



# CLAYTON COUNTY --- PUBLIC SCHOOLS

**2023-2024**

## EMPLOYEE HANDBOOK

**“Building a Better Tomorrow, Today!”**

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## ABOUT CLAYTON COUNTY PUBLIC SCHOOLS

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Greetings,

As Superintendent of Clayton County Public Schools (CCPS), it is my privilege and honor to welcome you to the 2023-2024 school year!

Clayton County is a special place where families, staff, and community partners care deeply about each other and the overall well-being of our scholars. As we work to provide our students with an excellent education, I want to assure you that your district leadership is dedicated to providing all CCPS employees with safe working conditions that promote equity at each level of our workforce.

Although the pandemic has been officially declared over and our various mandates have been relaxed, we continue to deal with the fallout of COVID-19 and its variants. It is my hope that we will continue to emerge from the challenges of the past few years and, working as a team, will continue to ensure quality instruction in safe, clean, and nourishing learning environments.

I join with the district's administrative team in expressing our profound appreciation of your continued commitment to Clayton County Public Schools – our students, their families, and the Clayton County community. To our newly hired personnel, we are honored that you have joined one of the most talented and effective groups of employees in public education. We are glad to have you as part of our team.

As we enter into the new school year, we ask all CCPS employees to be flexible in approaching our job responsibilities as we conduct the daily business of a public school district. This extends from our district leadership to our school-level administrators, our classroom teachers, and our support personnel.

Please remember that ***Building a Better Tomorrow, Today*** is not just a slogan. It is our guiding objective that is grounded in the district's vision/aspiration and mission statements.

- The **vision/aspiration** of Clayton County Public Schools is to prepare ALL graduates to have the skills to pursue and accomplish college, post-secondary training, and/or career opportunities in order to live and compete successfully in a global society.

- The **mission** of Clayton County Public Schools is to empower scholars to achieve academic, professional, and personal goals by providing equitable access and experiences that build skills in literacy, creativity, critical thinking, and collaboration.

The language of these two statements has evolved over the years. They have changed to address the specific needs of our scholars as we prepare them to meet their respective futures college and career ready. We must continue to provide our students with high-quality learning experiences every day, in every school, at every grade level, and in every subject area. It is the foundation for what we do in public education every day. It has to be at the center of what you do as a member of the Clayton County Public Schools Team.

Again, it is a personal privilege and a distinct honor to serve as your Superintendent. I welcome each of you, returning veteran and first-year employees alike, to one of the most culturally diverse school districts in the state of Georgia. I ask that you be safe, stay well, and have a productive school year that meets and/or exceeds your expectations. Make 2023-2024 a year where ***Building a Better Tomorrow, Today*** is a hallmark of your accomplishments! Always remember – you are highly valued and greatly appreciated!

Sincerely,

Dr. Anthony W. Smith, Ed.D.

Superintendent

Clayton County Public Schools (CCPS) is a public school district with administrative offices in Jonesboro, Georgia. Clayton County is positioned approximately 15 minutes south of Downtown Atlanta and is home to one of the largest and busiest airports in the world, Hartsfield-Jackson Atlanta International Airport. CCPS has over 52,000 students and over 7,000 employees. It is the 5th largest school district in Georgia and is ranked among the 100 largest school systems in the United States. The district is fully accredited through the COGNIA Accrediting Agency. CCPS offers a variety of learning options such as traditional schools, magnet schools and programs, various pathways (CTAE, Fine Arts, World Languages, and Advanced Academics), online courses, and Gifted Education programs. The school district is highly diversified, with 90 different ethnicities and countries represented. Seventy-two (72) different languages are spoken, with the two major languages being Spanish and Vietnamese. As of the 2022-2023 school year, over 12,000 students spoke a language other than English, and approximately 6,000 were counted as English Learners.

Clayton County Public Schools provides state-of-the-art facilities with advanced classroom technologies for community and district growth. The S.Truett Cathy Professional Learning Center offers twelve endorsement programs and job-embedded professional development year-long activities. The district's Performing Arts Center (PAC) provides a stage to meet the needs of the schools and provides a venue for the performance of our fine arts students. The PAC boasts a 6,000 square-foot auditorium stage with a seating capacity of 1,800. The auditorium features an electrically operated orchestra pit. There are also two performance rooms. Each is supported with professionally enhanced sound and lighting.

### **Strategic Waiver School System (SWSS):**

A Strategic Waiver School System (SWSS) is a local school district that operates under the terms of an SWSS contract between the State Board of Education and the local Board of Education. The system receives flexibility in the form of waivers of certain state laws, rules, and guidelines in exchange for greater accountability for increased student performance.

SWSS contracts are intended to provide local school districts with the flexibility they need to increase student achievement. This district flexibility option was created by House Bill 1209, which provided for "Increased Flexibility for Local School Systems" when it was passed in 2008.

Under House Bill 1209, school systems that chose this option were known as IE2 or Investing in Educational Excellence Systems. Please note that House Bill 502, which went into effect on July 1, 2015, provided that districts under the previous IE2 flexibility option will henceforth be known as Strategic Waivers School Systems (SWSS).

### **CCPS' Vision Statement:**

The **vision** of Clayton County Public Schools is to prepare ALL graduates to have the skills to pursue and accomplish college, post-secondary training, and/or career opportunities in order to live and compete successfully in a global society.

### **CCPS' Mission:**

The **mission** of Clayton County Public Schools is to empower scholars to achieve academic, professional, and personal goals by providing equitable access and experiences that build skills in literacy, creativity, critical thinking, and collaboration.

### **Belief Statements**

- We believe children have the first priority and right to all fiscal and human resources.
- We believe educational practices should be equitable and multicultural, with the understanding that education is the shared responsibility of the scholar, the parent/guardian, the school, and the community.
- We believe communication and understanding among all stakeholders of our diverse community are essential to achieving the goals of education.
- We believe that learning is a continuous process and most productive when the needs of each child are met through high-quality instruction provided by competent and caring adults.
- We believe a learning environment where everyone experiences security, care, dignity, and respect is essential.
- We believe that arts and culture cultivate the whole child, gradually building literacy while developing imagination, skill, reasoning, and intuition into unique forms of expression and communication.
- We believe that equality is a fundamental human right and a necessary foundation for scholars everywhere.
- We believe that integrating financial literacy education throughout the K-12 experience represents a promising opportunity to reach scholars at pivotal points in their development and financial lives.

## **CCPS' Strategic Goals:**

1. To increase and accelerate academic achievement in all content areas and literacy levels for all scholars, to include students in all special programs, in Clayton County Public Schools as evidenced by local, state, national, and international assessment results
2. To recruit, develop, and retain highly qualified and effective staff
3. To create an equitable and safe environment that promotes active engagement, communication, accountability, and collaboration of all stakeholders to maximize student achievement
4. To provide high-quality, equitable support services delivered within budget to promote high performance in the Clayton County Public Schools
5. To create and assess equity metrics that include dedicated resources, both fiscal and human capital, instructional programming, organizational structures, policies, etc.
6. To establish a creative district where scholars and the community have access to the arts and cultural experiences and resources that support collaborative and individual creative pursuits

## PROFESSIONAL LEARNING AND DEVELOPMENT

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Employees are provided opportunities for professional learning which enhances their professional knowledge, skills, attitudes, and behaviors and will ultimately have a positive impact on student learning. Some professional learning training will be designated as mandatory.

Clayton County Public Schools (CCPS) Professional Learning Department is the Educator Preparation Provider (EPP) for the district. Through the approval of the [Georgia Professional Standards Commission](#) (GaPSC), CCPS has a teacher alternative certification program known as the Teacher Academy of Preparation and Pedagogy (TAPP).

The Professional Learning Department also offers twelve endorsements. Ten of the twelve endorsements were approved by the GaPSC to be offered by CCPS, and two are offered in partnership with the [Metropolitan Regional Educational Services Agency](#) (MRESA). The department goes through a rigorous review process by the GaPSC to be approved to offer these endorsements.

The department provides certification, endorsements, and training that meet the needs of the district and staff. Through relevant courses, the department gives support, remediation, and enhancement to promote growth to both certified and classified staff. Additionally, the CCPS Professional Learning Department provides intensive support, coaching, observations, and follow-up feedback for TAPP, new, and veteran teachers. The aforementioned supports are facilitated by 12 Teacher Development Specialists (TDS). The Professional Learning Department provides both onsite and site-based training as well as classes offered through either a face-to-face, blended, virtual, or online format.

The Professional Learning Department mentors, coaches, and offers teacher leadership programs in collaboration with our college and MRESA partnerships. Resources are available to support and meet the needs of our teachers and leaders in achieving high-quality instruction, leadership, and student achievement. In addition, the Professional Learning Department is leading the effort to implement Social and Emotional Learning (SEL) district-wide. Our academic departments are currently offering professional learning opportunities which address the needs of teachers, leaders, and other employees. These needs are identified by current performance data. The overarching goal is to improve student achievement and employee effectiveness in implementing the college and career readiness pathway for all students. The department also collaborates with teams to plan leadership development for current school administrators and other leadership staff. Training is provided through partnerships with Georgia State University, Clayton State University, and Clark Atlanta University.

Professional Learning conducts and supports training on all evaluation instruments, conducts New Teacher Orientation, New Principals' and Assistant Principals' Orientation, and oversees the New Teacher Induction/Mentoring Program. Additional partnerships with MRESA are conducted for leaders within the district. Professional Learning assists in planning New Teacher Induction for teachers with zero to three years of experience and those new to the district or their positions. New Principals' and New Assistant Principals' training is planned and conducted for administrators with zero to three years of experience. All new teachers are assigned teacher mentors, while new principals and assistant principals are assigned leadership mentors. Monthly modules are offered for new teachers, principals, and assistant principals on current and practical issues that define what good teaching and leadership look like, as well as what they should know and be able to do to be effective.

### **The High-Performance Leadership Academy**

The district offers The High-Performance Leadership Academy, which prepares assistant principals for the position of principal.

### **Learning to Lead**

The Learning to Lead program is designed for teachers, specialists, and coordinators interested in becoming assistant principals. This program is designed to introduce participants to the roles and responsibilities of an assistant principal.

While these courses do not lead to an endorsement or additional certification, the courses help prepare participating individuals for the expectations of an administrator role in Clayton County Public Schools.

## **CERTIFICATION**

Certified employees are required to hold a valid certificate issued by the [Georgia Professional Standards Commission](#) (GaPSC). Examples are teachers, counselors, principals, assistant principals, psychologists, media specialists, and paraprofessionals.

School Healthcare Technicians should possess a state certification identification number and current certification in Adult and Infant CPR and First Aid.

School nurses should hold at least a Licensed Practice Nurse (LPN) licensure.

Sign language interpreters must hold certification issued by the [Registry of Interpreters for the Deaf](#) (RID) National Certification or a 3.5 Score or higher on the [Educational Interpreter Performance Assessment](#) (EIPA).

Questions regarding certification should be directed to the Clayton County Public Schools Certification Department at 770-473-2700.

### **Driver's License**

All vehicle operators covered by the commercial driver's licensing laws must have a valid Commercial Driver's License (CDL) and must complete the training course prescribed by Clayton County Public Schools. Certain other specialized positions may require licensing.

### **Employee Background Check *(Policy GAK(1))***

By O.C.G.A.20-2-211.1, all personnel employed by the Clayton County Board of Education shall be fingerprinted and have a criminal background check completed.

Certificated employees whose employment with the Clayton County Board of Education is renewed after January 1, 2011, and who subsequently make any certificate renewal application to the Georgia Professional Standards Commission (GaPSC) shall be required to complete a background check to complete the certificate renewal requirements.

Non-certificated employees shall have subsequent criminal background checks made on a five-year rotation based on the year of hire.

The employee shall be responsible for paying all costs associated with the cost of fingerprinting at the time of initial employment.

If, during the course of employment, an employee is convicted of a misdemeanor or felony, the employee shall notify the Chief of Equity and Compliance within three (3) business days of such conviction. An employee shall also provide such notification to the Chief of Equity and Compliance within three (3) business days of any resolution of misdemeanor or felony charges against the employee, pre-trial diversion, or any other negotiated pleading.

## **BENEFITS**

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### **Benefit Eligible Employees with Address/Name/Telephone Number Changes**

Any change in an employee's name, address, or telephone number should be updated online through MUNIS: Employee Self-Service (ESS).

Changes to a legal name, spouse, or dependents should be reported immediately to the [State Health Benefit Plan \(SHBP\)](#) and/or the State of Georgia Flexible Benefits Plan through [GaBreeze](#). Changes to a legal name, spouse, dependents, or insurance beneficiaries should be reported immediately to [Securian](#), formerly Minnesota Life Insurance. Changes to a legal name, spouse, or beneficiaries should be reported immediately to your retirement plan vendor, including [Teachers Retirement System \(TRS\)](#), [Public Schools Retirement System of Georgia \(PSERS\)](#), and your additional [retirement savings plan vendor\(s\)](#) for 403(b), and 457(b).

### **Benefits Enrollment**

New hires must complete benefits enrollment and other forms online no later than 30 days after the date of hire. [Benefits enrollment](#) information is accessible via the Human Resources webpage. Coverage will begin on the first day of the month after the employee completes a month of employment.

### **Basic Life Insurance**

Benefit eligible employees are automatically covered by a basic group Life and Accidental Death insurance policy. This insurance policy is a CCPS sponsored benefit at no cost to the employee and underwritten by [Securian](#), formerly Minnesota Life Insurance. The life insurance coverage will be a minimum of \$10,000 and a maximum of \$50,000. The life insurance benefit is calculated at one time the employee's annual salary. Supplemental life insurance with GaBreeze-MetLife has additional options that can be selected through the State's Flexible Benefits Program via [GaBreeze](#). The premium cost for supplemental life insurance is calculated based on age, salary, and the amount of coverage selected.

Several supplemental policies are available for accident and critical illness coverage through the State's Flexible Benefits Program and also through an independent AFLAC representative. For the cost of employee contributions to the State's supplemental policies, consult specific links through the [GaBreeze](#).

### **Health/ Medical Insurance**

Benefit eligible employees have the opportunity to enroll in group health insurance provided by [State Health Benefit Plan \(SHBP\)](#). Both individual coverage and family coverage options are

available. Information about available health plans is accessible on the [CCPS Benefit](#) Human Resources webpage.

### **Dental Insurance**

Benefit eligible employees can choose individual or family dental coverage through [GaBreeze](#), which currently provides three (3) dental plans. CCPS sponsors a subsidy towards any dental plan selected.

### **Vision Insurance**

Benefit eligible employees can choose individual or family vision coverage through [GaBreeze](#), which currently provides two (2) vision plans.

### **Disability Insurance**

Benefit eligible employees have the option of Short-Term Disability (STD) insurance through employee-paid deductions. There are two plans available, a seven (7) day waiting period or a thirty (30) day waiting period before the STD benefit is payable. Long-Term Disability (LTD) insurance is a CCPS sponsored benefit at no cost to the employee. Disability Insurance plans are available through [GaBreeze](#).

### **Flexible Spending Accounts (FSA)**

Benefit-eligible employees are offered a Health Care Spending Account (HCSA) that allows employees to set aside up to \$2,700 in pre-tax funds for medical expenses. Additional information regarding Flexible Spending Accounts for Healthcare (HCSA) and Dependent Child Care Spending Account (DCSA) (Reimbursed maximum is \$4992 for dependent child care) is available via [GaBreeze](#).

### **Worker's Compensation Claims**

Employees may be entitled to workers' compensation (WC) benefits if injured on the job. The injury must arise out of and in the course of employment. All workers' compensation injuries will require a drug/alcohol test to be administered within two (2) hours of the reported injury. The employee may lose the right to receive benefits/compensation if work injuries are not reported immediately. Only those physicians listed on the posted panel will be authorized to provide medical care for work-related injuries. The Panel of Physicians and Bill of Rights for the Injured Worker should be posted in conspicuous places at all CCPS locations. If you have an injury and need to file a WC claim, below are the steps in the reporting process.

**Employees should immediately report all work-related injuries and accidents to their supervisor; please see the steps below:**

- Immediately report the accident (even if you think it is minor) to your supervisor.

- Read Board regulation GAMA-R (1) which states all workers' compensation injuries will require a drug/alcohol test to be administered within two (2) hours of the reported injury. The results of any testing are confidential as provided by federal or Georgia laws. Positive results will be addressed in accordance with the guidelines of Board policy GAMA - Drug-Free Workplace. Refusal to submit to a drug test shall be considered a positive and will result in the denial of the injury claim. Additionally, the refusal may lead to appropriate disciplinary action, up to and including termination.
- If the employee wishes to file a workers' compensation claim, the workers' compensation claim packet is located on the Clayton County Public Schools [Workers' Compensation](#) website.
- The bookkeeper or supervisor will email the Risk Management Unit of the Equity and Compliance Division, providing the claim forms for review.
- The employee should remain with the supervisor or bookkeeper until the claim is accepted or denied.
- If the claim is accepted, the employee then receives authorization to treat their work injury with a doctor from the Posted Panel of Physicians.
- Employees cannot seek medical care with a Posted Panel Physician until they have received authorization from the Risk Management Unit.
- The employee must choose from the Posted Panel of Physicians for an accepted claim. Employees who wish to file a workers' compensation claim should not seek care from their personal physician.
- The employee should maintain copies of all written documentation provided by the treating panel physician regarding future treatment and their ability to work.
- Emergency medical care should be provided to the employee when it is needed. However, once the medical emergency has passed, the employee must complete the workers' compensation claim and seek follow-up care with a WC panel physician as soon as possible.
- The employee should keep their supervisor updated during the life cycle of their reported workers' compensation claim.

### **Southern Credit Union**

As a convenience for employees, automatic payroll contributions and payments can be made to [The Southern Credit Union](#).

### **Social Security and Medicare**

Bus drivers, school nutrition workers, and some maintenance staff make payments into the federal Social Security System. However, the remaining workforce of Clayton County Public Schools is not covered under the Social Security Administration.

Any employee hired after April 1, 1986, is required to make contributions to Medicare. This program provides medical benefits within the Social Security Administration.

## **Cobra Notification**

In the event of separation of employment with CCPS, or loss of group health insurance eligibility, employees and their eligible dependents may have the right to continued coverage under a group health insurance program for a limited period of time at their own expense. Consult the CCPS Human Resources Benefits Unit for additional information.

## **Retirement Savings Plans and Options**

The Tax-Deferred Annuity (TDA) program allows employees to exclude a portion of their salary from taxable income for the purchase of an annuity contract. Payment of taxes on this money and on the interest it earns is deferred until the money is withdrawn at 59 ½ years of age. The Board has approved Lincoln Investment Planning, Fidelity Investments, Lincoln Financial, Voya, and VALIC (AIG) to offer tax-sheltered annuities to employees. Additional information about these companies may be obtained from the Human Resources webpage under [Benefits Resources](#).

## **Teachers Retirement System of Georgia (TRS)**

Teachers, administrators, supervisors, clerical employees, paraprofessionals, bus managers, cafeteria managers, and various Central Office staff are eligible to participate in the [Teachers Retirement System of Georgia](#) (TRS). Retirement Benefits become available after 30 years of service regardless of age, 25 years of service with early retirement penalties, or age 60, after ten years of service. Employees with at least ten years of service can earn disability retirement benefits if permanently disabled, as well as survivor benefits that are paid to a beneficiary. Eligible employees must contribute a percentage of their salary. Additional information detailing the plan and retirement benefits are available on the [TRS](#) website. Consult the CCPS Business Services Payroll Unit for additional information.

## **Public School Employees Retirement System of Georgia (PSERS)**

Maintenance employees, bus drivers, school nutrition workers, custodians, and other regular full-time employees that are not eligible for membership in [TRS](#), are eligible for membership in the [Public School Employees Retirement System](#) (PSERS). Normal retirement benefits are available for members who are sixty years of age with at least ten years of creditable service. Members contribute four dollars per month for nine months of each school year, and the state makes the employer's contribution. Additional information detailing the plan and retirement benefits are available on the [PSERS](#) website. Normal retirement benefit age is 65 with ten years of service. Early retirement age is 60 with ten years of service with a penalty. Consult the CCPS Business Services Payroll Unit for additional information.

## COMPENSATION

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Clayton County Public Schools is committed to providing a fair and competitive employee compensation program that will attract, retain, and reward high-performing employees at all levels. We strive to cultivate and maintain fair, consistent, and equitable compensation practices that improve morale and are aligned with CCPS's core values and mission to produce a competitive and high-performing organization. CCPS believes that high-quality teachers and support staff exhibiting outstanding talent will provide an exemplary level of innovation, creativity, leadership, and knowledge to fulfill CCPS's mission and strategic goals while providing quality education to our most prized possession, the students of our community. For additional information related to compensation, please click [here](#).

### **Timekeeping Procedures**

Employees must fill out the appropriate electronic or CCPS time record each week, and time records must be completed according to the CCPS time-reporting guidelines.

### **Failure to Provide Certification**

If an educator works in a position that requires a valid certificate issued by the [Georgia Professional Standards Commission](#) (GaPSC) and fails to provide GaPSC certification, the educator will be paid on the BT-4 salary scale until GaPSC certification is issued. Educators will not receive retroactive pay for the time period in which GaPSC certification was not held. Clayton County Public Schools adjust salaries to conform to the certificate level and type issued by the [GaPSC](#).

### **Overtime Compensation**

Overtime compensation is paid to non-exempt employees according to federal and state wage and hour laws. Employees are not to perform overtime work or direct that overtime work be performed without the determination of the supervisor of the employee that there is no other viable alternative. Approved overtime must be reported to the Business Services - Payroll Department through the supplemental pay process. Unauthorized overtime will be paid but may be grounds for discipline. Please refer to [\(Policy GCRD\)](#).

### **Payroll**

Clayton County Public Schools pays employees semi-monthly as designated on the fiscal year payroll calendar, accessible on the CCPS [Business Services](#) web page.

### **Direct Deposit**

Direct Deposit to an employee's checking account is available to all employees, including substitutes and part-time staff. Banking information must be entered and updated in the [Munis](#)

[Employee Self Service](#) (ESS) Portal. If an employee does not currently have a checking or savings account, payment will be rendered via the [Wisely Pay Card](#). Please email questions about the [Wisely Pay Card](#) to [payrollsupport@clayton.k12.ga.us](mailto:payrollsupport@clayton.k12.ga.us). Please allow at least two payroll cycles before direct deposit becomes active.

### **Salary Steps for Certified Employees**

Certified positions with Clayton County Public Schools will have a salary step established based on the rules for granting creditable years of teaching experience. If an educator has no creditable experience, the educator will be placed on Step E of the [teacher's salary schedule](#). To receive credit for previous years of experience, a Certified Verification of Work Experience must be submitted to all previous school systems and returned to the Business Services Compensation [Department](#) via email. Salaries will remain at Step E until previous experience has been verified.

### **Tax Withholdings**

Changes to tax withholdings must be made in the [Munis Employee Self Service](#) (ESS) Portal.

## LEAVE

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In accordance with established Clayton County Board of Education policies, leave may be granted for the following reasons: medical, physical, emotional, military obligations, maternity, professional, and leave as allowed by federal and state acts.

### Scheduled Breaks

Holidays are observed as non-scheduled working days and vary according to job classification and working schedules. Georgia law does not provide for any unemployment benefits to school district employees due to a lack of work during the summer break or other regularly scheduled breaks and holidays when the employee has a “contract or a reasonable assurance” that such an individual will be returned to work for the next semester or academic year. *Caldwell v. Carswell*, 158 Ga.App. 353 (1981).

### Annual Leave

All twelve-month employees will earn annual leave at the following rates:

Continuous Years of Service	Monthly Vacation Accrual
0 – 14	.84 days
15+	1.25 days

Requests for annual leave should be entered in the [Munis Employee Self Service](#) (ESS) Portal for prior approval. Annual leave cannot be used after the absence has occurred. Annual leave requests for all employees should be entered in the [Munis Employee Self Service](#) (ESS) Portal for prior approval by the employee’s supervisor or his/her designee.

Employees who wish to take a leave of absence for any reason related to childbirth or adoption must contact the Division of Human Resources - Leave Unit to apply for Family and Medical Leave Act (FMLA) leave, as applicable.

In cases of absenteeism that tend toward chronic abuse of this policy, the administration may require an employee to obtain a physician's certificate at any time when deemed necessary. In all cases, on the sixth (6) consecutive workday, medical documentation from the caring physician shall be required.

### Sick Leave

The term "sick leave" shall be used to cover personal illness and illness or death of an immediate family member of the employee. Full-time employees will earn 1.25 days of sick leave per month, accumulative to 180 days. The Clayton County School System interprets "immediate family" as

the employee's spouse, father, mother, brother, sister, child, grandparent, or relative living in the residence of the employee at the time of their death.

- Twelve-Month employees earn 1.25 days of sick leave per month (15 days of sick leave per calendar year) accumulative to 180 days.
- Ten-Month Employees earn 1.25 days of sick leave per month (12.5 days of sick leave per calendar year) accumulative to 180 days.
- Nine-Month Employees earn 1.25 days of sick leave per month (11.25 days of sick leave per calendar year) accumulative to 180 days.

Employees may use up to a maximum of three (3) days per school year of any accumulated sick leave for personal reasons or for the observance of religious holidays if prior approval is given by the Superintendent or his/her designee. The approval of personal leave cannot be conditioned upon the employee being required to disclose the specific purpose of the leave.

Personal leave will not be granted for the day immediately prior to or after school holidays. Additionally, personal leave will not be granted during the first three days or the last three days of the school term.

### **Bereavement Leave**

Accumulated leave may be used for absence due to death in the immediate family of the employee or the employee's spouse. Clayton County Public Schools interprets "immediate family" to mean spouse, father, mother, brother, sister, child, grandparent, or relative living in the residence of the employee at the time of their death. The maximum number of sick days allowed for bereavement leave is five (5) days. Three (3) days are granted for the death of a family member not in the immediate family. The supervisor may consider extenuating circumstances at their discretion.

### **Jury Duty, Subpoena, and Other Court Orders**

All employees of Clayton County Public Schools are encouraged to serve as jurors when selected to do so. Employees will be paid their full salary during the time served and may retain any remuneration received from the court. Please refer to ([Policy GARH](#)).

Employees who are absent from work due to having been subpoenaed regarding their employment with CCPS will be paid their full salary during the time they are absent, but any witness fees should be remitted to the school district. Employees will not be required to pay for a substitute while being served subpoenas related to their employment.

Employees subpoenaed for reasons not related to their employment will be required to take annual or personal leave. Please refer to ([Policy GARH](#)).

## **Military Leave**

Employees will be paid for a maximum period of 18 working days for ordered military duty during a federal fiscal year (October 1 through September 30).

Employees who serve in U.S. military organizations or state militia groups such as the National Guard may take the necessary time off to fulfill their military obligations and will retain all legal rights for continued employment according to applicable bylaws.

## **Family and Medical Leave**

Clayton County Public Schools is in full compliance with the Family and Medical Leave Act (FMLA) of 1993. The FMLA grants qualified employees unpaid job-protected leave for use during a rolling twelve (12) month period, which may be used for the purposes listed below:

- Birth of a son or daughter and to care for the newborn child (leave to be completed within one year of the child's birth);
- Adoption or foster placement with the employee of a child and to care for the newly placed child (leave to be completed within one year of the child's placement);
- To care for the employee's spouse, son, daughter or parent, if that person has a serious health condition;
- Serious health condition of the employee that prevents the employee from performing his/her essential job functions;
- Any qualifying exigency of a spouse, son, daughter, or parent who is a military member on covered active duty or call to covered active duty status (or has been notified of any impending call or order to covered active duty); and
- Military caregiver leaves to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member.

Employees of the district who have been employed for at least 12 months immediately prior to requesting leave and who either (a) have worked at least 1,250 hours during the previous 12 months or (b) are classified as full-time in their position are eligible to take unpaid leave under the Family and Medical Leave Act (FMLA).

The district requires that any leave request based on a family member or an employee's serious health condition be supported by an approved healthcare provider's statement. Additionally, an approved healthcare provider's release to return to work will be required for employees who were on leave due to their own serious health conditions.

The employee should provide at least a 30-day written notice to their supervisor to inform them of their intention to take leave when possible. The employee should make a reasonable effort to schedule any necessary treatment in a manner that will not unduly disrupt the operation of the school district. The employee should complete a [Family Medical Leave Request form](#) and submit it to [FamMedLeave@clayton.k12.ga.us](mailto:FamMedLeave@clayton.k12.ga.us) for review.

With limited exceptions, any eligible employee who takes leave under FMLA is entitled to be restored to their job or an equivalent position.

### **Paid Parental Leave**

Full-time State of Georgia employees are eligible for 120 hours [three (3) weeks] of paid parental leave over a rolling twelve (12) month period, for the purposes listed below:

- The birth of a son or daughter;
- The placement of a son or daughter for adoption; or
- The placement of a foster son or daughter

Eligible employees must meet the following criteria:

- Full-time employee of State government or local Board of Education
- Six months of continuous employment with CCPS
- Worked at least 700 hours during the six (6) consecutive months immediately preceding the date the leave would begin

Paid parental leave taken under this policy will run concurrently with leave under the FMLA or Medical Leave; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave will be counted toward the twelve (12) weeks of available FML, or Medical Leave per a rolling twelve (12) month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA or CCPS Medical Leave exceed twelve (12) weeks during the rolling twelve (12) month FML or Medical Leave period.

After the paid parental leave (and any short-term disability leave for employees giving birth) is exhausted, the balance of FML (if applicable) will be compensated through employees' accrued sick, annual, and personal time. Upon exhaustion of accrued sick, annual, and personal time, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

### **Medical Leave**

Employees of the district who have been employed for at least 90 days, but have not been employed for at least twelve (12) months before requesting leave or who have not worked at least

1,250 hours during the previous twelve (12) months and are classified as full-time employees in their position are eligible to apply for medical leave. An employee may request up to twelve (12) weeks of medical leave for the purposes listed below:

- Birth of a son or daughter and to care for the newborn child (leave to be completed within one year of the child's birth);
- Adoption or foster placement with the employee of a son or daughter and to care for the newly placed child (leave to be completed within one year of the child's placement);
- To care for the employee's spouse, son, daughter or parent, if that person has a serious health condition;
- Serious health condition of the employee that prevents the employee from performing his/her essential job functions;
- Any qualifying exigency of a spouse, son, daughter, or parent who is a military member on covered active duty or call to covered active duty status (or has been notified of any impending call or order to covered active duty); and
- Military caregiver leave to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member.

A serious health condition is a condition that involves inpatient care requiring an overnight stay in a hospital, hospice, or residential medical facility or continuing treatment by a healthcare provider.

### **Returning from Leave**

Before returning from FML or Medical Leave, the employee must submit to [FamMedLeave@clayton.k12.ga.us](mailto:FamMedLeave@clayton.k12.ga.us) an Intent to Return and Fitness for Duty/Medical Release Form from the caring physician stating that the employee can perform the essential functions of the job. The form should indicate whether or not any restrictions are affecting the employee's ability to return to work without restrictions.

### **Personal Leaves of Absence**

Up to three (3) days of accumulated sick leave may be used each year for personal, professional reasons, or for the observance of religious holidays. Requests for personal leave must be entered in the [Munis Employee Self-Service \(ESS\) Portal](#) at least one week in advance. Employees are not required to disclose the specific purpose of the leave. Teachers are not permitted to take

personal leave on the day before or after a student holiday. Personal leave may not be carried over from year to year. Unused personal leave will be carried over as accumulated sick leave.

### **Professional Leave for Certified Employees**

A limited period of professional leave may be granted to full-time employees for participation in educational travel or advanced graduate study. Leave requests must be submitted in writing to the Superintendent at least 30 days before the leave date and must be accompanied by a written recommendation by the school principal. Approval of the request does not commit the system to the payment of any expenses.

## **EMPLOYMENT POLICIES**

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### **Equal Employment Opportunity (*Policy GAAA*)**

Clayton County Public Schools is an equal opportunity employer and complies with all applicable federal, state, and local employment laws, rules, and procedures. The district strictly prohibits and does not discriminate on the basis of race, color, religion, creed, national origin or citizenship/ancestry, age, disability, ethnicity, services in the uniform services, genetic information, gender, sex, or any protected status recognized under Georgia or federal law in its employment practices, actions, activities, student programs and dealings with the public.

Any employee, applicant, or independent contractor who believes that he or she has been discriminated against or harassed in the workplace must make a complaint by the procedures outlined in the above policy.

### **Americans with Disabilities Act**

It is the policy of Clayton County Public Schools to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Clayton County Public Schools does not condone discrimination or retaliation against any employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability.

### **Immigration Law Compliance**

The Clayton County Public Schools is committed to compliance with federal law and only employs those who are authorized to work in the U.S. The school district participates in E-Verify in compliance with all requirements outlined by the U.S. Citizenship and Immigration Services (UCIS) to participate in this program.

### **Contracts**

Contracts for all certificated employees and other Board-approved employees are issued for no more than one school year. Employment contracts are issued for employment with Clayton County Public Schools and not a specific location; therefore, an employee may be reassigned based on the needs of the school system. Employees are strongly encouraged to consider their commitment to the contractual agreement accepted when signing an employment contract, with the understanding that the contract is a mutually binding agreement. To ensure that the students of Clayton County Public Schools receive access to high-quality educators, the contract includes provisions listed in contract abandonment, separations, rehire, transfers, transfer procedures and timelines, voluntary transfer, and involuntary transfer below.

## **Contract Abandonment**

1. If an employee abandons his/her contract, Clayton County Public Schools may inform the Georgia Professional Standards Commission (GaPSC) that the contract has been abandoned, which is considered unethical conduct and may put the educator's certificate at risk of suspension.
2. An employee will be ineligible for rehire with Clayton County Public Schools for not less than two (2) contract years.
3. The educator shall be liable to Clayton County Public Schools for liquidated damages in the amount of \$1,660.00 (attorney and filing fees) to compensate for its losses.

An employee who accepts and signs a contract of employment for the next school year may not resign after June 15 of the year in which the contract was signed, without breaching his/her contract, unless there is an agreement between the employee and the Clayton County Board of Education. Requests for release received after June 15 of each year will only be considered for one of the following reasons:

1. Transfer of spouse that requires an unreasonable commuting distance. Supporting documentation must be provided in writing.
2. Documented illness of the educator or illness in the immediate family that requires the educator to care for a family member and prevents the educator from performing his/her duties. Supporting documentation must be provided in writing.
3. Promotion in the field of education. Supporting documentation must be provided in writing.
4. To be released from a contract of employment, a written request, including any supporting documentation, must be submitted to the Human Resources Director supporting your location.

## **Separations *(Policy GBO)***

A reduction in force could result from a decrease in the student population, changes in the curriculum, loss of funds, consolidation of positions, elimination of programs, budgetary limitations, or a reorganizational plan. The determination of employees to be demoted or terminated is based on approved procedures established by the Board of Education and school system administration.

Employees who do not have a written contract are classified as "at-will" employees. Either the employee or the employer can terminate the employment of at-will employees at any time, with or without cause. The principal or department head may accept resignations in writing from classified employees. A written response to approving the resignation will be provided by the Division of Human Resources.

## **Rehire**

If an employee voluntarily separates his or her employment from the district and is in good standing, the employee is eligible for rehire. The former employee must reapply for employment with the district and fulfill all of the application requirements to be reconsidered for hire.

## **Transfers ([Policy GBM](#))**

The Board of Education has the power to reassign and transfer personnel within their authority to operate the public schools in the Clayton County School System. This authority is delegated to the Superintendent and/or a designee.

## **Transfer Procedures and Timelines**

The Division of Human Resources will designate a Voluntary Transfer period annually. During this period, all vacancies will be posted throughout the district to ensure reasonable notice.

Eligible employees may be contacted by a principal for an interview. Following interviews, and appropriate notification, a reference check from the current work site will be obtained.

The Division of Human Resources shall appropriately notify all parties if an individual is approved for a voluntary transfer within ten (10) business days after the transfer period.

## **Voluntary Transfer**

Eligible certified and classified employees may request consideration for reassignment or transfer once a year during the voluntary transfer window, if applicable. Preferences of certified and classified employees will be given fair and appropriate consideration, insofar as these are compatible with the effective and efficient operation of the total educational program.

- Certified employees who are or have been in the Performance Enhancement Process (PEP), on a Professional Learning Plan for Remediation, or had a noted performance deficiency such as Needs Development or Ineffective during the school year are not eligible to participate in the Voluntary Transfer (VT) process held during that same school year.
- Classified employees who are or have been on a Professional Learning Plan for Remediation/Corrective Action Plan or had a noted performance deficiency such as Needs Improvement or Unsatisfactory during the school year are not eligible to participate in the VT process held during that same school year.
- Employees must have a minimum of two (2) consecutive academic years of service in the

same school or department to be considered for a transfer to other positions in the school system during the VT window.

- Employees must be actively at work to participate in the VT process.

### **Involuntary Transfer**

Employees who are transferred at the request of the administration shall be notified as soon as possible. An employee that is transferred or reassigned shall suffer no impairment of tenure.

### **Safety**

Clayton County Public Schools will take all practical and reasonable steps to develop and implement safety measures for all employees, which will provide and maintain safe working conditions, adequate protection equipment, and develop operating procedures and practices that comply with federal, state, and local legislation about accident prevention.

To help ensure a safe work environment, an employee is to exercise their discretion and be aware of the following safety-conscious ways:

Know the potential hazards of the job and workplace;

Learn reasonable safety practices;

Use health and safety devices that are available (the CCPS has adopted a policy regarding Infectious Diseases, [Policy GANA](#); all employees should be familiar with this policy.);

Correct and/or report safety hazards immediately as is reasonably appropriate;

Report immediately or as soon as practicable to a supervisor any accident or injury;

Obey “No Smoking” regulations. All employees and students are prohibited from tobacco use on campus or at school activities, functions, or events;

Operate machinery or equipment only if qualified to do so; and

Maintain good housekeeping practices including keeping all fire exits clear and firefighting equipment accessible.

### **Identification and Security Badges**

All employees of CCPS will be issued a picture identification badge. When an employee terminates his or her employment with the district, the identification badge must be returned to his or her immediate supervisor on the last day worked. All security access will be canceled upon termination.

## **Weather and Emergency Related Closings**

If inclement weather conditions exist before the school day begins, the Superintendent decides if there will be closures or delayed openings. In the event of school closures, school system officials will communicate this information to local news and radio stations, social media accounts on [Twitter](#) and [Facebook](#); and [CCPS Watch Channel 24](#).

If severe weather arises during the school day, parents or guardians should monitor the local radio, television stations, and CCPS social media accounts for information about possible early dismissals.

## STANDARDS OF CONDUCT

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Employees are expected to become familiar with Clayton County School's rules and standards of the [Code of Ethics for Educators](#) published by the Georgia Professional Standards Commission, which defines the professional, unprofessional, and ethical behavior expected of educators in the state of Georgia. These codes are strictly enforced in the district.

### **Attendance and Punctuality**

For an organization to achieve its desired goals, good attendance and punctuality are necessary. Therefore, regular and prompt attendance is expected and required of all employees.

### **Work Schedule (*Policy GARB*)**

All full-time exempt employees of Clayton County Public Schools work a minimum of 40 hours per week. Non-exempt full-time employees shall work a schedule set by his or her supervisor in accordance with school board policy. The principal or supervisor shall set the work schedule for the time of arrival and departure of all employees assigned to his/her operation.

Non-exempt employees should not work more than the assigned minimum number of work hours, i.e., overtime, without prior approval from his or her immediate supervisor.

### **Absence and Lateness (*Policy GBR-R(1)*)**

It may be necessary for an employee to be late or absent from work. Clayton County Public Schools is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside of work hours may arise. If it is necessary to be absent or late to work, employees are responsible for contacting their supervisor at least one day in advance if possible.

In the case of an emergency or other circumstances when it is impossible to give notice, employees are responsible for contacting their supervisor or designee before time to report to work.

### **Job/Contract Abandonment**

Absence from work for three (3) or more consecutive days without notifying management or authorized approval/permission may be considered as job abandonment and appropriate action will be initiated in the absence of proof of a documented emergency circumstance which reflects a reasonable explanation for the employee's failure to report to work or make contact with his/her supervisor.

### **Harassment**

It is the policy of this school district to prohibit any act of harassment of employees or others based upon race, creed, sex, gender, national origin, ancestry, religion, age or disability,

genetic information, service in uniformed services at all times or any other protected status recognized under Georgia or federal law during all occasions while at school, in the workplace or at any school event or activity. Any such reported act of harassment may result in discipline, including the possible termination of employment or another appropriate discipline of the employee.

Sexual harassment may include conduct or speech, which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, physical contact thereby creating a hostile environment for an employee. There may be other speech or conduct, which employees experience as inappropriate or illegal harassment that should also be reported, such as sexually suggestive drawings, leering, or sending inappropriate, sexual-themed gifts; harassment can take many forms, and it is not possible to itemize every aspect of the harassment forbidden by this policy. No form of sexual harassment will be tolerated in the Clayton County Public Schools. The district's harassment policy applies equally to harassment based on an employee's other state or federally protected statuses, including: race, religion, creed, national origin, age, disability, genetic information, service in the uniformed services, marital, parental or familial status.

### **Reporting Harassment and Discrimination *(Policy GAEB-R(1))***

The district is committed to enforcing this policy against all forms of sexual harassment.

However, the effectiveness of our efforts depends largely on employees telling us about inappropriate workplace conduct. Any employee, applicant for employment, independent contractor, or another individual who believes he or she has been subjected to sexual harassment or discrimination should promptly report the same to the principal of the school or the appropriate designee. Subsequently, if employees feel that someone else has been subjected to conduct that violates this policy, they must report it immediately.

Additionally, all supervisors should instruct their subordinates as to the content of this policy and, through appropriate staff development, enlighten employees as to the varied forms or expression of prohibited harassment.

Clayton County Public Schools prohibits any form of discipline, reprisal, intimidation, or retaliation for good faith reporting of incidents of harassment of any kind, pursuing any harassment claim, or cooperating in related investigations.

### **Violence in the Workplace**

Clayton County Public Schools has adopted a standard to prohibit workplace violence. Consistent with this standard, acts or threats of physical violence, including intimidation, harassment, and/or

coercion, which involve or affect CCPS or which occur on CCPS or client property, will not be tolerated.

### **Confidential Information and Nondisclosure**

An educator should comply with state and federal laws and local school board/governing board policies relating to the confidentiality of student and employee records, standardized test material, and other information covered by confidentiality agreements. Unacceptable conduct includes but is not limited to:

- Unauthorized sharing of confidential information concerning student academic and disciplinary records to another employee who has no legitimate educational interest; unauthorized discussions with third parties of confidential information; unauthorized access to or disclosure of health and medical information; family status and/or income; and unauthorized disclosure of assessment/testing materials or results;
- Unauthorized sharing of confidential information restricted by state or federal law;
- Violation of confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, violating local school system or state directions for the use of tests or test times, etc.
- Violation of other confidentiality agreements required by the state or local policy.

### **Dress Code ([Policy GBRL](#) and [GBRL-R\(1\)](#))**

Employees of Clayton County Public Schools are expected to present a clean and professional appearance while conducting any business on behalf of the Clayton County Public Schools. Dressing in a fashion that is clearly unprofessional, that is deemed unsafe, or that negatively affects CCPS's reputation or image is not acceptable.

### **Use of Electronic Resources ([Policy IFBC](#))**

Clayton County Public Schools recognizes that electronic media provides access to a wide variety of instructional resources in an effort to enhance educational opportunities. Use of electronic resources must be in support of the employee's assigned responsibilities. All electronic communications transmitted by, received from, or stored in these devices are the property of Clayton County Public Schools. Users of such systems shall have no expectation of privacy.

### **Tobacco Use ([Policy GAN](#) and [GAN-R\(1\)](#))**

Employees are prohibited from using or displaying tobacco or nicotine-related products in front of students while on duty during the normal school day or on duty at any school system-sponsored

function. Tobacco and nicotine use is banned from all school system vehicles and shall not be used in any school system facilities.

### **Alcohol and Substance Abuse ([Policy GAMA](#))**

The Georgia Drug-Free Public Work Force Act of 1990 applies to the Clayton County Public School. The Board of Education declares that the manufacture, distribution, sale, or possession of controlled substances, marijuana, and other dangerous drugs in an unlawful manner or being at work under the influence of alcohol, controlled substances, marijuana, or other dangerous or illegal/unlawful drugs is a serious threat to the public health, safety, and welfare. With this in mind, the Board declares that its workforce must be free of any person who would knowingly manufacture, distribute, sell or possess a controlled substance, marijuana, or a dangerous or illegal/unlawful drug in an unlawful manner. This specifically includes, but is not limited to, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol in the employee's workplace. This prohibition also includes, but is not limited to, an employee being under the influence of alcohol or controlled substances while on duty.

As a condition of employment, each employee must abide by the terms of this policy and must notify his or her immediate supervisor within three (3) business days after an arrest on any drug-related criminal charge. Employees must also notify the Chief of Equity and Compliance within three (3) business days of any conviction, a plea of nolo contendere, or a plea under the First Offender Act of the State of Georgia or any similar state or federal law of a drug-related offense.

The Board of Education shall not consider for employment any applicant who has been convicted or pled nolo contendere, or for the first time of any drug offense as described above for a three (3) month period from the date of conviction, nor shall the Board of Education consider any applicant for employment who has been convicted or pled nolo contendere for the second time of any drug offense as described above for a five (5) year period from the most recent date of conviction. The Board of Education will consider any applicant for employment who has been convicted, pled nolo contendere, or a plea under the First Offender Act of the State of Georgia or any similar state or federal law for the second time of any drug offense as described above for a five year period from the most recent date of conviction.

### **Personal or Political Endorsements**

Clayton County Public School employees carry the responsibility of being a representative of the school district. The employee should be aware that decisions and actions that could be interpreted as written or oral endorsements of a product or service should be considered in the light of whether the action may be interpreted as a conflict of interest.

Actions that could be construed as a conflict of interest or a violation of the Code of Ethics for Educators may jeopardize the employee's employment relationship with CCPS. It is advised that before an employee makes a final decision concerning endorsements of any kind that they discuss the situation with their principal or supervisor.

### **Non-School Employment**

Clayton County Public School employees are reminded that their job assignments within the school system are their first obligation, and if outside employment negatively affects their performance, the employee may be required to choose between the employment opportunities.

Each principal or program manager has direct responsibility for evaluating the effects of outside employment on employees assigned to their operation.

### **Tutoring**

A teacher may serve as a tutor when it is deemed beneficial to the student. However, teachers may not give private instruction for a fee to students presently enrolled in their classes. These students should receive help from the teacher after school hours when necessary. The preference of the Board is that a teacher, not tutor students enrolled at the school where the teacher works. Tutoring may not interfere with a teacher's regular school responsibilities. Please refer to [\*\(Policy GBRGB\)\*](#).

### **Dual Pay**

Unless permitted by law, Clayton County Public Schools employees are prohibited from receiving dual pay for services rendered during regular working hours. The employee must forfeit either the regular pay or the pay from the other agency, organization, or individual. Employees may receive payment for services rendered while on a non-paid leave of absence or for services performed other than during the regular workday.

### **Political Involvement**

The Board recognizes that employees have the same civic responsibilities and privileges as any other citizen, including the privilege of campaigning for and holding public office and actively supporting candidates and causes in the political arena. The Board also recognizes that the school system is entrusted by the citizens of the county and the State of Georgia with a vitally important public mission and that an employee's political activities must not interfere or conflict with an employee's job or with the best interest of the school system.

An employee who participates actively in political activity cannot be promoted, demoted, transferred, or terminated solely because of his/her political participation as long as such actions follow the guidelines stated in [\*\(Policy GAHB\)\*](#).

### **Conflict of Interest ([Policy GAG](#))**

Employees should be aware of situations and activities that may be construed as a conflict of interest. The Clayton County Board of Education is committed to the employment and assignment of employees in a manner that best meets the needs of the school system. In keeping with this commitment, the Board realizes the importance of eliminating any question of impropriety in personnel practices that have the potential to foster staff conflict of interest, to suggest favoritism or to otherwise adversely affect the orderly operation of the system.

### **Fraud Prevention ([Policy DIE](#))**

The Clayton County Public Schools is committed to the elimination of fraud, waste, abuse, or corruption. To that end, the District is committed to the identification of exposures to fraud and misconduct in the everyday operations of the school systems and the effective reduction or eradication of those identified exposures.

Any individual who desires to bring forth an allegation alleging a violation regarding this policy should report the concern to the Division of Equity and Compliance in writing. They may also submit complaints via the district's [Fraud Complaint](#) e-mail address. Upon submission of your request, a confirmation receipt will be sent to the email address provided in the request. If you do not receive a confirmation, please resubmit your request to [fraudcomplaints@clayton.k12.ga.us](mailto:fraudcomplaints@clayton.k12.ga.us) or contact the Division of Equity and Compliance.

### **Grievances ([Policy GAE\(2\)](#), [GAE\(2\)-E\(1\)](#) and [GAE\(3\)](#)).**

The Clayton County Board of Education desires that all full-time employees have the opportunity to present and resolve complaints relating to certain matters affecting the employment relationship at the lowest organizational level possible. To that, the Clayton County Board of Education encourages all employees to resolve their complaints informally in a spirit of collegiality, when possible. In instances where such efforts do not succeed or, for any other reason, the employee desires to pursue a more formal process, he/she has the right to file a grievance under the above policy and procedure appropriate for his/her classification. Any employee wishing to file a formal grievance **must** do so utilizing the guidelines in the above grievances policy applicable to his/her position classification.

## PERFORMANCE EVALUATION SYSTEM

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### Performance Reviews

Clayton County Public Schools is committed to performance assessment that encourages continuous quality improvement for all employees. All employees shall have their performance evaluated annually as required by Georgia Code 20-2-210. Certified educators are assessed under state evaluation programs. All certified educators that work directly with children are evaluated using the Teacher Keys Effectiveness System (TKES). School administrators are evaluated with the Leader Keys Effectiveness System (LKES). Other support employees such as counselors, school psychologists, social workers, and media specialists are evaluated using instruments previously developed at the state level. Classified employees, as well as other non-school-based leaders, are assessed using locally developed evaluation programs or previously developed state evaluation instruments.

### TKES/LKES Formative/Summative Evaluation Appeal Process

#### Process Steps

Teachers are permitted to use the school district's local complaint process to file grievances related to procedural deficiencies on the part of the local school system or charter school in conducting evaluations, formative or summative. However, a teacher's performance rating(s), professional growth goal(s) and/or plan(s), and job performance cannot be disputed through the complaint process unless they meet the criteria identified in the following paragraph:

***Tenured teachers who have accepted a school year contract for the fourth or subsequent consecutive school year may appeal summative performance ratings of 'Unsatisfactory' or 'Ineffective' as well as "job performance".***

All appeals must be initiated within the current year of the evaluation in question. Appeals must be filed within ten (10) business days of receiving the assessment. Appeals not filed within the ten (10) business days will not be considered for the Appeals process. Walkthroughs cannot be appealed. Employees are encouraged to read evaluation guidelines in the Georgia Teacher Keys Effectiveness System (TKES) to make sure that appropriate procedures have been followed within the ten (10) business day window to appeal. Appeals may be made at the Formative or Summative Assessment only.

An educator that invokes this process shall not be the subject of any reprisal as a result of filing an appeal pursuant to Georgia Code 20-2-989.7.

### **Level 1 Appeal (All Teachers)**

- For TKES, the evaluatee submits an appeal to the principal within ten (10) business days of receiving their rating. The appeal should include any relevant supporting documentation.
- The primary evaluator reviews the Level 1 appeal.
- The primary evaluator must respond in writing to the evaluatee within ten (10) business days of the Level 1 appeal.
- If the appeal is resolved at Level 1, the appeal is considered closed or resolved. The findings are reported to the Director of Human Resources for Performance Management by the principal/primary evaluator once the appeals process is closed or resolved at the school level (no later than ten business days after the appeals process is closed or resolved at the school level).

### **Level 2 Appeal (Tenured Teachers)**

- If the appeal is not resolved at Level 1, the evaluatee submits the Level 2 appeal to their evaluator's supervisor (TKES: Assistant Superintendent and Director of Human Resources for Performance Management within three (3) business days of receiving the findings from the Level 1 appeal.
- The Assistant Superintendent will gather and review all relevant evaluation information about the appeal to conduct an appeal hearing and make a decision.
- The Assistant Superintendent will conduct the hearing within fifteen (15) business days, and respond in writing within five (5) business days of the hearing to the evaluatee, primary evaluator, and the Director of Human Resources for Performance Management.
- This ends the appeal process. Results are final.

### **Level 2 Appeal (Non-Tenured Teachers)**

- If the appeal is not resolved at Level 1, the evaluatee submits the Level 2 appeal to their evaluator's supervisor (TKES: Assistant Superintendent and Director of Human Resources for Performance Management within three (3) business days of receiving the findings from the Level 1 appeal.
- The Assistant Superintendent will gather and review all relevant evaluation information about the appeal to make a decision.

- The Assistant Superintendent will respond in writing within five (5) business days to the evaluatee, primary evaluator, and the Director of Human Resources for Performance Management.
- This ends the appeal process. Results are final.

## **CLOSING STATEMENT**

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Successful working conditions and relationships depend upon successful communication. It is important that employees stay aware of changes in procedures, policies, and general information. This Employee Handbook supersedes all previous versions. It is also important to communicate ideas, suggestions, personal goals, or problems as they affect work at Clayton County Public Schools.