



EMPLOYEE HANDBOOK

2024-2025

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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.

Drug-Free Workplace

It is the policy of the Enterprise City Board of Education that the use of alcohol and other drugs and the unlawful manufacture, distribution, dispensation, possession, or use of illicit or illegal drugs is prohibited. Any employee violating this policy will be subject to disciplinary actions, up to and including termination of employment and referral to the appropriate authorities for prosecution. This policy has been adopted in accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. Nothing in this policy should be construed as precluding the Board from adopting additional or alternative programs, procedures, and penalties in order to achieve the goal of a drug- and alcohol-free public-school system.

[Reference: ALA. CODE §16-1-24.1, 25-5-330 (1975)]

Standards of Conduct

The possession, use, transfer, sale, or distribution of alcoholic beverages by any employee while on the job or on school premises or off campus in connection with or affecting any school related activity is strictly prohibited. Violation of this policy will result in disciplinary actions up to and including termination of employment and referral to the appropriate authorities for prosecution.

The Board does not differentiate between drug users or sellers. The unauthorized manufacture, possession, use, transfer, sale, or distribution of controlled substances is strictly prohibited. Any employee who violates this prohibition while on the job or off will be subject to disciplinary action, up to and including termination of employment and referral to the appropriate federal, state, or local law enforcement agencies for investigation and prosecution.

The term “controlled substance” means any drug listed in 21 U.S.C. Section 812 and other federal regulations. Generally, these are drugs which have a potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine (including “crack”), methamphetamine (“ice”), LSD, and PCP.

The Board reserves the right to require that sobriety or drug tests or screenings be performed whenever a school official observes or is made aware of circumstances that provide reasonable suspicion or belief that the employee has used alcohol, illegal drugs, or other substances in violation of the Board’s substance abuse

policies. All such testing or screening will be performed in accordance with local, state, and federal laws and procedures that are developed by the Superintendent for approval by the Board.

The Superintendent must notify the State Department of Education within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of a conviction of a violation of any federal or state criminal drug statute.

In cases where employees seek help regarding alcohol and other drug-related problems, the costs for these services are the responsibility of the employee. Seeking professional help should not be construed as an avenue for avoiding the disciplinary sanctions described nor for avoiding compliance with job performance standards.

Drug and Alcohol Testing of Safety Sensitive Employees

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 driver's 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:

- a. 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);
- b. Being on duty or operating a vehicle while possessing alcohol;
- c. Consuming alcohol while performing safety-sensitive functions;
- d. 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;
- e. Refusing to submit to an alcohol or controlled substance test required by post-accident, random, reasonable suspicion, or follow-up testing requirements;
- f. Consuming alcohol or being under the influence of alcohol within eight (8) hours of going on duty, operating, or having physical control of a vehicle;
- g. 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;
- h. 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.

Testing Program Authorized

The Superintendent is directed to establish a testing program whereby all covered employees will be tested for the presence of alcohol and controlled substances. The following tests may be conducted:

- a. *Pre-employment Testing* – Prior to the first time a covered employee performs a safety-sensitive function for the Board, the employee must undergo testing for alcohol and controlled substances.

- b. *Post-accident Testing* – Each surviving driver of an accident, as defined by the FHWA, will be tested for alcohol and controlled substances. In addition, covered employees who are involved in an accident involving injury to a person, or property damage in excess of five hundred dollars (\$500.00) will be subject to post-accident testing.
- c. *Random Testing* – The Board will conduct unannounced random alcohol and controlled substance testing of its covered employees.
- d. *Reasonable Suspicion Testing* – A covered employee must submit to alcohol or controlled substance testing whenever there is reasonable suspicion of alcohol misuse or the use of controlled substances based on specific, contemporaneous, and articulable observations concerning the appearance, behavior, speech, or bodily odors of the employee.
- e. *Return-to-Duty Testing* – A covered employee must submit to a return-to-work alcohol and/or controlled substance test before being permitted to return to work following a positive alcohol or controlled substance test or other violation of this policy or federal regulations.
- f. *Follow-up Testing* – Any employee who continues performing safety-sensitive functions for the Board, following a determination that the employee requires assistance in resolving problems associated with alcohol misuse or the use of controlled substances, shall be subject to unannounced follow-up alcohol or controlled substance testing as directed by the Board’s substance abuse professional (SAP).

Administration of Program

The Superintendent is authorized to oversee the Board’s testing program; to contract with appropriate providers to implement the program; to develop guidelines, rules and regulations; to implement training programs; to develop and distribute educational materials and appropriate notices to covered employees; and to take such further action as may be required by federal law.

[Reference: Omnibus Transportation Employee Testing Act of 1991]

Board Employees and Tobacco

The use of tobacco products and the illegal possession, distribution, and sale of tobacco products on school property is prohibited. These prohibitions also apply to electronic cigarettes, vape pens, hookah pens, e-hookahs, vape pipes and any similar type of device designed to deliver nicotine, flavor, and other chemicals via inhalation. Employees who violate the tobacco prohibition will be subject to adverse personnel action, which may include termination.

Board Employees and Weapons

The possession of a deadly weapon or dangerous instrument in a school building, on school grounds, on school property, on school buses, or at school-sponsored functions is prohibited except for authorized law enforcement personnel. For purposes of this policy, the terms “deadly weapon” and “dangerous instruments” include but are not limited to explosives, incendiary devices, projectiles, knives with a blade length of more than two (2) inches, archery equipment, devices designed to expel projectiles at a high rate of speed, any device so classified under state or federal law, and any device either used or intended to be used in such manner as to inflict bodily harm, provided that the terms “deadly weapon” and “dangerous instruments” will exclude, to the extent

permitted by law, devices and equipment that are used for the purpose of and in connection with school or Board sanctioned educational, team, or competitive activities. In addition to any criminal penalties that may be imposed, the following penalties will be imposed for unauthorized possession of deadly weapons or dangerous instruments: employees will be subject to adverse personnel action, which may include termination.

[Reference: ALA. CODE §16-1-24.1 (1975); Ala. Admin. Code 290-3-1-.02(1)(b)]

Searches

Board Property

All school system property, facilities, and grounds may be entered, inspected, and searched for any lawful purpose by Board officials or their designees at any time without prior notice and to the fullest extent permitted by law. The right to enter, inspect, and search includes and extends to, (but is not limited to), Board owned or controlled offices, desks, file cabinets, lockers, storage areas, computers, files, documents, data, and devices however and wherever kept, stored, or maintained.

Employee Property

The Board reserves the right to inspect employees' vehicles, purses, files, and other personal property if a supervisor forms a reasonable individualized suspicion that the property contains evidence of a violation of Board policy or contains any material, object, or substance that otherwise creates or presents a risk of harm or injury to the school, the workplace, or persons therein.

Use of Recovered Items

Property, material, substances, information, or records that are obtained, discovered, or recovered as a result of a search may be retained and used for any lawful purpose.

Self-Reporting Arrest or Conviction

In order for the school system to determine whether or not the conduct underlying the arrest or conviction makes the employee unfit for their position, the Board requires employees to self-report arrests or convictions as follows:

All employees are required to notify the Superintendent in writing of any of the following events within three (3) business days from the date of the event:

With the exception of an arrest for a minor traffic violation, any other misdemeanor or felony arrest of the employee, specifically including, but not limited to, arrests for driving under the influence (DUI) or driving while impaired (DWI);

With the exception of a conviction for a minor traffic violation, any other misdemeanor or felony conviction of the employee, specifically including, but not limited to a DUI or DWI.

Employees assigned transportation or driving duties or who operate heavy equipment

Employees whose assigned duties include transporting students or driving vehicles or heavy equipment owned by Enterprise City Schools are also required to report any of the following events:

1. Conviction of the employee for traffic offenses and violations (not including parking tickets) for which points are or may be charged against the employee's driver's license; and
2. Issuance to the employee of a notice from the Alabama Department of Public Safety that the employee's driver's license or Commercial Driver's License (CDL) has been suspended or revoked.

Any employee who fails to comply with the terms of this policy may be subject to appropriate discipline, up to and including termination.

Sexual Harassment

The Board strictly prohibits unlawful discrimination in all of its programs, offices, departments, facilities, and functions. 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:

- a. 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;
- b. 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
- c. 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:

- a. Verbal harassment or abuse of a sexual nature, including graphic or derogatory comments, the display of sexually suggestive objects or pictures, and sexual propositions;
- b. Repeated unwelcomed solicitation of sexual activity or sexual contact;
- c. Unwelcomed, inappropriate sexual touching;
- d. 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

- a. *Reporting* – Any employee with reason to believe that 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.
- b. *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

- a. *Persons Responsible for Receiving and Investigating Formal Complaints* – The Superintendent is responsible for receiving and investigating formal complaints regarding sexual harassment. The Director of Human Resources is an additional official to which formal complaints can be reported. If the Superintendent is unavailable or is the subject of the complaint, the alternate should be contacted regarding the formal complaint.
- b. *Complaint form, 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.

- c. *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 that is taken as a result of the investigation.
- d. *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 that are 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.

Employee Dress

Appropriate appearance for certified and classified personnel shall be in accordance with the high standards of the profession. Employees are required to report to work and to school functions in attire that is appropriate to their position, to the nature of the function, and that is keeping with generally accepted standards of decorum and professionalism. Supervisors reserve the right to determine what is deemed appropriate appearance for his/her school/department.

Alabama Educator Code of Ethics

Introduction

The primary goal of every educator in the state of Alabama must, at all times, be to provide an environment in which all students can learn. In order to accomplish that goal, educators must value the worth and dignity of every person, must have a devotion to excellence in all matters, must actively support the pursuit of knowledge, and must fully participate in the nurturance of a democratic citizenry. To do so requires an adherence to a high ethical standard.

The Alabama Educator Code of Ethics defines the professional behavior of educators in Alabama and serves as a guide to ethical conduct. The code protects the health, safety and general welfare of students and educators; outlines objective standards of conduct for professional educators; and clearly defines actions of an unethical nature for which disciplinary sanctions are justified.

Code of Ethics Standards

Standard 1: Professional Conduct

An educator should demonstrate conduct that follows generally recognized professional standards.

Ethical conduct includes, but is not limited to, the following:

- Encouraging and supporting colleagues in the development and maintenance of high standards.
- Respecting fellow educators and participating in the development of a professional and supportive learning environment.
- Engaging in a variety of individual and collaborative learning experiences essential to developing professionally in order to promote student learning.

Unethical conduct is any conduct that impairs the certificate holder's ability to function in his or her employment position or a pattern of behavior that is detrimental to the health, welfare, discipline, or morals of students. Unethical conduct includes, but is not limited to, the following:

- Harassment of colleagues
- Misuse or mismanagement of tests or test materials
- Inappropriate language on school grounds
- Physical altercations
- Failure to provide appropriate supervision of students

Standard 2: Trustworthiness

An educator should exemplify honesty and integrity in the course of professional practice.

Ethical conduct includes, but is not limited to, the following:

- Properly representing facts concerning an educational matter in direct or indirect public expression
- Advocating for fair and equitable opportunities for all children
- Embodying for students the characteristics of intellectual honesty, diplomacy, tact, and fairness

Unethical conduct includes, but is not limited to, the following:

- Falsifying, misrepresenting, omitting, or erroneously reporting professional qualifications, criminal record, or employment history when applying for employment or certification
- Falsifying, misrepresenting, omitting, or erroneously reporting information submitted to federal, state, and/or other governmental agencies.
- Falsifying, misrepresenting, omitting, or erroneously reporting information regarding the evaluation of students and/or personnel
- Falsifying, misrepresenting, omitting, or erroneously reporting reasons for absences or leaves
- Falsifying, misrepresenting, omitting, or erroneously reporting information submitted in the course of an official inquiry or investigation

Standard 3: Unlawful Acts

An educator should abide by federal, state and local laws and statutes.

Unethical conduct includes, but it not limited to, the commission of conviction of a felony or of any crime involving moral turpitude. As used herein, conviction includes a finding or verdict of guilty, or a plea of *nolo contendere*, regardless of whether an appeal of the conviction has been sought or a situation where first offender treatment without adjudication of guilt pursuant to the charge was granted.

Standard 4: Teacher/Student Relationship

An educator should always maintain a professional relationship with all students, both in and outside the classroom.

Ethical conduct includes, but is not limited to, the following:

- Fulfilling the roles of trusted confidante, mentor, and advocate for students' growth
- Nurturing the intellectual, physical, emotional, social, and civic potential of all students
- Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement
- Creating, supporting, and maintaining a challenging learning environment for all students

Unethical conduct includes, but is not limited to, the following:

- Committing any act of child abuse, including physical or verbal abuse
- Committing any act of cruelty to children or any act of child endangerment
- Committing or soliciting any unlawful sexual act
- Engaging in harassing behavior on the basis of race, gender, national origin, religion, or disability
- Soliciting, encouraging, or consummating an inappropriate written, verbal, or physical relationship with a student
- Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs

Standard 5: Alcohol, Drug and Tobacco Use or Possession

An educator should refrain from the use of alcohol and/or tobacco during the course of professional practice and should never use illegal or unauthorized drugs.

Ethical conduct includes, but is not limited to, the following:

- Factually representing the dangers of alcohol, tobacco and illegal drug use and abuse to students during the course of professional practice

Unethical conduct includes, but is not limited to, the following:

- Being under the influence of, possessing, using, or consuming illegal or unauthorized drugs
- Being on school premises or at a school-related activity involving students while documented as being under the influence of, possessing, or consuming alcoholic beverages or using tobacco. A school-related activity includes, but is not limited to, any activity that is sponsored by a school or a school system or any activity designed to enhance the school curriculum such as club trips, etc., where students are involved.

Standard 6: Public Funds and Property

An educator entrusted with public funds and property should honor that trust with a high level of honesty, accuracy, and responsibility.

Ethical conduct includes, but is not limited to, the following:

- Maximizing the positive effect of school funds through judicious use of said funds
- Modeling for students and colleagues the responsible use of public property

Unethical conduct includes, but is not limited to, the following:

- Misusing public or school-related funds
- Failing to account for funds collected from students and parents
- Submitting fraudulent requests for reimbursement of expenses or for pay

- Co-mingling public or school-related funds with personal funds or checking accounts
- Using school property without the approval of the local school board or education/governing body

Standard 7: Remunerative conduct

An educator should maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation.

Ethical conduct includes, but is not limited to, the following:

- ensuring that institutional privileges are not used for personal gain
- Ensuring that school policies or procedures are not impacted by gifts or gratuities from any person or organization

Unethical conduct includes, but is not limited to, the following:

- Soliciting students or parents of student to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local governing body
- Accepting gifts from vendors or potential vendors for personal use or gain where there appears to be a conflict of interest
- Tutoring students assigned to the educator for remuneration unless approved by the local board of education

Standard 8: Maintenance of Confidentiality

An educator should comply with state and federal laws and local school board policies relating to confidentiality of student and personnel records, standardized test material, and other information covered by confidentiality agreements.

Ethical conduct includes, but is not limited to, the following:

- Keeping in confidence information about students that has been obtained in the course of professional service unless disclosure serves professional purposes or is required by law
- Maintaining diligently the security of standardized test supplies and resources.

Unethical conduct includes, but is not limited to, the following:

- Sharing confidential information concerning student academic and disciplinary records, health and medical information, family status/income, and assessment/testing results unless disclosure is required or permitted by law
- Violation of confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, and violation of local school system or state directions for the use of tests or test items.
- Violating other confidentiality agreements required by state or local policy

Standard 9: Abandonment of Contract

An educator should fulfill all of the terms and obligations detailed in the contract with the local board of education or educational agency for the duration of the contract.

Unethical conduct includes, but is not limited to, the following:

- Abandoning the contract for professional services without prior release from the contract by the employer
- Refusing to perform services required by the contract

Reporting

Educators are required to report a breach of one or more of the Standards in the Alabama Educator Code of Ethics as soon as possible, but no later than sixty (60) days from the date the educator became aware of the alleged breach, unless law or local procedures require reporting sooner. Educators should be aware of their local school board policies and procedures and/or chain of command for reporting unethical conduct. Complaints filed with the local or state school boards, or with the State Department of Education Teacher Certification Section, must be filed in writing and must include the original signature of the complainant.

Alabama Administrative Code 290-3-2-.05(1)-5-C

Each Superintendent shall submit to the State Superintendent of Education within ten calendar days of the decision, the name and social security number of each employee holding an Alabama certificate or license who is terminated, or non-renewed, resigns, or is placed on administrative leave for cause, and shall indicate the reason for such action.

Disciplinary Action

Disciplinary action shall be defined as the issuance of a reprimand or warning, or the suspension, revocation or denial of certificates. "Certificate" refers to any teaching, service, or leadership certificate issued by the authority of the Alabama State Department of Education.

Alabama Administrative Code 290-3-2-.22

(1) Authority of the State Superintendent of Education

(a) The Superintendent shall have the authority under existing legal standards to:

1. Revoke any certificate held by a person who has been proven guilty of immoral conduct or unbecoming or indecent behavior in Alabama or any other state or nation in accordance with Ala. Code § 16-23-5 (1975).
2. Refuse to issue a certificate to an applicant whose certificate has been subject to adverse action by another state until after the adverse action has been resolved by that state.
3. Suspend or revoke an individual's certificate issued by the Superintendent when a certificate or license issued by another state is subject to adverse action.
4. Refuse to issue, suspend, or recall a certificate for just cause.

Any of the following grounds shall also be considered cause for disciplinary action:

- Unethical conduct as outlined in the Alabama Educator Code of Ethics, Standards 1-9
- Order from a court of competent jurisdiction
- Violation of any other laws or rules applicable to the profession
- Any other good and sufficient cause

An individual whose certificate has been revoked, denied, or suspended may not be employed as an educator, paraprofessional, aide, or substitute teacher during the period of his or her revocation, suspension, or denial.

Employee Gifts

All Board personnel are public employees and are expected to comply with the Alabama Ethics Law prohibiting use of the employee's official position or office to obtain personal gain for himself or herself or family member unless the use or gain is otherwise specifically authorized by law. Employees shall not solicit any gift, directly or indirectly, or participate in the collection of any donations toward any gift to be given to or received by the employee.

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 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 (\$25.00) and that the contribution to the pool does not result in the donor's exceeding the aggregate amount of allowable gifts for that year.

This policy shall not be deemed to prohibit gifts of items or supplies that may be used by teachers or support staff in performing their functions for the system (notebooks, school or classroom supplies, etc.) or to prohibit the giving or receipt of gift cards for the purpose of purchasing such items or supplies. However, no such item or gift cards or cash given for the purchase of such items may be converted to the personal use of the employee.

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

Payroll

Teacher Salaries:

Teacher salaries are based on a state matrix determined by the Alabama legislature. Matrix salary is based on the highest degree held, number of days worked, and total years of experience. Teacher pay is based on the highest degree recognized by the Alabama Department of Education regardless of whether or not it results in a higher ranked teacher certificate. Typical 9-month teachers will work a total of 187 days based on the current school calendar. Contract days vary for certain positions as approved by the Board. Total years of experience refers to certified experience. Years worked in support positions such as an aide or bus driver will not count towards years of experience on the salary matrix.

Pay for Higher Degree:

An official transcript should be sent to Delisa Bowman in the payroll office as soon as possible so the appropriate paperwork can be completed and sent to the State Department. Once the request has been approved by the State Department the employee will be notified.

Support Employee Salaries:

Support employee salaries are based on a Board approved salary schedule.

Note: Employees will not be paid for years of experience that are not verified. Employees have 60 days to get their previous years of experience verified and submitted to the Office of Human Resources from their date of hire.

Payday:

Payday is the last business day of the month. The specific payroll dates are available on the Enterprise City Schools website under the payroll department section. Enterprise City Schools has a paperless payroll system. Paystubs may be obtained by logging in to the Employee Self Service System. All employees are paid based on 12 months.

Exception:

New employees hired at the beginning of the school year will receive a total of 13 equal checks during their first year with Enterprise City Board of Education.

Employee Self Service (ESS): Employee Self Service is an online system used by employees to make changes to their demographic information, taxes and direct deposit. ESS is also used to review and print paystubs, W2s and other tax documents.

Register for a new ESS account:

Go to www.enterpriseschools.net, under Quick Links

- Click on “ESS/Pay Stub Viewer”
- Click “Register”
- Enter all information requested and click Register
 - Note: Please use a personal email address
- An email will be sent to the email address used during registration with a confirmation link. Follow the instructions in the email to complete the account set up.
- Once the confirmation is complete you will then go back into ESS and click “log in”.
- New employees must enter the tax withholding and direct deposit information as soon as possible after the hire date, but no later than the 10th of the month.

Deductions:

To see what deductions you have, log in to ESS, click on Personal, then Deductions Inquiry. Note: Paid up deductions may also show on this screen. To see exactly what is being deducted from your paycheck, please view the actual paystub.

Mandatory Deductions:

- Federal/State Income Taxes: Deductions are withheld based on the tax information the employee enters into ESS. All employees are initially entered as Single with 0 exemptions. To change tax withholdings the employee should log in to ESS, click on Personal. Under Tax Withholdings select A4 for State from or W4 for Federal Form.
- Social Security/Medicare: Deductions are withheld as required by law. This deduction cannot be changed by the employee.
- Retirement: Deductions are withheld based on current State requirements. This deduction cannot be changed by the employee.
- Garnishments: If a garnishment is served to the Enterprise City Board of Education for payment of debts of an employee, then ECS is required by law to make deductions from the employee’s paycheck for payment to the court. Employees will be notified in writing when a garnishment is received.

Voluntary Deductions:

- Medical Insurance: Deductions are based on information that is provided to PEEHIP. These deductions can be changed by the employee by contacting PEEHIP directly.
- Other premiums: Premiums can be deducted from an employee’s paycheck for any company that is approved for payroll deduction. The employee should contact the specific company for information regarding their policies. To cancel a deduction, the employee should send a written request for cancellation to the payroll department by the 10th of any given month. The request should be signed and dated.
- Compensation Plans: Federal and State tax-sheltered deductions for Deferred Compensation Plans are available to employees by contacting the company that offers these plans. To cancel a deduction the employee should send a written request for cancellation to the payroll department by the 10th of any given month. The request should be signed and dated.
- Dues: Dues to organizations that are approved for payroll deduction can be deducted from an employee’s paycheck. Upon an employee’s termination, amounts owed for the remainder of the year

will be deducted from the final paycheck. To cancel a deduction to a dues organization, the employee should contact the organization.

Direct Deposit:

Direct deposit is mandatory for all employees. Changes to direct deposit information should be completed in ESS no later than the 10th of the month. To make a change to direct deposit log in to ESS, click on Personal and Enter/Edit Direct Deposit. Enter the information for the new account you are adding. Note: Only one account can be Primary. The account marked True is the primary account where your net check will be deposited. If you are no longer using an account, please delete it from this screen. When making direct deposit changes, an email will be sent to your email on file (should be a personal email) with a PIN. You will need to enter that PIN as requested in ESS for the change to be saved.

Important: Do not close the current bank account until you receive notice through ESS that your direct deposit change has been approved. Doing so could cause your direct deposit to be returned and result in a delay in receiving your pay.

Demographic Changes (Name, Address, Phone number):

To make changes to demographic information log in to ESS, click on Personal and Demographics.

- Name Change: To change your name you must upload a copy of your social security card into ESS. Enter the name exactly as it appears on your social security card.
- Address Change: It is important to keep your mailing address current in the payroll system. There are times when important items from the payroll department are mailed rather than sent through interoffice mail.

ESS -Forgot Password and/or Username:

If you forget the password or username for ESS go to the ESS log in page and click on “Account Help” in the top right-hand corner. Enter your employee number (do not enter the username) and click “recover”. An email will be sent to the email address you used to set up your account. (This should be a personal email account).

W2 Wage and Tax Statements:

W2s are not mailed to employees in active status as of Dec 31 of each year. To view or print the W2 log in to ESS, click on Personal and documents. Click View Employee Documents. In the dropdown box select W2. Click search.

Paystubs:

To print or view a paystub, log in to ESS, click on Personal and Documents. Click View Employee Documents. In the dropdown box select Checks. Click search.

Important Phone Numbers:

PEEHIP/Retirement Systems of Alabama (RSA): 1-877-517-0020

AEA: 1-800-392-5839

Aflac: 1-800-992-3522

American Fidelity: 1-800-662-1113

Legal Shield: 1-800-654-7757

Liberty National: 1-800-333-0637

Security Benefit: 1-800-888-2461

Transamerica: 1-888-545-2713

VSP: 1-800-877-7195

Employee 403(b) Plan Eligibility Notice

We are pleased to offer employees the opportunity to participate in the **ENTERPRISE CITY BOARD OF EDUCATION** 403(b) Plan (“the Plan”). The opportunity for eligible employees to participate is offered on a voluntary basis.

Below are some frequently asked questions:

What is a 403(b) Plan?

A 403(b) Plan allows eligible employees the opportunity to save for retirement. Amounts contributed to the Plan are, in general, contributed on a tax-deferred basis. This means that the contribution is not subject to federal income tax or, in most cases, state income tax until distributed by the plan. This tax deferral also applies to any earnings on the contributions. Because the Plan is intended as a means of saving for retirement, distributions are limited to certain events.

Who is eligible to participate?

All employees are eligible to participate in the Plan unless specifically excluded by the written plan. Any exclusion(s) in our Plan will be indicated below. If no exclusions are checked, all employees are eligible for Plan participation.

- Employees who participate in a 401(k) plan, 457(b) plan or another 403(b) plan of the employer.
- Students performing services at the Employer institution.
- Employees who normally work fewer than **20** hours per week.
- Employees who are non-resident aliens.

How much may be contributed to the Plan?

The amount that may be contributed to the Plan is set by federal tax law. The limit set is an annual contribution limit.

For the 2024 tax year, the contribution limits are:

- Basic limit for all employees \$23,000.00
- Additional Contribution for age 50+ catch-up \$7,500.00
- An additional catch-up contribution will be permitted for employees with 15 years of service with the employer. This additional catch-up limit, if permitted, requires the completion of a worksheet to determine eligibility for the additional catch-up contribution.
(If not checked, NO additional catch-up contribution will be permitted.)
- After tax Roth 403(b) contributions are permitted under the Plan. If Roth 403(b) contributions are permitted, see your provider for more information.
(If not checked, after tax Roth 403(b) contributions are NOT permitted.)

When is a distribution allowed under the Plan?

The 403(b) Plan is intended as a source of retirement income so there are withdrawal restrictions on the funds, including earnings. A withdrawal or distribution may be taken only for the following reasons:

- Attainment of age 59 ½
- Severance from employment
- Total and permanent disability

- Death
- A "qualified reservist" distribution
- Financial hardship (if checked below)

Hardship distributions are available under the Plan from accounts with Investment Providers listed in Appendix I and in Appendix II-A (if applicable). Hardship Distributions are not allowed from accounts with Investment Providers listed in Appendix II-B (if applicable). If a hardship is taken, contributions to the Plan must cease for six (6) months following the distribution.

(If not checked, Hardship distributions are NOT permitted.)

Reasons for hardship distributions are limited to the following:

- Unpaid medical bills for participant or participant's spouse or dependents
- Expenses including tuition, room and board and any other related fees for the next 12 months of post-secondary education for the participant or participant's spouse or dependents
- Purchase of a primary residence (excluding mortgage payments)
- Prevent eviction from or foreclosure of primary residence
- Funeral expenses for immediate family members
- Expenses to repair damage to a primary residence if those expenses qualify for deduction on the participant's income tax return

May I change investment options under the Plan?

Employees are permitted to move all or a portion of the value of one investment option under the plan for another approved investment option under the plan. This transaction is called an exchange. These exchanges may be subject to withdrawal or contingent deferred sales charges.

(If not checked, exchanges are NOT permitted.)

What other transactions are permitted under the Plan?

Other transactions may be permitted under the Plan. The following list will indicate what options are available:

- | | | |
|---|---|--|
| • Transfers into the Plan from another employer's 403(b) Plan | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Rollovers into the Plan from another eligible qualified plan | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Roth 403(b) or 401(k) direct rollovers into the Plan | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| • Loans are available under the Plan subject to availability and any additional conditions that may apply under a Participant's 403(b) Individual Agreement(s)* | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

* Loans are available under the Plan from accounts with Investment Providers listed in Appendix I and in Appendix II-A (if applicable). Loans are not allowed from accounts with Investment Providers listed in Appendix II-B (if applicable).

Who are the approved investment option providers under the Plan?

The attached list, Appendix I, indicates the providers that are approved investment option providers under the Plan. If you are participating in the 403(b) Plan and your current provider is listed on the Appendix I, no action is required and your contributions will continue until changed by you. If your contributions were temporarily stopped, you must complete a new salary reduction agreement in order for your contributions to resume. If you are participating and your current provider is NOT listed on Appendix I, you must contact a provider on the list and complete the proper forms to continue 403(b) contributions. Deductions for accounts with providers who are not on Appendix I will be discontinued.

If you are not a current 403(b) Plan participant and you wish to participate in the Plan, you will need to contact a provider listed on Appendix I and complete the proper paperwork to establish an account with that entity.

You must also complete a salary reduction agreement authorizing your employer to reduce your salary for the contribution amount.

If my current 403(b) provider is not on the list, am I required to move my account balance to an approved provider?

No. There is no requirement that you transfer any existing account balances to a provider on the list. In fact, you should be very careful about entering into any transaction that would transfer balances to another provider. No transaction should be entered into unless you have all of the information needed to determine if such a transaction is suitable for you and your retirement planning needs.

Is Plan approval required for transactions?

The Plan has contracted with AFPlanServ® for selected plan administrative services. Among the services provided by AFPlanServ® is approval of salary reduction agreements for beginning or changing amounts and/or providers. Salary reduction agreement forms can be found on the website listed below.

The regulations require Plan approval of plan distributions and loans. Forms for these transactions are available and can be downloaded from www.afplanserv.com, or may be requested by calling 1-866-560-6415 (toll-free). The proper form must be completed. Certain transactions may require additional documentation. You should follow the instructions on the form. The form with requested documentation should then be sent to AFPlanServ®. The mailing address is:

Mailing Address: AFPlanServ
P.O. Box 269008
Oklahoma City, OK 73126-9008

If approval is granted for the transaction, this approval should be forwarded to the provider. The provider may or may not require that the provider's forms also be completed to affect the transaction.

Who do I contact if I have questions?

If you have questions concerning account balances, the status of approved transactions, or investment option details, contact your investment provider.

If you have questions on changing your contribution amount, contact your employer or investment provider.

If you have questions on transaction approval, contact AFPlanServ® at:

Mailing Address: AFPlanServ
P.O. Box 269008
Oklahoma City, OK 73126-9008

Phone Number (toll free): 1-866-560-6415

Fax Number (toll free): 1-866-578-0962

Health Insurance

The Public Education Employees Health Insurance Program (PEEHIP) provides for the following health insurance plans:

Hospital/Medical	Blue Cross Blue Shield
Hospital/Medical Supplemental*	Blue Cross Blue Shield
Optional Coverages:	
Hospital Indemnity	
Cancer	
Dental	

Vision Care

* The supplemental Hospital/Medical plan will cover most deductibles, co-payments, and coinsurance not covered by the primary plan provided by another employer.

Eligible employees may participate in any of the plans listed above under the guidelines established by the program. Terms and conditions of the plans are available on the PEEHIP website at www.rsa-al.gov

The Board will pay the state allocated amount each month towards the purchase of insurance for each employee who earns an allocation. An employee must work at least half the working days in any month to earn the allocation for that month. If an employee does not earn his/her allocation for any reason, the employee can continue insurance coverage through COBRA.

Monthly Premiums as of October 1, 2023:

HOSPITAL/MEDICAL COVERAGE:

Blue Cross Blue Shield	Individual	\$ 30.00
	Individual plus non-spouse dependents (no spouse)	\$ 207.00
	Individual plus spouse only (no other dependents)	\$ 282.00
	Individual plus spouse plus other dependents	\$ 307.00
	Tobacco User Surcharge (per person)	\$ 50.00
	Wellness Premium (per person)	\$ 50.00

OPTIONAL COVERAGES:

Hospital Indemnity	Single or Family	\$ 38.00 (Southland)
Cancer	Single or Family	\$ 38.00 (Southland)
Dental	Single Coverage	\$ 38.00 (Southland)
	Family Coverage	\$ 50.00 (Southland)
Vision Care	Single or Family	\$ 38.00 (Southland)

** Premiums are set by PEEHIP, not the Enterprise City Board of Education

If an employee does not want hospital/medical coverage, his/her allocation is enough to cover the cost of all four optional coverages or the hospital/medical supplemental. The employee would pay no premium in this case.

Important Phone Numbers:	PEEHIP	1-877-517-0020
	Blue Cross	1-800-327-3994
	Southland National	1-800-476-0677

New Employees:

New employees may elect to enroll with PEEHIP effective their date of employment, the first day of the month following employment, or October 1. Enrollment must be completed within 30 days of the employee's start date.

Open Enrollment Period:

For all active employees, the Open Enrollment period begins July 1, and ends August 31, for paper changes. All online Open Enrollment changes are to be submitted by midnight on September 10. Open Enrollment changes are effective October 1.

Employee Leave

All employees should enter absences accordingly regardless of whether or not the employee requires a substitute.

Work Attendance is an Essential Job Function

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.

Absences

Employees who know in advance that they will be absent from work must notify his or her supervisor of the expected absence in accordance with Enterprise City Schools procedures. In the event advance notice is impractical, employees must notify his or her 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 in violation of Board policy and subject to appropriate disciplinary measures which may include termination. In extenuating circumstances, the superintendent may allow an employee to take unpaid leave.

Employees who are approved for paid leave of absence will be paid at the regular daily rate of pay; however, a day of paid leave of 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. The continuation of benefits during an approved absence is subject to the provisions of the particular benefit policy or plan.

All extended leave must be approved by the Board. Extended leave is defined by the Board as any absence from work for more than fifteen (15) consecutive working days.

Authorized Leave

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

- a. Sick leave (ECS Board Policy 5.10.4);
- b. On-The Job Injury leave (ECS Board Policy 5.10.5);
- c. Personal Leave (ECS Board Policy 5.10.6);
- d. Vacation Leave (ECS Board Policy 5.10.7);
- e. Professional Leave (ECS Board Policy 5.10.8);
- f. Military Leave (ECS Board Policy 5.10.9);
- g. Court Leave (ECS Board Policy 5.10.10);
- h. Catastrophic Leave (ECS Board Policy 5.10.11);
- i. Unpaid Professional Leave (ECS Board Policy 5.10.12);
- j. Family and Medical Leave Act (ECS Board Policy 5.11).

Sick Leave:

- a. **Persons Eligible for Paid Sick Leave** – All regular full-time employees and part-time employees as specified in the personnel handbook are eligible for paid sick leave.

- b. **Earning and Accumulation of Paid Sick Leave** – All eligible employees earn sick leave days at the rate provided for in state law.
 - 1. Less than 205-day employees will earn nine (9) sick days per school year (August payroll through April payroll)
 - 2. 205-day employees will earn 10 sick days per school year (August payroll through May payroll)
 - 3. 240-day employees will earn 12 sick days per school year (July payroll through June payroll)
- c. **Use of Sick Leave** – Eligible employees may only use paid sick leave for absences caused by the following:
 - 1. Personal illness;
 - 2. Incapacitating personal injury;
 - 3. 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;
 - 4. 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;
 - 5. Death or care of an individual with whom unusually strong personal ties exist because of a relationship other than those listed above.
- d. **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 principal or department head has probable cause to believe that an employee has abused or misused sick leave, a physician’s statement verifying the existence and nature of the illness or medical condition may be required by the Board. Abuse of sick leave may subject the employee to disciplinary action.
 [Reference: ALA. CODE §16-1-18.1 (1975)]

Sick Leave Bank Guidelines:

The following procedures are set forth so as to ensure that the Enterprise City School System Sick Leave Bank shall be administered fairly and consistently in the best interest of the Enterprise City Schools, its employees, and its patrons:

- 1. The Sick Leave Bank committee will meet at least monthly to review requests for borrowing sick leave days from the Sick Leave Bank.
- 2. The application form for sick leave loans shall be developed by the working committee.
- 3. An employee, who previously failed or refused to join the Sick Leave Bank, may become a member of the Sick Leave Bank in January or in September of each year by submitting a Sick Leave Bank Membership Application to the Payroll Department by the 10th of the indicated enrollment month. If an employee is not a member of the sick bank and finds himself/herself or someone else in need of leave, the employee will not be allowed to join outside of the previously stated periods.
- 4. An employee’s intent to terminate membership shall be declared once yearly by completing a Sick Leave Bank Membership Withdrawal form. The intent to terminate membership shall be submitted to the Payroll Department by the 10th of May of any given school year.
- 5. Days held on deposit within the Sick Leave Bank shall be loaned only to participating members and shall not be loaned to any member until such time as all non-banked sick leave has been exhausted.
- 6. Upon the third Sick Leave Bank loan request within a twelve (12) month period, or as deemed necessary by the Sick Leave Bank committee, documentation of the need for leave will be required and should accompany the request for sick leave.
- 7. Steps to request sick leave days from the Sick Leave Bank are as follows:
 - Obtain Sick Leave Bank Loan Application from ECS website under the payroll tab;
 - a. Complete the form in detail to prevent delays in processing;

- b. Return the completed form to the payroll department at the Central Office no later than the 10th of the month following the date of the absence.

Catastrophic Sick Leave:

Employees, at their discretion, may donate a specific number of days to the sick leave bank and designate the days for a specific employee for use against a catastrophic illness only according to the following guidelines:

- a. A donating employee shall not be required to donate a minimum number of catastrophic days to the sick leave bank.
- b. Before sick leave days for a catastrophic illness may be used by a recipient employee, the recipient employee shall have first exhausted all sick leave, personal leave, and vacation leave and borrow all ten (10) days from the sick bank
- c. 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 clearly informed that the donated days are not to be recovered or returned to the donor. If a particular employee does not require all of the days donated to the credit of the employee, 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.
- d. No employee may donate more than 30 sick leave days to the sick leave bank for the catastrophic sick leave of any one employee.
- e. An employee must be a member of the sick leave bank to donate or receive catastrophic sick leave days. [Reference ALA. CODE §16-22-9]

Catastrophic Leave Guidelines

1. Extended leave requirements must be met before the Sick Leave Bank Committee will review a catastrophic request. (See policy 5.10.2 for definition of extended leave)
2. An employee may request catastrophic sick leave when the employee anticipates being out of work for 16 or more consecutive work days.
3. To request catastrophic leave, a “Request for Catastrophic Sick Leave” form must be completed, along with a “Physician’s Statement” form, and returned to the Payroll Department in the Central Office before the employee will need the use of Catastrophic Sick Leave days.
4. The Sick Leave Bank Committee will review each request for Catastrophic Sick Leave to determine if the request qualifies as a catastrophic illness. The employee will be notified in writing of the decision of the committee. All decisions of the Sick Leave Bank Committee are final.
5. Donated Catastrophic Sick Leave will be used in the order it was received by the Payroll Department.
6. Once an employee has returned to work, any days remaining will be used to repay the Sick Leave Bank. After the sick leave bank has been repaid, any remaining days will revert to the donor(s).
7. If an employee is not a member of the sick bank and finds himself/herself in need of catastrophic leave, the employee will not be eligible to request such leave. Employees are allowed to join the bank at the beginning of employment, in January and in September of each year. According to Code of Alabama Act Number 99-581, “an employee must be a member of the sick leave bank to donate or receive catastrophic sick leave days.”
8. An employee who is a member of the sick leave bank may donate a number of days (up to 30) to a specific employee. The employee who wishes to donate days should complete a “Catastrophic Sick Leave Transfer Authorization” form and return to the Payroll Department at the Central office.
9. Names of employees who donate sick leave to another employee will not be disclosed.
10. Used donated catastrophic sick leave days will not be repaid to donating employees.

Personal Leave/Flex Leave:

All regular, full time employees are eligible for two (2) non- cumulative personal leave days each scholastic year without loss of pay. Employees are also allowed three (3) additional days of non-cumulative personal leave (flex leave) each scholastic year. If any employee uses the flex leave his/her monthly check will be reduced at the rate of substitute pay for his/her position even if a substitute is not required. Personal leave must be requested in accordance with such procedures as may be established by the Superintendent or the Board. 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 without approval from the employee's immediate supervisor. At the end of the school year, certified employees have the option of being paid at the substitute daily rate for any paid personal leave that is not used or converting the personal leave day(s) not used to sick leave days. Support personnel may only convert unused personal leave day(s) to sick leave days.

- a. Employees are encouraged to notify their supervisor at least five working days prior to taking personal leave when at all possible. In granting personal leave to employees, each work site may have a daily limit (i.e. one person taking personal leave per ten employees on staff).
- b. Personal leave shall be reported as personal with no other explanation required.

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

Unpaid Leave:

In extenuating circumstances, the superintendent may allow an employee to take unpaid leave. Unpaid leave must be approved by the superintendent via email.

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 on behalf of the Board to testify at trial in a court of law or in 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. A copy of the jury summons or subpoena must be provided.

Vacation:

- a. **Eligible Employees** – Twelve-month full-time employees are eligible for paid vacation.
- b. **Vacation Benefits** – Eligible employees will earn vacation benefits as follows:
 1. Twelve-month employees will be granted 10 days on July 1 each year. During the first year of employment with Enterprise City Schools, twelve-month employees will earn one vacation day a month (up to 10 days) through June 30. After ten (10) consecutive years of service as an employee with Enterprise City Schools, said employees will earn 15 days per year. The additional days will be earned July 1 following the anniversary date of employment.
 2. Only consecutive service with the Board will be considered in establishing length of service for purposes of determining vacation benefits.
- c. **Accrual and Accumulation of Vacation Time** – Vacation leave is earned July 1 of each year. All twelve-month employees shall be permitted to accumulate vacation for a maximum of 20 days. On July 1 if an employee's vacation balance exceeds the accumulated limit, he or she will lose the difference. No employee shall be paid for unused vacation leave days. Vacation leave will not be converted to sick leave.
- d. **Scheduling** – Vacations must be scheduled with the knowledge and approval of the employee's department head.

On-The-Job-Injury-Leave:

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

- a. The injured employee submits written medical certification from the attending licensed physician stating that the employee was injured and cannot return to work due to a specified injury, if there is a reasonable expectation that the employee will return to work and, if so, the expected date of that return. The Board may require a second opinion from a Board specified physician, at its expense.
- b. The employee submits a signed written account of the accident attested by a principal or department head within twenty-four (24) hours after the injury occurred. 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)]

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:

- a. The birth and first year care of a newborn child;
- b. The placement of a foster child or adoption;
- c. The care of an immediate family member, defined as a spouse, child or parent, with a serious health condition;
- d. 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:

- a. Any period of incapacity in connection with or following inpatient care in a hospital, hospice, or residential medical care facility.
- b. Continuing treatment by a health-care provider, to include any period of incapacity due to:
 1. 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;
 2. Pregnancy or prenatal care;

3. 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);
4. 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;
5. 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 Act

- a. *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.
- b. *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.

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, employees should notify their supervisors 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 and 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.

Instructional Employees – Medical leave taken by eligible instructional employees is subject to further limitations and provisions established by the FMLA. The Superintendent or his designee is authorized to develop additional information and guidelines concerning instructional employees.

Please contact Delisa Bowman, Payroll Accountant, at 334-347-9531 if you will be out of work for more than 15 consecutive days.

Technology Acceptable Use Agreement

The most current Acceptable Use Agreement can always be found at this address:

<http://www.enterpriseschools.net>

The goal of the technology environment is to support all educational and instructional needs of the teachers and the students of Enterprise City Schools. *Use of any and all resources should be considered a privilege and not a right.*

Introduction:

- **Users** will include anyone, including employees, teachers and guests using any of ECS’s technology, including, but not limited to, computers, both wired and wireless networks, Internet, email, chat rooms, phones and other forms of technology services and products.
- **Network** is both the wired and wireless networks including our Wide Area Network.
- **Equipment** includes smartphones, cellular phones, IOS devices, desktop computers, tablets, laptops, netbooks and any portable storage device.

To ensure that employees are able to work in a professional and intellectually stimulating environment, it is the intention of the Enterprise City Schools to provide all employees with access to a variety of technology

resources. All Enterprise employees must acknowledge and adhere to the Technology Acceptable Use Agreement (TAUA).

The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways. We recognize that the use of technology always requires attempts to balance the benefits against the possibilities of danger, security problems, and abuse. Rapid changes in technology and growth in the range of content available makes this a constant challenge. Thus, it is the intention of the Enterprise City Schools that all technology resources will be used in accordance with any and all school system policies and procedures as well as local, state, and federal laws.

Some of these procedures pertain to technology equipment personally owned by school employees and brought into school facilities. All personal technologies used on any ECS campus are subject to the TAUA and may be used only if such use is in compliance with all school system policies, procedures, and guidelines as well as local, state, and federal laws. This would also include any external storage medium including Dropbox, Google Drive, or similar online storage.

Employees are required to follow the data governance policy approved by the board. Employees are prohibited from emailing electronic copies of teacher, staff, or student personal information. Employees are prohibited from storing/saving teacher, staff, or student personal information on external storage devices or portable devices that do not remain on campus. This information includes, but is not limited to data containing social security numbers, information protected by FERPA, and any other sensitive and/or protected information. In the event that this type of information is stored on a portable or external device and said device is lost or stolen, the Chief Technology Officer should be notified immediately.

Any questions about this agreement, its interpretation, or specific circumstances shall be directed to the Chief Technology Officer before proceeding. Violations of this agreement will be handled in a manner consistent with comparable situations requiring disciplinary and/or legal action.

I. Access:

- a. The use of all Enterprise City Schools technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use can result in a cancellation of those privileges, pending investigation. Moreover, users of Enterprise City Schools' technology must be aware that Enterprise City Schools cannot assume any liability arising out of the illegal or inappropriate use of technology resources. The Technology Department, local school Technology Coordinators and/or school system administrators will determine when inappropriate use has occurred, and they have the right to deny, revoke, or suspend specific user accounts.
- b. Individuals may use only accounts, files, software, and/or other technology resources that are assigned to, provided, or approved for him/her.
- c. Individuals identified as a real or suspected security risk can be denied access.
- d. Any use of technology resources that reduces the efficiency of use for others can be considered a violation of the TAUA.
- e. Personal technology-related devices (if connected to the ECS network) such as, but not limited to laptops, mobile devices, smart-phones, iPods, etc. used on school grounds are subject to all items covered in the TAUA and other applicable published guidelines.

II. Privacy:

- a. To maintain network integrity and to ensure that the network is being used responsibly, local school technology coaches, technicians and/or other designated technology staff reserve the right to inspect any

and all data, including data stored by individual users on individual school or personal devices (if connected to the ECS network). Users should be aware that activities might be monitored at any time, without notice.

- b. Users should not have any expectation that their use of technology resources, including files stored by them on the Enterprise City Schools' network, will be private and will be secure from access by others. Reasonable steps will be taken to maintain the security of technology resources, but no assurance can be given that penetration of such security will not occur. Because communications on the Internet are public in nature, all users should be careful to maintain appropriate and responsible communications. Enterprise City Schools cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet, an email correspondence, telephone, etc.
- c. Users are encouraged to avoid storing personal and/or private information on technology devices or network resources owned by the district and/or school.

III. Data Security:

- a. Employees are expected to follow all local, state and federal laws in addition to the TAUA regarding the protection of student and staff confidential data.
- b. Individuals may not attempt to log into the network using any network account and/or password other than the login(s) assigned to him/her. Individuals may not allow someone to use his/her network account and/or password to access the network, email, or the Internet.
- c. In emergency situations, student pictures or other personally identifiable information can be shared with outside agencies in accordance with this signed "Enterprise City School District Code of Student Conduct Notice of Receipt" and in accordance with FERPA guidelines.
- d. District or school data, such as but not limited to STI information, accessed through school system technology resources may not be used for any private business activity.

The system-wide technology staff does perform routine backups in an effort to assure continuity of business. There can be no assurance, however, that technology resources will be available within a particular time frame following an outage. There is no guarantee that information that existed prior to an outage, malfunction, or deletion, can be recovered. Users are expected to maintain and back up their critical files and data.

IV. Copywrite:

Any questions about copyright provisions should be directed to the district Chief Technology Officer, local school technology coach, or local school media specialist.

- a. Legal and ethical practices of appropriate use of technology resources will be taught to teachers and employees in the system (i.e. as part of the Technology Education Curriculum, during lab orientation, faculty meetings, etc.). Again, all questions regarding legal and ethical practices of appropriate use should be directed to the local school technology coach and/or district Chief Technology Officer.
- b. Copyright is implied for all information (text, data, and graphics) published on the Internet. Employee webpage authors will be held responsible for the content of their pages. Do not "borrow" icons, sounds, or graphics from other pages without documented permission. It is the employee's responsibility to secure proper usage permission. Duplication of any copyrighted software is prohibited unless specifically allowed in the license agreement and, then, should occur only under the supervision and direction of the technology staff.

V. Email:

Enterprise City Schools provide access to email accounts for all employees, long-term substitutes, and students in grades 3-12. This agreement addresses each user. Email accounts may be granted for school related organizations or classes with designated employee sponsors. Enterprise City Schools uses Google Apps for

Education for its mail and document storage. You can read more about GAFE at <http://www.enterpriseschools.net>. Technical support is provided for Enterprise City Schools email accounts used to conduct educational and/or instructional business.

- a. All employee emails are required to have two-factor authentication set-up within one (1) week of activation.
- b. Personal use of email is permitted as long as it does not violate this Enterprise City Schools' Acceptable Use Agreement and/or adversely affect others or the speed of the network.
- c. Use of Enterprise City Schools' email accounts for harassing or threatening is strictly prohibited.
- d. Enterprise City Schools' email accounts may not be used for political activity, personal gain, commercial purposes, or profit.
- e. SPAM- Enterprise City Schools' email accounts may not be used for attempting to send or sending anonymous messages. Enterprise City Schools' email accounts may not be used for sending mass emails.
- f. Enterprise City Schools' email accounts may not be used for posting or forwarding other user's personal communication without the author's consent.
- g. Because email is not securely transmitted, no email containing sensitive information about teachers, families, school system employees, or any individuals can be sent. There can be no assurance that email will be confidential and/or private.
- h. Incoming and outgoing email is filtered by the district for inappropriate content. However, no filtering system is foolproof, and material deemed inappropriate by individual users may be transmitted in spite of filtering. Enterprise City Schools cannot assume any liability for such breaches of the filter.
- i. At the discretion of the Chief Technology Officer, email accounts may be locked without notice.
- j. As part of our instructional programs, we register our teachers on a number of educational websites. The Children's Online Privacy Protection Act (COPPA) requires us to obtain parent consent to register teachers under 13 years old on these educational websites. The information provided to these websites is basic "directory information." Typically, this is the teacher's name, school-governed, Google Apps for Education Gmail address (filtered by the school district), grade, and school. By signing the Student Code of Conduct parents/guardians hereby agree to give permission for the school system to act as their child's agent and to upload their child's basic directory information (name, school-based email address, grade, and school) to create an account on these educational websites.

VI. Internet Use:

The intent of the Enterprise City Schools is to provide access to resources available via the Internet with the understanding that staff and teachers will access and use information that is appropriate for their various curricula. All school rules and guidelines for appropriate technology usage, as well as local, state, and federal laws apply to usage of the Internet. Teachers should always screen Internet resources before projecting them in the classroom.

- a. Teachers gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner and by signing the Enterprise City Schools Technology Acceptable Use Agreement. The Technology Acceptable Use Agreement is not transferable and therefore, may not be shared. Existing acceptable use agreements are valid until new forms are received.
- b. Internet activity can and will be monitored, along with other aspects of technology usage. Internet access for all users is filtered through one central point by URL (web address) and by IP address and may be filtered by keyword. URLs (web addresses) and IP addresses may be added to or deleted from the filtered list by the Chief Technology Officer and his or her designee. Staff members may request to review filtered categories. Users requesting sites for blocking or unblocking must list specific URLs.
- c. Successful or unsuccessful attempts to bypass the Internet filter by using proxies or other resources are a violation of this agreement.

VII. Web Publishing:

The Enterprise City Schools' website is limited to usage associated with activities of Enterprise City Schools. The website cannot be used for personal financial gain, to express personal or political opinions, or to editorialize. The Technology Staff reserves the right to reject all or part of a proposed or posted web page.

- a. Links from pages housed on the Enterprise City Schools' website to personal blogs, social networking sites, advertisements unrelated to school system business, and/or personal web pages are prohibited.
- b. Student pictures or other personally identifiable information can be used in accordance with the signed "Enterprise City School District Code of Student Conduct Notice of Receipt" and in accordance with CIPA and FERPA guidelines. Teacher posting of personally identifying information of any kind on the Enterprise City Schools' website or linking to personal information from the Enterprise City Schools' website is prohibited. Personal identifying information includes home address, work address, home and/or cell phone numbers, social security number, etc., for web publishing purposes.
- c. Individual students may be identified by full name unless permission to do so is denied by the parent or guardian in writing. Full names may only be used in reporting student participation in school sponsored extracurricular activities, achievements, and other positive recognitions.
- d. Caution should be used when photographs of any students are included on web pages. Group photographs without names are preferred.

VIII. Social Media Recommendations

Social media can be a valuable tool for both personal and professional use. However, as with any tool, it must be used with skill and care. The guidelines below have been developed to help protect teachers and employees from charges of inappropriate use. Although many of the items below specifically reference Facebook or Twitter, the guidelines and cautions apply to all social networking venues.

- a. It is strongly recommended that teachers do not "friend" current students and/or students under 18 years of age. There may be exceptions, such as a relative, a friend's child, etc.; however, as a general rule, it is recommended that teachers do not "friend" students, and they assume personal responsibility if they choose to do so.
- b. Enterprise City Schools has created and hosts several options for teachers to safely use social media for instructional purposes. District technology personnel have immediate access to online dialogue when challenges are made regarding inappropriate use of the sites that are hosted by Enterprise City Schools. A potential danger exists when employees communicate directly with students or instruct students to communicate directly to each other or the general public on social media sites that are not hosted by Enterprise City Schools.
- c. District sponsored and approved teacher websites, including email and mass notification systems along with the PowerSchool parent portal should be the primary means for electronic parent communication.
- d. Remember, once something is posted on a social networking site, it may be available forever.
- e. Please avoid posting comments that discuss or criticize others.
- f. Only post what could be shared in a face-to-face meeting with the public - no confidential teacher information.
- g. Make sure posts and pictures are presented in a professional role or manner.

IX. Examples of Inappropriate Use of Resources

This list is not all-inclusive, but is intended to provide general guidance. Anything that would be considered inappropriate in "paper form" is also considered inappropriate in electronic form. The following are examples of inappropriate activities when using any Enterprise City Schools' network, email system, hardware, software, technology service, and/or Internet access:

- Using another user's password or attempting to discover another user's password
- Sharing passwords
- Unauthorized access of another user's files, folders, home directory, or work
- Saving information on any network drive or directory other than your personal home directory or a teacher-specified and approved location
- Downloading, installing, or copying software of any kind onto a workstation, laptop, home directory, or any network drive
- Harassing, insulting, embarrassing, or attacking others via technology resources
- Damaging any technology resources, including, but not limited to, printers, telephones, computers, computer systems, or computer networks.
- Placing irresponsible demands on limited resources such as Internet bandwidth, disk space and printing capacity
- Accessing inappropriate material from web sites or attempting to bypass the Internet filter to access web sites that have been blocked.
- Sending, displaying, or downloading offensive messages or pictures
- Using obscene, racist, profane, discriminatory, threatening, or inflammatory language in a document, email, etc.
- Using a digital camera, camera phone, or any other device capable of storing a still or video image to take inappropriate and/or embarrassing pictures
- Editing or modifying digital pictures with the intent to embarrass, harass or bully
- Posting any false or damaging information about other people, the school system, or other organizations
- Using images or text from an online source without appropriate reference
- Use of technology resources to create illegal materials (i.e. counterfeit money, fake identification, etc.)

Family Educational Rights and Privacy Act (FERPA) (Act 99-34)

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

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

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

federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Acts of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their child’s information disclosed without their prior written consent. ¹

If you do not want Enterprise City Schools to disclose directory information from your child’s records without your prior written consent, you must notify your child’s school in writing no later than two weeks after school starting or enrollment. Enterprise City Schools has designated the following information as directory information:

- Student’s name
- Guardian(s) Name(s)
- Address
- Telephone listing
- Electronic mail address (email)
- Photograph
- Grade level
- Homeroom
- Gender
- Student ID
- Student network login
- Date and place of birth
- Major field of study
- Dates of attendance
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Most recent educational agency or institution attended

Footnotes: 1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation’s armed forces.

For more information, contact your school principal or visit the FERPA Web Site at: www.FERPA@ED.Gov.

Use of Digital Device during the Administration of State Test

The possession of a digital device (including but not limited to cell phones, smart watches, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a teacher is observed in possession of a digital device during the administration of a secure test, the device will be confiscated.

If a teacher is observed using a digital device during the administration of a secure test, testing for the teacher will cease, the device will be confiscated and is subject to search, the teacher will be dismissed from testing, and the teacher’s test will be invalidated.

Local education agency (LEA) personnel will make all teachers, parents, and/or guardians aware of this prohibition through inclusion of this policy in the Teacher Code of Conduct Handbook and other regularly used modes of communication.

Etrieve

Etrieve is a web based paperless electronic document routing system. Login directions and the forms used through Etrieve are listed below.

Login

- To login to Etrieve please go to the Enterprise City Schools Website and select the staff link. Find the link labeled Etrieve and click it. The following link can also be used to reach the Etrieve website <https://enterprisecentral.etrieve.cloud>.
- The user name will be your school email address. Example: John Doe's email is jdoe@enterpriseschools.net and is the user name. The password is the same as your school email account.

Missed Punch

- A missed punch form is used to correct or enter any time clock mistakes.
- Select the Missed Punch Form on the left side. The form should open and be prepopulated with your name and ID number. Verify that all of the information is correct. Add the date and correct time with the reason for the missed punch in the form.
- When you have completed the form, click the drop-down arrow at the bottom of the screen and select your school or department bookkeeper. Once selected click send to submit.

Professional Development Request

- PD Request Form is used to request travel for any learning opportunity.
- Professional Development will be created by yourself or in some cases the school bookkeeper or central office staff. You will receive a copy of the approved PD request prior to the start of the trip. Make sure you receive and keep the copy of the approved PD request, so you can be reimbursed for the trip.
- All travel must be preapproved using a professional development form prior to the activity. The only exception is pre-approved student activity trips.
- Administrators may take day trips without a preapproved PD form.
- Out of State Travel – All out of state travel for Board members and employees must be pre-approved by the Board. Authorized expenses will be reimbursed at actual cost. Documentation of expenses is required. Board members and employees will travel by economy class unless it is unavailable. Meals are to be reasonable for the location and individuals (Board Policy 3.12.2).

Travel Reimbursement

- Travel Reimbursement Form is used to request reimbursement for any travel expenses incurred while on school business. Mileage rate is calculated based on IRS reimbursement rates. All travel must be requested within 60 days from the date of travel to be reimbursed. Alcohol is not a reimbursable expense.
- Select the Travel Reimbursement Form on the left side. The form should open and be prepopulated with your name and ID number. Verify all information is correct. Fill out all other personal information requested at the top. In the next section, complete all information for the first day of travel. Click the plus sign at the bottom to add a new section for each day of travel. Any mileage, lodging, meals, or other

expenses should be accounted for each day. At the bottom of the form, select attachment and add copies of all receipts for any items requested to be reimbursed.

- Meal receipts must be detailed to show what items were purchased at the restaurant. A copy of the approved PD request must be attached with the receipts. Meal reimbursement up to \$60 per day (breakfast, lunch and dinner). Snacks (chewing gum, candy bars, sodas, etc.) are not reimbursable expenses.
- When you have completed the form, click the drop-down arrow at the bottom of the screen and select your school or department bookkeeper. Once selected, click send and to submit.
- Mileage reimbursement request must be the shorter distance from home to destination or from your work-site to the destination.

Request for Additional Work or Miscellaneous (Misc.) Pay Rate

- Request for Additional Work or Miscellaneous Pay Rate is used to gain permission to do work beyond the board approved salary schedule. This form will only be completed at the request of your school principal or department supervisor prior to the work being performed.
- Select the Request for Additional Work or Miscellaneous. Pay Rate form on the left side. The form should open and be prepopulated with your name and ID number. Verify all information is correct. Fill out all other information requested.
- When you have completed the form click the drop-down arrow at the bottom of the screen and select your school or department bookkeeper. Once selected, click send to submit.

Request for Pay for Additional Work

- Request for Pay for Additional Work is used to request pay for comp time and other miscellaneous pay.
- Select the Request for Pay for Additional Work form on the left side. The form should open and be prepopulated with your name and ID number. Verify all information is correct. Fill out all other information requested. Every box on this form must be completed. If you do not know how to complete a section, contact your school bookkeeper.
- When you have completed the form, click the drop-down arrow at the bottom of the screen and select your school or department bookkeeper. Once selected, click send and you are done. Note: This form must go through all approvals and be received by payroll no later than the 10th of the month in order to guarantee pay in that month.

Purchase Order

No employee should obligate Enterprise Board of Education funds without an approved purchase order. A purchase order must be issued for all goods to be purchased. The Board will not be responsible for purchases made without an approved purchase order. The Enterprise Board of Education may choose not to pay for an expenditure that was made without prior approval, thus the employee would be personally responsible for payment.

Sales Tax

The Enterprise Board of Education does not pay sales tax, and reimbursement cannot be made for sales tax. The only exceptions are lodging and tax on meals when traveling for Enterprise Board of Education business. Sales tax paid on items not listed in the exception may be required to be reimbursed by the employee. Sales tax exemption is for Enterprise Board of Education business, not for personal use.

Credit Card Use

- Credit card use should be exclusively for Enterprise City Board of Education business.
- Any use of an Enterprise City Board of Education for purchases that are determined to be unallowable expenditures shall be returned or reimbursed to the Enterprise City Board of Education.
- All credit card purchases must have a legible receipt with the vendor's name, address, date of purchase, a description of items, quantity of each item, individual price per item, and total of the purchase.
- Inform merchants that purchases with the card are exempt from Alabama sales tax.
- All receipts shall be submitted and shall be tax exempt. Any purchases that have been charged sales tax shall be reimbursed to the Enterprise City Board of Education.
- Credit cards should be signed out for use from the central office or from the school office.
- Any purchases which are not supported by a receipt with an itemized listing shall be reimbursed to the Enterprise City Board of Education
- Using a credit card is a privilege and may be suspended or revoked upon failure of the user to follow the use outlined.
- The use of a credit card or state tax exemption information for personal use is subject to criminal prosecution.

Child Nutrition Program

The Child Nutrition Program is a federally supported program. Our program was developed to offer healthy breakfast and lunch meals to our students every day. As a new employee of Enterprise City Schools, you may have some questions about our program and your school's lunchroom. Here are some of the most frequently asked questions:

1. Can I eat meals from the lunchroom?
Yes, we hope you will choose to eat in your school's lunchroom often. You will be assigned a PIN to punch in just like the students; ask your lunchroom manager for your PIN. You can pay each day or you can put money on your account that will be deducted each time you eat in the lunchroom. You can do this by giving the lunchroom manager cash or check, or you can open an account on myschoolbucks.com. By opening a My School Bucks account, you can put money on your meal account with a credit or debit card; it will also notify you when your account is getting low. Keep in mind, charging a meal is not allowed on adult accounts.
2. Can parents eat with their children?
Yes, we welcome parents to visit with their children and enjoy a meal from the lunchroom. A parent's meal cost may not be charged to the student's account.
3. Can outside food be brought into the lunchroom (i.e. Chick Fil A, McDonald's, etc.)?
If a parent brings lunch from a restaurant, we ask that food is put in a nondescript container (a brown bag) and any sodas are put in a thermos or cup without brand names or logos from restaurants. School employees must follow the same guidelines as parents and students.
4. Where can I find the lunchroom menus?
Breakfast and lunch menus for each school can be found on the school's website. Please select the MealViewer link to view nutrition, carb, and allergen information for each day's menu item. You can also take advantage of Create A Meal, an option that allows you to "build" a meal for a selected date and analyze your meal's nutrition information.
5. Can the lunchroom provide supplies for my classroom's party?
No, the CNP program does not provide plates, napkins, utensils, etc. for classroom parties; however, these items can be purchased from the lunchroom. Please see your lunchroom's manager for a price sheet on these items.

6. Can the lunchroom cater classroom parties or other special events at the school?
Yes, your lunchroom manager can provide you with a list of meals/treats they are able to prepare for your classroom or special school event. If you are interested, please speak with your lunchroom's manager no later than one month prior to the day of the party so that food and supplies can be ordered.
7. Am I allowed in the kitchen?
No, only CNP employees are allowed in the kitchen. Teachers and staff are not allowed in the lunchroom kitchen due to health code and USDA regulation violations. If you send a student to the lunchroom, please make sure they know not to enter the kitchen as well. Also, please don't enter the school through the kitchen's back door. Thank you for your cooperation.
8. Free and Reduced lunch applications may be found on MySchoolApps.com.

Written Report of Suspected Child Abuse/Neglect

Explanation of certain provisions of the Child Abuse/Neglect Reporting Law
(Code Of Alabama 1975. Sections 26-14-1 through 26-14-13)

In order to protect children whose health and welfare may be adversely affected through abuse and neglect, this law provides for the reporting of such cases to appropriate authorities. The law also contains immunity provisions so that any person making a report pursuant to the statute is immune from any civil or criminal liability that might otherwise be incurred or imposed.

The following institutions and persons are required by law to report known or suspected child abuse or neglect under a penalty of a misdemeanor, fine or sentence: hospitals, clinics, sanitariums, doctors, physicians, surgeons, medical examiners, coroners, dentists, osteopaths, optometrists, chiropractors, podiatrists, nurses, school teachers and officials, peace officers, law enforcement officials, pharmacists, social workers, day care workers or employees, mental health professionals, physical therapists, **public and private K-12 employees, employees of public and private institutions** or any other person called upon to render aid or medical assistance to a child when that child is known or suspected to be abused or neglected. **When a child is known or suspected to be a victim of child abuse or neglect, the mandatory reporter him/herself is required to report orally by telephone or direct communication immediately, followed by a written report to a duly constituted authority.** In addition, any other person may make a report if that person has reasonable cause to suspect that a child is being abused or neglected.

INSTRUCTIONS

Print or type all known information. Attach additional pages as needed.

SECTION I - CHILDREN ALLEGEDLY ABUSED OR NEGLECTED

Enter identifying information (name, sex, ethnicity, date of birth or approximate age) for each child in the family who is suspected to be abused or neglected. If the report is for more than one (1) child and they are not all members of the same family, a separate report (1593) must be completed. This includes if the children live in separate households or are a separate family within the same household. Enter the child(ren)'s address and telephone number.

SECTION II - OTHER PERSONS LIVING WITH THE CHILDREN

Enter identifying information (name, date of birth or approximate age, ethnicity, and relationship) for each person living in the home with the child(ren) named in Section I.

SECTION III - PERSON(S) ALLEGEDLY RESPONSIBLE FOR ABUSE OR NEGLECT

Enter identifying information (name, sex, ethnicity, date of birth or approximate age, and relationship to the child(ren) named in Section I) for each person believed to be responsible for the suspected abuse or neglect.

SECTION IV - ABUSE OR NEGLECT ALLEGATIONS

Describe the alleged abuse or neglect; how it affected the child (physical injury; behavior exhibited by the child due to the suspected abuse/neglect); and provide the date(s) the abuse or neglect occurred, if known. Provide information on how you became aware of the suspected abuse or neglect. Enter the name, address, telephone number and relationship of anyone who may have knowledge of the abuse or neglect or the child's/family's situation. If the child(ren) received treatment or evaluation by a doctor or hospital due to the abuse or neglect, provide identifying information on the doctor or hospital (if not the reporter).

SECTION V - OTHER PERTINENT INFORMATION

Enter any other information which may be helpful (e.g., prior abuse/neglect; name of child's school; parents' employment or working hours; safety concerns for DHR staff who visit the child/family).

SECTION VI - REPORTER (Information is confidential and not released unless required by a court order)

You are requested to enter your name, address, telephone number and agency or relationship to the children identified in Section I. Indicate whether you made a verbal (telephone or in-person) report to either the local Department of Human Resources or a local law enforcement agency. If a verbal report was made, identify the specific person, agency, and date the report was made. Sign and date the form.

STATE OF ALABAMA DEPARTMENT OF HUMAN RESOURCES
WRITTEN REPORT OF SUSPECTED CHILD ABUSE/NEGLECT

Please print or type all know information. The Child Abuse/Neglect Reporting Law and instructions are explained on the back of this form.

SECTION I - CHILDREN ALLEGEDLY ABUSED OR NEGLECTED

	NAME (First, Middle Initial, Last)	SEX	ETHNICITY	DATE OF BIRTH/AGE
1.	_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____	_____
2.	_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____	_____
3.	_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____	_____
4.	_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____	_____
5.	_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____	_____
6.	_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____	_____

ADDRESS _____

Street Address	City	State	Zip	Telephone Number
_____	_____	_____	_____	_____

SECTION II - OTHER PERSONS LIVING WITH THE CHILDREN (Include parents/custodians and other children in the home)

	NAME (First, Middle, Last)	DATE OF BIRTH / AGE	ETHNICITY	RELATIONSHIP TO THE CHILDREN
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

SECTION III - PERSON(S) ALLEGEDLY RESPONSIBLE FOR THE ABUSE OR NEGLECT

	NAME (First, Middle, Last)	SEX	ETHNICITY	DATE OF BIRTH/AGE
1.	_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____	_____
	Street Address _____ City _____ State _____ Zip _____ Telephone Number _____			Relationship To Children Allegedly Abused/Neglected _____
2.	_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____	_____
	Street Address _____ City _____ State _____ Zip _____ Telephone Number _____			Relationship To Children Allegedly Abused/Neglected _____

SECTION IV - ABUSE OR NEGLECT ALLEGATIONS (Describe what happened, how it affected the children, and the date(s) occurred, if known)

Did you see the abuse or neglect when it occurred? Yes No If no, how did you find out about it? _____

Please identify other people who witnessed the abuse/neglect or who may have information about the child's or family's situation.

	Name	Address	Telephone #	Relationship to Children
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____

SECTION V - OTHER PERTINENT INFORMATION

SECTION VI - REPORTER

Name	Address	Telephone Number	Title/Agency/Relationship To Children
_____	_____	_____	_____
Did you verbally report the allegations to the Department of Human Resources or law enforcement? <input type="checkbox"/> Yes (specify to whom in section below) <input type="checkbox"/> No			
Signature _____	Name of County DHR, Police Department, or Sheriff's Department _____	Date _____	Date Reported _____

For DHR Use Only	County	Case#	Date Report Received
_____	_____	_____	_____

DHR-FCS-1593 (August 2016)

Payroll Dates for 2024-2025 School Year

<u>Payroll Dates for Leave</u>		<u>Pay Date</u>
<u>Start Date</u>	<u>End Date</u>	
July 1, 2024	July 31, 2024	August 30, 2024
August 1, 2024	August 31, 2024	September 30, 2024
September 1, 2024	September 30, 2024	October 31, 2024
October 1, 2024	October 31, 2024	November 29, 2024
November 1, 2024	November 30, 2024	December 31, 2024
December 1, 2024	December 31, 2024	January 31, 2025
January 1, 2025	January 31, 2025	February 28, 2025
February 1, 2025	February 28, 2025	March 31, 2025
March 1, 2025	March 31, 2025	April 30, 2025
April 1, 2025	April 30, 2025	May 30, 2025
May 1, 2025	May 31, 2025	June 30, 2025

Enterprise City Schools 2024-2025 School Calendar

July '24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August '24						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September '24						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October '24						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November '24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December '24						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January '25						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February '25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March '25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April '25						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May '25						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June '25						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Teacher Work Day/PD (No Students)	School Holiday (No Teachers / Students)	Grading Calendar	Progress Report Dates
Aug. 1st & 2nd	Sept. 2nd, Labor Day	1st 9 Weeks (Aug. 7 - Oct. 10)(46days)	Sept. 4th
Aug. 5th & 6th	Oct. 14th, Columbus Day	2nd 9 Weeks (Oct. 15 - Dec. 20)(43 days)	Nov. 6th
Oct. 11th	Nov. 11th, Veterans Day	3rd 9 Weeks (Jan. 8 - Mar. 13)(45 days)	Feb. 5th
Jan. 3rd, 6th & 7th	Nov. 25th - 29th, Thanksgiving	4th 9 Weeks (Mar. 17 - May 22)(43 days)	Apr 16th
Mar. 14th	Dec. 23rd-Jan 2nd, Christmas Break		
May 23rd	Jan. 20th, Martin Luther King Day	EHS Exam Schedule	Report Card Dates
	Feb. 17th, Presidents Day	Sem. 1 - Dec 17-18	Oct. 16th
	Mar. 24th - 28th, Spring Break	Sem. 2 - Seniors May 12-13	Jan. 8th
	April 18th, Good Friday	- Grades 9-11 May 19-20	Mar. 19th
	May 26th, Memorial Day	EHS Graduation - May 22	May 22nd

