# Administrative Procedure

| Category: | Procedure: | |
|---|---|---|
| **Human Resources** | **Employee Threat Assessment Protocol** | |
| Descriptor Code: | Issued Date: | Revised Date: |
| **AP-G-100** | **February 2011** | **July 2021** |

Refer to Knox County Board of Education Policy G-100.

## 1. Reporting

Any and all reports to principals of employee misconduct, threats, or serious concerns about a potential danger posed by an employee will be reported to the appropriate Human Resources supervisor. That supervisor will, in turn, communicate those reports to Knox County Schools Security. The Human Resources Supervisor and the Chief of Security (or his designee) will determine what type of response is needed and when it shall take place. **In the case of assault by an employee, threats of assault, employee vandalism, or any other potentially dangerous actions, the response shall be immediate.**

## 2. Response

Upon arrival at the work site, the Human Resources supervisor and Security personnel will make sure the workplace is safe and the environment is stable. If after initial investigation, the actions or allegations are determined to be serious and substantiated the Human Resources supervisor may request that the accused employee be placed on administrative leave immediately to expedite reestablishing a safe workplace environment. This requires a verbal approval from the Superintendent or his designee. The formal written leave request will be completed within 24 hours of this verbal approval.

If, at any time the investigation leads the Human Resources Supervisor or security personnel to believe a crime may have been committed, they may (and generally shall) contact local law enforcement or the Knox County Attorney General's Office for consultation or guidance. If the Human Resources supervisor or security personnel feel, at any time during the investigation, that the employee in question is a threat to the safety of the school or workplace, he or she may request the employee be placed on administrative leave. **Any employee placed on administrative leave for acts of violence, threatened violence, vandalism, or other potentially dangerous actions, shall be referred to the Knox County Schools Employee Threat Assessment Team.** An employee may also be referred to the Threat Assessment Team due to an incident outside the workplace.

## 3. Threat Assessment Team

The main and primary duty of the Employee Threat Assessment Team will be to determine if it is safe for that employee to return to any school workplace environment. The following personnel or their designated representative will be members of the Employee Threat Assessment Team.

A. Executive Director of Human Resources
B. Chief of Security
C. Director of Employee Relations
D. Supervisor of Nursing
E. Supervisor of Psychological Services

F. Appropriate Grade Level Director/Supervisor based on employee assignment
G. Chief of Staff (will not formally serve on the threat assessment team, but will serve as the communications liaison to the team for the Superintendent's Office)

The team will meet as needed for review of incident and employee history while the employee in question is on leave. The team may also require the employee to comply with specific testing and assessment activities before making a final recommendation. These activities could include in-house services such as drug testing, job performance review, clinical review, or further interviews. Depending on the employee's benefits package, the team could also require some outside services be sought before a return-to-work recommendation is made. The Threat Assessment Team may require such outside services, or it could choose to recommend that the employee return to work without further review. If services are required, the team will reconvene at the completion of any required activities. If the employee is returned to work without further review, all Human Resources policies and procedures will apply.

The Threat Assessment Team may consult with the Knox County Law Director's Office, but the law department would have no representative on the team. This is to ensure any opinion rendered would not be influenced by prior knowledge of incident or employee history. If an employee is placed on administrative leave and subsequently returned to work, the Human Resources Supervisor and a Security representative will meet with the employee at a neutral site prior to the employee being returned to work. At this meeting, the employee will be informed of any conditions to continued employment, cautioned on the problematic behaviors that were identified, and have any periodic review requirements explained. The periodic reviews will be conducted by the appropriate Human Resources supervisor and the employee's immediate supervisor. If it is determined by the Threat Assessment Team that it is not safe for the employee to return to any school/work environment, then the current Human Resources process for separation of employees will apply, and an appropriate recommendation will be made to the Superintendent.

## 4. Training

Human Resources and School Security personnel will ensure that the approved Threat Assessment Protocol is widely communicated, disseminated, and understood. It is recommended that all principals be provided with information about the protocol at a K-12 principals meeting, and that all new principals be exposed to the process during the New Principal's Academy. New employees could be given the information either by Human Resources or Security at new employee orientation. It is also recommended that appropriate materials be developed in a variety of media to share with all schools and support departments.

## 5. Conclusion

This employee threat assessment protocol is intended to help ensure that all facilities within the Knox County Schools system are safe, psychologically healthy environments in which to learn, work, and visit. This protocol will be reviewed periodically and adjusted as needed to meet the needs of our students, staff, and community.

# Administrative Procedure

| Category: | Procedure: | |
|---|---|---|
| **Human Resources** | **Evaluation Grievances** | |
| Descriptor Code: | Issued Date: | Revised Date: |
| **AP-G-130** | **July 2012** | |

Refer to policy G-130.

A. Through this procedure, principals, teachers, and other school-based certified personnel may challenge the following, relative to their evaluation:
   1. Accuracy of the data
   2. Adherence to the evaluation policies adopted by the State Board of Education

Minor procedural errors in implementing the evaluation model shall be resolved at the lowest possible step in the grievance procedure but shall not constitute grounds for challenging the final results of an evaluation. Minor procedural errors shall be defined as errors that do not materially affect or compromise the integrity of the evaluation results.

**DEFINITIONS**

**Evaluator** – The evaluator is the immediate supervisor of grievant. In most cases, the evaluator is the lead site administrator, i.e. principal. For system-wide employees, the evaluator is the appropriate system-wide administrator who is the immediate supervisor of the grievant.
**Observer** – Observers, as trained and certified by the Tennessee Department of Education, conduct classroom observations as a component of the evaluation process.

B. Step I – Evaluator
   1. A written grievance must be submitted to the Evaluator and to the Human Resources department to the attention of the Director of Human Capital Strategy based on the following timeline, otherwise it will be considered untimely and invalid:

| **Evaluation Data** | **Grievance Deadline** |
|---|---|
| Observation Scores & Professionalism | Fifteen (15) days after the release of data from the Tennessee Department of Education at each phase or fifteen (15) days after opening of district grievance window (whichever is later). Should the 15th day be a weekend or holiday, the deadline will be the next business day. |
| 35% Growth Score | |
| 15% Achievement Phase 1 Data | |
| 15% Achievement Phase 2 Data | |
| 15% Achievement Phase 3 Data | |
| 15% Achievement Phase 4 Data | |

Grievance forms will be provided on the district internet site at http://hr.knoxschools.org and in the office of Human Resources. However, grievances may be submitted in other formats as long as all required components are included.

2. Required components of grievance:
   i. educator's name, position, school/assignment, and additional title, if any
   ii. name of the educator's immediate supervisor/evaluator
   iii. date the challenged evaluation data was received
   iv. evaluation period in question
   v. basis for the grievance
   vi. corrective action requested by the grievant
   vii. sufficient facts or other information to begin an investigation

3. Failure to state specific reasons shall result in the grievance being considered improperly filed and invalid.

4. After receiving the grievance, the Evaluator shall:
   i. examine the documentation presented by the grievant and such other documentation as may be relevant and available;
   ii. if necessary, contact observers and other relevant parties to gather additional information;
   iii. communicate a decision, in writing, to the grievant, including the results of investigation, within fifteen (15) days of receipt of the grievance;
   iv. at their discretion, correct any procedural errors made during the evaluation process.

C. Step II – Director of Schools or Designee

1. A written grievance must be submitted by the grievant to the Director of Schools or designee no later than fifteen (15) days after notification of the decision rendered in Step I.
   i. A designee may not be used if the grievant is a principal.
   ii. A designee shall have had no input or involvement in the evaluation for which the grievance has been filed.

2. The Director of Schools or designee will:
   i. hold an informal discussion with grievant, or, if appropriate, schedule to hear facts, allegations, and testimony by witnesses as soon as practical;
   ii. allow an attorney or a representative to speak on behalf of the employee;
   iii. communicate, in writing, a decision to the grievant, including the results of investigation and findings of fact, within fifteen (15) days of the informal discussion with grievant or hearing of facts;
   iv. take any action necessary, based on the circumstances, to immediately correct any procedural errors made in the evaluation process.

D. Step III – Local Board of Education

1. Educators may request a hearing before the Board of Education by submitting a written grievance and all relevant documentation to the Board of Education no later than fifteen (15) days after the notification of the decision rendered in Step II.

2. The Board of Education, based on a review of the record, may:
   i. grant or deny a request for a full Board hearing;
   ii. affirm or overturn the decision of the Director of Schools with or without a hearing.

3. If a hearing is granted, the Board will:
   i. hold such hearing no later than thirty (30) days after the receipt of a request for a hearing;
   ii. allow an attorney to represent the grievant before the Board;
   iii. give written notice of the time and place of the hearing to the grievant, the Director of Schools, and all administrators involved;
   iv. communicate its decision, in writing, to all parties no later than thirty (30) days after the conclusion of the hearing.

4. All decisions shall be rendered within sixty (60) days of the receipt of the written grievance in Step III.

5. The Board of Education shall serve as the final step for all grievances.

# Administrative Procedure

| Category: | Procedure: | |
|---|---|---|
| **Human Resources** | **Placing Information in Personnel Files** | |
| Descriptor Code: | Issued Date: | Revised Date: |
| **AP-G-180** | **June 1997** | **July 2021** |

The Superintendent or his or her designee is responsible for notifying employees of the types of records kept in the personnel file and the uses of the records. Employee records, except those designated by federal law or state law to be confidential (i.e., HIPPA; ADA; FERPA and OPEN RECORDS ACT) are public records and are available for inspection during regular business hours. Administrative Procedure AP-B-210 will be followed when a request is made to view personnel records.

Further, the employee will be notified that a request has been made to view his/her personnel file. The employee may be given the name of the person making the request and will be given the opportunity to view the file first. An employee of Knox County Schools will remain with the person who is viewing the records.

An employee requesting to view his or her own personnel file may contact the Human Resources Department directly. If copies are requested, the same charges outlined in Administrative Procedure AP-B-210 will apply.

The following information may be placed in a personnel file:

1. Employee applications and contracts;
2. Professional certificates and other documents required by the state and federal laws and regulations;
3. Evaluations and supporting documentation; and
4. Commendations awarded by the Board of Education, Superintendent, Supervisor or any state or national professional organization.

Whenever preparing any negative or derogatory (i.e., disciplinary action) material to be placed in an employee's personnel file, the following statement must be included:

***My signature indicates that I have received a copy of this information. I understand that I have an opportunity to respond in writing and the response will also be placed in my personnel file. I further understand that the contents of my personnel file are public information.***

_____ _____

*Signature* *Date*

_____

*Witness*

# Administrative Procedure

| Category: | Procedure: | |
|---|---|---|
| **Human Resources** | **Criminal History Records Information** | |
| Descriptor Code: | Issued Date: | Revised Date: |
| **AP-G-212** | **November 2018** | |

An individual desiring a position with the Board (Knox County Schools) shall make application via a method approved by the Director of Schools. Knowingly falsifying information shall be sufficient grounds for termination of employment and shall also constitute a Class A misdemeanor which must be reported to the District Attorney General for prosecution. In a continuing effort to further ensure the safety and welfare of students and staff, the district shall require criminal history records checks for all prospective employees.

Information shall be verified by fingerprint and criminal history records check conducted by the Tennessee Bureau of Investigation or other sources as needed. Any costs incurred in conducting such investigations of applicants shall be paid by the individual.

Upon commencement of employment, each employee shall submit to a criminal history records check every five (5) years throughout the duration of employment. The five (5) year time period shall begin running at the date of the previous criminal history records check. Any costs incurred in conducting such investigations of employees shall be paid by the District. In addition to submitting to a criminal history records check every five (5) years, all employees shall comply with the reporting requirements in Procedure G-290-9.

Upon commencement of employment, each employee will receive a reminder from the Human Resources Department prior to the five-year anniversary of the previous criminal history records check. Although the Human Resources Department will issue reminders, it is the sole obligation of the employee to ensure that a criminal history records check is submitted to within the five-year time frame. If an employee does not comply, the employee may immediately be moved to administrative leave without pay pending further action.

An employee who wishes to transfer positions within the District may be subject to a local criminal history records check at no cost to either the employee or the District.

If a criminal history records check produces either initial results, or results different from the previous criminal history records check, the following offenses shall be grounds for not employing a potential applicant, termination of employment, revocation of tenure and/or disciplinary action at the discretion of the Director of Schools:

1. Any felony conviction
2. Any misdemeanor theft conviction occurring within the previous ten (10) years
3. Any misdemeanor drug or alcohol conviction occurring within the previous ten (10) years
4. Any misdemeanor weapons convictions occurring within the previous ten (10) years

# Administrative Procedure

| Category: | Procedure: | |
|---|---|---|
| **Human Resources** | **Reporting Arrests and Convictions** | |
| Descriptor Code: | Issued Date: | Revised Date: |
| **AP-G-212-1** | **November 2018** | |

All employees of Knox County Schools have an ongoing obligation to comply with criminal background requirements necessary to obtain employment. The following rules shall apply to all Knox County Schools employees.

**ARRESTS**

An employee arrested for any criminal charge shall notify the Knox County Schools Executive Director of Human Resources no later than five (5) days after such arrest. Failure of the employee to report the arrest within the time prescribed will lead to disciplinary action up to and including discharge. Although in most instances, an arrest in and of itself may not result in disciplinary action, Knox County Schools may conduct an investigation that could lead to disciplinary action up to and including discharge.

**CONVICTIONS**

An employee convicted of any criminal charge shall notify the Knox County Schools Executive Director of Human Resources no later than five (5) days after such conviction. Within thirty (30) days after receiving notice of a conviction, Knox County Schools will take any appropriate disciplinary action.

Failure of the employee to report the conviction within the time prescribed will lead to disciplinary action up to and including discharge. Convictions can result in disciplinary action up to and including discharge. In determining whether and to what extent an employee will be disciplined or discharged for a conviction, Knox County Schools (KCS) will consider the following factors: the degree to which the nature of the criminal offense reduces KCS's ability to maintain a safe working environment; the degree to which the nature of the criminal offense unreasonably endangers the safety of other employees and/or students; the degree to which the conviction unreasonably undermines the public confidence in KCS's operations; the nature of the criminal offense; the nature of the employee's job with KCS; the existence of any explanatory or mitigating facts or circumstances; whether the employee promptly reports the conviction; and any other facts relevant to the employee, including but not limited to years of service and record of performance with KCS.

# Administrative Procedure

| Category: | Procedure: | |
|---|---|---|
| **Human Resources** | **Qualifications and Duties of Teachers** | |
| Descriptor Code: | Issued Date: | Revised Date: |
| **AP-G-280** | **August 2019** | |

It is the goal of Knox County Schools that all students attending Knox County Schools will receive their instruction from appropriately qualified teachers and staff. The District complies with Tennessee Department of Education regulations regarding teacher licensure requirements and ensures that all teacher schedules comply with the Rules of the State Board of Education, specifically Chapter 0520-02-03 entitled Educator Licensure.

Administrators and appropriate supervisors will receive training on teacher licensure and scheduling requirements annually.

Each school, through the Principal or his/her designee, will submit teacher schedules to the Executive Director of Student Supports and the Executive Director of Human Resources. The District will evaluate schedules on an annual basis to ensure compliance with the Rules of the State Board of Education. In the event that a teacher's schedule is not in compliance with the Rules of the State Board of Education, the Executive Director of Student Supports, the appropriate Grade Level Director and the Executive Director of Human Resources will direct the Principal of that school to modify the teacher's schedule as soon as feasible. Best efforts shall be utilized to ensure timely modification of the schedule

# Administrative Procedure

| Category: | Procedure: | |
|---|---|---|
| **Human Resources** | **Application Process and Hiring of Personnel** | |
| Descriptor Code: | Issued Date: | Revised Date: |
| **AP-G-290-1** | **June 1997** | **July 2021** |

1. An individual desiring a certified position must provide the following documents to the Human Resources Department:
    - Electronic application through Knox County Schools' applicant tracking system;
    - All college transcripts;
    - Photocopy of a valid Tennessee Teacher License (The applicant must have a valid Tennessee Teacher License prior to beginning employment.);
    - Copy of appropriate test scores; and
    - Three references (completed through the applicant tracking system).

2. An individual desiring a classified position must provide the following documents to the Human Resources Department:
    - Electronic application through Knox County Schools applicant tracking system;
    - All college transcripts, if applicable; and
    - Three references (completed through the applicant tracking system).

3. After completing an electronic application through the applicant tracking system, the applicant can apply for those positions for which applicant is qualified.

4. After interviewing all candidates, and documenting at least three interviews, the principal or supervisor will submit a recommendation to Human Resources.

5. The Human Resources Supervisor will approve or deny each request to hire.

6. After approved by the Human Resources Supervisor, an offer of employment will be extended by the Human Resources Generalist. The HR Generalist will make arrangements for the candidate to complete employment documentation. The documents that need to be completed for employment include, but are not limited to, the following:
    - W-4 Form
    - HR-122 Form – Service and Degree Form
    - I-9 Form – Employment Eligibility Verification Form (a driver's license or birth certificate or passport and Social Security card are required to complete this form)
    - Medical and Dental Insurance Applications
    - ED-2034A Form - Application of Previous Experience Letter
    - Tennessee Consolidated Retirement Forms or Knox County Asset Accumulation Forms

- Life Insurance Forms and Premium Conversation Forms
- Authorization Agreement for Automatic Deposit
- Medical/Physical Form (to be completed and returned within 30 days)
- Fingerprint and Criminal History Verification Record
- Drug Test in compliance with Drug-Free Workplace Policy (drug testing is time sensitive based on the date paperwork is issued to applicant)

7. Applicant is responsible for the cost of the medical exam, fingerprint and criminal history verification, and drug test.

8. All new employees are required to complete employee orientation.

# Administrative Procedure

| Category: | Procedure: | |
|---|---|---|
| **Human Resources** | **Hiring Athletic Coaches** | |
| Descriptor Code: | Issued Date: | Revised Date: |
| **AP-G-290-2** | **June 1997** | **July 2021** |

**HIRING FACULTY ATHLETIC COACHES**

1. Advertise all vacant positions through the applicant tracking system. Positions should remain posted for a minimum of three (3) days.

2. Principal/Athletic Director shall interview at least three (3) applicants who have applied and whose application is submitted through the applicant tracking system.

3. All coaches must complete the documentation listed in Knox County Schools Administrative Procedure AP-G-290-1. Additional forms may also be required.

4. Successful non-faculty and classified applicants must take the TSSAA Coaches Training Session if the applicant is not a licensed teacher or if the applicant is a licensed teacher with less than five (5) years teaching experience. (Refer to Knox County Schools Guidelines for Non-Faculty Athletic Coaches Employment.)

5. After interviewing at least three (3) applicants, Principal/Athletic Director recommends applicant to Human Resources Department through the applicant tracking system.

6. Coaches may not work with student athletes until all requirements are met. Principal/Athletic Director will be notified when the coach has cleared the process.

**HIRING NON-FACULTY ATHLETIC COACHES**

1. The position has been advertised through the applicant tracking system for a minimum of three (3) days and no full-time employee with a teaching license who meets the qualifications required for coaching the specific sport in question in available.

2. Non-faculty coaches and classified employee coaches must complete the NFHS "Fundamentals of Coaching" and "First Aid, Health & Safety for Coaches" courses prior to assuming the position. Coaches who have successfully completed the ASEP Coaches Education course prior to May 15, 2013, will not be required to take the NFHS courses.

3. All coaches are subject to TSSAA Rules and Regulations and Knox County Board of Education policies. They must conduct themselves in a manner becoming of a coach and representative of the school they serve. All coaches are responsible to the principal of his/her school. Coaches must be paid entirely from funds approved by the Knox County Board of Education. No coach shall received more than three (3) supplements.

4. Coaching positions are allocated to each sport under the negotiated contract. All non-faculty coaches must be included in the allocated number and must meet TSSAA requirements. Schools may hire

additional coaches but must indicate how school will pay for the coach. All coaches, including additional coaches, must be paid through Knox County Schools.

5. Up to five (5) years of coaching experience at the interscholastic, college, or professional level shall be considered for the purpose of supplements.

6. A criminal history verification and a fingerprint sample are required. The applicant is responsible for the cost of the verification and sample. (Additional pre-employment requirements are listed in Administrative Procedure AP-G-290-1.)

7. Coaches may not work with student athletes until all requirements are met. Principal/Athletic Director will be notified when the coach has cleared the process.

# Administrative Procedure

| Category: | Procedure: | |
|---|---|---|
| **Human Resources** | **Hiring Maintenance Personnel** | |
| Descriptor Code: | Issued Date: | Revised Date: |
| **AP-G-290-3** | **June 1997** | **January 2009** |

1. Advertise all vacant positions through the Human Resources Department.
2. Complete local background check on each applicant.
3. Complete local background check on each applicant.
4. Recommend applicant to Human Resources Department on Applicants Interviewed Form (HR-119).
5. After an offer of employment is made by HR, applicant is sent for fingerprinting and HR completes DCS, Child Abuse and Sexual Abuse searches. When cleared, Maintenance will make arrangements for the applicant to complete all necessary paperwork, including:
   - W-4 form
   - I-9 Form (employment eligibility verification form). A driver's license or birth certificate or passport and social security card are required to complete this form.
   - Job Description
   - Employee Orientation scheduled (covers Retirement, Medical, Dental, and Life insurance and many other policies are discussed)
   - Authorization Agreement for Automatic Deposit
   - Medical History/Physical Form (to be completed and returned within 30 days)
   - Media and Audio Visual Agreements (signed)
6. Applicant is responsible for the cost of the medical exam, and fingerprinting.
7. The employment papers will be forwarded to the Human Resources office for processing.
8. All new employees are required to attend employee orientation.

# Administrative Procedure

| Category: | Procedure: | |
|---|---|---|
| **Human Resources** | **Hiring Custodians** | |
| Descriptor Code: | Issued Date: | Revised Date: |
| **AP-G-290-4** | **June 1997** | **January 2009** |

1. All custodians begin employment as a substitute unless they have been directly transferred from another department. To begin as a substitute custodian, an applicant must complete a classified application and turn it into the Human Resources Department for processing. The Human Resources Department will verify the information on the application, including but not limited to completing a local background check.

2. Once an application has been cleared by the Human Resources Department, it will be forwarded to the Operations Department. Operations will set up interviews with the applicants.

3. After an applicant has been cleared by the Operations Department, Human Resources will arrange with the candidate a time to report to the Human Resources Department to complete employment processing documentation/forms.

4. A substitute may be assigned to work for an individual who is out due to illness, vacation, leave, or that has resigned or retired from the system. If there is a problem with a substitute, please call the Operations Office at 594-3774 or let the custodial foreman know about the problem.

5. After a position has been advertised, the Human Resources Office will send a list of names who have applied for the open position. Please give an interview to everyone on the list. Fill out the "Applicants Interviewed" sheet, HR-119 form. This form needs to be filled out even if none of the applicants are chosen for the open position. If no one is selected, state "none" where it asks for applicant recommended for position.

6. Human Resources will notify Operations when an individual has been recommended for a regular position. Operations will contact the individual to fill out paperwork. The individual will have to complete the following forms:
   - Job Description (signed)
   - Employee Orientation scheduled (covers Retirement, Medical, Dental, and Life Insurance and many policies are discussed)
   - Life Insurance Forms
   - Medical History/Physical Form (to be completed and returned within 30 days)

7. Applicant is responsible for the cost of the medical exam, TB test, and fingerprint and criminal history verification.

8. All new employees are required to attend employee orientation.

# Administrative Procedure

| Category: | Procedure: | |
|---|---|---|
| **Human Resources** | **Hiring Food Service Employees** | |
| Descriptor Code: | Issued Date: | Revised Date: |
| **AP-G-290-5** | **June 1997** | **January 2009** |

1. All food service employees begin employment as a substitute unless they have been directly transferred from another department. To begin as a substitute, an applicant must complete a classified application on-line from the Knox County Schools web site. The Human Resources Department will process the application, including but not limited to completing a security check.

2. Once an applicant has been cleared by the Human Resources Department, the Food Service Department may set up interviews with the applicants. After an applicant has successfully completed all security checks, including but not limited to, a fingerprint and criminal history verification record, the applicant will complete "paperwork" to be forwarded to the Human Resources Department. Applicant will not begin working until Human Resources has received the criminal history results report and has cleared applicant for employment. Applicant is responsible for the cost of the fingerprint and criminal history check. Employment papers needed include:

   W-4 form
   I-9 Form (employment eligibility verification form)
   Legible copy of driver's license and social security card
   Authorization Agreement for Automatic Deposit
   Medical/Physical Form (to be completed and returned within 30 days). Applicant is responsible for the cost of medical exam.

3. After the applicant has been cleared by Human Resources and the appropriate paperwork is completed, the Food Service Department will send the individual to a school cafeteria as a substitute. A substitute may be assigned to work for an individual who is out due to illness, vacation, leave, or that has resigned or retired from the system. If there is a problem with a substitute, please call the Food Service Department.

4. After a position has been advertised, the Human Resources Office will send a list of applicants for the open position. Please give an interview to everyone on the list. Fill out the "Applicants Interviewed" sheet, HR-119 form. This form needs to filled out even if none of the applicants are chosen for the open position. If no one is selected, state "none" where it asks for applicant recommended for position.

5. Human Resources will notify Food Service when an individual has accepted a regular position. Food Service will contact the individual to fill out paperwork. The individual will be scheduled for a Benefits Orientation meeting.

6. All new employees are required to attend employee orientation.

# Administrative Procedure

| Category: | Procedure: | |
|---|---|---|
| **Human Resources** | **Hiring Instructional Assistants** | |
| Descriptor Code: | Issued Date: | Revised Date: |
| **AP-G-290-6** | **June 1997** | **January 2009** |

1. To apply for a position as an instructional assistant, an applicant must complete a classified application and it will be processed by Human Resources Department. Applicants must have a high school education or a high school equivalency diploma or be highly qualified for all Title I schools.

2. The Human Resources Department will verify the information on the application, including but not limited to completing a local background check.

3. Once it is determined that a position is vacant, let the Human Resources know who is leaving the position and the reason the individual left so that the appropriate paperwork can be completed. If the person is resigning his/her position, have the employee complete the Resignation Form (HR-147) and submit/fax to the Human Resources Department.

4. If there is an individual that an administrator or supervisor wants to consider for the position, please call 594-2984 and make sure the individual has been cleared to be interviewed.

5. If the position is a special education position, check with appropriate supervisor to insure the applicant has also been cleared by that department.

6. After the interviews have been completed for the position, fill out the “Applicants Interviewed” HR-119 form and return it to the Human Resources Department.

7. If the individual chosen is filling a Special Education or Title I position, the recommendation HR-119 must be sent to the department. They will complete a HR-134 or HR-115 and send to the Human Resources Department.

8. Once the HR-119, HR-135, or HR-115 form is received by the Human Resources Department, Human Resources will contact the individual to offer him/her a job and set up a time to fill out the employee paperwork. An applicant must bring proof of a high school education or a high school equivalency diploma or college transcript to the Human Resources office before he/she can begin work.

9. An individual that is not currently working for Knox County Schools will have to complete the following paperwork and complete the noted employment prerequisites.

   W-4 form

   I-9 Form (employment eligibility verification form). Driver’s license or birth certificate or passport and social security card are required to complete this form.

   Media/Audiovisual Guidelines (signature required)

   Authorization Agreement for Automatic Deposit

   Medical History/Physical Form (to be completed and returned within 30 days)

Fingerprinting/Background Screening and HR completes DCS, Child Abuse and Sexual Abuse searches
Drug Test in compliance with Drug-Free Workplace Policy
Employee Orientation scheduled (covers Retirement, Medical, Dental, and Life Insurance and many policies discussed)

10. Applicant is responsible for the cost of the medical exam, drug test, and fingerprinting.

11. Applicant will not begin work until fingerprint results have been received at the HR Department.

12. All new employees are required to attend employee orientation conducted by the Benefits Office.

# Administrative Procedure

| Category: | Procedure: | |
|---|---|---|
| **Human Resources** | **Hiring Secretaries** | |
| Descriptor Code: | Issued Date: | Revised Date: |
| **AP-G-290-7** | **June 1997** | **January 2009** |

1. Advertise all vacant positions through the Human Resources Department.

2. Review on-line applications of interested candidates and complete the interview process. All current Knox County Schools employees who submit an application must be interview, including substitutes.

3. Recommend applicant to Human Resources Department on a Classified HR-119 Form.

4. An offer of employment is extended by the Human Resources Supervisor or designee. Candidate is scheduled to come to the Human Resources Department to complete employment documentation as follows:
   - W-4 form
   - I-9 Form (employment eligibility verification form). Driver's license or birth certificate or passport and social security card are required to complete this form.
   - Legible copy of employee's social security card and driver license
   - Authorization Agreement for Automatic Deposit
   - Job Description (signature required)
   - Medical/Physical Form (to be completed and returned within 30 days)
   - Media/Audiovisual Guidelines (signature required)
   - Fingerprint and Criminal History Verification Record. Applicant may not begin working until Human Resources has received the criminal history results reports and has cleared applicant for employment.
   - Drug Test in compliance with Drug-Free Workplace Policy

5. Applicant is responsible for the cost of the medical exam, drug test, and fingerprint and criminal history verification.

6. All new employees are required to attend employee orientation. Meeting is scheduled.

# Administrative Procedure

| Category: | Procedure: | |
|---|---|---|
| **Human Resources** | **Hiring Non-Faculty Athletic Coaches** | |
| Descriptor Code: | Issued Date: | Revised Date: |
| **AP-G-290-8** | **June 1997** | **January 2009** |

1. One of the following will apply to all coaches:
2.

A. Full-time employee of the Board of Education with a Tennessee State teaching license or the equivalent.

B. Retired Educator: Five or more years' experience in education with a valid Tennessee State teaching license or the equivalent at the time of retirement and not full-time employee of a school or school system.

C. Non-Faculty: Anyone approved by the Principal, Superintendent, and/or local Board of Education in the normal course of employment procedures in accordance with applicable State law.

2. The position has been advertised and no full-time employee with a teaching license who meets the qualifications required for coaching the specific sport in question is available.

3. All head coaches in football, basketball, softball, and track must be full-time employees or a retired educator.

4. All non-faculty coaches (see item 1.C. above) must complete A.S.E.P. Coaches Education Program in a T.S.S.A.A. approved course within two years of his/her employment and must attend the T.S.S.A.A. Coaches Training Session within the first year of his/her employment.

5. In using non-faculty coaches as an assistant, a school shall be limited to a total of three coaches in football and two coaches in other sports. These individuals may be assistant coaches in football, basketball, baseball, softball, and track and either head coaches or assistant coaches in all other sports.

6. All coaches are subject to T.S.S.A.A. Rules and Regulations and Knox County Board of Education policies. They must conduct themselves in a manner becoming of a coach and representative of the school they serve. All coaches are responsible to the principal of his/her school. Coaches must be paid entirely from funds approved by the Knox County Board of Education. No coach shall receive more than three (3) supplements.

7. Coaching positions are allocated to each sport under the negotiated contract. All non-faculty coaches must be included in the allocated number and must meet TSSAA requirements. No other paid coaches outside the allocated numbers allowed.

8. Up to five years of coaching experience at the interscholastic, college or professional level shall be considered for the purpose of supplements.

9. A criminal history verification and a finger print sample are required. The applicant is responsible for the cost.

# Administrative Procedure

| Category: | Procedure: | |
|---|---|---|
| **Human Resources** | **Tuition Assistance** | |
| Descriptor Code: | Issued Date: | Revised Date: |
| **AP-G-320** | **May 2008** | **January 2009** |

The procedures and application are broad guidelines developed by Knox County Schools Human Resources Department to assist with implementation and organizational decisions. The procedures detailed therein are an attempt to address how the program guidelines should be applied. It is not possible to address every situation or circumstance under these guidelines; therefore, the administration reserves the right to make decisions regarding this benefit on a case by case basis. Knox County Schools will make every effort to ensure that all employees are treated fairly and equitably. Please contact the Human Resources Department regarding any questions about the Tuition Assistance Program.

**To receive tuition assistance, employees should follow the procedures outlined therein:**

- To be considered for tuition assistance, the employee must first submit a **Request for Tuition Assistance Application** and provide information about the course(s) for which he/she would like to receive assistance.
- The Executive Director of Human Resources and the Human Resources supervisors will review all requests submitted before the established deadline. HR will advise the employee when a decision has been made.
- Upon completion of the course(s), the employee must complete a **Request for Tuition Reimbursement form**, including appropriate signatures, as well as receipts and evidence of passing grade(s) attached.
- The Human Resources Department will then coordinate the reimbursement with the Compensation Department.

**Additional Information**

Payment of tuition of course work taken becomes the responsibility of the employee if the employee:

- Receives a grade of C, D, F, or I
- Drops or withdraws from an approved course after tuition deadline
- Terminates employment during the semester
- Changes an approved course to an audit.

Knox County Schools will not pay for the employee to retake the course(s).

Course(s) must be taken outside of employee normal work schedule.

Travel or commuting expenses are not covered under this policy.

In the event that payment of the course becomes the responsibility of the employee, payment can be made by personal check. If requirements of this program are not met, a payroll deduction is, by this agreement, authorized to satisfy a tuition debt. It is understood that the debt may be paid through the Payroll Department. If this is not done in a timely manner, specifically within one (1) year, a payroll deduction is herewith authorized to be processed for the amount of indebtedness against the employee's paycheck.

The request for tuition reimbursement is contingent upon the availability of funds and will be approved based on the number of employees applying for assistance. If funds are not available at the time the request is submitted, the indebtedness of the course remains the responsibility of the employee.

Payment for any course will not exceed the amount as set forth in this agreement.

Failure to comply with the tuition assistance program may influence future decisions concerning such tuition reimbursement.

Any questions or comments should be directed to the Human Resources Department.

# Administrative Procedure

| Category: | Procedure: | |
|---|---|---|
| **Human Resources** | **Tenure** | |
| Descriptor Code: | Issued Date: | Revised Date: |
| **AP-G-330** | **July 2021** | |

Employees who are eligible for tenure pursuant to Knox County Board of Education Policy G-330 and Tennessee Code Annotated § 49-5-501 will be presented to the Board of Education for approval.

The list of employees eligible for tenure will be posted as an attachment to the agenda of a Board of Education meeting. If an employee believes they are eligible for tenure and their name has not been submitted to the Board of Education for approval, the employee must complete a Tenure Inquiry Form (Form HR-___) within thirty (30) days of publication to the Human Resources Department. The Human Resources Department will review the Tenure Inquiry Form and provide a response to the employee within fifteen (15) business days.

# Administrative Procedure

| Category: | Procedure: | |
|---|---|---|
| **Human Resources** | **Non-Tenure** | |
| Descriptor Code: | Issued Date: | Revised Date: |
| **AP-G-331** | **February 2016** | **July 2021** |

## INTRODUCTION

Principal recommendations play an important part in determining whether non-tenured teachers are offered re-employment or "non-renewed" at the end of the school year. As each school year begins, principals need to be knowledgeable of state laws and School Board policies and procedures that apply to the non-renewal decision regarding non-tenured teachers.

At the February 2016 Board of Education meeting, the School Board approved the revised **Non-Tenure Policy, G-331.** This policy outlines the expectations for principals prior to making a recommendation to the Director of Schools to non-renew the employment of a non-tenured teacher.

## PROCESS

If a principal has concerns about a non-tenured teacher's performance, he or she should check the teacher's current hire status (regular / temporary / interim) with the Department of Human Resources (HR). There is no need to go through the non-renewal process for temporary or interim teachers, whose appointments to their positions automatically expire at the end of the school year. Tenured teachers are not eligible for non-renewal.

When the principal is considering recommending the non-renewal of a non-tenured teacher's employment agreement, he or she shall comply with all applicable laws and district non-renewal policies and protocols, including this administrative procedure. Any recommendation to non-renew a non-tenured teacher's employment agreement will be carefully reviewed by the principal's supervisor, and is subject to the approval of the Director of Schools.

Principals are expected to follow the performance evaluation procedures and timeline for all teachers set forth in the TEAM or TAP evaluation manual. Principals may reference the Tennessee Department of Education evaluation regulations and guidance for information and details regarding specific procedures, timelines, and requirements.

In certain rare circumstances, the Director of Schools may decide not to renew the employment of a non-tenured teacher, pursuant to disciplinary concerns that have been investigated and validated.

## EVIDENCE OF SUPPORT AND ASSISTANCE

The teacher performance evaluation process is an excellent way to help educators continue in their professional growth, and continuously improve their instructional practice. Through the evaluation process, and (as needed) outside of the evaluation process, the principal shall identify and discuss deficiencies with any teacher being considered for non-renewal, and the principal shall provide assistance for overcoming these deficiencies. All issues of concern should be addressed in a timely manner. Principals are expected to provide evidence of communication and documentation of support and assistance they have given

throughout the school year to any teacher they are considering for non-renewal. Detailed documentation of the support and assistance provided should specifically include the issue(s) addressed, concerns, and suggestions for improvement.

Evidence of such support and assistance may include, but not be limited to:

- Explicit growth plans developed through performance evaluations or other means.
- Documented suggestions around areas of refinement within the performance evaluation.
- Written recommendations arising from performance with regard to the professionalism rubric.
- Assignment of an experienced mentor to the teacher when concerns were noted, with clear notification made and expectations of the engagement set.
- Meeting(s) with instructional facilitators (i.e. Master Teacher, Mentor Teacher, Lead Teacher, Literacy Coach, Numeracy Coach, etc.) were held with the teacher to address specific deficiencies.
- Lesson Plans and Grade Book routinely reviewed with written feedback given.
- Teacher encouraged or directed to attend "New Teacher Academy" sessions.
- ILC/ Peer observations / demonstration lessons conducted.
- Workshops, trainings, recommended readings made available to teacher.
- TEAM Institute or other professional development opportunities offered.
- Mid-year conference(s) where concerns are discussed and solutions suggested.
- Written documentation of any conference (conference of concerns, verbal reprimands) held with the teacher to address performance concerns. Use of the Professional Communication Record or other forms to document such conferences.

**TIMELINE FOR NON-RENEWAL DECISION MAKING**

**By the end of January:***
Principal will have a documented conversation with the teacher in question to discuss deficiencies and suggest actions and support to address and overcome those deficiencies. The documented conversation must specifically state that the employee is being considered for non-renewal.

**By the end of March:**
Principal will have a second documented conversation with the teacher to discuss deficiencies and suggest actions and support to address and overcome those deficiencies. The documented conversation must specifically state that the employee is being considered for non-renewal.

**By the second Monday in May:**
Principal must submit to the Department of Human Resources a list containing the name of any non-tenured teacher being recommended for non-renewal.

**By the third week in May:**
The Director of Schools, Grade Level Executive Directors, and other leadership personnel will meet to review appropriate documentation and justification for non-renewal. Approval of recommendations for non-renewal will be communicated back to principals expeditiously.

**During (or prior to) the last five days of a non-tenured teacher's contract period:****
Principal must notify teacher in person that their employment will not be renewed for the following school year. While a specific reason for the non-renewal is not necessarily required to be communicated at the time of this meeting, the teacher should be very aware of the underlying concerns and deficiencies documented and communicated throughout the school year, as required in this administrative procedure. The principal

and the employee being notified must sign form HR-159 confirming notification of the non-renewal. The principal may contact their Human Resources Staffing Manager if they would like HR support during this meeting.

**On the first business day following the last teacher contract day:**
The Department of Human Resources will follow up with written notice of non-renewal, which will be sent via certified mail to all impacted teachers.

**Guidelines for Potentially Rehiring Non-Tenured, Non-Renewed Teachers**
Non-tenured teachers who are non-renewed and who earn an Educator Effectiveness Score of 3 (Meets Expectations) or above on their most recent performance evaluation may apply to be considered for other vacant teaching positions for which they are qualified elsewhere in the Knox County Schools. Teachers who are non-renewed and did not meet expectations on their most recent performance evaluation will not be considered for continued employment by the Knox County Schools. Unique circumstances may be appealed to the Director of Schools for consideration.

* This will generally be the last week of school, including the last administrative day after the student school year has ended. Principals will have discretion as to when it makes sense to schedule this in-person meeting before the end of the teacher contract period. In certain circumstances, the last day of the employment schedule before teachers leave for summer (the administrative day) may be the most appropriate time for this conference.

| Category: | Procedure: | |
|---|---|---|
| **Human Resources** | **Filling of Existing Vacancies and Transfers** | |
| Descriptor Code: | Issued Date: | Revised Date: |
| **AP-G-360** | **June 1997** | **January 2009** |

1. A list of teachers (transfer roster) requesting a transfer by March 31 to a position in your school or department will be provided if a transfer roster is available.

2. In the event there are no immediate openings, the principal may or may not conduct interviews of any employees requesting a transfer. **HOWEVER, IF A POSITION SHOULD OCCUR WITHIN THE BUILDING, THE PROCEDURES OUTLINED IN EMPLOYEE-INITIATED TRANSFERS WILL BE FOLLOWED.**

3. Article XVI of the Memorandum of Agreement states that transfer applicants shall be interviewed and considered for the position prior to other applicants. "Interview" shall consist of but not be limited to: personal, phone, essay, or questionnaire-oral or written.

4. You should document your interviews or interview attempts with the individuals from your roster on an "Applicants Interviewed Form" (HR-119).

5. Let the appropriate Human Resources supervisor know immediately by phone if you recommend a transfer applicant for a vacant position. The Human Resources Department will contact the transfer applicant.

6. The completed "Applicants Interviewed Form" (HR-119), with your recommendation and documentation should be forwarded to the appropriate Human Resources supervisor as soon as possible (white and canary – keep pink for your records).

7. Let the appropriate Human Resources supervisor know immediately by phone if you do not select any of the transfer applicants. Return the "Applicants Interviewed Form" (HR-119) with completed documentation and "no recommendation" noted at the bottom of the page (keep pink for your records).

8. If a list of transfer applicants is not available for the vacant position, access the Searchsoft Applicant Tracking System for available candidates.

9. Suggested response to an applicant: "I'll be making a recommendation to the Human Resources Department for the position after all applicants have been considered. The recommended applicant will be contacted at the appropriate time."

10. The Human Resources Department will notify each transfer applicant or new applicant of his/her selection for the position. Several factors could affect the final recommendation (i.e. budget constraints, administrative transfers, racial impact, etc.).

11. An "Applicants Interviewed Form" (HR-119) should be completed with interview documentation for each position and sent to the appropriate Human Resources supervisor (keep pink for your records).

12. Positions occurring during a school year will be filled from the existing applicant pool.

13. Teachers are paid monthly. Payroll cutoff is the 5th day of each month, however a recommendation must be received no later than the 1st in order to allow necessary time for processing.

| Category: | Procedure: | |
|---|---|---|
| **Human Resources** | **Administrative Leave or Suspension or Reassignment of an Employee Pending Investigation** | |
| Descriptor Code: | Issued Date: | Revised Date: |
| **AP-G-370** | **December 2010** | **July 2021** |

Periodically it becomes necessary to remove an employee from the employee's worksite for a period of time in order to review or investigate an incident that has occurred or an allegation that has been made. The mechanism generally used to accomplish this action is to place the employee on administrative leave or administrative suspension either with or without pay. The administration of the Knox County Schools will adhere to the following procedures when acting to place an employee in an administrative leave or suspension status.

1. When the Human Resources Department receives an allegation about an employee that warrants notifying the Department of Children's Services (DCS), the employee, with approval of the Director of Schools or the Director's designee, may be placed on administrative leave or suspension with or without pay pending an investigation into the matter.

2. If an allegation is founded or substantiated, the employee shall notify Knox County Schools through the Executive Director of Human Resources within two (2) business days. If the Knox County Schools administration receives notification (written, electronic, or telephonic) from DCS or the employee that an allegation is founded, the employee will be placed on administrative suspension without pay pursuant to the actions specified in Board of Education Policy G-370. This status will remain in effect throughout the DCS appeal process, if applicable.

3. If the employee elects to appeal the decision of the DCS and the decision is overturned by DCS, the employee will be compensated for the time the employee was on administrative suspension without pay up to the date Knox County Schools receives notification of the overturned decision based on the appeal process.

4. If the employee elects to appeal the DCS decision and the decision is not overturned, the employee will remain on administrative suspension without pay. At this point in time, the Knox County School System Administration will begin the process for termination of employment.

Based on the nature of the incident or allegation, and after reviewing other pertinent information, the Director of Schools or the Director's designee may opt administratively to reassign an employee to a temporary position pending completion of an investigation or review of the incident or allegation.

Temporary reassignments will be made only to positions outside of schools where the individual does not have contact with students, and to positions where the employee is under immediate and direct supervision.

Employees under administrative leave or suspension are not to be on school property or at any school related function. Job responsibilities assigned to employees under administrative leave or suspension with pay are at the discretion of the Knox County School administration. Employees on administrative leave or suspension with pay are to be available during normal school hours and must be able to be contacted during that time.

# Administrative Procedure

| Category: | Procedure: | |
|---|---|---|
| **Human Resources** | **Determining Reasonable Accommodations** | |
| Descriptor Code: | Issued Date: | Revised Date: |
| **AP-G-420-1** | **June 1997** | **July 2021** |

1. Employee meets with direct supervisor to request job accommodation based on disability.

2. Direct supervisor contacts ADA Coordinator to determine if the Americans with Disabilities Act (ADA) applies and what if any reasonable accommodations need to be made.

3. Employee signs a release to physician for medical information.

4. Knox County Schools sends copy of job description to physician with request for information regarding physician's assessment of ability to perform essential components of job and limitations.

5. Physician completes Form HR-155 outlining employee's limitations and ability to perform essential components of job.

6. A meeting will be held to discuss any requests for accommodations. The meeting should include essential staff members such as HR supervisor, Instructional Supervisor, School Nurse, Principal, ADA Coordinator or any other appropriate employee.

7. Team works together to determine accommodations that can be reasonably made. The team may consult with the Equal Employment Opportunity Commission (EEOC) and the Job Accommodation Network for assistance in developing individualized accommodations. The ADA Coordinator or Human Resources Supervisor will document any accommodations made.

8. Team meets at regular intervals, if needed, to reevaluate appropriateness of accommodations.

# Administrative Procedure

| Category: | Procedure: | |
|---|---|---|
| **Human Resources** | **Work Schedule of Custodians** | |
| Descriptor Code: | Issued Date: | Revised Date: |
| **AP-G-420-2** | **June 1997** | |

Morning custodians report on the early shift as assigned by the principal and custodial foreman. They are to make sure the building is opened, cleaned and ready to receive students. The evening custodians report to work as scheduled by the principal and custodial foreman. Every custodian shall be assigned an area of responsibility. The afternoon shift shall be responsible to lock doors as assigned by the principal and to turn on/off the security system. See GCBC for additional custodial duties. Every custodian is to take two fifteen-minute breaks. These breaks are to be assigned by the principal and head custodian.

# Administrative Procedure

| Category: | Procedure: | |
|---|---|---|
| **Human Resources** | **Administrative Leave** | |
| Descriptor Code: | Issued Date: | Revised Date: |
| **AP-G-460** | **June 1997** | **September 2003** |

1. An employee must give the Superintendent one week's written notice for a leave to be approved.

2. An employee must fill out and submit a Leave Request form (BO-157) to the Superintendent for approval.

3. Form BO-157 must be submitted even if the leave is with or without pay.

4. Administrative Leave may be used for the purpose of recruitment, serving on a board or commission of the state, to work for the state Department of Education, an appointment made by the Governor or General Assembly, or other event granted by the Superintendent.

5. Such a leave does not count against accumulated leave credit.

# Administrative Procedure

| Category: | Procedure: | |
|---|---|---|
| **Human Resources** | **Sick Leave** | |
| Descriptor Code: | Issued Date: | Revised Date: |
| **AP-G-461** | **June 1997** | **July 2021** |

**SICK LEAVE**

1. Sick leave may be taken for personal illness, accidents, death or illness of immediate family member, to include wife, husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law.

2. An employee absent for five (5) consecutive working days shall submit a doctor's statement verifying illness or injury of the employee or the immediate family. The initial doctor's statement may be written for up to fifteen (15) consecutive working days. After the initial 15-day period, the employee must submit FMLA paperwork from the doctor using Forms HR-104A and HR-104B for a leave of absence. A leave of absence may be issued for up to one full school year (or one contract year).

3. Signatures must be obtained and forms/copies submitted as indicated.

4. The supervisor will notify the Human Resources Department if a staff member is absent beyond the limit of his/her accumulated sick leave or if a staff member is out for more than fifteen (15) consecutive working days (with or without a doctor’s statement).

**SICK LEAVE REMAINING UPON RETIREMENT**

Individuals actively employed by the Knox County Board of Education at the time of their retirement will receive a bonus of either sixty dollars ($60.00) per day for all accumulated, unused, earned sick days;

OR

If the employee gives at least a one hundred (100) calendar day notice of retirement, the employee will receive one hundred dollars ($100.00) per day for all accumulated, unused, earned sick leave days. For employees retiring at the end of the first semester, they may notify the system by September 1 of that school year, or the next working day if September 1 is on a weekend or holiday, to receive the one hundred dollar ($100.00) per day bonus. Employees retiring at the end of the school year may notify the system by February 1 of that year, or the next working day if February 1 is on a weekend or holiday, to receive the one hundred dollar ($100.00) per day bonus. Written notification at least one hundred (100) calendar days prior to retiring OR notification by September 1 or February 1, qualifies the individual for the one hundred dollars ($100.00) bonus per day for unused, earned sick days. The maximum benefit for any individual shall be one (1) year of salary at the time of retirement.

NOTE: One day for each month employed during the school year shall be accumulated for employees for an unlimited number of days. Sick leave for maternity purposes may be taken during the period of physical disability only. Upon verification by written statement from an adoption agency or other entity handling an adoption, a teacher may also be allowed to use up to thirty (30) days of accumulated sick leave for adoption of a child. If both adoptive parents are teachers, only one (1) parent is entitled to leave under this subsection.

# Administrative Procedure

| Category: | Procedure: | |
|---|---|---|
| **Human Resources** | **Personal and Professional Leave** | |
| Descriptor Code: | Issued Date: | Revised Date: |
| **AP-G-462** | **June 1997** | **September 2003** |

**PERSONAL LEAVE**

1. An employee must give his/her supervisor a one day written notice for leave to be approved except in the case of an emergency.

2. The employee may use this type of leave in an emergency.

3. An employee must fill out a Leave Request form (BO-157) and submit to the immediate supervisor for approval.

4. The Absence Form (BO-158) must be submitted if the leave is with or without pay.

**PROFESSIONAL LEAVE**

1. Professional leave may be used for the purpose of workshops, school business, meetings relating to school business which meet during daytime hours, or serving on Boards or Commissions.

2. Requests shall be submitted to the principal at least five (5) days prior to requested leave of absence.

3. The Absence Form (BO-158) must be submitted if the leave is with or without pay.

4. Professional Leave is available to certificated staff.

# Administrative Procedure

| Category: | Procedure: | |
|---|---|---|
| **Human Resources** | **Education Leave** | |
| Descriptor Code: | Issued Date: | Revised Date: |
| **AP-G-463-1** | **June 1997** | **September 2003** |

1. A full-time certified employee who is returning to school for the purpose of educational improvement must submit to his/her supervisor within thirty (30) days a written request for leave without pay. This is only available to tenured teachers.

2. The request for leave must include a description or course of study from the attending university or college. Leave will be for full time advanced study in an accredited college or university in a field related to one's position in Knox County School System.

3. The supervisor will submit the request on an Unpaid Leave of Absence Form (HR-104) and the course of study to the Human Resources Department.

4. Documentation (transcript) will be required after the completion of the program.

5. Upon return, the teacher shall verify that he/she was classified as a full-time student while on leave.

6. Education Leave will be granted on a full-time basis only.

# Administrative Procedure

| Category: | Procedure: | |
|---|---|---|
| **Human Resources** | **Child Care and Maternity Leave** | |
| Descriptor Code: | Issued Date: | Revised Date: |
| **AP-G-463-2** | **June 1997** | **July 2021** |

1. An employee may take a child care leave. The child must be under the age of two and proof of age may be required.

2. An employee may take maternity leave. The request must include a doctor's statement giving a description of the leave and the specific date(s) of the duration.

3. The request must be in writing on an Unpaid Leave of Absence Form (HR-104A) at least thirty (30) days prior to the leave and submitted to his/her supervisor. The doctor's statement should be included with the request on Form HR-104B.

4. The employee must submit Forms HR-104A and HR 104B to the Human Resources Department.

5. Leave and leave extensions shall not exceed a total of two consecutive years.

6. Sick leave may be used during physical disability only as determined by the physician.

# Administrative Procedure

| Category: | Procedure: | |
|---|---|---|
| **Human Resources** | **Administrative Leave Without Pay** | |
| Descriptor Code: | Issued Date: | Revised Date: |
| **AP-G-463-3** | **August 2013** | **July 2021** |

From time to time it may become necessary for employees to be away from work for reasons not addressed by the specific forms of leave granted under the various Board of Education policies governing leaves and employee absences. In these instances, an employee may request the Director of Schools grant administrative leave without pay (ALW/OP).

The Director of Schools as well as all supervisory personnel in the ALW/OP review and approval process will consider the requests on a case by case basis based on the circumstances and the merits of the justification. Generally, ALW/OP is not appropriate for discretionary absences over which the employee has some control. It is most appropriate for situations in which the employee has personal, legal or family obligations that leave little other recourse than to be absent from work.

ALW/OP is not an alternative form of personal or vacation days, and it will not be treated as such. For example, it would be appropriate to request ALW/OP to care for a parent, attend a child's wedding, graduation, or other significant family event or to appear in court for a matter not related to an individual's responsibilities with the Knox County Schools. It would not be appropriate to request ALW/OP, vacations or recreational activities, business trips with spouses, mission trips or other elective types of absences.

An employee must fill out and submit a Leave Request Form (BO-157) for approval. Requests for ALW/OP will originate with the school administrator or, in the case of personnel assigned to central office or system-wide duties, the first director in individual's supervisory chain.

1. For school-based staff, the request and review process will initiate with the school principal and include the appropriate grade level director.

2. For Central Office and system-wide staff, the review process will initiate with the first director in the supervisory chain and include the appropriate assistant superintendent.

3. The Director of Schools is the final approval authority for all ALW/OP requests and will be the final step in the review and approval process. However, any principal or supervisor in the approval chain may disapprove the request and it will go no further.

All requests for ALW/OP must include a detailed justification in the notes field provided in the electronic request. Requests without justification will not be considered.

Employees should not make travel arrangements or commitments prior to having an approved leave. Absences without approved leave, may subject an employee to disciplinary action.

Any approved ALW/OP does not count against accumulated leave credit.

# Administrative Procedure

| Category: | Procedure: | |
|---|---|---|
| **Human Resources** | **Long Term Leave of Absence** | |
| Descriptor Code: | Issued Date: | Revised Date: |
| **AP-G-463-4** | **July 1995** | **October 2008** |

Employees in regular, temporary, or interim positions shall be granted leave without pay for military service, legislative service, maternity, adoption, recuperation of health or visitation of a spouse, child or parent deployed for military duty out of the country who has been granted rest and recuperation leave and educational improvements or other sufficient reason without loss of accumulated leave credits, tenure status, or other fringe benefits. Leave to visit a spouse, child or parent deployed for military duty out of the country, who has been granted rest and recuperation leave, shall be granted for no longer than ten (10) days. All leaves shall be requested in writing at least thirty (30) days in advance on forms provided by the Director of Schools. The 30-day notice may be waived or reduced by the Director of Schools upon submission of a certified statement by a physician.

<u>The application for leave forms shall require:</u>
1. A description of the type of leave requested;
2. The requested dates for beginning and ending the leave; and
3. A statement of intent to return to the position from which leave is granted.

Each request must be acted upon by the Director of Schools. Each applicant shall be notified in writing of the Director of Schools' action. All leaves, except military leave, shall be from a specific date to a specific date. However, any leave may be extended by the Director of Schools upon written request from the employee. The maximum period for a leave of absence is two continuous years. At the conclusion of two continuous years of leave, employee must immediately report back to work for a period of no less than one term to be eligible for an additional two continuous years under the leave without pay category. If you do not immediately return to work upon the expiration of two continuous years of leave, coverage is terminated and COBRA eligibility will not apply. The procedure and condition for extending a leave are the same as those used when originally requesting and granting the leave. However, military leave shall be granted for whatever period may be required.

Positions vacated for less than twelve (12) months by employees on leave shall be filled with an interim employee while the employee is on leave. If the employee returns from leave within 12 months, the interim employee shall relinquish the position. If the leave exceeds twelve (12) months, the employee shall be placed in the same or a comparable position upon return.

Any employee on leave shall notify the Director of Schools at least thirty (30) days prior to the date of return if the employee does not intend to return to the position from which he is on leave. Failure to give such notice shall be considered breach of contract.[1]

**PAY AND BENEFITS**

All leave granted in conformance with this policy shall be without pay. If the individual qualifies for Family and Medical Leave (FMLA), this leave will run concurrently with FMLA leave for up to a maximum of twelve weeks. During the period of FMLA Knox County will pay the Board share of the insurance premium(s). After FMLA is exhausted or if the individual is not eligible for FMLA, the employee is

responsible for the total premiums in order to continue life, health-dental benefits; otherwise, benefits cease to exist. If the employee participates in a supplemental policy, the employee must make arrangements with the company to continue the benefit. FMLA leave is not available to individuals taking leave without pay for military service, legislative service or educational leave.

# Administrative Procedure

| Category: | Procedure: | |
|---|---|---|
| **Human Resources** | **Substitute Teachers** | |
| Descriptor Code: | Issued Date: | Revised Date: |
| **AP-G-470** | **June 1997** | **July 2021** |

1. Substitute teachers are those teachers used to replace teachers on leave or to fill short term vacancies. All substitute teaches shall be employed and paid by the board.

2. Each principal shall be provided names of all authorized and endorsed substitute teachers.

3. The principal shall secure a qualified substitute teacher.

4. Substitute teachers shall assume the same responsibilities as the regular teacher, including bus duty and playground supervision, when necessary. Substitute teachers shall have the same classroom authority as regular teachers with the exception of handling and issuing discipline. All discipline matters should be referred to administration.

5. When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a substitute teacher must possess a valid Tennessee teaching license with endorsement in the discipline(s) to be taught. When it is known that a teacher will be out fifteen (15) days, the appropriate Human Resource supervisor must be contacted.

6. All educational assistants, secretaries, and clerks are approved substitute teachers for use in emergency situations. Emergency use shall be defined as less than a full day due to the regular or substitute teacher being unable to arrive on time or remain for the full day.

7. All substitute teachers will be given a substitute handbook and are required to attend orientation. Additional guidelines may be given at each school which may contain, but shall not be limited to:
   a. Attendance procedures;
   b. Lunchroom schedule and procedures;
   c. Procedures for supervising student behavior;
   d. Names and assignments of regular staff members;
   e. Emergency evacuation procedures; and
   f. Other helpful information particular to the local school.

8. Substitutes are required to provide documentation of educational attainment. Examples of such documentation would include a high school diploma, transcript, or professional teaching license.

9. All substitutes will be required to attend a training/orientation session and non-certified applicants will be required to complete the Stedi on-line training course. Substitutes must complete payroll and employment documentation forms as required by the Executive Director of Human Resources. Applicants must provide all documentation required and complete the orientation before they will be processed as a substitute.

10. Substitutes who do not work ten (10) days during the school year will be removed from the substitute roster for a full year. (This requirement may be pro-rated based on the date of hire.) Substitutes may

resubmit their application and complete the training and background requirements to be reactivated as a substitute.

11. Substitutes who are blocked by five (5) or more schools during a school year will be removed from the substitute roster for a full year. Substitutes may resubmit their application and complete the training and background requirements to be reactivated as a substitute.

12. Substitutes are paid once a month. Payroll cutoff is the 18th of each month. If the 18th falls on a weekend, payroll cutoff will be the Friday prior to the 18th of each month. Substitutes will be paid on the 25th of the following month.

13. In compliance with the Knox County Board of Education Drug-Free Workplace Policy G-210, substitutes are required to submit a urinalysis test, complete all security checks, including but not limited to, a fingerprint and criminal history background screening. All costs associated with such testing is at the expense of the applicants. (Drug testing is time sensitive based on the date paperwork is issued to the substitute applicant.)

# Administrative Procedure

| Category: | Procedure: | |
|---|---|---|
| **Human Resources** | **Evaluation of Classified Employees** | |
| Descriptor Code: | Issued Date: | Revised Date: |
| **AP-G-510** | **June 1997** | **July 2021** |

1. All newly hired non-certified employees shall be evaluated each year for the first three (3) years. After three (3) years of employment, pending satisfactory evaluations, these employees will be placed on an evaluation cycle to be evaluated once every five (5) years. However, the principal, supervisor or employee may request an evaluation in any given year.

2. Evaluations shall be completed and returned to the Human Resources office no later than the last week of April each year.

# Administrative Procedure

| Category: | Procedure: | |
|---|---|---|
| **Human Resources** | **Dismissal of Classified Personnel** | |
| Descriptor Code: | Issued Date: | Revised Date: |
| **AP-G-520** | **July 2021** | |

## INTRODUCTION

Principals and supervisor recommendations play an important part in determining whether classified employees are not recommended for continued employment at the end of the school year. As each school year begins, principals and supervisors need to be knowledgeable of state laws and School Board policies and procedures that apply to the decision regarding classified employees.

## PROCESS

When the principal or supervisor is considering not recommending continued employment of a classified employee, the principal or supervisor shall comply with all applicable laws and district non-renewal policies and protocols, including this administrative procedure. Any recommendation to not continue the employment of a classified employee is subject to the approval of the Director of Schools.

## EVIDENCE OF SUPPORT AND ASSISTANCE

Through the evaluation process, and as needed outside of the evaluation process, the principal or supervisor shall identify and discuss deficiencies with any classified employee for which they are considering not recommending continued employment, and the principal shall provide assistance and recommendations for overcoming these deficiencies. All issues of concern should be addressed in a timely manner. Principals and supervisors are expected to provide evidence of communication and documentation of support and assistance they have given throughout the school year to any classified employee for which they are considering a recommendation of not continuing employment.

# Administrative Procedure

| Category: | Procedure: | |
|---|---|---|
| **Human Resources** | **Time Schedules of Classified Personnel** | |
| Descriptor Code: | Issued Date: | Revised Date: |
| **AP-G-570** | **June 1997** | **May 2008** |

Refer to policy G-570.

The school system shall comply with Wage and Hour Regulations as administered by the U.S. Department of Labor. Actual hours worked are to be reported by each employee. No employee shall be at the job location unless so directed by the immediate supervisor.

**WORK SCHEDULES**

A work week is a regularly recurring period of 168 consecutive hours. The standard work week for Knox County Schools employees shall begin a 12:01 a.m. Sunday and end at 12:00 midnight on the following Saturday. Maintenance, security, and operations personnel shall have a work week that begins at 12:01 a.m. Wednesday and ends at 12:00 midnight on the following Tuesday.

Supervisors shall prepare a daily work schedule both for school and non-school months. The daily schedule includes the time to begin work, lunch time and ending time.

Each employee is required to work according to his schedule unless there is an emergency. When an emergency arises, the immediate supervisor shall be notified as soon as possible.

All authorized overtime or time-on-the-job-location not within the scheduled time must be approved by the immediate supervisor before the overtime occurs.

**TIME RECORDS REQUIRED**

Each employee covered by the Wage and Hour Law shall keep a time record of actual hours worked. At the end of each reporting period, employees shall turn in time records to their immediate supervisor for approval. All time records will be forwarded to the payroll office for calculations.

**LUNCH PERIODS**

All employees covered by the Wage and Hour Law must have at least thirty (30) minute lunch period without pay. During this scheduled lunch period, the employee shall be relieved of all duties of any nature.

**EMPLOYEE CERTIFICATION THAT POLICY AND REGULATIONS HAVE BEEN READ**

New employees shall be furnished a copy of this policy. Each employee shall read this policy or have it read to him and shall certify that the policy has been read and understood. A copy of this certification must be on file before the first check is issued to a new employee.

**EMPLOYEES NOT COVERED BY WAGE AND HOUR LAW**

All employees are covered by the Wage and Hour Law except:

1. Students who work an hour or less per day;
2. Volunteer workers other than regular employees; and
3. Those set forth in the Fair Labor Standards Act as executives, administrative employees and professional (to include all certified personnel).