

Employee Handbook



*Eufaula City Schools
2020-2021*

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 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 make 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 the Human Resources office at 334.687.1100 extension 1011.

Notice of Non-Discrimination

The Eufaula City Schools Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in 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: Jan Bowen, Special Education Services and ECS Title IX Coordinator, by emailing jan.bowen@ecsk12.org or Deltonya Warren, Assistant Superintendent by emailing deltonya.warren@ecsk12.org, or by calling 334-687-1100.

OUR GUIDING PRINCIPLES

VISION:

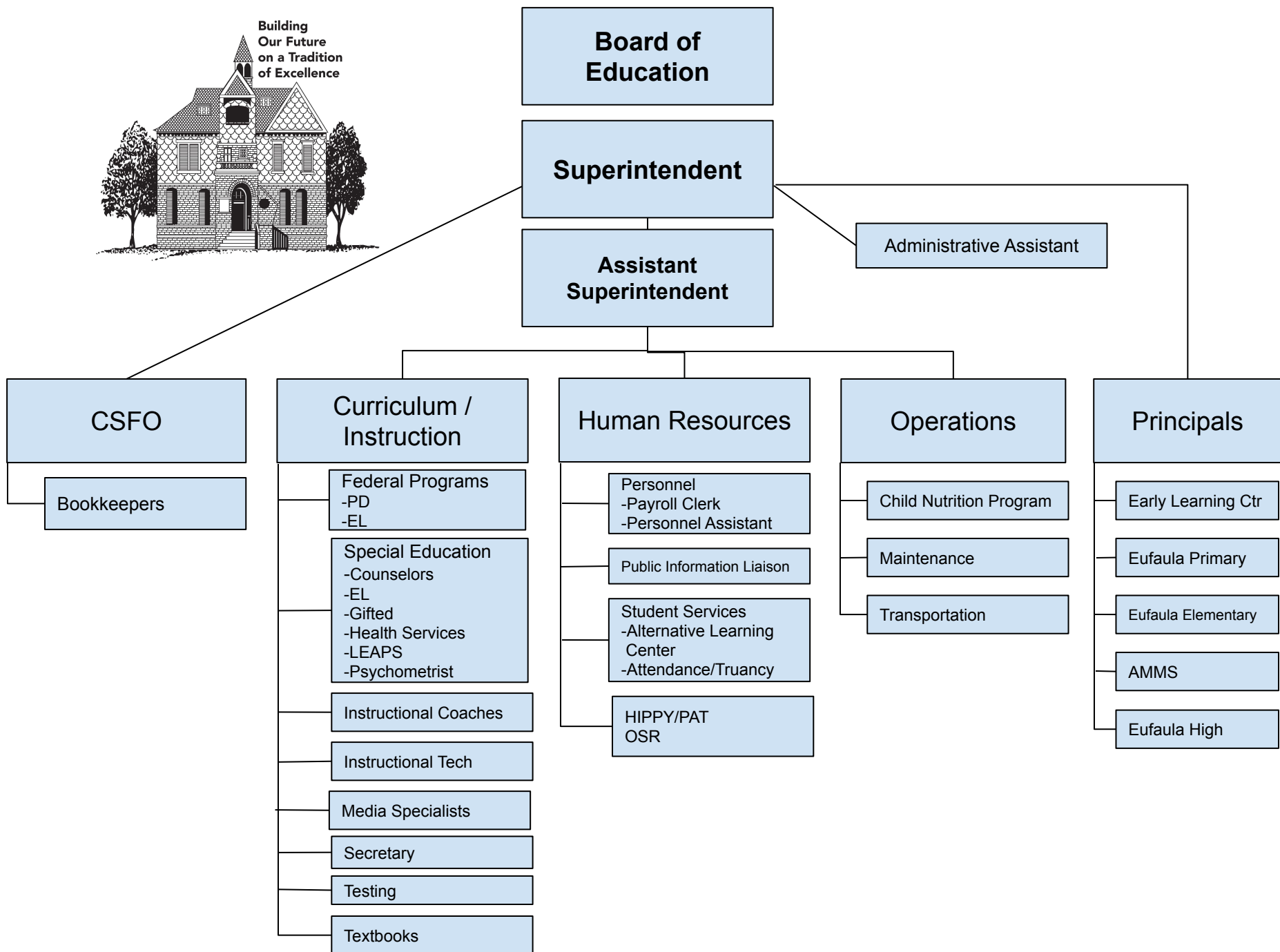
To create motivated, responsible learners capable of reaching their dreams

MISSION:

To equip students to reach their dreams by providing an innovative, collaborative environment that promotes focus, creativity and confidence

OUR VALUES:

- Education is vital to a successful life.
- Excellence demands sacrifice and perseverance.
- High expectations for all students and staff are critical.
- Each person is unique, capable of learning, and deserving of dignity and respect.
- All students should have a safe learning environment that promotes compassion and respect.
- We must provide an engaging, relevant learning environment.
- We must help students believe opportunities and possibilities are limitless.
- We must strive to instill in students a social conscience, integrity, and a sense of responsibility.
- Only the fear of failure makes a dream impossible to achieve.
- Mistakes should be seen as growth opportunities.
- It takes a collaborative partnership of students, parents, teachers and the community to facilitate learning.
- Anyone can change the community and the world if we teach them to dream big and innovate often.



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 no 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 or 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 adheres 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 being taught	Consistent professional/appropriate dress for lessons/subjects being taught	Sets example for professional dress while displaying the role of leader of classroom
Student Data (AQTS 5.5)	Students' attendance not posted daily Students' grades not posted in INow weekly or communicated with parents	Students' attendance posted but not in a timely manner Students' grades not posted in INow weekly or communicated with parents weekly in a manner approved by	Students' attendance posted in a timely manner Students' grades are posted in INow weekly or communicated with parents weekly in a manner approved by	Students' attendance posted in a timely manner and discrepancies are addressed Students' grades are posted in INow more than once per week and/or communicated with parents in a manner

	weekly in a manner approved by administrator	administrator on a consistent basis	administrator on a consistent basis	approved by administrator on a consistent basis
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)	Does not adhere to established norms/ECS Collaboration Expectations	Inconsistently adheres to the established norms/ ECS Collaboration Expectations	Consistently adheres to and models the established the norms/ ECS Collaboration Expectations	Consistently adheres to and models the established the norms/ ECS Collaboration Expectations and holds peers accountable to established norms
Social Media (AQTS 5.4)	<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>	Does not fully comply with appropriate boundaries for social media use as stated in the ECS Vision and Mission	Appropriate use of social media	Appropriate use of social media to positively promote ECS Vision and Mission

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 or 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, or bicycling type attire as outer wear
- 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, 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, 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.

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.

PAYROLL

The Payroll Department processes all payrolls, payroll deductions, garnishments, W-2's, tax withholding deposits, direct deposits, retirement-related functions, etc. and other benefits for the Eufaula City Board of Education.

2020-2021 Payroll Periods

Month	Beginning Date	Ending Date	P/R Check Date*
August	July 4, 2020	August 7, 2020	August 31, 2020
September	August 8, 2020	September 4, 2020	September 30, 2020
October	September 5, 2020	October 2, 2020	October 30, 2020
November	October 3, 2020	November 6, 2020	November 30, 2020
December	November 7, 2020	December 4, 2020	December 18, 2020
January	December 5, 2020	January 1, 2021	January 29, 2021
February	January 2, 2021	February 5, 2021	February 26, 2021
March	February 6, 2021	March 5, 2021	March 26, 2021
April	March 6, 2021	April 2, 2021	April 30, 2021
May	April 3, 2021	May 7, 2021	May 28, 2021
June	May 8, 2021	June 4, 2021	June 30, 2021
July	June 5, 2021	July 2, 2021	July 30, 2021
*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.

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.

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.

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.

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.

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 seven and three quarter (7.75) 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

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 taken.
- The official workweek 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 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 workweek 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.

SUBSTITUTE TEACHERS

Substitute teachers must, at a minimum, possess a valid and current Alabama Substitute Teacher's Certificate or Alabama Teacher's Certificate. Eufaula City Schools contracts with Kelly Educational Staffing (KES) for all substitutes other than Bus Drivers. Employees should secure substitutes through the KES www.kellyeducationalstaffing.com or by calling **866-535-5998**. *During remote learning, absences will not require a substitute; staff must contact their school administrators for guidance.*

PROFESSIONAL CERTIFICATION

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. A teacher who has completed the certification process but has not received the certificate may be employed on tentative or temporary compensation pending verification of certification from the Alabama State Department of Education. Upon receipt of such verification, appropriate adjustments will be made to the teacher's salary. If a teacher earns a higher certificate that merits increased compensation under the approved salary schedule, any salary increase will become effective upon Board approval following receipt of documentation of the new certification from the Alabama State Department of Education.

SALARY SCHEDULE PLACEMENT AND VERIFICATION OF EXPERIENCE

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).

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 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 Leader Certificate will be placed on the salary schedule at the Bachelor level, even if a higher degree has been earned. Once the Alabama Certificate has been issued the employee is entitled to pay for any advanced degree at the beginning with the beginning of the next pay period after the Alabama State Department of Education has recognized the advanced degree. If the recognition of the advanced degree occurs May 11 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 at 240-day contract as negotiated with and approved by the Board.

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

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, Evening Meal Program 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

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

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.

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 ABSENCES

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 appropriate disciplinary measures. Employees who are approved for paid leave or absences will be paid at the regular 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.

On the tenth consecutive absence, the employee must submit to the Superintendent or designee a written request for the appropriate leave of absence.

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 administrator/supervisor of the absence. Leave for vacation, personal, sick and professional development must be entered into Kelly. *During remote learning, absences will not require a substitute; staff must contact their school administrators for guidance.*

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

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 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 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 the employee was injured and cannot return to work due to a specified injury, if there is a reasonable expectation the employee will return to work and, if so, the expected date of 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 (see page 11 for details). 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 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)

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:
 - 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;
 - Pregnancy or prenatal care;
 - 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);
 - 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;
 - 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

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]

DRUG AND ALCOHOL TESTING OF SAFETY SENSITIVE EMPLOYEES

Scope

The Board will conduct employee drug and alcohol testing for employees in safety sensitive positions as required by and in accordance with federal law. Testing will be required for all employees holding a commercial drivers' license (CDL) or who occupy a safety sensitive position as designated by the Board ("covered employees").

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.

SAFE RETURN TO SCHOOL PLAN: EMPLOYEE GUIDELINES

We look forward to the return of our students, faculty, and staff, and we value the safety and security of everyone on our campuses. We are putting measures in place to help prevent the spread of COVID-19 at our schools. Below is a list of employee protective measures we have put in place:

Employee Protective Measures Overview:

- Employees are encouraged to wear a mask. Mandated when risk level is red or orange.
- We encourage respiratory etiquette, including covering coughs and sneezes.
- Wash your hands often with soap and water.
- All teachers will be provided with ample cleaning supplies to utilize during the school day.
- Additional cleaning measures have been put in place to routinely clean and disinfect frequently touched surfaces daily to properly disinfect the schools.
- Sanitizing stations will be set up at the entrance of all schools for visitors and masks provided.
- Do not report to work if you are sick with a fever, experiencing COVID-19 related symptoms, or have been exposed to someone who has tested positive for COVID-19.

Although some of the protective measures above are strongly encouraged, others are mandatory such as not reporting to work if sick with a fever or experiencing COVID-19 related symptoms. Prior to reporting to work each day, we ask that employees complete an at home self-assessment.

Home Self-Assessment: Faculty, staff, and students (parents) should conduct symptom screening and confirm temperature is below 100.4 degrees Fahrenheit. Stay home for symptoms consistent with COVID-19 or if you have been in close contact with a person diagnosed with COVID-19 and contact your health care provider for further guidance.

COVID has a wide range of symptoms ranging from mild to severe illness and symptoms may include (*):

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

*This list does not include all possible symptoms. CDC will continue to update this list as they learn more about COVID-19.

- **Active Screening.** If COVID-19 symptoms are present when entering the school building, the use of a non-touch thermometer will be used to check temperature, employee will be asked about COVID-19 symptoms within the last 24 hours, and whether anyone in their home has had COVID-19 symptoms or a positive test.
- Sick employees will be advised not to return until they have met CDC's criteria to discontinue home isolation and quarantine or been given a medical excuse to return to work from a health care provider.
- An isolation area will be identified at each school for sick employees or students, and the area will be properly cleaned and disinfected after each use.
- The school nurse at each school will be responsible for responding to COVID-19 concerns.

Family First Coronavirus Response Act (FFCRA)

All full-time and part-time school system employees are covered by the act and eligible for paid sick leave or expanded family and medical leave for specified reasons related to COVID-19.

- Two weeks (up to 80 hours) of paid sick leave at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- *Two weeks (up to 80 hours) of **paid sick leave*** at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19; or
- *Up to an additional 10 weeks of **paid expanded family and medical leave*** at two-thirds the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need to leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.
- Employees can also apply for unpaid leave under the traditional FMLA if needed.
- Because this emergency leave is subject to salary cap limits, employees may choose to use accrued leave so they can receive full pay, if applicable;
- If an employee chooses to use their accrued leave for childcare, they must also use the emergency leave at the same time; and

- In Alabama, the emergency leave (childcare only) cannot be supplemented by accrued sick leave. Under Alabama law, sick leave can only be used for specified purposes. Caring for a healthy child is not a permissible reason for taking sick leave in Alabama.

Below is a list of reasons for leave covered by FFCRA:

- Employee has been advised to self-quarantine by health care provider due to COVID-19 (certification from health care provider may be required)
- Employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis (certification from health care provider may be required)
- Employee is caring for a person subject to federal, state, local or health care official's COVID-19 quarantine/isolation order (certification from health care provider may be required).

Q & A Section

What do I do if I am experiencing symptoms, have tested positive for COVID-19, or have been exposed to someone who has tested positive for COVID-19?

- If an employee is experiencing symptoms, has been tested for COVID-19, has received a positive test, or has been exposed to someone who has tested positive for COVID-19, he or she should advise their building principal immediately and do not report to work. Additionally, he or she should submit the COVID Employee Leave Request form for FFCRA electronically to Human Resources. The form will be available on the ECS website.
- Upon submission of the COVID Employee Leave Request Form, Human Resources will enter your leave in Kelly Services.
- If positive test results are received, Human Resources should be notified.
- In the case of a positive COVID-19 test of a student or staff member, school officials will follow current guidance from Alabama Department of Public Health (ADPH) and the Alabama State Department of Education (ALSDE) regarding contact tracing, notification, disinfecting of buildings, and potential school closure.

When can employees with COVID-19 return to work?

To know when it is safe for an employee to return to work, refer to the following two strategies:

1. Employee has tested positive:
 - Do not return to work until at least 3 days (72 hours) have passed since recovery. Recovery is when fever resolves without the use of fever-reducing medications and respiratory symptoms (like cough or shortness of breath) have improved; and
 - At least 10 days have passed since symptoms first appeared.
2. Employee was symptomatic but tested negative:
 - 14 days after symptoms began (in case of false negative)
3. Employee was symptomatic but not tested:
 - Do not return to work until at least 3 days (72 hours) have passed since recovery. Recovery is when fever resolves without the use of fever-reducing medications and respiratory symptoms (like cough or shortness of breath) have improved; and
 - At least 10 days have passed since symptoms first appeared
4. Employee had close contact with a positive person (within 6 feet for more than 15 minutes) but not symptomatic:
 - 14 days from exposure
5. Employee had close contact with a positive person (within 6 feet for more than 15 minutes) and is symptomatic but not tested:
 - 14 days from exposure

These guidelines are provided by the CDC and are subject to change. We will work diligently to provide the most up to date information as they become available.

If I am high risk or caring for a direct family member who is high risk, what are my options?

Generally, if the administration has directed employees to report to work, you must comply and assume the same risk that you would normally have working in a school. If you are eligible, you can also apply for leave under the FFCRA or unpaid leave under the traditional FMLA which includes the 1,250 hours of employment requirement and the unpaid leave provisions.

How can I apply for potential virtual positions?

If you are interested in potential virtual school openings, please send an email to your principal and the HR Manager, Deltonya.Warren@ecsk12.org.

What guidelines are required for substitutes?

Substitutes will be required to check in at the front office at the school, complete a health survey including a temperature check, and are encouraged to wear a mask (mandated if risk level is red or orange). *During remote learning, absences will not require a substitute; staff must contact their school administrators for guidance.*

PEEHIP Coverage for COVID-19

PEEHIP has temporarily removed barriers to appropriate testing and care.

- COVID-19 Testing: The copay is waived and covered at 100% at CDC and FDA-approved lab locations, as well as the ADPH. No copay, deductible, or coinsurance will apply to the lab test, and no prior authorization is required.
- Teladoc, MDLive, and Telehealth: The copay is waived and covered at 100% for Teladoc through BCBS and VIVA Health, and for MDLive through Humana. Additionally, our members can have free telehealth visits from any location with any in-network provider who offers them through their local office to address urgent care medical needs. Humana members may also receive free telehealth visits from out-of-network providers as well for urgent care needs. These temporarily expanded benefits are options to seek medical care virtually as opposed to in-person care to limit exposure and spread of the virus.
- Early Prescription Refills: So that members can prepare for extended medication supply needs, early prescription refills are allowed, such as an extra 30-day or 90-day supply as appropriate. If you have any questions about early refills, call MedImpact (group #14000 members) at 977.606.0727, VIVA at 800.294.7780, or Humana at 800.747.0008.

PEEHIP has also enhanced Mental Health and Substance Abuse Benefits. The PEEHIP Board voted to make the following enhancements to the PEEHIP Blue Cross Blue Shield Group #14000 mental health and substance abuse benefits effective October 1, 2020. These benefit enhancements will help remove financial barriers against treatment, and will provide easier treatment pathways for members managing mental health and substance abuse issues.

- Reduced \$50 office visit copay to \$15 per visit.
- Increased the 12 visit per plan year limit to 24 visits per plan year. Additional visits will be available if deemed clinically necessary by BCBS and their behavioral health partner.
- For mental health: removed the 30-day per plan year limit for covered inpatient days.
- For substance abuse: removed the 2-admit per lifetime maximum and removed the 1-admit per plan year maximum, so that members have more access if needed to use their 30 inpatient days within a plan year.
- For both: separated the count of days so that mental health days no longer aggregate toward a combined 30-day limit with substance abuse days. Inpatient Physician Services are now covered at 100% of allowed amount with a \$0 copay for both inpatient mental health and substance abuse physician services.
- For mental health: removed the 30-day per plan year limit for covered inpatient physician days to align with the removal of the 30-day per plan year limit for covered inpatient facility days Outpatient Facility Services.
- Added Intensive Outpatient (IOP) and Partial Hospitalization (PHP) as covered benefits for PEEHIP members. These were previously provided on a case-by-case basis requiring single case agreements between all parties and were provided as deemed necessary by Blue Cross Blue Shield and their behavioral health partner, New Directions Health Benefit. Predetermination for clinical necessity will still apply.
- If no available in-state PPO facility is available, coverage will be available out-of-state at that state's in-network benefit level.
- Changed copay structure from \$20 per day to \$150 per treatment episode to match the out-of-pocket amount to the medical outpatient facility benefit.

EMERGENCY PAID SICK LEAVE & EMERGENCY FMLA LEAVE QUICK REFERENCE CHART					
Related To	Reason for Leave	Employee	Leave	Maximum Pay	Notes
Self	1-Subject to federal, state or local quarantine order	Full time or part time employee	Emergency Paid Sick Leave	100% pay for 10 work days up to \$511/day	As of April 1, there is no current federal state or local quarantine that would apply in Alabama
	2-Advised to quarantine by healthcare provider	Full time or part time employee	Emergency Paid Sick Leave	100% pay for 10 work days up to \$511/day	
	3-Experiencing symptoms and seeking a diagnosis	Full time or part time employee	Emergency Paid Sick Leave	100% pay for 10 work days up to \$511/day	
Others	4-Caring for a person subject to quarantine order from govt. officials or health care provider	Full time or part time employee	Emergency Paid Sick Leave	67% pay for 10 work days up to \$200/day	As of April 1, there is no current federal, state or local quarantine that would apply in Alabama, but this reason still may apply if ordered by a health care provider.
	5-Caring for child whose school or daycare is closed	Full time or part time employee employed for at least 30 days	Emergency Paid Sick Leave	67% pay for 10 work days up to \$511/day	Total of 12 weeks; Applies only to children under the age of 18
			Emergency FMLA Leave	Additional 10 weeks up to \$200/day	
	6-Experiencing similar condition as specified by Department of Health or Human Resources	Full time or part time employee	Emergency Paid Sick Leave	67% pay for 10 work days up to \$200/day	

EQUAL EMPLOYMENT OPPORTUNITY

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.

EMPLOYEE COMPLAINT RESOLUTION PROCEDURE

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.

SEXUAL HARASSMENT

The Board strictly prohibits unlawful discrimination in all of its programs, offices, departments and facilities. Sexual harassment, as defined by law, is a form of unlawful discrimination and will not be tolerated from employees or other persons associated with the Board.

Definition of Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when:

- Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of employment or other employment benefits provided by the Board;
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual’s employment, or other benefits provided by the Board; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Examples of Prohibited Conduct

The following are examples of conduct that may constitute sexual harassment, depending on individual circumstances:

- Verbal harassment or abuse of a sexual nature, including graphic or derogatory comments, the display of sexually suggestive objects or pictures, and sexual propositions;
- Repeated unwelcome solicitation of sexual activity or sexual contact;
- Unwelcome, inappropriate sexual touching;
- Demands for sexual favors accompanied by implied or overt promises of preferential treatment or threats with regard to an individual's employment status.

Employee Complaint Resolution Procedure

Reporting

Any employee with reason to believe he or she has been or is being subjected to any form of sexual harassment should report the matter immediately. Under no circumstances will an employee be required to present the complaint to the person who is the subject of the complaint.

Informal Complaint

An employee may choose to submit a sexual harassment complaint to a supervisor for investigation and resolution at the departmental or local level without resorting to formal complaint procedures. If the supervisor is the subject of the complaint, the complaint may be submitted to the Superintendent for resolution. If the complaint is not resolved informally to the satisfaction of the complaining employee, the employee must contact the Superintendent to initiate formal complaint procedures.

FORMAL COMPLAINT PROCEDURE

Persons Responsible For Receiving and Investigating Formal Complaints

The Superintendent or Assistant Superintendent is responsible for receiving and investigating formal complaints regarding sexual harassment. The Chief School Financial Officer is an additional official to which formal complaints can be reported. If the Superintendent or Assistant Superintendent is unavailable or is the subject of the complaint, the Chief School Financial Officer should be contacted regarding the formal complaint.

Complaint Form and Contents

Formal complaints should be made in writing, signed by the complainant, and fully describe the circumstances surrounding the alleged harassment. Harassment complaints that cannot be made in writing should be memorialized by the Superintendent or designated alternate official.

Investigation

The Superintendent will promptly investigate the complaint, review the results of any investigation with legal counsel or other appropriate officials, make any findings that are supported by the investigation, and recommend appropriate action based on these findings. The complainant will be informed of any action taken as a result of the investigation.

Review by the Superintendent and the Board

A complaining party who is not satisfied with the investigation or resolution of the complaint may request that the Superintendent take additional or different action or present the complaint to the Board for its review and action. In such case, the Board will render a final decision as soon as practicable.

Confidentiality

To the extent possible, reports of sexual harassment will be kept confidential; however, complete confidentiality cannot be guaranteed.

Retaliation Prohibited

No retaliation or adverse action may be imposed as a result of a good faith complaint or report of sexual harassment. False accusations made in bad faith or for improper reasons may result in disciplinary action.

Penalties for Violation

Any employee who violates the terms of this policy or who impedes or unreasonably refuses to cooperate with a Board investigation regarding allegations of sexual harassment will be subject to appropriate disciplinary action, up to and including termination.

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.

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 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!**

END OF YEAR EMPLOYMENT INFORMATION

Employment Renewal/Termination

The employment 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 will be rehired unless given notice by the Superintendent before June 15. 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.

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/Benefits 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 following an employee's last day to work/resign, with the exception of PEEHIP benefits. For example, if an employee resigns at the end of May, all local benefits including dental coverage will end. If an employee (excluding 12 month personnel) resigns at the end of the scholastic year, PEEHIP benefits will continue through August 31st. Employees who resign or are terminated during the year must contact the Payroll Department at Central Office to determine when PEEHIP benefits will end. Employees will receive COBRA notifications on benefits from an entity representing Eufaula City Schools. COBRA notification will come directly from the entity representing Eufaula City Schools for medical insurance or supplemental plans.

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 INOW 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 principal/supervisor (All personal items should be labeled as personal property with the employee's name.)
- Complete post-employment survey