BUILT 4 BIBB
BIBB COUNTY SCHOOL DISTRICT

Empowered to Learn, Lead, Innovate and Serve

EMPLOYEE HANDBOOK

CERTIFIEDAND CLASSIFIED
2025- 2026



ACCOUNTABILITY

For Everyone

Dr. Dan A. Sims
Superintendent

Revised 6.30.25.

Empowered to Learn, Lead, Innovate, and Serve

Mission:

The BCSD maximizes student achievement and social-emotional well-being by building a sense of community in safe, equitable learning environments.

Vision:

Students are empowered to learn, lead, innovate, and serve as productive and caring citizens within their chosen paths of success.

Goals:

Student Achievement
Staff Effectiveness
Stakeholder Engagement

Guiding Principles:

Personalized Learning
Collaboration
Engagement
Safety
Effective Leadership

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BIBB COUNTY SCHOOL DISTRICT

MESSAGE FROM THE SUPERINTENDENT



Dear Super Employees,

Welcome to another amazing year! I am doubly excited to be joining you for what will be the best year possible – because of YOU! We are prepared to welcome our students every single day to inviting, safe, and exciting buildings, buses, and fields of play. They deserve the absolute best if we intend to get the best out of them, and our allegiance to strong structures and procedures will be necessary to make this happen.

As individuals, you are the most significant functioning part of this District and all of its work. Please take time to view yourself in the mirror in terms of the purpose you possess, and let's work hard to show up every day with the utmost of care and love for the ones who count on us the most. As a collective body, our forces have to join together to maximize our impact. Nobody in this District should function as an island. As you look to your left and your right, let's work hard to be a highly functioning and productive team for the ones who count on us the most.

Since we owe it to ourselves to be shining examples day in and day out, this employee handbook is designed to ensure we are all on the same page regarding employee resources, duties, and responsibilities. At no time should anyone be given a reason to question or challenge us about our ethics or abilities. We will build each other up to ensure everyone is able to perform at their highest level. Use this employee handbook as your primary guide to strengthen how we do business in Bibb County Schools.

As you familiarize yourself with the contents of this handbook, let's make a pledge together to be the examples of professionalism, hard work, and love for children the entire world can emulate. I want our community to see us every single day and react with a nod of approval at how we do business for our children. I'm extremely excited already about the difference YOU and I will make in the lives of children – on every bus, in every classroom, on every field of play, every single day. Let's see how far we can go. Let's all become #Built4Bibb.

Sincerely,

Dan A. Sims
Superintendent

I. GENERAL INFORMATION

FOREWORD

This handbook has been prepared and produced to provide useful information to certified and classified personnel. While this document is transmitted to you electronically, it is requested that you keep it in a location that is accessible. Feel free to make a hard copy if needed. Please consult your handbook prior to making decisions which concern policy-related matters. If the desired information is not in this handbook, please consult the system policies, which can be located at ***www.bcsdk12.net*****.** The school principal or human resources department should be contacted if additional information is needed.

POLICY

Bibb County School District Policies can be located on the Bibb County School District website:

https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=4013

It is the responsibility of all employees to be familiar with and abide by the policies set forth by the Bibb County Board of Education.

ACCREDITATION THROUGH Cognia

The Bibb County School District, as well as every individual school in the system, is accredited by Cognia. In order to be accredited, the system must meet the Cognia Accreditation Standards for Quality School Systems and ensure that their schools meet the Cognia standards for Quality Schools, engage in continuous improvement, and demonstrate quality assurance through external review.

A detailed description of the Cognia District Accreditation process can be found at www.cognia.org/.

BIBB COUNTY SCHOOL DISTRICT CALENDAR

2025-2026

July 24 – August 1, 2025	*Pre-Planning/Professional Learning*
August 4, 2025	*First Day of School*
September 1, 2025	*Labor Day Holiday*
September 2, 2025	*Asynchronous Learning Day*
October 6 - 10, 2025	*Fall Break*
November 24 - 28, 2025	*Thanksgiving Holiday*
December 19, 2025	*Last Day of Semester*
December 22, 2025 - January 2, 2026	*Holiday Break*
January 5, 2026	*Professional Learning Day* Second
January 6, 2026	*Semester Begins*
January 19, 2026	*Dr. Martin Luther King, Jr. Holiday*
February 16 - 17 2026	*Winter Break*
February 18, 2026	*Asynchronous Learning Day*
March 30 – April 3, 2026	Spring Break
May 20 – May 22, 2026	*High School Graduation*
May 22, 2026	*Last Day of School*
May 25, 2026	*Memorial Day Holiday*
May 26 – 27, 2026	*Post Planning*

BIBB COUNTY BOARD of EDUCATION

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At Large, Post 7

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COMMUNITY RELATIONS

The Bibb County Board of Education believes that the establishment of goodwill toward schools is the mutual responsibility of every employee. Positive public relations and effective communication enhance student learning. The Board accepts the premise that "good teaching is good public relations." A majority of the public forms its opinion of schools from what it hears from students, parents and **school system employees**. The teacher's attitude, behavior, both in and out of the work environment, and comments on social media, all help to determine the perception of the community toward the schools and the District.

Your school's reputation in the community influences employee morale, student motivation, and the level of community support. It takes years to build a positive reputation, but it can be severely damaged by just one incident that is poorly managed. Every time that you speak about your school is an opportunity to promote your school, your students and the District. It is an opportunity to develop greater community support and positive opinions.

Good community relations are built upon good public relations. Benefits of good public relations include:

- stronger school climate and morale;
- stronger partnerships between schools, parents, staff and the community;
- greater parental involvement in his/her child's education, which helps to improve student achievement;
- increased support and recognition of staff accomplishments to encourage teamwork, innovation and educational excellence;
- closing the gap between a parent's school experience and education today;
- increased student and staff pride in educational endeavors; and
- improved public understanding of Board programs, available resources and services, and accomplishments of students and staff.

The Georgia Department of Education defines effective communication with stakeholders as:

- verbal and non-verbal communication techniques that foster positive interactions and promotes learning in the classroom and school environment.
- ongoing communication and sharing of instructional goals, expectations, and student progress with families in a timely and constructive manner.
- collaborating and networking with colleagues and the community to reach educational decisions that enhance and promote student learning.
- precise language, correct vocabulary and grammar, and appropriate forms of oral and written communications.
- a climate of accessibility for parents and students by demonstrating a collaborative and approachable style.

Please remember that when you speak about your school, you are considered the expert! **Your opinion is highly valued and often repeated, so please be positive and professional both in and out of the school environment.**

II. EMPLOYMENT

DEFINITIONS OF EMPLOYMENT STATUS

The following terms will be used to describe the classification of employees and their employment status:

- **Exempt** - Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and applicable state law and who are exempt from overtime pay requirements.

- **Non-Exempt** - Employees whose positions do not meet FLSA and state exemption tests.

- **Benefits Eligible** - Employees scheduled to work 20 hours or more per week (does not include substitute employees).

- **Part-time** - Employees scheduled to work less than 20 hours per week (are not eligible for benefits).

- **Substitute** - Employees who are hired for a pre-established period or on call as needed. They may work a full-time or part-time schedule. They are ineligible for benefits.

AT-WILL EMPLOYMENT RELATIONSHIP

Classified employment with the Bibb County School District is "at will" and entered into voluntarily. Classified employees are free to resign at any time, for any reason, with or without notice. Similarly, the Bibb County Board of Education is free to conclude the employment relationship at any time with or without cause.

EMPLOYMENT ELIGIBILITY

The Immigration Reform and Control Act of 1986 is a federal law, which dictates that employers verify eligibility for employment for all new employees. The Act pertains to all employees hired since November 7, 1986.

Each individual employee is responsible for the correct implementation of this law. The Employment Eligibility Verification (I-9) form is the official document for use in this program.
Bibb County Board of Education utilizes the ***E-Verify Program***, in addition to the I-9 document, to verify employment eligibility.

EQUAL OPPORTUNITY EMPLOYMENT

Bibb County Board of Education is an equal opportunity employer, committed to non-discrimination in recruitment, selection, hiring, pay, promotion, retention, or other personnel action affecting employees or candidates for employment. Discrimination in employment against any person based on race, color, religion, national origin, political affiliation, gender, age, marital status, genetics, or disability is prohibited. Personnel decisions shall be based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

BCSD shall provide facilities, programs, and activities that are accessible, usable and available to qualified disabled persons. Further, BCSD shall not discriminate against qualified disabled persons in the provision of health, welfare, and other social services.

The statement, "It is the policy of Bibb County Board of Education not to discriminate on the basis of age, gender, race, color, religion, national origin, handicap, disability, genetics or veteran status in its educational programs, activities, or employment practices" shall be placed on all employment application forms.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisors or the Assistant Superintendent of Human Resources. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

EMPLOYMENT OF MINORS

Generally, regular employees must be 18 years of age or older. Occasionally, we hire students or others who are 16 or 17 years old, but this must be approved in advance by personnel services and the division director. Work permits are required for employment of staff under the age of 18.

EMPLOYEE RELATIONS

It is the policy of the board that related employees shall not be in a direct supervisory position (responsible for the evaluation) of the other(s).

For the purpose of this policy, relatives are defined as persons related by blood or marriage in the following way: spouse, parents, children, or siblings.

FINGERPRINTING/CRIMINAL RECORD CHECK

Personnel employed by the Bibb County School District shall be fingerprinted and have a criminal record check as required by **O.C.G.A. § 20-2-211.1**.

The acceptability of the criminal record check will be at the discretion of the superintendent or designee. Teachers, principals, and other certificated personnel whose employment is continued shall have a criminal record check made, as required by **O.C.G.A. § 20-2-211.1**, upon any certificate renewal application to the Professional Standards Commission.

Information provided by the Georgia Crime Information Center (GCIC) or the National Crime Information Center (NCIC) shall be used only for the purposes allowed by **O.C.G.A. §35-3-35** or by applicable federal laws, rules, or regulations in accordance with **O.C.G.A. § 20-2-211.1**.

Criminal records check costs will be paid by the employee.

All personnel, including temporary and substitute personnel employed after July 1, 1994, will be fingerprinted and a background check processed through NCIC and GCIC. Based on the criminal history report, a decision for employment or continued employment will be made based on the following criteria:

1. The nature and gravity of the offense(s).
2. The disposition of the case (whether it is a conviction, including payment of fines, a plea bargain to a lesser offense, nolo contendere, first offender status, etc…).
3. The recentness of the offense, conviction, and completion of the sentence.
4. Conduct since the offense.
5. The response given on the application for employment regarding the individual's criminal history. (Be mindful that the furnishing of false or misleading information or the intentional withholding of material facts, including facts concerning one's criminal record, may constitute grounds for immediate termination of employment).
6. The nature of the job that the individual is applying for relative to conduct.

GIFTS TO SCHOOL PERSONNEL

The highest ethics should be followed by all personnel in regard to the giving or the receiving of gifts and gratuities.

No employee shall directly or indirectly solicit any gift, accept, or receive any gifts, whether in the form of money, services, loan, travel, entertainment, hospitality, or any other form, of such value that it could reasonably be inferred that the gift was intended to influence him or her in the performance of official duties.

NEPOTISM

In compliance with Georgia Board of Education Rule 160-51-36, entitled: "Local School Board Governance," the Board of Education ("the Board") adopts the following nepotism provisions:

No person who has an immediate family member sitting on the Board or serving as Superintendent or as a principal, assistant principal, or system administrative staff shall be eligible to serve as a member of the Board, provided that the immediate family member's employment in his or her position began on or after January 1, 2010. This paragraph shall apply only to Board members elected or appointed on or after July 1, 2009. Nothing in this paragraph shall affect the employment by the Board when an immediate family member becomes a Board member.

No person shall be eligible to be appointed, employed, or to serve as Superintendent of Schools who has an immediate family member sitting on the Board or who has an immediate family member hired as or promoted to a position as a principal, assistant principal, or system administrative staff on or after July 1, 2009, provided that the immediate family member's employment in his or her position began on or after January 1, 2010. Nothing in this paragraph shall affect the employment of any person who was employed on or before July 1, 2009, or who is employed when an immediate family member becomes the Superintendent.

PERSONNEL NON-SCHOOL EMPLOYMENT

BCSD employees are reminded that their job assignment within the District is their first obligation, and if outside employment is taking time or energy from this position or affecting their performance, they will be asked to choose one or the other. Each principal/supervisor has direct responsibility for evaluating the effects of outside employment on personnel assigned.

TITLE IX - NON-DISCRIMINATION

The Bibb County Board of Education maintains a policy of equal educational, athletic, and employment opportunity. BCSD does not discriminate on the basis of race, color, national origin, sex, disability, handicap, religion, veteran status, genetic information, or age in its programs and activities. There shall be no discrimination based on sex, race, age, creed, color or handicapping/disabling condition in the educational programs, activities or employment practices in this school system.

TITLE IX - GRIEVANCES

Contact – Jamie Cassady, Assistant Superintendent of Student Affairs
Jamie.Cassdy@bcsdk12.net

The following procedures shall be utilized by employees and students in filing Title IX complaints against the school district:

1. The employee or student shall submit a written statement to the Title IX Coordinator describing the practice or action believed to be prohibited by the provisions of Title IX.
2. Upon receipt of a written complaint, the coordinator shall investigate the allegation.
3. When violations are found to exist, the coordinator shall confer with the appropriate school personnel to determine the appropriate course of action to correct the situation. Such an action will then be submitted to the Superintendent for approval.
4. Upon securing the Superintendent's approval, the coordinator shall supervise the administration of the new procedures and communicate the response to the complainant.
5. Should the coordinator fail to agree, the complainant has the right to appeal to the Superintendent. Should the Superintendent fail to agree, the complainant has the right to appeal to the Bibb County Board of Education. Should the Board of Education fail to agree, the complainant may appeal to the Office for Civil Rights or the Department of Health, Education, and Welfare.

III. BENEFITS

CAFETERIA PLAN

Under a special, approved authorization from the I.R.S., the cafeteria plan for fringe benefits is available to all employees. If selected, the plan provides that deductions for the selected fringe benefits will be made monthly from the annual salary before federal taxes, state taxes, and social security are computed. The result is significant savings each month, which results in more take-home compensation. This is a very worthwhile benefit.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Employee Assistance Program provides a resource to employees for confidential, professional assistance to help resolve personal problems, issues, or concerns, which might be affecting job performance, job behavior, and/or attendance. The Bibb County School District will cover the first three visits for all employees; however, accepted medical insurance will allow you to continue beyond three visits. Southern Behavioral Services (SBS), 179 Pierce Avenue, Macon, GA 31204, and 501A Osigian Blvd, Warner Robins, GA 31088, administers the employee assistance program. SBS is a comprehensive program and offers therapy services for anxiety, depression, financial issues, stress, marital, substance abuse problems, etc. Employees may refer themselves to the EAP or may be referred for services by their supervisor(s). Call **(478) 742-1464** for assistance or visit **http://www.southernbehavioralservices.com/.**

INSURANCE

As a full-time employee, you are eligible to participate in a comprehensive array of employee benefits. Employees who work 20 hours or more per week are eligible for benefits. Some plans are funded entirely or in part by the Board and others are available to you via payroll deduction. Benefit information can be found at **www.bcsdk12.net;** select Department, Human Resources and Benefits.

To establish coverage, elect benefits online @ https://myshbpga.com/shbp and **www.houze.org/bibb** as directed by the Benefits Office. All insurance coverage begins the first day of the month following the completion of one full calendar month of service, subject to the conditions described in the plan. **The annual Benefits Open Enrollment Period provides a three-week window to enroll, change, or terminate benefits. This period is usually mid-October through early November.** Otherwise, changes in insurance are allowed within a limited period based on a change in family status or qualifying event. Please contact your Benefits Office for additional information.

HEALTH INSURANCE IN RETIREMENT

The State Health Benefit Plan (SHBP) has two rate structures for retirees:

1. Annuitant Basic Subsidy Policy
2. Annuitant Years of Service Subsidy Policy

Please refer to **https://shbp.georgia.gov/member-rates/retiree-rates** to determine whether you fall under the Basic Policy or Years of Service Policy.

Health Insurance Market Place Coverage Options and your Health Coverage:

PART A: General Information

Even if you are offered health coverage through your employment, you may have other coverage options through the Health Insurance Marketplace ("Marketplace"). To assist you as you evaluate options for you and your family, this notice provides some basic information about the Health Insurance Marketplace and health coverage offered through your employment.

What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options in your geographic area.

Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium and other out-of-pocket costs, but only if your employer does not offer coverage, or offers coverage that is not considered affordable for you and doesn't meet certain minimum value standards (discussed below). The savings that you're eligible for depends on your household income. You may also be eligible for a tax credit that lowers your costs.

Does Employment-Based Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that is considered affordable for you and meets certain minimum value standards, you will not be eligible for a tax credit, or advance payment of the tax credit, for your Marketplace coverage and may wish to enroll in your employment-based health plan. However, you may be eligible for a tax credit, and advance payments of the credit that lowers your monthly premium, or a reduction in certain cost-sharing, if your employer does not offer coverage to you at all or does not offer coverage that is considered affordable for you or meet minimum value standards. If your share of the premium cost of all plans offered to you through your employment is more than 9.12%[11] of your annual household income, or if the coverage through your employment does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit, and advance payment of the credit, if you do not enroll in the employment-based health coverage. For family members of the employee, coverage is considered affordable if the employee's cost of premiums for the lowest-cost plan that would cover all family members does not exceed 9.12% of the employee's household income.

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered through your employment, then you may lose access to whatever the employer contributes to the employment-based coverage. Also, this employer contribution -as well as your employee contribution to employment-based coverage- is generally excluded from income for federal and state income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis. In addition, note that if the health coverage offered through your employment does not meet the affordability or minimum value standards, but you accept that coverage anyway, you will not be eligible for a tax credit. You should consider all of these factors in determining whether to purchase a health plan through the Marketplace.

[11] Indexed annually; see https://www.irs.gov/pub/irs-drop/rp-22-34.pdf for 2023. [2] An employer-sponsored or other employment-based health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs. For purposes of eligibility for the premium tax credit, to meet the "minimum value standard," the health plan must also provide substantial coverage of both inpatient hospital services and physician services.

When Can I Enroll in Health Insurance Coverage through the Marketplace?

You can enroll in a Marketplace health insurance plan during the annual Marketplace Open Enrollment Period. Open Enrollment varies by state but generally starts November 1 and continues through at least December 15.

Outside the annual Open Enrollment Period, you can sign up for health insurance if you qualify for a Special Enrollment Period. In general, you qualify for a Special Enrollment Period if you've had certain qualifying life events, such as getting married, having a baby, adopting a child, or losing eligibility for other health coverage. Depending on your Special Enrollment Period type, you may have 60 days before or 60 days following the qualifying life event to enroll in a Marketplace plan.

There is also a Marketplace Special Enrollment Period for individuals and their families who lose eligibility for Medicaid or Children's Health Insurance Program (CHIP) coverage. Since the onset of the nationwide COVID-19 public health emergency, state Medicaid and CHIP agencies generally have not terminated the enrollment of any Medicaid or CHIP beneficiary. As state Medicaid and CHIP agencies resume regular eligibility and enrollment practices, many individuals may no longer be eligible for Medicaid or CHIP coverage. The U.S. Department of Health and Human Services **is offering a temporary Marketplace Special Enrollment period to allow these individuals to enroll in Marketplace coverage.**

Marketplace-eligible individuals who live in states served by HealthCare.gov and either- submit a new application or update an existing application on HealthCare.gov, and attest to a termination date of Medicaid or CHIP coverage, are eligible for a 60-day Special Enrollment Period. **That means that if you lose Medicaid or CHIP coverage, you may be able to enroll in Marketplace coverage within 60 days of when you lost Medicaid or CHIP coverage.** In addition, if you or your family members are enrolled in Medicaid or CHIP coverage, it is important to make sure that your contact information is up to date to make sure you get any information about changes to your eligibility. To learn more, visit HealthCare.gov or call the Marketplace Call Center at 1-800-318-2596. TTY users can call 1-855-889-4325.

What about Alternatives to Marketplace Health Insurance Coverage?

If you or your family are eligible for coverage in an employment-based health plan (such as an employer-sponsored health plan), you or your family may also be eligible for a Special Enrollment Period to enroll in that health plan in certain circumstances, including if you or your dependents were enrolled in Medicaid or CHIP coverage and lost that coverage. Generally, you have 60 days after the loss of Medicaid or CHIP coverage to enroll in an employment-based health plan, but if you and your family lost eligibility for Medicaid or CHIP coverage, you can request this special enrollment in the employment-based health plan. Confirm the deadline with your employer or your employment-based health plan. Alternatively, you can enroll in Medicaid or CHIP coverage at any time by filling out an application through the Marketplace or applying directly through your state Medicaid agency. Visit https://www.healthcare.gov/medicaid-chip/getting-medicaid-chip/ for more details.

How Can I Get More Information?

For more information about your coverage offered through your employment, please check your health plan's summary plan description or contact the Marketplace. The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit **HealthCare.gov** for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer name	4. Employer Identification Number (EIN)
Bibb County School District	58-6000191
5. Employer address	**6. Employer phone number**
484 Mulberry Street	478-765-8711

7. City	8. State	9. ZIP code
Macon	GA	31201

10. Who can we contact about employee health coverage at this job?	
State Health Benefit Plan or Bibb County Schools Benefits Office	
11. Phone number (if different from above)	**12. Email address**
800-610-1863 or 478-765-8570	katrina.swindle@bcsdk12.net

Here is some basic information about health coverage offered by this employer:

- As your employer, we offer a health plan to:
  All employees. Eligible employees are: **All employees working 20 hours or more**

- With respect to dependents:
  We do offer coverage. Eligible dependents are: **Your legally married spouse, as defined by Georgia Law, your dependent children who are: naturally or legally adopted children or stepchildren under age 26, dependent children for whom you have legal guardianship under age 26, and naturally or legally adopted children or stepchildren who become disabled before age 26 and are dependent upon the employee for support and maintenance.**

If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

** Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid- year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, **HealthCare.gov** will guide you through the process. Here's the employer information you'll enter when you visit **HealthCare.gov** to find out if you can get a tax credit to lower your monthly premiums.

The information below corresponds to the Marketplace Employer Coverage Tool. Completing this section is optional for employers, but will help ensure employees understand their coverage choices.

13. **Is the employee currently eligible for coverage offered by this employer, or will the employee be eligible in the next 3 months?**

Yes (Continue)
13a. If the employee is not eligible today, including as a result of a waiting or probationary period, when is the employee eligible for coverage? _____ (mm/dd/yyyy) (Continue)
No (STOP and return this form to employee)

14. Does the employer offer a health plan that meets the minimum value standard*?
Yes (Go to question 15) No (STOP and return form to employee)

15. For the lowest-cost plan that meets the minimum value standard* **offered only to the employee** (don't include family plans): If the employer has wellness programs, provide the premium that the employee would pay if he/ she received the maximum discount for any tobacco cessation programs, and didn't receive any other discounts based on wellness programs.
a. How much would the employee have to pay in premiums for this plan? $ 31.68
b. How often? Weekly Every 2 weeks Twice a month Monthly Quarterly Yearly

If the plan year will end soon and you know that the health plans offered will change, go to question 16. If you don't know, STOP and return form to employee.

16. What change will the employer make for the new plan year?_____

Employer won't offer health coverage

Employer will start offering health coverage to employees or change the premium for the lowest-cost plan available only to the employee that meets the minimum value standard.* (Premium should reflect the discount for wellness programs. See question 15.)

a. How much would the employee have to pay in premiums for this plan? $ _____

• An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs (Section 36B(c)(2)(C)(ii) of the Internal Revenue Code of 1986)

b. How often? Weekly Every 2 weeks Twice a month Monthly Quarterly Yearly

PREGNANT WORKERS FAIRNESS ACT (PWFA)

The pregnant workers fairness act is a federal law that requires covered employers to provide "reasonable accommodations" to a qualified worker's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an "undue hardship." See the attached.

PWFA-HEALTHCARE

PUMP-flyer.pdf

PUMP-doorhang.pdf

SICK LEAVE BANK

Any full-time employee who has accumulated at least ten (10) days of sick leave may become a member of the sick leave bank by donating one (1) day of accumulated sick leave during the annual open enrollment period. For all employees who work eight (8) hours or more a day, a "day" is eight hours. For all employees who work less than eight (8) hours a day, a "day" is the normal number of hours worked in a day. For example, if an employee only works four (4) hours in a day, a day is four (4) hours.

Membership continues from year-to-year unless the employee requests termination of membership in writing during the annual open enrollment event. See Policy GARHA-R for more details.

SOCIAL SECURITY & MEDICARE

All employees of the Bibb County Board of Education are covered by Social Security and Medicare. Deductions for this purpose are made from the current salary at the current rate of 7.65% (6.20% for FICA and 1.45% for Medicare). The deductions are matched by the Bibb County Board of Education.

RETIREMENT PLANS

All full time and benefits eligible employees will participate in a state retirement plan. Participation in a retirement plan is mandatory as a condition of employment. The employee's position dictates the plan in which an employee participates. Plan participation is governed by state legislative regulations. The two retirement plans are Teachers Retirement System (TRS) and Public School Employees Retirement System (PSERS).

Teachers Retirement System (TRS) is the retirement plan which teachers, administrators, clerks, teacher aides, secretaries, paraprofessionals, campus police officers and public-school nurses who are employed 20 hours or more in a covered position. Public school employees not eligible for TRS membership are maintenance, custodial, bus drivers, and cafeteria workers. However, full-time managers or supervisors of lunchroom, maintenance, warehouse, and transportation are eligible for membership in TRS. Members must contribute 6% of earnable compensation as a payroll deduction to TRS. Bibb County Board of Education matches this contribution at 21.91%.

The TRS benefit is based on a defined formula of 2% x Years of Creditable Service (x) the Average monthly salary for the highest consecutive 24 months of membership service.

Members are eligible for monthly retirement benefits by one of the following:

- completion of 30 years of creditable service regardless of age,
- completion of at least 10 years of creditable service and attainment of age 60; or
- completion of at least 25 years of creditable service and before age 60 with a permanently reduced benefit.

Public School Employees Retirement System (PSERS) is the retirement plan of all employees who are not eligible for membership in TRS. Benefits eligible custodial, maintenance, transportation, warehouse, and school nutrition personnel become members of PSERS. For PSERS Members, who first joined PSERS prior to July 1, 2012, the required contribution is $4 each month, 9 months out of the year from September through May. For Members who first joined PSERS on or after July 1, 2012, the required contribution is $10 each month, nine months out of the year from September through May.

Contact the Bibb County Board of Education Benefits Office for additional information.

SUPPLEMENTAL RETIREMENT PLAN

All benefits eligible employees are automatically enrolled into AIG's 457b Supplemental Retirement Plan at three (3%) percent of their salary.

- If an employee wishes to stop or update the contribution to the Plan, contact the District's supplemental retirement partner, Corebridge Financial, at (800)448-2542

- All employees covered under **Public School Employees Retirement System,** which includes Maintenance, School Nutrition, Transportation and Custodial staff in non-supervisory positions, will receive a **three percent (3%) Employer match**.

- Employees may receive a permissible withdrawal of all contributed funds within 90 days of the first contribution to the Plan.

WORKERS' COMPENSATION

The Bibb County Board of Education is self-insured to cover the cost of work-incurred injury or illness. Benefits help pay for your medical treatment and a portion of any income you may lose while recovering. Specific benefits are prescribed by law, depending on the circumstances of each case. To be assured of maximum coverage, work-related accidents must be reported immediately to your supervisor. You must be seen by one of the doctors listed on the panel of physicians. However, prior approval is required before treatment. **It is the responsibility of the employee to assure the informing and processing of workers' compensation claims. Within three hours of a work-related accident, the employee must submit to a drug and alcohol screening. Refusal to submit to a drug and alcohol screening is treated as a positive result.**

IV. PERSONNEL

EMPLOYEE DRESS CODE – Policy GBRL

The Bibb County School District expects all staff members to dress in a professional manner. Dress should be appropriate for the position as determined by the employee's immediate supervisor. Piercings, body art, hairstyles, or other adornments that are detrimental to the learning environment are not permitted. The appearance of employees clearly affects the work, attitude, and discipline of students. Educators should ensure that their clothing and appearance choices are supportive of the learning environment and communicate that the employee is deserving of respect. See Policy GBRL for more details. Regulation GBRL-R(1) Employee Dress Code

ATTENDANCE, ABSENCES and LEAVE - Policy GARH

It is in the best interests of the students and the educational process that all personnel be present at their assigned duty stations for each scheduled workday. Excused absences are those outlined in the policies of the Bibb County Board of Education or those specifically approved by the Superintendent. Absences for reasons other than set forth therein shall constitute a breach of contract of employment and employment may be terminated. Excessive absences may be grounds for disciplinary actions up to an including termination.

Additionally, the GADOE has determined that teachers must have 90% attendance in order to be tied to student growth measures. Keeping this in mind, and aligning with the District's mission statement, all employees are subject to the 90% attendance regulation. Attendance for these purposes would be defined as days worked, days participating in school or district assigned professional learning, participation in school assigned extra- or co-curricular activities, jury duty, subpoenas for court appearance related to work and bereavement leave up to three days. Absences include sick leave, family illness, extended disability leave, personal leave and court appearance related to personal reasons. Please review the attendance protocol below for more detailed information.

Attendance Protocol: BCSD Attendance Protocol 25.26.pdf

DEFINITION OF UNAUTHORIZED LEAVE

Unauthorized leave is defined as non-performance of those duties and responsibilities assigned by the school system and its representatives including all duties and responsibilities as defined by statutes, rules, and regulations of the State Board of Education, policies of the Board, and administrative regulations of this school system. Such unauthorized leave may include, but is not limited to, collective refusals to provide service, unauthorized use of disability, personal, professional, family, vacation, or other board provided leave, non-attendance at required meetings, and failure to provide supervisory functions at school-sponsored activities. An employee is deemed to be on unauthorized leave at such time and on such occasions as the employee may absent himself/herself from required duties.

DISCIPLINARY ACTION

Unauthorized leave shall constitute a breach of contract and may result in the initiation of dismissal procedures, loss of salary or other such disciplinary action. At a minimum, all unauthorized leave will result in a salary reduction equivalent to the earnings rate of the employee for the period of absence.

VERIFICATION OF ABSENCE

Employees anticipating an absence from duty, which requires pre-approval, must submit the leave into Time & Attendance and/or FRONTLINE in a timely manner as required by system regulations and/or their supervisor. All required documentation and follow-up reports for payroll posting, are the **responsibility of the employee** and are necessary for the absence to be qualified as "Authorized Leave." The Superintendent or the supervisor of the employee may require a physician's or other verification as to an employee's claimed reason for absence in any situation in which it is believed that no valid grounds exist for the employee's claim for absence. Employees are warned that falsifying information on leave reports, including claiming personal disability when no such disability exists, constitutes fraud and may be used as grounds for disciplinary action, including dismissal.

NOTE: Failure of an employee to honestly enter leave is an ethics violation and will be grounds for disciplinary action.

SICK LEAVE

In accordance with Georgia law, employees will be entitled to annual sick leave with pay to be accrued at the rate of 1.25 days for each completed month of employment. For e.g., a 10-month employee will accrue **6.34** hours of sick leave each month from July to June, which equates to **76.08** hours of leave. The district advances each employee 24 hours of personal leave each year in July. Please remember that personal leave is essentially sick leave, so that 24 hours is added to your sick leave balance as well as your personal leave balance on July 1st of each year. This equates to **100.08** total hours of sick leave the employee will accrue each year. Sick leave will be calculated on a prorated basis for those benefits-eligible employees whose daily work schedule is less than an eight-hour day. All employees may accumulate unused sick leave from one fiscal year to the next up to a maximum of 45 days, although the Teachers Retirement System of Georgia allows participating employees to accumulate an unlimited number of unused sick leave days for credit toward retirement. Sick leave accumulated by a certificated employee or bus driver is transferable from one school system, within the state of Georgia, to another, up to a maximum of 45 days. Accumulated leave earned by a certificated employee must be forfeited if such employee withdraws from service for twelve or more consecutive months, but such forfeited leave may be reinstated in accordance with the provisions of O.C.G.A. §20-2-850. Accumulated leave earned by a bus driver under O.C.G.A. § 20-2-850 must be forfeited if the driver withdraws from service for 24 or more consecutive months.

Sick leave may be used upon the approval of the Superintendent or designee for absence due to personal illness or injury, exposure to contagious diseases, or for absences necessitated by illness or death in the employee's immediate family.

For any absence in which sick leave is used, the Superintendent or designee may require a physician's certificate stating that the employee is ill and is unable to perform his or her duties. In the event that sick leave is used to care for a member of the immediate family, the Superintendent or designee may require

a physician's certificate stating that the employee is needed to care for the sick family member. If an employee is absent for six consecutive days of sick leave, a physician's certificate shall be required, and the employee must complete an application for leave under FMLA (Family Medical Leave Act).

For the purposes of absences for medical and related reasons, members of the immediate family are defined as spouse, children, parents, siblings or relatives living in the employee's household. These relationships include those arising from half-blood, adoption, or marriage.

BEREAVMENT LEAVE

Employees will be granted **up to three (3) days** of absence due to death in the immediate family, which will not be charged against the employee's accumulated sick leave. Members of the immediate family are defined as spouse, children, parents, siblings, aunts, uncles, nieces, nephews, in-law equivalents of the same, grandparents, grandchildren or relatives living in the employee's household. These relationships include those arising from half-blood, adoption, or marriage. Employees may use personal leave for absence due to death of individuals other than immediate family members upon approval of the Superintendent or designee. If the employee desires to take bereavement leave in excess of the days allowed for personal leave, the employee may request to take leave.

Note: No more than three days of bereavement leave will be granted under this policy per death of family member. Requested periods of leave longer than three days will be charged to the employee's sick leave. Requested periods of personal leave requested for non-immediate family beyond the employee's three personal days will be charged as leave without pay. Bereavement leave is a privilege not a right. Therefore, all requests for bereavement leave will be closely monitored by the department's supervisor, which include a request for documented evidence as the need arises.

SPOUSE DONATION OF SICK LEAVE

An employee may donate up to **ten (10) days of sick leave to his/her spouse** who is also an employee of the school district for purposes of maternity leave, illness, or death or illness of a family member.

ANNUAL LEAVE

Annual leave is provided for 239-day employees. The number of days accrued each month will be based on the total years of service with the District. 239-day employees only accrue annual leave as follows:

- employees with less than 15 years of service: 1 day per month
- employees with 15-20 years of service: 1.3 days per month
- employees with more than 20 years of service: 1.5 days per month

GEORGIA SUPPORTING LIVING DONOR EDUCATORS ACT

Paid leave will be granted to employees up to seven (7) days for bone marrow donation and up to thirty (30) days for organ donation. Employees must provide notice of either a bone marrow or organ donation procedure no less than seven (7) days before the leave of absence is schedule to begin. Employees must provide a statement from the medical practitioner who will perform the procedure.

PERSONAL LEAVE

Employees may use three (3) days of accumulated sick leave for personal leave if prior approval has been given and if the presence of the employee requesting absence is not essential for effective school operations.

For the purpose of this policy, a "day" is defined as the normal number of hours worked in a day. For example, all employees who work eight (8) hours a day, a "day" is eight hours. For employees who work four (4) hours in a day, a "day" is four (4) hours.

Leave must be entered into the leave management system and approved by the Superintendent or designee one (1) week prior to leave. Unless otherwise approved by the Superintendent or designee, personal and professional leave will not be granted during pre-planning, post-planning, in-service days or on the day before or day after holidays. In addition, personal leave will not be granted during the first week of the student school year or during the last week of the student school year, unless the Superintendent or designee, in his or her discretion, determines that such leave should be granted. The Superintendent or designee may refuse to allow an employee to take personal or professional leave if qualified substitutes are not available. Employees are not required to disclose the purpose for which such absence is sought but may be required to state whether the absence is for "personal" or "professional" reasons.

PSERS (ONLY) ATTENDANCE INCENTIVE

Employees participating in the Public-School Employees Retirement System (PSERS), which includes Maintenance, School Nutrition, Transportation and Custodial staff in non-supervisory positions, will be eligible for an attendance incentive award at the time of retirement. No one can receive an attendance incentive award for more money per day than he/she would earn in a day.

PSERS employees who are actively working at retirement will receive a one-time payout, as an attendance incentive award, for the number of unused sick leave days. The calculation used to determine the amount owed to the PSERS employee will be the unused sick leave hours in the District's current payroll system (at the date of retirement) with a 480-hour maximum multiplied by the PSERS employee's hourly rate. The award will be made automatically in the month following the employee's PSERS final paycheck.

The District's Human Resources Benefit Department must have written documentation from PSERS stating that the employee is eligible for retirement and the effective date of retirement. PSERS employees who resign will not receive a PSERS payout for unused sick leave. PSERS employees who are terminated forfeit all rights to an attendance incentive award under this provision.

CRITICAL DAYS

The Superintendent will consider approval of personal leave on a **critical day** if:

1) the employee has a balance of earned personal leave,
2) a compelling reason is clearly stated,
3) a substitute teacher has been secured (if applicable), and
4) the leave is entered into the Absence Management System.

Leave that meets all the above criteria and is entered in the Absence Management System at least 30 days in advance of the leave date may be approved with pay. Bibb County School District Critical Days Calendar can be found on the Bibb County School District webpage.

EXPENSE REIMBURSEMENT

Reimbursement of necessary travel expenses relating to professional leave may be authorized by the Superintendent or designee. A travel expense form must be submitted to the accounting department. In general, state regulations regarding travel reimbursement limits and appropriate documentation will be applied to the expense statement. Certain funding sources may preset limits on expenditures, and these limits shall apply. The Superintendent may, when warranted, approve reimbursement rates which exceed the state limits on meals and lodging expense.

For approved travel outside the state of Georgia, reimbursement for lodging is limited to the greater of the amount prescribed for that location by the Federal Travel Regulations, as updated annually, or the approved conference hotel rate.

COMPENSATION

No employee may receive compensation or honoraria from any other source while on professional leave granted by the Bibb County School District. Employees may accept reimbursement of expenses from another organization or entity if said expenses are not reimbursed by the Bibb County School District.

REPORTING ABSENCES IN TIME & ATTENDANCE AND FRONTLINE TO OBTAIN A SUBSTITUTE TEACHER

When a teacher/employee must be away from work for any reason, it is the employee's responsibility to enter his/her absence into the Time & Attendance system (Executime) and into Frontline only if a substitute teacher is required. He/she shall **also** follow the procedures of the specific site location in regard to notifying his/her principal and/or supervisor. The absence shall be entered into Frontline as early as possible, preferably prior to the day the substitute is to be needed. The teacher must leave detailed plans for instruction and other duties.

·Failure to report absences truthfully and timely into Frontline and Time & Attendance will be grounds for disciplinary action up to and including termination.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

The Family and Medical Leave Act of 1993 (FMLA) requires employers to provide up to 12 weeks of unpaid, job-protected leave for certain family and medical reasons. The FMLA will be coordinated with the Bibb County School District's Extended Disability Leave Policy GBRIB. The Superintendent and/or his designee will develop regulations and procedures to ensure compliance with this federal law.

The employee must be employed with the BCSD for at least 1250 hours in a consecutive 12-month period (1 year), in order to be eligible for FMLA review.

Keying FMLA Leave in Time & Attendance

When keying FMLA leave in Frontline, you must choose one of the following **Absence Reason codes**:

1. **Sick > FMLA** (must contact HR about FMLA process and procedures, proper paperwork is required)
2. **Sick > FMLA without Pay** (due to insufficient leave balance)

These are the only two absence reason codes that are permissible when entering leave for FMLA.

Paid Parental Leave Under Georgia Law

In accordance with O.C.G.A. § 45-20-17, the District will make paid parental leave equally available to all eligible employees under the following terms:

1. An employee will be eligible for paid parental leave for qualifying life events upon satisfying the following criteria:
   a. The employee is classified as full-time by the District and is eligible to participate in the TRS (Teacher Retirement System of Georgia) or the PSERS (Public School Employees Retirement System); and
   b. The employee has six continuous months of employment with the Board, regardless of whether he or she is eligible for paid or unpaid leave under federal law. An employee paid on an hourly basis must have worked a minimum of 700 hours over the six-month period immediately preceding the requested paid parental leave date.
2. A qualifying life event means:
   a. The birth of a child of an eligible employee;
   b. The placement of a minor child for adoption with an eligible employee; or
   c. The placement of a minor child for foster care with an eligible employee.
3. The maximum amount of paid parental leave that may be taken by an eligible employee during a rolling 12-month period is 240 hours, regardless of the number of qualifying life events that occur during such period.
   a. The rolling 12-month period will be measured backward from the date an eligible employee first uses parental leave.
   b. Parental leave may be taken as needed within the 12-month period. A parental leave day must be taken for the employee's full workday.
   c. Any unused paid parental leave that remains 12 months after the qualifying event will not carry over for future use.
   d. Unused paid parental leave will have no cash value at any time of the eligible employee's separation from employment with the Board of Education.
4. Paid parental leave under state law will run concurrently with any leave provided under federal law.
5. Employees requesting leave under this section should contact the Human Resources Department to obtain the necessary forms.
6. Eligible employees requesting paid parental leave must submit the District's designated form to the Human Resources Department at least 20 workdays in advance of the requested leave start date.

Requesting Intermittent FMLA Leave

When requesting intermittent FMLA leave, you must email the FMLA Administrator within 72 hours of the start of your leave for approval. If you do not obtain approval in advance, your leave will be keyed as regular **Sick Leave**. When an employee seeks intermittent leave or leave on a reduced schedule, per FMLA regulations, that would constitute more than 20% total number of working days during which the leave would extend, the District may require the employee to take leave in a continuous block (not intermittently) for the entire period or until the employee is fit to return to duty.

APPROVED EXTENDED LEAVE (medical leave of absence)

Employees who are not eligible for FMLA Leave, or who have exhausted FMLA Leave, may apply for AEL. AEL is a privilege, not a right, that the District may extend to an employee that is unable to perform their duties because of the employee's serious medical condition, or the serious health condition of the employee's spouse, son, daughter, or parent, and is not eligible for FMLA leave. An employee requesting AEL will be required to have their physician complete a District approved medical Certification form, even though FMLA is not applicable.

To continue to qualify for AEL, the employee will be required to provide updated medical certification to the FMLA Administrator. AEL may be permitted for up to 45 days. While on AEL, employees are required to obtain a monthly recertification from the employee's physician. If an employee on AEL is not able to return to work after 45 days, then the District may move to terminate the employee, and the employee's benefits will be canceled.

With the appropriate medical documentation, AEL will enable an employee to continue their benefits for up to 45 days. Employees on AEL, or leave without pay, will be responsible for paying the employee's portion of their benefits, including health benefits. Medical documentation must be kept current while an employee is on AEL. Contact the Benefits Office for more details. Failure to remit timely premiums will result in immediate loss of coverage.

Employees on AEL do not have the return-to-work rights that are required with FMLA Leave. If an absence extends beyond the 45-day AEL Leave maximum for each FMLA 12-month period, the position may be posted, and an employee may be replaced by a permanent employee. An employee on AEL may apply for a vacant position upon the employee's physician releasing the employee to return to work.

CARE OF CLASSROOM AND ISSUED BOARD EQUIPMENT

It should be remembered that children respond to attractive surroundings, and every effort should be made by teachers to keep classrooms clean and attractive. Teaching children to be neat and to have proper respect for public property is one of the duties of teachers. Additionally, it is the employees' responsibility to properly care for any Board issued materials or equipment.

CERTIFICATION & PROFESSIONAL QUALIFICATIONS

The Professional Standards Commission recognizes three primary school functions: teaching, leadership, and service.

1. Teaching certificates are issued in fields that prepare one to teach the subject matter offered to students as part of the school curriculum. (Examples: Early Childhood Education, Middle Grades, H.S. Subjects 6-12, Hearing and Vision Impaired)

2. Leadership certificates are issued in fields that prepare one to administer and/or supervise a school system, school, or school program.

3. Service certificates are issued in fields that prepare one to provide support to students, school personnel, and school operations. (Examples: Audiologist, Media Specialist, School Counselor, School Psychologist, School Social Worker, Teacher Support Specialist, and Speech Pathology)

The Bibb County School District's Human Resources Department **does not evaluate transcripts** nor make course recommendations.

The teaching certificate is a most important document as it relates to employment. State law mandates that each employee must continue to hold a current in-field certificate. State pay cannot be received for outdated or out-of-field certification.

It is each employee's responsibility to know the status of his/her certification and to keep current all provisions. Important aspects to be considered: in-field provisions, expiration date, method of renewal, and procedure for renewal. The Bibb County Board of Education will not accept responsibility for omissions regarding an individual's certificate. The Human Resources Department will, however, assist in every possible manner.

A copy of every teacher's certificate must be on file with Human Resources within the first twenty days of the Student Calendar. Otherwise, only substitute pay will be authorized. Employees should not neglect attending to this important task.

Non-Certified Teachers Meeting Professional Qualifications (PQ)

Bibb County School District (BCSD) is a Strategic Waiver School System. BCSD will waive certification for candidates for employment who do not meet the minimum requirements to enter the GA TAPP Program or those who do not qualify for a GAPSC waiver. BCSD will waive certification to newly hired candidates for a period of one academic school year.

Criteria for Emerging Educators (Waiver Teachers)

To be considered for the Teacher Strategic Waiver, the candidate must possess a Clearance Certificate from the GaPSC.

The selection, recommendation, and decision to hire any candidate as an Emerging Educator are subject to the review and approval of the Assistant Superintendent of Human Resources.

Internal Policies for continued employment:

Candidates hired as an Emerging Educator will be placed on a Professional Learning Plan. The plan will be monitored quarterly by the building principal. Newly hired candidates will be paid on a provisional salary schedule (just as TAPP candidates).

If candidates are unable to meet the requirements to be eligible for a GAPSC waiver by the end of the waiver period or fail to meet the requirements of the assigned Professional Learning Plan, they will meet with Principal, Assistant Superintendent of Human Resources, and Director of Talent Management & Acquisitions to determine next steps. Depending on the totality of circumstances, next steps may include non- renewal, an extension of the waiver period, or movement from provisional salary to substitute salary.
Additionally, within the first year of the hire date, Strategic Emerging Educators must:

- Pass the Georgia Professional Standards Commission's GACE in their Content area;
- Enter into an approved Educator Preparation Program; and
- Participate in district-required professional learning.

Criteria for Certification Waivers for Special Education Teachers

Certification may be waived for special education teachers if the candidate possesses a Clearance Certificate from the GaPSC, has relevant experience, and is immediately entering an approved Educator Preparation Program (EPP) for certification.

The selection, recommendation, and decision to hire any candidate seeking a waiver are subject to the review and approval of the Assistant Superintendent of Human Resources.

Candidates hired as an Emerging Educator will be placed on a Professional Learning Plan. The plan will be monitored quarterly by the building principal. Newly hired candidates will be paid on a provisional salary schedule (just as TAPP candidates).

If candidates are unable to meet the requirements to be eligible for a GAPSC waiver by the end of the waiver period or fail to meet the requirements of the assigned Professional Learning Plan, they will meet with Principal, Assistant Superintendent of Human Resources, and Coordinator of Strategic Talent Management to determine next steps. Depending on the totality of circumstances, next steps may include non-renewal, an extension of the waiver period, or movement from provisional salary to substitute salary.

Additionally, Special Education Emerging Educators must:

- Register for and pass the Georgia Professional Standards Commission's GACE in their Content Area within the first six (6) months; and
- Participate in district-required professional learning

Traditional Interns as Teachers

The Bibb County School District will waive teacher certification for senior level education students participating in the Traditional Interns as Teachers Program. These individuals must:

- Have taken and passed the appropriate content area GACE Assessments;
- Be entering into the final phase (year) of their educational preparatory program;
- Participate in district-required professional learning.

Candidates participating in this program will be eligible for professional teacher certification upon graduating and completing the program.

It is the candidate's responsibility to meet professional qualifications and to progress towards full certification as outlined by the Georgia Professional Standards Commission (GaPSC). If candidates are

unable to meet all professional qualifications by the end of the waiver period or fail to meet the requirements of the assigned Professional Learning Plan, they will meet with the Principal, Assistant Superintendent of Human Resources, and Coordinator of Strategic Talent Management to determine next steps. Depending on the totality of circumstances, next steps may include non-renewal, an extension of the waiver period, or movement from provisional salary to substitute salary.

APPLICATION FOR CERTIFICATION

1. **Application Form:** The Georgia Professional Standards Commission (PSC) Application must be used when applying for an initial certificate, upgrading to a higher degree level, adding a field, applying for an additional type certificate, renewing a valid in-field professional certificate, or for securing a duplicate certificate. The application is to be completed by the applicant and forwarded to Human Resources for processing. Applications may also be completed electronically via MyPSC accounts. When submitting a standard paper application, be sure to attach necessary documentation. Email the Human Resources at certifications@bcsdk12.net to notify of requests submitted via MyPSC accounts.

2. **Official Transcript:** Must be complete, listing the degree awarded, date conferred and must bear the seal of the college to be official. Official transcripts should be sent directly to Human Resources in a sealed envelope directly from the college or university. Many colleges also offer electronic transcript submissions. Transcripts may also be emailed directly to Human Resources at certifications@bcsdk12.net. Be sure to notify Human Resources as to the purpose for providing your transcript.

3. **Georgia PSC Employer Assurance Form:** Must accompany all applications for certification when the applicant is employed or will be employed in a Georgia public or private school system/agency. This form is completed electronically by the Human Resources Department when requested by the Professional Standards Commission.

4. **College Recommendation Form (Georgia PSC Approved Program Recommendation Form):** Necessary when college planned program was followed. This process would be initiated by the applicant and forwarded to the college registrar for completion.

5. **Verification of Experience (Georgia PSC Experience Verification Form):** Necessary only in certain areas where experience is required prior to issuance of certificate. Experienced out- of-state teachers should always include this form in their certification package.

6. **Out-of-State Certificates:** Teachers new to Georgia should include copies in the certification package.

7. **Certification Correspondence:** When applicable, copies of previous correspondence from the certification department should be included.

8. **Letter of Explanation:** Applicable only when making specific inquiries or seeking related information

9. **Reports** of any Subject Area Content exams not previously submitted to PSC should be included. This is especially significant in consideration of certificate reciprocity and highly qualified status.

It is very important that all information be received by the Professional Standards Commission in one package. This expedites the process and prevents loss of relevant material. This can usually be accomplished in one of two ways:

1. The applicant will collect all completed forms and information and forward to Human Resources in one package.

2. The applicant will collect a portion of the necessary forms and information and forward to the college registrar with instructions for forwarding. College registrars are familiar with this procedure. The applicant should always request verification of procedure completion.

A processing fee of $20.00 is presently being charged by the Professional Standards Commission for many transactions. This fee is always applicable except, when:

1. The applicant requests a very first Georgia certificate.

2. The applicant requests a simple renewal of an expiring certificate.

3. The applicant is upgrading to a higher degree level.

Payment may be made through the PSC's on-line payment option. This expense will be paid by the applicant.

CERTIFICATE LEVELS

Certificates are issued by the Professional Standards Commission according to the following schedule:

Level 1	High School Diploma, GED (Vocational Classes Only)
Level 2	Associate Degree
Level 4	Bachelor's Degree
Level 5	Master's Degree
Level 6	Education Specialist Degree
Level 7	Doctorate Degree

CLEARANCE CERTIFICATES

All educators, including paraprofessionals, shall hold a valid Georgia Clearance Certificate. This certificate must be on file in the Human Resource Services Department within thirty (30) days of employment. In the event an employee has not completed the certification application process for a clearance certificate, that employee will be paid as a daily substitute until such time as the clearance certificate is issued. For more information, please contact Human Resource Services.

PHYSICAL CONTACT WITH STUDENTS

As a school district, our mission is to maximize student achievement and social-emotional well-being by building a sense of community in safe, equitable learning environments. A key component of the mission is to ensure that the school environment is suitable for reaching that goal. The safety and integrity of that environment are compromised when teachers and staff resort to the use of inappropriate physical contact.

The behavior of our students must be taught and shaped by classroom teachers and staff with respect, caring, and dignity, not through pain or humiliation. The outcome of an effective education rests on the relationship that is established between the student, school staff and the classroom environment.

The following serve as guidelines as you work and interact with students. You should always err on the side of caution and not touch a student when redirecting or addressing student misbehavior.

- Anytime that you touch a student, it must be welcomed by the student and be for the purposes of instruction, praise, or comfort.
- Never touch a student in anger, impulse, impatience, or frustration.
- When redirecting a student who is off task or misbehaving, the use of physical contact is only appropriate if the student is in immediate danger of harming himself or others
- You should have no contact with a student that could in any way be deemed sexual in nature.
- Do not put yourself in a position to be the subject of a report or complaint; the consequences can be severe. Such consequences could include a report to the Department of Family and Children Services (DFACS), Bibb Sheriff's Office (BSO) or the Professional Standards Commission (PSC).

STANDARDS OF CONDUCT

Groups of people who are working together for any purpose require certain guidelines pertaining to their conduct and relationships. Accordingly, our employees must be aware of their responsibilities to the Bibb County Board of Education and to co-workers.

Personnel should refrain from fraternization and undue familiarity with students, including consumption of alcoholic beverages, use of drugs, and sexual relations with students.
We strive to take a constructive approach to disciplinary matters to ensure that actions which would interfere with operations or an employee's job, are not continued.

The Bibb County Board of Education reserves the right to search employees' personal effects such as lunch boxes, purses, toolboxes, desks, lockers, etc., on Bibb County Board of Education premises.

Violations of the Code of Ethics and our standards of conduct will result in one of the following forms of corrective action: oral warning, written warning, suspension or discharge. In arriving at a decision for proper action, the following will be considered:

- The seriousness of the infraction;
- The past record of the employee; and
- The circumstances surrounding the matter.

Although there is no way to identify every possible violation of standards of conduct, the following is a **partial** list of infractions, which will result in corrective action:

- Falsifying employment application, timecard, or personnel or other Board of Education official documents or records.
- Unauthorized possession of Bibb County Board of Education or employee property; gambling; carrying weapons or explosives; violating criminal laws on Bibb County Board of Education premises; or violating Board of Education policies and/or administrative rules.
- Disorderly conduct which may endanger the well-being of any employee or student on Bibb County Board of Education premises.
- Inappropriate physical contact with a student.
- Engaging in acts of dishonesty, fraud, theft, or sabotage.
- Threatening, intimidating, coercing, using abusive or vulgar language, sexual harassment, or interfering with the performance of other employees.
- Insubordination or refusal to comply with instructions or failure to perform reasonable duties that are assigned.
- Unauthorized use of Board of Education material, vehicles, time, equipment, or property.
- Damaging or destroying Board of Education property due to careless or willful acts.
- Conduct, which adversely affects the Bibb County Board of Education, the employee, or other employees.
- Positive testing on random or required drug and/or alcohol testing.
- Performance, which, in the company's opinion, does not meet the requirements of the position, documented by performance evaluations.
- Engaging in such other practices as the Board of Education determines may be inconsistent with the ordinary and reasonable rules of conduct necessary for the welfare of the Bibb County Board of Education, its employees, or clients.
- Negligence in observing fire prevention and safety rules.
- Other circumstances for which the Board of Education deems that corrective action is warranted.

This list is intended to be representative of the types of activities which may result in disciplinary action. It is not intended to be comprehensive and does not alter the employment-at-will relationship between the employee and the Bibb County Board of Education.

Employees are to notify their supervisor within five days if they are arrested and/or charged with a crime. Board Policy GAM Staff Rights and Responsibilities.pdf

THE CODE OF ETHICS FOR EDUCATORS

Effective January 1, 2024

505-6-.01 THE CODE OF ETHICS FOR EDUCATORS

(1) Introduction. The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as a guide to ethical conduct. The Georgia Professional Standards Commission has adopted standards that represent the conduct generally accepted by the education profession. The code defines unethical conduct justifying disciplinary sanctions and provides guidance for protecting the health and general welfare of students and educators and assuring the citizens of Georgia a degree of accountability within the education profession.

(2) Definitions.

(a) "Breach of contract" occurs when an educator fails to honor a signed contract for employment with a school/school system by resigning in a manner that does not meet the guidelines established by the Georgia Professional Standards Commission.

(b) "Certificate" refers to any teaching, service, or leadership certificate, license, or permit issued by authority of the Georgia Professional Standards Commission.

(c) "Child endangerment" occurs when an educator disregards a substantial and/or unjustifiable risk of bodily harm to the student.

(d) "Educator" is a teacher, school or school system administrator, or other education personnel who holds a certificate issued by the Georgia Professional Standards Commission and persons who have applied for but have not yet received a certificate. For the purposes of the Code of Ethics for Educators, "educator" also refers to paraprofessionals, aides, and substitute teachers.

(e) "Student" is any individual enrolled in the state's public or private schools from preschool through grade 12 or any individual under the age of 18. For the purposes of the Code of Ethics for Educators, the enrollment period for a graduating student ends on August 31 of the school year of graduation.

(f) "Complaint" is any written and signed statement from a local board, the state board, or one or more individual residents of this state filed with the Georgia Professional Standards Commission alleging that an educator has breached one or more of the standards in the Code of Ethics for Educators. A "complaint" will be deemed a request to investigate.

(g) "Revocation" is the permanent invalidation of any certificate held by the educator. A Voluntary Surrender is equivalent to and has the same effect as a revocation. A Voluntary Surrender shall become effective upon receipt by the Georgia Professional Standards Commission.

(h) "Denial" is the refusal to grant initial certification to an applicant for a certificate.

(i) "Suspension" is the temporary invalidation of any certificate for a period of time specified by the Georgia Professional Standards Commission.

(j) "Reprimand" admonishes the certificate holder for his or her conduct. The reprimand cautions that further unethical conduct will lead to a more severe action.

(k) "Warning" warns the certificate holder that his or her conduct is unethical. The warning cautions that further unethical conduct will lead to a more severe action.

(l) "Monitoring" is the quarterly appraisal of the educator's conduct by the Georgia Professional Standards Commission through contact with the educator and his or her employer. As a condition of monitoring, an educator may be required to submit a criminal background check (GCIC). The Commission specifies the length of the monitoring period.

(m) "No Probable Cause" is a determination by the Georgia Professional Standards Commission that, after a preliminary investigation, either no further action need be taken or no cause exists to recommend disciplinary action.

(n) "Inappropriate" is conduct or communication not suitable for an educator to have with a student. It goes beyond the bounds of an educator-student relationship.

(o) "Physical abuse" is physical interaction resulting in a reported or visible bruise or injury to the student.

(3) Standards.

(a) Standard 1: **Legal Compliance** - An educator shall abide by federal, state, and local laws and statutes. Unethical conduct includes but is not limited to the commission or conviction of a felony or of any crime involving moral turpitude; of any other criminal offense involving the manufacture, distribution, trafficking, sale, or possession of a controlled substance or marijuana as provided for in Chapter 13 of Title 16; or of any other sexual offense as provided for in Code Section 16-6-1 through 16-6-17, 16-6-20, 16-6-22.2, or 16-12-100; or any other laws applicable to the profession. 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; a situation where first offender treatment without adjudication of guilt pursuant to the charge was granted; and a situation where an adjudication of guilt or sentence was otherwise withheld or not entered on the charge or the charge was otherwise disposed of in a similar manner in any jurisdiction.

(b) Standard 2: **Conduct with Students** - An educator shall always maintain a professional relationship with all students, both in and outside the classroom. Unethical conduct includes but is not limited to:

1. Committing any act of child abuse, including physical and verbal abuse;
2. Committing any act of cruelty to children or any act of child endangerment;
3. Committing any sexual act with a student or soliciting such from a student;
4. Engaging in or permitting harassment of or misconduct toward a student;

5. Soliciting, encouraging, or consummating an inappropriate written, verbal, electronic, or physical relationship with a student;
6. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student; or
7. Failing to prevent the use of alcohol or illegal or unauthorized drugs by students under the educator's supervision (including but not limited to at the educator's residence or any other private setting).

(c) Standard 3: **Alcohol or Drugs** - An educator shall refrain from the use of alcohol or illegal or unauthorized drugs during the course of professional practice. Unethical conduct includes but is not limited to:

1. Being on school or Local Unit of Administration (LUA)/school district premises or at a school or a LUA/school district-related activity while under the influence of, possessing, using, or consuming illegal or unauthorized drugs; and

2. Being on school or LUA/school district premises or at a school-related activity involving students while under the influence of, possessing, or consuming alcohol. A school-related activity includes, but is not limited to, any activity sponsored by the school or school system (booster clubs, parent-teacher organizations, or any activity designed to enhance the school curriculum i.e. Foreign Language trips, etc).
   (i) For the purposes of this standard, an educator shall be considered "under the influence" if the educator exhibits one or more of the following indicators, including but not limited to: slurred speech, enlarged pupils, bloodshot eyes, general personality changes, lack of physical coordination, poor motor skills, memory problems, concentration problems, etc.

(d) Standard 4: **Honesty** - An educator shall exemplify honesty and integrity in the course of professional practice. Unethical conduct includes but is not limited to, falsifying, misrepresenting, or omitting:
1. Professional qualifications, criminal history, college or staff development credit and/or degrees, academic award, and employment history;
2. Information submitted to federal, state, local school districts and other governmental agencies;
3. Information regarding the evaluation of students and/or personnel;
4. Reasons for absences or leaves;
5. Information submitted in the course of an official inquiry/investigation; and
6. Information submitted in the course of professional practice.

(e) Standard 5: **Public Funds and Property** - An educator entrusted with public funds and property shall honor that trust with a high level of honesty, accuracy, and responsibility.

1. Misusing public or school-related funds;
2. Failing to account for funds collected from students or parents;
3. Submitting fraudulent requests or documentation for reimbursement of expenses or for pay (including fraudulent or purchased degrees, documents, or coursework);
4. Co-mingling public or school-related funds with personal funds or checking accounts; and
5. Using school or school district property without the approval of the local board of education/governing board or authorized designee.

(f) Standard 6: **Remunerative Conduct** - An educator shall maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation. Unethical conduct includes but is not limited to:

1. Soliciting students or parents of students, or school or LUA/school district personnel, to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local board of education/governing board or authorized designee;
2. Accepting gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest;
3. Tutoring students assigned to the educator for remuneration unless approved by the local board of education/governing board or authorized designee; and
4. Coaching, instructing, promoting athletic camps, summer leagues, etc. that involves students in an educator's school system and from whom the educator receives remuneration unless approved by the local board of education/governing board or authorized designee. These types of activities must be in compliance with all rules and regulations of the Georgia High School Association.

(g) Standard 7: **Confidential Information** - An educator shall comply with state and federal laws and state school board policies relating to the confidentiality of student and personnel records, standardized test material and other information. Unethical conduct includes but is not limited to:

1. Sharing of confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results unless disclosure is required or permitted by law;
2. Sharing of confidential information restricted by state or federal law;
3. 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, violating local school system or state directions for the use of tests or test items, etc.; and
4. Violation of other confidentiality agreements required by state or local policy.

(h) Standard 8: **Required Reports** - An educator shall file with the Georgia Professional Standards Commission reports of a breach of one or more of the standards in the Code of Ethics for Educators, child abuse (O.C.G.A. §19-7-5), or any other required report.

Unethical conduct includes but is not limited to:

1. Failure to report to the Georgia Professional Standards Commission all requested information on documents required by the Commission when applying for or renewing any certificate with the Commission;
2. Failure to make a required report of an alleged or proven violation of one or more standards of the Code of Ethics for educators of which they have personal knowledge as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner; and
3. Failure to make a required report of any alleged or proven violation of state or federal law as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. These reports include but are not limited to: murder, voluntary manslaughter, aggravated assault, aggravated battery, kidnapping, any sexual offense, any sexual exploitation of a minor, any offense involving a controlled substance and any abuse of a child if an educator has reasonable cause to believe that a child has been abused.

(i) Standard 9: **Professional Conduct** - An educator shall demonstrate conduct that follows generally recognized professional standards and preserves the dignity and integrity of the education profession. Unethical conduct includes but is not limited to a resignation that would equate to a breach of contract; any conduct that impairs and/or diminishes the certificate holder's ability to function professionally in his or her employment position; or behavior or conduct that is detrimental to the health, welfare, discipline, or morals of students; or failure to supervise a student(s).

(j) Standard 10: **Testing** - An educator shall administer state-mandated assessments fairly and ethically. Unethical conduct includes but is not limited to:

1. Committing any act that breaches Test Security; and
2. Compromising the integrity of the assessment.

(4) Reporting.

(a) Educators are required to report a breach of one or more of the Standards in the Code of Ethics for Educators as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. Educators should be aware of legal requirements and local policies and procedures for reporting unethical conduct. Complaints filed with the Georgia Professional Standards Commission must be in writing and must be signed by the complainant (parent, educator, or other LUA/school district employee, etc.).

(b) The Commission notifies local and state officials of all disciplinary actions. In addition, suspensions and revocations are reported to national officials, including the NASDTEC Clearinghouse.

(5) Disciplinary Action.

(a) The Georgia Professional Standards Commission is authorized to suspend, revoke, or deny certificates, to issue a reprimand or warning, or to monitor the educator's conduct and performance after an investigation is held and notice and opportunity for a hearing are provided to the certificate holder. Any of the following grounds shall be considered cause for disciplinary action against the educator:

1. Unethical conduct as outlined in The Code of Ethics for Educators, Standards 1-10 (GaPSC Rule 505-6-.01);
2. Disciplinary action against a certificate on grounds consistent with those specified in the Code of Ethics for Educators, Standards 1-10 (GaPSC Rule 505-6-.01);
3. Order from a court of competent jurisdiction or a request from the Department of Human Resources that the certificate should be suspended or the application for certification should be denied for non-payment of child support (O.C.G.A. §19-6- 28.1 and §19-11-9.3);
4. Notification from the Georgia Higher Education Assistance Corporation that the educator is in default and not in satisfactory repayment status on a student loan guaranteed by the Georgia Higher Education Assistance Corporation (O.C.G.A. §20-3-295);
5. Suspension or revocation of any professional license or certificate;
6. Violation of any other laws and rules applicable to the profession (O.C.G.A. §16- 13-111); and
7. Any other good and sufficient cause that renders an educator unfit for employment as an educator.

(b) An individual whose certificate has been revoked, denied, or suspended may not serve as a volunteer or be employed as an educator, paraprofessional, aide, substitute teacher or, in any other position during the period of his or her revocation, suspension or denial for a violation of The Code of Ethics. The superintendent and the educator designated by the superintendent/Local Board of Education shall be responsible for assuring that an individual whose certificate has been revoked, denied, or suspended is not employed or serving in any capacity in their district. Both the superintendent and the superintendent's designee must hold GaPSC certification. Should the superintendent's certificate be revoked, suspended, or denied, the Board of Education shall be responsible for assuring that the superintendent whose certificate has been revoked, suspended, or denied is not employed or serving in any capacity in their district.

CONTRACT INFORMATION

Each **full-time** certificated employee who has been approved for employment shall be offered a legal and binding contract for the employment period. All employees are hired by the Board of Education at the recommendation of the Superintendent.

Contracts for certificated personnel are valid from the effective date of the contract to the end of the current fiscal year. Contract renewal from year-to-year depends upon job availability and a recommendation for re-employment by the Superintendent.

If there is a need to fill a vacancy, or to hire additional personnel, with the exception of administrative positions, during the time between its regularly scheduled meetings, the Board of Education authorizes

the Superintendent to employ and issue a contingent contract or letter of intent to qualified personnel who must be approved by the Board of Education at its next meeting.

Contracts for new employees are temporary and are not considered binding until clearance is received from the required fingerprinting and criminal records check.

Except in the case of extenuating circumstances, an employee **will not** be released by the Bibb County Board of Education from his/her contract. The Superintendent shall determine what circumstances, such as documented illness or military transfer of spouse, might merit releasing an employee from the provisions of the contract. While the Board of Education recognizes that there are legitimate reasons for the request for release from a contract, it also recognizes that employment carries with it ethical and professional obligations. All certificated personnel are expected to fulfill the terms of their contracts.

A teacher/certified employee who fails to fulfill the terms of his/her contract with the Bibb County School District shall be **assessed $800.00 in liquidated damages** to be deducted from one of the remaining payroll checks or may be reported to the Georgia Professional Standards Commission for abandonment of contract.

CONTRACT - LENGTH OF SCHOOL DAY

The length of a school day for certified personnel is eight hours. The duties for which the base salary is paid include administration, supervision, teaching and teacher preparation, staff meetings, conferences with students and parents, planning conferences, and related activities within the community and extra class responsibilities. All such personnel shall report for duty as assigned and for any additional time that the employee's immediate supervisor may require.

The hour of arrival and departure will be set by the principal. Only the principal may approve deviations from the standard eight-hour day as announced. Principals have the authority to require that teachers "sign in" in the morning and "sign out" in the afternoon. Regardless of the hour of arrival and departure schedules, the teacher shall be available in the afternoon for consultation with parents when necessary. A system of "flextime" is available through the school principal.

Personnel may be assigned additional duties requiring daily and calendar schedules exceeding the schedules for regular assignments. These assignments may include, but are not limited to, athletic coaching, supervision of extracurricular activities, instruction in instrumental music, on-the-job training, counseling, bus duty, and activities which are essential for the school system's programs.

The minimum workday for all full-time non-school-based exempt employees is eight hours per day.

CONTRACTS - EXTENDED-DAY

An extended day contract shall be made available for certain approved, designated, certified employees who provide additional support services related to instructional, curricular activities which extend beyond the regular eight-hour school day.

The eligibility of an individual for an extended day contract shall be determined through the application and review process. Extended day shall be contracted on a yearly or semester basis solely at the discretion of the Board of Education. There shall be no tenure or contractual rights created in an extended day contract. The Superintendent shall develop guidelines for extended day contracts and shall

have the final determination as to an individual's eligibility.

Monthly documentation of extended salary time and responsibilities will be maintained at the school site and shall be reported to the appropriate central office supervisor as requested.

CONTRACTS – EXTENDED YEAR

The standard teacher contract shall be for a period of 190 days. Compensation shall be awarded according to the Bibb County salary and local salary schedules. Extended year contracts shall be issued for work assigned and performed during a period of time beyond the 190 contracted days. The employee's current certification, years of experience, and current pay step shall be applied to both schedules. Compensation for extended year personnel is based on one-one hundred ninetieth of the Bibb County state salary schedule per each extra day. The approved number of days for an extended year contract must be worked during the fiscal year for which the contract was awarded. Monthly and yearly documentation of extended salary time and program responsibilities will be maintained and reported to the Georgia Department of Education as required. All extended year contracts are contingent upon available funding.

CONTRACT PAY STEP

All Bibb County Board of Education teacher contracts reflect the current pay step as shown on the state salary schedule. Experience is often used to determine the correct placement on the current schedule. Actual years of experience may or may not correspond with placement on the salary schedule. One hundred twenty days or more equals one year as relates to movement on the salary schedule. It is the employee's responsibility to check the accuracy of their contract and report to Human Resources any discrepancies or questions. Failure to report such to the Board of Education within the first contract year will constitute a waiver of any claim or request for salary adjustment on the part of the employee.

DRUG-FREE WORKPLACE – Policy GAMA

The Board of Public Education for Bibb County ("Board") declares that the manufacture, distribution, sale or possession of controlled substances, marijuana and other dangerous drugs in an unlawful manner or being at work under the influence of alcohol, controlled substances, marijuana or other dangerous drugs is a serious threat to the public health, safety and welfare. With this in mind, the Board declares that its workforce must be absolutely free of any person who would knowingly manufacture, distribute, sell or possess a controlled substance, marijuana or a dangerous drug in an unlawful manner. This prohibition specifically includes, but is not limited to, unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol in the employee's workplace. The prohibition also includes, but is not limited to, an employee being under the influence of alcohol or controlled substances while on duty.

The Board hereby notifies all employees that during the course of their employment, or as a condition of employment, the employee may be tested for misuse of alcohol and/or use of controlled substances. Such tests shall include but are not limited to pre- employment and/or pre-duty testing for employees in safety-sensitive positions and in certain situations may require post-accident testing, reasonable suspension testing, random testing, controlled substance testing, and follow-up testing. The Superintendent or designee is authorized to prepare a regulation regarding these testing procedures.

A. Definitions

1. "Controlled Substance" means a drug, substance, or immediate precursor in Schedules I through V of Georgia Code Sections 16-13-25 through 16-13-29 and Schedules I through V of 21 C.F.R. Part 1308, including but not limited to marijuana, cocaine, heroin, opiates, and amphetamines. The Board further includes alcoholic beverages to be included in this definition. This definition does not include substances used with a valid prescription issued by a physician, dentist, or other agent licensed to prescribe legal drugs.
2. "Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence or both by any judicial body charged with the responsibility to determine violations of federal or state criminal drug statutes. A criminal drug statute is defined as a federal or non-federal criminal statute involving the manufacture, distribution, dispensing, use, possession or being under the influence of any controlled substance or alcohol.
3. "District" means the Bibb County School District.
4. "Employee" means all individuals employed by the Board, including but not
5. limited to administrators, bus drivers, coaches, custodians, maintenance workers, teachers, and technology personnel.
6. "Immediate Precursor" means a substance which the State Board of Pharmacy has found to be and by rule identified as being the principal compound commonly used or produced primarily for use, and which is an immediate chemical intermediary used or likely to be used in the manufacture of a controlled substance, the control of which is necessary to prevent, curtail, or limit manufacture.
7. "Illegal Drug" means any controlled substance as defined in O.C.G.A. § 16-13-21 and all dangerous drugs as defined in O.C.G.A. § 16-13-71.
8. "Workplace" means all school property and vehicles owned, leased, or used by the Board. The workplace also includes any employee's travel related to his or her employment.

B. Employees Convicted of Criminal Offenses

Any employee who is convicted for the first time, under the laws of this state, the United States, or any other state, of any criminal offense involving the manufacture, distribution, sale or possession of a controlled substance, marijuana or a dangerous drug will be subject to disciplinary action. At a minimum, such an employee will be suspended for a period of not less than two months and will be required to complete, at his or her own expense, a drug abuse treatment and education program licensed under Chapter 5 of Title 26 of the Official Code of Georgia and approved by the board. At a maximum, such an employee may be terminated from his employment with the school system. Any employee who is convicted for a second or subsequent time under the laws of this state, the United States, or any other state, of any criminal offense involving the manufacture, distribution, sale possession of a controlled substance, marijuana or a dangerous drug will be terminated from his or her employment and will be ineligible for employment for a period of five years from the most recent date of conviction.

C. Continuance of Employment

If prior to an arrest for an offense involving a controlled, marijuana or a dangerous drug, an employee notifies the Superintendent or the Superintendent's designee that the employee illegally uses a controlled substance, marijuana or a dangerous drug and is receiving or agrees to receive treatment under a drug abuse treatment and education program licensed under Chapter 5 Title 26 of the Official Code of Georgia and approved by the Board, the employee will be entitled to maintain his or her employment for up to one year as long as the employee follows the treatment plan. During this period the employee will not be separated from employment solely based on the employee's drug dependence, but the employee's work activities may be restricted if practicable to protect persons or property. No statement made by an employee to the Superintendent or the Superintendent's designee in order to comply with this code section will be admissible in any civil, administrative or criminal proceeding as evidence against the public employee. The rights granted by this policy will be available to any employee only once during a five-year period and are intended to be and will be interpreted as being the same as those minimum rights granted to the Georgia Drug-Free Work Force Act and any subsequent amendments thereof.

As a condition of employment, each employee must abide by the terms of this policy and must notify the Board within five days of any conviction of a drug-related offense. A copy of this policy will be disseminated to all employees either directly or through employee handbooks.

The Board of Education will not consider for employment any application who has been convicted for the first time of any drug offense as described above for a three-month period from the date of conviction nor will the Board consider any applicant for employment who has been convicted for the second time of any drug offense as described above for a five-year period from the most recent date of conviction.

For purpose of this policy, "conviction" refers to any final conviction in a court of competent jurisdiction, specifically including acceptance of a plea of guilty, nolo contendere, or any plea entered under the First Offenders Act of Georgia or any comparable state or federal legislation.

No certified employee or employee with a contract for a definite term will be subject to suspension or termination pursuant to this policy except in compliance with the provisions of the Fair Dismissal Act of Georgia, Official Code of Georgia Annotated §20-2-940 through 947.

This policy is not intended and will not be interpreted as prohibiting the school system from taking appropriate disciplinary action against any employee where there exists evidence that an employee uses, distributes or sells illegal drugs even though the employee has not been convicted of any criminal offense or where there exists evidence that an employee is under the influence of alcohol while on duty, except that the school system may not use the statement of any employee to the Superintendent requesting treatment as described in this policy.

The District will provide staff development as required by state or federal law to inform employees of the dangers of drug abuse, the availability of employee assistance and drug counseling and treatment and the terms of this policy.

DRUG TESTING OF PERSONNEL - Regulation GAMA-R

Bibb County Board of Education routinely requires employees engaged in safety sensitive functions to undergo an alcohol and controlled substance test.

The Bibb County Board of Education is dedicated to providing safe and efficient transportation for students transported on school buses. The Board recognizes that safe student transportation depends on unimpaired judgment, physical dexterity, reflex action, and unimpaired senses of sight and hearing of employees in safety-sensitive functions. The goal of this Board is, therefore, to provide our employees and students with an environment that promotes health and safety.

An employee engaged in safety-sensitive functions is defined as an employee of Bibb County Board of Education who holds a Commercial Driver's License (CDL) and who also operates or has reason to move a school bus or other commercial vehicle. Employees engaged in safety-sensitive functions include, but are not limited to, mechanics, school bus drivers, substitute school bus drivers, maintenance workers, coaches, teachers, and administrators.

In order to meet this goal, the Board of Education hereby endorses the U.S. Department of Transportation, Federal Highway Administration's anti-alcohol and controlled substances policies and regulations. This Board will not tolerate unauthorized use, abuse, possession, or sale of controlled substances by its employees. The Board will provide training, education, and other assistance to its employees to help them understand their responsibilities in maintaining an alcohol and controlled substance-free environment.

Non-compliance with policy or violation of the regulations shall result in severe disciplinary action, including suspension or dismissal.

Any employee who is injured on the job must report the accident to his/her supervisor and submit to drug testing within three (3) hours of the accident/injury. Refusal to submit to drug testing is tantamount to a positive result.

The Board will not tolerate unauthorized use, abuse, possession or sale of alcohol or controlled substances by its employees and shall require all employees to submit to an alcohol and drug screening for the following reasons:

A. Post-Accident Testing

In the event of any type of accident/injury involving an employee that is seeking treatment, directly or indirectly, the employee shall be tested for alcohol and controlled substance use after the accident.

Employees who are subject to post-accident testing shall remain readily available for such testing. Otherwise, the employee is considered to have refused to submit to testing and employment shall be

recommended for termination.

Nothing in this policy shall be constructed to require the delay of necessary medical attention for injured people following an accident, or to prevent an employee from leaving the scene of an accident due to safety concerns or for a period of time necessary to obtain assistance in responding to the accident.

B. Reasonable Suspicion Testing

Reasonable suspicion shall be cause for an employee to be required to undergo testing for alcohol abuse or controlled substances. Employees who are notified that they are subject to a reasonable suspicion test shall proceed to the testing site immediately.

C. Random Testing

The Board hereby notifies all employees who drive a safety-sensitive vehicle during the course of their employment, that as a condition of employment, the employee shall be tested for misuse of alcohol and/or use of controlled substances.

Random testing for alcohol and/or controlled substances shall be unannounced and conducted for all employees who operate a Board owned vehicle and/or machinery in accordance with state and federal law and local policy.

D. Pre-Employment Testing

Prior to the first time an employee drives a safety-sensitive vehicle within the scope of their employment, that is owned, leased, or used by the Board, the employee may undergo testing for alcohol and controlled substances.

E. Follow-up Alcohol and Controlled Substance Testing

The Board reserves the right to conduct follow-up alcohol and controlled substance testing against any employees returning to work if the employee had previously tested positive for alcohol and/or controlled substance use.

F. Penalties

Employees who refuse to submit to a drug or alcohol test may be recommended for termination. Employees who have positive controlled substances test results may be recommended for termination.

DRUG - USE OF TOBACCO PRODUCTS - *Policy GAN*

In accordance with the "Georgia Smoke Free Air Act of 2005," smoking is prohibited at any time in any school building or property owned or leased by the Bibb County School District (“District”), or at any time in any District-owned vehicle, including any school buses, and at all off campus school sponsored activities, 24 hours a day.

For the purpose of this policy, the term “tobacco products” is defined as cigarettes, cigars, cigarillos, pipes, dip, snuff, all forms of smokeless tobacco, clove cigarettes, and any other smoking devices that simulate the use of tobacco such as electronic cigarettes (e-cig or e-cigarette), personal vaporizer (PV) or

electronic nicotine delivery system (ENDS) or any battery powered vaporizer which is used to simulate tobacco smoking.

The use of tobacco products by a District employee will be prohibited at all times on District owned or leased property and when the employee is on duty for the District. This includes when an employee is directly instructing or supervising students. Direct supervision includes coaching, band directing, acting as a sponsor or advisor of a club or similar school organization and other instructional roles. Employees will not store or possess tobacco or tobacco- related products or devices on their person or in their belongings in such a manner that such products or devices are visible to students.

The same tobacco prohibition will apply to volunteers and visitors on all District-owned or leased property.

PERFORMANCE EVALUATION

You will receive a performance appraisal from your supervisor at least once each year. The performance appraisal allows your supervisor to discuss your overall performance and summarize both formal and informal performance discussions held throughout the review period. It will review your strengths and point out ways to improve your performance. Employees are encouraged to discuss aspects of the appraisal with supervisors.

EVALUATION OF CERTIFIED STAFF

The performance evaluation system for teachers of record is the **Georgia Leadership and Educator Acceleration and Development System (GaLEADS). GaLEADS** Elevate model includes components, Targeted Teacher Performance Standards,Indicators of Student Growth, Achievement and Development, and Professional Growth and Advancement. Principals and Assistant Principals are evaluated through the **Leader Keys Effectiveness System.**

(LKES), which includes the **Leaders Assessment on Performance Standards (LAPS)** component. LKES uses measures of student growth such **as Student Growth Percentiles (SGPs)** for teachers of courses with state assessments and the mean growth percentile (MGP) for the District for teachers of courses that lack state assessments. LKES includes a measure of achievement gap reduction. Educators, who are not teachers of record, nor principals or assistant principals, may continue to be evaluated by tools that yield a rating of Satisfactory or Unsatisfactory.

The Leader Assessment on Performance Standards (LAPS) will be the sole measure used for Principals and Assistant Principals. Anyone evaluated under TKES and LKES and receiving a Level I or a Level II rating will be reported as having an "unsatisfactory" rating.

An annual evaluation/summative assessment rating of Ineffective or Needs Development shall be reported to the Professional Standards Commission. **An individual who has received any combination of two unsatisfactory, ineffective or needs development annual summative performance evaluations in the previous five-year period shall not be entitled to a renewable certificate prior to demonstrating that such performance deficiency has been satisfactorily addressed.**

Placement of teachers on the salary schedule shall be based on certificate level and years of creditable experience, except that a **teacher shall not receive credit for any year of experience in which the teacher received an unsatisfactory or ineffective (Level I) annual summative performance evaluation or for the second year in which a teacher receives two consecutive annual summative needs development (Level II) ratings pursuant to Code Section 20-2-212.**

EXIT SURVEY

Employees that leave the District are asked to complete an exit survey. Feedback from this survey helps the District to improve employee services.

GRADING

The Board of Public Education for Bibb County ("Board") is committed to ensuring all students meet or exceed rigorous performance and achievement outcomes and recognizes the need for regular assessment and feedback on a student's academic progress. As such, the board authorizes the Superintendent or designee to establish a regulation and maintain a grading system for the Bibb County School District that is consistent with the standards established by the Georgia Department of Education and designed to support the success of each student in a rigorous instructional program. You may click on the attached link for further information. Regulation IHA-R(1) Grading Systems - Grading and Reporting

INFORMATIONAL TECHNOLOGY ACCEPTABLE USE POLICY

The Bibb County School District maintains a comprehensive network that provides Internet access for instructional use and supports staff in fulfilling their responsibilities related to the district's educational programs. In addition, BCSD offers access to technology equipment, digital resources, and devices designed to enrich teaching and learning, support efficient school operations, and prepare students to thrive in a modern global society. The district also leverages technological advancements to enhance both physical and cybersecurity for all stakeholders and to safeguard their data. In support of these initiatives, all staff members are expected to:

- Obtain and maintain Data Governance Certification
- Be trained and always wear the Audio Enhancement Alert Badge
- Follow AI processes and protocols of the BCSD

The primary objective of the district in this matter is to foster and uphold a culture aligned with the values of BCSD, as well as its legal and professional responsibilities. The following Acceptable Use Agreement outlines employee responsibilities, expectations, and the potential consequences of misusing technology or related resources in ways that compromise the safety and integrity of the school environment. The Acceptable Use Agreement references the BCSD Board policy IFBG, the BCSD IFBG R(1) and IFBG R(2) and policy IFBGA and R(1): Electronic Communications.

ACCEPTABLE USE AGREEMENT *Policy IFBG, Regulation (1) and Regulation (2)*
All employees are responsible for reading and abiding by the contents of this agreement in its entirety.

The Bibb County School District ("district") provides a full range of digital resources ranging from electronic devices to cloud-based solutions, for students and staff. Use of all digital resources shall support the vision, mission, and goals established by the district. Policy IFBG Regulation (1) sets forth the district's expectations regarding acceptable use of electronic resources to provide a safe and secure online environment for the district, staff, and students.

A. Definitions may be found in Policy IFBG, Regulation (1).

B. Filtering

Unauthorized disabling or circumventing any district Internet filtering system is strictly forbidden. If a website that is needed for teaching and learning is filtered, an educator may request that it be unblocked via a service request to Technology Services. Once reviewed for resolution, the educator will be notified. Internet filtering may be minimized for bonafied research or other lawful purposes and with the approval of Technology Services.

C. User Responsibilities

Users have an obligation to be responsible participants while using the resources that are available on the Internet and Intranet, and must adhere to all federal, state, and local policies. Illegal activities of any kind are strictly forbidden. These responsibilities include, but are not limited to, the following.

1. **Educational/Administrative purposes.** Users will use all technology resources for educational or administrative purposes only. Users shall not access inappropriate sites on the Internet or use school resources for personal, commercial, or financial gain (excludes personal professional learning used to enhance teaching and instructional methods).

2. **Safety.** Publishing confidential student information without parental permission is prohibited. The student **Code of Conduct** rules for bullying are also applicable to cyberbullying, and violators are subject to the same disciplinary procedures. If a user encounters inappropriate information or messages, they are required to notify a teacher or school administrator.

3. **Privacy.** There should be no expectation of privacy when using district technologies or electronic devices. The district reserves the right to record, monitor, review, and report all activities including emails or text messages. Unless protected by state or federal laws (such as medical records or student records under the **Family Educational Rights and Privacy Act ("FERPA")**), activities may be subject to an open records request pursuant to the Georgia Open Records Act. If deemed appropriate, information may be disclosed by the district to the courts, law enforcement, authorized representatives or parents of students, or other third parties without users' consent.

4. **Passwords.** User accounts are to be used only by the owner of the account. A user's password is to be protected and never shared. Passwords must be strong, kept confidential, and not shared with anyone else. A strong password is at least 10 characters in length with a mix of lower case (abc . . .) and upper case (ABC . . .) letters, symbols (#*@ . . .) and numerals (123 . . .). Multi-factor authentication (MFA) is required for all staff BCSD user accounts.

5. **Security.** Users are expected to access authorized websites and files only. Any suspected security breach must be reported immediately. Students should notify a teacher or administrator of any security concerns.

Employees are required to notify their supervisor and contact Technology Services.

6. **Electronic vandalism.** Users should not knowingly upload or create computer viruses, spyware, malware, or modify another person's files. Hacking, identity theft, falsifying documents, and releasing confidential information are strictly prohibited and referenced in the student **Code of Conduct.**

7. **Transmitting and receiving inappropriate materials.** Users should not knowingly transmit or receive any materials in violation of federal, state, or local law. This prohibition includes, but is not limited to, improperly used copyrighted material; threatening, obscene, or sexually explicit material; or material protected by patent.

8. **Copyright.** Copyright infringement is prohibited. Users are expected to follow copyright laws and fair use guidelines as specified by board policy and federal laws. Users are prohibited from illegally downloading or illegally copying from any electronic resource such as music, software, videos, etc.

9. **Posting Student Work.** Educators may post student-produced work that **does not show** personally identifiable information (PII) internally or externally. Posting personally identifiable information (PII) requires the consent of a parent/guardian. All postings shall be endorsed by a teacher or administrator. Postings shall be monitored, maintained, and removed when no longer required. All work produced using school resources can be used by the district without the express permission from a student or their parent/guardian.

10. **Digital Citizenship.** Users should be aware of the benefits, opportunities, and risks of using online digital resources. Users are responsible for advocating and practicing safe and legal use of digital information and communication technologies.

11. **Proxies.** Users shall not use anonymous proxies or other techniques to circumvent content filtering. Circumventing network filtering is strictly prohibited and is a direct violation of policy IFBG.-

D. Technology Expectations for Students

All students are expected to review and abide by all technology rules and regulations stated in the student **Code of Conduct,** including the **"Technology Do's and Don'ts".**

Reminder: All students are expected to adhere to policy **JCDAF: Use of Electronic Devices by Students** which states students are not allowed to use any personal device during the instructional day. Staff are expected to enforce this policy.

E. Technology Expectations for Staff

All staff are expected to review and follow technology-related policies, rules, and regulations set forth by the district. Staff should review the district's Employee Handbook annually.

Staff are expected to model proper device care for students by holding themselves to a minimum standard of what is expected of students. As part of this, staff should ensure their assigned device and other devices under their care are always secured to avoid theft. If a staff device is stolen, it should be reported right away, and a police report should be filed.

F. Digital Media Resources and Learning Management Systems (LMS)

The district provides digital media resources and blended learning opportunities through several different platforms for instructional use with students. When using such platforms, the following practices are recommended:

1. Have a clear statement of the purpose and clear outcomes for the use of digital media.
2. Use district vetted and approved digital resources and the district provided LMS.
3. Students are to follow the district's **Code of Conduct** for online participation.
4. Teachers are to monitor their class's content and report inappropriate postings or material.

G. Online Platforms

Staff use of online platforms (blogs, wikis, podcasts, etc.) for educational purposes are an extension of the classroom. Whether at home or in school, any speech that is considered inappropriate in the classroom is also inappropriate to use online.

H. Personal Responsibility

Users are personally responsible for the content they publish online. Online posts intended for an audience of students or parents must be consistent with and relevant to the curricular activities in the classroom and align with the District's values and professional/ethical standards.

1. Staff are responsible for monitoring all forms of direct electronic communications, including but not limited to, threaded discussions, chat rooms, email, and communications used for educational purposes that are posted online.
2. Students who use online resources and applications are expected to act safely by keeping personal information out of their posts.
3. Comments made on school-related platforms should follow IFBG R(1), the Employee Handbook for staff, and the Code of Conduct for students.
4. Content that fails to meet established educational objectives or that is in violation of any provision of regulation IFGB R(1), the Employee Handbook, or student Code of Conduct will be removed.

All District employees who use personal technology and social media shall assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including responsibility for preventing students' viewing or use of inappropriate Internet materials through the District employee's personal technology or social media account. The District expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.

I. School and Teacher Websites

The District continues to support school websites. These websites may include pages for or links to information about teachers. This information is intended to support families wishing to contact a teacher. Course content and other related curriculum materials should not be placed on a school or teacher web page. Instead, it is expected that teachers utilize district technology tools, such as our LMS, to provide student access to district-supported

content.

J. Consequences

The use of District technology resources is a privilege, not a right. Inappropriate use may result in disciplinary action and/or restriction of that privilege. Use of District technology resources is contingent upon compliance with federal and state laws, District policies and regulations, the Code of Ethics for Educators/certified employees, the Employee Handbook for all staff, and the Code of Conduct for all students.

Responsible use of Generative AI: Responsible Use of Generative AI Policy IFBG.pdf

Electronic Communications: Regulation IFBGA-R(1) Electronic Communications.pdf

STAFF REQUIREMENTS REGARDING STUDENT TECHNOLOGY USE

Staff have the professional responsibility to ensure the safety and well-being of students using the district's network, Internet access, district-issued devices, and any other technological equipment.

If staff are aware that a student has not participated in device care management lessons, the student will not be permitted to use school technology unless there are special circumstances approved by the principal.

1. Staff should teach students effective strategies for searching and using the Internet.
2. While students are accessing the Internet in a classroom situation, the supervising staff member should be an active presence.
3. Staff should support students in following the expectations outlined in the student Code of Conduct. This includes:

   *Endeavoring to check that all students in their care understand the requirements

   *Regularly reminding students of the expectations and encouraging them to make positive use of technology.

JOB DESCRIPTIONS

Bibb County Board of Education uses job descriptions to aid in staffing, wage and salary administration, training, and communicating job responsibilities. However, job descriptions are not Board of Education policy; job descriptions are only guidelines and can normally be expected to change over time.

Occasionally, employees are expected to perform duties and handle responsibilities that are not part of their normal job. If, over the months, the new duties and responsibilities remain a significant part of the assignment, the job description may be changed to reflect such changes. Job descriptions are available for review.

LUNCH AND REST PERIODS

The lunch period for Central Office employees is one hour. School employees working 8 hours have a 30-minute lunch break. The scheduled lunch time for each individual employee's lunch will be determined by their principal/supervisor. No school level employee may leave the premises without permission during break. Break schedules are the responsibility of building and department supervisors.

IMPORTANT NOTES FOR CLASSIFIED EMPLOYEES

Paraprofessionals are **not** required to have a lunch period or break period. Typically, paraprofessionals strictly work **a 7.5-hour** day and supervise students while eating lunch. A paraprofessional's time sheet shall reflect the actual hours worked and shall total **37.5 hours a week.**

Media Clerks are **not** required to have a lunch or break period and work **a 7.5-hour** day. They may or may not eat at their desk but should be given a lunch period of 20 to 25 minutes. They are not to clock out for lunch and are not to leave the building. A media clerk's time sheet shall reflect the actual hours worked and shall total **7.5 hours a day or 37.5 hours a week**.

Clerical, secretarial, and other office staff work **8 hours a day** and shall reflect all time worked in Time & Attendance. Clerical staff are **not** required to have breaks but should have a **25 to 30**-minute lunch period as part of their workday. They are not to clock out for lunch and are not to leave the building. It is appropriate for principals to stagger the lunch times of clerical staff to properly cover the office.

Non-exempt staff (clerical, media clerks, paraprofessionals, custodians, secretaries etc.) are not allowed to "comp" days. Non-exempt staff must be paid for the hours and days that they work. They may, however, flex time within the same workweek. For example, if a secretary works an extra hour on Monday, she or he may leave one hour early on Thursday within the same week. His/her time sheet would reflect 9 hours on Monday and 7 hours on Thursday for a total of 40 hours for the week.

Flex Schedule Hours: A principal/supervisor may flex the hours of his/her paraprofessionals and/or clerical staff to address the specific instructional needs or duty needs of his/her school/department. For example, paraprofessionals may be assigned to work from 7:00 – 2:30 while others in the same high school may be assigned to work from 7:15 to 2:45.

FINAL NOTE: Principals and supervisors should have procedures in place to approve overtime for staff. Overtime pay will be charged back to the respective school or department budget.

LEADERSHIP POSITIONS

Leadership positions are defined as positions, by Georgia State Department of Education standards, require a LEADERSHIP type certificate. Included in this category are certified central office staff, principal, and assistant principal positions.

At the time an application is submitted, the applicant must possess or be eligible to receive Tier 1 Certification as specified in the advertisement for the position. Advanced certification may be required for certain advertised positions. Persons interested in leadership positions are encouraged to pursue a planned college program designed to provide proper certification.

MANDATORY REPORTING: CHILD ABUSE / EMPLOYEE OR PERSON ACTING ON BEHALF OF THE SCHOOL OR SYSTEM – POLICY JGI

All school personnel are **required by law** to report suspected child abuse or neglect to appropriate school authorities (principal and/or counselor)**.** Any employee who has knowledge of or suspects child abuse or neglect of any student shall report this suspected abuse to his/her building principal (or their designee) or immediate supervisor. Upon receipt of this information, principals or the appropriate supervisor shall notify via telephone the Bibb County School District's department of social services. If the principal or school official is unable to reach the BCSD office of social services, they shall notify the Department of Family and Children Services (DFACS) directly and follow-up with the BCSD department of social services as soon as possible.

If the allegation of neglect or abuse involves an employee, in addition to notifying the BCSD's social services department and/or DFACS, the principal shall immediately notify the Assistant Superintendent of Human Resources. This reporting shall be prior to the commencement of a formal investigation and prior to the interview of any victims or alleged perpetrators.

All system personnel who make reports of suspected child abuse or neglect in good faith are immune from any civil or criminal liability.

MONEY COLLECTED

Every teacher, from time to time, will have in his/her possession funds belonging to the children or school. Teachers should not leave such money in a desk drawer or in any place where theft or loss may occur. These funds are the teacher's responsibility. It is important that money collected be recorded on a money collections form and all money-related policies and procedures are followed. These procedures are put in place for the teacher's protection, as well as for good business practice.

State law requires principals to keep detailed records of all monies collected and spent in the schools. Teachers are required to deliver to the principal all funds collected at the end of each day; in turn, the teacher should receive a receipt. All payment of bills will be made through the principal's office.

District employees are expressly prohibited from soliciting or accepting, directly or indirectly, any economic opportunity, gratuity, or payment from students, staff, or community members for personal products and/or services rendered during District working hours. District working hours includes performing additional duties beyond regular scheduled hours. Similarly, District employees are prohibited from co-mingling public or school-related funds with personal funds including the use of mobile payment applications such as, Cash app, Venmo, Google Pay, Pay Pal, etc.

Grant Funding Process

The Bibb County School District will support grant-funded resources, but all grant and funding requests should first be approved by the District, per Policy DFK/Regulation DFK-R before being posted.

This includes grant and funding requests through programs like DonorsChoose, GoFundMe, Target,

Walmart, Lowe's, Amazon, etc. Grant opportunities shared with you by the District (i.e. Cox Charities) have been approved, but teachers and staff are still required to notify Principals of their intent to apply.

All requests should be submitted for approval via Let's Talk using the **Fundraising Authorization** tab.

If and when items are funded through a grant, those items should be inventoried and they remain the property of the school, unless they are specific project-related items or school supplies that have been dispersed to students for one-time use. Additionally, please remember that Technology Services cannot support equipment and software that is not on the approved technology list, which can be found on SharePoint under Procurement and Purchasing.

OPPORTUNITIES FOR ADVANCEMENT

The Bibb County Board of Education wishes to afford every opportunity for advancement for system employees. Each employee is encouraged to prepare for future opportunities through advanced study and in-depth personal preparation.

Opportunities for advancement may exist within a school or unit as well as within the system. Notification of such will be made through special advertisements which will contain information relative to the position and application. Advertisements of such nature are emailed to each employee for announcement. It is desired that those interested and qualified will respond through established procedures. For further information regarding opportunities for advancement, contact the Human Resources Department or go **Bibb County School District - TalentEd Hire (tedk12.com)**

OVERTIME PAY – CLASSIFED EMPLOYEES

The Board of Education approves and accepts the concept of overtime pay for overtime work performed by non-exempt, classified personnel and expects to make provision for such compensation.

All overtime must be approved in advance by the principal/department head; approval must be for a specific project and a specified period of time. In emergency situations, supervisors, other than the department head, may authorize overtime and must notify the department head as soon as possible.

It is the responsibility of the department head to ensure that sufficient salary funds are budgeted for overtime work. Expenditures for overtime which exceed budgeted amounts must be approved by the Superintendent and the Chief Financial Officer (CFO).

In the event the school contracts with any employee to do extra work, this must be scheduled for hours over and above the normal work hours.

Non-exempt employees will be paid time and one-half for hours physically worked in excess of forty hours in a workweek. Non-exempt employees **may not** engage in other similar duties without the expressed permission of Human Resources or the building principal.

PAYROLL DEDUCTIONS

Various payroll deductions are made each payday to comply with federal and state laws pertaining to taxes

and insurance. Deductions will be made for the following:

* Federal and State Income Tax Withholding
* Social Security (FICA)
* Retirement (either Georgia state or Georgia teacher)
* Other items as chosen by employee (i.e. health benefits, life, dental, etc.)
* Mandated legal deductions (i.e., garnishments, child support)

At the end of each calendar year, you will be able to access your Wage and Tax Statement. This statement summarizes your income and deductions for the year. If you have any questions regarding these deductions, please contact payroll services.

PAYROLL SCHEDULES & INFORMATION

All employees shall be paid on a semi-monthly basis. Checks will be issued twice a month on the 15th and 30th/31st. If payday falls on a weekend or a banking holiday, payday will be on the last banking day before the 15th or 30th/31st.

Direct deposit of payroll checks is mandatory for all employees. Direct deposit forms are available in Employee Self Service (ESS) and on the District website. Finance Department

All employees, with the exception of hourly paid employees, shall have their annual earned salary divided by 24 equal payments. If an employee begins late in the school year, pay is calculated on total number of days worked divided by remaining months (to ensure the issuance of "summer checks" during June and July).

Automatic payroll deductions will be made for all state and federal mandated taxes, retirement contributions, benefit premiums, overdrawn leave, garnishments, tax levies, bankruptcies, and child support payments.

PERSONNEL RECORDS

The personnel file shall contain all documents required by law and all other items necessary for the administration of personnel employed by the school system, excluding medical records relating to the American Disabilities Act, Family and Medical Leave Act of 1993, Omnibus Transportation Employee Testing Act of 1991, and Workers' Compensation. Personnel records of employees are confidential. Written open records requests will release only what is required by law. Fees will apply.

Personnel information requested by governmental agencies, school systems, public colleges, and public universities may be provided within the parameters of this policy. Employee name, employment date, position title, duty station, record of performance, and salary or wage data may be disclosed to businesses at the request of the employee. Personnel records shall be produced upon receipt of appropriate court orders or subpoena.
All personnel files are kept in accordance with the records retention schedule for all resigned or retired employees, including such essential information as appropriate to the administration.

Employees will be expected to promptly furnish all information required by the administration. Failure to do so promptly may result in withholding of salary.

PRE-SERVICE LEADERSHIP POSITIONS

In order to be eligible for entry-level administrative positions, i.e. Assistant Principal, applicants must hold a clear renewable Educational Leadership "L" certificate or meet provisional leadership certification requirements, as determined by the Georgia Professional Standards Commission (GAPSC).

Pre-service requirements may be met by one of the following:

- hold a non-renewable Educational Leadership "NL" certificate (no longer issued, except in some cases of out-of-state applicants applying for initial GA certification when no other GA certificate has been established); and
- hold a Masters or higher degree in any major.

If a pre-service candidate is selected for an administrative position, the educator must then enroll into a PSC-approved Performance-Based Educational Leadership program, either at the Specialist or Doctorate level. The candidate would have five years to complete the program, in addition to passing the GACE assessment for the required field.

PROFESSIONAL GROWTH OPPORTUNITIES

All employees shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties. The professional learning programs shall be designed to address and meet the needs and deficiencies of school system personnel as identified through the annual personnel evaluation process.

REDUCTION IN FORCE - Policy GBKA

From time to time, the Bibb County Board of Education may need to have a reduction in force of both certified and classified personnel. The best interest of the school system will be the determining factor as to the reduction and the effected employees.

REPORTING TO PARENTS

Report cards for pre-kindergarten students are sent home twice a year. Report cards for elementary students, grades K-5, and middle grade students are sent home every six weeks. Senior high school report cards are sent home each semester. Deficiency reports may be sent home at any time. Parents of students in grades 9-12 who fail a course for the semester must have been notified by Academic Report of the student's below-passing performance at least once during the semester unless failure of the final examination resulted in failure for the semester.

The school should make every effort to keep parents and guardians informed about their children's progress in scholarship, attitude, attendance, and behavior. Grading scales are uniform and consistent

throughout the system; changes or variations in the method, scales, or procedure should be made infrequently and only after deliberation and recommendation of the administrative and teaching staff and approval of the Bibb County Board of Education. Grades of students should never be discussed with or made available to anyone other than the student and the student's parents or guardians. Posting grades or allowing a student to see the teacher's grade book is not an approved policy of the Board of Education. Each teacher is responsible for the grading of all students' work and the recording of the grades appropriately.

RETIRMENT AND RESIGNATIONS

Certificated personnel who, for any reason, intend to resign or who intend to retire are encouraged to indicate their plans to the human resources department as early in the school year as an individual's plans become firm. Such personnel should complete the Resignation/Retirement Form that can be located on the BCSD website under the Human Resources Department (PowerSchool). Resignations become effective at the end of the school year in which they are submitted. **Resignations that become effective earlier than the end of the school year require a release from the Superintendent.**

The **immediate supervisor** is responsible for ensuring that all Board of Education property including badges, computers, iPads, cell phones and keys are returned prior to the effective date of resignation. Further, access to all computer systems will be terminated no later than the effective date of resignation.

COMPENSATION INFORMATION

1. Over the past years, there have been many variations of certification along with placement and movement on the State salary schedule. Presently, a teacher with a professional certificate can move to the next step on the salary schedule after the successful completion of a year (minimum of 120 days) of teaching.
2. Beginning at Step 7, the teacher remains at each step for a minimum of two (2) years.
3. The state pay step may or may not correspond to actual years of experience.

To view the current BCSD salary scale and the BCSD Local Supplement Scale, visit **www.bcsdk12.net** and select Human Resources, found under Departments.

It is the responsibility of the employee to verify that the salary paid reflects the correct step, level, and years of experience according to state and local salary schedules. Any errors or discrepancies should be reported in writing to the Human Resources Department of the Bibb County Board of Education. Failure to report such to the Board of Education within the first contract year will constitute a waiver of any claim or request for salary adjustment on the part of the employee.

PRORATED SALARY – LATE HIRES

Employees are paid for the number of days worked. Individuals hired after the designated work year for their respective position will receive a prorated salary commensurate with the number of days worked. Please see the CompensationGuidelines.pdf for more information.

WAGE AND SALARY POLICIES

The Bibb County Board of Education strives to pay salaries that are competitive with those in our community and industry. The Equal Pay for Equal Work Act is obeyed by the Bibb County Board of Education. All salary increases are contingent upon budget appropriations and availability of adequate funding. Our wage and salary plan classifies each position based on:

* knowledge and ability requirements;
* variety and scope of responsibilities; and
* physical and mental demands.

Established wage or salary ranges normally are reviewed once a year and adjusted by the Bibb County Board of Education.

The compensation for each employee shall be based on the salary schedule adopted by the Bibb County Board of Education. The Superintendent is authorized to establish the salary placement of an employee on the appropriate salary schedule and to provide compensation in accordance with the current schedule.

Our wage and salary procedure provides for step-by-step progression within each position, consisting of several pay steps above the starting rate. Typically, your wage or salary rate will be reviewed once a year. Step advancement typically occurs once a year subject to board approval. Supervisors should be consulted with questions concerning progression on the salary scale.

The procedure for salary assignment and step placement is administered by the Human Resources Department. The pay step may or may not correspond to actual years of experience.

STAFF PROTECTION/SEXUAL HARASSMENT POLICY

It is the objective of the Bibb County Board of Education to provide its employees with a pleasant work environment. The Board of Education will not tolerate verbal or physical conduct by any employee which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment. While all forms of harassment are prohibited, it is the Board of Education's intent to emphasize that sexual harassment is specifically prohibited.

SEXUAL HARASSMENT – Policy GAEB

It is the policy of Bibb County School District to prohibit any act of harassment of employees by other employees based upon race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity or genetic information at all times and during all occasions while at school, in the workplace or at any school event or activity. Any such act will result in prompt and appropriate discipline, including the possible termination of employment.

Sexual harassment may include conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands or physical contact which creates a hostile environment, or sexual assault. Sexual harassment may also include displaying offensive writings, pictures, drawings, posters, reading materials, calendars, photographs, or other physical objects, that are pornographic, sexually suggestive, or sexually demeaning or

making degrading comments or gestures about an individual's body. There may be other speech or conduct which employees experience as inappropriate or illegal harassment which should also be reported. Harassment is forbidden by this policy.
Any employee or applicant for employment who believes he or she has been subjected to harassment or discrimination as prohibited by this policy should promptly report the same to their supervisor, school administrator, or to the Equal Opportunity Coordinator designated in policy GAAA, who will implement the Board's discriminatory complaints procedures as specified in that policy. Employees will not be subjected to retaliation for reporting such harassment or discrimination.

It is the duty of all employees to promptly report harassment. All supervisors and school administrators will instruct their employees as to the content of this policy and through appropriate professional learning opportunities. All supervisors and school administrators will ensure that employees are informed through the employee handbook and other training materials that such harassment is strictly forbidden. All supervisors and school administrators will instruct their employees as to how to report harassment and the consequences for violating this policy.

WORKPLACE RELATIONSHIPS

All staff are expected to maintain high standards of professionalism in the workplace and refrain from conduct that would lead to the appearance of impropriety. In the event that a relationship of a dating, intimate, and/or sexual nature between consenting staff members should commence, it is the duty of the staff members to report the relationship to their supervisor or principal. If an administrator is involved in a consensual relationship with a subordinate, it is his/her obligation to report the matter to the Executive Director of Personnel. If the District should have concerns about the workplace relationship impacting the school or department, a transfer of one or both employees may occur.

A workplace relationship that leads to favoritism of a subordinate employee, negatively impacts District operations, results in an employee failing to meet their duties and responsibilities, or creates a hostile work environment, is prohibited. Violations of this provision may result in disciplinary action, up to an including termination or non-renewal.

The Superintendent has appointed the Assistant Superintendent for Student Affairs, Mr. Jamie Cassady, as the District's Title IX Coordinator. Mr. Cassady may be contacted at 484 Mulberry Street Macon, GA 31201 or by phone at 478-765-8711.

COMMUNICATIONS PROTOCOL

News Media Protocol

Cooperation with the media is an important part of the Bibb County School District's relationship with the local community. The public needs to understand our policies, plan and programs, and the news media can help us reach Bibb County. In working with the news media, as with other organizations, it is important that district employees conduct themselves in a professional manner. This protocol provides some basic rules to assist in the orderly transfer of information and to protect district employees and students.

General Provisions

Access to a school or school grounds (while students are present) by news media representatives requires approval of the Communications Department. News media representatives must contact the

Communications Department. Virtual or phone interviews with District employees also require permission from the Communications Department.

Media Contacts with District Employees
Once approved by the Communications Department, district employees may speak directly with the news media. The following topics cannot be discussed:

Information or questions about school employees.
Information or questions about students.
Disciplinary proceedings against an employee or a student.
Matters in litigation or matters that may result in litigation.
Potential criminal matters or criminal investigations.
Investigations by District personnel, or matters turned over to other persons with the District for handling.
In such cases, the district employee approached by the news media representative should not provide information or give an interview. For his/her own protection, the employee should refer the representative to the Communications Department.

School employees may not be interviewed without their permission.

News Media Contacts with Students

News media representatives often want student perspectives. Communications will provide guidance for students. Students must be willing to be interviewed and comfortable. Be sure to check the parent release form to ensure that there is no parent restriction on student news media contacts. The principal or assistant principal should always be present during student contact with news media representatives.

Press Releases and Media Advisories
The Communications Department will be responsible for making the media aware of events taking place in the schools and the district. When planning events at your school for which you would like to request the media's presence, please provide the Communications Department with as many details about the event as possible. Who, what, when, where, and why the media would be interested - these are all helpful details when sending notice of events to the media.

Requests for press releases and media invites should be made in a timely manner to allow the Communications Department time to invite the media or to schedule a representative from the district's TV station to attend the event.

Newsletter Submissions
The Communications Department publishes a newsletter and social media items throughout the school year. Photos and detailed information should be emailed to the Communications Department within 2 weeks of an event. When submitting items for publication, please submit photos as separate .jpeg attachments in the email. Photos should be clear and should not have any text over the images. Please make sure all students in the photos have media release approval.

Website
A representative from each school should be identified to serve as the school's webmaster. Each school's website should be updated regularly to ensure information is accurate and current. Information that should be posted to school websites includes, but is not limited to, the following: school address and contact information,

principal and assistant principals' names, bell times, school supply lists, dress codes, administrator bios and welcome messages, and updated calendar information.

SOCIAL MEDIA

The Bibb County School District understands the importance of teachers, students, and parents extending the collaborative learning environment by utilizing continuously evolving technology. This technology includes email, video sharing tools, mass communication means such as, social media, blogs, and many other online tools through which people connect and share information. The District also understands the importance of providing an avenue to share the successes of staff and student involvement in athletics, clubs, and organizations using social media. With this in mind, the District has developed Social and Electronic Media Guidelines to provide directions for staff and students when participating in social and electronic media activities.
Click here for Social and Electronic Media Guidelines.

Employees' attitude and behavior, both in and out of the work environment **as well as content and comments on social media**, influence the community's attitude and perception of the schools and the District. As an employee of the BCSD, it is imperative that you represent the District in a positive manner; you are a role model for all students. At all times, employees' actions should reflect the District's guiding principles: personalized learning, collaboration, engagement, safety, and effective leadership. Employees who act unprofessionally or in a manner that diminishes their ability to positively lead and impact the lives of children, or their ability to be viewed as a positive role model may by subject to disciplinary action up to and including termination.

UNAUTHORIZED RECORDINGS

Conversations and communications generally should be free and open among employees. You and/or anyone acting on your behalf may only use audio or video to record or reproduce any conversations among employees while on BCSD premises and/or while conducting BCSD business if you have expressed written consent of all parties engaged in the conversation or communication. BCSD may record public presentations, board meetings, hearings, grievances, procurement activities and official investigations.

Violation of this protocol may lead to disciplinary action, up to and including termination of your employment.

SOLICITING FUNDS – Regulation GAI(R)

The Bibb County Board of Education will not allow employees to solicit contributions or donations from other employees or students of the Bibb County School District unless specifically authorized by the Superintendent.

STUDENT ATTENDANCE AND RECORDS

Pupil accounting is of utmost importance. Teachers shall keep accurate records in the following areas:

- Electronic grade book and all data entry required in Infinite Campus;
- response to Intervention (RTI) documentation including progress monitoring data; and
- documentation related to and required by Individual Education, 504 and student health plans as well as other documentation requested by the principal or central office staff.

All teacher records are the property of the school system.

STUDENT DISCIPLINE

Corporal punishment **shall not** be used as a means of discipline in Bibb County Schools. **Teachers/personnel are not to hit, grab, snatch or touch students in any way that could be considered and/or perceived as aggressive or inappropriate.** Teachers/personnel should only touch students in a manner that conveys praise or to prevent the student from hurting themselves or others. Any school personnel in violation of this directive will face disciplinary action up to and including termination.

Please refer to the District's Code of Conduct: **https://www.bcsdk12.net/parents/code_of_conduct**

INVESTIGATIONS

The principal of each school in the Bibb County School District, or an authorized representative, possesses the authority to conduct reasonable questioning of students in order to properly investigate and address student misconduct.

THREATS

Any employee who is threatened with bodily harm by an individual or a group while carrying out assigned duties shall be offered the fullest possible protection by the school system. The employee shall notify the principal or supervisor immediately. The principal or supervisor shall then notify the Superintendent's office immediately of the threat and together they shall take immediate steps in cooperation with the employee to provide every reasonable precaution for his or her safety.

ACTS OF PHYSICAL VIOLENCE

Any student who intentionally commits an act of physical violence resulting in physical injury to a teacher or staff member will, upon review by a tribunal or hearing officer, be expelled from all school programs, including alternative education programs (O.C.G.A. 20-2-751.6). The local school board, at its discretion, may permit the student to attend an alternative education program for the period of the student's expulsion. This corrective action shall not infringe on any right provided to students with Individualized Education Programs pursuant to the Federal Individuals with Disabilities Education Act, Section 504 of the Federal Rehabilitation Act of 1973, or the Federal Americans with Disabilities Act of 1990.

TEACHER WORK HOURS - Policy GBRC

The minimum workday for all full-time school-based exempt employees shall be eight (8) hours per day. The employee shall be present for eight (8) hours at the assigned duty location. The minimum work week is forty (40) hours. The duties for which the base salary is paid include administration, supervision, teaching and teacher preparation, staff meetings, conferences with students and parents, planning conferences, and related activities within the community and extra class responsibilities. All such personnel shall report for duty as assigned and for any additional time that the employee's immediate supervisor may require.

TRANSFER OF CERTIFIED PERSONNEL

The Board reserves the right to reassign personnel to other positions for the betterment of the school system at any time. The Board will receive and act upon recommendations for personnel reassignment in light of each individual's qualifications for the position.

Personnel may **apply to positions in other schools** in a manner prescribed by the Human Resources Department. Individuals seeking lateral transfers must have served at their current location for a minimum of two years and not be on an active Professional Learning Plan (PLP). The time period for which a teacher may apply, and transfer is determined by the Assistant Superintendent for Human Resources and will be announced in January of each year.

HELPFUL WEBSITES

Bibb County Board of Education	**www.bcsdk12.net**
Georgia Department of Education	**www.doe.k12.ga.us**
Georgia Professional Standards Commission	**www.gapsc.com**
Georgia Assessments for the Certification of Educators (GACE)	**www.gace.nesinc.com**
Georgia School Boards Association	**www.gsba.com**
Georgia Partnership for Excellence in Education	**www.gpee.org**
Georgia Department of Technical & Adult Education	**www.dtae.tec.ga.us**
American Association of School Administrators	**www.aasa.org**
National Center for Education Statistics	**www.nces.ed.gov**
National Association of Elementary Schools Principals	**www.naesp.org**
National Association of Secondary School Principals	**www.nassp.org**
U.S. Department of Education	**www.ed.gov/about/offices/list/oese/index.html**

IMPORTANT DISTRICT CONTACTS

Title VI –	**Tilnisha.Rosser@bcsdk12.net**
Title IX – Jamie Cassady	**Jamie.Cassady@bcsdk12.net**
Communications – Stephanie Hartley	**Stephanie.Hartley@bcsdk12.net**