

Wilson County Schools Handbook For Support Personnel



ACKNOWLEDGMENT OF RECEIPT
OF EMPLOYEE HANDBOOK

As indicated by my signature below (or through PowerSchool), I hereby acknowledge that the Wilson County Schools Handbook for Support Personnel may be found on the Wilson County Schools' website, www.wcschools.com. It will also be distributed to all new employees and a copy will be placed in the office of my department administrator to be viewed upon request. I understand that it is my responsibility to become familiar with the contents of the handbook, as well as the Wilson County Schools Board Policy and the Wilson County Schools Accounting Manual. I understand that relevant postings are located at a visible location at each work site, as well as the Wilson County Schools' website, for my information.

I further understand and agree to the following:

This handbook represents a summary of some of the more important policies of the Wilson County Board of Education; it is not intended, however, to be all inclusive of policies or practices.

My employment will be subject to the provisions contained in this handbook along with any subsequent changes or amendments.

By my signature below, I understand, agree, and consent to the Wilson County Board of Education withholding deductions from my paycheck for lost or damaged equipment, leave taken that has not been earned, overpayments on previous paychecks, and other similar circumstances.

Additionally, I understand, agree, and consent to the use of compensatory time in lieu of overtime payment in cash. All compensatory or overtime will follow the guidelines set out in the Wilson County Board Policy.

The Wilson County Board of Education retains the sole right to modify, suspend, interpret, or cancel in whole or part, at any time, and with or without notice, any of the published or unpublished personnel policies or practices.

No supervisor, director, manager, or other representative has the authority to make legally binding verbal or written commitments regarding employer policies or to modify or alter the contents of said handbook.

The Wilson County Board of Education does not recognize verbal or implied contracts for employment.

The contents of this handbook do not constitute an expressed or implied contract of employment. All employees will be considered employees-at-will.

Employee's Name (print or type): _____

Employee's Signature: _____

Title: _____

Date: _____

Witness: _____

Date: _____

HANDBOOK FOR SUPPORT STAFF

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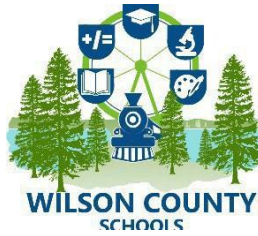
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The Wilson County Board of Education does not discriminate due to age, race, color, gender, national origin, disability, genetics, religion, creed, or veteran status in the provision of services, in programs or activities, or in employment opportunities or benefits. The Wilson County School System is an Equal Opportunity Employer and a member of Tennessee Drug-Free Workplace. Employees who need reasonable accommodations should contact Human Resources for assistance.



****A WELCOME TO OUR NEW EMPLOYEES****

It is with pleasure that **we welcome you** to the Wilson County School System.

Our mission: Wilson County Schools ensures an environment in which every student develops high personal expectations, knowledge, and skills necessary to be successful today and in the future.

You now share our mission. Our focus is always on the school system's more than 20,000 students and we all must remember that their welfare and best interests always come first.

To parents and others in the community with whom you--as an employee--will have contact, **YOU** are the Wilson County School System. The extent to which the school system is considered friendly, knowledgeable, efficient, reliable, and trustworthy will be measured by how others see these qualities in you. We ask that you continually strive to represent the school district so that all stakeholders see these qualities in you, each and every day.

The employee handbook that follows has been prepared to guide you and other employees in better understanding our policies, procedures, and practices concerning employment matters. Please familiarize yourself with its contents, as well as the contents of the Wilson County School board's applicable policies, at your earliest opportunity, and keep it available as a periodic reference source. You will find periodic updates to this handbook on the Wilson County Schools' website. Please remember, however, that the contents of this handbook do not constitute an expressed or implied contract of employment, nor is it intended to be all inclusive of policies, procedures, or practices.

Again, **WELCOME** to our team of hard-working and talented staff, and please accept our wishes for success in your position.

Monty Wilson, Ed.D.
Human Resources, Supervisor for Classified Personnel

EMPLOYMENT PROCESS

It is the goal of the Wilson County School System to employ, retain, promote, terminate, and otherwise treat all employees and job applicants on the basis of merit, qualifications, and competence. This policy shall be applied without regard to any individual's age, race, color, sex, genetics, religion, national origin, creed, pregnancy, marital status, disability, veteran status, or other classification protected by law.

In establishing this policy, the Wilson County School System recognizes the need to initiate and maintain personnel measures to ensure the achievement of equal employment opportunities in all aspects of our workplace settings, conditions, and decisions. It shall be the responsibility of all employees to abide by and carry out the letter, spirit, and intent of this equal employment commitment.

INITIAL EMPLOYMENT

1. A job vacancy is identified and defined by the Deputy Director of Human Resources and/or the Director of Schools in consultation with the appropriate staff member(s).
2. The Human Resources Department is responsible for receiving all applications and, when appropriate, posting available positions. Any staff member, support or certified, is encouraged to recommend to Human Resources the names of outstanding persons who would be good Wilson County School System employees.
3. The Human Resources Department makes applications available to the appropriate supervisor (i.e. department head, principal) who will conduct interviews. The general areas of work to be performed, the level of expectancy, the duties, and the job responsibilities will be discussed with the applicant. Based upon the recommendation of the appropriate supervisor to the Human Resources Department, the name of the prospective employee will be submitted to the Director of Schools for final approval.
4. Nepotism – Refer to [Board Policy 5.119](#)
5. The following must be completed and filed with the Human Resources Department **prior** to the new employee beginning work and/or receiving compensation from the Wilson County School System:
 1. **Application** online provided by the Human Resources Department which includes a listing of **former employers and references**;
 2. **I-9 form**, as required by the federal government;
 3. **W-4 form**, as required by the Internal Revenue Service;
 4. **E-Verify** confirmation for employment eligibility;
 5. Medical report on a Board-approved **physical form (DOT physical form for employees requiring Commercial Driver's License)** from a licensed physician, stating the employee is free from communicable disease and physically able to perform the duties of the job. If the new employee has had a physical within the preceding six [6] months, this meets the requirement, but documentation must be on the system- approved form;
 6. **Tuberculin assessment** must be documented on the physical form and applies to the initial year of employment ONLY. If the employee is at high risk for

tuberculosis (which includes, but is not limited to, contacts to tuberculosis cases, immune suppression, and foreign-born), a tuberculin test or chest x-ray **MUST** be attached to the physical form, and the medical examination will be considered incomplete until results are received.

7. **Fingerprinting;**
 8. **Drug testing (DOT drug testing for employees requiring CDL),** including acknowledgement of the drug abuse policy statement;
 9. **ACH authorization** form (direct deposit);
 10. Receipt acknowledgment of the **Handbook for Support Personnel** and the appropriate **Job Description.**
 11. Receipt acknowledgment of **WCS Transportation Manual** for employees required to have a CDL. (See also [Appendix E](#))
6. No person shall be employed who has any contagious or communicable disease in such form that might endanger the health of school children (T.C.A. 49-2-203 [b] [2]); who is not a citizen of the United States of America or has not complied with the Immigration Reform and Control Act of 1986; or who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause.

HUMAN RESOURCES FILE

1. An individual personnel file will be maintained on each employee in the Human Resources Department. It is the responsibility of each employee to provide accurate information to the employer.
2. No anonymous material will be placed in the employee's file. All material placed in the file shall be approved by the Human Resources staff.
3. The Tennessee Open Records Act states that employee records are open for inspection during business hours, with certain exceptions. Requests to view files must be submitted in writing using the appropriate Records Request form. Copies of records may be made under rules determined by Board Policy and is subject to a reasonable charge.
4. **All employees must maintain their current name and contact information with the Human Resources Department** and their supervisor.
 - a. **Name changes** are made by presenting an updated Social Security card to a Human Resources representative.
 - b. **Address, phone number, and alternate e-mail address changes** should be made by logging into the employee's Munis Employee Self-Service (ESS) account.

WORK ASSIGNMENT

The supervisor or professional staff member(s) to whom the support staff member is assigned is responsible for giving the day-to-day and job-by-job assignments and for conducting written evaluations of the support staff members. (See **EMPLOYMENT PRACTICES**, [Evaluations](#)) The immediate supervisor, or his/her designee, will provide training to assigned support staff members in the day-to-day activities.

DRESS CODE

Appearance reflects pride and professional responsibility to the Wilson County School System and the public. Any employee attire that is considered distracting, disruptive in appearance, detrimental to the educational environment or the public image of the school itself or contrary to good hygiene will not be permitted.

1. Shorts, sweat suits, nylon jogging suits, overalls, leggings/spandex pants, or tee shirts (except those worn appropriately with blazers, sweaters, and vests) are not acceptable. Jeans shall not have any rips or holes.
2. Tops and dresses should have a modest or appropriate neckline.
3. Dresses, skirts, and jumpers should be no shorter than three (3) inches above mid-knee.
4. Flip-flops with straps that can be pushed out through the sole of the shoe are not acceptable.

Dress code applies to all student attendance days and professional development days that occur during the school calendar year.

School-related tee shirts are acceptable on designated days as per the principal/supervisor.

Exceptions may be made at the discretion of the building principal/supervisor. Specialty positions (i.e. automotive/shop and nutrition) may require specific attire and are permitted to dress according to the restrictions of their job duties. In certain departments, employees may be required to wear uniforms.

Failure to comply with the dress code could result in disciplinary action.

Transportation employees are required to dress as follows:

1. Please refer to the Transportation Handbook for specific dress code requirements.
2. I.D. Badge - The employee badge shall be worn at all times when an employee is on duty.
3. Clothing - All outer garments shall be appropriate and clean.

School Nutrition employees are required to dress as follows:

1. Crew neck shirts in school colors, school spirit wear, or WCS logo shirts.
2. Shirts are to be free of logos except for the school or WCS logo.

3. Pants are to be khaki or black. Jeans are acceptable without rips or holes.
4. Participation in school related “dress-up” days must be approved in advance by the School Nutrition Director.
5. Shoes must be black and skid resistant. No open heels or toes. Any deviation from this policy must be approved through the School Nutrition office and be appropriate under an ADA/504 plan.
6. Wedding ring/sets only are allowed to be worn with gloves. Stud or small hoop earrings are allowed. Nose piercings may be worn with a stud only. Fitbit and/or smart watches are allowed to be worn.
7. Fingernails should be short, filed and maintained. Artificial fingernails and colored fingernail polish are allowed. Gloves must be worn correctly.
8. Long hair must be pulled back and restrained. Hair that frames the face must be sprayed with hairspray or secured by other means, such as ball cap, visor, headband, or hair net.

School Nurses are required to dress as follows:

1. In addition to the generic dress code requirements mentioned at the beginning of this section, school nurses may wear scrubs or business attire that permits performing job duties.
2. Nothing contradictory to anything taught within the School District should be worn.

Kids Club/ The Learning Center employees are required to dress as follows:

1. No flip-flops or open-toed shoes (Exception – pool field trips). Tennis/active-wear shoes are the preferred footwear as they allow for more active play with the children.
2. No bare midriffs.
3. Shorts/skirt length must be no more than 3” above the knee.
4. Shirts must have no holes or political or vulgar slogans. Nothing contradictory to anything taught within the School District should be worn.
5. Pants may include jeans (without holes), scrub pants, and capris. Leggings/jeggings/tight athletic pants cannot be worn.
6. Clothing must not be ripped, torn, or have holes that reveal skin.
7. During warm weather water activities, T-shirts/shorts are to be worn over swimsuits.

EMPLOYEE CLASSIFICATIONS

Support employees (or support staff*) are personnel whose regular employment status does not require certification in accordance with rules and regulations of the Tennessee Department of Education and includes, but is not limited to, the following: bookkeepers, secretaries, clerks, educational assistants, nurses, crossing guards, extended care workers, maintenance employees, technology employees, cafeteria employees, and transportation employees. The contents of this handbook do not constitute an expressed or implied contract of employment. All classified employees will be considered employees-at-will.

CATEGORIES

Support employees of the Wilson County School System will be placed in one of the categories listed below. All categories must be processed through the Human Resources Department.

1. **Regular*** employee – an employee working full-time.
2. **Permanent part-time** employee – an employee who, on a regular basis, works less than a total of thirty (30) hours per week.
3. **Temporary*** and/or **seasonal*** employee – an employee who is appointed for a specific period with an anticipated termination date.
4. **PRN** employee – a nurse willing to work as needed or on call
5. **Substitute Employee** – a part-time employee who fills in for a position temporarily to replace an employee who is absent due to illness, vacation, leave, or the position is vacant.

*A regular employee who is appointed to work in a temporary and/or seasonal job shall maintain his/her “regular” employee status and shall be entitled to all benefits accorded a regular employee.

Temporary/seasonal or interim support employees (working less than one-hundred {100} consecutive days), part time or substitute employees shall not be entitled to accumulate vacation time, sick leave, holiday pay or other benefits that are allowed regular employees, with the exception of bus drivers who are eligible for sick leave.

Employees recommended to transfer from temporary or part-time to full-time, permanent status **may** be eligible for insurance and are required to complete the necessary documentation to satisfy the eligibility requirements. A Benefits Representative will contact the employee regarding insurance enrollment. Additionally, employees transferring from temporary or part-time to full-time, permanent status shall begin earning service credit for vacation leave (260-day employees only) and other benefits effective with the date that they were placed on full-time, permanent status.

STATUS

1. Non-exempt employees

In accordance with Wage and Hour regulations as administered by the U.S. Department of Labor, non-exempt employees must be paid overtime or accrue compensatory time (at a rate of time and one-half their regular rate of pay) for time physically worked beyond forty (40) hours per workweek.

2. Exempt employees

In accordance with Wage and Hour regulations as administered by the U.S. Department of Labor, exempt employees are not required to be paid overtime for work performed beyond forty (40) hours in a workweek. Executives, professional employees, supervisory personnel, and certain employees in administrative positions are typically exempt.

*The terms "support employee" and "support staff" are used interchangeably.

COMPENSATION/ SALARY

Based upon the recommendation of the Director of Schools, the Board of Education shall approve salaries for support employees. Salaries shall be calculated from the Board-approved salary schedule for the job classification to which the employee is assigned.

The Wilson County School System shall pay salaries, hourly wages, and supplemental pay of all employees. No payment to any employee for service performed on behalf of the school system shall be made from any source other than the school system's payroll department.

COMPARABLE WORK EXPERIENCE

1. Up to sixteen (16) years prior comparable work experience (**full-time**), within the discretion of the Director of Schools, may be credited toward years of experience when calculating an individual salary on the schedule. Other experience recognized by the Director of Schools is active military service in the armed forces of the United States. Military service in the Reserve or in the National Guard, other than active duty in the National Guard, shall not be counted. A maximum of five (5) years military experience will be given. A combination of prior work experience and military service, not to exceed sixteen (16) years, will be used in salary calculation. The Director of Schools may grant additional experience for previous direct work experience at comparable work sites.
2. Written proof of experience is the responsibility of the individual employee requesting consideration and must be on company letterhead or a district-approved form. Proof of military experience requires the Human Resources Department to view the discharge papers (DD-214) of the employee. For examples of acceptable experience and documentation, see [Appendix D](#).
3. Employees who begin work prior to the receipt of written proof of experience will be placed at zero (0) years of experience on the salary schedule. Experience documentation must be received by Human Resources within sixty (60) days of the employee's start date to be considered for a rate change. Documentation received after the sixty (60) days will be considered for the next budget year, unless approved in advance by a Deputy Director.
4. Credit for comparable work experience is **applicable only to salary**, not to other benefits (i.e. vacation leave).
5. Prior work experience is only considered for those hired as full-time employees, transportation employees, or school nutrition employees. Credit for comparable prior work experience will not be issued to part-time employees (other than those previously mentioned), unless that prior experience was earned in our system and can be verified. In such instances, prior part-time experience is calculated as two (2) part-time years = one (1) full time year.

PAY SCHEDULE/LOCATION OF PAYMENT

All support employees are paid on the fifteenth (15th) and thirtieth (30th) of the month. Employees will receive confirmation of direct deposit by e-mail. For payroll calculations, the workweek begins each Saturday and runs through the following Friday.

PAYROLL PROCEDURES

1. No advance payments of salary shall be made.
2. All employees shall be on direct deposit.
3. Upon resignation or retirement of school personnel, all records and assets in custody of that employee shall be satisfactorily transferred to his/her successor or another designated person.

PAYROLL DEDUCTIONS

The Wilson County School System will provide payroll deductions for a support employee for supplemental insurance policies, tax sheltered annuities, vision, life, health, and dental insurance. Companies and programs must be approved by the Board of Education and the employee must complete an authorization for the deductions.

OVERTIME PAY/COMPENSATORY TIME

The Wilson County School System shall be subject to the Fair Labor Standards Act (FLSA) in all determinations relative to the exempt or non-exempt status of support employees. (See **EMPLOYEE CLASSIFICATIONS**, [Status](#).) The board of education expects that all employees will work in excess of standard hours when requested. When work in excess of standard hours is required, non-exempt employees will be compensated for the unscheduled hours worked.

Overtime is defined as hours physically worked in excess of forty (40) hours per week. When an employee is requested to work over regularly scheduled hours, the following shall apply:

1. Hours worked over forty (40), whether overtime or compensatory time, shall be approved in advance by the immediate supervisor or principal.
2. Time and one-half (1 ½) shall be paid or time and one-half (1 ½) compensatory time shall be given for all hours physically worked over forty (40) hours in a week.
3. Holidays, vacation, sick, personal, or bereavement days, even though the employee is paid for the time, are not hours worked and are not included in the total hours worked for overtime purposes.
4. The immediate supervisor shall submit an authorization for overtime payment to the Director of Schools and funds must be included in the budget.
5. All payment for overtime shall be processed through the payroll office.
6. Payment of overtime will be included in the paycheck for the period in which it was earned as per the published pay schedule.

7. Persons, who have been assigned to work overtime, whether voluntary or mandatory, shall be expected to work as scheduled. Failure to report shall subject an employee to disciplinary procedures as specified for any other non-appearance for a regularly scheduled work time. Employees shall be released from mandatory overtime, without fear of discipline, when they can provide a reasonable excuse, including, but not limited to, personal family emergency; personal or family health maintenance; or important family function.
8. Anyone falsifying time records shall be subject to disciplinary action.
9. Salaried classified employees, including nurses and OTs, are exempt, and are not paid hourly. They will not receive overtime or compensatory time.
10. Comp time should be used before vacation or personal time.
11. Comp time should be used by June 30. The Director can approve use of the comp time past the June 30 date.

After Hours, Weekend, and Holiday Call to Work

1. Some situations warrant immediate emergency maintenance staff to be called in after hours, weekends, or holidays.
2. Employees who have been called into work in these situations shall be either paid time and one-half (1 ½), or time and one-half compensatory time shall be given for all hours physically worked after-hours or weekends.
3. If an employee is called into work on a district approved holiday, the employee shall be paid double-time (2x) for the actual time worked on the holiday.
4. The immediate supervisor shall approve all overtime prior to work being performed.
5. The immediate supervisor shall submit an authorization for overtime payment to the Director of schools and funds must be included in the budget.
6. All payments for overtime shall be processed through the payroll office.
7. Payment of overtime will be included in the paycheck for the period in which it was earned as per the published pay schedule.
8. If the district closes for inclement weather and maintenance staff work per the request of the Director of Schools or his/her designee the employee will receive time and a half (pay or comp time).

EMPLOYEE BENEFITS

INSURANCE

1. Health, dental, vision, and life insurance benefits are provided (at minimal cost) by the board of education for all permanent employees who are regularly scheduled to work a minimum of thirty (30) hours total per week.* Dependents may be insured at the expense of the employee through payroll deductions. Provided the employee has completed the mandatory online orientation, benefits become available on the first day of the month following a thirty-(30) day waiting period. This is based on the date of initial employment or transfer to permanent, full-time status.
2. All employees, full or part-time, are eligible to participate in tax-sheltered annuities.
3. Full time employees are eligible to participate in voluntary benefits.
4. In order to receive board-provided coverage, an employee must receive compensation for scheduled work assigned during a given month or be covered under FMLA. However, the employee will continue to be charged for his/her portion of the premium during an approved, non-paid leave of absence. For those not eligible for FMLA, COBRA may be elected. Additional information may be obtained from the Benefits Office.
5. Upon termination from the Wilson County School System, employees may elect to pay their own premiums for up to eighteen (18) months of the applicable period, or the appropriate period defined under COBRA.

*See **EMPLOYEE CLASSIFICATIONS, Categories**, for information relative to insurance enrollment for employees transferred from temporary or part-time to full-time, permanent status.

RETIREMENT

1. Retirement is mandatory for eligible employees in the Tennessee Consolidated Retirement System (TCRS). The board of education makes the employee's contribution.
2. Members in TCRS must accrue five (5) years of creditable service to be vested and eligible to receive a retirement benefit. Employees can apply for a reduced benefit at age fifty-five (55) or with twenty-five (25) years of service. Full benefits are available at age sixty (60) or with thirty (30) years of service. Disability retirement is also available, but must be approved. For further information on disability retirement or other retirement benefits and options, contact TCRS at (800) 922-7772.
3. For employees who terminate employment prior to retirement, the following options are available under the TCRS plan:
 - a. If an employee terminates employment and accepts employment at another state or local agency that participates in the TCRS, membership and contributions can be continued at the new agency.
 - b. If an employee has vested service, funds may be left intact until a benefit is requested at retirement age.

Because all contributions made to TCRS are made by the employer and the employee does not contribute, the employee does **not** have the option of withdrawing a lump sum payment.

WORKER'S COMPENSATION

REFER TO [BOARD POLICY 3.602](#)

UNEMPLOYMENT

Federal and state unemployment provisions cover support staff.

LEAVE

All leave must be approved by the immediate supervisor who may deny the leave request if he/she, in the best interest of the school system, deems it appropriate to do so.

Leave shall be taken in one-hour increments. Employees who are absent, but have exhausted earned leave, shall not accrue leave for the period in which the absence occurs.

Employees requesting unpaid leave must use the balance of sick leave, vacation leave, personal leave, and COMP time prior to taking unpaid leave.

In addition to the following, transportation employees are subject to the attendance guidelines set forth in the Wilson County Schools' Transportation Manual. Bus drivers and bus attendants shall take sick or personal leave in increments of whole or half days, following the guidelines set forth in the Wilson County Schools' Transportation Manual.

If, at the termination of services, any employee has been absent for more days than leave has been earned, an amount sufficient to cover the excess days used shall be deducted from the employee's final salary payment. If such final salary is insufficient for this purpose, the employee shall be liable for reimbursement of any amount in excess of his/her final salary.

See [Appendix A](#) for leave accrual specific to your assignment.

1. Sick/Personal Leave

- a. "Sick leave" shall mean leave of absence from work because of illness of an employee from natural causes, accident, quarantine, or illness or death of a member of the immediate family of an employee, including the employee's spouse, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, or son-in-law.
- b. Sick leave is provided for full-time, regular employees, transportation employees, and interims who work more than 100 consecutive days. It is the duty of each supervisor to provide employees in his/her department with information relative to departmental sick leave provisions. Any abuse of sick leave may result in disciplinary action, including dismissal.
- c. Each employee must notify his/her supervisor relative to the nature of an illness in accordance with times established by the departmental supervisor. The Wilson County School System may ask for a doctor's certificate or may require the submission of a medical examination by a qualified physician selected by the school system. In the event a doctor's certificate is requested, any associated cost will be borne by the employee. Employees who have taken leave under this policy must furnish the school system with medical certification from the employee's health care provider that the employee is able to resume work before return is permitted.

- d. There will be no compensation for sick leave upon termination. For employees who are vested in the retirement system, unused accumulated sick leave will go toward retirement credit upon termination. For those not vested in the retirement system, said leave will automatically be cancelled when service with the school system is terminated. If and when a classified employee transfers into a certified position within our district, unused accumulated sick leave will transfer with the employee. Additionally, sick leave can be transferred to another school district or to the State, if the entity allows it.
- e. Sick leave shall be taken in one-hour increments except for bus drivers and nurses, who must take a whole or half day.
- f. Employees who are absent, but who have exhausted earned sick leave, shall not accrue sick leave for the month in which the absence occurs.
- g. Sick and personal leave shall be earned as per information in [Appendix A](#).
- h. Personal leave may be taken at the employee's discretion as approved by the supervisor. Personal days may not be taken the day before or after a holiday, or on a required professional development day. Employees must follow department guidelines on taking a personal day.
- i. At the end of a school year, any unused personal days will transfer to sick days. Sick days may accumulate without limit throughout an employee's career with Wilson County Schools. Any unused sick time will be counted toward service time with the Tennessee Consolidated Retirement System (TCRS), if the employee retires.
- j. School nurses are expected to call and report an absence as soon as the employee is aware of the absence, but no later than 1.5 hours prior to the employee's scheduled reporting time.

2. Family and Medical Leave

Requests for FMLA shall be made on forms provided by the Human Resources Department.

Refer to [Board Policy 5.305](#) for more information on the Family and Medical Leave Act.

3. Maternity or Paternity Leave

In accordance with Tenn. Code Ann. § 4-21-408, the following provisions apply to maternity leave:

- a. An employee who has been employed by the Wilson County School System for at least twelve (12) consecutive months as a full-time employee may be absent from such employment for a period not to exceed four (4) months (twelve weeks of which may be taken under FMLA and sixteen weeks under TN Maternity Leave) for adoption, pregnancy, childbirth, and nursing the infant. With regard to adoption, the four-month period shall begin at the time the employee receives custody of the child.
- b. An employee, who gives at least three (3) months advance notice to the school system of the anticipated date of departure for maternity or paternity leave, the length of leave, and the employee's intention to return to full-time employment after the leave, shall be restored to his/her previous or a similar position with the same status, pay, length of service credit, and seniority (if applicable), as of the date of the leave.
- c. An employee who is prevented from giving three (3) months advance notice because of medical emergency which necessitates the leave begin earlier than originally anticipated shall not forfeit his/her rights and benefits.

- d. Employees who are prevented from giving three (3) months advance notice because the adoption notice was received less than three (3) months in advance shall not forfeit their rights and benefits under this section solely because of their failure to give proper notice.
- e. The employee must use any accumulated sick leave before taking unpaid leave.
- f. Requests for maternity or paternity leave shall be made on forms provided by the Human Resources Department.
- g. If an employee's job position is so unique that, after reasonable effort, it cannot be filled temporarily, then the school system shall not be liable for failure to reinstate the employee at the end of his/her leave period.
- h. If the school system finds that the employee has utilized the period of maternity or paternity leave to pursue other employment opportunities, or if the system finds that the employee has worked part-time or full-time for another employer during the period of his/her leave, then it shall not be liable for failure to reinstate the employee at the end of the leave.
- i. Whenever the school system shall determine that, the employee will not be reinstated at the end of his/her leave because his/her position cannot be filled temporarily or because he/she has used leave to pursue employment opportunities or to work for another employer, the system shall so notify the employee.
- j. Employees who have taken leave under this policy must furnish the school system with medical certification from the employee's health care provider that the employee is able to resume work before return is permitted.

4. Bereavement Leave

Full-time classified employees may take up to the hourly equivalent of three (3) days of bereavement leave per year with pay. This may be increased up to the hourly equivalent of five (5) days for the death of an immediate family member, which is defined as mother, father, spouse or child. Bereavement days are to be taken in hourly increments provided that no increment taken is less than three (3) hours.

An employee requesting such leave shall notify the immediate supervisor. Employees shall indicate bereavement leave on their time sheet. Bereavement days are provided at the beginning of each school year and shall not accumulate from year to year.

Nurses may take bereavement leave in either half-day or full-day increments.

5. Military Leave

Support staff recalled into the Armed Services for duty or training duty shall be granted military leave up to twenty (20) working days with regular pay. Military leave in excess of twenty (20) days per calendar year shall be without pay. The employee shall supply a copy of the orders for duty, including the dates of departure. This is done on a calendar year, January through December.

6. Court Appearances and Jury Duty

If an employee is subpoenaed on behalf of the school system as a witness before a court or regulatory agency or if an employee is called for jury duty, the employee shall be granted a leave of absence with pay during regularly scheduled working hours for the time required for the court appearance if he/she submits appropriate documentation.

The employee shall be entitled to the employee's usual compensation. The employee may keep the fee or compensation that they receive from the court, which cover the expenses involved in serving.

In all other instances involving subpoenas or other court appearances, the employee shall take leave. If the employee has accrued leave time, he/she must take paid leave. Otherwise, the leave shall be unpaid.

7. Emergency Leave

During the **first year of employment**, twelve (12) month employees shall be provided two (2) days of emergency leave, which shall not be accrued and which may be used in the event that said employee has exhausted all sick, leave, vacation leave, personal leave, and COMP time. Emergency leave may be used in the following situations:

- a. An employee has a death in the immediate family,
- b. Severe personal illness or severe illness of an immediate family member, or
- c. Other compelling reasons.

The employee shall submit a written leave request form to his/her immediate supervisor for approval. The Director of Schools or his/her designee shall then approve the request.

8. Unpaid Leaves of Absence

- a. An unpaid leave of absence may be requested on forms provided by the Human Resources Department. The Director of Schools will consider each leave on an individual basis.
- b. Full-time employees on approved non-paid leave may continue their vision, dental and health coverage by electing COBRA. Further information may be obtained from the Benefits Office.
- c. During the leave without pay, a support employee shall not receive pay for holidays, accrue vacation leave or sick leave, or receive retirement credit with Tennessee Consolidated Retirement System (TCRS).

9. Leave of Five (5) or More Days

Absences of five (5) or more days' duration must be requested on the "Extended Leave of Absence Request Form" found on the Wilson County Schools' website or from the Human Resources Office. Medical leaves also require a completed FMLA application and a doctor's statement indicating the dates of the leave. If not eligible for FMLA, the Non-FMLA form is required.

With the exception of military leave, leave forms must include specific start and end dates. Leave may be lengthened, but not shortened.

HOLIDAYS

1. Due to the annual changes in the holidays, which Wilson County recognizes, an annual holiday schedule will be developed for each support position. That schedule will include information for employees who are full-time by virtue of two part-time jobs.
2. A support employee (including nurses) must work at least one half (1/2) day before and one-half (1/2) day after a paid holiday in order to receive holiday pay. A paid sick day may be used on the day before or after a holiday if the absence meets the definition of sick leave. (See **EMPLOYEE BENEFITS, [Sick Leave](#)**.) Personal days may **not** be taken on the day before or the day after a paid holiday. An employee can take a personal day off if the absence is a once in a lifetime event (see Board Policy 5.303). Twelve-month (260 days) employees may use vacation days to meet the work requirement prior to or after the paid holiday.
3. Transportation employees must work all assigned shifts the day before or after a holiday to be paid for that holiday.
4. Retirees, who return to work under the TCRS Temporary Employment guidelines, are **not** eligible for holiday pay.

If a holiday falls on a workday when school remains open, or falls on a Saturday or Sunday, the Director of Schools shall designate another day convenient to the school system for the observance of the holiday.

VACATION

Refer to [Appendix A](#) for calculation of time earned and accrual policies specific to your job assignment. Not all employees qualify for vacation time.

1. Credit given for comparable work experience is NOT applicable to vacation leave. Only the time employed by the Wilson County School System is used in calculating vacation leave.
2. Any vacation time earned in excess of the maximum accrual amounts referenced in [Appendix A](#) will be transferred to sick leave.
3. For the purpose of determining vacation time, the year shall begin July 1.
4. Annual vacation leave shall be credited on the first day of each month for the preceding month. In the event that an employee terminates employment on the last workday of a calendar month, he/she will be credited with vacation leave for that month.
5. Vacation leave must be used for all absences with pay except sick leave, emergency leave, bereavement leave, and jury duty. Dates to be used for vacation must be approved in advance by the employee's immediate supervisor.
6. Employees assigned to a school shall not take vacation time while school is in session, except with prior approval of the immediate supervisor or principal. Vacation for system-wide employees shall be arranged at the convenience of the school system.
7. Upon termination, an employee shall be entitled to payment for any unused accrued vacation time, unless the employee does not give two (2) weeks' notice. Payment shall be made based upon the employee's daily rate of total pay at the time of termination.
8. Employees who are absent, but who have exhausted earned leave, shall not accrue vacation leave for the month in which the absence occurs.

EMPLOYMENT PRACTICES

WAGE AND HOUR REGULATIONS

All employees of the Wilson County School System are covered by the Wage and Hour regulations as administered by the Department of Labor except the following:

1. Volunteer workers other than regular employees; and
2. Those set forth in the Fair Labor Standards Act as executives, administrative employees, nurses, teachers, and professional personnel are considered exempt employees.

EMPLOYMENT HOURS AND REPORTING TO WORK

The Wilson County 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 using approved time records or time clock, as appropriate. No employee shall be at the job location unless so directed by his/her immediate supervisor.

Supervisors should prepare a daily work schedule, which shall include the time to begin work, lunchtime, and the time to end work. Each employee is required to work according to his/her schedule unless there is an emergency. When an emergency arises, the immediate supervisor shall be notified as soon as possible.

The immediate supervisor, after consulting with the Director of Schools, shall approve all authorized overtime, compensatory time, or time-on-the-job-location not within the scheduled time before the overtime occurs.

Schedules and/or routes for classified personnel are created or modified as the need arises and are evaluated constantly. Necessary schedule adjustments, resulting in the loss or gain of hours and pay, can be made at any time during the school year. Employees in School Nutrition, Extended or Preschool Childcare, or Transportation are subject to being transferred to a different location or route within the school year, which may or may not result in a change in hours worked.

School nurses are expected to remain on their assigned campus during scheduled work hours unless approved by their immediate supervisor or designee. If a school nurse must leave campus during the workday for any reason, including personal business, meal breaks, or district-related duties, the nurse must notify the appropriate supervisor or designee prior to leaving campus and follow all established school sign-out/sign-in procedures.

School nurses are responsible for ensuring that school administration is aware when nursing coverage will be unavailable so that appropriate planning and student health support measures can be implemented. Failure to follow established procedures regarding attendance, campus departure, or notification may result in disciplinary action.

ADDITIONAL EMPLOYMENT

Any employee new to the Wilson County School System who is also employed by another agency of county government or an agency which provides contracted services to the school system shall report said employment to the Human Resources Office prior to beginning work.

Any current employee of the Wilson County School System who accepts employment with another agency of county government or an agency that provides contracted services to the school system shall report said employment to the Human Resources Office within seven (7) calendar days of acceptance.

TIME RECORDS

Each employee covered by the Wage and Hour Law shall maintain a time record of **actual hours worked**. At the end of each reporting period, employees shall certify their time records to their immediate supervisor for approval. All-time records will be submitted electronically to the payroll office. At sites where time clocks are used, employees are required to "clock in" and "clock out."

TIME RECORDS for SCHOOL NURSES

Nurses are not required to clock-in and clock-out during the regular school year. They are required to work a 7.5-hour day, including a 15-minute period both before the start of school and conclusion of school.

LUNCH PERIODS

All employees covered by the Wage and Hour Law shall have at least thirty (30) minutes lunch/break period or a lunch break equivalent to that of students (for those employees working at schools). During this scheduled lunch period, the employee shall be relieved of all duties of any nature.

WORK WEEK

The workweek for employees is defined as Saturday through Friday, seven (7) consecutive days, 168 hours.

POSTINGS/POSTERS

For the employee's information, the following applicable posters are displayed at every site:

- Equal Employment Opportunity
- State of Tennessee Prohibition of Discrimination in Employment
- Tennessee Department of Labor Wage Regulation Act
- State of Tennessee Public Employee Safety and Health Protection on the Job
- Fair Labor Standards Act
- Federal Minimum Wage
- State of Tennessee Hazardous Chemical Right-To-Know
- Family and Medical Leave Act
- E-Verify
- Reporting Child Abuse
- Unemployment
- Reporting Work-Related Injuries
- Approved Workers' Compensation Treatment Sites
- USERRA
- Suicide help numbers
- Child Labor

DAYS/MONTHS WORKED PER YEAR

Refer to [Appendix B](#) for number of days worked specific to your job assignment.

UNAUTHORIZED ABSENCES

An employee who is absent from his/her assigned work location or schedule for three (3) or more days without official leave approval from supervisory personnel shall be considered absent without authorized leave. In such cases, the Wilson County School System shall regard the job as abandoned,

and it will be recommended to the Director of Schools that the employee be terminated, unless he/she can provide acceptable and verifiable evidence of extenuating circumstances.

Employees who are absent without notice or authorization for fewer than three (3) days, and who subsequently report to work, shall provide a detailed written reason for such absence and, regardless of stated reasons, may be subject to disciplinary action, up to and including dismissal.

INCLEMENT WEATHER

1. Twelve (12) Month Employees (240 and 260 Day Employees)

Inclement weather does not usually warrant the closing of offices operating on a twelve (12) month basis. Unless the Director of Schools announces the closing of these offices, traveling to and from work in snow, or other inclement weather, becomes a personal decision on the part of the employee. Therefore, each employee should make a personal judgment pertaining to his/her own safety in regard to travel. Employee absences due to inclement weather shall be charged against the employee's annual vacation leave or as leave without pay. All employees must use the balance of vacation leave prior to taking unpaid leave. Sick leave shall not be used in place of a snow day.

2. Ten (10) Month Building-Level Employees (180 Day Employees)

School Closure:

On days when school is closed because of inclement weather, all full-time and part-time building-level support employees who work ten (10) months do not report to work unless asked to do so by the Director of Schools. (See **EMPLOYMENT PRACTICES**, [Employment Hours and Reporting to Work](#) and [Time Records](#).) Building level employees will be compensated as if this were a regular workday.

Ten (10) month building-level employees who have entered a day of leave (personal or sick) on a day which is later classified as a snow day will not be charged a day of leave. This will be changed automatically to keep the employee from losing the day of leave.

School Delay or Early Dismissal:

On inclement weather days involving a delayed arrival or early dismissal of students, building level employees, including school nurses, will arrive 30 minutes prior to the scheduled arrival of students and/or may depart 30 minutes after the scheduled departure of students unless otherwise determined by the principal in consultation with the Director of Schools or his/her assigned designee. **Said inclement weather schedule should not equal more than the number of hours the employee was originally scheduled to work and at no time more than eight (8) hours per day.**

3. School Nutrition Employees

School Closure:

Regular Employees (Full-Time & Part-Time): In the event of a weather-related school closure, regular staff members are not required to report to work and will receive their standard daily wage.

Substitute Staff: Substitutes will receive compensation for a closure day only if they were scheduled to work prior to the cancellation. Unscheduled substitutes are not eligible for inclement weather pay.

4. *Extended School year Employees (Kids Club and The Learning Center)*

When schools are closed due to inclement weather and Kids Club is closed, both employees in The Learning Center and Kids Club who are scheduled to work will be paid for their scheduled work hours.

When schools are closed due to inclement weather and Kids Club is open, The Learning Center Staff will report to work in order to be paid, or they may take time off without pay. Kids Club Directors will operate Kids Club and may use Kids Club, if needed. Kids Club staff will not be paid unless they are called into work.

School Delay or Early Dismissal:

Should schools dismiss early, Kids Club will close two (2) hours after the actual closing time of that school. Employees will be paid for the entire time they were scheduled to work.

If school is closed early, teachers/employees are expected to pick up their child as soon as the principal has authorized them to leave. These times may vary by school. However, all TLCs will close no later than one (1) hour after dismissal.

IN-SERVICE/TRAINING SESSIONS

All support employees are required to complete required annual training. They may also be required to attend training/in-service sessions designed to orient, improve, or upgrade performance.

Nurses, Occupational Therapists, and BCBTs are required to complete five (5) days of in-service/professional development to be approved by their supervisor.

EVALUATION

At the time of employment, the evaluation procedure will be explained to each new employee by his/her supervisor. A formal evaluation will be completed by the immediate supervisor, or his/her designee, at least one (1) time during the school year. Evaluations may include a Plan of Improvement, with a proposed time line. Those employees will be monitored for the completion of the development plan. The Human Resources Department will provide forms for evaluation.

MEDICAL EXAMINATION

All employees are required to have an initial physical examination and Tuberculin assessment completed prior to entering service.

A physical is required every three (3) years, or according to Tennessee regulations, for employees working in the TLC program, Kids Club, and in Exceptional Education Pre-K positions.

Bus drivers are required to complete an annual DOT physical performed by the District's contracted service provider. Please see the **Transportation Manual** for more information.

COMMUNICABLE DISEASES

1. Notification

- a. Employees shall inform the Director of Schools whenever they contract a contagious disease so that proper precautions can be taken for the protection of students, other employees, and the infected employee.
- b. No employee who has any communicable disease shall perform his/her duties in any location where such might endanger the health of school children. The Director of Schools may reassign any employee who is suspected of having a communicable disease, which might endanger the health of children.
- c. To assist in making final disposition of the case, the Director of Schools may refer it to the County Health Office, or other medical experts.
- d. The Board of Education shall require any employee to submit to a physical examination by a physician whenever there is reason to believe that the employee has any communicable disease.

2. Acquired Immune Deficiency Syndrome/Human Immunodeficiency Virus (AIDS/HIV)

REFER TO [BOARD POLICY 5.401](#)

3. Hepatitis B

REFER TO [BOARD POLICY 5.402](#)

CRIMINAL CHARGES OR ARRESTS

It is the policy of the Wilson County Board of Education that all school system employees, agents, volunteers, contractors, or persons subject to the supervision and control of the school system shall report any misdemeanor or felony charge and/or arrest to the Human Resources Office the next regular workday following the charge and/or arrest. Failure to report a misdemeanor and/or felony charge and/or arrest shall constitute a violation of this policy and will result in disciplinary action being taken, up to and including discharge. Minor traffic citations are excluded from this policy.

Employees are required to complete a TBI/FBI background check (at the District's expense) prior to beginning employment. Wilson County Schools is enrolled in the State's RAP Back program and will receive arrest information according to the program's rules and regulations.

DRUG ABUSE

All support employees are subject to the provisions of the Drug Abuse Policy of the Board of Education, which states as follows:

1. It is a violation of Wilson County Board of Education policy for any employee to possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the use of alcohol or illegal drugs on the job.
2. It is a violation of Board of Education policy for anyone to report to work under the influence of alcohol or illegal drugs.

3. It is a violation of Board of Education policy for anyone to use prescription drugs, illegally.
4. Nothing in this policy precludes the appropriate use of legally prescribed medications. However, all employees taking prescribed medications or non-prescribed, over-the-counter medications that could impair their ability to safely perform their work functions must report this to their immediate supervisor prior to engaging in work-related activities and as otherwise indicated in the Wilson County Board of Education Drug-Free Workplace.
5. Violations of this policy are subject to disciplinary action, up to and including termination.
6. As a condition of employment, employees must abide by the terms of this policy and must notify the Wilson County School System in writing of any conviction of a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.

USE OF TOBACCO

The use of tobacco in any form, including smokeless or vapor products, is prohibited during operating hours on school/district premises. Employees shall not use tobacco in any form while in the presence of students or in school vehicles. This extends to field trips and athletic events at locations away from school.

The use of tobacco in any form, including smokeless or vapor products, shall be prohibited in conference rooms or any other room of a building in which a meeting is being held.

Violations will result in disciplinary action.

ILLEGAL DISCRIMINATION, HARRASSMENT, AND RETALIATION

REFER TO [BOARD POLICY 5.500](#)

WORK-RELATED PROBLEMS

A support staff member with a work-related problem should discuss the problem with his/her immediate supervisor. If a problem arises which cannot be reasonably resolved by the immediate supervisor, the employee should proceed according to the Grievance/Complaint Procedure outlined in this handbook.

If the problem involves the staff member's immediate supervisor, he/she should contact the Human Resources Department for assistance.

GRIEVANCE/COMPLAINT PROCEDURE

Any employee wishing to file a grievance or complaint must follow the procedure outlined below:

1. INFORMAL PROCEDURE:

The employee is to discuss the matter with his/her immediate supervisor. If the complaint involves the immediate supervisor, the employee is to discuss the situation with the next level supervisor. The complaint should be resolved in five (5) working days, when possible.

2. FORMAL PROCEDURE:

If the complaint is not resolved through the informal procedure and if the employee wishes to proceed, he/she must present a written grievance to his/her immediate supervisor, using the complaint form available on the Wilson County Schools' website at www.wcschools.com or from the Human Resources Department. The employee should also forward a copy of the grievance to the Human Resources Department.

DISCIPLINARY POLICY

REFER TO [BOARD POLICY 5.600](#), STAFF RIGHTS AND RESPONSIBILITIES

REASSIGNMENT OF EMPLOYEES

Based upon the needs of the Wilson County School System and the welfare of students, the Director of Schools may elect to reassign support staff members.

RESIGNATION

Support staff shall give at least fourteen (14) calendar days' notice of intent to resign; department heads shall give at least thirty (30) calendar days' notice. Such notice may be waived if mutually agreed upon by the immediate supervisor and the staff member.

The supervisor shall forward copies of all resignations to the Human Resources Department on the day that they are received. The payroll office will prepare final payment for the next scheduled payday.

CONTINUOUS SERVICE

REFER TO [BOARD POLICY 5.118](#)

SCHOOL SYSTEM PROPERTY

Terminating employees must return all keys, access badges, phones, technology, district bought uniforms and or equipment, and other possessions belonging to the school system to their immediate supervisor.

OUTSIDE EMPLOYMENT/CONFLICT OF INTEREST

Support employees are not prohibited from holding employment outside the school system so long as such employment does not interfere with regular and overtime scheduled duties for the school system. However, employees are prohibited from engaging in any activity or practice in conflict with the interest of the school system or its customers.

Examples of conflicts of interest, which shall always be avoided, include the following:

1. No employee shall accept full-time, part-time, or temporary employment in any organization which does business with the school system or is a competitor of the school system;
2. If an employee or a member of his/her immediate family has a financial interest in a firm which does business with the school system and the interest is sufficient to affect the employee's decisions or actions, the employee must not represent the school system in such transactions;
3. No employee shall accept gifts from any person or firm doing or seeking to do business with the school system under circumstances from which it might reasonably be inferred that the purpose of the gift is to influence the employee in the conduct of school system business with the donor. However, employees are not prohibited from accepting advertising novelties such as pens, pencils, and calendars, or other gifts of nominal value that circumstances clearly show are offered for reasons of personal esteem.
4. In the course of performing their duties, employees may receive information about the school system, which, if known to the public, might affect the decision of a reasonable investor to buy, sell, or hold securities issued by the school system. Employees are prohibited from misusing such information prior to public disclosure through the purchase or sale of the school system's securities for their own accounts or for accounts of members of their immediate families.
5. Since it is difficult, if not impossible, to describe all of the situations which may arise involving conflicts of interests, any employee who has a question concerning a possible conflict of interest is expected to request advice from management.

STAFF GIFTS AND SOLICITATIONS

REFER TO [BOARD POLICY 5.605](#)

POLITICAL ACTIVITIES

Support employees may, on their own time, campaign for or against any candidate or referendum, but they shall not use the schools as a political forum nor engage in any political promotion or solicitation during school hours. Noncompliance with these requirements shall be subject to disciplinary action, up to and including dismissal.

Any employee who intends to campaign for an elective public office which infringes upon an employment agreement or work schedule shall present a proposed solution to the Director of Schools for consideration. The essential element to be determined by the Director is whether the activities proposed by the employee are consistent with services to the system and are in the best interest of education.

Employees can have bumper stickers on their vehicles in compliance with state statutes.

SAFETY

"Safety first" takes on a very special meaning in the sensitive area of a school-system environment. The Wilson County School System makes every effort to provide a safe work place for employees. It is the responsibility of the immediate supervisor to communicate applicable safety rules and regulations to all employees.

It is the responsibility of every employee to report to his/her immediate supervisor any unsafe conditions in the workplace and all injuries on the job of the employee or another employee, whether or not medical attention is required.

Failure to comply with the aforementioned responsibilities may result in disciplinary action.

BLOODBORNE PATHOGENS

The Occupational Safety and Health Administration (OSHA) requires that all school systems have a plan to prevent the spread of blood borne diseases, such as Hepatitis and AIDS.

Because the following support personnel may sometimes be exposed to body fluids of other people, they must be trained in the epidemiology of Hepatitis B and HIV, hand washing, and universal precautions: custodians; exceptional education teacher assistants, bus drivers, and attendants on special education buses; school secretaries; non-faculty coaches, and any other first aid giver.

The training will include the following information: instruction in universal precautions as they apply to coming in contact with body fluids; proper methods of handling spills of blood or body fluids; and proper method of cleansing and disinfecting areas contaminated by blood or body fluids.

The following equipment will be supplied to the support personnel listed above: non-latex gloves, an EPA-approved disinfectant, disposable absorbent towels, soap, and leak-proof sealable bags.

In the event a significant exposure incident occurs, the principal or his/her designee shall write a report of the incident, documenting the route of exposure and the circumstances under which the incident occurred. The report should identify the source individual, unless the principal or his/her designee can establish that identification is unfeasible or illegal.

Any employee who might have occupational exposure to blood or other potentially infectious materials may receive a Hepatitis B vaccination prior to beginning employment or at any time during employment; there will be no charge to the employee. In addition, any exposed employee will be offered post exposure Hepatitis B vaccinations at no charge to the employee. If the exposed employee declines the Hepatitis B vaccination, he/she must sign a release form.

In all instances, school system personnel shall respect an individual's right to privacy and treat any medical diagnosis as confidential information. Any school staff member who violates confidentiality shall be subject to appropriate disciplinary measures. Under no circumstances shall confidential medical information be released to the public.

USE OF COUNTY VEHICLES

All vehicles owned by the Wilson County School System are for school system use only. All support employees whose job performance might require driving a county-owned vehicle must show proof of a valid Tennessee driver's license. The loss of the driver's license for any reason must be reported to the immediate supervisor within a twenty-four (24) hour period.

Operation of a vehicle must be in accordance with all applicable state and federal laws and the Vehicle Guidelines of the Wilson County School System. Prior to operating a county-owned vehicle, an employee must read the guidelines and sign a statement of verification, which will be placed in the personnel file of the employee. Employee must carry an appropriate amount of insurance.

CHILDREN ON THE JOB

Children of employees may be brought to the work site with approval from the employee's principal / supervisor.

E-MAIL, INTERNET, AND TELEPHONE USE

The Wilson County School System reserves the right to monitor employee's e-mail, Internet, and telephone use. There is absolutely no expectation of privacy when using the county network, Internet, email, or any other technology within the system.

All employees are subject to the requirements of the Acceptable Use Policy, which can be found on the Wilson County Schools' website.

Employees shall not allow any individual or student to use their badge without appropriate authorization of a principal or supervisor.

AMENDMENT OF SUPPORT EMPLOYEE POLICIES/PROCEDURES

It is the responsibility of all employees of the Wilson County School System to carry out and comply with the rules and regulations contained in this manual. The employee should be aware that these rules and regulations are subject to periodic review and change by the Board of Education. Before relying upon the provisions set out herein, it is the employee's responsibility to consult with his/her immediate supervisor to ascertain if any changes have occurred.

ADDITIONAL SCHOOL NURSE INFORMATION

- Student Nurses: The cooperating university must affirm that students have passed a background check before they can work with WCS students. If the university does not provide the background information, the student must undergo and pay for a WCS background check.
- In certain circumstances, employees will receive confidential information regarding students' or employees' medical, educational, or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual. Employees may not disclose to outsiders any confidential information that is protected under FERPA, ADA, 504 of the Rehabilitation Act, the IDEA, or other applicable laws.
- School Nurses are required to adhere to the Professional Development Guidelines for School Nurses as developed by the Health Services Department.

STUDENT ACCOMMODATION REQUESTS

An employee of Wilson County Schools shall not knowingly give false or misleading information to the parent of a student regarding the student's gender identity or the student's intention to transition to a gender that differs from the sex listed on the student's official birth certificate or birth certificate issued upon adoption, if the certificate of birth was issued at or near the time of the student's birth.

If a student enrolled in Wilson County Schools requests an accommodation from an employee that is intended to affirm the student's gender identity, including a request that the student be addressed using a name that differs from the name assigned to the student on the student's registration forms or in the student's educational record, or that the student be addressed using a name that differs from the name assigned to the student on the student's school registration forms or in the student's educational record or that the student be addressed using a pronoun that does not correspond with the sex listed on the student's official birth certificate or certificate of birth issued upon adoption, if the certificate of birth was issued at or near the time of the student's birth, then the employee of Wilson County Schools shall report the student's request to a school administrator and the school administrator shall report the student's request to the student's parent. *T.C.A. § 49-6-510.*

FOOD SERVICE / CAFETERIA SUBSTITUTES

Substitutes who are inactive, without a valid reason, for forty-five (45) days will be removed from the active substitute roster unless the absence(s) have been approved by the Director of Schools. Once an employee has been removed, the employee will be required to reapply in order to return to work.

USE OF TECHNOLOGY

Wilson County Schools respects the right of employees to use social media, networking sites, personal websites, and blogs. However, it is important that an employee's personal use of these platforms does not interfere with official duties, violate district policies, or damage the reputation of the school district, its employees, students, or their families.

Employees should set appropriate boundaries between personal and public online behavior, understanding that what is private in the digital world can become public. They are encouraged to review privacy settings and use good judgement when posting content.

Employees must not:

- Post content that could cause a material and substantial disruption of classroom activity
- Disclose confidential information about students, families, or colleagues obtained through employment
- Use district trademarks or logos in personal posts

If an employee identifies themselves as affiliated with Wilson County Schools on social media, they must include the following disclaimer:

- "The views expressed on this site are mine and do not necessarily reflect the views of the Wilson County School System."

DISCOUNTED RATES FOR TLC EMPLOYEES

- One child = No Charge / Free
- Two or more children = First child is No Charge, each additional child will be charged 50% of the weekly rate

APPENDICES

(See following pages for Appendices A-E)

For specific work calendars, please visit the Wilson County Schools' [Website](#).

- 180 Day
- 240 Day
- Cafeteria Managers
- Crossing Guards
- Kids Club Caregivers
- Kids Club Directors
- School Nurses
- TLC Caregivers
- TLC Directors
- Transportation

APPENDIX A

LEAVE (Holidays, Sick, Vacation)

HOLIDAYS*

A holiday schedule will be published annually for each job classification.

*Any unpaid absence the day before or the day after a holiday will result in forfeiture of pay for that particular holiday. If an employee is NOT scheduled to work the day before or the day after a holiday, any unpaid balance on the last day they are scheduled to work prior to, or immediately after, a holiday will result in forfeiture or pay for that particular holiday. A day off may be taken without penalty if the employee has a lifetime event planned. Requests must be approved by the Deputy Director of Human Resources for lifetime events.

BEREAVEMENT LEAVE

Active FULL-TIME employees are eligible for up to three (3) bereavement days per year. This number may increase to five (5) days for the death of an immediate family member (defined as Mother, Father, Child, or Spouse). It is to be taken in hourly increments provided that no increment taken is less than three (3) hours.

SICK/PERSONAL LEAVE

Category	Sick/Personal Days Allotted
FULL-TIME 260 days per year	10 sick days/4 personal days per year*
FULL-TIME 240 days per year	10 sick days/4 personal days per year*
FULL-TIME less than 240 days per year	8 sick days/4 personal days per year*
FULL-TIME cafeteria employees	8 sick days/4 personal days per year*
FULL-TIME Kids Club Directors	10 sick days/4 personal days per year*
FULL-TIME TLC Directors	8 sick days/4 personal days per year*
FULL-TIME TLC workers	8 sick days/4 personal days per year*
FULL-TIME Transportation Employees < 12 months	8 sick days/4 personal days per year*
PART-TIME Transportation Employees < 12 months	3 sick days/2 personal days per year
School Nurses / Medical Personnel (OT, BCBA, etc.)	Same as certified employees

*Classified/support personnel earn sick leave at a rate of one (1) day per month. Personal days are granted at the start of each school year. For those employed with the district for 15+ years, five (5) personal days will be granted. Classified employees will receive half of their personal days in August and the other half of their personal days in January.

** Leave may only be applied to an employee's primary job.

** Unused personal days will roll over to sick days at the end of each year (June 30). Sick days may accumulate without limitation.

VACATION (Full-time, 240-day employees)

FULL-TIME 240 day employees	1 day per month/ maximum accrual 12 days
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VACATION (Full-time, 260-day employees)

	0-7 Years	8-12 Years	13+ Years	19+ years and employed prior to 7/1/2004
FULL-TIME 260 day employees	1 day per month/ maximum accrual 20 days	1 ½ days per month/ maximum accrual 25 days	2 days per month/ maximum accrual 30 days	2 days per month/ maximum accrual 35 days

SUPPORT STAFF HOLIDAYS

	FULL-TIME 12 MONTH	FULL-TIME <12 MONTH	FULL-TIME (2 JOBS)	FULL-TIME CAFETERIA EMPLOYEES	FULL-TIME KIDS CLUB DIRECTORS	FULL-TIME TLC DIRECTORS	FULL-TIME TLC EMPLOYEES	BUS DRIVERS & ATTENDANTS	NURSES & OTs
JULY 4 TH	YES	NO	NO	NO	YES	NO	NO	NO	SAME AS CERTIFIED EMPLOYEES
LABOR DAY	YES	YES	YES	YES	YES	YES	YES	YES	
THANKSGIVING (2 DAYS)	YES	YES	YES	YES	YES	YES	YES	YES	
WINTER BREAK (3 DAYS)**	YES	YES	NO	YES	NO*	NO	NO	YES	
CHRISTMAS EVE**	YES	YES	YES	YES	YES	YES	YES	YES	
CHRISTMAS DAY**	YES	YES	YES	YES	YES	YES	YES	YES	
NEW YEAR'S EVE	NO	NO	NO	NO	YES	NO	NO	NO	
NEW YEAR'S DAY	YES	YES	YES	YES	YES	YES	YES	YES	
MLK DAY	YES	YES	NO	NO	YES	YES	NO	NO	
SPRING BREAK**	3 DAYS	2 DAYS	NO	2 DAYS	NO*	2 DAYS	1 DAY	1 DAY	
GOOD FRIDAY	YES	YES	YES	YES	YES	YES	YES	YES	
MEMORIAL DAY**	YES	YES***	NO	NO	YES	NO	NO	YES***	
JUNETEENTH	YES	NO	NO	NO	YES	NO	NO	NO	

**Work day for Kids Club Directors*

***Dates will be specified each school year.*

****If school year extends beyond Memorial Day and the employee is scheduled to work.*

APPENDIX B
DAYS/HOURS WORKED PER YEAR
BY POSITION

Position	School Level	Hours per Day	Number of Days Worked Per Year (Holiday numbers change if school year does not encompass Memorial Day.)
Secretary	High School and Middle School	8	260 Days – 243 work days and 17 paid holidays
Secretary	Elementary	8	240 Days – 224 work days and 17 paid holidays
Bookkeeper	High School, Middle School, and K-8	8	260 Days – 244 work days and 17 paid holidays
Bookkeeper	Elementary	8	240 Days – 224 work days and 17 paid holidays
SIS Attendance	High School and Large Middle Schools	8	260 Days – 244 work days and 17 paid holidays
SIS Registrar	High School and Large Middle Schools	8	260 Days – 244 work days and 17 paid holidays
SIS Specialist	Elementary and Small Middle Schools	8	260 Days – 244 work days and 17 paid holidays
Educational Assistant	Elem. EA's, EXED EA's, HS Office Support	7.5	180 Days* - 180 work days and 15 paid holidays
Library Assistant	All Schools	7.5	180 Days* - 180 work days and 15 paid holidays
ISS	High Schools	7.5	180 Days* - 180 work days and 15 paid holidays
Guidance Secretary	High Schools	8	260 Days – 244 work days and 17 paid holidays
Cafeteria Manager	All Schools	8	188 Days** - and 12 paid holidays
Bus Driver/Attendant	System-wide	varies by route	180 Days - 180 work days and 11 paid holidays and other required meetings
Kids Club Director	System-wide	8	260 Days – 248 work days and 12 paid holidays
TLC Director	System-wide	8	200 Days – 190 work days and 10 paid holidays

*A 180-day employee works on the days that students are present. The remainder of the 180 days will be worked with specific dates to be determined annually. This includes school nurses, who also must acquire required professional development (5 days, 30 hours) as determined and mandated by the Wilson County School District.

**As scheduled by School Nutrition Director

***School Nurses will follow the school nurse calendar located on the district website.

APPENDIX C

JOB CLASSIFICATIONS: EDUCATIONAL ASSISTANT

Level 1 – Pay Grade 1

Entry level

- High school or general equivalency diploma

Level 2 – Pay Grade 3

Entry level (required for Title I Assistants)

- A.A./B.S. degree* in a related or comparable field of study or sixty (60) hours* in college-level, related subjects, **or**
- Passing score on the ETS Assessment*,**or**

Advancement level

- Successful completion of A.A./B.S. degree* in a related field of study or sixty (60) hours* in college-level, related subjects, **or**
- Passing score on the ETS Assessment *

*It is the employee's responsibility to provide notice and documentation of additional degrees and or a passing score on the ETS Assessment to the Wilson County Schools Human Resources Department. Pay will NOT be retroactive to a date prior to the receipt of such documentation.

APPENDIX D

ACCEPTABLE EXPERIENCE AND DOCUMENTATION

Acceptable experience documentation includes, but is not limited to:

1. Wilson County Schools' experience verification form from previous employer(s)
2. Letter from previous employer(s) on company letterhead to include:
 - a. Beginning AND ending dates of employment. Minimum of month/year required
 - b. Full or part-time status
 - c. Job title
 - d. General job duties/assignment – A job description may be considered if submitted directly from employer.
3. Experience verification form from local, state, or federal agency
4. Letter and proof of business from accountant for personally-owned business

Documentation must be received within sixty (60) days of employment or transfer (if applicable) to be considered for a rate change. Documentation received **after** the sixty (60) days will be considered for the next budget year, unless approved in advance by a Deputy Director.

Types of duties for comparable experience consideration:

Educational Assistant/ISS Coordinator:

- Working with children in school/daycare setting
- Office/clerical

Exceptional Ed Educational Assistant:

- Working with children in school/daycare setting
- Working with special needs children or adults
- Nursing home
- CNA experience with youth
- Office/clerical

School Secretary or Bookkeeper

- Working with children in school/daycare setting
- Office management
- Clerical/data entry
- Customer service
- Accounting/bookkeeping

SIS/Attendance/Registrar

- Working with children in school setting
- Office management
- Project management
- Clerical/data entry

TLC Caregiver:

- Working with children in school/daycare setting

Bus Driver (full or part-time):

- School bus driver
- Passenger van/bus driver
- Other driver experience deemed acceptable by the Transportation Director

School Nutrition (full or part-time):

Prior position must equate to position employee is hired for.

- Kitchen
- Cook/deli
- Chef
- Caterer
- Baker
- Cashiering

APPENDIX E

ASSIGNMENTS REQUIRING A COMMERCIAL DRIVER'S LICENSE (CDL)

Employee Responsibility

Each employee of the Wilson County School System is responsible for complying with Board Policies and DOT regulations. An employee must notify his/her immediate supervisor of any misdemeanor, felony, and/or arrest.

For assignments requiring a CDL, the employee must:

- Notify his/her immediate supervisor of any conviction for any traffic violation, regardless of the vehicle type.
- Notify his/her motor vehicle license agency per state/district requirements, regardless of the vehicle type.

Additionally, the employee must notify his/her immediate supervisor and/or Deputy Director of Human Resources if their license is suspended, revoked, cancelled, or if disqualified from driving.

License Requirements

For assignments requiring a CDL, the employee must meet all State, Federal, and District laws/policies in regards to holding and maintaining a valid CDL. The license, along with the certified Department of Transportation medical card, must be carried while working and/or operating district equipment or vehicle.

Drug Testing

System employees required to hold a Commercial Driver's License are subject to controlled substance testing in accordance with sections 382.103-605 of the Federal Motor Carrier Safety Regulations prescribed by the Department of Transportation. All employees requiring a CDL are also subject to alcohol testing in accordance with the provisions in Section 382. CDL drivers will be tested under DOT requirements for pre-employment, random, return to duty, reasonable suspicion, and post-accident testing.

Accident Reporting

Accidents must be reported regardless of the severity, and regardless of fault, to the employee's immediate supervisor. The supervisor will provide additional instructions including, but not limited to, post-accident drug/alcohol testing.