eight (8) hours. Assignments and duties may extend beyond the instructional day and may include off campus functions, events, and activities; conferences and meetings with parents; supervision of student arrival and departure; and preparation for the following instructional day. Teachers will be provided a minimum of thirty (30) minutes free of instructional and supervisory responsibilities each instructional day.

Work Schedules (Classified Personnel)

The Superintendent is authorized to establish work schedules, including minimum work times, for classified employees.

Time Clock (AG-6)

All locations are equipped with a time clock. All exempt personnel must punch **themselves** in according to the hours set in the Employee Handbook as directed by Board Policy.

Exempt employees who work in additional positions, such as extended day, bus driver, etc. must clock in and out for both the primary position and the additional position. Employees cannot be paid for additional duties while fulfilling the time requirements of the primary position.

Non-exempt employees are non-certified personnel who do not hold administrative, executive, or supervisory positions. Non-exempt employees must comply with time clock/sheet requirements to meet the Fair Labor Standards Act (FLSA). All non-exempt employees must punch themselves in and out each day. An approved edit is required for adjustments to be made to time. Each supervisor has a list of the job descriptions determined to be non-exempt and a list of individual employees who must comply with time clock requirements.

Compensatory time should not accumulate without the approval of the immediate supervisor. Non-Exempt employees may not accumulate more than 40 hours of compensatory time. An employee who has more than 10 hours of compensatory time must use that time **before** using vacation leave or sick leave. The principal or superintendent will designate one person to oversee compliance with time sheet (time clock) requirements.

· **Under no circumstances will non-exempt employees be allowed to perform off-the-clock work.**

- Each non-exempt employee must punch in and out each day within seven (7) minutes of the established work schedule. Employees must notify their immediate supervisor if they anticipate being late for work. Employees are expected to punch in and out for lunch.
- The official work week for Eufaula City Schools is 12:00 a.m. Saturday through 11:59 p.m. Friday. · Regular hours worked must be hours contracted to work e.g., 8 hours, 7 ½ hours, 6 ½ hours, 6 hours, 4 hours, or actual time, if less.
- Employees must punch in and punch out at the assigned work hours unless prior written approval is received from the employee's supervisor. An approved edit form is required for all edits to be made to time in the time system.
- Written approval is required for compensatory time taken or earned in a work week. Less than 45 minutes of compensatory time (taken or earned) will not require written approval. However, compensatory time will be monitored weekly. The immediate supervisor will address any abuse. Compensatory time taken or earned of 45 minutes or more requires approval of the immediate supervisor. The supervisor is responsible for submitting the approval form to the Assistant Superintendent for final approval.
- Any approved work time beyond the scheduled work hours will be compensated by compensatory time, not paid wages, unless extraordinary situations are approved by the Board.
- Any approved work time beyond 40 hours in a work week will be compensated at a rate of time-and-a-half time off.
- Any approved additional time worked should be taken during the same work week when possible.
- An employee will not be allowed to accumulate more than 40 hours of compensatory time.
- Accrued compensatory time should be taken by the end of the school year (June 30).
- Falsifying time clock data will result in disciplinary action, up to and including termination.

EMPLOYEE CONFLICTS OF INTEREST, ADDITIONAL EMPLOYMENT DUTIES WITH EUFAULA CITY SCHOOLS, AND EMPLOYMENT OUTSIDE OF EUFAULA CITY SCHOOLS (5.6)

Employees may not use their offices or positions for personal gain and must adhere to applicable provisions of the Alabama Ethics Law. Employees may only engage in outside employment under the following terms and conditions:

- Employees who perform additional jobs (i.e. Bus Driver, Extended Day Worker, etc.) must fulfill the hourly requirement for their primary job before clocking in for the additional job. Under no circumstance will any employee be compensated for any additional job with Eufaula City Schools while fulfilling the time requirement for the primary job.
- Employees will not engage in outside personal business activities or render any service for another employer during such time as duties and responsibilities have been assigned by the Board;
- Employees will not accept outside employment that would interfere with or impair the ability of the employee to perform duties as a Board employee effectively;
- Employees may not accept work that could compromise the employee's independent judgment in the exercise of duties for the Board;
- Employees may not use or disclose confidential information acquired through Board employment for their personal gain or for the benefit of a third party.

EMPLOYEE GIFTS (5.7)

Employees may accept gifts from students or other members of the public if the gifts are in accordance with the Alabama Ethics law or other pertinent state laws. Employees may accept gifts or gift cards purchased from individuals or from pooled donations within a class, team, or other school organization for the employee's personal use provided that the amount that each person gives does not exceed twenty-five dollars (\$25) per occasion and an aggregate of fifty dollars (\$50) in a calendar year.

[Reference: ALA. CODE §36-25-1, et seq.; Alabama Ethics Opinion 2011-12]

EMPLOYEE EVALUATIONS (5.8)

Certified employees (other than contract principals) will be evaluated in accordance with an evaluation program approved for use by the Alabama State Board of Education. Contract principals will be evaluated in accordance with rules, regulations, and requirements promulgated by the Alabama State Department of Education or as may otherwise be permitted by law.

Non-certified personnel may be evaluated in accordance with criteria and procedures to be developed by the Superintendent.

Use of Evaluations in Connection With Employment Decisions – Unless prohibited by law (including applicable regulations) or the terms of the evaluation instrument, employment evaluations may be considered in making employment decisions, together with such other information and considerations as may reasonably bear upon the wisdom, necessity, or advisability of the employment decision. However, employment evaluations are intended to

enhance the overall quality of the school system's instructional program and are not intended to confer, constitute, or give rise to any individual right, entitlement, or enforceable expectation of continued employment or advancement. Accordingly, except as may be specifically provided otherwise in state law applicable to contract principals, employees do not acquire any employment right or right of legal action based on any actual or alleged failure on the part of the Board or the evaluator to follow specific evaluation policies, regulations, or procedures.

The Superintendent, the Chief School Financial Officer, and other employees who serve in positions of special trust or sensitivity may be evaluated by such means as may be permitted by law or applicable regulation or as agreed to in an employment contract.

Exempt Personnel – Except when required by law, temporary, substitute, and occasional employees, or employees appointed to supplemental positions (e.g., coaches, extracurricular activity sponsors) will not be formally evaluated in those roles.

EDUCATOR EFFECTIVENESS PROFESSIONALISM RUBRIC

| | Requires Action | Developing | Effective | Exemplary |
|---|--|---|--|--|
| Lesson Plans (AQTs 2.6) | Lesson or unit plans missing or nonexistent | Lesson or unit plans available but not in timely fashion, are vague, include some strategies (including but not limited to DOK levels 1 and 2), and/or not aligned to appropriate standards | Lesson plans or unit available, are aligned to standards (ACOS/CCRS), and give details of teaching strategies (including DOK levels 1-3) as well as student activities that are engaging | In addition to effective: Lesson plans are continually adjusted as needed to account for unintended variables/non mastery |
| Attendance/ Punctuality (AQTs 5.4) | Advance notice is not given for absences/tardies Absence was not recorded and not substitute was secured Chronic absences Not present at school related meetings and functions without prior permission | Notice of absence was given but not in a timely fashion Absences are recorded inconsistently Little preparedness for absence or for the substitute Multiple absences Present at school at related meetings and functions but not consistently and on time | Notice of absence was given Action taken to secure a substitute Prepared for absences (substitute plans, materials, and duty responsibilities are available) Few Absences Present at school related meetings and functions consistently and in a timely manner | In addition to effective: Attends events in the community as a school representative |
| Deadlines (AQTs 2.10, 5.5) | Does not adhere to established timelines Does not respond to emails and other tasks in a timely manner | Adheres to established timelines inconsistently Responds to emails and other tasks after multiple reminders | Adheres to established timelines Responds to emails and other tasks in a timely manner without reminders | Adheres to established timelines and supports peers in their efforts to meet deadlines |
| Dress Code (AQTs 5.4) | Does not meet professional dress standard | At minimum, meets the students' dress code standards Inconsistent professional dress for lessons/subjects | Consistent professional/ appropriate dress for lessons/subjects being taught | Sets example for professional dress while displaying the role of leader of classroom |

| | | | | |
|------------------------------------|---|--|--|--|
| | | being taught | | |
| Student Data (AQTS 5.5) | <p>Students' attendance not posted daily</p> <p>Students' grades not posted in PowerSchool weekly or communicated with parents weekly in a manner approved by administrator</p> | <p>Students' attendance posted but not in a timely manner</p> <p>Students' grades not posted in PowerSchool weekly or communicated with parents weekly in a manner approved by administrator on a consistent basis</p> | <p>Students' attendance posted in a timely manner</p> <p>Students' grades are posted in PowerSchool weekly or communicated with parents weekly in a manner approved by administrator on a consistent basis</p> | <p>Students' attendance not posted in a timely manner and discrepancies are addressed</p> <p>Students' grades are posted in PowerSchool more than once per week and/or communicated with parents in a manner approved by administrator on a consistent basis</p> |

| | | | | |
|---|--|---|--|---|
| Communication (AQTS 5.1 and 3.4) | <p>No attempts at parental contact</p> <p>No response to parental concerns or parental communication</p> <p>Sends written communication out with improper grammar and misspelled words</p> <p>Communication among colleagues does not adhere to the ECS Collaboration Expectations and/or the building level norms</p> | <p>Inconsistently attempts to contact parents</p> <p>Responses to parental concerns/communication are not in timely manner and with proper grammar</p> <p>Communication among colleagues does not consistently adhere to the ECS Collaboration Expectations and/or the building level norms</p> | <p>Consistently contacts parents, schedules conferences with parents</p> <p>Communicates with appropriate oral and written communications</p> <p>Communication among colleagues consistently adheres to the ECS Collaboration Expectations and/or the building level norms</p> | <p>In addition to effective:</p> <p>Consistently contacts parents for both positive and negative feedback, regular attendance at after-school PTO/PTA meetings, plans learning activities for parents</p> |
| Professional Conduct (AQTS 5.4) | <p>Does not adhere to established norms/ECS Collaboration Expectations</p> | <p>Inconsistently adheres to the established norms/ ECS Collaboration Expectations</p> | <p>Consistently adheres to and models the established the norms/ ECS Collaboration Expectations</p> | <p>Consistently adheres to and models the established the norms/ ECS Collaboration Expectations and holds peers accountable to established norms</p> |

| | | | | |
|--|---|---|--|---|
| <p>Social Media (AQTS 5.4)</p> | <p>Inappropriate use of social media, non-professional appearance on social media</p> <p>Posts students' pictures and experiences on social media without parental permission or on a school approved account</p> <p>Personal use of social media during the school day</p> | <p>Does not fully comply with appropriate boundaries for social media use as stated in the ECS Vision and Mission</p> | <p>Appropriate use of social media</p> | <p>Appropriate use of social media to positively promote ECS Vision and Mission</p> |
|--|---|---|--|---|

EMPLOYEE COMPLAINT RESOLUTION PROCEDURE (4.6)

General Complaints (Grievances)

Subject to the limitations set forth below and elsewhere in this policy manual any employee or member of the public may present to the Board a concern, complaint, grievance, or request for corrective action regarding any aspect of school system operations. Before requesting corrective action or relief from the Superintendent or the Board, persons with such complaints, grievances, or requests should present them for resolution to the employee, supervisor, or administrator at the lowest administrative level who has the authority and ability to address the problem or to implement the requested action. The Superintendent is authorized to develop specific procedures that will provide for fair consideration and orderly review of complaints and grievances. Such procedures may not unreasonably burden or delay the presentation or processing of such matters, and will be subject to Board review, modification, and approval.

Limitations Regarding Availability and Application of General Complaint/Grievance Policy

The general complaint/grievance policy and any procedures adopted thereunder do not apply to specific complaint or grievance policies and procedures that are established by Board policy or law for application to special factual or legal circumstances (e.g., sexual harassment grievance procedures; review of personnel matters under the Students First Act; “due process” hearings provided under the Individuals with Disabilities Education Act). In such instances, the specific statutory, regulatory, or policy-based process is the applicable procedure. The general complaint/grievance procedures that are authorized under the terms of this policy may not be invoked for the purpose of challenging or seeking review or reconsideration of adverse personnel decisions that have received final Board approval. A grievance may be based on an alleged misapplication of Board policies, regulations, or procedures, but may not be used to challenge the Board’s exercise of its discretion to adopt, approve, modify, or repeal a policy, regulation, or procedure or on its failure to exercise such discretion (e.g., adoption of a school calendar, compensation policies, etc.).

Grievance forms are available upon request from the Superintendent’s office.

TRANSFER REQUESTS

All requests for voluntary transfers will be carefully considered and reviewed in accordance with Board policies concerning prohibited discriminatory practices. Hiring recommendations will be submitted from the building administrators or departmental supervisors to the Superintendent for consideration. An employee requesting an internal transfer must apply for the position of interest through the applicant tracking system. Internal transfers will be considered when the screening committee reviews applications.

END OF YEAR EMPLOYMENT INFORMATION

Employment Renewal/Termination

The employment of probationary certified employees (except for contract principals) may be terminated at any time during the school year with thirty (30) days notice.

During the first two years of employment, all non-tenured teachers (excluding One Year Only and End of Year Only Appointments) will be rehired unless given notice by the Superintendent before June 15th. However, in the tenure year notice will be given by the last working day for teachers to report to duty. Certified employees must be hired by October 1st to be counted towards acquisition of tenure.

Probationary classified employees may be terminated at the discretion of the employer upon written recommendation of the Superintendent and majority vote of the board. A written notice of termination to the classified employee may occur at any time on or before June 15th. After the employee's third consecutive, complete school year of employment, non-probationary status will be issued. Classified employees must be hired by October 1st of a scholastic year to be counted towards acquisition of non-probationary status. The employee will receive 15 days' notice before ending pay and benefits. **Non-probationary status is no longer granted based on original hire date or 36 months of cumulative service.** If any certified or classified employee leaves employment with Eufaula City Schools, tenure/non-probationary status starts over.

If an employee is hired as a *One Year Only Appointment* or *End of Year Only Appointment*, his/her employment will automatically expire at the end of the academic school year. Future employment options must be directed to the principal/departamental supervisor. These finite appointments may or may not be counted towards tenure/non probationary status depending on funding and other employment circumstances relevant to the position. Seek additional clarification from the Department of Human Resources or supervisor/principal.

Resignations

Teachers must notify the board 30 calendar days in advance of the next school year of the decision to not return. During the scholastic year, teacher resignations require a five-day written notice to Eufaula City Schools. Failure to provide proper notice is considered unprofessional conduct, and the State Superintendent of Education may revoke or suspend a teacher's certificate.

Retirement

If considering retirement at the end of the current school year, an employee must contact the Teacher Retirement System (TRS) to verify eligibility. The employee must contact the Payroll Department to complete necessary paperwork by the deadlines specified by TRS in order to avoid missing a paycheck. A letter indicating the decision to retire/resign must be submitted to the principal/departamental supervisor and Human Resources Department. NEW hires appointed after January 1, 2013, will be ineligible to collect retirement pensions until age 62 (Senate Bill 388). For clarification on Tier 1 and Tier 2 employees, please visit the Retirement Systems of Alabama website at: www.rsa-al.gov.

Benefits

All local benefits (dental, long-term disability, and life insurance) will be discontinued at the end of the month.

Items to Submit to Principal or Supervisor Upon Termination of Employment

- Keys
- ID Badge
- Printed Gradebook
- Complete/submit all end-of-year checklist items designated by work location
- Teachers – enter all grades in PowerSchool and verify textbook inventory
- Close-out any outstanding purchase orders
- Return any district equipment such as cell phone, laptop, or other technology device
- Schedule a time to retrieve all personal items with the principal/supervisor (All personal items should be labeled as personal property with the employee's name.)

CONTACTS FOR THE HUMAN RESOURCES OFFICE:

Mrs. Deltonya Warren
Assistant Superintendent
Eufaula City Schools
333 State Docks Road
Eufaula, AL 36027
334-687-1100 ext. 1011
deltonya.warren@ecsk12.org

Mrs. Aretha Butler
Personnel Assistant
Eufaula City Schools
333 State Docks Road
Eufaula, AL 36027
334-687-1100 ext. 1000
aretha.butler@ecsk12.org

Mrs. Melissa Benefield
Payroll Manager
Eufaula City Schools
333 State Docks Road
Eufaula, AL 36027
334-687-1100 ext 1017
melissa.benefield@ecsk12.org

PAYROLL GUIDE

The payroll section of this handbook is to provide information regarding paychecks, health benefits, insurance and other financially related matters. Employees are responsible for verifying their eligibility and coverage for the various benefits provided.

The Payroll Department processes all payrolls, payroll deductions, garnishments, W2's, tax withholding deposits, direct deposits, retirement-related functions, etc. and other benefits for the Eufaula City Board of Education.

When do I get my first Paycheck?

Nine month employees (183, 185, 187, 192 Contracts) – September 30*

Ten & Eleven month employees (202, 222 Contracts) – August 31*

Twelve month employees (240 Contracts) – July 31*

2021-2022 Payroll Periods

| Month | Beginning Date | Ending Date | P/R Check Date* |
|------------------------------------|-----------------------|--------------------|------------------------|
| August | July 3, 2021 | August 6, 2021 | August 31, 2021 |
| September | August 7, 2021 | September 3, 2021 | September 30, 2021 |
| October | September 4, 2021 | October 1, 2021 | October 29, 2021 |
| November | October 2, 2021 | November 5, 2021 | November 30, 2021 |
| December | November 6, 2021 | December 3, 2021 | December 20, 2021 |
| January | December 4, 2021 | January 7, 2022 | January 31, 2022 |
| February | January 8, 2022 | February 4, 2022 | February 28, 2022 |
| March | February 5, 2022 | March 4, 2022 | March 25, 2022 |
| April | March 5, 2022 | April 1, 2022 | April 29, 2022 |
| May | April 2, 2022 | May 6, 2022 | May 27, 2022 |
| June | May 7, 2022 | June 3, 2022 | June 30, 2022 |
| July | June 4, 2022 | July 1, 2022 | July 29, 2022 |
| *Check Dates are subject to change | | | |

Payroll Checks

Payroll checks are issued once a month. An employee's salary is divided into equal monthly payments depending on the date of hire.

An employee's salary is divided evenly over 12 months -September thru August for 9 month employees; August through July for 10 and 11 month employees; and July thru June for 12 month employees. The pay periods are for reporting absences. Adjustments to pay because of absence will be made in the payroll period in which it falls. So, pay shouldn't be considered a month behind, it's the absences that are reported a month behind. For late hires, pay is calculated on the number of working days and is divided equally over the remaining pay periods.

Direct Deposit

Direct Deposit of payroll is mandatory for all employees of the system. All banking changes or additions should be completed through the Employee Self Service Portal

(<https://ess-eufaula.asc.edu/employeeselfservice/account/login>). Give sufficient time to make the change in payroll before the old account is closed.

Mandatory Deductions

Federal/State Income Taxes: Deductions are withheld based on information provided by the employee on Forms W-4 and A-4.

Social Security/Medicare: Deductions are withheld as required by law.

Retirement: Deductions are withheld based on current State requirements.

Medical Insurance: Deductions are based on information that is provided to PEEHIP on new enrollment forms or change forms. For assistance, refer to the PEEHIP portal or talk with the Payroll Clerk.

Employees hired prior to January 1, 2013, are considered Tier 1 employees for the employer contribution rate for retirement purposes. Any employee hired on or after January 1, 2013, is considered a Tier 2 employee for the employer contribution rate for retirement purposes.

Tier 1 Employees have **7.50%** of their gross pay withheld for their retirement account at the Teachers' Retirement System in Montgomery. The board pays 12.43% to the retirement system on behalf of each employee. Tier 2 employees have **6.20%** of their gross pay withheld for their retirement account at the Teachers' Retirement System in Montgomery. The board pays 11.32% to the retirement system on behalf of each employee. Rates will change to the above listed as of 10/1/2021.

For every dollar an employee pays in Social Security and Medicare tax, the Board is required to match that amount on the employee's behalf. State unemployment insurance is also paid by the Board for the employee.

Voluntary Deductions

Dues: Dues for organizations that are an approved payroll deduction are deducted each year starting in September and ending in August. Once dues become a payroll deduction, they continue each year unless cancelled in writing prior to September 15th. Upon an employee's termination, amounts owed for the remainder of the year will be deducted from final pay.

Compensation Plans: Federal and State tax sheltered (457 and 403b) deductions for Deferred Compensation Plans are available to all employees. Details are furnished upon request.

Change of Address

Any address change should be completed through the Employee Self Service Portal (<https://ess.eufaula.asc.edu/employeeselfservice/account/login>) to ensure that payroll information arrives in a timely manner.

Also, any change of address needs to be reported to the Teachers Retirement System. A form is available online at www.rsa-al.gov to report this change.

Name Changes

Any name changes should be submitted through the Employee Self Service Portal (<https://ess.eufaula.asc.edu/employeeselfservice/account/login>). A copy of the new Social Security card and drivers license showing your name change must be provided to the payroll department.

TEACHER SALARY SCHEDULES CAN BE FOUND ON THE HUMAN RESOURCES WEBSITE

HEALTH BENEFITS - 2021-2022

Blue Cross / Blue Shield

Monthly Premiums:

| | |
|-------|---------------------------|
| \$30 | Single |
| \$207 | Employee + non spouse dep |
| \$282 | Employee + spouse only |
| \$307 | Family with spouse |

Southland Supp Insurance Coverage

Monthly Premiums:

| | |
|------|----------------------|
| \$38 | Cancer Plan |
| \$38 | Dental - Individual |
| \$50 | Dental Plan - Family |
| \$38 | Vision Plan |

Non-tobacco User Discount

All PEEHIP members enrolled in the PEEHIP Hospital Medical are charged a **\$50.00** per month PEEHIP premium increase. However, non-tobacco users can have the **\$50 premium removed** from their monthly premium by certifying they (and their spouse, if the spouse is covered as a dependent) have not used tobacco products within the last 12 months. Members must certify their tobacco status to PEEHIP to qualify for the **\$50 to be removed** from their monthly premium.

If you have previously certified your tobacco status and your spouse's status (if you have family coverage), you do not need to recertify every year. You are required to complete a HEALTH INSURANCE AND OPTIONAL STATUS CHANGE form if your or your spouse's tobacco status changes during the year.

New employees who enroll in hospital medical must certify their tobacco status (and their spouses' tobacco status if covered as a dependent) by completing the tobacco questions through the Member Online system at the time of enrollment.

THE WELLNESS PROGRAM

The Wellness Program is a voluntary program, available during work hours at no cost to PEEHIP members. Members and covered dependents will be eligible to participate in free health screenings, osteoporosis screenings and flu vaccines provided by the Public Health Department nurses. The wellness screenings are intended to assist employees and their families identify health risks and receive early and necessary treatment and ultimately lower healthcare costs.

The PEEHIP Wellness screenings and flu shots will continue to be covered at 100% with no copayment or deductible. Additional information regarding the PEEHIP Worksite Wellness program can be found at www.adph.org/worksitewellness or by calling ADPH at 800.252.1818 and asking for the Wellness Division.

Wellness Premium Discount Program

All active employees covered under the State Employees' Health Insurance Plan (Group 14000) are eligible for a wellness premium discount. Each wellness plan year is September 1 through August 31 and every active employee must be screened either through the SEIB's worksite wellness screening program or by a healthcare provider (through the submission of a physician's certification form). Visit <https://www.alseib.org/HealthInsurance/SWC/> to find a screening location.

Open Enrollment

Open enrollment date: July 1 - August 30 for paper forms and through September 10th for online

changes. Effective date of coverage for Open Enrollment elections is October 1.

This section provides you with information on how to enroll yourself and your eligible dependents in PEEHIP Hospital Medical Plans or Optional Coverage Plans, and Flexible Spending Accounts, or make changes in your coverages.

Enrollments and changes in coverage are handled by PEEHIP and not by the employer.

The preferred method of enrollment is online through Member Online Services (MOS) at <https://mso.rsa-al.gov>.

Instructions are given below:

Information needed to enroll online.

1. Your Personal Identification (PID) Number. If you do not know your PID number, you can request a PID letter online. You will need your PID to create a User ID and Password. You may request from the Payroll Department as well.
2. Last 5 digits of your SSN
3. Email address
4. SSN and dates of birth for each dependent being enrolled in coverage
5. Additional health insurance information to verify relationship to employee
6. Credit card, debit card, or e-check to make first premium payment at time of enrollment

To Register as a first-time user.

1. Go to www.rsa-al.gov and click Member Log In located at the top left of the web page.
2. Click Need to Register or login with your User ID and Password.
3. If you do not remember your User ID and/or Password, you can re-register by clicking Forgot User ID or Password.
4. The RSA mails new employees a Personal Identification Number (PID).
5. If you do not have your PID, you can request a PID letter through MOS and one will be mailed to you or by calling the Payroll Department at the Central Office.
6. Click Need a PID?
7. Your PID will also be located on all personal correspondence sent to you by PEEHIP.
8. You must receive a confirmation page verifying your enrollment or change was successfully submitted.

Enrolling in or changing coverage online.

1. Go to www.rsa-al.gov and click the MOS Login at the top of the page. You can also go to <https://mso.rsa-al.gov>.
2. Enter your User ID and Password.
3. From the PEEHIP Services tab at the top of the screen, select one of the following actions from the menu.
4. Click Enroll or Change PEEHIP Coverages to enroll in a hospital medical plan, optional coverage plans (dental, vision, cancer, indemnity), or FSA by:

- a. Click New Enrollment (available for 30 days from date of hire) if wanting to enroll as a new hire or newly eligible member.
- b. Click Open Enrollment (available July 1 – September 10) to:
 - I. Enroll/change/cancel hospital medical coverage
 - II. Add/update/cancel additional insurance coverage information
 - III. Enroll/change FSA
 - IV. Add/update Medicare information
 - V. Update member/spouse tobacco usage status
6. Click Qualifying Life Event (QLE) to add a newly acquired dependent within 45 days of QLE.
 - a. Adoption/Placement of adoption for a child
 - b. Birth of a child
 - c. Legal custody of a child
 - d. Marriage of a subscriber
7. To make changes outside of Open Enrollment for QLE's not listed, members must complete a New Enrollment and Status Change form and send it to PEEHIP within 45 days of the QLE (e. g., involuntary loss of eligibility for other hospital medical coverage).

Enrollment Documentation Required by PEEHIP.

Every member who enrolls dependent(s) on his or her PEEHIP coverage(s) is required to certify to PEEHIP their dependent's eligibility. Certification will require appropriate documents to support your dependent's eligibility. **Black out Social Security numbers, account numbers, income, or statement balances prior to sending your documents to PEEHIP.** Under no circumstances does PEEHIP solicit this type of information from members.

Please mail, email, or fax your documents to PEEHIP. Enrollments cannot be processed without the appropriate documentation. PEEHIP is not bound by a court order to insure dependents who do not meet PEEHIP guidelines. **To avoid enrollment deadlines, submit your enrollment even if you do not have all of the appropriate documentation at the time of enrollment.**

Alternatively, enrollments or changes in coverage can be made by submitting a completed new enrollment and Status change form. The form can be obtained upon request by calling Member Services at 877.517.0020.

*New Employees have **30 days to enroll** in insurance.

* If an employee does not need the PEEHIP hospital medical insurance, they may elect to enroll in the four Southland optional plans (dental, vision, cancer and indemnity) at no cost to the employee. There is also a Supplemental insurance plan at no cost if PEEHIP hospital medical is not elected. Active members who have TriCare or Champus as their primary coverage cannot enroll in the Supplemental Plan.

TEACHER RETIREMENT SYSTEM

TIER 1 EMPLOYEES

All full-time employees are eligible, and required, to participate in the State Retirement Program. For employees hired prior to January 1, 2013, seven and a half percent of the employee's salary is deducted each month for retirement and all contributions belong to the employee.

Ten years of creditable service are required for an employee to become "vested" or eligible for benefits. Persons terminating their employment with less than 10 years of service must withdraw their retirement funds within 5 years of termination.

A person hired prior to January 1, 2013, may retire after 25 years of service or at the age of 60 (if vested) and may use accumulated sick leave in determining the amount of creditable service.

Retirement benefits will be calculated on the annual salary of the highest 3 of the last 10 years of service.

TIER 2 EMPLOYEES

Employees hired January 1, 2013, or later, will now pay 6.2 percent to the retirement system, and their retirement benefits will be calculated at a lower percentage than current employees. Benefits will be calculated on the annual salary of the highest 3 of the last 5 years of service.

The retirement age requirement for employees hired January 1, 2013, or later will be 62 (if vested) or 30 years of service. A tier II employee may now use accumulated sick leave in determining the amount of creditable service. The rate change and sick leave conversion is a change that occurred with pay periods beginning after 10/1/2021.

TRS DEATH BENEFITS

Death benefits are also provided through the Teacher Retirement Program and depend on years of service and age. For example persons under 60 years of age with from 1 to 25 years of service will receive death benefits consisting of their total retirement contributions and total earned interest plus an amount equal to the previous year's salary.

DEFERRED COMPENSATION PLANS

403B - Under this plan, employees may contribute as much as \$19,500 (2021) of pre-tax income to an annuity each year. The catch-up contribution limit (for those over 50 years old) increased for an annual total of \$26,000. The contribution is automatically deducted from their paychecks.

By investing money in this way before taxes are paid, employees can reduce their current income tax burden. It is permissible to transfer accumulated funds, with no dollar limit, to other qualified IRA annuity plans.

Once such an investment is made, the interest or dividends earned are only taxed as funds are withdrawn. Since the withdrawals are usually made after retirement when the participant is likely to be in a lower tax bracket, less tax is paid and funds accumulate faster.

Invest Financial offers Educator investment options.

RSA-1 - Using this plan, employees may elect to delay receiving a portion of their salary (may not exceed--if more than one 457 plan, combined deferrals must not exceed--\$19,500 (2021) or \$26,000 (2021) for employees age 50 or over) until some later determined date, usually after retirement.

The deferred income, which accumulates interest in a special fund, is not subject to federal income tax until distributed to the employee.

RSA-1 funds will be invested in the same type of investments and are subject to the same guidelines and limitations as applicable to investments made by the Teacher Retirement System.

FLEXIBLE SPENDING PLAN

A flexible spending plan is a way to provide employees valuable benefits and tax savings. Benefits under an eligible plan may include reimbursement of dependent care expenses and medical expenses such as copayments and deductibles.

Also, most importantly, you always pay insurance premiums with pre-tax dollars. All full time employees are eligible to participate in this plan which gives them the opportunity to recognize additional monthly income through pre-tax savings.

The open enrollment deadline for the Flexible Spending Accounts is September 30th, for an effective date of October 1st.

Plan deductions start on the October payroll check. Deductions end with the September payroll check of the following year.

All deductions are processed over 12 months.

The Flexible Spending Account is administered through PEEHIP that is offered through BC/BS of Alabama. Below is the website address:

<https://www.rsa-al.gov/peehip/flex-account/>

Reimbursement of over-the-counter drugs from the Health Care FSA will be prohibited due to the Federal Reform Act unless you have a doctor's prescription for the drug.