



# EMPLOYEE HANDBOOK

Millington Municipal Schools



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## Important Information

In the event of a discrepancy between any of the information contained in our handbook and the Millington BOE Policy, the Board policy will govern. The purpose of this handbook is to provide information that will help with questions and enable our employees to have a successful career with MMSD. Not all Board policies and district procedures are contained in this handbook; however, those that are have been summarized.

This handbook is neither a contract nor a substitute for the official Board policy. It is only meant to serve as a guide that incorporates MMSD policies and procedures. This handbook is not intended to alter the at-will status of any employee.

Please be advised that Board policies and district procedures may change at any time. For more information, please refer to the online Board Policy Manual located at [www.millingtonschools.org](http://www.millingtonschools.org), confer with a supervisor, or contact the appropriate Central Office department. It is the employee's responsibility to be knowledgeable of and adhere to all Board Policies and district procedures at all times.



## Welcome from your Superintendent

My main goal is to ensure that every student is provided the highest quality education possible in a safe, supportive and challenging learning environment. Working together as a team with all stakeholders will ensure the best possible education for all students. Every student is valued and worthy of our best effort and will be challenged to be the best person they can be, in and outside of the class every day. In order to accomplish this goal, we have developed a very simple approach for success for our Millington family: We will hold ALL students, faculty, staff and stakeholders to a basic understanding of the “DO RIGHT” Mantra:

1. Be on Time
2. Be Respectful
3. Be Ready to Work Hard

This applies to everything we do as a District and Community. This basic understanding will be applied to ALL ACADEMICS, ATTITUDES, AND EXTRA CURRICULAR ACTIVITIES within or involving Millington Municipal Schools. ALL of our Millington Family will be spending a considerable amount of time discussing and implementing these concepts and infusing them into what we are already successfully doing within Millington Municipal Schools. I sincerely believe that by adhering to the basic ideas embedded in the “DO RIGHT” mantra, our students will become well-rounded individuals that are ready for the next phase in their lives.

Our Millington Family has seen a tremendous amount of academic, extra-curricular and athletic success in the past and WE are looking to take OUR SCHOOLS to the next level of success in 2019-20. I encourage all students and stakeholders to take an active role in regard to all three areas of Millington Municipal Schools’ “DO RIGHT” mantra to make OUR schools the best they can be this year.

If you have any questions or want to get involved in YOUR SCHOOL please email me at [jgriffin@millingtonschools.org](mailto:jgriffin@millingtonschools.org)

See you at school!





## Board of Education

The Millington Municipal Schools Board of Education is comprised of individuals representing the residents of Millington. The Board is elected to provide oversight and governance for Millington Municipal Schools. The members serve four-year terms and they are responsible for setting district policy and selecting the Superintendent. The Superintendent is the only employee hired by the Board. The current members of the Board of Education are featured below.



*Board Members and Superintendent from left to right:*

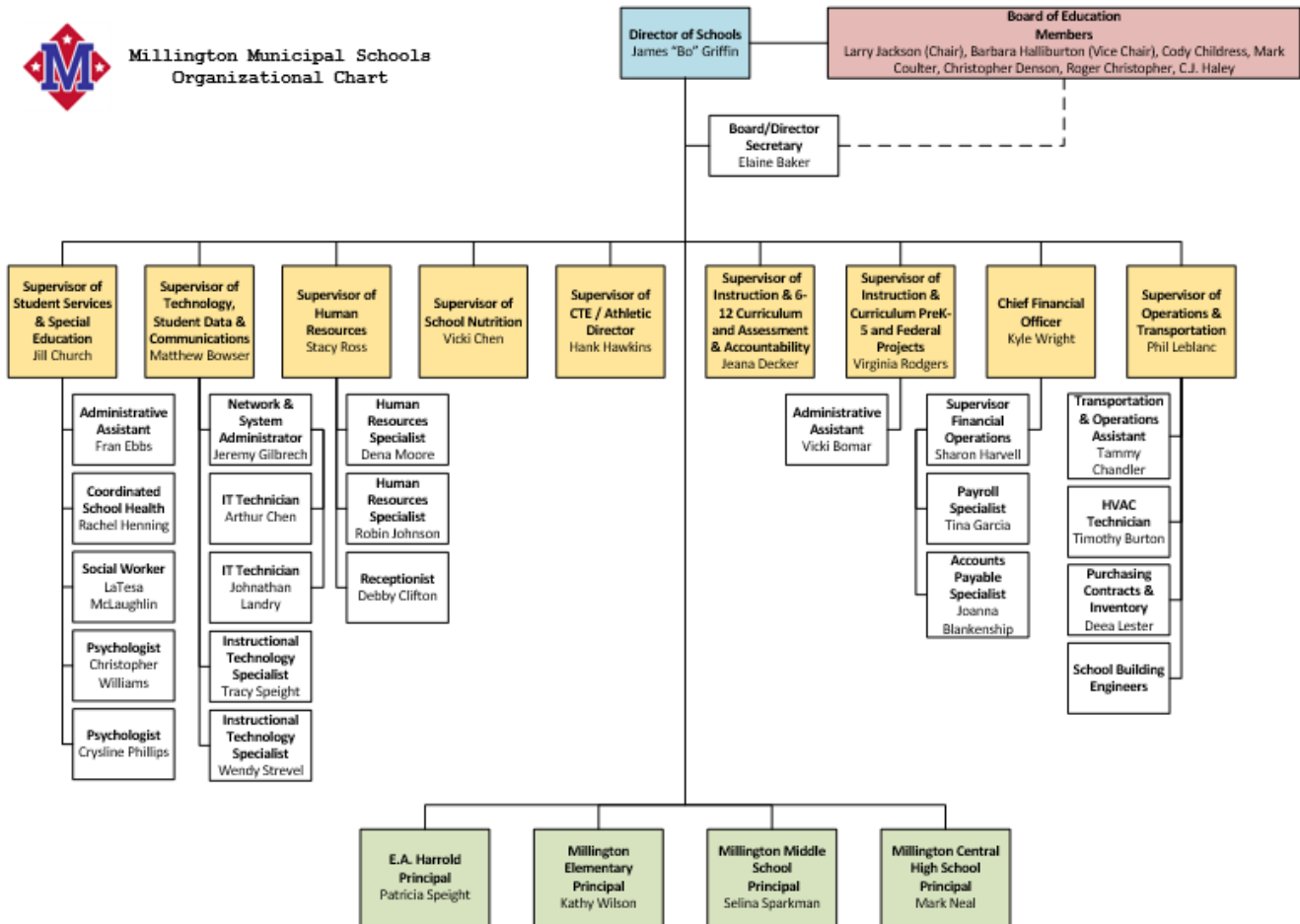
- Roger Christopher - Position 1
- C.J. Haley - Position 2
- Mark Coulter - Position 3
- Cody Childress - Position 4
- James “Bo” Griffin - Superintendent
- Barbara Haliburton - Position 5
- Larry Jackson - Position 6
- Chris Denson - Position 7



# MMSD Organizational Chart



## Millington Municipal Schools Organizational Chart







# District Phone Directory

## Central Office - 901-873-5680

Board Secretary	Elaine Baker	901-873-5685
Central Office Receptionist	TBD	901-873-5681

## Finance

Chief Financial Officer	TBD	901-873-5683
Supervisor of Finance	Sharon Harvell	901-873-5687

## School Nutrition

Nutrition Supervisor	Vicki Chen	901-873-6521
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## Payroll

Payroll Specialist	Tina Garcia	901-873-5690
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## Purchasing and Inventory

Purchasing Specialist	Deea Lester	901-873-5483
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## Accounts Payable

AP Specialist	Joanna Blankenship	901-873-5481
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## Human Resources

Supervisor of HR & Community Relations	Stacy Ross	901-873-5688
HR Specialist	Robin Johnson	901-873-5385
HR Specialist	Dena Moore	901-873-5689

## E.A. Harrold Elementary

Principal	Patricia Speight	901-873-8165
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## Millington Elementary

Principal	Kathy Wilson	901-873-8433
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## Operations and Transportation

Supervisor of Ops and Trans	Phil LeBlanc	901-873-5694
Trans and Ops Assistant	Tammy Chandler	901-873-5484

## Student Services

Supervisor of SPED and Student Services	Jill Church	901-873-5684
Social Worker	LaTesa McLaughlin	901-873-5924
School Psychologist	Christopher Williams	901-873-5498
Coord School Health	Rachel Hennings	901-873-5499
SPED Assistant	Fran Ebbs	901-873-5686

## Information Technology

Supervisor of Tech and Comms	Matthew Bowser	901-873-5482
Network and System Admin	Jeremy Gilbrech	901-873-5696
IT and Comms Specialist	Tracy Speight	901-873-5680
IT and Data Specialist	Wendy Strevel	901-873-5680

## Instruction

Supervisor of Instruction and Federal Projects	Virginia Rodgers	901-873-5692
Supervisor of Assessment and Accountability	Jeana Decker	901-873-5928
PreK Coordinator	Deborah Lockard	901-873-5912
Title 1 Secretary	Vicki Bomar	901-873-5693
Supervisor of CTE and Athletics	John Hawkins	901-873-5695

## Millington Middle

Principal	Selina Sparkman	901-873-8130
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## Millington Central High

Principal	Mark Neal	901-873-8100
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# Instructional Calendar

2020-21 Instructional Calendar					
<b>BEFORE SCHOOL BEGINS</b>					
7/27-28/2020	Monday - Tuesday	New Teacher Induction			
7/29/2020	Wednesday	Administration Day			
7/30 - 31/2020	Thursday-Friday	Inservice Day			
8/3/2020	Monday	Inservice Day			
8/4/2020	Tuesday	Student Enrollment/New Student Registration Day & Admin Day			
8/5-6/2020	Wednesday - Thursday	Inservice Days			
8/7/2020	Friday	Administration Day			
<b>FIRST SEMESTER</b>					
DATE	DAY	EVENT	STUDENTS	TEACHERS	
8/10/2020	Monday	1 <sup>st</sup> Day for Students	In	In	
8/25/2020	Tuesday	Open House after school	In	In (Full Day + ½ admin)	
9/7/2020	Monday	Labor Day	Out	Out	
10/9/2020	Friday	End of 1 <sup>st</sup> Quarter	In	In	
10/12-16/2020	Monday - Friday	Fall Break	Out	Out	
11/10/2020	Tuesday	Parent Teacher Conferences	In	In (Full Day + ½ Conference)	
11/11/2020	Wednesday	Veteran's Day	Out	Out	
11/23-24/2020	Monday - Tuesday	Inservice Flex Days	Out	Flex	
11/25-27/2020	Wednesday - Friday	Thanksgiving Break	Out	Out	
12/16-18/2020	Wednesday - Friday	Semester Exams	In	In	
12/18/2020	Friday	End of 2 <sup>nd</sup> Quarter	In (1/2 Day)	In (Full Day)	
12/21-22/2020	Monday-Tuesday	Winter Break Inservice Flex Days	Out	Flex	
12/23/2020 - 1/1/2021	Wednesday - Friday	Winter Break	Out	Out	
<b>SECOND SEMESTER</b>					
DATE	DAY	EVENT	STUDENTS	TEACHERS	
1/4/2021	Monday	Students Return	In	In	
1/18/2021	Monday	MLK Jr Day	Out	Out	
1/19/2021	Tuesday	Curriculum Night	In	In (Full Day & ½ admin)	
2/11/2021	Thursday	Parent Teacher Conference	In	In (Full Day & ½ Conference)	
2/15/2021	Monday	President's Day / Inservice Flex Day	Out	Flex	
3/12/2021	Friday	End of 3 <sup>rd</sup> Quarter	In	In	
3/15-19/2021	Monday - Friday	Spring Break	Out	Out	
4/2/2021	Friday	Good Friday	Out	Out	
5/19-21/2021	Wednesday - Friday	Semester Exams	In	In	
5/21/2021	Friday	End of 4 <sup>th</sup> Quarter	In (1/2 Day)	In (Full Day)	
<b>Calendar Details</b>					
GRADING PERIODS	Inservice	PD Stockpile	ADMIN DAY	CONFERENCE	Paid Teacher Vacation
Q1 = 44 DAYS	7/30/2020 = 1 Day	11/23/2020 = 1 FLEX	7/29/2020 = 1 Day	11/10/2020 = .5 Day	10/12-16/2020 = 5 Days
Q2 = 39 DAYS	7/31/2020 = 1 Day	11/24/2020 = 1 FLEX	8/4/2020 = 1 Day	2/11/2021 = .5 Day	3/15-19/2021 = 5 Days
S1 = 83 DAYS	8/3/2020 = 1 Day	12/21/2020 = 1 FLEX	8/7/2020 = 1 Day		
Q3 = 48 DAYS	8/5/2020 = 1 Day	12/22/2020 = 1 FLEX	8/25/2020 = .5 Day		
Q4 = 44 DAYS	8/6/2020 = 1 Day	2/15/2021 = 1 FLEX	1/19/2021 = .5 Day		
S2 = 92 DAYS					
TOTAL = 175 DAYS	TOTAL = 5 DAYS	TOTAL = 5 DAYS	TOTAL = 4 DAYS	TOTAL = 1 DAY	TOTAL = 10 Days



## Staff Ethics

Board Policy 5.611 - [http://bit.ly/MMSD\\_BOE\\_5-611](http://bit.ly/MMSD_BOE_5-611)

An effective educational program requires the services of men and women of integrity, high ideals and human understanding. To maintain and promote these essentials, all employees are expected to maintain high standards in their school relationships.<sup>1</sup> These standards include the following:

1. The maintenance of just and courteous professional relationships with students, parents, staff members and others;
2. The maintenance of their own efficiency and knowledge of the developments in their fields of work;
3. The transaction of all official business with the properly designated authorities of the school system;
4. The establishment of friendly and intelligent cooperation between the community and the school system;
5. The representation of the school system on all occasions that the contributions of the school system to the community are recognized;
6. The welfare of children as the first concern of the school system when placing professional personnel. The use of pressure on school officials for appointments or transfers is unethical;
7. Restraint from using school contacts and privileges to promote partisan politics, sectarian religious views or selfish propaganda of any kind;
8. The responsibility to make any criticism of other staff members or of the school system directly to the particular school administrator who has the administrative responsibility for improving the situation and then to the director of schools, if necessary; and
9. The proper use and protection of all school properties, equipment and materials.

<sup>1</sup> TCA 49-5-501(3)(D); TCA 49-5-1003, 1004

## Social Media Guidelines

Millington Municipal Schools realizes that part of 21st century learning is adapting to the changing methods of communication. The importance of teachers, students and parents engaging, collaborating, learning and sharing in these digital environments is a part of 21st century learning. To this aim, the Millington Municipal School District has adapted the following guidelines to provide direction for employees, students and the School District community when participating in online social media activities. Whether or not an employee chooses to personally participate in a blog, wiki, online social network or any other form of online publishing or discussion, it is his or her own decision. Free speech protects individuals who want to participate in social media, but the laws and courts have ruled that school districts can discipline employees if their speech, including online postings, disrupts school operations. The Millington Municipal School District social media guidelines allow employees to participate in online social activities both personally and professionally. These guidelines have been created as a resource for you. It is important to create an atmosphere of



trust and individual accountability; keeping in mind that information produced by Millington Municipal School District employees and students is a reflection on the entire District and is subject to the District's Acceptable Use Policy. By accessing, creating or contributing to any blogs, wikis, podcasts or other social media for classroom or district use, you agree to abide by these guidelines. Please read them carefully before participating in any social media application.

## **What is Social Media?**

User created content online designed in a collaborative environment where users share opinions, knowledge, and information with each other.

Tools include, but are not limited to:

- Blogs (Blogger, WordPress, etc.)
- Wikis (Wikispaces, Google Sites, etc.)
- Social Networking sites (Facebook, Instagram, Snapchat, Twitter, etc.)
- Photo and Video Sharing sites (YouTube, Flickr, etc.)
- Social Bookmarking (Diigo, Delicious, etc.)
- Podcasting and Vodcasting
- TikTok

## **Personal Responsibility**

The Millington Municipal School District (MMSD) requires teachers with a personal online presence to be mindful of the information they post. Online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face. Even if you delete that information, it still may be stored on the Web site's server for a longer period of time and may be subject to records request by parents.

The lines between public and private, personal and professional are blurred in the digital world. By virtue of identifying yourself as a MMSD employee online, you are now connected to colleagues, students, parents and the school community. You should ensure that content associated with you is consistent with your work at the MMSD.

It is your responsibility to familiarize yourself with the appropriate security settings for any social media (personal or professional) that you use. Be sure that the settings are such that any personal content may only be viewed by your intended audience. Be aware that, even if your privacy settings are set properly, it is still possible for anyone who you've allowed to see your profile to copy and paste text and send it to someone else. Similarly, if you enable settings such as Facebook's ability to allow "friends of friends" to view your content, it is extremely likely that unintended viewers will have access to pictures and other personal content.

It is unprofessional and inappropriate to use e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities. Appropriate discussions would include the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school related and inappropriate for persons other than the individual student to receive (for example, emailing a message about a student's grades).

Engaging in social-networking friendships on social networking sites is prohibited with current students and strongly discouraged with parents or guardians of students. The District recognizes that because of the tight-knit community of MMSD, many staff members may have students or parents of students, who are family members or close personal



friends. However, the District cautions staff members against engaging in such social-networking friendships with these individuals.

Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the District's or employee's capacity to maintain the respect of students and parents/guardians or impair the employee's ability to serve as a role model for children.

## **Professional Responsibility**

Social media can be a powerful communication tool and educational tool for students and parents. MMSD employees are encouraged to use social media for these purposes.

MMSD employees are personally responsible for the content they publish online. Be mindful that what you publish will be public for a long time—protect your privacy.

Remember that social media in the classroom is an extension of your physical classroom. What is inappropriate in your classroom should be deemed inappropriate online.

Teachers who use social networking to interact with students in an educational manner must find a way to interact without giving students access to their personal information and posts. Many social network sites allow you to create "groups" or "pages" where you can interact with students without giving them access to your personal account. Please see detailed Facebook guidelines for more information.

Teachers who use social networking to interact with students or parent as a communication tool must find a way to interact without giving students or parents access to their personal information and posts. Many social network sites allow you to create "groups" or "pages" where you can interact with students without giving them access to your personal account. Please see detailed Facebook guidelines for more information. When contributing online do not post confidential student information. Do not post pictures of any students on your personal sites.

## **Overall Guidelines for Using Social Media**

The following are general guidelines for using social media whether personally or professionally.

**Be Transparent** - How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity or misrepresenting your identity. Be honest about who you are, where you work and what you do.

**Always a School Employee** - The lines between public and private, personal and professional are blurred in the digital world. you will always be considered to be a District employee. Whether it is clearly communicated or not, you will be identified as an employee of the School District in what you do and say online. If you don't want it on the 10:00 news - don't share it online.

**School Values** - Represent the District values. Express ideas and opinions in a respectful manner. All communications should be done in good taste. Build trust and responsibility in your relationships. Do not denigrate or insult others including students, staff, administrators, parents, or other districts. Any online contributions must be in accordance with the appropriate handbook. Consider carefully what you post through comments and photos. A violation of these guidelines could be regarded as a form of professional misconduct and may result in disciplinary action.



**Build Community/Positively Represent School** - Represent the District and the students and parents you serve in the best light. Respect the privacy and the feelings of others. Under no circumstance should offensive comments be made about students or colleagues (including administrators) nor the District in general. Negative comments about people may amount to cyberbullying and could be deemed a disciplinary offence. Your posts and comments should help build and support the school community. Do not comment on nor forward unsupported information, e.g. rumors. You are responsible for what you and others post, even if on a personal page, be certain it is accurate and supports your organization. It is a good idea to monitor your profile page to ensure that all material posted by others doesn't violate these guidelines. Once posted you can't take it back.

**Share your Expertise** - Write what you know to be accurate. Add value to the discussion. Post something useful. Provide worthwhile information and perspective. A district's most valuable asset is its staff represented by its people and what you publish may reflect on the school. Speak in the first person with your own voice and perspective.

**Respect and Responsible** - Employees, parents, and students reflect a diverse set of customs, values and points of view. Be respectful for others' opinions in your posts or comments. You are responsible for the content you post. Do your tags, descriptions, and your image portray you and the District in a professional manner?

**Own and Correct Mistakes** - If you make a mistake, admit the mistake and correct it quickly. Share your error with your principal, Human Resources, and the Communications Department so they can help address the issue effectively. Clearly state if you've corrected a previous post. Even though damage may be done, it is best to admit your mistake and correct it. Apologize if appropriate.

**Confidential Information** - Online postings and conversations are not private. Do not share confidential information whether it is internal school discussions or specific information about students or other staff. What you post will be seen by others and will be online for a long time. It can be forwarded or shared in just a few clicks. Do not write about colleagues or students without their expressed permission.

**School Logos, Groups, and Pages** - Obtain permission from the Director of Communications before using any school or district logo or image or creating a social media group or page. School logos may only be used in a professional capacity. When using social media in a professional manner all images and colors should match the organization's logo or mascot when possible. See the MMSD Style Guide. Any group or page that is created for distribution of school or district information must be readily accessible to the Director of Communications for review, revision, and oversight.

**Posting Photos or Movies without Permission** - Do not post or tag photos or movies of others without their permission. If you use photos or movies taken at school you must follow the Directory Information guidelines. Photos of foster children are prohibited unless there is written permission on file. If you have questions, please contact the Communications and/or Student Services Department.

**Responding to Negative Comments and Criticism** - How you respond to a negative comment or criticism will say more about you and your character than what you post. When in doubt, it's best not to give it credibility by acknowledging it with a response publicly; perhaps a private response would be more appropriate. See the response guidelines for more information on responding to these types of comments.

**Response and Post Regularly** - To encourage readership, post regularly. Don't post to your blog and then not post for three weeks. Readers won't have a reason to follow you if they cannot expect new content regularly. Respond to other's posts.



Answer questions - thank people even if it's just a few words. Make it a two way conversation.

Spell Check and Abbreviations - Any online contribution should be well written. What you post will be online for the world to read. Follow writing conventions including proper grammar, capitalization, and punctuation. Be cautious about using common abbreviations. While your circle of friends may understand what you are saying, you may have readers from across the world who won't understand. When in doubt, define the abbreviation at least once in a post or include a definitions page on your site.

Copyright and Fair Use - Respect copyright and fair use guidelines. Share what others have said by linking to the source and using embedded content. Be sure to cite your source when quoting. When using a hyperlink confirm that link goes where it should and that the content is appropriate. It is recommended that all online content be licensed under a Creative Commons Attribution Non-Commercial Share Alike 3.0 United States License.

Personal Information - Be careful about sharing too much personal information. People seem to share personal information such as their pet names, their parents and children's names, where they grew up, and more. This information may help a hacker guess your passwords. If you share that you will be out of town, a criminal may use this to target your home for a burglary. Do not share with a student your personal problems that would normally be discussed with adults. Be smart and don't share too much information.

## **Video Usage in Social Media**

The Internet is becoming an increasingly popular educational tool and place to share personally created movies. You are responsible for all you do, say, and post online including video. Anything you post online should represent you in a professional manner as others will see you as connected to the School District. Anything you show in your classroom should be previewed by you in its entirety, prior to any student seeing it. Consult a supervisor if you feel the content may be questionable.

## **Staff-Student Relations**

Employees are prohibited from establishing personal relationships with students that are unprofessional and thereby inappropriate. Examples of unprofessional relationships include, but are not limited to: employees fraternizing or communicating with students as if employees and students were peers such as writing personal letters or e-mails; personally texting or calling students, or allowing students to make personal calls to them unrelated to homework, class work, or other school-related business; sending inappropriate pictures to students; discussing or revealing to students personal matters about their private lives or inviting students to do the same (other than professional counseling by a school counselor); and engaging in sexualized dialogue, whether in person, by phone, via the Internet, or in writing. Employees who post information on Social Media and/or Web sites that include inappropriate personal information such as, but not limited to: provocative photographs, sexually explicit messages, abuse of alcohol, drugs or anything students are prohibited from doing must understand that if students, parents or other employees obtain access to such information, their case will be investigated by school and district officials.

## **Social Media Guidelines for Students**

Social media venues are very public. What you contribute leaves a digital footprint forever, usually even after it is deleted. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see. Make sure what you post promotes a positive image to the world.





Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful, constructive way. What is inappropriate in the classroom is inappropriate online.

Be safe online. Never give out personal information, including, but not limited to, last names, any phone numbers, addresses, birthdates, and pictures. Do not share your password with anyone besides your parents, and teachers if necessary.

Linking to other Web sites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.

Do your own work! Do not use other people's intellectual property, including pictures, without their permission. It is a violation of copyright law to copy and paste other's thoughts without proper attribution. When paraphrasing another's idea(s) be sure to cite your source with the specific web address. Verify you have permission to use the material or it is under Creative Commons attribution.

How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.

Blog, wiki, and other online posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you have permission to edit someone else's work be sure it is in the spirit of improving the writing.

If you run across inappropriate material, that makes you feel uncomfortable, or is not respectful, tell the supervising adult right away.

Cyberbullying is not tolerated. What constitutes cyberbullying, the actions you should take to document cyberbullying if you feel you are a victim, and the actions that may be taken against participating individuals are clearly outlined in the student handbook.

Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

Adapted From:

- Social Media Guidelines Wiki
- Referenced Sites and Resources
- Barrow County Schools <http://www.barrow.k12.ga.us/>
- Social Media Guidelines for Educators (Facebook group):
- <http://www.facebook.com/group.php?gid=80354045978>
- Social Media Guidelines for Schools - Andy Mann, Calhoun ISD
- Papillion-La Vista School District Social Media Guidelines for Faculty and Staff - <https://www.nspr.org/files/Papillion-LaVista%20Social%20Media%20Guidelines.pdf>
- <http://www.scribd.com/doc/28430149/Social-Media-Guidelines-for-Schools>
- Social Media Guidelines for Schools Wiki <http://socialmediaguidelines.pbworks.com>
- Social Media Suggestions: <http://blogs.stvrain.k12.co.us/helpdesk/2010/03/29/social-media-suggestions>
- Think Social Media Guidelines: <http://thinkingmachine.pbworks.com/Think-Social-Media-Guidelines>

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## Employment and Hiring Practices

### **Equal Opportunity Employment:**

Opportunity for employment, as well as continuation and advancement in employment, shall be afforded equally to members of all races, creeds, colors, genders, religions, ages, national origins, and individuals with disabilities or veteran status with regard only for qualifications for the positions involved. Policy 5.104

### **Job Postings and Application:**

All positions for Millington Municipal Schools will be advertised online for a minimum of five (5) business days through our website under Employment Opportunities at <http://www.millingtonschools.org/>. The application process requires an online application submitted through SearchSoft. For additional questions and clarifications, please contact Human Resources. Policy 5.105

### **Criminal History Background and Pre-Employment Drug Check:**

To ensure the safety and welfare of students and staff, the district shall require criminal history background checks, pre-employment drug testing and fingerprinting of applicants for all positions. Knowingly falsifying information shall be sufficient grounds for termination of employment and shall also constitute a Class A misdemeanor which must be reported to the District Attorney General for prosecution. Any costs incurred to perform these background checks, pre-employment drug testing and fingerprinting shall be paid by the applicant. Policy 5.106

### **Drug Free Workplace:**

The Millington Municipal Schools Board of Education and its employees share a commitment to create and maintain a drug-free workplace. Millington Municipal Schools Board of Education is responsible for the instruction and well-being of the students entrusted to its care. All new hire employees are subject to a pre-employment drug screening. Policy 1.804 & 5.403

### **Personnel Records:**

Upon being selected and approved for employment with Millington Municipal Schools, a personnel file is established. Policy 5.114

Employee records (except medical records, college transcripts, fingerprint background checks, and other security check information such as your SSN, personal phone number, address, etc.) are public records. As such, any individual or agency including the news media may request access to a personnel file. However, a record of the person inspecting the file and the date of the inspection shall be kept.

Employees may view the contents of his or her personnel file which contains information pertaining to evaluations and other employment matters related to work history by making an appointment with Human Resources. The file must be reviewed in the presence of a Human Resources employee. If an employee wants to receive a copy of his or her records, a nominal fee per page may be assessed.



## **Performance Evaluations:**

All newly hired classified employees shall be evaluated once during the first 90 days of employment and once more before the end of the first year to mark satisfactory or unsatisfactory performance. Support employees hired for more than one (1) year shall be evaluated at least once a year. Employees receiving a score of one (1) in any domain may be recommended for termination of employment. Policy 5.109

Annual evaluations are mandated by Tennessee's First to the Top law for all teachers and other school-based certified employees. The State Board of Education has launched the Tennessee Educator Acceleration Model (TEAM) and that is the model Millington Municipal Schools has adopted.

During the first weeks of the school year, each employee shall become thoroughly familiar with the evaluation procedure and instrument(s).

## **Progressive Discipline:**

- Millington Municipal Schools follows a progressive discipline model and requires due process when dealing with issues of unsatisfactory performance. As such, employees receive notice of concerns and an opportunity to improve or correct behavior prior to receiving disciplinary action. The steps involved are as follows:
- Conference of Concern – This is a conference between the employee and immediate supervisor during which there is initial discussion of behavior that does not meet performance standards. The conference will be followed-up by an email or memo summarizing the meeting discussion. This documentation remains at the school level.
- Professional Communication – This is the next step of progressive discipline which indicates the employee did not correct the behavior after being discussed in the Conference of Concern or another type of infraction has occurred. A Memorandum of Understanding will be written by the Supervisor and placed in the employee's file at the school. The employee will receive a copy as well.
- Written Reprimand – This serves as a final notice that if specified behavior does not improve, disciplinary action will be taken. Board policy must be addressed in this reprimand. The employee shall receive a copy of this reprimand and the board policy and it will be placed in the employee's personnel file in the Human Resources office. The employee may respond in writing to material placed in records.
- Suspension – This is the first punitive action resulting from an employee's continued disregard of prior notifications regarding work performance. Employees are placed on administrative leave without pay, as determined by Board policy.
- Dismissal – Termination is the final action and typically taken after other options have been exhausted.

Please note that depending upon the severity of employee misconduct or policy violation, he or she may be immediately recommended for punitive action, up to and including termination, at the discretion of the Superintendent.



### **Employee Transfer Procedure:**

Any employee, regardless of tenure status or years of service, may apply for a transfer to a posted, full-time position for which they qualify (interim jobs are not open for transfer). The employee must apply for the job through our online program and be selected for an interview by the school's principal. For example, if a high school teacher would like to transfer to a middle school the teacher would apply for an opening just like a new candidate. No transfer applicant is guaranteed an interview and jobs will be filled based on mutual consent between the school's principal and the applicant for the position.

Positions for the upcoming school year may occur any time after March. Therefore, transfer applicants may apply for positions once jobs are posted. However, the transfer will not take place until the following school-year. Transfers must be granted prior to the teacher's first day to report for in-service each fall.

Policy 5.115

### **Reduction in Force:**

When reductions are necessary due to the reduction in student enrollment at a given school, the principal and/or a member of the Human Resources Department shall meet with the faculty regarding this process. Policy 5.116

### **Licensed Personnel:**

Reductions in staff shall be made in an attempt to have the least detrimental effect on children.

In general, this objective dictates a staff reduction policy which:

1. Retains the most effective teachers;
2. Avoids undue increases in class size; and
3. Provides consideration for the exceptional teacher without exclusive emphasis on seniority.

The elimination of a position does not necessarily mean the person occupying the position will be dismissed. When an employee is released, the Superintendent shall make the decision based upon a composite of the following criteria:

1. Effectiveness in teaching and in related professional responsibilities evidenced by teacher evaluation;
2. Adaptability to other assignments (academic and extracurricular);
3. Evidence of professional growth as well as specialized or advanced training;
4. Previous history of grade levels and subject areas taught; and
5. Type, length and quality of service made to the teaching profession and the school system.

When a teacher is released because of reduction in staff, the teacher shall be given written notice of release explaining the circumstances or conditions making dismissal necessary.



### **Non-Licensed Personnel:**

When a non-licensed employee is released because of a reduction in the number of support positions, the Superintendent shall give the employee written notice of dismissal explaining the circumstances or conditions making dismissal necessary.

## **Key Personnel Standards and Policies**

### **Cell Phones/Personal Communication Devices (PCD):**

Employees may use their cell phone or PCD during their scheduled planning time, assigned lunch/dinner time or designated break times as long as it is not used in the presence of students. Cell phones or PCD for non-educational purposes are not to be used during assigned work time.

### **Political Activities:**

Employees have the right to express their views on any issue, but must in each case make clear that the view expressed is not the official view of Millington Municipal Schools. Teachers may not express their personal views during academic classes except as allowed by law.

Employees may, on their own time, campaign for or against any candidate or referendum, but they shall not use their classroom, school supplied computer or equipment, or system position as a political forum nor engage in any political promotion or solicitation during school hours.

### **Complaints and Grievances:**

The Board believes that differences of opinions arising in the course of employment should be resolved as quickly as possible and at the lowest supervisory level. In instances of questions by an individual staff member concerning the interpretation of policies and procedures to that staff member, administrative practices within the staff member's particular school, and relationships with other employees, the staff member concerned must consult the administrative or supervisory personnel to whom they are responsible. If a satisfactory resolution of the problem cannot be reached after ample opportunity for consideration of the matter, the staff member concerned may discuss the matter with the next level of supervision up to and including the Superintendent or designee.

The employee should notify Millington Municipal Schools Federal Rights Coordinators, if they believe the Board, its employees or agents have violated their rights guaranteed by the state or federal constitution, state or federal statute, or board policy. The names, addresses and telephone numbers of these coordinator shall be shown within the Human Resources section of the Millington Municipal Schools website (<http://www.millingtonschools.org/>). Policy 5.501

### **Use of Technology:**

Please refer to the Acceptable Use Policy.



### **Conflict of Interest:**

Employees of the Board will not engage in, or have financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as members of the school staff. This includes but is not limited to the following:

1. School employees may not purchase for sale to students any goods or equipment or render any service to the school system on a commission basis;
2. Employees who have patented or copyrighted any device, publication, or other item will not receive royalties for use of such item in the school system;
3. Employees will not engage in any type of work where the source of information concerning a customer, client, or employer originates from information obtained through the school system;
4. The Board shall make no purchase of supplies, materials, or equipment from a school system employee; and
5. Employees shall not solicit for the purpose of selling instructional supplies, equipment and reference books in a territory that includes the parents of the children of the school in which the employee is assigned.

Moreover, administrative and supervisory personnel, teachers, or any other school officer shall have no financial interest, directly or indirectly, in supplying books, maps, school furniture, or apparatus for the schools or to act as agent for any author, publisher, bookseller, or dealer in school furniture or apparatus.

### **Non-School Employment:**

Employees shall be permitted to hold employment outside the school system so long as such activities do not (a) occur during the school day, or (b) interfere with regularly scheduled or appropriately assigned duties for the school system, or (c) reflect unfavorably on the school system.

Teachers may tutor students for pay, but this must be limited to those children the teacher is not currently teaching or have administrative or supervisory responsibility over.

### **Discrimination/Harassment:**

Employees shall be provided a work environment free from sexual, racial, ethnic and religious discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass an employee through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature. The following guidelines are set forth to protect employees from discrimination/harassment. Policy 5.500

Employee discrimination/harassment will not be tolerated. Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature that:

1. Unreasonably interfere with the individual's work or performance; or



2. Create an intimidating, hostile or offensive work environment; or
3. Imply that submission to such conduct is made an explicit or implicit term of employment;
4. Imply that submission to or rejection of such conduct will be used as a basis for an employment decision affecting the harassed employee.

Alleged victims of sexual, racial, ethnic and religious discrimination/harassment shall report these incidents immediately. This report should be made to the immediate supervisor, except when the immediate supervisor is the offending party. If the immediate supervisor is the offending party, the report may be made to the Federal Rights Coordinators.

Allegations of discrimination/harassment shall be fully investigated (as set forth in Complaints and Grievances 5.501). An oral complaint may be submitted; however, such complaint must be reduced to writing to ensure a more complete investigation.

### **Smoking or Tobacco Use:**

The Millington Municipal Schools Board of Education prohibits smoking or tobacco use by all staff, students, visitors, and guests on all school property, in all school buildings, and in all school vehicles (including schools, offices, warehouses, sports complexes, etc.). "Smoking" will mean all uses of tobacco (including all "smokeless" and chewing tobacco products), cigars, cigarettes, pipes, imitation tobacco products and electronic cigarettes. While on school property, employees are prohibited from possessing tobacco products that are visible to others. Policy 1.803

### **Employee Relations:**

Nepotism: No employee shall be under the immediate supervision of a member of the employee's immediate family. Immediate family shall be defined as spouse, child, parent, parent-in-law, brother, sister, brother-in-law, and sister-in-law. A principal and an immediate family member shall not be assigned to the same building. Policy 1.108

### **Student-Staff Relationships:**

Staff members shall maintain professional relationships with students at all times and develop wholesome and constructive relationships with them. Staff members shall be expected to regard each student as an individual and to accord each student the rights and respect that is due. Staff members shall promote a learning environment that encourages fulfillment of each student's potential in regard to their program, consistent with district goals and with optimal opportunities for students. This goal may be reached by adapting instruction to individual needs by: Policy 5.610

1. Insisting on reasonable standards of scholastic accomplishment for all students;
2. Creating a positive atmosphere in and out of the classroom;
3. Extending courtesy and respect to students; and



#### 4. Treating all students with consistent fairness

Staff members shall use good judgment in their relationships with students beyond their work responsibilities and/or outside the school setting and shall avoid excessive informal and social involvement with individual students. Any appearance of impropriety shall be avoided. Sexual relationships between employees and students shall be prohibited.

## Staff Time Schedules

### **Work Schedules (Calendars):**

All full-time employees and most part-time employees will be assigned to a work schedule (calendar) for their position at the time of employment. The work schedule will identify (if applicable) the scheduled work days, scheduled non-work days, hours per day, scheduled holidays, scheduled vacation days, the first day of work, and the last day of work. The daily start and end times or the normal work day will be set annually by the director of schools.

### **Workweek Defined:**

For purposes of compliance with the Fair Labor Standards Act, the workweek for school district employees will be 12:00 a.m. Monday until 11:59 p.m. Sunday. Working hours for all employees, exempt or non-exempt under the Fair Labor Standards Act<sup>3</sup> will conform to federal and state regulations. The director of schools will ensure that job positions are classified as exempt or non-exempt and that employees are made aware of such classifications. Policy 5.602

### **Exempt Employees:**

Teacher and Professional Staff- The workday for full-time licensed and professional staff will be a minimum of seven hours and thirty minutes and will continue until professional responsibilities to the student and the school are completed. Administrative meetings, curriculum development, student supervision, assigned duties, parent conferences, group or individual planning and extra-curricular activities may require hours beyond the stated minimum. Teachers shall be allotted a duty-free planning period of two and one-half (2 ½) hours each week to provide time for planning, preparation for effective teaching and attention to major program improvement.

Salary Exempt Staff- The normal work day hours will be set by the director of schools. Policy 5.602

### **Non-Exempt Employees:**

Hourly employees assigned to a work schedule (calendar) will have daily start and stop times for a normal work day. The start and stop times will be determined each year by the director of schools. Regular part-time hourly employees will be assigned a work schedule and normal work day start and stop times. Other part-time hourly employees may be assigned hours on an as needed basis. Part-time employees are not authorized to work 30 hours or more in a single work week, except for Nutrition part-time employees who may be asked to



work in place of a full-time employee who may have unscheduled absence. The approval for Nutrition part-time employees to work 30 hours or more in a week should be for unforeseen circumstances to prevent disruption of services and approved by the school principal. Policy 5.602

### **Alternative Work Hours:**

Alternative work hours are hours worked outside the normal scheduled work hours and time taken during the same work week. For example: 1) a clerical person who normally works from 7am to 3:30pm (8 hours) has a teacher conference on Wednesday at 10 am. The Principal or Central Office (CO) supervisor may allow that employee to work an extra hour on Tuesday to cover the time taken off Wednesday; 2) a principal needs a volunteer hourly employee to work 3 extra hours on Monday to help with a parent/teacher conference. The employee takes off 3 hours on Friday afternoon. The total normal weekly hours worked does not change.

Alternative work hours are volunteer only and must be approved by the principal or CO supervisor prior to working the hours or taking the time off. Alternative work hours will be recorded on the time sheets as hours worked during the same week. In example (1) above, the employee would record working from 7 am to 4:30 pm (9 hours) on Tuesday and from 7am to 10 am and 11 am to 3:30 pm (7 hours) on Wednesday. Policy 5.602

### **Overtime:**

Exempt employees may sometimes work more than a 40-hour week. They are compensated for any overtime with their annual salary and no additional overtime compensation will be paid. Policy 5.602

The Board discourages overtime work by non-exempt employees. A non-exempt employee will not work overtime without the express approval of their Principal or CO supervisor. The principal or CO supervisor must request approval from the director of schools or his/her designee prior to allowing employees to work overtime. Principals and CO supervisors will monitor employees' work, will ensure that overtime provisions of this policy and the Fair Labor Standards Act are followed and will ensure that all non-exempt employees are compensated for any overtime worked. Principals or supervisors may need to adjust daily schedules to prevent non-exempt employees from working more than their scheduled hours in a workweek. Policy 5.602

### **Compensatory Time:**

In lieu of overtime pay, non-exempt employees should receive compensatory time off. Compensatory time will be calculated at a rate of one and one-half (1.5) hours for each hour of overtime worked above 40 hours. As with overtime pay, a non-exempt employee will not work additional hours above their normal work week without the express approval of their principal or CO supervisor. Employees will be allowed to use compensatory time within a reasonable period if the requested use of the compensatory time does not unduly disrupt the operation of the school. Request for using compensatory time will be submitted in the same manner as request for personal time off or vacation time off.

Compensatory time must be used within 26 pay periods from the time it is accrued. Employees may accrue a maximum of 240 compensatory time hours. Additional overtime hours will be paid at the overtime rate. Upon leaving the district, and employee must be paid for any unused compensatory time at the rate of not less than





the higher of (1) the average regular rate received by the employee during his/her last three (3) years of employment, or (2) the final regular rate received by the employee.

Compensatory and overtime will be recorded on time sheets. Overtime will be paid in the pay period earned. A record of compensatory time accrual will be maintained in the same manner as vacation time or sick time.

This policy shall be included in the staff handbook. Employees will be provided with a copy of this policy and will be required to sign a statement to acknowledge their understanding of overtime and compensatory time provisions. Such signed statement shall be placed in the employee's personnel file and shall constitute the written agreement in this section. Policy 5.602

### **Attendance Expectations:**

All employees are expected to be present during all work hours. Absence without prior approval, chronic absences, habitual tardiness or abuses of designated working hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal. Policy 5.602

### **Lunch Time:**

All classified employees shall be allowed a thirty (30) minute unpaid meal period. The employee shall be relieved of all work responsibilities for the purpose of eating a meal. The authorized meal period must be taken during the work shift and may not be used to alter arrival or departure time by not using the meal period or any part thereof. The principal or Department Supervisors sets the lunch schedule for employees.

### **Rest Breaks:**

Principals and Supervisor heads, at their discretion, may allow their employees two (2) rest breaks during each workday. One (1) break may be allowed in the morning and the other in the afternoon for a period not to exceed fifteen (15) minutes each. These rest breaks are a privilege and not a right and should be taken at times that do not interfere with service to the public or to the students. If an employee chooses not to take advantage of rest breaks, this time may not be accumulated and added to lunch periods or any type of leave.

A rest break may not be used to alter arrival or departure time or used in conjunction with the lunch hour.

### **Daily Sign in / Sign out:**

Employees are expected to sign in and sign out each day, on time, using the designated computer station within each school building. The password used to check in and out will be each Employee's ID number assigned by Human Resources. Reports are generated from this system to verify employee attendance and approve payroll. Employees are not to sign in coworkers as this is a violation of password use and can result in disciplinary action.



## Employee Welfare

### **Emergency/Crisis Management:**

At each school, the principal shall develop a Crisis Management Plan for use in times of such things as, but not limited to, fire, tornados, intruders, suicides, shootings, and death of a student, parent or faculty member. Principals must send a copy of the emergency plan for the school to the Superintendent and Supervisor of Operations and Transportation each year, as required by the SAVE Act (Schools against Violence in Education) enacted by the state of Tennessee in 2007. The principal shall appoint a Crisis Team which shall deal with specific situations, make decisions, and disseminate information in the event of a crisis. Policy 3.203

Training for all school employees in the crisis management procedures shall be conducted annually during in-service sessions prior or during the school year. In the event of a crisis, the principal shall notify the Crisis Team members, the Superintendent, and any necessary emergency services (police, fire, ambulance, etc.).

### **Safety:**

All staff members shall report current and potential hazards to their immediate supervisors. At each school, the principal shall develop procedures for keeping school facilities safe and free from hazards. Each site's safety program will include: Fire prevention; Accident prevention; Warning signals; Emergency drills such as, but not limited to, fire, severe weather, earthquake, bomb threat and intruders; Emergency closings; Traffic safety; Traffic and parking controls; Safety inspections; First aid; Disaster preparedness plan for major emergencies.

Only persons with lawful and valid business on the school/site premises shall enter onto the grounds or into the buildings. All staff members shall report all persons appearing to be improperly on school premises. School security and/or law enforcement officials should be engaged, if necessary, to maintain order or security. All visitors must report to the school's office to be received a badge and to sign-in.

### **Worker's Compensation:**

In order to qualify for any benefits, an employee must give notice of the accident to his immediate supervisor on the day the accident occurs unless the employee is prevented by disability from the accident from giving such notice. Policy 3.602

### **Procedures for Reporting Workman's Compensation:**

- All claims must be reported the same day they occur. The injury should be reported to the immediate Supervisor. If the Supervisor is unavailable, report the injury to an administrator.
- You must contact the Supervisor of Human Resources to complete a First Report of Work Injury and the Medical Waiver and Consent form no later than 24 hours after the injury. The Agreement between Employer/Employee Choice of Physician forms must also be completed. If these are not completed in a timely fashion your claim may be denied
- Failure to complete these forms could result in your claims being denied!



- Unless the injury is life threatening, the employee must first go to one of the physicians on our panel. Employees should not go to any other minor medical clinic or their primary care physician unless he/she is listed on our panel of physicians.
- If the injury occurs after hours and it is not life threatening the employee should wait until the following morning to seek treatment.
- In the event the employee needs critical emergency treatment, and an ambulance is called, the employee should be taken to the nearest emergency room, preferably Methodist Hospital - North. Upon release, the employee shall follow up with the Human Resources office and direct the hospital to send the bill to the district Human Resource Department. The employee should not provide their personal medical insurance.
- If the employee needs additional treatment from a specialist, the treating physician must send their order to Human Resources. Please scan the order and email it to the HR Department at HR@millingtonschools.org. That order must be sent to our insurance provider and they will assign a panel of specialists for you to choose from.
- Any prescriptions must be filled at a pharmacy on the StoneRiver form. The employee shall advise the pharmacist they are a Millington Municipal Schools employee with an on the job injury and the bill should be sent to the Human Resources Department. There are no co-pays or deductibles for Worker's Comp treatment of prescriptions and the employee should not use their own health insurance card.
- Any bills for treatment or prescriptions obtained after a denial of a Worker's Comp will be the responsibility of the employee.

## Notice to Employees in the Case of an Injury

**Any employee injured while at work must report their injury to their supervisor immediately.**

### **Panel of Physicians:**

The Tennessee Worker's Compensation Law (T.C.A. 50-6-204), allows Millington Municipal Schools to select a group of three or more physicians to provide treatment for these work-related injuries. The approved physicians are listed below.

#### **Dr. Jeffery May (May Medical Group)**

99 Doctors Drive #700 Munford, TN 38004  
901-873-7200

#### **Fast Pace Urgent Care Millington**

8188 US Hwy 51, Millington, TN 38053  
901-614-4455

#### **Baptist Minor Emergency Clinic**



7424 HWY 64 #111, Bartlett, TN 38133  
901-385-7817

**Methodist Hospital North (Emergencies ONLY)**

3960 New Covington Pike, Memphis, TN 38128  
901-516-5200

If the injury requires immediate emergency treatment, i.e. life-threatening condition, Methodist Hospital-North is approved. If your condition is not an emergency, please wait until the following day to request treatment through a panel physician.

Approved pharmacies are on the StoneRiver Pharmacy Solutions form attached to your worker's compensation form. Cardholder's ID is the employee's social security number. **DO NOT FILL YOUR WORKER'S COMPENSATION PRESCRIPTION ON YOUR HEALTH INSURANCE CARD.** Notify the pharmacy you choose that this is a Worker's Compensation injury and no co-payment will be required.

Millington Municipal Schools has provided for the payment of benefits by insuring with:

**Tennessee Municipal League**

5100 Maryland Way  
Brentwood, TN 37027

**Employee Assistance Program: The EAP shall include:**

- Education and training for the employees regarding drugs and alcohol.
- Education and training for supervisors regarding drugs and alcohol, including:
- Effects and consequences of substance use on personal health, safety, and work;
- Manifestations and behavioral causes that may indicate substance use;
- Documentation of training provided; and
- A written statement of file and available at the School Board office outlining the EAP.

**CONCERN EAP**

1-855-437-3486

<https://www.tn.gov/partnersforhealth/other-benefits/eap.html>

**Break Time for Nursing Mothers:**

An employee who needs to express breast milk for the nursing child shall be allowed a reasonable break time and a space to do so that is not a bathroom, is shielded from view, and is free from intrusion from coworkers and the public. Break time for nursing mothers shall be allowed in addition to other breaks provided for herein and shall not be used to alter the employee's scheduled arrival or departure time



## Time Away from Work

### **Emergency Leave:**

An immediate supervisor may grant a certificated employee emergency leave during the workday for a sudden, unexpected occurrence demanding immediate attention. Leave shall be taken as personal leave, sick leave or leave without pay. The employee who uses emergency leave shall confirm said leave on appropriate forms the day after returning to work. Principals or administrative supervisors shall keep a tally of the amount of time individual employees are released under this policy and when the total time reaches one (1) day, the employee shall be charged with one (1) day of applicable leave. Policy 5.301

### **Jury Duty:**

If a teacher summoned for jury duty is eligible for a postponement of jury service, that teacher shall request a postponement until a time outside the academic year so that disruption to the instructional year may be avoided. The following procedures shall regulate the leave for jury duty for teachers:

1. The teacher shall present written evidence that s/he had been summoned to serve on a jury; and
2. The teacher shall be entitled to the usual compensation, less the amount paid by the court.

### **Court Appearances:**

If a certified employee appears in state court because of a personal interest, whether as a plaintiff, defendant or witness or voluntarily appears in behalf of family or friends, or when a certified employee is required to appear in court either as a defendant or plaintiff in a civil case, personal leave or leave without pay shall be granted in accordance with the established board policies on leaves.

### **Support Personnel:**

Support personnel called for jury duty or who serve as court witnesses shall present the subpoena or other documents which give reporting instructions to the immediate supervisor. The employee shall obtain a form indicating the days served and the court pay to be received from the court's clerk for submitting to the payroll office. The employee shall receive the usual compensation less the amount paid by the court

### **Military Leave:**

Employees who are members of any reserve component of the Armed Forces of the United States shall be granted leave of absence for all periods of military service during which they are engaged in the performance of duty or training in the service of the state or the United States. Reservists who anticipate military duty during the school year must give written notice to the director of schools, within thirty (30) days of the beginning of the school year, of the dates of the anticipated duty. While performing such duty or training, the employee shall be paid his/her regular salary up to a maximum of twenty (20) working days in any one (1) calendar year, plus such additional days as may result from any call to active state duty. An employee called to active duty by the governor to enforce the laws of the state shall be paid his/her regular salary for such time as he/she is engaged in the performance of his/her duty, and any time spent in active state duty shall not count against the twenty-day period of leave allowed for military service. Policy 5.306



Request for leaves and extension of leaves shall conform to state law and board policy governing all leaves of absence. Failure to comply with applicable laws and policies shall constitute grounds for dismissal.

The employee shall supply a copy of the orders for duty, including the dates of departure and return it to the director of schools prior to, or simultaneous with, requesting leave.

### **Personal and Professional Leave:**

Personal and professional leave shall be granted in accordance with the laws of the State of Tennessee and the rules and regulations of the State Board of Education. Certified employees shall earn personal and professional leave at the rate of one day for each half-year employed for a total of two (2) days per year. Any personal and professional leave remaining unused at the end of a year shall be credited to sick leave. If, at the termination of services, any employee has been absent for more days than leave has been earned, an amount sufficient to cover the excess days used shall be deducted from the employee's final salary payment.

Professional leave is a short, temporary absence for the purpose of attending workshops and other meetings relating to school business or serving on boards and commissions which meet during daytime hours when appointed by a mayor, city council, county executive or county commission. Requests shall be submitted to the principal at least five (5) days prior to requested leave of absence. Policy 5.303

### **Sick Leave:**

Professional personnel shall earn one (1) day of sick leave for each month employed during the school year, and these days shall accumulate for an unlimited number of days. Sick leave shall be defined as: illness of a certified employee from natural causes or accident, quarantine, or illness or death of a member of the immediate family of a teacher, including the certified employee's wife or husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law. A signed statement listing the cause of absence shall be provided by the employee on forms furnished by the director of schools and shall promptly be given to the immediate supervisor in support of all claims for sick leave pay. A falsified statement shall be grounds for dismissal. Policy 5.302

A certificate from the physician on forms furnished by the Board may be required in support of any claim for sick leave pay. The principal shall notify the Human Resources office at once if an employee is sick beyond the limit of his/her sick leave accumulation.

Sick leave for maternity purposes may be taken during the period of physical disability only. A certified employee may use up to thirty (30) days of accumulated sick leave for the adoption of a child. If both adoptive parents are teachers, only one parent may request leave. Written verification from the adoption agency or other entity handling the adoption shall be required before the leave is granted.

### **Job Abandonment:**

Employees who do not show up for work, do not contact their supervisor about taking leave or do not file appropriate leave forms and/or put their absences into the substitute teacher system will be considered to have abandoned their job. This abandonment may be treated as a resignation and benefits will end in the same manner as if the person had turned in a resignation letter.



**Long-Term Leave for Professional Personnel:**

All personnel holding a position that requires a teacher's license shall be granted leave for military service, legislative service, maternity, adoption, recuperation of health, or visitation of a spouse, child or parent deployed for military duty out of the country who has been granted rest and recuperation leave. Such personnel may be granted leave for educational improvements or other sufficient reasons as determined by the Superintendent. If granted, such leave shall not result in the forfeiture of accumulated leave credits, tenure status or other fringe benefits. Policy 5.304

All leaves shall be requested in writing at least thirty (30) days in advance on forms provided by the Superintendent. The 30-day notice may be waived or reduced by the Superintendent upon submission of a certified statement by a physician.

**Vacation Procedures:**

Any full-time twelve (12) month employee who is employed by Millington Municipal Schools will be granted vacation based on the following schedule: Policy 5.310

<b>Length of Service within MMSD</b>	<b>Vacation Accrued Monthly Basis</b>
Less than five (5) years	.84 per month (Maximum of 10 days per year)
Five (5) years, but less than ten (10) years	1.00 per month (Maximum of 12 days per year)
Ten (10) years, but less that fifteen (15) years	1.25 per month (Maximum of 15 days per year)
Fifteen years or more	1.67 per month (Maximum of 20 days per year)
All eligible employees may accrue up to a maximum of twenty-five (25) vacation days.	

**TERMINATION OF EMPLOYMENT**

**Classified Employees:**

All non-certified (classified) employees are employed at the will of the Superintendent. Superintendent may dismiss any non-certified employee during the year for any lawful reason. Policy 5.202

**Non-Tenured Teachers:**

The Superintendent may dismiss or suspend for more than three days any non-tenured teacher during the contract year for incompetence, inefficiency, insubordination, improper conduct or neglect of duty after giving the non-tenured teacher, in writing, due notice of the charges. The Superintendent shall give the non-tenured teacher an opportunity for a full and complete hearing before an impartial hearing officer. Policy 5.201



The Board will appoint an impartial hearing officer to conduct such hearings. The hearing officer will hear the case and the employee shall have the right to:

1. Be represented by counsel;
2. Call and subpoena witnesses;
3. Examine all witnesses; and
4. Require that all testimony be given under oath.

Non-tenured teachers are subject to the same rules and regulations and are entitled to the privileges of employment enjoyed by tenured teachers except that they have no claim upon continuing employment or tenure protections.

The principal is responsible for discussing deficiencies as part of the evaluation process with the non-tenured teacher and providing assistance for overcoming these deficiencies.

The Superintendent is under no obligation to re-employ non-tenured teachers at the end of their contract period. If the Superintendent determines not to renew the contract of a non-tenured teacher, the following action shall be taken:

1. The Board shall be notified at the next regular board meeting; and
2. Written notice of non-renewal shall be hand delivered or sent to the employee by registered mail so that it will be received by the employee no later than five (5) days after the last date teachers report that year.

### **Tenured Teachers/Certified Personnel:**

When charges are made against a tenured teacher, charging the teacher with offenses which may justify dismissal or a suspension greater than three days, the charges shall be made in writing, specifically stating the offenses which are charged and shall be signed by the party or parties making the charges. If, in the opinion of the Board, the charges are of such nature as to warrant the release or a suspension greater than three days of the teacher, the director of schools shall give the teacher a written notice of this decision, a copy of the charges against the teacher, and a copy of a form provided by the Commissioner of Education advising the teacher of his/her legal duties, rights and recourse. Policy 5.200

## **RESIGNATIONS**

### **Classified Employees:**

Support personnel shall give the immediate supervisor written notice of resignation at least two (2) weeks (ten (10) working days) in advance of the effective date of voluntary termination. The ten (10) working days may be waived by the Superintendent for justifiable reason.

The immediate supervisor shall forward copies the day received to the Superintendent's office. The payroll office will prepare final payment for the next appropriate scheduled pay day.





## **Teachers/Certified Employees:**

A teacher shall give the Superintendent notice of resignation at least thirty (30) days before the effective date of the resignation. The Board may waive the thirty (30) days' notice requirement and permit a teacher to resign in good standing.

The conditions under which it is permissible to break a contract with the Board are as follows:

1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the Board;
2. The release by the Board of the teacher from the contract which the teacher has entered into with the Board.

Any teacher on leave shall notify the Superintendent in writing at least thirty (30) days' prior to the date of return if the teacher does not intend to return to the position from which he/she has taken leave. Failure to render such notice may be considered a breach of contract.

Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with the Commissioner and request the suspension of a teacher's certificate. After the Commissioner has provided the teacher an opportunity for defense during a hearing, the Commissioner may suspend the certificate for no less than thirty (30) and no more than three hundred sixty-five (365) days.

## **Retirement**

### **Classified Employees**

Retirement shall mean a termination of services under conditions which will allow the employee to draw benefits from retirement plans and/or social security benefits.

Employees eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system. Central office personnel shall assist employees in securing retirement benefits; however, it shall be the responsibility of the retiring employee to obtain verification of eligibility in writing from TCRS to the central office. It shall be the responsibility of the retiring employee to file for eligible benefits.

Employees who retire under TCRS may be employed up to one-hundred-twenty (120) days per year without loss of retirement benefits.

### **Teachers/Certified Personnel**

Retirement shall mean a termination of services under conditions which will allow the employee to draw benefits from retirement plans and/or social security benefits. Employees eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system. Policy 5.205

Central office personnel shall assist employees in securing retirement benefits; however, it shall be the responsibility of the retiring employee to provide verification of eligibility in writing from TCRS to the central office. It shall be the responsibility of the retiring employee to file for benefits.



Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year without loss of retirement benefits. Retired teachers may substitute teach for an additional ninety (90) days if the director of schools certifies in writing to the Board that no other qualified personnel are available to substitute teach.



## Employee Handbook Agreement Signature Page

In the event of a discrepancy between any of the information contained in our handbook and the Millington Municipal Schools (MMSD) Board Policy, the MMSD Board Policy will govern. The purpose of this handbook is to provide information that will help with questions and enable our employees to have a successful career with MMSD. Not all board policies and procedures are contained in this handbook; however, those that are have been summarized.

This handbook is neither a contract nor a substitute for the official MMSD Board Policy. It is only meant to be a guide for that Policy manual. This handbook is not intended to alter the at-will status of any employee.

Please be advised that Board policies and district procedures may change at any time. For more information, please refer to the online Board Policy section located at [www.millingtonschools.org](http://www.millingtonschools.org), confer with a supervisor, or contact the appropriate Central Office department. It is the employee’s responsibility to be knowledgeable of and adhere to the Board Policies and district procedures.

I have read and acknowledge understanding of overtime and compensatory time provisions according to the MMSD Board of Education Policies 5.602.

## Drug and Alcohol Testing for Employees

I have read and agree to abide by the Millington Municipal Schools Board of Education policy governing Drug and Alcohol Testing for Employees. I agree to submit to drug and alcohol tests as a condition of my initial or continued employment with Millington Municipal Schools, and I further authorize any laboratory or medical provider to release test results to the Millington Municipal Schools Board of Education.

I expressly authorize the Millington Municipal Schools to release any test-related information, including positive results, to any government agency investigating my employment or termination thereof.

I understand that this agreement in no way limits my right to terminate my employment or to be terminated in accordance with federal and state law. In signing this form, I acknowledge and represent that I have read and fully understand the contents and effect of this provision, and I voluntarily agree to its terms and conditions.

Employee Print Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal or Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

***After reviewing the employee handbook, print this page, sign and return to your principal or immediate supervisor for filing - please retain these in principal’s office during the school year. maintain for three (3) years.***