

EMPLOYEE HANDBOOK

PERSONNEL AND PAYROLL PRACTICES AND PROCEDURES

updated July 2026

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INTRODUCTION

The Jasper City Schools' Employee Handbook / Personnel and Payroll Practices and Procedures Manual is considered to be a part of the Jasper City Board of Education Finance Manual. The purpose of this handbook is to address procedures that are referenced in the policy manual. These procedures are subject to change based on policy revisions, employee law updates, and recommendations from the Superintendent. The purpose of this manual is to provide clarification on appropriate procedures that address a variety of Personnel or Payroll/Benefit issues. Any contradiction, actual or perceived, to policies stated in the Jasper City Schools Policy Manual is unintentional; authority remains with the JCS Policy Manual. Employees are encouraged to read the Jasper City Schools Policy Manual, which is available on the Jasper City Schools' website, at http://www.jasper.k12.al.us

Nothing in this document shall be construed as a contract for employment, expressed or implied. While every attempt has been made to ensure this document is correct and complete, errors may occur. When errors occur, prevailing board policy or state law shall direct the Board on employee matters.

Personnel and payroll related questions should be addressed to the Personnel / Payroll Department and can be reached at 384-6880.

Ms. Nikki Shipman
Payroll Specialist
nshipman@jasper.k12.al.us

Contact Information:
110 17th Street West
P.O. Box 500
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Mission Statement

The mission statement of Jasper City Schools is to inspire students to achieve academic excellence and make positive contributions to our interconnected community and world.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Jasper City Board of Education is committed to the principles of non-discrimination and equal employment opportunity in all of its employment policies and practices, including recruitment, hiring, training, compensation, benefits, transfers, promotions, training and educational opportunities, terminations, recreational programs, and all other terms and conditions of employment. The Jasper City Board of Education will make every effort to ensure that all of its employment policies and practices are administered without discrimination on the basis of race, color, national origin, ancestry, citizenship status, sex, sexual orientation, transgender expression or identity, pregnancy, marital status, parental status, religion, age, disability, past or present service in the uniformed services of the United States, genetic makeup, or any other legally protected basis.

The Jasper City Board of Education will take all necessary steps to ensure that all employees and applicants are not subjected to harassment, intimidation, threats, coercion, or discrimination because the individual has (a) filed a complaint, 9b) participated, furnished information, or assisted in any manner in an investigation, compliance review, hearing, or other activity related to the administration of federal and state anti-discrimination mandates, (c) opposed any act or practice that is in violation of any federal, state or local equal opportunity laws, or (d) exercised any other right protected by federal, state or local equal opportunity laws.

If you believe that you have been subjected to any form of discrimination in any condition of employment based upon your membership in a protected class, or your association with a member off a protected class, you should promptly report the perceived discrimination to your supervisor, or if you believe your supervisor has discriminated against you, report the issue to:

Dr. Ann G. Jackson
Superintendent
ajackson@jasper.k12.al.us

EMPLOYMENT REQUIREMENTS

All applicants should visit the JCS website for employment information at www.jasper.k12.al.us, under the tab "Employment". Certified positions require an on-line application, which will include letters of recommendation, an official transcript, and a teaching certificate. Support applications, available on the JCS website, should be completed manually and submitted to the Central Office either in person or by mail. All application information is available on the JCS website. Upon recommendation to hire, all employees of the Jasper City Board of Education are subject to a background check through the State Department of Education and are required to be e-verified through the Department of Homeland Security.

PROFESSIONAL CERTIFICATION AND PROCEDURES

In addition to requirements established by the State Board of Education and the pertinent job description, professional employees must hold a degree from an accredited college or university and hold a current, valid, and properly endorsed Alabama Teacher's Certificate, which will be maintained in their personnel file.

A teacher who has completed the certification process, but has not yet received the certificate, may be employed pending verification of the initiation of the certification process from the State Department of Education. Mrs. Rita Pilling at Central Office will work closely with each teacher to expedite the process to obtain the certificate as soon as possible.

If a teacher earns a higher degree from a regionally accredited institution recognized by the State Department of Education that merits increased compensation under the approved salary schedule, the salary increase will become effective following verification of the new degree or additional hours with an official transcript presented to Mrs. Amy O'Rear at the Central Office.

Professional Certification Reminders:

- All Alternative Level Certificate applications must be submitted after July 1st and be received in the Teacher Certification Office at the Alabama State Department of Education by October 1st of the application year.

- If an employee is renewing an instructional leader/administrative certificate that expires on or after June 30, he or she must earn PLU's (Professional Learning Units) regardless of his or her position or role in which they serve in order to renew that certificate.

- If an employee is renewing a teaching certificate that expires at the end of the five-year period, he or she must earn a minimum of 50 hours of professional development and meet the employment/experience requirement

- Teachers will be notified to submit appropriate documentation to the system's certification officer when the certification renewal application portal opens. It is ultimately the teacher or staff member's responsibility to maintain and renew their certificates so that they remain current and do not expire.

WORK VERIFICATION PROCEDURES

Verification of prior work experience must be obtained through the interview and hiring process. Official verification of prior work experience for certified employees must be obtained from previous employers and must be received within six months of an employee's hire date in order to remain on the recommended

salary schedule. All submission of official verification of prior work experience must meet the Jasper City Schools guidelines in order to receive credit.

STAFF CONDUCT AND RESPONSIBILITIES

Certified employees shall meet minimum requirements such as a degree and professional certification, and demonstrate efficient performance skills in the area of assignment along with satisfactory accomplishment of their job requirements.

Classified employees (support employees) shall meet the minimum qualifications of their job description and demonstrate satisfactory performance of their job duties.

All employees are hired to perform certain tasks in exchange for their salary. These duties are determined by the job description and as directed by their supervisor. If you are unable or unwilling to satisfactorily perform the assigned tasks in the allotted time, disciplinary action may be warranted, including termination.

Requirements of each employee:

1. Perform satisfactory work.
    a. Carry out and complete your job duties in an acceptable manner and in a timely fashion.
2. Behavior – Act in a professional manner and be courteous to children, parents, supervisors and all other employees.
    a. Behavior which is rude, obnoxious or disrespectful is unacceptable.
    b. You are not expected to like your supervisors or co-workers and they are not expected to like you, but both are expected to be professional and courteous.
    c. You are expected to treat everyone in a professional manner and with courtesy, regardless of your personal feelings towards that individual.
    d. Do not show unwelcome familiarity with co-workers. The best advice to follow is to keep your hands to yourself and do not hug, kiss or touch co-workers.
    e. Open disrespect or unprofessional conduct may lead to termination.
3. Drug and Alcohol – Report to work both drug and alcohol free.
    a. All employees who drive school system vehicles are subject to random drug tests. Results that are positive will lead to disciplinary action up to and including termination.
    b. All employees are subject to drug and alcohol testing for reasonable suspicion of impairment. Results that are positive for either drugs or alcohol will lead to disciplinary action up to and including termination.
4. Attendance and Absences – Work the days that you are scheduled to work.
    a. Continual unpaid absences are unacceptable and may lead to disciplinary action up to and including termination.
    b. Constant absences on Monday/Fridays or before/after holidays are suspect for abuse and may be subject to disciplinary actions.
    c. You must notify your supervisor (principal) and Kelly Educational Services (KES) of absences.
5. Tardiness – Be at work when scheduled and on time, without tardiness.
    a. Excessive late arrivals will result in progressive discipline and may lead to termination.
    b. Notify your supervisor of any absences or of any extreme tardiness.

6. Schedule – Work the hours of your schedule.
    a. Report to work on time.
    b. Do not leave early unless authorized by your supervisor.
    c. Do not clock-in early or clock-out late (noncertified) unless authorized by your supervisor.
7. Time Reporting – Missed punches and time worked. Fill out all forms relating to time worked accurately and honestly.
    a. If you do not work a full day, do not state or indicate that you did.
8. Computer and internet access is provided for JCS operations only. However, should there be an urgent need, minimal personal use is allowed.
    a. Surfing the internet is strictly prohibited for non-educational purposes.
    b. Audio/Video streaming is strictly prohibited for non-educational purposes.
    c. Posting to personal web pages, bulletin boards, blogs or other similar personal message sites during work is strictly prohibited.
    d. Although social media sites such as Facebook are personal in nature, they are considered public discourse or public comments. The posting of comments or images about students, parents, employees, supervisors, departments, schools, the system, or your job that are of extremely poor taste, unprofessional, demeaning, derogatory, offensive, insulting, inflammatory, hateful, insubordinate or celebrating immoral, improper or illegal actions is unacceptable and may lead to disciplinary action up to termination as those postings may cause a disruption in the workplace.
    e. Accessing a racist, sexist, pornographic or other questionable site is strictly prohibited.
    f. Employees will be provided a copy of the JCS acceptable use guidelines and sign a statement that they agree to the terms.
    g. Internet usage can be monitored and violators will be subject to disciplinary action.
9. Personal calls – Keep personal calls to an absolute minimum during work time.
    a. At some point in time, most everyone needs to make a personal call from work. However, these calls need to be kept to a minimum, as they not only adversely affect your work, they can also adversely affect the work of the other employees around you.
10. Cell Phone use – It is recommended that teachers use cell phones only during planning and in the case of an emergency. The use of personal cell phones is prohibited during the instructional day.
    a. Advise your family and friends that you cannot make or receive personal calls or texts during the work day unless a true emergency has occurred.
11. Personal conversations – Keep personal conversations during work hours to a minimum.
    a. Even if your work is caught up enough to allow you some time to talk, the person you are talking to is probably neglecting his/her work by talking to you.
    b. We encourage camaraderie, but not at the expense of either your work or the work of other employees.
12. Compliance with directives – Obey the orders of your supervisor, except as stated in 13(b) below.
    a. If you disagree, do not argue with the supervisor, simply state your objections in a concise and professional way and then carry out your supervisor's directions.
13. Insubordination to your supervisor or any other administrator is prohibited.
    a. Insubordination may include:
        - Refusal or failure to obey orders or perform a job assignment given by a supervisor or any authorized employee or system representative;

- Disrespect, publicly displayed on system premises, toward a supervisor or the system;
- Threatening, intimidating, coercing, or interfering with a supervisor;
- Abusive language to any supervisor;
- Openly making or publishing false, vicious, or malicious statements concerning supervisors; and
- Countermanding the order of a supervisor.

b. Insubordination does not include a refusal to comply with:
   - Orders that endanger the health, welfare, or safety of the employee, other employees, students, or anyone else;
   - Orders requiring the performance of an illegal, improper, or immoral act.
   - Orders that require action that is beyond the employee's capability, and
   - Orders having a nature of unlawful harassment; for example, orders accompanied by a racial, religious or sexist slur.

14. Firearms and weapons prohibition.
    a. The possession of a firearm by an individual, employee, visitor, or student inside or on any property owned, leased, or operated by the Jasper City School System is strictly prohibited, except as expressly allowed. Duly sworn and trained peace officers in the performance of their duties are excluded from this prohibition.
    b. Possession and/or use of weapons shall be prohibited on school property, including buses and at school sponsored activities. Possession and/or use of weapons shall also be prohibited in any vehicle brought onto school property or to a school sponsored activity. Violation of this prohibition shall be considered a serious act of misconduct and subject to disciplinary action up to and including termination.

Employment may be terminated if you are unable to comply with these general expectations.

Abandonment of Job:

Any employee will be considered to have abandoned his/her job and will be terminated as a voluntary resignation, who:

- leaves work and does not report back to work;
- who says he/she quits;
- who says he/she will not return to work or;
- for whatever reason fails to return to work without notification.

Any employee who has been absent from work for three (3) or more consecutive work days without notifying his or her immediate supervisor/principal at any point during the absence will be considered as having voluntarily resigned his or her position at Jasper City schools as a result of job abandonment.

Other Requirements:

In-service education participation is encouraged for all employees, which will promote personal and professional growth. Employees are expected to develop and grow in job performance beyond minimum requirements.

Schedules for professional and support employees are formulated and disseminated by principals and supervisors. All employees shall observe and conform to time schedules furnished by his/her principal or supervisor.

For professional employees, the school day shall be defined as the time when classes are in session, when faculty and in-service meetings are being held and when student activities are being conducted.

Teachers are required to attend faculty meetings and parent-teacher conferences when deemed necessary by the principal. Also, teachers shall be provided a thirty-minute unencumbered time period during the day.

All schools shall have the school doors open for a minimum of eight (8) consecutive hours each workday. The day for professional education employees will include:

- Time assigned for instructional situations
- Time assigned for planning and conference
- Time assigned for student activities
- Time assigned for supervisory activities other than classroom instruction, faculty meetings or in-service meetings after the time students are dismissed and beyond the normal school closing time.

All professional faculty employees are required to be at his/her station of duty no later than fifteen (15) minutes before school begins and to leave no earlier than fifteen (15) minutes after the school day ends. All teachers are to hold parent-student conferences as needed during planning and conference periods and/or after school as determined necessary by the principal. These conferences are to schedules with the time necessary for keeping parents apprised of the academic performance of students prior to the time a student's achievement has reached the point of failure in a given grading period.

The primary responsibility and workload of teachers shall be planning and implementing of the instructional program. Teachers shall share in non-teaching responsibilities, which are considered either necessary or desirable to the proper functioning of the total school program. Teachers are expected to share in the responsibility for supervising co-curricular activities. The assigning of extra duty shall be done in an equitable manner.

Teacher workdays are designed to provide days for teachers to prepare grades, complete reports, and perform other tasks essential to teaching. Faculty meetings should last no more than 45 minutes.

Family members and children of an employee do not have a right to visit the employee at work during work hours. Visiting by family members or bringing children to work can be a severe distraction to both the employee being visited and other employees at the same location. This is similar to an employee having excessive personal telephone conversations or personal conversations at work. Before any employee asks

a family member to come to his/her work location, he/she needs to clear the visit with the principal or supervisor. If the visits become excessive and are a distraction, then the family members may be disallowed from entering school properties.

Dress Code:

The school system has a dress code that must be followed by all employees. In general, all employees (professional, administrative, and support personnel) should be professionally and appropriately attired when conducting school system business. The policy is a general guideline established in order to uplift, enhance, and promote the professional image of the school system.

Each school and department supervisor should review these guidelines with their employees each year. Immediate or site supervisors may approve exceptions to this code for special or occasional activities. In departments where uniforms or uniformity in dress is prescribed by the Board, all affected employees are required to abide by direction and procedure. However, schools or departments may adopt a voluntary dress code for uniforms. Also, reasonable accommodations will be made for religious beliefs if such accommodation would not unduly interfere with the effective functioning of the schools or departments.

Restrictions as set forth in the Dress Code:

- Jeans (except for custodians, maintenance workers, and bus drivers and as allowed for special occasions or special work as approved by the immediate or site supervisor).
- Overalls
- Shorts (except for P.E. teachers and bus drivers and as allowed for special occasions or special work as approved by the immediate or site supervisor)
- Spandex or bicycling type attire as outer wear
- Visible piercing except to ears
- Clothing that is provocative, revealing, indecent, vulgar, or obscene
- Blouses or shirts with low necklines, bare midriffs and excessively tight clothing
- Visibly torn or ragged attire
- Sweat suit-type attire (except for P.E. teachers, bus drivers, and custodians)
- Footwear that is considered beachwear (flip-flops), bedroom shoes, or slippers
- Clothing which promotes alcoholic beverages, tobacco, or the use of controlled substances by words or symbols
- Clothing that contains profanity or nudity, depicts violence, or is sexual in nature by words or symbols
- Clothing that carries any political or social agenda
- Clothing that promotes or includes logos of Pre-K-12 schools outside of the Jasper City School system.
- Undergarments worn as an outer garment or any see-through clothing
- Any item of clothing or jewelry that creates a disruption of the school environment/learning activities or that poses a threat to the safety and well-being of students or staff

Annual Required Training:

All Jasper City School employees are required to provide a passing score in each of the following training courses:

1. Alabama Homeless Education Training
2. Bullying Prevention: Taking Action
3. CPR &AED for Schools: Chain of Survival
4. Dealing with Asthma, Diabetes, and Epilepsy in Schools
5. Ensuring Educational Stability for Children in Foster Care Student Information
6. Food Allergies and Anaphylaxis: A Daily Battle
7. New Infection Control Practices for Schools
8. Preventing Suicide: You can Make a Difference
9. Recognizing and Reporting Child Abuse Interactive
10. Sexual Harassment in Schools: Define, Recognize and Prevent

Many of the courses are linked on the school system website. Please see your supervisor for additional instructions on successful completion of this requirement.

Use of Peer-to-Peer (P2P) Payment Platforms:

The use of peer-to-peer payment platforms in receiving funds on behalf of Jasper City Schools or any of the five schools within the district is strictly prohibited. Mobile payment services such as Venmo, Paypal, Zelle, Cash App, and others, do not provide insurance on monies held by them, therefore these services are not allowed by the Alabama State Department of Education. Acceptable forms of payment for fundraisers, concessions, fees, etc., are cash, check, debit/credit cards (via Square Readers or My School Bucks).

It is your responsibility as coach, sponsor, homeroom teacher, or other role that includes the collection of JCBOE funds, to abide by this restriction, and to relay this information to volunteers that may help facilitate the collection of funds.

DRUG AND ALCOHOL POLICIES & PROCEDURES

Overview and Policy

Jasper City Schools is committed to providing a safe, healthy, and productive work environment. Drug and alcohol abuse can be detrimental to the safety, performance, productivity, and morale of employees in the workplace. To further our objectives, the school district has adopted this alcohol and drug-free workplace policy that implements reasonable measures to ensure that any employee's drug or alcohol problem does not jeopardize the successful operation of our school district business, or otherwise negatively affect our employees or the general public.

While it is not the school district's intention to intrude into the private lives of our employees, the school district does expect employees to report to work in fit condition to perform their duties. Having an alcohol and drug-free workplace will benefit everyone.

Definitions Under This Policy

"Illegal Drugs" means any drug (a) not legally obtainable or (b) legally obtainable but not legally obtained or used, including any "controlled substance" as defined in the Controlled Substances Act (21 U.S.C Section 812), and as further defined in regulations at 21 C.F.R. Sections 1308.11 to 1308.5. Therefore, the term includes prescription drugs obtained illegally and prescription drugs not being used for the prescribed purposes. It also includes marijuana, cocaine, heroin (and derivatives of those drugs) and designer drugs, among other illegal drugs.

"Legal Drugs" means prescribed and over-the-counter drugs legally obtained and being used for the purpose and in the manner for which they were prescribed and/or manufactured.

"Under the Influence" means that the employee is affected by any drug or alcohol (or the combination of drugs and alcohol) in any detectable manner. The symptoms of influence include, but are not limited to, misbehavior, obvious diminishment of physical or mental capabilities, slurred speech, or difficulty maintaining balance.

Prohibited Conduct

The school district has defined conduct that is prohibited to be on the school district property, on school district business, and in school district-supplies vehicles or vehicles being used for school district business or during working hours.

A. Illegal Drugs

The unlawful use, consumption, possession, manufacture, distribution, purchase, sale or offer of sale, transfer, storage, or use of illegal drugs by any employee, while on the school district property, while on duty, or while operating a vehicle or machine leased or owned by the school district is strictly prohibited. Further, no employee may be under the influence of any illegal drug while in the workplace, while on duty, or while operating a vehicle or equipment owned or leased by the school district. Those prohibitions extend to an employee's personal vehicle located on the school district property or in any vehicle engaged in school district business.

Any employee who is convicted of violating any laws regarding the use of illegal drugs must promptly (within two business days), provide written notice of the conviction to the Superintendent. In addition, employees must notify the Superintendent if they are charged with a violation of any criminal law involving the use of illegal drugs within three (3) days of being charged with such an offense. After receiving notice of such a conviction or charge, the school district will take corrective action or will require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by law or regulatory organization.

B. Legal Drugs

Legal drugs (over-the-counter and prescription drugs) are to be used only in the manner, combination, and quantity as prescribed or directed by the employee's physician. Employees are prohibited from being under the influence of legal drugs on school district property, while on duty, or while operating school district equipment or in any vehicle if such drugs have a tendency to impair an individual's

mental or physical ability to work in any way, or jeopardize the safety of the employee or other individuals at work. If the employee knows or has reason to believe that his/her motor coordination skills, physical or mental ability, and/or regular work activities could be impaired while taking legal drugs, the employee shall immediately notify his or her supervisor that he or she is taking a drug which may cause such impairment to their work performance, along with the nature of the impairment. The employee should not disclose the medication he or she is taking. The school district may ask for a medical certification from the employee's treating physician regarding the employee's ability to safely and efficiently perform his or her job duties with or without any work restrictions. Employees must keep all prescribed medicine in its original container, which identifies the drug, date of prescription, and prescribing doctor.

C. Alcohol

Employees may not be under the influence of, purchase, sell, or offer to sell alcohol on the school district property, while on work time, or in any vehicle engaged in school district business. Employees may not use alcohol while on the school district property.

Drug Testing

All drivers of commercial motor vehicles (CMV) who are required to hold a commercial driver's license (CDL) will be required to undergo a drug test as a condition of employment. Those employees include full-time, part-time, seasonal, intermittent and leased drivers. In addition, drug testing will be required for any person who works as an independent contractor or for a contractor and operates a CMV on behalf of the school district.

Drug and/or alcohol testing may be required of any employee whenever there is a reasonable suspicion that such employee is under the influence of drugs or alcohol while at work or is in violation of this policy, in accordance with applicable laws. Employees who maintain a CDL as a requirement of their position will also be subject to random drug testing.

Compliance and Violations

Employment or continued employment with the school district is conditioned upon full compliance with the foregoing substance abuse policy. Any violation of this policy may result in disciplinary action up to and including termination of employment. Furthermore, any employee who violates this policy or who voluntarily seeks assistance may be required, in connection with or in lieu of disciplinary actions, to participate in and successfully complete a school district-approved drug and/or alcohol assistance program as a condition of continued employment. The school district will keep any information concerning an individual's drug and/or alcohol use confidential.

EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program is voluntary and confidential. Through this free program, employees and their immediate family members may receive confidential personal counseling, marital counseling, counseling regarding alcohol and drug difficulties, and other services from a program called Uprise Health. The employee may enter the program through self-referral or may

be referred by his or her supervisor. The services are offered at no cost to the employee and are confidential. School officials are not made aware of which employees have used the service. At the employee's request, sick leave may be granted for treatment or rehabilitation on the same basis as is granted for ordinary health problems. Although the services offered by the Employee Assistance Program are free, if those services lead to referral by the program for services that exceed those covered by the program, those costs will be the responsibility of the employee. It shall be the employee's discretion whether to comply with the referral from the Employee Assistance Program to other services. To take advantage of this employee benefit, employees may call **Uprise Health** at **205-871-7814**.

HARASSMENT PREVENTION

Jasper City Schools is committed to promoting harmonious working relationships and a safe work environment that is free of any form of harassment in the workplace. To support that commitment, Jasper City Schools strictly prohibits harassment and any other form of discrimination, including but not limited to harassment based on race, color, national, origin, ancestry, citizenship status, sex, sexual orientation, transgender identity or expression, pregnancy, marital status, parental status, religion, age, disability, past or present service in the uniformed services of the United States, genetic makeup, or any other legally protected basis. Jasper City Schools also prohibits discrimination or harassment against any individual based upon that individual's association with an individual in a protected class. In addition, Jasper City Schools prohibits any form of harassment or bullying against any employee or applicant for employment, or by an employee against anyone, including anyone with whom we do business, or visitors, regardless of whether the victim is a member of protected class.

All executives, managers, administrators, supervisors, and employees are required to maintain a work environment free from such discrimination, harassment and intimidation. Jasper City Schools will investigate all complaints of discrimination or harassment and preserve confidentiality to the maximum extent possible. Any employee who violates this policy may be subject to discipline, up to an including termination of employment.

Employees and applicants for employment will not be subjected to any retaliation or adverse consequences because they have 9a) filed a legitimate complaint of discrimination or harassment; (b) assisted or participated in an investigation of such a complaint, or in any hearing or legal proceeding involving such a complaint; 9c) opposed any unlawful conduct involving discrimination or harassment; or (d) exercised any other legal right protected by law that involves discrimination or harassment. Jasper City Schools' policy is to strongly encourage discussion of the matter to help protect others from being subjected to similar inappropriate behavior.

Prohibited Forms of Harassment

Harassment is defined as verbal or physical conduct that has the **purpose or effect** of unreasonable interfering with an individual's work performance, or creating an intimidating, hostile, offensive, or abusive working environment. Some examples of harassment include, but are not limited to:

- Making racial or ethnic slurs;

- Ridiculing, insulting or demeaning a person, a group of people, or their relatives, friends or associates based upon one or more of their race, color, national origin, ancestry, citizenship status, political affiliation, age, gender, sexual orientation, disability, or religion.
- Subjecting an individual to conduct that constitutes bullying.

Sexual harassment is verbal or physical conduct or abuse of a sexual nature, unwelcome sexual advances and requests for sexual favors in situations where:

- Submission to such conduct is an explicit or implicit term or condition of employment.
- An individual's submission to or rejection of such conduct becomes the basis for employment decisions affecting that individual; or
- Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

Sexually harassing conduct may be overt or subtle, and includes, but is not limited to:

- Repeatedly e-mailing, text-messaging, calling, or otherwise attempting to contact another employee to solicit a non-professional relationship with the individual;
- Basing any employment decision on an employee's or applicant's acceptance or rejection of personal relations or sexual advances;
- Verbal conduct, such as suggestive or offensive comments, sexual jokes, or sexual propositions;
- Non-verbal conduct, such as derogatory or pornographic images, pictures, or cartoons, leers or stares; and
- Unwanted physical conduct, such as making physical contact or assault.

Sexual harassment is a form of sex (gender) discrimination, and can occur against either a male or a female individual by either a male or female employee. It can be directed against an employee or a supervisor by another employee or supervisor. It can be directed against an employee by a customer, supplier, contractor, other outside business associate, or visitor, and vice versa.

This policy also applies to Jasper City School's electronic communications systems. Employees may not use any communications systems to harass or offend others, whether employees or non-employees.

Reporting Harassment, Complaint Procedure and Investigation

Any employee who believes he or she has been subjected to any type of discrimination or harassment should immediately tell the other person to "stop" or make it clear that the conduct is not welcome or acceptable. In addition, the employee should inform his or her supervisor of the perceived discrimination or harassment as soon as possible. This will provide the best opportunity to prevent further discrimination or harassment and take effective corrective measures. Failure to report possible harassment which would enable the organization to correct the problem also may prevent further legal action that an individual may otherwise be entitled to take. In the event that you are uncomfortable, for any reasons, with discussing the matter with your supervisor, you should contact the Superintendent.

In addition, it is the responsibility of any employee who has witnessed or been subjected to any discrimination or harassment as described above to report the incident to his or her supervisor, or the Superintendent. Any supervisor or administrator who receives a report of potential harassment must promptly notify the Superintendent.

The employee may be asked to state the complaint in writing. The administrator and/or Superintendent will promptly and thoroughly investigate your complaint and inform the employee of the findings and resolution relative to the complaint. The organization also will take steps to ensure that information obtained during the investigation is shared only with those who have a business need to know about it. Everyone involved in the investigation will be told of the need for confidentiality and will be expected to maintain confidentiality.

Retaliation against any employee for complaining about harassment on a basis of sex, race, color, religion, national origin, or age is prohibited under this policy and illegal under state and federal law.

Harassment is a serious act of misconduct. If an investigation results in a finding that a person has knowingly, or in a malicious manner, falsely accused another of statement(s) or conduct that did not occur, that person will be subject to appropriate disciplinary action.

EMPLOYEE ABSENCES – KELLY EDUCATIONAL SERVICES (KES)

When an employee needs to be absent from work, the employee is required to notify administration and to enter absences in KES (does not apply to transportation personnel). It is the employee's responsibility to register an absence when he/she will not be reporting to work. Transportation personnel are to report absences as early as possible directly to Jonathan Allen, Transportation Director. The KES website and the KES Employee Guide can be accessed on the Faculty Information tab of the JCS website, www.jasper.k12.al.us. The KES sign-in ID is the employee's building telephone number. The PIN is either the employee's JCS employee number, which can be found on the employee paystub, or the last four digits of the employee's social security number. Additional questions can be answered by your school bookkeeper.

SICK LEAVE

The sick leave plan for all employees shall be in accordance with the rules and regulations established by the State of Alabama and the Board of Education and are outlined as follows:

A. All employees shall be allowed sick leave at the rate of one day per contracted month and shall be permitted to accumulate these days to the maximum the state allows.

B. Full pay for sick leave shall be allowed only if the absences fall within the definition of sick leave established by the State Board of Education and outlined below:

1. Personal illness.
2. Bodily injury which incapacitates the employee.
3. Attendance upon an ill member of the employee's immediate family (parent, spouse, child, foster child currently in the care and custody of the employee, sibling); or an individual with a close personal tie.
4. Death in the employee's immediate family, i.e., husband, wife, father, mother, son, daughter, brother, sister, in-laws, nephew, niece, grandparents, grandchildren, or a person standing in loco parentis.
5. Where unusually strong personal ties exist, due to an employee having been supported or educated by person of some relationship other than those listed, this relationship may be recognized for leave purposes. In each of such cases, the employee shall file with the Superintendent a written statement of the circumstances which justify an exception to the general rule.

C. If an employee of the Board of Education is absent from his or her job due to personal illness or illness in the immediate family as described above, he or she shall enter the absence in the Kelly Educational Services (KES)/ Aesop on-line substitute program, and notify his/her supervisor as required. If after a period of five (5) consecutive working days of absence an employee has failed to enter the absence into KES and/or notify his/her supervisor, then the Jasper City Board of Education may consider such absences as a resignation, unless circumstances beyond the control of the employee prevent the employee from giving notice.

   Note: Employees who are absent from work without personal leave or sick leave may be terminated depending on the circumstances.

D. If an employee of the Board of Education is absent from his or her job due to personal illness or illness in the immediate family as described above for more than five (5) consecutive working days, a physician's certificate may be required, stating the nature of the illness and the approximate date the employee should be able to return to his/her job, and such statement should be attached to the proper payroll form for the Payroll Specialist. Documentation may also be required if sick leave is used in an unusual manner. Sick leave is not transferable to another individual unless specifically allowed by state statute.

FAMILY AND MEDICAL LEAVE

Employees who are eligible under the Family and Medical Leave Act of 1993 (FMLA) may take leave for up to 12 weeks during a calendar year for any one or more of the following reasons:

1. The birth of the employee's child, and to care for the newborn child during the first year after the birth;
2. The placement with the employee of a child for adoption or foster care, and to care for the newly placed child during the first year after the placement;

3. To care for the employee's spouse, son, daughter, or parent (but not for parent-in-law), who has a serious health condition; or
4. Because of a serious health condition that makes the employee unable to perform one or more of the essential functions of his/her job.

From the inception of the qualifying event, the 12-week FMLA leave entitlement is to be charged concurrently with accumulated sick leave, annual leave, or leave without pay. Any FMLA leave taken for a single condition should be taken all at one time. An employee may take FMLA leave intermittently or by reducing his/her work schedule to care for a family member with a serious health condition or for the employee's own serious health condition, only if medically necessary and with proper medical certification. An intermittent leave schedule must be approved by his or her supervisor and the superintendent.

The Board may require the employee to provide medical certification of the serious health condition from the attending health care provider. The certification must be submitted within 15 calendar days after the Board requests it. Failure to provide the certification in a timely manner according to policy may result in denial of taking leave and/or discipline up to and including termination. The Board may require, at its discretion and expense, a second medical opinion. If the first and second opinions differ, the Board, at its own expense, may require the binding opinion of a third health care provider approved jointly by the employee and the Board. The Board may require periodic recertification on a reasonable basis. The Board may also require, as a condition of reinstatement, certification from a health care provider that the employee is able to resume work.

Spouses who are both employed by the Board are limited to a combined total of twelve (12) weeks of family leave (rather than twelve (12) weeks each) for the birth or placement of a child for adoption or foster care. However, if an employee's child or spouse is seriously ill, both the employee and his or her spouse are each entitled to twelve (12) weeks of leave. Leave may begin prior to the birth or placement, as circumstances dictate. An employee's FMLA entitlement to leave for the birth or placement of a child for adoption or foster care shall expire at the end of the twelve (12) month period beginning on the date of such birth or placement.

During FMLA leave, the Board will maintain the employee's individual group insurance benefits at the same level and under the same conditions as if the employee had been working. Dependent insurance coverage must be paid by the employee. If an employee fails to return to work at the conclusion of the approved leave, he/she may be required to reimburse the Board for the employer's portion of the premium paid on their behalf during the leave.

Should an employee request FMLA-qualifying leave, the employee must give the Board at least thirty (30) days' advance notice of the need for leave when it is foreseeable, such as a birth, placement of a child for adoption or foster care, or planned medical treatment for a serious health condition of the employee or of a family member, and must set forth:

1. The reasons for the requested leave;
2. The anticipated duration of the leave; and
3. The anticipated start of the leave.

If 30 days' notice is not practicable, such as a medical emergency, notice must be given as soon as practicable (which ordinarily means at least verbal notification of the employee's supervisor within 1 or 2 business days of when the need for leave becomes known to the employee). Reasonable efforts must also be made to schedule foreseeable leave so as not to unduly disrupt work operations, subject to the doctor's approval. Failure to give the required notice may delay the taking of FMLA leave until at least 30 days after the date the employee provides notice to the board of the need for FMLA leave.

To be eligible for the leave, an employee must:

1. Have been employed by the Board for at least one year as of the date leave commences, and
2. Have worked for the Board at least 1,250 hours in the past 12 months.

Upon timely return from FMLA-qualifying leave and proper certification, an eligible employee who has not been designated a key employee by the Board, will be restored to his/her last position or an equivalent position with equal pay, benefits, and other conditions and terms of employment.

Employees involved in disciplinary actions from management will still be under those actions after returning to work from FMLA leave of absence.

It is the policy of the Board not to unlawfully interfere with, restrain, or deny the exercise of any right provided under the Family and Medical Leave Act (FMLA). It is not the intent of the Board to discharge or discriminate against any person for enforcing the FMLA or opposing practices made unlawful by FMLA; nor is it the Board's intent to discharge or discriminate against any person because of involvement in any proceeding under or related to FMLA. FMLA's enforcement procedures parallel those of the Federal Fair Labor Standards Act. The FMLA will be enforced by the U.S. Department of Labor's Wage and Hour Division. If an eligible employee has a complaint regarding an FMLA violation, he or she should discuss it with his/her supervisor, following the chain of command leading to the Superintendent.

MATERNITY/PATERNITY LEAVE

Beginning July 1, 2025, paid parental leave for eligible employees may be available pursuant to the Alabama Public Employee Paid Parental Leave Act of 2025 in conformance with Alabama Code Section 36-6A-1, et seq., under the terms and conditions set forth by the JCBOE:

A. Definitions:
   Unless stated otherwise herein, terms in this Policy shall have the same definition as provided in Alabama Code 36-6A-1, et seq.
B. Parental Leave:
   An eligible employee shall be entitled to the following:
   1. Eight weeks of paid parental leave for a mother in connection with the birth, stillbirth, or miscarriage of her child.
   2. Two weeks of paid parental leave for a father in connection with the birth, stillbirth, or miscarriage of his child.

3. Eight weeks of paid parental leave in connection with the placement of a child with an eligible employee for adoption, provided the child is three years of age or younger at the time that he or she is placed with the eligible employee.

If parents who jointly adopt a child are both eligible employees, one parent shall be entitled to eight weeks of parental leave and one parent shall be entitled to two weeks of parental leave in connection with the adoption. Coordination and documentation between the two employing entities will be required.

C. Eligible Employee:

An employee is eligible for Paid Parental Leave if the employee is both:

1. A full-time certified or noncertified employee of a local education agency, and
2. Has been employed by or in pay status for any local education agency in the state for at least 12 consecutive months immediately preceding the occurrence of a qualifying event.

An employee is not eligible for Paid Parental Leave if the employee is an adjunct, part-time employee, or an on-call, seasonal, hourly, or temporary employee.

D. Establishing Eligibility:

1. Prior to granting parental leave, Jasper City Schools requires the employee to complete a Parental Leave certification form. This form can be obtained by request from the payroll office at Central office.
2. In addition to the certification form, JCS requires an employee requesting parental leave to provide acceptable proof in support of the request for parental leave.
3. An eligible employee may not take parental leave under this policy unless he or she meets **all** of the following requirements:
    a. Submits a completed certification as set forth in Paragraph (D)(1); and
    b. At least 30 calendar days prior to the use of the parental leave, the eligible employee shall provide by email to the Superintendent, the immediate supervisor, and Payroll Officer a written plan regarding his or her intended use of the parental leave and any other leave he or she intends to take in connection with a qualifying event, in conjunction with the submission of an Employee Leave Request form(s); and
    c. The eligible employee shall agree in writing that he or she will no separate from employment with Jasper City Schools for a period of at least eight weeks following the conclusion of any leave taken in connection with a qualifying event.
4. In the event of an emergency that prevents an eligible employee from completing the requirements of paragraph (D)(3) prior to taking parental leave, the eligible employee shall complete the requirements as soon as practicable, and in no event later than 14 calendar days after the emergency has ended, including providing sufficient documentation to establish a qualifying condition and emergent event.

E. Leave Prior to Qualifying Event:

If an employee desires to take paid parental leave **before** the occurrence of a qualifying event, the employee must comply with all of the requirements of Paragraph (D) above and provide acceptable proof in support of the early request for leave.

1. Prior to the qualifying event, "in connection with the birth" shall mean the eligible employee is:

a. Attending prenatal appointments or other visits to a Healthcare Provider due to the expected birth of a child;
b. Hospitalized in expectation of the birth of a child or due to a related condition; or
c. On leave due to a Healthcare Provider's order requiring the mother to limit her physical activity.

2. Prior to the qualifying event, "in connection with the placement of a child for adoption" shall mean the eligible employee is:
   a. Meeting with an attorney;
   b. Hosting in-home visits;
   c. Attending judicial proceedings;
   d. Attending counseling sessions;
   e. Submitting to physical examination; or
   f. Traveling to another country to complete the adoption.
3. The term does **not** include foster care or any temporary or non-adoption placement.

F. Compensation:
Parental leave under this policy shall be paid at 100 percent of the eligible employee's base pay, as if the employee worked continuously during the leave period.

G. Duration:
1. Paid Parental Leave may only be used during the 365 days following a qualifying event or within 365 days of first taking such leave, whichever is sooner.
2. Paid Parental Leave may be taken continuously, intermittently, or on a reduced schedule basis provided:
   a. The employee maintains a continuing parental role (e.g., bonding with or caring for the child).
   b. Such intermittent or reduced scheduled leave is agreed upon by JCS prior to the start of the leave.

H. Restoration to Position:
Upon expiration of paid parental leave, JCS shall restore the employee to their previous position or an equivalent one wit the same benefits, pay, and status.

I. Failure to Comply:
Failure to comply may result in the denial or recovery of paid leave through offsets, leave without pay, etc. If an employee breaches a return-to-work agreement, Jasper City Schools will recover an amount equal to the hourly rate multiplied by missed hours, subject to Fair Labor Standards Act compliance.

J. Limitations:
1. Employees are **not required** to exhaust other leave types before using parental leave.
2. Only one qualifying event per 365-day period qualifies for leave.
3. Additional leave beyond parental leave must follow existing JCS policies.
4. Leave under this policy runs concurrently with FMLA and Alabama Code 25-1-61.
5. Parental leave has **no cash value** and cannot be rolled over or used for retirement benefit calculations.
6. Effective date: This policy is currently in effect.

The Pregnant Workers Fairness Act (PWFA) allows for reasonable accommodations to a worker's known limitations related to pregnancy, childbirth, or related medical conditions unless the accommodation will cause the employer undue hardship or burden. Reasonable accommodation depends on many factors including the employee's job duties, their condition(s), and how the requested accommodation impacts the employer.

Catastrophic Leave for Maternity Leave Requests – If an employee does not have accumulated sick leave to cover the amount of time the physician certifies the employee will not be able to perform regular job duties, and she is a member of the sick bank, a request in writing for catastrophic leave may be submitted to the Superintendent to cover the amount of time the physician states the employee must remain off work for recovery.

One Year Leave of Absence – Full-time, tenured employees may be granted a leave of absence without pay, for one entire academic year (August through May which may not include portions of two separate academic years), for the birth and first year care of a newborn child or adoption of a child. This leave would not count towards experience in the determination of placement on the salary schedule.

- An employee returning from a year's leave of absence is not guaranteed their original position, but is subject to transfer and reassignment to another vacant position in the school district. He/she will be re-employed in the first vacant position for which he/she is qualified and certified.
- Benefits are continued through FMLA leave, but employees must contact the Payroll Specialist if the leave exceeds this time frame to verify continued benefits coverage, specifically PEEHIP.

EMERGENCY LEAVE

On the basis of a written request approved by the Superintendent, emergency leave may be authorized in the case of extreme emergency when the year's personal leave days have been expended. For each day of approved emergency leave there shall be a full salary deduction equal to the employee's daily rate of pay.

VACATION LEAVE

Vacation for all Twelve Month Employees: Twelve-month employees will be granted .8333 days of vacation leave per month (10 days per year). All twelve-month employees shall be permitted to accumulate vacation for a maximum of 20 days.

Vacation for all Eleven Month Employees: Eleven-month employees will be granted .4167 days of vacation leave per month (5 days per year). All eleven-month employees shall be permitted to accumulate vacation for a maximum of 10 days.

At no time is an employee allowed to accumulate more than the maximum allowed for vacation days. If an employee's vacation balance exceeds the accumulated limit, he or she will lose the difference, unless specific authorization is given by the Superintendent. Taking unearned vacation shall not be allowed without permission of the Superintendent.

Twelve-month and eleven-month employees can use all of their vacation prior to either retirement or resignation. In the event that an employee is terminated, he or she will be reimbursed for any unused vacation days at his or her current daily rate. Vacation should be scheduled in cooperation with the employee's immediate supervisor. Employees will be compensated for any unused vacation days at the time of their resignation or retirement. The rate of compensation will be based on their daily rate of compensation at the time or resignation or retirement.

Employees will not be reimbursed for earned vacation prior to the end of the employment with the Jasper City School system.

PERSONAL LEAVE

Each employee shall be allowed three (3) days of personal pay with full pay for any annual contract period. Two additional days are allowed annually, but a total of $65 per day will be deducted from the employee's pay for that period.

Personal leave should be requested in writing at least 3 days in advance. No personal leave shall be granted within the 10-day period beginning with Institute Day, nor during the last 10 days of the scholastic year, except in emergencies. Employees must have preapproval from their principal or supervisor for any personal leave taken immediately before or after a school holiday. The administrator may deny such leave if a large number of employees have already scheduled leave for the same time period. At the end of a contract period, any unused personal leave days will automatically convert to sick leave for future use.

PROFESSIONAL LEAVE

Upon written request by the employee and approval by the principal, professional leave may be granted for the purpose of attending educational activities. The number of days approved for such leave will be at the discretion of the Superintendent; provided, however, that any such leave exceeding five (5) days in a scholastic year must be approved by the Board.

OTHER EXTENDED LEAVE – One Year Leave of Absence

Upon written request by the employee, the Board may grant leaves of absence without pay, for one entire academic year (August through May which may not include portions of two separate academic years), for the birth and first year care of a newborn child or adoption of a child. Other reasons for requesting a year's leave of absence are for study, family obligations, wellness or illness; with the stipulation that the employee will be re-employed in the first vacant position for which he or she is qualified and certified, which may or may not be the same position held before the commencement of leave. Such requests should be submitted

no later than March 15 prior to the next scholastic year. Such leave is available to nonprobationary certified personnel only.

MILITARY LEAVE

Military leave is available to all eligible employees in accordance with state and federal law. Military paid leave will be utilized for the specific number of days, according to the specific type of military leave, after verification has been provided to the Payroll Specialist.

COURT LEAVE

Permanent and full-time employees are entitled to regular compensation while performing jury duty (ALA. CODE 12-8-25), or when the employee is summoned under subpoena or other legal requirement to testify at trial in a court of law, or in administrative proceedings constituted under the statutory authority of the agency conducting the proceeding. Paid leave is not authorized for employees to meet with attorneys, to attend depositions, or to otherwise prepare for legal proceedings unless the presence of the employee is requested or required by the Board.

An employee must submit the summons for jury duty prior to the date to appear for this service. A copy of the jury certificate that an employee receives from the court at the completion of their jury service must also be submitted. These documents must be given to the bookkeeper at the employee's work location. Failure to provide this documentation will result in utilizing the employee's accumulated personal or vacation to cover the absence. In the event the employee has no accumulated days, a pay deduction equivalent to their daily rate will be docked for each day.

CATASTROPHIC LEAVE

To apply for Catastrophic Leave, a written request must be submitted to the Payroll Specialist to verify eligibility. The employee must first use all sick leave, vacation days (if applicable), and personal days. Members of the sick leave bank may then request donated days from other Alabama public school employees to cover absences. If additional days are still needed, the employee must then request to borrow days from the sick bank. For additional information regarding catastrophic illness procedures, please refer to the Sick Bank procedures of JCS. **NOTE: To receive donated days and/or borrow days, the employee must be an existing member of the sick bank.**

INTERMITTENT MEDICAL LEAVE

Intermittent medical leave is available for individuals with certain medical conditions that may not require an employee to be absent 10 consecutive days or longer, but frequent absences may result from the condition. An employee may also apply for Intermittent Catastrophic Leave.

MISCELLANEOUS LEAVE

A full-salary deduction shall be made for an absence from duty for reasons other than those covered by the above leave provisions, unless granted by the Board. The salary deduction for each day of such absence shall be at the daily rate of pay.

ON THE JOB INJURY LEAVE

On the job injury includes an accident or injury to an employee that occurs in the course of performing job duties for the Board, or when the employee is directed or requested by the employer to be on the property of the employer and the injury is such that it prevents the employee from working or returning to the job. The principal or supervisor must submit an **Incident Report,** signed by the employee if possible, to the Superintendent within 24 hours after the injury occurred, stating the details of the on the job injury.

Upon determination that the employee has been injured on the job and cannot return to work, the Board may maintain the employee's salary and benefits for the period of incapacity caused by the injury, up to ninety (90) working days. Such continuance is subject to the following requirements:

- Employee salaries may be continued during their absence due to job-related injury upon presentation to the Superintendent of satisfactory evidence which demonstrates that the absence was due to a job-related injury.

- Payments to the employee shall equal 100% of that employee's regular daily salary for each day absent due to the job-related injury.

- Salary continuation may be made only for temporary disability where there is a reasonable expectation that the employee will return to work and the salary continuation will not exceed ninety (90) days.

- Absence due to job-related injury shall be treated as sick leave for purposes of claiming reimbursement for substitutes and no deduction from employees' accumulated sick leave shall be required for paid absence due to job related injury. However, this does not preclude an employee who is absent due to job-related injury from using sick leave.

An employee who is injured on the job may file a claim to receive unreimbursed medical expenses and costs with the State board of Adjustment up to one year following the injury. Failure to file a claim within one year will waive the employee's rights. The Board will provide such reasonable assistance to the

employee in filing the Board of Adjustment Claim as required by law, but assumes and will have no responsibility or liability for processing the claim or directly reimbursing the employee any unreimbursed medical expenses and costs. On the job injury leave will be administered in accordance with and subject to the requirements and limitations imposed by state law regarding such leave.

SICK LEAVE BANK

I. Purpose

The School System Sick Leave Banks (hereinafter referred to as SLBs) are established to provide a loan of leave days for participating members after their accumulated sick leave days have been exhausted and to provide catastrophic sick leave. This action is authorized by The Code of Alabama and the Board of Education. In accordance with The Code of Alabama, the decision to have a joint or separate SLB(s) for certified and support staff is to be made by each group, utilizing a secret balloting process. The accounting of the SLB(s) shall be the responsibility of the Board.

II. The Sick Leave Bank Committee

A. Each SLB committee shall consist of five (5) members. At the beginning of each scholastic year, four (4) shall be selected by a secret ballot election held among the sick leave bank members. One (1) member shall be appointed as the system's representative by the superintendent, subject to board approval. Before each election of participant representatives, the Board will hold an open nomination period. Any employee who is eligible to participate in the sick leave bank may be nominated for one of the participant representative positions. Nominations must be written and must be submitted to the Payroll Specialist by the deadline specified in a notice to be provided by the Payroll Specialist through electronic communication. Each eligible nominee will be placed on the Sick Leave Bank Committee ballot. Voting will take place by ballot in a method and time specified by the Board. Supervision of voting will be by the Payroll Specialist. The four candidates receiving the highest number of votes will serve as participant representatives on the Sick Leave Bank Committee. The Superintendent will be responsible for conducting the election in a fair and equitable manner, ensuring the confidentiality of the secret balloting process.

B. Members of the SLB committee will serve a term of one year. Terms shall be for the scholastic year. Vacancies shall be filled by the respective parties. No representative on the committee shall serve for a term longer than five consecutive years.

C. It shall be the exclusive responsibility of the sick leave bank committee to write the guidelines and administrative procedures of the sick leave bank, including the catastrophic leave provisions. It shall also be the committee's duty to develop all necessary forms for the orderly operation and administration of the sick leave bank and catastrophic leave provisions. A uniform state form provided by the State Department of Education shall be used to transfer and receive catastrophic sick leave days from one sick leave bank to another. Guidelines shall be approved by a secret ballot vote of participating members of the sick leave bank.

III. Duties of the SLB Committee

Each SLB(s) guidelines shall include the regulations of this section. Additional guidelines shall be adopted by the SLB committee as may be deemed appropriate and beneficial. No Board or SLB committee shall adopt any regulation which conflicts with the following general regulations:

A. No employee shall be allowed to owe more than 15 days to the SLB, unless over 50% of the members of the bank vote to extend the limit.
B. Appropriate administrative forms for administering the SLB shall be developed by the SLB committee.
C. Sick leave days shall be repaid to the SLB monthly as re-earned by the member. Upon the resignation or other termination of an employee who has an outstanding loan of sick leave days, the value of the loan shall be deducted from the final paycheck at the employee's prevailing rate of pay.
D. A member of the SLB shall not be allowed to accumulate more days than allowed in Section 16-1-18-1, (Code of Alabama), including days in the SLB.
E. Employee membership in the SLB shall be voluntary.
F. Any alleged abuse of the SLB shall be investigated by the SLB committee. On the finding of wrongdoing, the member shall repay all of the sick leave credits drawn from the SLB and be subject to other appropriate disciplinary action as determined by the local Board.
G. Upon retirement or transfer of the SLB members, days on deposit with the SLB shall be withdrawn and transferred with the employee or made accessible for retirement credit, as applicable.
H. Before being eligible to use catastrophic sick leave days, the member of the SLB shall first borrow and utilize days from the SLB, up to a maximum of 15 days. However, if the member later qualified for catastrophic sick leave, donated catastrophic sick leave days may be used to repay days owed to the SLB to the credit of the affected member.
I. At the beginning of the scholastic year, or upon employment of a new employee, as the case may be, the appropriate number of sick leave days shall, upon application of the employee, be credited to the employee's account to enable the employee to join the SLB if the employee does not have the minimum number of sick days to enable him or her to join the bank. The SLB committee shall develop in its guidelines a provision whether or not to allow other employees who have previously failed or refused to join the SLB the option to join upon deposit of the prerequisite number of sick leave days. Any policy developed by the SLB committee shall be uniformly applied to all employees.

IV. Eligibility and Participation in the Sick Leave Bank

A. Any full-time or part-time employee of the Board possessing five (5) days of accrued sick leave may participate in the Sick Leave Bank. **Any new full-time employee can become a member by completing an authorization form included in the benefits package.** The next five (5) earned days of sick leave will be deposited in the sick leave bank. **Existing employees can become a member only during open enrollment each year (August 1 – September 15).** The Bank allows participating members who have exhausted all of their sick leave to borrow

up to 15 days pending committee approval. The days will automatically be paid back as days are accrued. If an employee leaves the school system with outstanding debt to the bank, the paid value of the loan shall be deducted from the final paycheck at the prevailing rate.

B. The deposit of leave days into the SLB must conform to the SLB guidelines set up by the SLB committee.
C. No employee shall be allowed to borrow or owe a number of days which is in excess of fifteen (15) days unless 50% of the participating members of the SLB vote to extend said limit.
D. To be eligible for a loan from the SLB, a participating member must have exhausted all accumulated sick leave in his/her personal account.
E. The Board Payroll Department shall maintain records of all member deposits to the SLBs, withdrawals from the SLBs, and the status of the SLBs. Reports shall be provided on a timely basis and at the request of the SLB committee, Superintendent, or Board.
F. The number of days loaned to an applicant shall be determined by the SLB committee. Factors to be considered include, but are not limited to, (1) the applicant's need, (2) the circumstances of the illness or disability, (3) years of service to the system, and (4) the availability of days in the SLB.

V. Procedures for Sick Leave Due to Catastrophic Illness

A. Employees participating in an SLB, at their discretion, may donate a maximum of thirty (30) days to the sick leave bank to be designated for a specific employee for use against a catastrophic illness. Any illness, injury, pregnancy or medical condition related to childbirth certified by a licensed physician which causes the employee to be absent from work for an extended period of time is defined as catastrophic illness.
B. The employee who is to receive sick leave days for catastrophic illness shall be a member of the SLB and shall have no sick leave and personal leave available (i.e., the member will have exhausted all accumulated days of leave).
C. The ill employee may use the donated days but shall not be required to repay the days. Also, donated days may be used to repay the SLB.
D. The employee who donates sick leave days to the sick leave bank for a particular employee for use against a catastrophic illness shall not be able to recover such donated days. However, if the particular employee does not require all the days donated to him/her, the days shall revert to the credit of those employees who donated the days in accordance with the guidelines adopted by the sick leave bank committee. Sick leave days may be donated to a beneficiary employee to be used for the same reasons that regular sick leave may be used according to the law (Code of Alabama, Section 16-1-18.11).
E. No employee may donate more than 30 sick leave days, exclusive of the minimum deposit to the sick leave bank for the catastrophic sick leave of any one employee.
F. The SLBs are authorized to donate sick leave days to another SLB, including SLBs of other Alabama school systems for use by a particular employee who is suffering a catastrophic illness.

LEGAL REF: The Code of Alabama, Section 16-22-9 and supporting provisions in Section 16-1-18.1.

INDIVIDUALS WITH DISABILITIES POLICY

As part of our commitment to diversity, respect for others, and the principles of equal employment opportunity, it is the policy of the Jasper City Board of Education to comply with the Americans With Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, as amended, and accompanying regulations, as well as laws of the State of Alabama regarding the employment of individuals with disabilities.

Definitions

(1) The term "disability" means, with respect to an individual –
   (a) A physical or mental impairment that substantially limits one or more major life activities of such individual;
   (b) A record of such an impairment; or
   (c) Being regarded as having such an impairment.

(2) "Major life activities" include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

(3) "Major bodily functions" include but are not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory endocrine, and reproductive functions.

(4) "Regarded as having such an impairment" means that the individual has been subjected to an adverse action because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity. This definition does not apply to impairments that are transitory and minor. A transitory impairment is an impairment with an actual or expected duration of 6 months or less.

Procedures

(1) Job Accommodations

Jasper City Schools will make reasonable accommodation to the known physical or mental limitations of an "otherwise qualified" employee with a disability to enable him or her to perform essential job duties unless such accommodation would impose an undue hardship on the operations of Jasper City Schools. An individual with a disability is "otherwise qualified" if he or she can perform the essential functions of the position with or without reasonable accommodation.

In determining the extent of Jasper City School's accommodation obligations, the following factors among others may be considered: (1) business necessity, (2) whether the accommodation would pose an undue hardship on Jasper City Schools, and (3) whether the individual with a disability poses a direct threat to the health or safety of others in the workplace.

Jasper City Schools will remove physical barriers to an employee's workplace accessibility and usability where such removal is needed and readily achievable.

The following modifications may be made to an individual employee's job under appropriate circumstances:

(a) Modifications to a job application process that enables a qualified applicant with a disability to be considered for the position.
(b) Modification of an individual's job duties by reassigning, reallocating, or redistributing nonessential, marginal functions.
(c) Modification of an individual's work schedule within the individual's normal shift, or reassignment to a vacant position.
(d) Modification of the work environment, equipment, or the manner or circumstances under which the job is customarily performed, including training and work flow and/or procedures, affecting an employee's job functions, that enables a qualified individual with a disability to perform the essential functions of that position.

(2) Application Process

Jasper City Schools will make reasonable accommodations to the known physical or mental limitations of "otherwise qualified" applicants for employment who have a disability, unless such accommodation would impose an undue hardship on the operations of Jasper City Schools. An individual with a disability is "otherwise qualified" if he or she satisfies all of the skill, experience, education and other job-related selection criteria, except that, because of a disability, he or she needs a reasonable accommodation to perform the job's essential functions. Jasper City Schools invites all applicants who have been offered employment to "self-identify" before they begin working to indicate whether they may have disability and wish to benefit under this policy.

(3) Reasons for Accommodations

Jasper City Schools may make job accommodations or accommodation transfers under the following circumstances:

(a) To accommodate the needs of an employee with a disability;
(b) To accommodate other extraordinary personal needs of an employee;
(c) To satisfy other needs of the business

(4) Accommodation Transfers

Accommodation transfers will be considered only when accommodation within the individual's current position would pose an undue hardship on Jasper City Schools' operations.

An employee who can no longer perform, with or without accommodation, his or her current position because of a disability, will be places, on a lateral basis, in an existing vacant position (or in a position that will become vacant within a reasonable time). The employee must be qualified for and able to perform the essential job duties of that position, with or without accommodation. The placement also must not pose an undue burden on Jasper City Schools' operations.

If such vacancy exits, or the employee declines such placement, the employee will be places in an existing vacant position (or in a position that will become vacant within a reasonable time) on successively lower levels. The employee must be qualified for and able to perform the essential

job duties of a position, with or without accommodation. The placement also must not pose an undue burden on Jasper City Schools' operations.

Employees in need of an accommodation transfer will be given first consideration (before posting) for such vacancies on a lateral or downgrade basis. If no such vacancies exist or the employee declines such placement, the employee's employment will be terminated.

Employees in need of an accommodation transfer will be considered on a promotional basis without priority or preference.

(5) Accommodation Leaves of Absence

A qualified individual with a disability may request an accommodation leave of absence of a specific duration, work part-time in his/her current position for a specific period of time, or take intermittent time off, as a reasonable accommodation if it would not impose an undue hardship. Jasper City Schools will consider each such request on a case-by-case basis as part of the interactive reasonable accommodation process.

(6) Accommodation Requests

Any employee in need of:

- accommodation for workplace accessibility or usability to perform essential job duties or to participate in organization-sponsored programs and activities,
- alternative accessible formats for organization communications,
- emergency treatment or emergency evacuation assistance,
- a disability accommodation leave of absence, or
- other accommodation

should make such needs known to Central Office. After appropriate discussion with the employee regarding accommodation alternatives and consideration of the employee's specific needs, the Superintendent will inform the employee as to what, if any, reasonable accommodation will be made.

If an employee who is known to have a disability is having significant difficulty performing the essential functions of his or her job and it is reasonable to conclude that the performance problem is related to the disability, Jasper City Schools will confidentially inquire whether the problem is related to the employee's disability. Jasper City Schools will also inquire whether the employee is in need of reasonable accommodation.

(7) Confidentiality

Whenever applicants or employees provide Jasper City Schools with medical information during the self-identification process, the information obtained is kept confidential. Jasper City Schools will maintain all information regarding the medical condition or history of applicants, employees, and employee's dependents on separate forms and in separate secure medical files, and treat such information as a confidential medical record to be utilized only as permitted by law. The exceptions to this practice include (1) supervisors may be informed of restrictions or accommodations, (2) first-aid or safety personnel may be informed in the condition might require emergency treatment;

(3) government officers investigating compliance with federal or state law shall be informed, and (4) other Jasper City School administrators, officials, or employees with a need to know as determined by the Superintendent.

Legal References

Americans With Disabilities Act, 42 U.S.C. §§12101-12117, and 12201-12213
Federal Regulations, 29 C.F.R. Part 1630
Section 504 of the Rehabilitation Act of 1973
EEOC Technical Assistance Manual
EEOC Policy Guidance: Employer-Provided Leave and the ADA (2016)

COMPLAINTS AND GRIEVANCE PROCEDURES

No person shall be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of handicap, gender, race, religious belief, national origin or ethnic group, color, or age.

Purpose: To resolve at the lowest possible administrative level, differences and issues related to alleged discrimination against employees within the meaning of the Vocational Rehabilitation Act, the Americans with Disabilities Act or the Federal Education Amendment, and any other applicable state or federal statute or regulation. These proceedings will be kept as informal and confidential as may be appropriate at all levels of procedure.

Definitions: A "grievance" is a complaint by any professional or support staff member specifically asserting a possible violation of any of the above-referenced statutes or regulations. A grievance procedure is the method by which a person may seek to resolve such a complaint.

Level One (Informal Procedures)

The aggrieved employee must first discuss his or her grievance with the immediate supervisor with the objective of resolving the matter informally. (The principal should be considered the immediate supervisor for all building employees.) If the person against whom the complaint is being made is the aggrieved employee's immediate supervisor, the employee may take the complaint to the appropriate coordinator.

The aggrieved employee and his/her immediate supervisor should confer on the grievance with a view toward arriving at a mutually satisfactory resolution of the complaint. At the conference, the employee may appear alone or be accompanied by a representative of his or her choice. The supervisor may have such other persons present as he or she deems appropriate.

If the grievance arises from the actions of a specific person or persons, the supervisor should inform such persons of the nature of the grievance and attempt to ascertain the facts of the case from their perspective. If it is agreeable to all parties, a conference will be held which includes the aggrieved employee, the supervisor, and the person(s) against whom the grievance has been made. Each of these

parties may appear alone or be represented, and the discussion should be directed at reaching a mutually satisfactory resolution of the complaint.

Level Two (Formal Procedures)

Step 1
If as a result of the discussion between the complainant, supervisor and possible other parties, the matter is not resolved to the satisfaction of the complainant, then within five (5) school days of such conference, unless an exception is granted by the supervisor in his or her sole discretion, he or she shall set forth his or her grievance in writing to the supervisor specifying:

1. The nature of the grievance.
2. The nature or extent of the alleged injury, loss, or inconvenience.
3. The corrective action sought.
4. The results of previous discussion(s) and conference(s), and
5. The basis of and reasons for his or her dissatisfaction with the decision previously rendered.

The complainant shall be informed that if he or she so requests, assistance will be provided in developing a written statement of the grievances. The supervisor should communicate his or her decision in writing to the complainant upon the written presentation of the grievance in as soon as practicable, preferably within 10 school days. If a grievance is pursued beyond this level, written records should be forwarded to the next level of procedure by the complainant.

Step 2
If the complainant is not satisfied with the disposition of his or her grievance at Level Two, Step 1, he or she may present his or her grievance to the superintendent within five (5) school days of receipt of the supervisor's written decision unless an exception is granted by the superintendent. The superintendent may consult with or refer the matter to the appropriate coordinator, at the superintendent's discretion.

The superintendent or coordinator, as the case may be, should review the written record, counsel with the complainant, hear witnesses as he or she deems necessary, and render a decision in writing as soon as practicable.

Level Three (Formal Procedures)

Step 1
In the event the employee is not satisfied with the disposition of his or her grievance at Level Two, Step 2, he or she may file the grievance in writing with the Board of Education through the office of the superintendent within five (5) school days after receipt of the decision from Level Two, Step 2, unless an exception is granted by the superintendent.

He or she may request a private hearing before the Board of Education by providing a written request to the superintendent within the same time frame. In that event, the superintendent will submit to the Board of Education copies of the written record. The aggrieved employee as well as the superintendent and school system staff may be represented or accompanied by legal counsel at this hearing, and minutes of the proceeding will be made. The Board of Education may call witnesses as it deems appropriate. The aggrieved employee shall be given a written decision by the Board of Education as soon as practicable, preferably within 10 school days.

TRANSFER/REASSIGNMENT PROCEDURES

Voluntary – The Principal/Supervisor may consider granting a voluntary transfer/reassignment if the employee so requesting possesses the required qualifications for the desired position and if a vacancy in such position exists. All requests for voluntary transfers/reassignments should be in writing on the Internal Transfer Form/Reassignment Request Form located on the Personnel website. These forms should be submitted to the current building administrator/supervisor.

All requests for voluntary transfers shall be carefully considered and reviewed in accordance with Board policies concerning prohibited discrimination practices. Hiring recommendations will be submitted from the building administrators or central office supervisors to the Superintendent for consideration.

Involuntary – The Board may transfer/reassign any teacher or classified employee, including personnel employed as principals and supervisors, upon the recommendation of the Superintendent, for any succeeding year, from one position, school or grade to another by giving written notice to the employee of such intention to transfer/reassign. Such transfer/reassignment shall be without loss of status or violation of contract and shall not be for political or personal reasons.

- In accordance with **The Students First Act of 2011**, tenured or non-tenured teachers can be reassigned one time per year to any position for which they are qualified on their school campus within the first 20 days of school. This reassignment is not subject to review and Board approval is not required.
- Tenured or non-tenured teachers can be transferred to another school to a position for which they are certified within the first 20 days of school. Written notice must be given to the teacher and the teacher is afforded the opportunity for a conference with the Board. Once the Board votes, this transfer/reassignment is not subject for review.
- In accordance with **The Students First Act of 2011**, probationary and non-probationary classified employees may be reassigned to a new position for which they are qualified without loss in pay. This reassignment is not subject for review and Board approval is not required.
- Probationary and non-probationary classified employees may be transferred to a different location for which they are qualified. For probationary classified employees, this transfer is not subject to review. For non-probationary classified employees, a written notice is provided to the employee, but this transfer is not subject for review and the employee has no rights before the Board. The transfer is effective 15 days after the Board vote.
- If there is a transfer to another position and the teacher or classified employee would receive reduced pay, the employee must receive advance notice and has rights before the board, according to **The Students First Act of 2011.**

SUSPENSION AND TERMINATION

The Board may suspend or dismiss any person's employment as outlined in **The Students First Act of 2011** in the Code of Alabama for the following reasons: (1) incompetency, (2) insubordination, (3) neglect of duty, (4) immorality, (5) justifiable decrease in the number of positions, (6) failure to perform duties in a satisfactory manner, or (7) any other good and just cause. An employee who contests the suspension or termination must follow the procedures outlined in **The Students First Act of 2011.**

END OF YEAR STAFFING PROCEDURES

Tenure – In accordance with **The Students First Act of 2011**, all personnel remain on probationary status until continuing service status (tenure) is attained. Teachers and classified employees who have worked in the Jasper City School System for three complete, consecutive school years and are thereafter employed by the Jasper City Board of Education for the next succeeding school year shall attain continuing service status (tenure). For the school year to count as a complete school year, the teacher or classified employee must be hired prior to October 1st and work to the end of the school year. During the probationary period, employees may be dismissed at any time at the discretion of the Jasper City Board of Education, upon written recommendation of the Superintendent and issuance of written notice to the employee. All terminations of probationary (non-tenured) and non-probationary (tenured) employees shall follow the procedures outlined in **The Students First Act of 2011**, effective July 1, 2011.

Retirement – If considering retirement at the end of the current school year, an employee must contact the Teacher Retirement System (TRS) to verify eligibility. The employee must contact the Payroll Specialist to complete necessary paperwork by the deadlines specified by TRS in order to avoid missing a paycheck. A letter indicating the decision to retire must be submitted to the Principal or Superintendent.

One Year Leave of Absence Request – If a tenured employee plans to request a leave of absence for the following full academic year, he/she must submit a written request to the principal no later than March 15th prior to the next scholastic year, if at all possible.

Resignation – In the event a certified employee does not plan to return to Jasper City Schools in the following school year, the principal or supervisor must be notified in writing thirty (30) days prior to the first instructional day students are scheduled to report to school without the Board's consent. After the start of school, the teacher may resign with thirty (30) days' notice. Any teacher violating this provision may be subject to certificate suspension or revocation for unprofessional conduct (Ala. Code 16-24C-11).

CONTACTS FOR THE PERSONNEL OFFICE

Payroll Specialist
Nikki Shipman
110 17th Street
Jasper, AL 35501
Phone: (205) 384-6880
Fax: (205) 387-5213
Email: nshipman@jasper.k12.al.us

Chief School Finance Officer
Monique Rector
110 17th Street
Jasper, AL 35501
Phone: (205) 384-6880
Fax: (205) 387-5213
Email: mrector@jasper.k12.al.us

Director of Transportation
Jonathan Allen
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TECHNOLOGY

The primary goal of the technology environment is to support the educational and instructional endeavors of students and employees of Jasper City Schools. Use of any and all technology resources is a privilege and not a right.

To ensure that students receive a quality education and that employees are able to work in a professional and intellectually stimulating environment, it is the goal of Jasper City Schools to provide all students and employees with access to a variety of technology resources. All Jasper City School students and staff must acknowledge and adhere to the technology policies of JCS found on the JCS district website which include JCS Internet Safety Policy, JCS Acceptable Use Policy and the Data Governance Policy. Each faculty member is to be trained on the Data Governance Policy annually. The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways, consistent with the Mission Statement and instructional goals of the Jasper City Schools. We recognize that the use of technology always requires attempts to balance the benefits against the possibilities of danger, security problems, and abuse. Rapid changes in technology and growth in the range of content available makes this a constant challenge. Thus, it is the intention of the Jasper City Schools that all technology resources will be used in accordance with any and all school system policies and procedures as well as local, state, and federal laws and/or guidelines governing the usage of technology and its component parts. Additionally, it is implied that all students and employees of the Jasper City Schools will use the provided technology resources so as not to waste them, abuse them, interfere with or cause harm to other individuals, institutions, or companies.

Some of the sections of the policy pertain to technology equipment personally owned by school employees and students and brought into school facilities. All personal technologies used on any Jasper City School campus are subject to this policy and may be used only if such usage is in compliance with all school system policies, procedures, and guidelines as well as local, state, and federal laws. All electronic content stored on any external storage medium or personal off-site storage location that is brought to or accessed from a Jasper City Schools campus is subject to all school system policies and guidelines, as well as local, state, and federal laws. Employees are prohibited from emailing outside the school system or storing/saving on external storage devices or portable devices that do not remain on campus, electronic copies of student or staff personal information. This information includes, but is not limited to, data containing social security numbers, information protected by FERPA, and any other sensitive and/or protected information. In the event that this type of information is stored on a portable or external device and said device is lost or stolen, the Technology Director should be notified immediately. Any questions about this policy, its interpretation, or specific circumstances shall be directed to the Technology Director before proceeding.

No electronic device or equipment (computers, iPads, printers, laptops, etc.) owned by the District and currently in use will be sold. Only items included on the district surplus list or on the rotation/replacement list are eligible for individual purchase with approval from the superintendent.

COMPUTER, INTERNET, & ELECTRONIC COMMUNICATION

The term *Computer Resources* as used herein refers to JCS' entire computer, electronic and communications network. Specifically, the term *Computer Resources* includes, but is not limited to: computers, host computers, file servers, application servers, communication servers, mail servers, fax servers, Web servers, workstations, stand-alone computers, laptops, tablets such as iPads, telephones, facsimile machines, scanners, software, data files, peripherals such as printers, and all internal and external computer and communications networks)for example, Internet, commercial online services, value-added networks, e-mail systems) that may be accessed directly or indirectly (including access by students, vendors, consultants and other third parties using personally owned computer hardware as authorized by JCS) from our computer network or that are owned or have been purchased by JCS. This includes cloud services such as Gmail, e-Textbooks, Office365, iBook, content and any web-based product or service.

The Computer Resources are the property of JCS and may be used for only legitimate business and educational purposes. Users are permitted access to the computer Resources to assist them in performance of their jobs. Computer and internet access is provided for JCS business use, but occasional minimal personal use is allowed. Use of the computer Resources is a privilege that may be revoked at any time. Users who violate this Policy may have their computer/internet use privileges revoked at any time and without prior notice AND are subject to discipline up to and including the possibility of termination.

In using or accessing the Computer Resources, users must comply with and be aware of the following provisions:

No Expectation of Privacy. The computers and computer accounts given to users are to assist them in the performance of their jobs or in the case of students, in their educational studies and activities. Users should not have an expectation of privacy in anything they create, store, send or receive on the Computer Resources. Computer Resources belong to JCS and may be used only for the purposes set forth herein. JCS has the right, but not the duty, for any reason and without the permission of any user, to monitor any and all of the aspects of its Computer Resources, including, without limitation, reviewing documents created and stored on its Computer Resources, deleting any matter stored in its system, monitoring sites visited by users on the internet, monitoring chat and news groups, reviewing material downloaded or uploaded by users from the internet, and reviewing e-mail sent and received by users. Employees and users should not have an expectation of privacy in anything they create, store, send or receive using the Computer Resources.

Waiver of Privacy Rights. JCS reserves the right to inspect the contents of all electronic data stored on JCS computer equipment of Computer Resources. Users, in using JCS Computer Resources, expressly waive any right of privacy in anything they create, store, send or receive on JCS Computer Resources or through the internet or any other computer network. Users consent to allowing personnel of JCS to access and review all materials users create, store, send or receive on the computer or through the internet or any other computer network. Users understand that JCS may use human or automated means to monitor use of its Computer Resources, including data stored on the local drive, data stored on any network drive, and electronic mail.

Passwords. Users are responsible for safeguarding their passwords for access to the Computer Resources. Individual passwords should not be printed, stored online or given to others. Users are responsible for all transactions made and actions taken using their passwords. No user may access the Computer Resources with another user's password or account. Use of passwords to gain access to the Computer Resources or to encode particular files or messages does not imply that users have an expectation of privacy in the material they create or receive on the Computer Resources.

Virus and Filter Protection. Users may not disable or remove virus or filtering protection software. Viruses can cause substantial damage to Computer Resources. Each user is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into JCS Computer Resources or computer network. Virus software updates are automatically distributed regularly to Computer Resources. Users may not interrupt the update process and must report any errors in the update process immediately to the JCS technology department.

Compliance with Applicable Laws and Licenses. In their use of Computer Resources, users must comply with all software licenses, copyrights and all other state, federal and international laws governing intellectual property and online activities. It is JCS policy to comply fully with all software copyright licenses. Employees who willfully circumvent this policy will be subject to disciplinary action up to and including termination of employment.

Prohibited Activities. The following activities, items, and materials are prohibited:

Inappropriate or unlawful material. Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise unlawful or inappropriate may not be sent by e-mail or other form of electronic communication (such as bulletin board systems, newsgroups, chat groups), downloaded from the internet or displayed on or stored in JCS computers. This includes e-mails known as "spam" and emails containing non-business-related matter. Users encountering or receiving this kind of material should immediately report the incident to their supervisors.

Without prior written permission from the Technology Coordinator, Computer Resources may not be used for dissemination or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (that is, viruses or self-replicating code), political material or any other unauthorized use, including material or significant personal uses.

Using or copying software in violation of a license agreement or copyright that violates any state, federal or international law.

Waste of Computer Resources. Users may not deliberately perform acts that waste Computer Resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the internet playing games, engaging in online chat groups, printing multiple copies of documents, streaming of multimedia content not required for work, or otherwise creating unnecessary network traffic.

Accessing Other User's Files. Users may not alter or copy a file belonging to another user without first obtaining permission from the owner of the file. The ability to read, alter or copy a file belonging to another user does not imply permission to read, alter or copy that file. Users may not use the Computer Resources to "snoop" or pry into the affairs of other users by unnecessarily reviewing their files and e-mail. Excepted from this provision are those persons conducting investigations or administrative duties at the request and with the authorization of the Technology Coordinator or Director of Operations.

Misuse of Software. Without prior written authorization from the Technology Coordinator, users may not do any of the following:

1. Copy software for use on their home computers;
2. Provide copies of software to any independent contractors or third party;
3. Install unauthorized software on any JCS laptop, workstation, or servers;
4. Download any unauthorized software from the internet or any other online service to any JCS laptop, workstations or servers;
5. Modify, revise, transform, recast or adapt any software or reverse-engineer, disassemble or decompile any software. Users who become aware of any misuse of software or violation of copyright law should immediately report the incident to their supervisors. Users who have currently copied software for home computers, distributed software or installed software on corporate computers are required to obtain approval according to the current guidelines or remove the software immediately;
6. Provide other users access to software with your password or account.

E-Mail Policy

To maximize the benefits of its Computer Resources and minimize potential liability, JCS has created this e-mail usage policy. All computer users are obligated to use these resources responsibly, professionally, ethically, and lawfully.

Employees and other users are given access to our computer network to assist them in performing their duties. Employees and users, including students, should not have an expectation of privacy in anything you create, store, send or receive on the Computer Resources. The Computer Resources belongs to JCS and may only be used for business purposes. Without prior notice, JCS may review any material created, stored, sent or received on its network or through the internet or any other computer network.

Altering attribution information. Employees must not alter the "From:" line or other attribution-of-origin information in e-mail, messages or postings. Anonymous or pseudonymous electronic communications are forbidden. Employees must identify themselves honestly and accurately when participating in chat groups, making postings to newsgroups, sending e-mail or otherwise communicating online.

Attorney-client communications. E-mail sent to in-house counsel, if any, or an attorney representing JCS should include this warning header on each page:"ATTORNEY-CLIENT

PRIVILEGED; DO NOT FORWARD WITHOUT PERMISSION." Communications from attorneys may not be forwarded without the sender's express permission.

Confidential Transmissions. Any confidential e-mail, and/or files transmitted with it, is intended solely for the use of the individual or entity to whom it is addressed. The communication may contain material that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended recipient or the person responsible for delivering the e-mail to the intended recipient, be advised that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received an e-mail or communication in error, please notify the sender immediately.

Internet Use Policy

The internet can be a valuable source of information and research. In addition, e-mail can provide excellent means of communicating with other employees, students, parents, community stakeholders, vendors, and others. Use of the internet, however, must be tempered with common sense and good judgment. Users who abuse their use of Computer Resources to access the internet may have access to the internet restricted or removed. In addition, users who violate this rule may be subject to disciplinary action, including the possibility of termination, and civil and criminal liability.

Your use of the internet is governed by this practice:

Disclaimer of liability for use on internet. JCS is not responsible for material viewed or downloaded by users from the internet. The internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the internet do so at their own risk.

Employees' duty of care. Employees should endeavor to make each electronic communication truthful and accurate. You should use the same care in drafting e-mail / electronic documents as you would for any other written communication. Please keep in mind that anything created or stored on the Computer Resources may, and likely will, be reviewed by others.

No privacy in communications. Users of JCS Computer Resources should never consider electronic communications to be either private or secure. E-mail may be stored indefinitely on any number of computers, including that of the recipient. Copies of your messages may be forwarded to others either electronically or on paper. In addition, e-mail sent to nonexistent or incorrect usernames may be delivered to persons whom you never intended.

Monitoring of computer usage. JCS has the right, but not the duty, to monitor any and all aspects of its Computer Resources, including but not limited to, monitoring sites visited by users on the internet, monitoring chat groups and newsgroups, reviewing material downloaded or uploaded by users to the internet and reviewing e-mail sent and received by users.

Blocking of inappropriate content. JCS may use software to identify inappropriate or sexually explicit internet sites. Such sites may be blocked from access by JCS networks. In the event you, nonetheless, encounter inappropriate or sexually explicit material while browsing on the internet, immediately disconnect from the site, regardless of whether the site was subject to JCS blocking software.

Illegal copying. Users may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages and other material you wish to download or copy.

Accessing the internet. To ensure security and avoid the spread of viruses, employees accessing the internet through a computer attached to JCS's network must do so through an approved internet firewall. Accessing the internet directly, by modem or hotspot is prohibited.

Sensitive, Secured and Proprietary Information Policy

Jasper City Schools values our students' and parents' privacy and seek to preserve the privacy of those who share information with us. JCS also must comply with federal, state, local and Board laws, regulations, and policies. A few of those mandates include, but are not limited to, Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPPA), Gramm-Leach-Bailey Act (GLBA), Children's Online Privacy Protection Act (COPPA), and numerous others.

1. Administrators, staff, and teachers shall take the necessary steps to protect student information and to prevent unauthorized access to this information.
2. All Computer Resources must be password protected.
3. Student or other sensitive information should never be downloaded to personal or non-JCS devices and cloud services. This includes but is not limited to smartphones, tablets, computers, websites, and storage devices (external drives).
4. All users must use extreme caution when opening email received from unknown senders, which may contain spam, virus, and Trojan horse code.
5. Never provide student information to a website or organization that is not legally acting as an agent of JCS and if a non-disclosure agreement (NDA) is not in place.
6. Any data breach must be reported to the Technology Coordinator immediately.

Director of Technology:
Susan Chandler
(205) 300-6390
schandler@jasper.k12.al.us

INTELLECTUAL PROPERTY

Intellectual Property, as it pertains to Jasper City Schools, is defined as any instructional material or media created by employees of Jasper City Schools.

Jasper City Schools seeks to encourage innovation, clarify ownership and proper usage of intellectual property rights, and provide for the equitable distribution of monetary and other benefits derived from intellectual property. These practices and procedures apply to all faculty, staff, students, and any other persons employed by the District and to all persons receiving funding administered by the District or receiving other compensation from the District, and apply to currently existing intellectual property and to all intellectual property disclosed to the District.

Ownership

Subject to the exceptions identified below, the District shall be the sole owner of all intellectual property created through the use of District resources or facilities, supported directly or indirectly by funds administered by the District, developed within the scope of employment by employees, agreed in writing to be a specially commissioned work, or assigned in writing to the District.

1. The District shall have no ownership rights in the following intellectual property, which shall be owned by its creator:
   a. Regular academic work products, provided that the regular academic work product was not assigned in writing to the District or specifically ordered or commissioned and designated in writing by the creator and District as a specially commissioned work.
   b. Intellectual property created by a student solely for the purpose of satisfying course requirements, unless the student assigns ownership rights in the intellectual property to the District in writing or assignment of such ownership rights to the District is made a condition for participation in a course.

   If the intellectual property referred to in (a) or (b) above is a derivative of or otherwise uses pre-existing District-owned intellectual property, this provision shall not prevent the District from asserting its pre-existing rights.

2. For intellectual property created in the course of or pursuant to external sales, industrial affiliates programs or other contractual arrangements with external (non-District) parties, ownership will be determined in accordance with the terms of the District's agreement with the external party and applicable law.

Right to Publish

Nothing in this practice/procedure shall be construed as affecting the rights of a creator to publish, except that the creator must agree to observe a brief period of delay in publication or external dissemination if the District so requests and such a delay is necessary to permit the District to secure protections for intellectual property disclosed to it by the creator.

Use of Teaching Materials

In order to facilitate joint work on teaching materials and support collaborative teaching, and notwithstanding the ownership rights otherwise granted by this practice/procedure, individuals who contribute teaching materials used in jointly developed and taught District courses thereby grant a

nonexclusive, nontransferable license to the District to permit other contributors to the course to continue using those jointly produced teaching materials in District courses.

Distribution of Income

If the District receives income from intellectual property disclosed to and licenses or otherwise transferred by the District, it may be appropriate to share some portion of the net income with the creator in the form of a bonus or other temporary salary supplement. Any such distribution will be made at the discretion of the Board.

Failure to comply with provisions of this practice or its implementing procedures is a violation and may result in discipline of an employee in accordance with applicable District policies and procedures.

TRAVEL PROCEDURES

Purpose

To outline the procedures for the documentation and reimbursement of travel by employees of the Jasper City Board of Education, consultants contracted by the School District, and JCBOE Board Members.

Procedures

1. **General Provisions:** Out of town travel will be considered travel outside of Walker County. Travel requests shall normally be limited to that for which funds have been appropriated in the annual budget.

2. **Prepayments:** Registration and airline tickets may be paid in advance in order to optimize savings. Lodging may be paid in advance upon the approval of the Superintendent. A copy of the employee's approved absence in Kelly Educational Services (KES), complete with estimated travel expenses, must be submitted with the purchase order or check request when an employee requests prepayment.

3. **Authorized Expenses:** The Board of Education will reimburse the employee, consultant, or Board Member for registration fees, meals, lodging, coach airline tickets, mileage for personal vehicle, parking and toll fees, baggage handling fees (maximum $20 without receipts), and limousine or taxi fares between airport and the hotel and/or the hotel and the training site. Personal vehicle mileage eligible for reimbursement will be mileage to and from origination site and meeting site only. No additional miles traveled (lunch, hotel, etc.) will be reimbursed. Origination site for employees and consultants is the address of the building of employment. Origination site for board members is the home address of the board member.

4. **Unauthorized Expenses:** The Board of Education will not reimburse the employee, consultant, or Board member for alcoholic beverages, snacks, personal supplies, or entertainment.

5. **Employee Authorization for Travel:** Employees who are required to or who are requesting to travel are eligible for travel reimbursement and should receive authorization in advance of their travel via an approved absence in KES. All employees requesting travel must complete an absence request in KES. The request in KES should include estimates for the costs of registration fees, transportation, lodging, meals, and any other allowable expenditure. The Leave request form must be completed at least five days prior to the date of departure, if possible. **Unauthorized travel will be at the expense of the employee.**

6. **Employee Reimbursement Requests:** Within five working days following the employee's return to work from travel, the employee will submit the expense reimbursement form with the expense summary section completed and any required attachments with all of the necessary supporting documentation to their School Principal or Department Head for review and approval. Once approved, by signature, the School Principal or Department Head will route the expense reimbursement form to the Superintendent for approval. Once the Superintendent has approved and the CSFO has confirmed the account code, the form will be routed to Accounts Payable for payment. Expense reimbursement forms that are not complete will be returned to the School Principal or Department Head. Once the form has been reconciled by Accounts Payable without any errors, the expense reimbursement will be included in the first available accounts payable check run. Expense reimbursement forms can be found on the system website at www.jasper.k12.al.us under the Faculty tab.

   All employees are required to complete an expense reimbursement form when requesting travel reimbursement.

7. **Registration Fee Prepayment Requests:** Travel requests that include prepaid registration fees must be submitted to the Accounts Payable bookkeeper ten days prior to the registration deadline. The request should be submitted by purchase order. A copy of the approved travel request must accompany the purchase order.

8. **Meal Allowances within the State:** Employees, consultants, and board members traveling may be reimbursed the actual costs of meals within the maximum limits established in these travel regulations. The following limits apply to employees, contractors, and board members traveling within the State of Alabama:

   The meal allowances will be:

Breakfast	$15.00
Lunch	$25.00
Dinner	$40.00

   An individual will be reimbursed for actual expenses up to the prescribed limit for each meal. A gratuity of up to 20% may be included, however, it must be added to the costs of the meal. Unused meal allowances may not be applied to other meals. Expenses in excess of the prescribed limit will not be reimbursed.

9. **Meal Allowances out of the State:** Employees, consultants, and board members traveling may be reimbursed the actual costs of meals within the maximum limits established in these travel regulations: The following limits apply to employees, consultants, and board members traveling out of the State of Alabama:

   The meal allowances will be:

Breakfast	$15.00
Lunch	$25.00
Dinner	$40.00

   An individual will be reimbursed for actual expenses up to the prescribed limit for each meal. A gratuity of up to 20% may be included, however, it must be added to the cost of the meal. Unused meal allowances may not be applied to other meals. Expenses in excess of the prescribed limit will not be reimbursed.

10. **Meal Allowance Eligibility:** Employees, consultants, and board members traveling may be reimbursed for meals as prescribed in item #6 and item #7. If a meal is included on the agenda as supplied by the host organization, no cost of a substitute meal will be reimbursed. No meals purchased within the City of Jasper will be eligible for reimbursement. The eligibility of meals is as follows:

    An individual is eligible for the breakfast allowance if they are on travel status prior to 6:30a.m.

    An individual is eligible for the lunch allowance if they are on travel status between 11:00a.m. and 2:00p.m.

    An individual is eligible for the dinner allowance if they are on travel status between 5:00p.m. and 8:00p.m.

11. **Lodging Eligibility**: Lodging expenses may be reimbursed when an event begins early enough in the day, or ends late enough in the evening, that it becomes reasonable to incur an overnight stay. When eligible lodging expenses occur, individuals may be reimbursed the actual lodging rate for one (plus lodging taxes), when staying at a host hotel. Should the individual stay off-site, reimbursement will be at the actual lodging rate for one (plus lodging taxes), at a maximum of the on-site equivalent rate. Any excess lodging expenses incurred will not be reimbursed. Additional fees incurred (family rate, cleaning fees, roll-away bed, in-room movies, in-room snacks, etc.) will not be reimbursed.

12. **Mileage Reimbursement Rate:** Individuals may be reimbursed for business miles traveled in a personal vehicle at the Standard Mileage Rate prescribed by the Internal Revenue Service. Reimbursement is for point-to-point mileage only.

13. **Required Documentation of Allowable Expenses:** Reimbursement of authorized expenditures will be made only if substantiated.

a. Registration Fee – documented by publication or by invoice/receipt or a copy of check showing payment.
b. Meals (including gratuities actually paid not exceeding 20%) – dated itemized receipt.
c. Lodging – original itemized invoice.
d. Coach Airline Ticket – by original itemized invoice
e. Mileage for Personal Vehicle – substantiated by copy of Google Maps or Mapquest with point-to-point mileage.
f. Parking and Toll Fees – substantiated by dated receipt.
g. Baggage Handling Fees – substantiated by dated receipt or by hand record showing the date and the amount paid.
h. Limousine or Taxi Fees – substantiated by dated receipt or by hand record showing the date, destination and the amount.
i. Other Expenses – documented by dated receipts.

Please note: Cash register tapes, scraps of paper, or other reimbursement claims that are not determinable as to the date, the place, and the type of expenditure will be disallowed for reimbursement.

14. **Employee Responsibilities:** Employees are responsible for ensuring the most reasonable rates for all expenditures. If at all possible, employees traveling to the same location for the same purpose should carpool and share lodging.

15. **Consultants:** All consultants hired by the Board will be required to follow the guidelines set forth when requesting reimbursements.

16. **Local School Board Members**: All Jasper City School Board Members will be required to follow the guidelines set forth when requesting reimbursements.

17. **Other Provisions:** The Superintendent may authorize exceptions to the provisions set forth if he/she deems the exceptions necessary to meet the needs of the School System operations. School Principals or Department Heads, accompanied by an explanation of the circumstances that justify the need for making the exception, will request the Superintendent's authorization of exceptions in writing.

USE OF SCHOOL VEHICLES AND/OR EQUIPMENT

Board vehicles and/or equipment may not be used for personal business.

The assignment of system-owned vehicles and/or equipment to supervisory personnel is strictly for the purpose of expediting the delivery of services by board employees and should not be construed by employees as a fringe benefit.

1.Jasper City Board of Education vehicles are provided for the following purposes:

a. Transporting materials, tools or equipment used by employees in their daily job assignment.

b. Transporting employees whose job assignments require extensive travel within the system.

2. Driver Qualifications

a. Driver must hold a valid license for the operation of the type of vehicle to be driven.

b. Driver's experience record shall not prevent his/her insurability with the system's insurance carrier.

3. Each driver must exert every reasonable effort to assure that his/her assigned vehicle is maintained in a safe operating condition. The driver shall perform a visual daily inspection to detect need for any obvious necessary adjustments or repairs. This inspection should include, but not necessarily be limited to, tires, glass, lights, horn, windshield wipers, brakes, exhaust system, etc. Any defects noted should be reported to the employee's supervisor for corrective action.

4.In the event of an accident on the public streets involving a system vehicle, the driver should:

a. Render such assistance as warranted to any injured person(s)

b. Report the accident to appropriate law enforcement authorities, dependent upon the geographic location.

c. Secure the name(s) of the insurance carrier of all vehicle(s) involved in the accident as well as the names and addresses of all persons involved in the accident along with those people who witnessed the incident.

d. Immediately report the accident to his/her respective system supervisor for information and/or assistance. However, the driver should exercise caution not to:

1.Leave the accident scene until authorized to do so by the investigating police.

2.Make any statements at the scene accepting responsibility for the accident.

5. No system employee shall operate a system vehicle while under the influence of alcohol, drugs, or any controlled substance. A legal conviction for the violation of this provision shall be cause for dismissal.

6. A vehicle owned by the system shall not be used by an employee for personal use nor may it be driven by a member of the employee's family.

7. The use of system credit cards shall be limited to purchases of fuel for system owned vehicles or as otherwise approved by the administrator who issued the cards.

8. The personal use of system vehicles is strictly prohibited. The misuse of system vehicles or gasoline credit cards could result in the criminal prosecution of the offending individual(s).

9. Vehicle must use system services for normal and routine fueling purposes while operating in the system area. The responsibility for fueling a vehicle and maintaining the proper crankcase lubricating oil level is placed on the assigned driver.

10. The vehicle should be securely locked at all times in the absence of the assigned driver.

11. All vehicles must be stored overnight in system facilities unless otherwise authorized for potential emergencies which might arise during non-use hours as approved by the superintendent or his designee. Personnel who may be required to return to duty on an emergency basis, using personal transportation for the event, shall be reimbursed at the established rate per mile. The employee shall keep a log to document such travel.

12. All procedural statements concerning vehicles shall apply as applicable to equipment.

13. All system owned vehicles will be marked with the system emblem and vehicle identification number. Exception to the rule must be made in writing by the superintendent.

STATE OF ALABAMA ETHICS LAW

All JCS personnel are public employees and are required to comply with the Alabama Ethics Law prohibiting use of the employee's official position or office to obtain personal gain for himself or herself or family member unless the use or gain is otherwise specifically authorized by law. Employees may accept gifts of a de minimis (minimal) value. De minimis value is defined as a value of twenty-five dollars ($25) or less per occasion, and an aggregate of fifty dollars ($50) or less in a calendar year from a single provider. Some employees will be required to annually file a Statement of Economic Interests with the Alabama Ethics Commission. Those employees will be notified of the requirement, and will be responsible for fulfilling the filing requirement. The Ethics Law may be seen in its entirety at www.ethics.alabama.com. Violation of the JCS Board Policy regarding compliance with Alabama Ethics Law requirements may result in appropriate discipline, including termination.

PAYROLL INFORMATION & PROCEDURES

All employees will be compensated for work performed according to either their contract or terms of employment. The Fair Labor Standards Act (FSLA) requires overtime pay at time and a half for all eligible employees who work over forty hours (40) in any one workweek. The workweek begins on Sunday and ends on Saturday. Only actual hours worked applies when determining if 40 hours for the work week have been exceeded before overtime pay is due. If there is a holiday, sick, or vacation day during the week, then that period of time does not apply to the 40-hour requirement.

Employees cannot make up missed time from one work week to another work week. This means that if the employee works 36 hours during one week and 44 hours during the second week, it does not average out to 40 hours a week and therefore no overtime is due. Each workweek stands as a separate period of time and the employee is due 4 hours overtime for the second week.

An employee is determined to be either Exempt from the overtime provisions of the FLSA, or they are Non-Exempt from those same provisions.

If an employee is Exempt, this simply means that he/she is not eligible for overtime pay or compensatory time. If an employee is Non-Exempt, this simply means that he/she is due overtime pay for hours worked over 40 in any one workweek. Also, any full-time employee, Exempt or Non-Exempt, who makes less than $35,568 a year, is due overtime compensation at time and a half for any hours worked over forty (40) during any one workweek. If you have a question about whether you are an Exempt or Non-Exempt employee, contact the Payroll department.

Work days do not necessarily start the moment you arrive onto campus, your work site, or in your department. If you arrive early to eat breakfast or talk to other employees, then that time is not work time and does not start your work day. Your work day starts when you begin your work routine or are available for work and waiting on orders from your supervisor.

Also, your work day does not necessarily end when you leave the work site; it may end before you leave the premises. Your work day ends when you stop your work process for the day. Any time spent talking to other employees about non-work related issues or taking care of personal business is not counted as work time and is not to be included as a part of your work week.

Work as a volunteer after hours is generally not compensated, unless it is performing the same duties for which you are paid. This normally occurs when the employee volunteers to work at the school as a parent. The volunteer work generally should be in a capacity other than what the employee is paid to do. If the employee volunteers to work doing essentially the same duties that they are paid to do during the day, then that work time will be compensated.

An exception may be volunteer work that is for an organization separate from the school system and paid for out of that organization's funds and not paid through the employee's payroll

account. If there are any questions, please call the Payroll department to clarity what volunteer activity will and will not be compensated.

The mission of the Finance Department is to secure financial resources necessary to achieve the goals of Jasper City Schools and use the best management information practices to ensure fiscal responsibility. The payroll section of this handbook will seek to answer questions employees may have concerning paychecks, health benefits, insurance and other financially related matters.

When do I get my first Paycheck?

- ***Nine and Ten month employees***
  - ***September 30****
- ***Eleven month employees***
  - ***August 31****
- ***Twelve month employees***
  - ***July 30****

Payroll cutoff is the last day of the previous calendar month. If an employee is hired late in the contract year their annual amount will be calculated on the number of days actually worked the remainder of the contract year.
*Checks are issued on the last business day of the calendar month.

Below is an example of take home pay based on mandatory deductions. Actual deductions may vary depending on the employee's individual needs.

	Hire Date Before 01-01-2013		***Hire Date After 01-01-2013***
Wages	$ 1,953.33		$1,953.33
Social Security	-121.11		-121.11
Medicare	-28.32		-28.32
Federal	-119.73		-119.73
State	-58.14		-58.14
Retirement 7.50%	-146.50	6.2%	-121.11
Take Home	$ 1,479.53		$1,504.92

Some examples of non-mandatory deductions could include health insurance, disability insurance, dental insurance, savings accounts, deferred compensation plans and flexible spending accounts.

Employee and Employer Taxes Paid- Employees hired prior to January 1, 2013 are considered Tier 1 employees for the employer contribution rate for retirement purposes. Any employee hired on or after January 1, 2013 is considered a Tier 2 employee for the employer contribution rate for retirement purposes.

Tier 1 Employees have 7.50% of their gross pay withheld for their retirement account at the Teachers' Retirement System in Montgomery. The board pays 14.66% to the retirement system on behalf of each employee. Tier 2 employees have 6.20% of their gross pay withheld for their retirement account at the Teachers' Retirement System in Montgomery. The board pays 13.70% to the retirement system on behalf of each employee. These rates are in effect beginning October 1, 2026.

For every dollar that an employee pays in Social Security and Medicare tax the Board is required to match that amount on the employee's behalf. State unemployment insurance is also paid by the Board for the employee.

TEACHER SALARY SCHEDULES CAN BE FOUND UNDER FACULTY INFORMATION ON THE JCS WEBSITE

DIRECT DEPOSIT - All *new* employees are required to have direct deposit for receiving their monthly earnings. All employees are encouraged to have direct deposit. Below are some of the highlights of utilizing this feature:

- **Improved security**
- **No waiting in lines at the bank**
- **Money available the morning of payday**
- **Choose your own bank**

Notify Payroll Department immediately if you change banks and/or your account is closed. Also, it is important that the payroll department be notified if your account number changes.

HEALTH BENEFITS 2026-2027

Blue Cross/Blue Shield		VIVA Health Plan –HMO
Basic Major Medical No Referrals Monthly Premium		**Major Medical, Vision, Dental HMO Monthly Premium**
$ 30	**Individual**	**$ 30**
$207	**Individual + dependents (no spouse)**	**$207**
$282	**Family, only spouse**	**$282**
$307	**Family, including spouse**	**$307**

Non-Tobacco User Discount

All PEEHIP members enrolled in the PEEHIP Hospital Medical or VIVA Health Plan are charged a $50.00 per month PEEHIP premium increase. However, non-tobacco users can have the $50.00 premium removed from their monthly premium by certifying that they (and their spouse, if the spouse is covered as a dependent) have not used tobacco products within the last 12 months. Members must certify their tobacco status to PEEHIP to qualify for the $50.00 to be removed from their monthly premium.

If you have previously certified your tobacco status and your spouse's status (if you have family coverage), you do not need to re-certify every year. You are required to complete a HEALTH INSURANCE AND OPTIONAL STATUS CHANGE form if your or your spouse's tobacco status changes during the year.

New employees who enroll in hospital medical or VIVA Health Plan must certify their tobacco status (and their spouses' tobacco status if covered as a dependent) by completing the tobacco questions through the Member Online system at the time of enrollment.

Southland Supplemental Insurance Coverage-

Cancer Program	**$ 38 per month***
Dental Coverage, single	**$ 38 per month**
Dental Coverage, family	**$ 50 per month**
Hospital Indemnity	**$ 38 per month***
Vision Coverage	**$ 38 per month***

***Single or Family Coverage**

VSP Vision Care

Vision Coverage, employee only	**$ 8.84 per month**
Vision Coverage, employee + spouse	**$17.70 per month**
Vision Coverage, employee + child(ren)	**$18.92 per month**
Vision Coverage, employee + family	**$30.24 per month**

- **You can Purchase supplements for an additional amount @ $38/$50 ea. / month**

OR

- **Refuse major medical coverage and apply allocation to the supplements for coverage at no charge.**

PEEHIP Insurance Allocation - "3 – 1" Rule

An employee will earn one additional insurance allocation for every three months the employee has worked at least one half of the work days in the months worked.

- Work nine months and receive three summer allocations.
- Employees working less than nine months will not earn all months and will owe an additional amount for insurance.

Copayment & Deductible Changes	**Copayments- Deductibles**
Prescription Drugs (30 day supply)	
Generic Co-pay	**$ 6.00**
Preferred Drug Co-pay	**$40.00**
Non Preferred Drug Co-pay	**$60.00**
Prescription Maintenance Drugs (90 day supply)	
Generic Co-pay	**$12.00**
Preferred Drug Co-pay	**$120.00**
Non-Preferred Drug Co-pay	**$180.00**
Dental Plan	
Active & Retired Members	
Family	**$50.00**
Single (no change in premium)	**$38.00**

Note: No change in premiums, single or family, for the Cancer, Indemnity and Vision plans.

New Employees

New employees may enroll on their date of employment, or the first day of the month following employment. Enrollment should be completed within 30 days of the employee's employment date. If not enrolled within 30 days, the employee will only be allowed to enroll in single hospital medical coverage effective the date of enrollment not the date of employment.

New employees may add family coverage on their date of employment or within 60 days of employment. Also, new employees employed during the Open Enrollment period cannot enroll in the optional plans on their date of employment and cancel the plans October 1 of that same year.

Employees Hired After October 1
These employees may enroll only on their date of employment or the first day of the month following their date of employment. New employees who enrolled in the optional plans outside of the Open Enrollment period are required to retain the coverage(s) for at least one year or until the next Open Enrollment period.

Current Employees
Open Enrollment for all current employees takes place from July 1 through September 10 for coverage to be effective October 1. Employees may add or change types of coverage, including dependent coverage, during this Open Enrollment period. Open Enrollment forms completed on or after August 31st will not be accepted by PEEHIP.

THE WELLNESS PROGRAM

The PEEHIP Wellness program is designed to encourage members and their covered spouses to take charge of their health starting with a basic wellness screening.

- Help members and their families achieve or maintain good health,
- Promote the early detection and identification of chronic disease,
- Change behavior that lowers the risk of chronic disease and illnesses, and
- Enhance wellness and productivity.

This program and its free services are designed to help PEEHIP members live happier, healthier and more satisfying lives. Healthier members typically get sick less often and visit the doctor less frequently. This leads to lower healthcare costs for members and the plan, which means being able to keep the same healthcare benefits coverage in place for a longer period of time.

Who is required to participate in the PEEHIP Wellness Program?

The following members must be enrolled in the PEEHIP Hospital Medical Plan to participate

- **Active members**
- **Non-Medicare retiree1**
- **Covered Spouses**
-

All of the above must complete due applicable wellness components by the specified deadlines in order to avoid a monthly wellness premium. The wellness premium is currently $50/month for each covered individual.

Participation for Medicare-eligible retirees and covered Medicare eligible spouses is optional and not required.

Wellness Components
The Wellness Program consists of some new programs and a greater access to existing ones to help the members manage their health and become more educated in the life style choices they have.

The following is required to be completed in order to qualify for the wellness premium discount:

- Wellness Screening
- Health Risk Assessment Questionnaire (HRA)

Required only if you are identified as a candidate for these programs:

- Disease Management
- Wellness and Lifestyle Education Coaching

The Wellness Screenings consist of the following measurements:

- Blood pressure
- Total cholesterol including HDL and LDL
- Triglycerides
- Blood glucose
- Height, weight, waist
- Body mass index

The ADPH provides the screenings at the worksite locations for active employees only. Alternatively, active employees as well as non-Medicare retirees and covered spouses can obtain the screenings at any of the statewide ADPH county locations or through your personal healthcare provider.

ADPH has a PEEHIP Wellness Calendar and Wellness County Contacts on their website (www.adph.org/worksitewellness) that will inform you when newly-scheduled screenings will take place in your area.

If you decide to use your personal healthcare provider to do your screening, the HEALTHCARE PROVIDER SCREENING FORM is located on the PEEHIP website at www.rsa-al.gov/index.php/members/peehip/pubs-forms/. The form must be completed and faxed or mailed to ADPH by your healthcare provider. Under the Affordable Care Act (ACA) as part of the federal healthcare reform laws, no copay is required for one annual preventive routine office visit obtained through your in-network healthcare provider.

Also, no copay is required if an ADPH wellness coach gives you an OFFICE VISIT REFERRAL FORM to take with you to a physician's office to follow up with the abnormal results or risk factors identified during the screening process. The referral is only good for 60 days from the screening date.

The Health Risk Assessment (HRA), which is now available, is a health questionnaire used to provide you with an evaluation of your health risks and quality of life and gives individualized feedback to motivate behavior change to reduce health risks. If the HRA identifies an opportunity for improving your health, **Wellness and Lifestyle Education Coaching** will be available to you. The coaching process will offer numerous resources and services to help you maintain or improve upon a healthy lifestyle.

PEEHIP's **Disease Management Program** focuses on five chronic illnesses and the reduction of future complications associated with these diseases: asthma, diabetes, coronary artery disease, congestive heart failure and chronic obstructive pulmonary disease (COPD). The program is a system of coordinated healthcare interventions and communications in which patient self-care efforts are significant. Applicable members are required to participate beginning January 1, 2015, if identified as a candidate.

FEDERAL HEALTH CARE REFORM

Adult Children – PEEHIP is required to offer and extend dependent hospital medical coverage (at the member's option) to adult children up to age 26 only if the child is not eligible for other employer sponsored group coverage.

Pre-existing Conditions- PEEHIP is prohibited from imposing a waiting period for enrollees under age 19 who have pre-existing conditions.

Lifetime Dollar Limits – PEEHIP is prohibited from having lifetime dollar limits on essential health benefits covered under major medical.

Life Insurance: Life insurance is provided to employees by the Board based on level of employment. Coverage starts of the first day of employment. The Board of Education pays the premium for this coverage. Additional insurance can be purchased for yourself or dependents.

TEACHER RETIREMENT SYSTEM

TIER 1 EMPLOYEES

All full-time employees are eligible, and required, to participate in the State Retirement Program. For employees hired prior to January 1, 2013, seven and a half percent of the employee's salary is deducted each month for retirement and all contributions belong to the employee.

Ten years of creditable service are required for an employee to become "vested" or eligible for benefits. Persons terminating their employment with less than 10 years of service may choose to withdraw their retirement funds.

A person hired prior to January 1, 2013 may retire after 25 years of service or at the age of 60 (if vested) and may use accumulated sick leave in determining the amount of creditable service. Retirement benefits will be calculated on the annual salary of the highest 3 of the last 10 years of service.

TIER 2 EMPLOYEES

Employees hired January 1, 2013, or later, will pay six percent to the retirement system and their retirement benefits will be calculated at a lower percentage than current employees. Benefits will be calculated on the annual salary of the highest 3 of the last 5 years of service.

The retirement age requirement for employees hired January 1, 2013, or later will be 62 (if vested) or 30 years of service. An employee may use accumulated sick leave in determining the amount of creditable service.

TRS DEATH BENEFITS

Death benefits are also provided through the Teacher Retirement Program and depend on years of service and age. For example, persons under 60 years of age with from 1 to 25 years of service will receive death benefits consisting of their total retirement contributions and total earned interest plus an amount equal to the previous year's salary.

DEFERRED COMPENSATION PLANS

403B - Under this plan, employees may contribute as much as $25,500 (2027) of pre-tax income to an annuity each year. The contribution is automatically deducted from their paychecks.

By investing money in this way before taxes are paid, employees can reduce their current income tax burden. It is permissible to transfer accumulated funds, with no dollar limit, to other qualified IRA annuity plans.

Once such an investment is made, the interest or dividends earned are only taxed as funds are withdrawn. Since the withdrawals are usually made after retirement when the participant is likely to be in a lower tax bracket, less tax is paid and funds accumulate faster.

FLEXIBLE SPENDING PLAN

A flexible spending plan is a way to provide employees valuable benefits and tax savings. Benefits under an eligible plan may include reimbursement of dependent care expenses and medical expenses such as co-payments and deductibles.

Also, most importantly, you always pay insurance premiums with pre-tax dollars. All full-time employees are eligible to participate in this plan which gives them the opportunity to recognize additional monthly income through pre-tax savings.

OPEN ENROLLMENT

- The open enrollment deadline for the Flexible Spending Accounts is September 30th, for an effective date of October 1st.
- Plan deductions start on the October payroll check. Deductions end with the September payroll check of the following year.

All deductions are processed over 12 months.

The Flexible Spending Account is administered through PEEHIP that is offered through BC/BS of Alabama. Below is the website address:
http://www.rsa.state.al.us/PEEHIP/flex.htm

Reimbursement of over-the-counter drugs from the Health Care FSA will be prohibited due to the Federal Reform Act unless you have a doctor's prescription for the drug.
PEEHIP offers a Preferred Flexible Spending Card as well as the auto bump and manual reimbursement.

EMPLOYEE SELF SERVE (ESS) - ESS can be found on our website to provide valuable information on your personal earnings at any point in time. This service will house your monthly earnings information as well as your W-2 statements for future reference.

ESS Features

Access ESS

- Log in from work or your home computer.
- Google Chrome (web browser of choice).
- Other compatible web browsers.
    - Mozilla Firefox.
    - Internet Explorer Version 10 or 11 – earlier versions of IE are not compatible.

Demographics

- View name, address, phone number, and email information.
- Request a change** of address, phone number, email information, etc.
    - A color copy of your new Social Security card must be provided before the change request **will be approved.**
    - You may use your school email, or your personal email account.

Tax Withholdings

- View Federal and State Tax Withholding Status.
- Request a change** for Federal and/or State Tax Withholding Status.
    - If making a change type your name exactly as it appears on the form. This will serve as your electronic signature.

Direct Deposit (DD)

- Request a change** for Direct Deposit.
    - DD change form and 'void' check should be submitted for new DD deductions.

Deductions

- View current payroll deductions (no changes allowed at this time).

Leave

- View Leave balances (as shown on your paycheck).
- View detailed report of leave taken.

Paychecks

- View / Print paychecks.

Earnings & W2's

- View annual earnings summary (by calendar year)
- View / Print W2's

**Change requests will be acknowledged by an automatic email from ESS to the email account listed with ESS when the change request is received and again when the change request is approved.

Employee Self Service

Create an ESS account -

*Name*_____ *Emp#*_____

- Access the page by choosing Faculty Information / ESS (Employee Self Service) on the website www.jasper.k12.al.us. Your employee number can be found on your paystub/direct deposit receipt.
  - The ESS page will look similar to the one shown below.
  - Add the page to your "favorites" for future use.
- Click "Register" to create your account (see green arrow in the picture below).
  - Write down your user id and password and keep it in a safe place.
- ESS is user friendly. However, if you encounter a problem trying to create an account please ask for help.
- A black message box appears at the top right of the screen after you click "submit".
- Momentarily you will receive an email. Click the "confirmation" link to finalize your account.
  - ***You MUST follow the confirmation link to complete registration of your account***.



Contacts for the Accounting Office

Chief School Finance Officer
Monique Rector
110 17th Street W
P.O. Box 500
Jasper, Alabama 35501
Phone: (205) 384-6880
Interoffice Extension 68009
Fax: (205) 387-5213

Payroll Specialist – **Nikki Shipman**
Phone: (205) 384-6880
Interoffice Extension 68021

Bookkeeper – Ashley Aaron
Phone: (205) 384-6880
Interoffice Extension 68005

Bookkeeper – Jennifer Banks
Phone (205) 384-6880
Interoffice Extension 68031

Local School Bookkeepers

Maddox Intermediate School – Shalaina O'Rear - (205) 384-3235, or Interoffice Ext. 61002
Memorial Park School – Diane Bolen (205) 384-6461, or Interoffice Ext. 62002
T R Simmons School – Kristi Hadder (205) 387-2535, or Interoffice Ext. 63002
Jasper High School – Kendra Burg (205) 221-9277, or Interoffice Ext. 64002
Jasper Junior High School – Kelby Rigsby (205) 221-9277, or Interoffice Ext 64046

ALABAMA EDUCATOR CODE OF ETHICS

Introduction

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

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

Code of Ethics Standards

Standard 1: Professional Conduct

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

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

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

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

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

Standard 2: Trustworthiness
An educator should exemplify honesty and integrity in the course of professional practice.

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

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

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

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

Standard 3: Unlawful Acts
An educator should abide by federal, state, and local laws and statutes.

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

Standard 4: Teacher/Student Relationship
An educator should always maintain a professional relationship with all students, both in and outside the classroom.

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

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

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

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

Standard 5: Alcohol, Drug and Tobacco Use or Possession

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

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

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

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

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

Standard 6: Public Funds and Property

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

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

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

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

- Misusing public or school-related funds.
- Failing to account for funds collected from students or parents.
- Submitting fraudulent requests for reimbursement of expenses or for pay.
- Co-mingling public or school-related funds with personal funds or checking accounts.
- Using school property without the approval of the local board of education/governing body.

Standard 7: Remunerative Conduct

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

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

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

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

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

Standard 8: Maintenance of Confidentiality

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

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

- Keeping in confidence information about students that has been obtained in the course of professional service unless disclosure serves professional purposes or is required by law.

- Maintaining diligently the security of standardized test supplies and resources.

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

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

Standard 9: Abandonment of Contract

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

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

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

Reporting

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

Alabama Administrative Code 290-3-2-.05

(1)-5-c Each Superintendent shall submit to the State Superintendent of Education within ten calendar cays of the decision, the name and social security number off each employee holding an Alabama certificate or license who is terminated, or non-renewed, resigns, or is placed on administrative leave for cause, and shall indicate the reason for such action.

Disciplinary Action

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

Alabama Administrative Code 290-3-2-.05

(1) Authority of the State Superintendent of Education

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

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

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

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

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Employee Agreement 2026-2027

Sexual Harassment

I, _____, hereby certify that I have watched the Preventing Sexual Harassment video, that I have read and understand the JCS practices and procedures regarding sexual harassment, and that I agree to comply with the policies. I understand that failure to comply with such policies may result in my employment termination.

_____ _____
Employee Signature Date

Family Medical Leave Act of 1993 (FMLA)

I, _____, hereby certify that I have read and understand the JCS practices and procedures regarding the Family Medical Leave Act of 1993 (FMLA) detailed in the Employee Handbook and agree to comply with the policies. I understand that failure to comply with such policies may result in a reduction or loss of benefits.

_____ _____
Employee Signature Date

Technology Acceptable Use Agreement/Data Governance Agreement

I, _____, hereby certify that I have read and understand the JCS practices and procedures regarding the use of technology (detailed in the Employee Handbook) within Jasper City Schools. I have read and understand the Technology Acceptable Use Agreement and the Data Governance Agreement. I understand that failure to comply with such policies may result in my employment termination.

_____ _____
Employee Signature Date

State of Alabama Ethics Law and Alabama Educator Code of Ethics

I, _____, hereby certify that I have read and understand the JCS practices and procedures detailed in the Employee Handbook regarding the State of Alabama Ethics Law and the Alabama Educator Code of Ethics. I understand that failure to comply with such policies may result in my employment termination.

_____ _____
Employee Signature Date

Please sign and date each of the four required certifications listed above, and return this page to your building bookkeeper.