



Certified Employee Handbook

This employee handbook highlights some of the board policies and procedures for Murfreesboro City Schools. Please refer to the Murfreesboro City Schools board policies for specific information and a comprehensive explanation of the policies. Our board policies can be access at any time on the Murfreesboro City Schools website, www.cityschools.net.

Each employee is responsible for becoming knowledgeable of the contents of this handbook, MCS board policies, procedures, and administrative directives.

Murfreesboro City Schools' Board Members

Wesley Ballard

Wesley.Ballard@cityschools.net

Butch Campbell - Chair

Bcampe3@bellsouth.net

Karen Dodd

Karen.Dodd@cityschools.net

Amanda Moore

Amanda.Moore@cityschools.net

Barbara Long

Barbara.Long@cityschools.net

Jimmy Richardson, III – Vice Chair

Jimmy.Richardson@cityschools.net

David Settles

David.Settles@cityschools.net

Bill Shacklett – City Council Liaison

Bshack1006@gmail.com

Application and Employment

An individual desiring a position with the school system shall make application to the Director of Schools using the process approved and developed by the system. In a continuing effort to further ensure the safety and welfare of students and staff, Murfreesboro City Schools shall require criminal history record checks and fingerprinting of applicants for teaching positions and any other employee who has proximity to children. Knowingly falsifying information shall be sufficient grounds for termination of employment and shall also constitute a Class A misdemeanor which must be reported to the District Attorney General for prosecution. For more information see **Board Policy 5.106**

Assignment/Transfer or Reassignment of Employee

The Director of Schools shall develop a tentative assignment of licensed personnel to the various schools or departments by June 15 preceding the school year for which such persons are to be employed.

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

Employees shall be assigned or reassigned as necessary for the efficient operation of the schools or department.

Attendance

Employees are expected to be at work and on time every day. However, when circumstances dictate, the MCS Board provides various types of leave under which absences may be authorized. Employees who must be absent should inform their school principal/immediate supervisor as soon as possible and sign up for the appropriate leave. For more information please see **Board Policies 5.303, 5.302, 5.310**.

Background Checks

Criminal history background checks and fingerprinting of applicants hired for Murfreesboro City Schools are required by law. Background checks for employees are required at least every five years after the date of hire. For more information please see **Board Policy 5.118**.

Benefits

Murfreesboro City Schools provides group health insurance for you. You are allowed to choose the carrier which best meets your needs; either Blue Cross/Blue Shield or Cigna. Specific information relating to the deductible amount, percentage paid by the company, benefits covered and other questions can be found in a booklet available to employees through Central Office. These plans are administered by the State of Tennessee Benefits Administration.

(See next page for Benefits Continued.)

Benefits Continued

Dental and Vision Coverage

The school system offers dental and vision coverage. The school system pays 100% of the individual dental coverage through the basic plan. If the employee chooses additional dental coverage, the employee will pay the difference in the premiums. Vision coverage is also available for an additional premium.

Life Insurance

Murfreesboro City Schools provides term life insurance with a benefit payable to twice your annual salary rounded to the nearest thousand with a maximum benefit of \$200,000. The amount of your life insurance is paid by the school system.

Liability Insurance

All Murfreesboro City School employees are protected through Tennessee Risk Management Trust in lawsuits including but not limited to accusations of alleged error, omission, misleading act, and breach of duty.

Social Security and Employee Medicare

Social Security and Employee Medicare is paid jointly by you, the school system, and the State. The total contribution consists of a 7.65% deduction from your pay plus a matching 7.65% paid by the school system and the State.

Payroll Deduction

Payroll deduction for investment programs, flexible benefits and optional insurance is available at no administrative cost to you.

Benefits counseling is available to you from Human Resources at Central Office. Some benefits such as choosing or changing your insurance carrier, joining the Sick Leave Bank, using Direct Deposit/Salary Distribution, activating Payroll Deduction, etc. have to be requested within a specific time frame.

Dress Code

All employees are required to maintain as neat appearance as possible. Employees should recognize that their appearance is a reflection of the school and should groom themselves accordingly. Employees are expected to maintain themselves in a manner that will favorably impress members of the general public. Those employees who are required to wear uniforms during their employment are expected to maintain their uniforms in a neat, freshly-laundered manner.

Words and/or pictures that are or can be construed as obscene, profane, provocative, political, or inflammatory that are visible on the body/skin, clothing or jewelry, or clothing advertising alcoholic beverages, drugs, drug paraphernalia or tobacco products are prohibited. Although visible obscene tattoos are prohibited, if needed, an employee should request direction from supervisor to ensure appropriate measures are taken by the employee to prevent a distraction to the workplace.

Drug and Alcohol Policy

No employee shall unlawfully manufacture, distribute, dispense, use or possess any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol, or any other controlled substance as defined in federal law, in the workplace. (Drug and Alcohol Policy continued on next page.)

“Workplace” shall include any school system building or property, any school system-owned or leased vehicle used to transport students to and from school or school activities and off school property during any school-sponsored or school-approved activity.

Any employee who violates the terms of this policy shall be suspended and shall be subject to dismissal.

Employees who are required to drive any school-owned or school-leased vehicle during the performance of their duties are prohibited from using, possessing, distributing, dispensing, manufacturing, or having controlled substances, abused prescription drugs or any other mind altering or intoxicating substances present in their system while at work or on duty. Any employee who violates this provision of the policy shall be discharged.

All employees will be drug tested for “reasonable suspicion” at a standard set by Murfreesboro City Schools. Reasonable suspicion is a belief based on objective factors either physical, behavioral, or work performance related that are sufficient to lead a reasonable and prudent supervisor to suspect that an employee is using a prohibited drug, alcohol, or substance.

The Director of Schools shall be responsible for providing a copy of this policy to all school system employees. If discipline results from this policy, it will follow the same procedure as set forth by District policy. For more information please see **Board Policy 5.403**.

Employee Categories

Full Time – Any employee who has a regular work schedule of 30 hours or more per week. This employee is eligible for all of the benefits that Murfreesboro City Schools offers.

Part Time – Any employee who works 29 hours or less per week on a regular basis. (Regular basis means more than 26 weeks in a calendar year.) Part time employees receive benefits only as determined by the MCS Board Policies.

Substitute – An individual working in the place of a regular employee who is absent.

Temporary/Seasonal – Short-term employee who is hired for a temporary period of time.

Interim – An employee appointed to a vacancy while the selection process takes place or to fill in for an employee on leave.

Status:

1. Substitute, seasonal employees, and part time classified employees shall not be entitled to accumulate paid time off or other benefits offered by MCS.
2. If an employee is changed from interim or part time to full time employee, the individual shall be given service credit to determine benefits from the date of obtaining full time status.
3. Non-exempt employees must submit timesheets which accurately reflect the amount of hours worked each week. Non-exempt employees must not work additional hours outside their regular work schedule unless prior authorization from their supervisor is obtained.

Employee Handbook Changes

Every effort will be made to keep this employee handbook current, however, the Murfreesboro City School Board and/or Director of Schools reserves the right to change any policies, procedures, benefits, and terms of employment. The district reserves the right to change any portion of this handbook at any time.

Employee Use of Internet/Electronic Mail (E-Mail)

Access can be revoked at any time if network security or protocol is compromised.

Email capability among district staff exists for the purpose of enhancing communication to better perform tasks associated with their positions and assignments. Therefore all staff that has access to the district network shall adhere to the following guidelines when sending or receiving messages via system-wide-electronic mail (e-mail):

- Confidentiality of e-mail communication cannot be assured. E-mail correspondence may be a public record under the public records law and may be subject to public inspection. All data including e-mail communications stored or transmitted on school system computers may be monitored. Employees have no expectation of privacy with regard to such data.
- Messages shall pertain to legitimate district business; email shall not be used to circumvent requirements of the Open Meetings Act.
- Staff will be asked to sign an application for terms and conditions for Use of the Internet. Staff shall not reveal their passwords to others in the network or to anyone outside of it. If anyone has reason to believe that a password has been lost or stolen or that e-mail has been accessed by someone without authorization, the employee shall contact the technology coordinator immediately.
- It is the responsibility of the sender to not violate copyright laws.
- Messages shall not be sent that contain material that may be defined by a reasonable person as obscene or that are racist, sexist or promote illegal or unethical activity.
- Users with network access shall not utilize district resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system.

An employee who uses electronic media for personal purposes shall observe the following:

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment and/or while performing MCS assigned duties.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.

(continued on next page)

Employee Use of Internet/Electronic Mail (E-Mail) Continued

- The employee continues to be subject to applicable state and federal laws, MCS school board policies, and any administrative regulations, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off school grounds. These restrictions include:
 - Confidentiality of student records
 - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law.
 - Confidentiality of district records, including educator evaluations and private email addresses.
 - Copyright Law
 - Prohibition against harming others by knowingly making false statements about a colleague or the school district.

Use of Electronic Media with Students

Murfreesboro City Schools is comprised of Pre-K through Sixth (6th) grade students. The need for an employee to use electronic media to communicate with elementary students instead of parents requires approval. With written permission from the Director of Schools or designee and parent/guardian, a faculty member may communicate **via email only** with students. The school principal or designee must be included in the communication. An employee is not subject to these provisions to the extent the employee has a social or family relationship with the student's parents. For more information, please see **Board Policy 5.6101**.

Equal Opportunity Employment

The Murfreesboro City Schools shall be staffed by the best individuals available. The best qualified applicants shall be selected for each position without regard to race, color, religion, national origin, age, sex, marital status, disability, veteran status, or any other class protected by law. This policy fully embraces equality of opportunity for all employment matters; i.e., training, hiring, transfer, assignments, promotion, benefits, or discharge. The Human Resources Director is designated to coordinate the day-to-day operations of the equal employment opportunity affirmative action plan with regard to all employees. For more information see **Board Policy 5.104**.

Evaluation of Professional Staff

Principals or their designees shall evaluate teachers and all other licensed employees directly assigned to them. Supervisors or department heads shall evaluate licensed personnel not directly assigned to the principal. The Director of Schools is responsible for ensuring that all licensed administrative and supervisory personnel are evaluated annually. The Director of Schools shall evaluate all principals, licensed management personnel, and any licensed employees who answer directly to the Director of Schools. The Board shall adopt and the District shall use an evaluation model for principals and assistant principals which meets the state guidelines. For more information see **Board Policy 5.109**.

Harassment/Discrimination

It is the policy of the Murfreesboro City Schools Board of Education to maintain a learning and working environment that is free from harassment of any type. The Board prohibits any form of sexual harassment based upon age, religion, disability, color, and/or race/national origin or any other class protected by law. All persons are required to make a conscientious effort to fully consider and understand the nature and basis of any harassment complaint.

It shall be a violation of this policy for any student, teacher, administrator or other school personnel of the Murfreesboro City Schools to harass or sexually harass a student, teacher, administrator or other school personnel through conduct or communication of any form as defined by this policy. The school system will act to promptly investigate all complaints and to promptly and appropriately discipline any student or school personnel who is found to have violated this policy, and/or take other appropriate action reasonably calculated to end the harassment or sexual harassment. For more information please see **Board Policy 5.500**.

Nepotism

Two members of the same family may be assigned to the same building in cases where one relative does not directly supervise the other. In no case is it permissible for one relative to directly supervise another regardless of building assignment. No current employee shall be required to change building assignment or position assignment as a result of adoption of this policy.

Open-Door Policy

Murfreesboro City Schools is sincerely interested in your personal welfare and makes every effort to be fair and considerate and consistent at all times. However, if you believe you have been treated unfairly, or if you are in disagreement with a specific Murfreesboro City School policy or practice, you should discuss the problem with your department head/supervisor.

Personnel Records

Various documents are required to be submitted in order to complete an employment file. Any employee who fails to submit the required document(s) within the specified time may be terminated, held off duty or otherwise appropriately counseled or disciplined.

Personnel records of all Murfreesboro City Schools employees are considered public record. Anyone residing in the state of Tennessee can request a copy or to view personnel records. Personally Identifiable Information (PII) such as social security number, address, phone numbers, etc. are not available to the public and are not included.

For more information, please see **Board Policy 5.114**.

Retirement

Employees of the Murfreesboro City Schools System are members of the Tennessee Consolidated Retirement System (TCRS) and may retire upon meeting the qualifications for retirement set forth by TCRS.

Retired TCRS members may be eligible for re-employment as substitute teachers, substitute bus drivers, or in any other temporary, interim, part-time, or casual positions providing:

- The retired TCRS member has been retired 60 days and does not accrue additional retirement credit with TCRS.
- The 60-day work period may be waived provided the member renders no more than one half of the hours he/she worked prior to retirement and the Director of Schools certifies in writing to TCRS that no other qualified persons are available to fill the position. Following the initial 60 days following retirement, the remaining time may be full-time or used over the one year period.
- Compensation cannot exceed 60% of the retiree's final year's salary, indexed annually since retirement, or exceed 120 working days per calendar year from the date of rehire.

Retired teachers who are re-employed may work the full school year provided the Director of Schools certifies there are no other qualified personnel available to perform such work. For TCRS retirees who were not previously employed by the MCS, certification of the final year's salary at the previous employer will be provided to Human Resources before employment. Licensed employees of Murfreesboro City Schools contribute to the Consolidated Retirement System. Non-licensed employees are non-contributors.

All employees are participants in the Tennessee Consolidated Retirement System (TCRS). For licensed personnel, a deduction of 5% of your annual compensation is contributed to your account with TCRS. The school system contributes an additional percentage each month towards this fund. In order to be eligible for a retirement benefit, the employee must attain vested status by completing at least five years of creditable service with a TCRS-covered employer. For more information, contact the Human Resources Department.

School Trips

School trips authorized by the principal and approved by the Director of Schools or Director's designee on the standard system school trip form shall be Murfreesboro City School Board sanctioned school trips.

Circumstances may exist when a principal agrees to authorize more than two (2) school trips per class group during a given academic school year. In no case will a school trip interfere with the daily pupil transportation program. All children shall be permitted to participate in a field trip regardless of handicapping conditions or personal financial limitations. For more information see **Board Policy 4.302**.

Sick Leave Bank

All full-time employees may elect to participate in the Murfreesboro City School's Sick Leave Bank. For more information see **Board Policy 5.302**.

Staff Complaints

The Board subscribes to an orderly, well-defined grievance procedure for the resolution of problems derived from applications of Board policies and system regulations. The machinery set up for the resolution of "grievances in agreements between the Board and recognized employee organizations" will apply only to grievances as defined in the particular agreement. Grievances will be handled expeditiously in accordance with the following procedure as approved by the Board. Please see **Board policy 5.501** for further information. Murfreesboro City Schools' current complaint managers are Maria Johnson and Ralph Ringstaff.

Substitute Teachers

If an employee requires a substitute teacher in their absence, they must go through Frontline (also known as AESOP) to request time-off. Employees who require substitute teachers should not enter time-off into both Frontline and Skyward.

Employees are responsible for entering their own absences in a timely manner.

Supervision Responsibilities

While at school or during school-related or school-sponsored activities, students must be under the supervision of a qualified adult at all times. All MCS employees are required to assist in providing appropriate supervision and correction of students. Employees are expected to take reasonable action in situations involving student welfare and safety, including following MCS Board policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors. Such instances shall include, but are not limited to bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.

Suspension and Dismissal

The Director of Schools or designee may suspend with or without pay depending on the situation a tenured teacher at any time when deemed necessary, pending investigation or final disposition of a case before the Board or an appeal. If vindicated or reinstated, the teacher shall be paid the full salary for the period during which the teacher was suspended.

Before a tenured teacher is suspended the teacher shall be:

1. Provided with reasons for suspension
2. Given an opportunity to respond
3. Given a written decision for the suspension

The causes for which a tenured teacher may be dismissed are as follows: incompetence, inefficiency, neglect of duty, unprofessional conduct, and insubordination as defined in T.C.A 49-5-501.

For more information, see **Board Policy 5.200**.

Time-Off

*The following details time-off for full-time, **certified** employees only.* Please refer to the Classified Handbook regarding time-off for non-certified employees.

Sick-Leave

Sick leave shall mean leave of absence because of illness of the professional employee from natural causes or accident or the illness of the professional employee's spouse, parent, grandparent, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter in-law, son-in-law, brother-in-law, sister-in-law, step-relatives as listed above, or other family member with approval of the Director of Schools, which necessitates the absence of the professional employee.

Certified Employees earn one day for each month of employment. For example, 10 month employees receive 10 sick days. Sick days are given to certified employees at the beginning of the school year or upon hire and are not accrued monthly. Remaining sick days roll from year to year and are not lost unless used.

If an employee is absent consecutively due to the illness/injury of themselves or someone in their care for five (5) or more days, a consultation with Human Resources is required to decide whether or not FMLA paperwork and documentation is required. (See next page for information on the Family Medical Leave Act.) For more information on sick leave, see **Board Policy 5.302**.

Personal Leave

Personal leave is defined as a day for business of a personal nature which requires absence from school. Certified employees receive two (2) personal days per school year. For certified employees with less than ten years of experience, a maximum of 2 personal days will be converted to accumulated sick leave at the end of the year. For certified employees with more than ten years of experience, personal leave will be retained at the end of the year based on the total years of experience. For more information, see **Board Policy 5.303 and AD PER 1**.

Professional Leave and Temporary Duty Leave (TDL)

Professional leave is defined as a day for professional service to another school system or for further development of professional competence.

Certified employees receive one (1) professional day per school year. Professional days do not accumulate. If professional days are unused, they are lost.

Temporary Duty Leave (TDL) is available for professional purposes as defined above AFTER the employee's professional day has been used. TDL requires approval from the employee's principal/supervisor at least two weeks in advance.

For more information, see **Board Policy 5.303**.

Vacation

Vacation leave is available to certified employees on a **twelve month, full-time basis**.

Vacation is accrued monthly. A maximum of 30 vacation days can be held at any one time. Any vacation days accrued after 30 days will roll into sick. For more information, see **Board Policy 5.310**.

Time-Off Continued

FMLA (Family Medical Leave Act)

The purpose of FMLA and Maternity Leave is to entitle employees to take reasonable leave for medical reasons, for the birth or adoption of a child, and for the care of a child, spouse or parent who has a serious health condition.

Anyone who has been employed for at least twelve months by the school system and who has at least 1,250 hours of service during the previous twelve month period shall be granted, upon request, up to twelve (12) weeks unpaid leave for the following reasons:

- To care for a spouse, child, or parent with a serious health condition
- To take medical leave when the employee is unable to work because of a serious health condition
- For qualifying circumstances arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or called active duty status as a member of the National Guard or Reserves in support of a contingency operation.

Any employee shall be granted, upon request, up to four (4) months of unpaid leave for the birth and care of a newborn child of the employee, and the placement with the employee of a son or daughter for adoption in accordance with the Tennessee Maternity Leave Act. Any employee on maternity leave shall be permitted to use accumulated sick leave during the period of actual physical disability only.

Otherwise, the maternity leave shall be unpaid leave. An employee may use up to thirty (30) days of accumulated sick leave for the adoption of a child. If both parents are employees of Murfreesboro City Schools, they are eligible for a combined four (4) months.

Any eligible employee shall be granted, upon request, up to twenty six (26) weeks of unpaid leave during a single 12 month period to care for a spouse, son, daughter, parent or next of kin of a current member of the Armed Forces with a serious injury or illness.

A physician's statement will be required by the Director of Schools when determining the period of actual physical disability.

Request for leave and extension of leave shall conform to federal and state laws governing leaves of absences. For more information see **Board Policy 5.305**.

Tenure

Certified employees are entitled to tenure after the requirements of TCA 49-5-503 have been met. This includes but is not limited:

1. Completing at least 5 consecutive years as a full-time teacher with Murfreesboro City Schools.
2. Obtaining an overall performance effectiveness level of "above expectations" or "significantly above expectations" for two (2) consecutive years beginning no earlier than the fourth year of service with Murfreesboro City Schools.

Tenure is granted via board approval. Please see **Board Policy 5.117** and **TCA 49-5-503** for detailed information regarding tenure practices in the state of Tennessee.

Tobacco Free Schools

All uses of tobacco products, including smokeless tobacco, are prohibited on all school property, including all vehicles owned, leased, or operated by the district effective October 1, 2012.

This policy applies to all faculty, staff, students, contractors, and visitors of MCS and is in effect twenty-four (24) hours a day, year round. This policy applies to all forms of tobacco products including, but not limited to, cigarettes and other similar devices.

School district employees and students in the district's schools will not be permitted to use tobacco or tobacco products, including smokeless tobacco, while they are participants in any class or activity in which they represent the school district regardless of whether the class or activity is located on school property, if students are present. For more information please see **Board Policy 1.803**.

Workman's Comp (WC)

An employee who has been injured or becomes ill due to a work related incident should report incident to school office administration within twenty-four hours of the incident. The employee and designated office personnel will complete mandatory Workman's Compensation Paperwork in its entirety. Completed paperwork should be scanned and emailed or faxed to the Human Resources Department as soon as possible. The original paperwork must be sent via Inter Office Courier to Human Resources.

If the employee chooses to be seen by a physician, Human Resources must be notified as soon as possible. The employee must choose from Murfreesboro City School's list of pre-approved physicians for Workman's Compensation. The employee should not see their own physician.

If the accident/injury is life threatening, the employee shall immediately be taken to the hospital. Should an ambulance be required, please proceed with emergency protocol by calling 911. The injured employee (or the MCS employee accompanying the injured employee) should not give any medical facility their personal insurance information. Should the medical facility staff need insurance information or verification, they should contact either the MCS HR Department or Tennessee Risk Management Trust (Dawn Wiles at 888-743-4336 ext. 396).

All clinic visit notes should be directed the HR Department.

Staff Time Schedules

Workweek Defined

Working hours for all employees not exempted under the Fair Labor Standards Act, including secretaries, bus drivers, cafeteria, custodial and maintenance personnel, will conform to federal and state regulations. The Director of Schools will ensure that job positions are classified as exempt or non-exempt and that employees are made aware of such classifications. Supervisors will make every effort to avoid circumstances which will require non-exempt employees to work more than forty (40) hours each week. For purposes of compliance with the Fair Labor Standards Act, the workweek for school district employees will be 12:00 a.m. Sunday until 11:59 p.m. Saturday.

Work Schedules

The workday for full-time licensed and professional staff will be a minimum of seven hours and thirty minutes (450 minutes) and will continue until professional responsibilities to the student and the school are completed. Administrative meetings, curriculum development, student supervision, assigned duties, parent conferences, group or individual planning and extra-curricular activities may require hours beyond the stated minimum. When a school has activities beyond the school day and teacher participation is needed, these hours will be distributed as equitably as possible among the faculty.

Teachers shall be allotted an individual duty-free planning period of two and one-half (2 1/2) hours each week to provide time for planning, preparation for effective teaching and attention to major program improvement. Work schedules for other employees will be defined by the Director of Schools or their designee, consistent with the Fair Labor Standards Act and provisions of this policy.

Overtime and Compensatory Time

The Board discourages overtime work by non-exempt employees. A non-exempt employee shall not work overtime without the express approval of their supervisor. All overtime work shall be expressly approved in writing by the Director of Schools or their designee. All supervisory personnel shall monitor overtime on a weekly basis and report such time to the Director of Schools/designee. Principals and supervisors shall monitor employees' work, ensure that overtime provisions of this policy and the Fair Labor Standards Act are followed, and ensure that all employees are compensated for any overtime worked. Principals or supervisors may need to adjust daily schedules to prevent non-exempt employees from working more than forty (40) hours in a workweek. Accurate and complete time records of actual hours worked during the workweek will be recorded by each employee and submitted to the Assistant Superintendent for Human Resources and ESP. The Assistant Superintendent of Finance and Support Services will review work records of employees on a regular basis to make an assessment of overtime use.

In lieu of overtime compensation, non-exempt employees may receive compensatory time off at a rate of not less than one and one-half (1.5) hours for one hour of overtime worked, if such compensatory time is: (1) pursuant to an agreement between the employer and employee reached before overtime work is performed, and (2) is authorized by the immediate supervisor.

Employees will be allowed to use compensatory time within a reasonable period after requesting such use if the requested use of the compensatory time does not unduly disrupt the operation of the school district. Employees may accrue a maximum of sixty (60) compensatory time hours before they will be provided overtime pay at the rate earned by the employee at the time the employee receives such payment. In addition, upon leaving the school district, an employee must be paid for any unused compensatory time at the rate of not less than the higher of (1) the average regular rate received by the employee during his/her last three (3) years of employment, or (2) the final regular rate received by the employee.

Non-exempt employees whose workweek is less than forty (40) hours will be paid at the regular rate of pay for time worked up to forty (40) hours. Such employees shall be provided overtime pay or compensatory time as provided for working more than forty (40) hours in a workweek.

Attendance Expectations

All employees are expected to be present during all work hours. Absence without prior approval, chronic absences, habitual tardiness or abuses of designated working hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal.

Three consecutive absences without reporting will be considered voluntarily quitting.

Board Policy 5.602