



MURFREESBORO CITY SCHOOLS

**2024-2025**

# **EMPLOYEE HANDBOOK**

---

KNOWN. SAFE. CHALLENGED. EMPOWERED.

# Table of Contents

|  |    |
|--|----|
| Director’s Message .....                 | 1  |
| About MCS .....                          | 2  |
| Equal Opportunity Employment.....        | 3  |
| Recommendation for Employment.....       | 4  |
| Understanding Classifications.....       | 5  |
| Employee Benefits.....                   | 8  |
| Leave Policies.....                      | 9  |
| Personnel Files.....                     | 11 |
| Payroll and Salaries.....                | 12 |
| Employee Conduct.....                    | 13 |
| Confidentiality and Student Privacy..... | 16 |
| Annual Training.....                     | 17 |
| School District Safety.....              | 19 |
| Human Resources Contacts.....            | 20 |

## About this Handbook

This handbook is intended to provide employees with a general understanding of our personnel policies for all employees. Employees are encouraged to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with Murfreesboro City Schools. Our Board of Education policies will supersede any information in this handbook. In the event there is conflict between this handbook and Board Policy, the Board Policy will prevail. This handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. In order to retain necessary flexibility in the administration of policies and procedures, Murfreesboro City Schools reserves the right to change, revise, or eliminate any of the policies, procedures, and/or benefits described in this handbook.



# Director's Message

DEAR TEAM MEMBER,

Welcome to Murfreesboro City Schools! We are thrilled to have you join our community, and we are excited about the journey we are about to embark on together. As you start your tenure with us, we want to extend our warmest greetings and provide you with our Employee Handbook, a valuable resource that will guide you through important policies and procedures that will help ensure you have a successful working experience with us.



Our mission in MCS is clear and unwavering: “To assure the academic and personal success of each child.” This mission is at the heart of everything we do, and it serves as the North Star guiding our actions, decisions, and commitments to our students and community.

In pursuit of our mission, we embrace the belief that every individual is unique, and it is our responsibility to recognize and nurture the potential within each child. We also believe that this mission extends beyond the classroom and encompasses the growth and development of every staff member. Our goal is to ensure that every student and staff member is known, safe, challenged, and empowered.

As you dive into the Employee Handbook, you will find detailed information. We encourage you to explore it thoroughly and reach out to our dedicated Human Resources team if you have questions or need assistance.

Once again, welcome to Murfreesboro City Schools. We are honored to have you on our team, and we look forward to witnessing the positive impact you will make on the lives of our students. Thank you for choosing to be part of our educational community, and we wish you a rewarding and fulfilling journey ahead.

Sincerely,

Dr. Trey Duke  
Director of Schools  
Murfreesboro City Schools

# About Murfreesboro City Schools

Murfreesboro City Schools is rich in history and tradition, serving the families of the City of Murfreesboro since 1952. Our school district is a unique blend of tradition and progress, with five of our 15 campuses serving as pillars within our community with histories that span over six decades.

With 13 schools serving approximately 9,400 students in Pre-K through 6th grade, Murfreesboro City Schools is the 22nd largest school district in Tennessee. Our school district is also proud to be one of the most culturally diverse districts in our state. We celebrate this diversity through inclusive programs and enrichment activities to ensure that every student feels valued.

Murfreesboro City Schools is committed to providing an excellent education, preserving our rich history, and fostering an inclusive and positive environment for all of our stakeholders. One way we ensure that we are making this vision a reality is through our dedication to implementing our [2022-2027 Strategic Plan](#). We encourage all staff members to be familiar with our strategic plan, which includes the following goals:

## Known

**Every student will be known through whole-child programs and support.**

Our school district will support the whole child by ensuring access to mental health staff, engaging in partnerships with high-quality providers, providing relevant classroom extension opportunities, supporting family involvement, and focusing on positive behavior supports.

## Safe

**Every student will be safe through equitable access to buildings, facilities, and infrastructure that meet their needs.**

Our school district will ensure operational excellence and prioritize safety, technology, resource allocation, and facilities to meet the needs of our growing community.

## Challenged

**Every student will be challenged by learning from highly effective educators and employees.**

Our school district will recruit, retain, and train highly-qualified and culturally competent educators and employees to ensure the district is the place where talented individuals choose to work.

## Empowered

**Every student will be empowered through academic success.**

Our school district will ensure all students, especially those who have been historically underserved, grow and achieve at high levels in all content areas.



# Equal Opportunity Employment

Our school district is committed to provide a positive environment where all employees are assured of full and equal employment access and opportunities, protection from harassment and intimidation, and freedom from any fear of retaliation for asserting their employment rights in accordance with law. To provide equal employment and advancement opportunities to all individuals, employment decisions at Murfreesboro City Schools will be based on merit, qualifications, and abilities.

No school district employee shall be discriminated against or harassed by any coworker, supervisor, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran or military status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics. For purposes of this policy, employees include job applicants, and interns. For more information on Equal Opportunity Employment, please see [Board Policy 5.104](#). Questions about this policy may be directed to Dr. Maria Johnson at 615-893-2313, Ext. 10036 or via e-mail to [maria.johnson@cityschools.net](mailto:maria.johnson@cityschools.net).

## Application for Employment

In order to recruit and retain the most qualified individuals, every open position for employment within the school district will be posted and advertised on the school district's website. MCS relies upon the accuracy of the information contained in the employment application and any misrepresentation or falsification of information may result in the exclusion of the individual from further consideration for employment.

Selection for interviews will be based upon candidate qualifications for the position(s) for which the applicant is applying. MCS may use any combination of selection criteria to determine qualifications, including, but not limited to:

- Review of education, training, and prior work experience
- Personal interview
- Written or computer-based examination
- Portfolio review
- References
- Pre-employment assessments (where appropriate and compliant with federal and state regulation)



# Recommendation for Employment

Individuals recommended for employment with MCS must meet all pre-hiring requirements, including receiving a satisfactory criminal background check that will be conducted by the Tennessee Bureau of Investigation/Federal Bureau of Investigation. For more information on pre-employment requirements, see [Board Policy 5.106](#).

**Employment with Murfreesboro City Schools is contingent on satisfactory completion of all pre-employment requirements.**



## Onboarding

The new employee onboarding begins with orientation and is an ongoing process to fully integrate new employees into employment with Murfreesboro City Schools. Onboarding will vary depending on the employee, but will include completion of new hire documents and learning about the employee's role and responsibilities of the position. Prior to starting, each employee will receive information from Human Resources outlining steps to complete New Hire Paperwork online and schedule a time for orientation.

### What to bring to New Hire Orientation:

- Proof of eligibility to work in the United States, if applicable
- Driver's License
- Direct Deposit Information
- Emergency Contact Information
- Dependent verification forms, if applicable, for insurance purposes
- A smile for a badge photo!

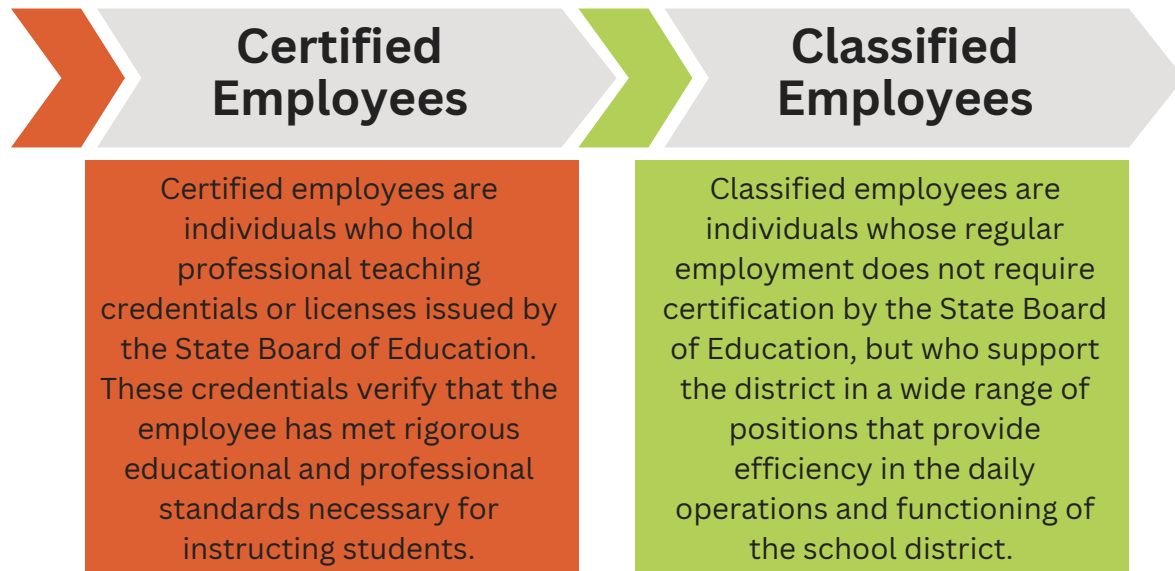
## Mentoring Programs

MCS is committed to fostering a culture of continuous professional growth and development. To support this, our Human Resources Department has established mentoring programs designed to guide and nurture certified employees, particularly those who are new to the profession or are transferring into new roles. This program aims to enhance instructional skills, provide emotional and professional support, and ultimately ensure the highest quality of education for our students.

The Human Resources Department will touch base with eligible employees annually in August with more information about the mentoring program.

# Understanding Classifications

Murfreesboro City Schools has a diverse team of professionals dedicated to providing the best education and support for our students. These employees fall into two primary categories: certified and classified. Understanding the distinction between these two types of employees is essential for fostering a cohesive and effective working environment. For more information on classifications, see [Board Policy 5.102](#).



## Work Schedules

The work day for full-time, exempt certified and classified staff will be a minimum of 7 hours and 30 minutes, and will continue until professional responsibilities to the student, school, and district are completed. The work day for full-time, non-exempt classified personnel will be a minimum of 7 hours per day.

Work schedules may be adjusted on an as-needed basis by an employee's supervisor. For more information on work schedules, see [Board Policy 5.602](#).

## Timekeeping

Accurately recording time worked is the responsibility of every non-exempt employee. Federal and state laws require MCS to keep an accurate record of time worked to calculate pay and benefits. "Time worked" is defined as all the time actually spent on the job performing assigned duties. Altering, falsifying, or tampering with time records, or recording time on another employee's time record, may result in disciplinary action, up to and including termination of employment.

It is the employee's responsibility to certify the accuracy of all time recorded. The supervisor will also review and approve the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record. All time sheets must be submitted in a timely manner in order to meet payroll deadlines.

# Employee Benefits

Our school district is dedicated to supporting the well-being and professional growth of our employees by offering a comprehensive benefits package to eligible employees. Benefits eligibility is dependent upon a variety of factors, including employee classification. The Human Resources Department can identify the programs for which you are eligible. Details of these programs are outlined below and specifics can be received by contacting the Human Resources Department. These benefits include:

## Medical

MCS provides group health insurance for full time employees. Employees are allowed to choose the carrier which best meets their needs; either Blue Cross/Blue Shield or Cigna. Specific information relating to the deductible amount, percentage paid by the school district, benefits covered and other questions can be found in a booklet available to employees through the Human Resources Department. These plans are administered by the State of Tennessee, Benefits Administration.

## Dental and Vision

MCS offers dental and vision coverage. The district 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

MCS provides term life insurance with a benefit payable to twice the employee's annual salary rounded to the nearest thousand with a maximum benefit of \$200,000. The cost of the life insurance is paid by the school district.

## Additional Benefits

Employees may be eligible for these additional benefits and are encouraged to contact the Human Resources Department for more information:

- Cafeteria plans
- Holidays
- Short-Term Disability
- Long-Term Disability
- Supplemental Life Insurance
- Tax-sheltered Annuities/403B
- Worker's Compensation
- Retirement
- COBRA





# Leave Policies

Employees shall inform their immediate supervisor of any planned or emergency absence as soon as possible. General information regarding the types of leave available is listed below. Please note that, for many types of leave, a written request from the employee is required in advance. An absence from work that is not directly related to a leave option will be considered unexcused and may lead to disciplinary consequences, up to and including termination of employment.

## Personal and Professional Leave

### Board Policy 5.303

Personal leave allows employees to take time off for personal reasons, including family obligations, personal matters, or other non-work-related activities. The number of days an employee receives is dependent on years of experience with Murfreesboro City Schools. Professional leave is a short, temporary absence for the purpose of attending workshops and other meetings related to school business or serving on board and commissions which meet during daytime hours when appointed by a mayor, city council, county executives, or the county commission.

## Sick Leave

### Board Policy 5.302

Sick leave shall mean leave of absence because of illness of the professional employee from natural causes, 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 members 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. Full time classified employees accrue one day each month of employment.

If an employee is absent for five (5) or more days consecutively due to the illness/injury of themselves or someone in their care, a consultation with Human Resources is required to decide whether or not additional documentation is required.

## Family and Medical Leave (FMLA)

### Board Policy 5.305

Any employee who has been employed for at least 12 months by the district and anyone who has at least 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for service for purposes of FMLA eligibility) during the previous twelve-month period shall be eligible to use FMLA leave. An eligible employee shall be granted, upon request, up to 12 weeks unpaid leave during a rolling 12-month period measured backward from the date the eligible employee uses any FMLA leave for the following reasons:

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



# Leave Policies

## Parental Leave

### Board Policy 5.305

FMLA leave runs concurrently with leave provided under the Tennessee Maternity Act, which affords eligible employees leave for a period not to exceed 4 months for the adoption, pregnancy, childbirth, and nursing of a newborn child.

## Bereavement

### Board Policy 5.302

Bereavement leave is provided to employees who experience the loss of an immediate family member. Immediate family is defined to include a spouse, a domestic partner, parents, step-parents, grandparents, grandparents-in-law, great-grandparents, children, step-children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, aunt, uncle, or other family member with approval of the Director of Schools.

## Military Leave

### Board Policy 5.306

Employees who are members of any reserve component of the Armed Forces of the United States shall be granted leave of absence for all periods of military service during which they are engaged in the performance of duty or training in the service of the state or the United States. Reservists who anticipate military duty during the school year must give written notice to the Director of Schools, within 30 days of the beginning of the school year, of the dates of the anticipated duty.

While performing such duty or training, the employee shall be paid their regular salary up to a maximum of 20 working days in any 1 calendar year, plus such additional days as may result from any call to active state duty. An employee called to active duty by the governor to enforce the laws of the state shall be paid their regular salary for such time as they are engaged in the performance of their duty, and any time spent in active state duty shall not count against the twenty-day period of leave allowed for military service. Request for leaves and extension of leaves shall conform to state law and board policy governing all leaves of absence.

## Jury Duty or Other Government Service

### Board Policy 5.301

If an employee is summoned for jury duty, they shall present written evidence that they has been summoned to serve on a jury. The employee shall be entitled to the usual compensation, less the amount paid by the court.

## Workers' Compensation

### Board Policy 3.602

Workers' compensation provides financial and medical benefits to employees who suffer work-related injuries or illnesses. If you are injured on the job or develop a work-related illness, immediately report the incident to your supervisor and seek medical attention. Detailed information about the claim process and benefits can be obtained from the Human Resources Department. Failure to report an injury promptly may affect your eligibility for benefits.



# Personnel Files

The Human Resources Department maintains an official personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals, documentation of salary increases, and other employment documents. Worksite files are not part of the official file maintained by the Human Resources Department. Employees who wish to review their own file should contact the Human Resources Department. With reasonable advance notice, employees may review their own personnel file at the MCS Central Office in the presence of an individual appointed by MCS to maintain the files. Copies may be obtained at a rate set by Murfreesboro City Schools.

## Updating Personal Information

It is the responsibility of each employee to promptly notify the school district of any changes to their personal information. This includes updates to an employee's home address, phone number, emergency contact details, marital status, and any other relevant information. Keeping your personal information current ensures that the employee receives important communications, benefits, and payroll documentation without delay.

**To make updates, please contact the Human Resources Department directly. Accurate personnel records help us maintain efficient operations and provide you with the best possible support.**



## Public Access to Personnel Records

In accordance with the Tennessee Public Records Act, personnel records maintained by the school district are considered public records. This means that certain information contained within these records may be subject to public disclosure upon request. While some personal information, such as social security numbers and medical records, remains confidential, other details like names, job titles, and salaries may be accessible to the public. MCS is committed to handling all personnel records with the utmost care and in compliance with applicable laws to balance transparency and privacy. If you have any questions or concerns about what information is publicly accessible, please contact the Human Resources Department.

# Payroll and Salaries

## Salary Structures

Certified employees, including teachers and counselors, are compensated based on a salary schedule that considers their educational qualifications and years of experience. The salary schedule for certified employees is set annually by the Board of Education. The salary chart for certified employees can be found online [here](#).

Principals, assistant principals, and certified leadership pay scales can be found online [here](#).

Classified employees may be paid on a salary or hourly basis, depending on their position. The salary chart for classified employees can be found [here](#).

Non-exempt classified employees may be eligible for overtime work, which must be approved in advance by their supervisor and the Director of Schools/designee. Hourly employees required to work in excess of forty (40) hours per week will be paid or given compensatory time at the rate of one-and-a half (1 ½) times the regular rate for all overtime hours in accordance with the Fair Labor Standards Act.

## Direct Deposit

All employees are paid through a direct deposit to their banking institution of choice. Employees are able to change their banking institution for direct deposit at any time.

## Payroll Schedules

Payroll schedules will vary based on the employment position. Payroll schedules are posted on the school district website annually. The payroll schedules for 2024-2025 school year can be found online by clicking the links below:

- [2024-2025 Certified 200 Day/10 Month Payroll Schedule](#)
- [2024-2025 Certified 210 Day/10.5 Month Payroll Schedule](#)
- [2024-2025 Certified 220 Day/11 Month Payroll Schedule](#)
- [2024-2025 Biweekly Payroll Schedule](#)
- [2024-2025 Classified 200 Day/10 Month Payroll Schedule](#)
- [2024-2025 Classified 220 Day/11 Month Payroll Schedule](#)

## Payroll Deductions

Payroll deductions for employees include any applicable federal and state taxes, as required by law. Optional deductions are governed by [Board Policy 2.802](#).



**Employees with questions or concerns about their paychecks, deductions, or payroll procedures may contact Amanda Brown, Payroll Officer, at 615-893-2313, ext. 10072 or at [amanda.brown@cityschools.net](mailto:amanda.brown@cityschools.net).**

# Employee Conduct

Board Policy 5.600 clearly defines the expectations for employee work performance and conduct. The policy is designed to ensure conduct expectations are clearly communicated and enforced in a fair and consistent manner. Violations of conduct policies and expectations may be grounds for disciplinary action. The level of discipline depends upon the offense. Employees are expected to abide by the following minimum standards of ethical behavior:

1. To maintain a two-way communication with students, parents, staff members, and members of the community.
2. To solve problems which arise in a just and equitable manner.
3. To grow in skill and understanding in the job assigned.
4. To interpret the district's goals and operations to the public.
5. To refrain from any activities or dealings which would personally enhance the employee to the detriment of the system.
6. To abide by established procedures for airing complaints and grievances.

The standards also apply to an employee's work performance. If employee performance falls below acceptable standards, a supervisor may utilize the performance review process and supervisory counseling to improve this deficiency. If there is not improvement, a supervisor may take additional corrective action, up to and including dismissal.



## **The Teacher Code of Ethics**

Tennessee has a statutory Teacher Code of Ethics, codified at TCA 49-5-1001. The Teacher Code of Ethics sets the standard for professional conduct and responsibilities in our educational community. Key principles include confidentiality, ongoing professional development, and collaboration with colleagues and parents.

## **Progressive Discipline**

Our progressive discipline policy addresses performance and conduct issues through escalating steps: verbal warning, written warning, suspension, and termination. Each step offers employees a chance to improve. Severe violations may result in immediate serious actions.

## **Performance Evaluations**

### Board Policy 5.109

All employees shall be evaluated each year. The evaluation model will be dependent on the employee's classification.

# Harassment & Discrimination

## Board Policy 5.500

Employees shall be provided a work environment free from sexual, racial, ethnic and religious discrimination/harassment. Harassment by any employee will not be tolerated.

Discrimination/harassment is defined as conduct, advances, gestures, or words either written or spoken and based on based on race, color, religion, creed, sex, national origin, age, disability, or any other classification protected by law that:

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

Alleged victims of sexual, racial, ethnic and religious discrimination/harassment shall report these incidents immediately. This report should be made to the immediate supervisor, except when the immediate supervisor is the offending party. If the immediate supervisor is the offending party, the report may be made to the Human Resources Director. Allegations of discrimination/harassment shall be fully investigated. There will be no retaliation against any person who reports discrimination/harassment or who participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such.

# Complaints and Grievances

## Board Policy 5.501

Employees are encouraged to resolve complaints and grievances at the lowest supervisory level possible. If unresolved and the employee believes there has been a violation of a Board policy or procedure, a formal complaints can be submitted in writing to the Human Resources Department. All complaints will be addressed promptly pursuant to Board policy. Retaliation against employees who raise concerns in good faith is strictly prohibited.



## Conflicts of Interest

MCS employees must avoid any activities or financial interests that conflict with their official duties. This includes:

- Not accepting valuable items from vendors engaged in business with the district;
- Not purchasing goods for sale to students or providing services on a commission basis;
- Not receiving royalties for patented or copyrighted items used in the district;
- Not using school-obtained information for outside work; and
- Not selling supplies, materials, or equipment to the Board of Education or parents of students they teach.

Additionally, no district staff, including the Director and Board members, shall have a financial interest in supplying educational materials or services to the schools or acting as agents for vendors. For more information, see [Board Policy 5.601](#).

## Smoking and Tobacco Use

In order to protect our students, staff, visitors, and guests of the schools from an environment that may be harmful to them, and in compliance with State law, the Board prohibits smoking and tobacco use by all staff, students, visitors, and guests on all school property, in all school buildings, and in all vehicles owned, leased or operated by the district. For more information, please see [Board Policy 1.803](#).

## Drug-Free Workplace

MCS and its employees share a commitment to the creation and maintenance of a safe working environment in a drug-free workplace. As such, the use of illegal drugs, the abuse of alcohol, and the misuse of prescription drugs are prohibited. For more information, see [Board Policy 5.403](#).

## Dress Code

Our dress code policy ensures a professional and respectful environment. Employees are expected to dress in attire that reflects their role and promotes a positive image of the school and district. Clothing should be neat, clean, and appropriate for the educational setting. Casual attire is generally discouraged unless specified for certain events or days. Those employees who are required to wear uniforms during their employment are expected to maintain their uniforms in a neat manner. Specific dress code requirements may be set by the school principal or supervisor to meet the unique needs of the school or department.



# Confidentiality and Student Privacy

Protecting student privacy is a fundamental responsibility of all staff members. Under the Family Educational Rights and Privacy Act (FERPA), we are required to maintain the confidentiality of student records and personal information. This includes academic records, contact details, disciplinary actions, and any other personally identifiable information.

Unauthorized disclosure of any student information to individuals or entities without a legitimate educational interest or proper consent is strictly prohibited. This protection ensures that sensitive information is only accessible to those who need it to perform their professional duties.

Maintaining confidentiality is not only a legal obligation but also crucial for building a safe and trustworthy educational environment. Respecting students' privacy fosters a positive school culture and enhances the trust placed in our institution by students and their families.

All staff must be vigilant in handling student information, whether in digital or physical form. Discussing student information in public areas, leaving sensitive documents unsecured, or improperly disposing of records are examples of actions that can lead to breaches of confidentiality.

## Staff Use of Technology

### Board Policy 4.406

Staff use of technology is essential for enhancing educational outcomes for our students and contributes to operational efficiency. All employees are expected to use the district's technology resources responsibly and in compliance with Board policies. This includes the use of computers, email, internet, and other digital tools. Protecting sensitive information, respecting privacy, and adhering to cybersecurity protocols are critical. Misuse of technology resources may result in disciplinary action. Continuous training and support are available to help staff effectively integrate technology into their work.

Prohibited activities include:

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





# Annual Training

Several of the trainings required by employees are set by State law requirements. A list of annual trainings required for school district employees are maintained online by the Tennessee Department of Education. These trainings are completed online through the My Benefits Channel portal. Annual trainings required by State law include:

- Child Abuse Training, Child Sexual Abuse, and Human Trafficking of Children
- Hazing
- Use of AEDs
- Schools Against Violence in Education Act
- Suicide Prevention
- Blood Borne Pathogens

In addition there may be additional annual training requirements of teachers, bus drivers and bus aides, athletic coaches, school administrators, etc. If additional training is required, your supervisor or the Human Resources Department will advise.

New employees have 30 days from their start date to complete the required online training. All other employees must complete all annual training requirements by September 30th. Failure to complete all training requirements by the deadline provided may result in disciplinary action.

## Child Abuse Reporting

If an employee knows or has reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed immediately with the Department of Children's Services, local law enforcement, and the school's Child Abuse Coordinator. The report shall include, to the extent known by the reporter:

1. The name, address, telephone number, and age of the child;
2. The name, telephone number, and address of the parents or persons having custody of the child;
3. The nature and extent of the abuse or neglect; and
4. Any evidence to the cause or any other information that may relate to the cause or extent of the abuse or neglect.

The identity of the person reporting shall remain confidential except when the juvenile court determines otherwise. For more information, refer to Board Policy 6.409.



# Employee Assignments

Employee assignments to schools are based on the needs of the district and the qualifications of the staff. Assignments aim to optimize educational outcomes and operational efficiency.

## Transfer or Reassignment of Employees

Annually, the Director of Schools develops a tentative assignment of certified personnel to schools/departments by June 15th for the following school year. Employees can be assigned or reassigned as necessary for the efficient operation of the schools or department.

## Resignations

Classified employees must give their supervisors a written notice of resignation at least two weeks in advance of the effective date of resignation. This notice may be waived by the supervisor for justifiable reason. A certified employee must give the Director of Schools notice of resignation at least thirty (30) days before the effective date of the resignation.

## Termination

### Classified Employees - Board Policy 5.202

All classified employees are employed at the will of the Director. The Director of Schools may dismiss any non-certified employee during the year for any lawful reason.

### Certified Employees

#### Non-Tenured Teachers - Board Policy 5.201

The Director of Schools may dismiss or suspend for more than 3 days any non-tenured teacher during the contract year for incompetence, inefficiency, insubordination, improper conduct or neglect of duty after giving the non-tenured teacher written notice of the charges. The Director shall give the teacher an opportunity for a full and complete hearing before an impartial hearing officer pursuant to the requirements of Board policy.

#### Tenured Teachers - Board Policy 5.200

When charges are made against a tenured teacher, charging the teacher with offenses which may justify dismissal or a suspension greater than 3 days, the charges shall be made in writing, specifically stating the offenses which are charged and shall be signed by the party making the charges. If, in the opinion of the Board, the charges are of such nature as to warrant the release or a suspension greater than 3 days of the teacher, the Director shall give the teacher a written notice of this decision, a copy of the charges against the teacher, and a copy of a form provided by the Commissioner of Education advising the teacher of their legal duties, rights and recourse.



# School and District Safety

## **Board Policy 3.202**

Ensuring a safe and secure environment is paramount at each school and within the school district. All employees play a vital role in maintaining safety protocols and promoting a secure atmosphere.

### **Familiarity with Procedures**

It is essential for all staff members to familiarize themselves with our school's emergency procedures. This includes knowing evacuation routes, assembly points, and protocols for handling emergencies such as fire drills, lockdowns, or medical incidents.

### **Proper Reporting**

Employees are encouraged to remain vigilant and attentive to any potential safety hazards or suspicious activities. Prompt reporting of safety concerns, accidents, or incidents to supervisors or other designated personnel is crucial to ensuring a swift and appropriate response.

### **Continuous Improvement**

MCS is committed to ongoing evaluation and improvement of our safety practices. Feedback from staff and periodic reviews of safety protocols ensure that we adapt and respond effectively to evolving safety needs. If an employee has a concern or recommendation relative to safety policies or procedures, contact the District's Safety Coordinator at [andy.taylor@cityschools.net](mailto:andy.taylor@cityschools.net).

# Emergency Closings

## **Board Policy 1.8011**

MCS maintains emergency operation plans that may require closing of schools during emergencies or adverse weather. If it becomes necessary to close or delay school or otherwise respond to an emergency, information will be shared with the community through the following: MCS Website, MCS Call-Out Service, MCS Social Media, and Local Media Outlets.

The following definitions apply to emergency schools closings:

- Two Hour Delay- Schools are delayed by two hours from their regularly-scheduled start times. MCS will make every attempt to notify parents the night before, but an announcement will be made no later than 5:00 a.m. Other activities and programs that begin at 10:30 a.m. or earlier are canceled. ESP will remain open to the extent that it is safe to do so.
- Early Dismissal- Schools will close early and bus routes will run early. ESP will remain open to the extent that it is safe to do so. School and community activities for the afternoon and evening are canceled.
- Schools Closed/ESP Open- Schools are closed to students, however ESP will be open to provide childcare. All school and community activities are canceled.
- School District is Closed- All schools, administrative offices, and ESP are closed. All community and school activities are canceled.

# Human Resources Contacts

MCS is proud to offer its Human Resource Department as a support system within the district, dedicated to assisting employees. Human Resources can provide guidance on policies, benefits, and career development opportunities.



## **DON BARTCH**

Assistant Superintendent of Operations  
and Human Resources

615-893-2313, Ext. 10083  
don.bartch@cityschools.net



## **MARIA JOHNSON**

Director of Human Resources and  
Educator Effectiveness

615-893-2313, Ext. 10036  
maria.johnson@cityschools.net



## **KATHLEEN HUNSICKER**

Benefits Coordinator

615-893-2313, Ext. 10032  
kathleen.hunsicker@cityschools.net



## **ALEXANNA BRAGG**

Human Resources Generalist

615-893-2313, Ext. 10030  
alexanna.bragg@cityschools.net