

General information, benefits,  
policies, and guidelines

KNOX COUNTY SCHOOLS  
**EMPLOYEE**  
**HANDBOOK**



[www.knoxschools.org](http://www.knoxschools.org)

**"Excellence for All Children"**

## **IMPORTANT INFORMATION**

In the event of a discrepancy between any of the information contained in our orientation materials, the Employee Handbook and the Knox County Schools (“KCS”) Board Policy, the KCS Board Policy will govern. The purpose of this handbook is to provide information that will help with questions and pave the way for a successful career with the KCS. Not all of the KCS Board policies and procedures are included in this handbook; however, those that are have been summarized. Suggestions for additions and improvements to this handbook are welcomed and may be sent to [christine.wolf@knoxschools.org](mailto:christine.wolf@knoxschools.org).

This handbook is neither a contract nor a substitute for the official KCS Board Policy; rather, it is a guide to and brief explanation of these policies. The handbook is not intended to alter the at-will status of employees in any way. The rights and responsibilities of the Knox County Schools’ employees may be found in Section G, “Human Resources – Staff Rights and Responsibilities.” [Policy GAM](#)

**Board policies and procedures can change at any time.** For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate Central Office department. It is the employee’s responsibility to be knowledgeable of and adhere to Board Policies and Procedures. Updated versions of the ***KCS Board Policy Manual*** can be found at: <http://knoxschools.org/modules/cms/pages.phtml?pageid=41912>.

Legal and local board policies that relate to a particular topic are referenced in this Employee Handbook. Information on a subject may be found in local and/or legal policies. Additionally, each reference to a board policy has been linked so that employees can quickly access more detailed information.

KNOX COUNTY SCHOOLS  
ANDREW JOHNSON BUILDING

*Dr. James P. McIntyre Jr., Superintendent*



Dear Colleague:

Welcome to the Knox County Schools! As you begin your exciting journey with us to provide excellent educational opportunities for all of our children, I am sure that you will have a number of questions. This new employee handbook will provide answers to some of the questions you may have regarding the policies and procedures that exist within our school district.

All of us in the Knox County Schools seek to realize our vision of *Excellence for All Children*, so that every student may achieve academically and become economically competitive, civically engaged, and intellectually enlightened. We believe that the keys to achieving this objective are having a highly qualified, caring, effective, dedicated, and knowledgeable teacher in every classroom in our school system as well as dedicated support staff and strong school leadership in all of our schools. We believe that you exemplify the qualities necessary to be a contributing member of our exceptional educational team.

In the Knox County Schools, we are committed to creating a strong viable professional learning community in each of our schools. We want to do everything that we can to assist our teachers, school leaders and support staff members in achieving their greatest potential. We believe that you, as an educational professional, will make a lasting positive contribution to the lives of the students in Knox County.

I am pleased to have you as a member of our educational team. Please know that I have very high expectations for all of our staff and faculty members, as the very future of our children is in your hands. I am also quite confident, given the high standard of excellence to which you hold yourself, that you will meet and exceed those expectations. Again, I welcome you into the Knox County Schools, and I look forward to working with you.

Sincerely,

A handwritten signature in black ink that reads "James P. McIntyre, Jr." followed by a long horizontal line.

Dr. James P. McIntyre, Jr.  
Superintendent

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# VISION AND STRATEGIC PLAN

Dr. James McIntyre, Superintendent of the Knox County Schools, has a clear vision for how our schools will perform for its students and stakeholders. Dr. McIntyre's vision is as follows:

*I envision a future for the Knox County Schools where all of our students achieve at high levels and every school is a school of distinction; a future where high expectations and teacher collaboration are universal, and where data and technology are leveraged to improve instruction and deliver services at maximum efficiency and effectiveness.*

*I believe that innovation and creativity will be the hallmarks of our school district: in teaching, in management and particularly in student learning. Parents, community members, universities and businesses will all be active, engaged partners in the education of our young people.*

*Financial resources will be tightly aligned to support our educational mission. Children will begin their education at an early age, and high quality instruction, rigorous curriculum, and high standards will permeate the educational landscape from early education to graduation. High school students will have multiple options and pathways of high-level coursework to achieve a meaningful and valuable diploma.*

*All of our teachers will be outstanding instructional practitioners and will be selected, inducted, supported, promoted, evaluated and compensated as professionals. Achievement gaps based on income, race, geography, language or disability will be reduced and ultimately eliminated as all students demonstrate mastery of our challenging curricular standards. All of our students will graduate high school ready for college, career and life.*

*In short, I envision a future where we will achieve academic excellence for all of our children.  
– Dr. James McIntyre*

In order to realize this vision, in Fall 2009, the Knox County Schools adopted a five-year Strategic Plan, **Excellence for All Children**. All employees of the KCS help to drive the key objectives of the strategic plan which includes four main goals:

**Goal 1: Focus on the Student.** The first goal speaks to universally high standards and expectations, ensuring that each individual student has access to outstanding classroom instruction, creating multiple pathways to successful graduation, and expanding opportunities for challenging coursework and access to learning 21st century skills. Goal one also addresses the importance of beginning each student's academic life with a strong foundation and how the district can help contribute to developing the whole child. Special attention will be directed to supporting high needs schools and ensuring that each child receives strong student support.

**Goal 2: Effective Educators.** The second strategic goal is focused on ensuring that there is an outstanding teacher in each of our classrooms and a highly effective leader at the helm of each of our schools. The Knox County Schools must recruit, select, induct, develop, support, promote, compensate, and retain personnel with a focus on quality and instructional excellence.

Recognizing the impact of human capital on student achievement, the Knox County Schools will be more deliberate in the development of its principal and teacher “pipelines” that will cultivate high quality leaders and strong educators for the future. Appropriate support will be provided to teachers and principals in order for them to effectively do their jobs.

**Goal 3: Engaged Parents & Community.** Goal three concerns the role of parents and the community in achieving our vision. KCS acknowledges that these stakeholders are important players in supporting the education of all students and that we must build family educational efficacy and coordinate focused district partnerships in order to make that happen. The district plans to fully implement the Family Friendly Schools initiative and communicate more effectively with parents and the community in order to engage them in the daily lives of students. Collaborative partnerships with the community, including universities, businesses, parent associations, governmental entities, community groups, and non-profits will help us achieve the strategic initiatives set out in this plan.

**Goal 4: Infrastructure - Enabling Student Learning.** Goal four addresses the infrastructure necessary to enable and support the Knox County Schools’ core mission of advancing student academic development and achievement, including the effective management of financial resources that will be essential to achieving our educational goals. In order to achieve this mission, KCS will leverage its assets and resources to operate efficiently, effectively, and professionally, ensure a safe, healthy, inviting learning environment for all students, and base our actions on sound data and accurate, relevant information.

# DISTRICT INFORMATION

## BOARD OF EDUCATION

The [Knox County Board of Education](http://www.knoxschools.org) is comprised of individuals representing nine (9) districts across the county. The Board is elected to provide oversight and governance for Knox County Schools. The members serve four-year terms, and are responsible for setting district policy and selecting the Superintendent. The Superintendent is the only employee of the Board, while all other district personnel report to the Superintendent. The current members of the Board of Education are featured below. For more information regarding the Knox County Board of Education, please see [www.knoxschools.org](http://www.knoxschools.org).



Gloria  
Deathridge  
**District 1**



Indya  
Kincannon  
**District 2**



Cindy  
Buttry  
**District 3**



Lynne  
Fugate  
**District 4**



Karen  
Carson  
**District 5**



Thomas  
Deakins  
**District 6**



Kim  
Sepesi  
**District 7**



Mike  
McMillan  
**District 8**



Pam  
Trainor  
**District 9**

## DISTRICT OVERVIEW

The following are a summary of facts and figures regarding Knox County Schools:

<b>Schools</b>		<b>Classroom Teachers/Principals</b>	
Elementary Schools	50	Classroom Teachers	4,088
Middle Schools	14	Principals	87
High Schools	13	Assistant Principals	112
Special Schools	10	Other Certified	509
Total Number of Schools	87	Support Staff	3,138
		Total Employees	7,934
<b>Accreditation</b>			
Elementary Schools SACS accredited	96%		
Middle/High Schools SACS accredited	100%		
		<b>Transportation</b>	
<b>Student Enrollment</b>		Total Number of Buses	330
Pre-K	1,476	Students Transported Daily	45,187
Elementary School (K-5)	26,260	Miles Traveled Daily	22,236
Middle School (6-8)	12,369	Number of Bus Runs	1,280
High School (9-12)	16,295		
Non-Traditional Schools	127	<b>Food Services</b>	
Total Number of Students	56,516	Breakfasts Served Daily	11,126
		Lunches Served Daily	33,813
<b>Students</b>		<b>Total Operating Budget 2010-2011</b>	
African American	15%	Administrative	4,232,674
Asian/Pacific Island	0.2%	Technology	5,046,496
Hispanic	2.0%	Human Resources/Security	2,949,042
White	79.2%	Student transportation	13,376,565
		Operations and Maintenance	37,562,308
Male	51.6%	Instruction/Instruction support	303,231,096
Female	48.4%	Debt and other	13,280,819
Students with Disabilities: 6,123	10.7%	<b>Total Expenditures</b>	<b>\$ 379,679,000</b>
Economically Disadvantaged: 21,917	42.8%		

## ADMINISTRATION

### Executive Cabinet

The Superintendent has an Executive Leadership Team that assists in managing the daily operations of KCS. Please see [www.knoxschools.org](http://www.knoxschools.org) for a complete organizational chart.

The executive cabinet includes Dr. McIntyre and his direct reports:



**Dr. James McIntyre**  
Superintendent of Schools



**Russ Oaks**  
Chief of Staff



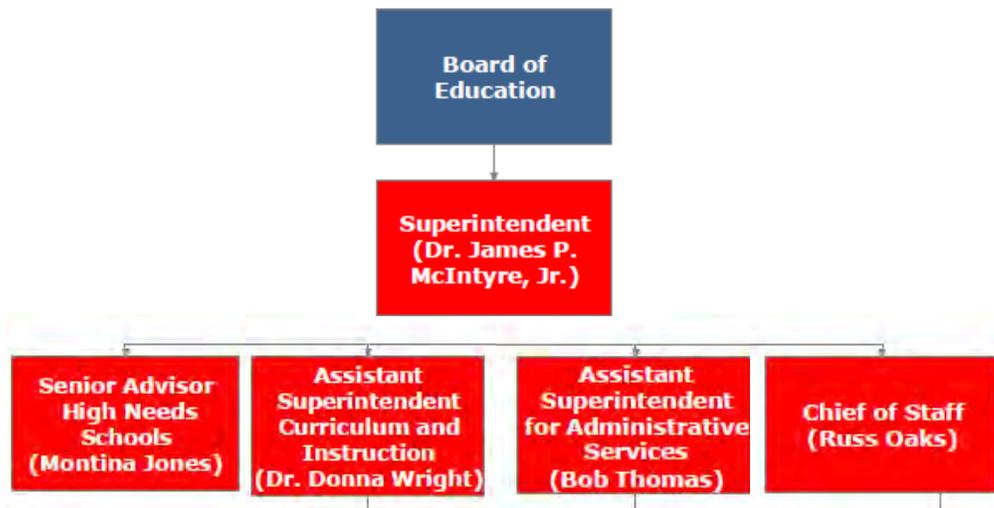
**Dr. Donna Wright**  
Assistant Superintendent,  
Curriculum and Instruction



**Dr. Montina Jones**  
Senior Advisor, High Needs  
Schools



**Bob Thomas**  
Assistant Superintendent,  
Administrative Services



## Chief of Staff

The Chief of Staff facilitates district-wide activities on behalf of the Superintendent. The Chief of Staff's office oversees public affairs, which is responsible for all aspects of internal and external communications, as well as community relations and family and community engagement.



**Melissa Copelan**  
Director, Public Affairs



**Tracey Matthews**  
Supervisor, Family and Community Engagement

## Curriculum and Instruction

Curriculum and Instruction is responsible for oversight of classroom instruction and school leadership, focusing on their mission of exemplary instruction for every learner.



**Dr. Elizabeth Alves**  
Chief Accountability Officer



**Ed Hedgepeth**  
Executive Director, Secondary Education



**Nancy Maland**  
Executive Director, Elementary Education



**Melissa Massie**  
Executive Director, Student Support Services



**Ginnae Harley**  
Director, Title I Programs



**Dr. Clifford Davis**  
Supervisor, Secondary Education



**Kelly Johnson**  
Supervisor, Elementary Education



**Susan Turner**  
Supervisor, Elementary Education

## Administrative Services

Administrative Services is responsible for delivering support functions related to all district employees and school sites.



**Gail Byard**  
Chief Technology Officer



**Steve Griffin**  
Chief, Safety and Security



**Ron McPherson**  
Executive Director, Finance



**Dr. Kathy D. Sims**  
Executive Director, Human Resources



**Jonathan Dickl**  
Director, Child Nutrition



**Jim French,**  
Director, Maintenance



**Dr. Rick Grubb**  
Director, Transportation Services



**Rebecca Owens**  
Director, Employee Relations and Benefits



**Nakia Towns**  
Director, Human Capital Strategy



**Doug Dillingham**  
Supervisor, Facilities



**Krisden Parrott**  
Supervisor, Compensation

## SCHOOL CALENDAR 2011 - 2012

The school calendar can also be found at [www.knoxschools.org](http://www.knoxschools.org). Please refer to the Calendars link for the most current information.

August 8 (Monday)	First Day for Teachers – Inservice Day
August 9 (Tuesday)	Administrative Day (Teacher Work Day)
August 10 (Wednesday)	System-wide Staff Development Day
August 11 (Thursday)	Inservice Day (In School)
August 12 (Friday)	Administrative Day (Teacher Work Day)
August 15 (Monday)	First Day for Students (1/2 day for students)
September 5 (Monday)	LABOR DAY – Holiday
September 19 (Friday)	Constitution Day (Students in school)
September 23 (Friday)	Staff Development Day (Student Holiday)
October 12 (Wednesday)	End First 9-week Grading Period
October 13-14 (Thursday & Friday)	FALL BREAK
November 8 (Tuesday)	Election Day (Students in school)
November 18 (Friday)	Civic Education Day (Students in school)
November 23-25 (Wednesday-Friday)	Thanksgiving Holidays
December 6-8 (Tuesday-Thursday)	AYP/EOC Tests
December 9 (Friday)	AYP/EOC Tests Make-up Day
December 22 (Thursday)	End Second 9-week Grading Period (1/2 day for students)
December 23 – January 5 (10 days)	WINTER HOLIDAYS
January 6 (Friday)	Administrative Day – First Day for Teachers (Student Holiday)
January 9 (Monday)	First Day for Students
January 16 (Monday)	Martin Luther King, Jr. Day – Holiday
February 20 (Monday)	System-wide Staff Development Day (Student Holiday); President’s Day
March 6 (Tuesday)	Inservice Day (In school) - Student Holiday
March 13 (Tuesday)	End First 9-week Grading Period (Third 9-week Grading Period)
March 19-23 (Monday-Friday)	SPRING BREAK
April 6 (Friday)	Good Friday – Holiday

April 9 (Monday)	Holiday
April 23-May 1 (7 days)	TCAP Testing Window
May 23 (Wednesday)	Last Day for Students (1/2 day for students) End Second 9-week Grading Period (Fourth 9-week Grading Period)
May 24 (Thursday)	Inservice Day (In school)
May 25 (Friday)	Administrative Day – Last Day for Teachers

**Amended May 27, 2011 to reflect Inservice Day in March change.**

**Revised May 12, 2011 to reflect TCAP Testing Window change.**

**Calendar Summary**

175 Instructional Days (excludes days earned through extended hours)

4 Scheduled Administrative Days

1 Unscheduled Teacher-Parent Conference Day

4 Scheduled Inservice Days

3 Unscheduled Inservice Days

3 Staff Development Days

10 Vacation Days

200 Days

\* Three (3) Staff Development Days earned through extended school hours.

\*\* Report cards distributed within five (5) school days after end of grading period.

\*\*\* Six (6) hours of teacher-parent conference time will be scheduled outside the regular teacher work day by the local school administration. (The Education Improvement Act mandates a teacher-parent conference day.)

**MAKE-UP PROCEDURES OF INSTRUCTIONAL DAYS CANCELED DUE TO INCLEMENT WEATHER**

- (1) First eight (8) days missed: use days earned by extended hours
- (2) Next two days missed: change from administrative days to instructional days
- (3) Additional days missed: extend the school year.

## HELPFUL CONTACT INFORMATION

Benefits / Insurance	(865) 594-1686
Board of Education	(865) 594-1630
Curriculum and Instruction	(865) 594-1705
Direct Deposit	(865) 594-1694
Employee Assistance Program (Magellan Health Services)	(800) 308-4934
Compensation / Payroll	(865) 594-1690
Employee Relations / Problem Resolution	(865) 594-1686
Facilities / Maintenance	(865) 594-1558
Family and Community Engagement	(865) 594-9524
Human Resources – Main Line	(865) 594-1929
• Classified – Middle and High Schools	(865) 594-2984
• Classified – Elementary Schools	(865) 594-4436
• Administrative	(865) 594-1090
• System-Wide	(865) 594-1919
• Certified – Elementary	(865) 594-1920
• Certified – Middle and High Schools	(865) 594-1911
Main Number	(865) 594-1800
Maintenance	(865) 594-3633
Maintenance – Food Service	(865) 594-8526
Public Affairs	(865) 594-1905
School Nutrition – Food Service	(865) 594-3640
Security	(865) 594-3624
Security – after hours	(865) 954-1229
Student Enrollment / Discipline Hearings	(865) 594-1502
Superintendent's Office	(865) 594-1620
Transportation	(865) 594-1550
Workers' Compensation/Safety	(865) 594-1682

# **EMPLOYMENT AND HIRING PRACTICES**

## **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

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 without regard to any protected genetic information. All employment and advancement decisions will be made only with regard to qualifications for the positions involved. [Policy GBD](#)

## **JOB POSTINGS AND APPLICATION**

All positions for the Knox County Schools will be advertised on-line at [www.hr.knoxschools.org](http://www.hr.knoxschools.org). The application process requires an electronic form available through SearchSoft at the following link: [https://kcs.searchsoft.net/ats/app\\_login?COMPANY\\_ID=00009960](https://kcs.searchsoft.net/ats/app_login?COMPANY_ID=00009960). Existing, *regular* (not temporary or interim) employees who wish to transfer to a new position are required to use the SearchSoft transfer application. External candidates and KCS employees who are *not* in regular positions must submit a new application for the desired job posting. For additional questions and clarification, please contact the Human Resources Department.

## **CRIMINAL HISTORY BACKGROUND CHECK**

In a continuing effort to further the safety and welfare of students and staff, the KCS shall require criminal history records checks for all employees. Information shall be verified by fingerprint and criminal history records check conducted by the Tennessee Bureau of Investigation or other sources as needed. Any costs incurred in conducting such investigations shall be paid by the applicant. [Policy GBD](#)

## **OVERTIME AUTHORIZATION AND PAY**

The KCS complies with Wage and Labor Regulations as administered by the U. S. Department of Labor. Actual hours worked are to be reported by each employee. No employee shall be at the job location before or after contracted work schedule unless directed and approved by the immediate supervisor.

For *Classified* employees, overtime is defined as hours actually worked in excess of forty (40) hours per week. When an employee is requested to work over regularly scheduled hours, the following shall apply:

- Hours worked over the scheduled hours must be approved in advanced by the immediate supervisor.
- Whenever possible, compensatory time off shall be used in preference to overtime pay.
- All payment for overtime shall be processed through the payroll office.

If it is determined by the immediate supervisor that compensatory time cannot be granted within the forty (40) hour pay period or without severe disruption of the operation of the facility,

overtime may be authorized and paid at time and one-half (1 1/2) for all hours physically worked in excess of forty (40) in a week. Payment for overtime will be included in the paycheck for the period immediately following the one in which it was earned. [Policy GCRD](#)

## PERSONNEL RECORDS

Upon being selected and approved for employment with the Knox County Schools, a personnel file is established.

Employee records (except medical records, college transcripts, fingerprint background checks and other security check information such as personal phone numbers and addresses) 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 inspection shall be kept and the employee shall be notified of the request. In addition, employees may request to observe the review of his or her personnel file by the requester.

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 with Knox County Schools by making an appointment with Human Resources. If an employee wants to receive a copy of his or her records, there is a nominal fee per page copied. [Policy GAK](#)

## PERFORMANCE EVALUATIONS

All newly hired *classified* employees shall be evaluated each year for the first three years using HR-Eval-214-A-C. After three years of employment, pending satisfactory evaluations, classified employees will be placed on an evaluation cycle to be evaluated once every five years. Either the supervisor or employee may request an evaluation for any given year.

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 for implementation statewide has launched the Tennessee Educator Acceleration Model (TEAM) for the 2011-2012 academic year. Please visit <http://hr.knoxschools.org> for more information regarding the TEAM framework.

During the first month of the school year, each employee shall become thoroughly familiar with the evaluation procedure and instrument(s). Administrators shall be held accountable for this important responsibility.

Evaluations shall be used to inform employees of their performance, as an aid in improving performance, and as a basis for making decisions regarding continuing employment. Evaluation reports shall be discussed with the evaluated employee. Each employee shall be given a copy of the evaluation and shall sign the supervisor's copy as evidence it has been discussed. A copy of the Evaluation Forms may be found on the Knox County Schools Website [www.knoxschools.org](http://www.knoxschools.org). [Policy GBI](#), [Policy GCI](#)

**Progressive Discipline.** KCS follows a progressive discipline model and requires due process when dealing with issues of unsatisfactory employee performance. As such, employees receive

notice of concerns and an opportunity to improve or correct behavior prior to receiving disciplinary action. The steps involved include the following:

- Conference of Concern – This is a conference during which there is initial discussion of behavior that does not meet performance standards.
- Oral Warning / Oral Reprimand – This is the next step of progressive discipline, which indicates that the employee did not correct behavior after being discussed in the conference of concern.
- Written Reprimand – This serves as a final notice that if specified behavior does not improve, disciplinary action will be taken.
- 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 with or without pay, as determined by the Superintendent.
- Dismissal – Termination is the final action and typically taken after other options have been exhausted.

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

# KEY PERSONNEL STANDARDS AND POLICIES

## CODE OF CONDUCT

**Disclosure of personal interest in voting matters.** An official or employee with the responsibility to vote on a measure shall disclose during the meeting and before the vote, any personal interest that affects or that would lead a reasonable person to infer that it affects the official's or employee's vote. This disclosure shall be recorded in the minutes. In addition, the official or employee may, to the extent allowed by law, recuse himself or herself from voting on the measure.

**Disclosure of personal interest in non-voting matters.** An official or employee who must exercise discretion relative to any matter other than casting a vote and who has a personal interest in the matter that affects or that would lead a reasonable person to infer that it affects the exercise of the discretion shall disclose, before the exercise of the discretion when possible, the interest on an official disclosure form and file the disclosure form with the school district's central office. In addition, the official or employee may, to the extent allowed by law, recuse himself or herself from the exercise of discretion in the matter.

**Acceptance of gifts and other things of value.** An official or employee, or an official's or employee's spouse or child living in the same household, may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the school district that a reasonable person would understand was intended to influence the vote, official action or judgment of the official or employee in executing decision-making authority affecting the school district.

It shall not be considered a violation of this policy for an official or employee to receive entertainment, food, refreshments, meals, health screenings, amenities, foodstuffs, or beverages that are provided in connection with a conference sponsored by an established or recognized statewide association of school board officials or by an umbrella or affiliate organization of such statewide association of school board officials.

**Ethics Complaints.** The *Ethics Committee* consisting of three members who will be appointed to one-year terms by the Chair of the Board of Education with confirmation by the full Board will review all ethics complaints. At least two members of the committee shall be members of the Board of Education.

Questions and complaints regarding violations of this Code of Ethics or of any violation of state law governing ethical conduct should be directed to the Chair of the Ethics Committee. Complaints shall be in writing and signed under oath by the person making the complaint, and shall set forth in reasonable detail the facts upon which the complaint is based.

The Ethics Committee may investigate any credible complaint against an official or employee charging any violation of the Code of Ethics, or may undertake an investigation on its own initiative when it acquires information indicating a possible violation, and make recommendations for action to end or seek retribution for any activity that, in the Committee's judgment, constitutes a violation of this Code of Ethics. If a member of the Committee is the

subject of a complaint, such member shall excuse himself or herself from all proceedings involving such complaint.

The Committee may:

- (1) refer the matter to the Knox County Law Department for a legal opinion and/or recommendation(s) for action;
- (2) in the case of an official, refer the matter to the Board of Education body for possible public censure if the board body finds such action warranted;
- (3) in the case of an employee, refer the matter to the official responsible for supervision of the employee for possible disciplinary action if the official finds discipline warranted;
- (4) in a case involving possible violation of state statutes, refer the matter to the Knox County Law Department for possible ouster or criminal prosecution.

The interpretation that a reasonable person in the circumstances would apply shall be used in interpreting and enforcing this Code of Ethics. When a violation of this Code of Ethics also constitutes a violation of the Board of Education policy, the violation shall be dealt with as a violation of the policy or procedure rather than as a violation of this Code of Ethics. Any complaint brought pursuant to this policy must be filed with the Ethics Committee within one year of the alleged ethics code violation. [Policy BH](#)

## **COMMUNITY ASSOCIATIONS AND POLITICAL ACTIVITIES**

Employees have a 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 the KCS.

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

If a *Certified* employee seeks an elective public office or appointment, and if serving in such elected office or appointment shall infringe upon his or her contractual agreement with the KCS, the employee shall present a proposed solution to the KCS Board of Education for consideration. The essential element to be determined is whether the activities proposed by the employee are consistent with his or her services to the school system and the best interests of education. *Classified* employees must complete a similar process with the Superintendent or designee making the final determination. [Policy GAH](#). [Policy GCRF](#)

## **COMPLAINTS AND GRIEVANCES**

Differences of opinion about work should be solved as quickly as possible and with your immediate supervisor, if possible. Questions about policies and procedures, school rules and relationships with co-workers should be taken to your immediate supervisor.

If your immediate supervisor cannot resolve the matter within a reasonable time, you may go up the levels of supervision to the Superintendent, if necessary.

If the problem is with your immediate supervisor or if for personal reasons you cannot discuss a problem with your immediate supervisor, you may go to the next level of supervision.

## **USE OF TECHNOLOGY**

The District's technology resources will be used only for learning, teaching, and administrative purposes consistent with the District's mission and goals. Commercial use of the District's system is strictly prohibited. Other issues applicable to acceptable use include:

- 1) Copyright. All users are expected to follow existing copyright laws, copies of which may be found in each campus library.
- 2) Supervision and permission. Student use of computer and/or the computer network is only allowed when supervised or granted permission by a staff member.
- 3) Identity theft. Attempting to log on or logging on to a computer or e-mail system by using another's password is prohibited. Assisting others in violating this procedure by sharing information or passwords is prohibited.
- 4) Improper use of any computer or the network is prohibited. This includes the following:
  - a) Use of racist, profane, or obscene language or materials
  - b) Using the network for financial gain, political or commercial activity
  - c) Attempting to or harming equipment, materials or data
  - d) Attempting to or sending anonymous messages of any kind
  - e) Using the network to access inappropriate material
  - f) Knowingly placing a computer virus on a computer or the network
  - g) Using the network to provide addresses or other personal information that others may use inappropriately
  - h) Accessing of information resources, files, and documents of another user or a student without permission

Electronic mail (e-mail) is a widely used technology resource that is available to employees as directed by his or her supervisor. General guidelines for email use include the following:

- 1) District email accounts should be used for all official email communication. Please avoid using personal email accounts for work-related purposes or work email accounts for personal use.
- 2) Security Responsibilities.
  - a) Usernames and passwords should be protected from unauthorized use at all times. Do not post any of this information where it may be viewed by others.
  - b) Usernames and passwords shall not be shared among staff members or with students.
  - c) Passwords shall never be shared via e-mail. All legitimate requests for this type of information must be requested in person.

- 3) **Consequences of Improper Use.** The District may suspend or revoke a system user's access to the District's system upon violation of policy and/or administrative regulations regarding acceptable use. Termination of an employee's account will be effective on the date the principal or department head receives notice of user withdrawal or of revocation of system privileges, or on a future date if so specified. Improper or unethical use may also result in disciplinary actions consistent with existing Board of Education policies or procedures and, if appropriate, other local, state or federal laws. This may also require restitution for costs associated with system restoration, hardware, and software costs.
- 4) **Confidentiality.** The software and hardware that provides e-mail capabilities to Knox County Schools' employees have been publicly funded. For that reason, it should not be considered a private, personal form of communication. The contents of any communication of this type are public records. The District would have to abide and cooperate with any legal request to access e-mail contents. As such, requests for personal information on students or staff members shall never be honored via e-mail. It is critical for a personal contact to be made with any individual requesting personal information. This relates particularly to any requests for student grades, discipline, attendance or related information. In addition, security information such as usernames or passwords should not be sent via e-mail for any reason.
- 5) **Network Etiquette.** System users are expected to observe the following network etiquette (sometimes known as "netiquette"):
  - a) Be polite and use appropriate language: swearing, vulgarity, ethnic or racial slurs, and any other inflammatory or offensive language is prohibited.
  - b) Pretending to be someone else when sending/receiving messages is prohibited.
  - c) Transmitting obscene messages, pictures or videos is prohibited.
  - d) Revealing such personal information as addresses or phone numbers of users or others is prohibited.
- 6) **Unsolicited E-mail.** The Technology department should be notified if a user receives unsolicited e-mail, particularly if it is of a "hate mail" or fraudulent nature. Every attempt will be made to track down the source of the e-mail and steps will be taken to attempt to prevent the user from receiving additional unsolicited e-mail.

## CONFLICT OF INTEREST

KCS employees shall not engage in, or have a 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:

- School employees may not purchase any goods or equipment for sale to students or render any service to the school system on a commission basis;
- Employees who have patented or copyrighted any device, publication, or other item shall not receive royalties for use of such item in the school system;
- Employees may 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;
- The Board of Education may not purchase supplies, materials, or equipment from a school system employee; and
- Employees shall not sell 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. [Policy GAG](#)

Moreover, the Superintendent, members of the Board of Education, administrative, supervisory, or teaching personnel or other school officer shall have no financial interest, directly or indirectly, in supplying books, maps, school furniture, or apparatus or other compensated services for the schools or to act as agent for any author, publisher, bookseller, or dealer in school furniture or apparatus. [Policy CB](#)

## DRUG-FREE WORKPLACE

Please see fully-detailed [Policy GAN](#), at [www.knoxschools.org](http://www.knoxschools.org).

The Knox County Board of Education and its employees share a commitment to create and maintain a drug-free workplace. The Knox County Board of Education is responsible for the instruction and well-being of the students entrusted to its care. *The Board of Education declares that the use of illegal drugs, the abuse of alcohol, and the misuse of prescription drugs are prohibited.*

The Knox County Board of Education is committed to a safe working environment, to making adequate provisions for the safety and health of its employees at their place of employment, and to the safety and health of students as well as the general public. The Board of Education believes that alcoholism and drug addiction are illnesses and should be treated as such. The Board further believes that employees who develop alcoholism or other drug addictions can be helped to recover and should be offered appropriate assistance. It is in the best interest of the employee and the Board of Education that when alcoholism or drug addiction is present, it should be diagnosed and treated at the earliest possible date. Confidential treatment of the

diagnosis and recovery process for alcoholism or drug addiction is essential. See information on *Employee Assistance Program* for related information.

**Pre-Employment Testing.** In the furtherance of achieving the Knox County Board of Education's goal and objectives, all applicants being considered for employment positions identified as being safety-sensitive shall be required to submit to a urinalysis test for the detection of the illegal use of drug. All applicants shall be given a copy of this policy in advance of the post-offer, pre-employment physical.

**Reasonable Suspicion.** If a supervisor reasonably suspects and reports to the Executive Director of Human Resources or authorized designee and/or the Medical Review Officer that an employee's work performance or on-the-job behavior may have been affected in any way by illegal drugs or alcohol or that an employee has otherwise violated the Drug-Free Workplace Substance Abuse Policy, the employee may be required to submit a breath and/or urine sample for drug and alcohol testing. An employee who is required to submit to drug/alcohol testing based upon reasonable suspicion and refuses shall be charged with insubordination, and necessary procedures will be taken to terminate the employee. [Policy GAN](#)

## **OUTSIDE/SECONDARY 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. [Policy GAG](#)

## **HARASSMENT**

The Knox County Schools do not discriminate in its programs or employment practices nor does it tolerate harassment for any reason including, but not limited to, harassment on the basis of age, gender, national origin, disability, religion, race, color, genetics, veteran status or any other federally-identified protected area. Harassment by any employee will not be tolerated.

Harassment is defined as conduct, advances, gestures or words of a nature which:

- Unreasonably interfere with an individual's work or performance;
- Create an intimidating, hostile or offensive work environment;
- Imply that submission to such conduct is made an explicit or implicit term of employment;
- Imply that submission to or rejection of such conduct will be used as a basis for an employment decision affecting the harassed employee.

Victims of harassment should report these conditions to the appropriate school administrator, the Executive Director of Human Resources, or the Office of the Superintendent. No reprisals or retaliation shall occur as a result of good faith reporting of charges of harassment and effort will be made to maintain confidentiality.

In determining whether alleged conduct constitutes harassment, all of the circumstances, including the nature of the conduct and the context in which the alleged conduct occurred, will be investigated. The Superintendent or his designee shall be responsible for investigating all complaints of harassment. If satisfactory resolution of any complaint is not reached, the complainant may refer the matter to the Board of Education.

Any employee found to have engaged in harassment shall be subject to sanctions, including, but not limited to, warning, suspension, or termination. [Policy GAO](#)

## **SMOKING AND TOBACCO USE**

The Knox County Board of Education recognizes that smoking represents a health and safety hazard which has serious consequences for the smoker and the nonsmoker. The Board also recognizes that all staff members should serve as positive role models for our students. In order to protect our students, staff, visitors, and guests of the schools from an environment that may be harmful to them, and in compliance with Public Chapter 410, known as the "Non-Smoker Protection Act," the Board of Education prohibits smoking by all staff, students, visitors, and guests on all school property, in all school buildings, and in all school vehicles (including schools, offices, warehouses, sport complexes, and other facilities, as well as vehicles owned by the Board).

Smoking is not allowed in any form at any time inside any school building or anywhere on school property. Smoking is not permitted inside areas such as maintenance shops and garages.

For the purpose of this policy, "Smoking" will mean all uses of tobacco (including all "smokeless" and chewing tobacco products), cigars, cigarettes, and pipes. While on the school property, employees are prohibited from possessing tobacco products that are visible to others.

This policy on smoking shall be communicated to all existing employees and to all prospective employees upon their application of employment. "No Smoking" signs shall be clearly and conspicuously posted on Knox County Schools campuses. [Policy GAMA](#)

## **EMPLOYEE RELATIONSHIPS**

### **Nepotism**

With the exception of substitute teachers, members of an immediate family shall not be assigned to the instructional staff in the same school building unless some unusual circumstance exists which makes it in the best interest of the educational program as recommended by the Superintendent. No employee shall be under the direct supervision of a member of his immediate family. Immediate family shall be defined as spouse, child, parent, parent-in-law, brother, sister, brother-in-law, and sister-in-law. [Policy GCE](#)

### **Supervisor-Staff Relationships**

As an extension of the nepotism and harassment policies, the KCS strongly discourages romantic relationships between supervisors and anyone whom he or she directly supervises. Such relationships may negatively impact other employees and, therefore, lead to complaints and grievances or other interruptions of workplace functioning.

### **Student-Staff Relationships**

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. Romantic relationships between employees and students are prohibited. [Policy GAF](#)

### **VIOLATIONS OF POLICIES AND PROCEDURES**

All employees are required to abide by Knox County Schools, policies, procedures and all applicable laws and regulations. Suspected violations of policy and procedures will be investigated. Failure to abide by applicable policies, laws, and regulations or engaging in actions which discredit the Knox County Schools may result in disciplinary action, up to and including termination. However, all disciplinary actions may be appealed to the next level of supervision, including the Superintendent.

# COMPENSATION

## AUTOMATIC PAYROLL DEPOSIT

The KCS pays its employees via electronic disbursement. Forms are available in the Compensation Department or at [www.knoxschools.org](http://www.knoxschools.org). In addition, all paystubs are provided electronically through the [Employee Self Service \(ESS\) website](#). Password and ID information is provided at the employee orientation conducted by the KCS for all new employees.

## BASE SALARY SCHEDULES

Base salary schedules for all *Certified* and *Classified* employees are published at [www.knoxschools.org](http://www.knoxschools.org). Annual base salary will be determined by schedule, step, and supplement based on position, relevant education, and applicable experience.

## STRATEGIC COMPENSATION

Strategic compensation aligns district programs, classroom instruction and compensation systems with the goals of increasing educator effectiveness and maximizing student achievement. It incents certain actions or activities and rewards specific desired outcomes. Strategic compensation may entail pay, benefits, direct and indirect compensation, immediate and deferred compensation, and other monetary or non-monetary incentives.

The Knox County Schools currently offers incentive compensation to all *school-based certified personnel* included in the TEAM annual evaluation framework and in TAP – The System for Teacher and Student Advancement – schools. The strategic compensation plan, APEX – Advance.Perform.Excel, provides performance compensation for those meeting the established criteria in non-TAP schools. Individual performance compensation for certified employees in TAP schools is determined based on the TAP framework. For more information regarding APEX and TAP, please visit [www.knoxschools.org/apex](http://www.knoxschools.org/apex). [Policy GBAC](#)

## SIGNING BONUS

A signing bonus of \$3,000 will be offered to new employees hired in identified *hard-to-staff* subject areas. Eligible employees must sign a contractual agreement adhering to the terms outlined below to receive the signing bonus. One of the key stipulations in that agreement is that the employee must commit to work for Knox County Schools for three years, unless KCS initiates employment termination. If the employee voluntarily leaves before fulfilling the three year commitment, he or she will be required to reimburse KCS on a pro-rated basis, i.e. one year remaining, reimburse 1/3; two years remaining, reimburse 2/3, etc.

Eligible *hard-to-staff* subject areas for the 2011-2012 school year are:

- Speech / Language
- Science – Chemistry and Physics
- Special Education

Additional eligibility guidelines are as follows:

- Only employees hired in full time, regular, and full-time temporary positions are eligible. Employees hired on an interim contract are *not* eligible.
- Employee must have Highly Qualified status, be fully certified and endorsed in the subject area, and possess a valid Tennessee license. Employees who possess an *alternative or transitional* license are *not* eligible.
- Employees who resign from the system and who choose to return are *not* eligible.
- Employees who have received the bonus incentive and who resign from the system and choose to return are *not* eligible.
- The bonus award is a gross amount and shall be subject to all applicable taxes, other normal payroll deduction, and any other deductions required by law.

The eligibility criteria are broad guidelines developed by the Human Resources Department. However, it is not possible to address every situation or circumstance under these guidelines. Therefore, the administration reserves the right to amend these guidelines in order to render decisions regarding this benefit on an as-needed basis. In the event that the number of employees eligible for the bonus exceeds the allocated amount, the final determination of which employees will receive the bonus will be based on hire date. KCS will make every effort to ensure that all employees are treated fairly and equitably. Please contact Human Resources for more details regarding the signing bonus.

## **EMPLOYEE AND CONTRACT TYPES**

**Certified.** Certified staff members require a valid professional license based on training that covers the subjects or grades taught and/or a specialty service area (e.g. guidance counselor) in accordance with rules and regulations of the State Board of Education. [Policy GB](#)

**Certified Time Card.** Certified timecards are used for any certificated personnel working in a part-time position. This includes retirees, tutors or retired teachers filling in for an employee absent for an extended period of time. Teachers providing instruction during their plan time for a hard to staff subject also report their time via timecard.

**Classified.** Classified staff members' regular employment status does not require certification in accordance with rules and regulations of the Tennessee Department of Education. Classified personnel include the following employees: bookkeepers, secretaries, clerks, maintenance employees, custodial employees, cafeteria employees, instructional assistants, transportation employees and security guards, as well as many central office administrative services positions. [Policy GC](#)

**Substitute.** Substitutes work as a replacement resulting from any short-term absence for food service, custodial, teaching, teaching assistant, or secretary positions. Substitutes are not eligible for benefits or participation in the Tennessee Consolidated Retirement System regardless of hours worked per week. However, substitutes can choose to participate in the 403b retirement plan that is available through a third-party vendor (please contact Employee Benefits for more information). A substitute may only work up to 19 consecutive days for the

same employee absence and are paid at the substitute daily rate. If the position requires more than 19 consecutive days, then it is categorized as a supply, interim, or temporary position as appropriate.

**Supply Memo.** These employees work between 20-44 consecutive days in the same teaching position and are paid a supply daily rate. Supply memo teachers work in-service days, are not eligible for health, dental, life or vision benefits, must be on the substitute list, and must be certified and endorsed in the area taught. This position is still treated like a substitute teacher for absence reporting and payroll purposes. Classified positions such as food service, custodial, teaching assistant, and secretary positions may also be designated as supply memo.

**Supply Contract.** These employees work between 45-89 consecutive days in the same teaching position and are paid at the supply daily rate. Supply contract teachers work in-service days, are not eligible for health, dental, life or vision benefits, must be on the substitute list, and must be certified and endorsed in the area taught. The supply contract teacher is treated like a regular teacher for absence reporting and payroll purposes. If the supply contract teacher is absent, it should be reported as a regular teaching absence and requires a substitute. Classified positions such as food service, custodial, teaching assistant, and secretary positions may also be designated as supply contract.

**Interim.** Interim employees work 90 or more days and hold a position for a teacher or employee who is on leave. For teaching and other certified positions, interim employees are paid based on degree and experience just like regular, certified staff. Interim employees must be applicants for regular teaching and certified positions, but they do not have to be on the substitute list. Interim teachers are treated like regular teachers for absence reporting and payroll purposes.

Interim employees may choose to accept or reject participation in the Tennessee Consolidated Retirement System. However, if working at least 30 hours per week, interim employees are eligible for all other benefits.

Interim employees have no guarantee of a position beyond the time that the original employee is on leave or the end of the current school year. If the original employee resigns, the replacement changes from interim to temporary.

Classified positions such as food service, custodial, teaching assistant, and secretary positions may also be designated as interim.

**Temporary.** Temporary employees fill teaching positions and are paid based on degree and experience. Temporary teachers are treated like a regular teacher for absence reporting and payroll purposes. A temporary teacher is hired for a position for which no other person has a claim (resignation, retirement, new position). This position has no guarantee beyond the specified time or current school year. To obtain a position for a future year, the temporary teacher must submit a new application and be selected through the regular hiring process.

Typically, if a new position is created after classes start, the position is filled on a temporary basis. When an employee who is on leave of absence decides to resign, the person filling that

position becomes a temporary employee at the time the original employee resigns. If working at least 30 hours per week, this employee is entitled to all eligible benefits. Participation in the Tennessee Consolidated Retirement System is mandatory for all certified employees working fulltime.

Classified positions such as food service, custodial, teaching assistant, and secretary positions may also be designated as temporary.

## **PAYROLL**

Regular monthly payroll checks are deposited on the 25<sup>th</sup> of each month, or the last working day prior to the 25<sup>th</sup>. Maintenance and food service personnel are paid bi-weekly, every other Friday. Written requests for payroll changes such as name and address must be received in the Human Resources office by the end of the workday on the 25<sup>th</sup> of the month. Direct deposit changes must be received in the Compensation department by the close of business on the 5<sup>th</sup> day of the month. Payroll deduction changes must be submitted to the appropriate department, Employee Benefits or Compensation. The change will be reflected the following month, provided all proper documentation is submitted with the change request.

Contract employees are covered under the following work calendar:

<u>Number of Contract Days</u>	<u>Work Calendar</u>
255 days	July 1, 2011 – June 30, 2012
242 days	July 1, 2011 – June 30, 2012
232 days	July 18, 2011 – June 18, 2012
221 days	July 21, 2011 – June 7, 2012
216 days	July 25, 2011 – June 4, 2012
211 days	August 1, 2011 – June 4, 2012
205 days	August 1, 2011 – May 25, 2012
200 days	August 8, 2011 – May 25, 2012

## **PAYROLL DEDUCTIONS**

Mandatory deductions from gross pay include Social Security, Medicare, federal income tax withholding, retirement contribution, court-ordered garnishment, IRS levies, and fees assessed for criminal background check.

Employees who are absent without leave or take administrative leave without pay shall have their pay deducted by the amount of daily rate of pay for each day absent. This deduction shall occur at the time the information is processed; it cannot be spread over the remainder of the year. If the amount is greater than a month's wages, the deduction will occur monthly until the value of the overdrawn leave is recovered.

Optional deductions from gross pay include health insurance, supplemental life insurance, dental insurance, United Way donations, credit union loan payments, union dues, and 32 tax sheltered annuities offered as a part of employee benefit package.

## **BENEFITS**

The school system offers a comprehensive benefits package to employees. New employees have 31 days from their hire date to select their benefits options. All eligible employees can make changes to existing or add new benefit plans during the annual Open Enrollment period held each fall. Below is brief information on benefits that are available to employees. For more details, please visit <http://benefits.knoxschools.org/>.

### **HEALTH INSURANCE**

KCS's Health Insurance Program is administered by Benefits Administration, a division of the State of Tennessee. Currently there are two carriers and four different plans. The carriers are Blue Cross/Blue Shield and CIGNA. There is a partnership plan and a standard plan for each carrier. Employees may choose from the program that best meets his/her needs.

There are five different rates: (1) employee only; (2) employee plus child or children; (3) employee plus spouse; (4) family coverage; or (5) two employee family coverage. A portion of the health insurance is paid by KCS. Employees on unpaid leave of absence are responsible for both the employee's portion and the Knox County School's portion of health care premiums. Employees eligible under Family and Medical Leave Act are eligible to continue paying only the employee premium for their FMLA period. Employees who retire may continue health insurance coverage if eligibility requirements are met. Employees whose health insurance is terminated for other reasons, or covered dependents of employees whose health insurance is terminated, may continue coverage for a limited period under COBRA.

The [Benefits and Employee Relations](#) office can provide details regarding coverage and premiums. Please visit their website for more information or by calling the Benefits and Employee Relations office.

### **DENTAL INSURANCE**

Employees must work 30 hours a week to be eligible for dental insurance. Employees have the option of participating in a dental insurance plan. Premiums are paid one month in advance. An employee's effective date of enrollment is the first day of the month following submission of paperwork and appropriate eligibility. Dental Insurance is available for eligible employees, their spouses and dependent children. The Dental Insurance plan provides benefits for Preventive, Basic, Major and Orthodontic procedures. Benefits are provided through Delta Dental for both in-network and out-of-network providers and procedures. There is no waiting period for coverage under the plan. Knox County Schools pays for a portion of the cost. There are four different rates: (1) employee only; (2) employee plus one; (3) family; and (4) two employee family. There is an open enrollment period each year for coverage beginning date January 1 the following year.

Please call the Benefits and Employee Relations department for additional information or access them via the website, [benefits.knoxschools.org](http://benefits.knoxschools.org).

## **VISION INSURANCE**

Vision insurance is available for eligible employees, spouses and dependent children. Benefits are available for both in-network and out-of-network providers and procedures. The employee pays 100% of the premiums. There are three different rates: (1) employee only; (2) employee plus one; and (3) family. There is an open enrollment each year for coverage beginning January 1 the following year.

## **BASIC GROUP TERM LIFE (GTL) INSURANCE**

Life insurance is provided free to all active, regular employees. The coverage amount is 1.5 times the employee's annual salary. However, the minimum coverage amount is \$20,000 and the maximum coverage amount is \$50,000. KCS also offers an Accidental Death & Dismemberment (AD&D) benefit coverage which pays only in the event of such.

Employees that separate from KCS may continue to carry term life coverage by converting to a whole life policy and paying 100% of the premium.

## **SUPPLEMENTAL GROUP TERM LIFE (GTL)**

Supplemental Life Insurance is available for eligible employees at group rates. Spousal and children's coverage is also available. Supplemental GTL Insurance is offered without health screening when an employee is hired. If it is refused at that time, and the employee later seeks to enroll, proof of insurability will be required.

## **FLEXIBLE BENEFITS**

The Internal Revenue Service authorizes flexible benefits. The tax code allows employees to pay for certain benefits with pre-tax dollars. There are three types of flexible benefits that the Knox County Schools offers: Premium Conversion, Medical Spending Accounts and Dependent Care.

## **PREMIUM CONVERSION**

Knox County employees who participate in the health, vision or dental insurance plans offered by the system are required to participate in premium conversion. Employees can also have some supplemental insurance premiums taken out pre-tax.

## **MEDICAL FLEXIBLE SPENDING ACCOUNT**

The Internal Revenue Service authorizes flexible spending accounts. These tax codes allow employees to pay for certain benefits with pre-tax dollars. A Medical Flexible Spending Account (MFSA) is available for eligible employees, spouses and dependent children. A MFSA is not insurance, but rather a way to pay for certain qualified, non-reimbursed medical expenses in a pre-tax salary reduction. The amount which can be placed in an MFSA each year may be limited by the Internal Revenue Service, but may not exceed the annual maximum established

by the school system. Any monies placed in an MFSA against which qualified expenditures cannot be filed are forfeited according to Federal Law. The employee contributes 100% to the MFSA. Please call the Benefits & Employee Relations department or access them via the website, [benefits.knoxschools.org](http://benefits.knoxschools.org), for additional information and forms.

## **DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT**

A Dependent Care Flexible Spending Account (DCFSA) is available for eligible employees, spouses and dependent children. A DCFSA is not insurance, but rather a way to pay for certain qualified dependent care expenses in a pre-tax salary reduction. The amount which can be placed in a DCFSA each year may be limited by the Internal Revenue Service, but may not exceed the annual maximum established by the school system. Any monies placed in a DCFSA against which qualified expenditures cannot be filed are forfeited according to Federal Law. A DCFSA cannot be used if claiming a Dependent Child Credit a Federal Income Tax return for that year (please consult a tax professional for specific details). The employee contributes 100% to the DCFSA.

## **TAX DEFERRED INVESTMENTS**

Current IRS regulations allow employees to participate in tax deferred investments under Sections 403(b) and 457(b) of the Internal Revenue Code (commonly known as 403(b)/457 plans), if the employee qualifies. All employees of Knox County Schools, whether regular or temporary (full-time or part-time, regardless of work schedule), are eligible to participate providing that contributions are made from the employee's wages and they have not applied for a hardship withdrawal during the period set out by the IRS. Please call the Benefits & Employee Relations department or access them via the website, [benefits.knoxschools.org](http://benefits.knoxschools.org), for additional information.

## **TUITION ASSISTANCE**

KCS supports employees who wish to take coursework that is relevant to the employee seeking certification and/or additional endorsement in an approved critical needs subject area. In keeping with this philosophy, KCS has established a tuition assistance program for expenses incurred through approved institutions of learning. Full-time regular employees, certified or non-certified, employed with Knox County Schools three years or more, will be eligible for participation in the tuition program as long as the courses lead to certification or endorsement in an approved critical needs subject area as determined by the Executive Director of Human Resources.

To receive this benefit, employees must be employed by KCS, at the beginning of the course, the end of the course, and at the time of reimbursement. KCS will reimburse up to a maximum of \$1,200 per course or \$2,400 per academic school year for tuition expenses incurred by an employee for continuing education through an accredited program. The employee must secure a minimum passing grade of a "B" or its equivalent to receive a reimbursement. Expenses must be validated by receipts and a copy of the final grade or transcript.

Employees receiving the benefit and obtaining additional certification(s) or endorsement(s) are required to teach a minimum of three years in the subject area for which the employee received the tuition assistance. Should the employee resign or otherwise voluntarily leave employment with KCS prior to completion of his/her program of coursework, the tuition assistance benefit ends and all tuition assistance funds accepted by the employee up to that point must be repaid. If the employee resigns or otherwise voluntarily leaves employment with the KCS within three years or less from the date of completion of his or her coursework and his or her receipt of additional certification or endorsement, repayment of all tuition assistance shall be required of the employee. However, if the Board of Education is unable to offer the employee a position in the area of the newly obtained licensure, the employee shall not be required to repay the tuition assistance funds.

If funds are not sufficient for all requests, a determination for tuition assistance will be based on the school system's critical needs. The Executive Director of Human Resources reserves the right to make decisions regarding this benefit on a case by case basis and will make every effort to ensure that all employees are treated fairly and equitably. Please contact the Human Resources Department for more information regarding the Tuition Assistance Program. [Policy GBF](#)

## **RETIREMENT ACCOUNTS / PENSION**

All regular *Classified* employees who work 18.5 hours per week belong to the Knox County Retirement and Pension System. The retirement plan is a 401(a) Asset Accumulation Plan. There is a mandatory 6% pre-tax contribution. This contribution is matched dollar-for-dollar or a full 100% match. Employees are vested in those matching contributions at a rate of 20% each year of service. As such, employees are vested 100% after five years. Employees are always 100% vested in the employee contributions. All employees who were hired after 1991 are in the Asset Accumulation Plan. Prior to a 1991 hire date, *Classified* employees are members of a closed defined benefit plan. For detailed information, visit the Knox County Retirement and Pension Office web site at <http://www.knoxcounty.org/retirement/>.

*Certified* employees who are in a regular or temporary, full-time positions are enrolled in the mandatory Defined Benefit plan sponsored by the Tennessee Consolidated Retirement System (TCRS) of the State of Tennessee. Employees who are part-time or in an interim position can choose to participate in the TCRS retirement plan. The plan requires a mandatory 5% pre-tax contribution. The Defined Benefit plan guarantees a monthly benefit which is based on a member's five highest years of consecutive earnings and service. The benefit is payable for the life of the member and when applicable, transferable to a member's spouse or beneficiary(ies). A Defined Benefit retirement plan (401A) relieves members of the burden of making investment decisions and assuming the risk associated with those decisions. Unlike an IRA or 401K account, a TCRS retirement benefit is not impacted by stock market performance. The State of Tennessee guarantees TCRS members will receive retirement income for life. Also, depending on the benefit option a retiree chooses, a TCRS retirement benefit can be passed to a beneficiary at a member's death, and the beneficiary continues to receive this income until his or her death. For detailed information, visit the TCRS web site at <http://treasury.tn.gov/tcrs/>.

# EMPLOYEE WELFARE

## INCLEMENT WEATHER

From time to time it is necessary to delay or cancel classes across the school system due to poor road or school access conditions that have been caused by inclement weather such as rain or snow.

The Superintendent of Schools is the only person who may make the decision to close school for any reason. The intent is to make the decision as early as possible to allow parents time to make appropriate arrangements. In the event that the decision to cancel school or delay school must be made in the early morning hours, this decision should be made prior to 5:00 a.m. if at all possible. When all schools in the system are closed, the Central Office and other support offices will also be closed except for mission essential personnel. Mission essential personnel will be persons designated and notified by the appropriate director or supervisor.

When school is released early due to weather, the Central Office and all school offices will remain open and operational until it is reasonably confirmed that all students have safely reached their homes or have been picked up by their parents or guardian. Principals will ensure that school phones and 800 MHz radios are manned. No school will cease operation or make a decision to close until the principal reports to the Superintendent's Office and receives permission to do so from the Superintendent, or until a system-wide decision has been made and communicated. [Policy AFC](#)

## EMERGENCY / CRISIS MANAGEMENT

At each school, the principal shall develop a Crisis Management Plan in conjunction with the system-wide *Knox County Schools Emergency Handbook* for use in times of such things as, but not limited to, 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 Security Office 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.

The principal of each building shall be responsible for the adherence to the *Knox County Schools Emergency Handbook* provided by the Security department. 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 member, the Superintendent, and any necessary emergency services (police, fire, ambulance, etc). [Policy EBBCB](#)

## **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. [Policy EBB](#)

## **WORKER'S COMPENSATION**

*Classified employees* are eligible to receive Workers' Compensation benefits. This includes custodians, maintenance, food service, substitutes, teaching assistants, security officers, classified supervisors, interpreters, nurses, therapists and secretaries/bookkeepers, etc.

All accidents/injuries, no matter how small or seemingly insignificant, must be reported to an employee's direct supervisor immediately and to the Benefits & Employee Relations Office. Sick leave benefits shall be paid to employees only when workers' compensation benefits are not available.

The KCS Board has established a medical panel consisting of general practitioners to treat on-the-job injuries. Employees may choose from any of the general practitioners listed on the medical panel for treatment of on-the-job injuries. Each school and building should have a posting of approved providers.

If an employee needs medical treatment at any time when the doctors' offices on the Workers' Compensation Panel are closed, or if the Benefits & Employee Relations Office is closed, he or she may go to any Knox County hospital. The employee must notify their supervisor as soon as possible on the next working day. [Policy EGAA](#)

*Certified* teachers have benefits comparable to workers' compensation for up to 1 year if they are injured by a physical assault or other violent crime committed against the teacher in the course of the teacher's employment activities.

## **EMPLOYEE ASSISTANCE PROGRAM**

If an employee participates in a health plan through the Knox County Schools, the Employee Assistance Program (EAP) is included in that plan. The program is administered by the State of Tennessee via Magellan Health Services. The EAP provides confidential counseling and other services for such issues as: marital conflict; alcohol or drug dependency; family or parenting issues; stress management; self-improvement; and grief or loss counseling, etc. Please see <http://www.magellanhealth.com> or call 800-308-4934 for additional information.

## **SICK LEAVE BANK**

KCS maintains separate Sick Leave Banks for *Certified* and *Classified* employees. Both the *Certified* and *Classified* Sick Leave Bank provide additional sick leave days to contributors who have suffered a major personal illness, injury, disability or quarantine and whose personal leave, sick leave and vacation leave has been exhausted. Regular employees who are entitled to sick leave are eligible to participate. To join the Sick Leave Bank, an employee must deposit three (3) sick leave days during the open enrollment period; then agree to assessments of 1-3 days at designated times, as determined by the Sick Leave Bank Trustee Board. Participation is voluntary, and employees must request and complete appropriate forms to join and/or access the Sick Leave Bank.

*Classified*, employees can apply to utilize days from the Sick Leave Bank after a minimum of 30 days of membership. Sick bank days cannot be granted during the first year of enrollment for any illness diagnosed within the previous twelve (12) months. There is a 15 consecutive day waiting period after the diagnosis before the sick leave bank can be used. The maximum number of days in a calendar year *Classified* employees can use the Sick Leave bank is 60 days. However, there is a maximum of 90 days total that can be used for one illness or occurrence.

*Certified* employee Sick Leave Bank rules and regulations are detailed in State law TCA 49-5-801. The maximum number of days in a calendar year *Certified* employees can use the Sick Leave bank is 60 days. However, there is a maximum of 90 days total that can be used for one illness or occurrence.

Please contact the Benefits & Employee Relations Office at 865-594-1686 for more detailed information on the *Classified* Sick Leave Bank and the *Certified* Sick Leave Bank.

# **TIME AWAY FROM WORK**

## **COURT APPEARANCES**

If an employee appears in court because of a personal interest, whether as a plaintiff, defendant or witness or voluntarily appears in behalf of family or friends, or if an employee is required to appear in court either as a defendant or plaintiff in a civil case, personal leave or leave without pay will be granted in accordance with the established board policies on leaves. [Policy GBRHA](#)

## **FAMILY AND MEDICAL LEAVE**

The federal Family and Medical Leave Act (FMLA) entitles employees to take reasonable leave for medical concerns, for the birth or adoption of a child, and for the care of a child, spouse, or parent who has a serious health condition. Anyone who has been employed for at least 12 months by the Board of Education and has at least 1,250 hours of service during the previous twelve-month period is eligible for FMLA. The school system will continue to make the board's contribution to the employee's health, dental and life insurance during FMLA leave. The employee is also guaranteed the same or similar employment when he or she returns to work at the end of the FMLA leave. [Policy GBRIC](#); [Policy GCRG](#)

## **CHILD CARE AND MATERNITY LEAVE**

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

A female employee requesting maternity leave due to pregnancy and childbirth shall be granted at least four (4) months. The request must be in writing at least 30 days prior to the leave and specify the dates departure and return, to the extent which these dates are known. The supervisor must submit the proper form and request to the Human Resources Department. Sick leave may be used during physical disability only as determined by the physician. Otherwise, maternity leave shall be unpaid leave.

For adoption purposes, sick leave may be used for a period of up to thirty (30) days. A copy of supporting documentation from the adoption agency must be provided. In the event that both adoptive parents are employees of KCS, only one employee may use this time.

Leave and leave extensions shall not exceed a total of two consecutive years. [Policy GBRIC](#); [Policy GCRG](#)

## **VACATION AND HOLIDAY LEAVE**

Full-time employees on twelve month assignments earn vacation days at the rate of one per month plus one day per year worked for Knox County up to a total of 8 days for years of service within Knox County for a possible total of 20 days. No more than 20 vacation days can be carried over from year to year. Accumulated days plus days to be earned for the year will be advanced and credited to the employees on July 1 of each year. Employees are not eligible for

vacation during their first 6 months of employment. The Superintendent (or his designee) and immediate supervisor must approve the time of vacation.

Employees working a ten month assignment will earn 10 vacation days at the rate of one per month. These are paid vacation days only.

Paid holiday leave is typically defined as Memorial Day, Independence Day, Labor Day, Thanksgiving (2 days), Winter Holiday, and New Year's Day. However, a paid and unpaid holiday calendar will be published and available through the employee's supervisor once approved by the KCS Board of Education.

Contract employees have holiday leave as defined in Board of Education policy. [Policy GCRH](#)

## **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. Employees who are reservists and 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. Employees should give such notice to their immediate supervisor.

While performing such duty or training, the employee shall be paid his 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 regular salary for such time as he is engaged in the performance of his duty, and any time spent in active state duty shall not count against the period of leave allowed for military service.

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

The employee must 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. [Policy GBRID; Policy GCRG](#)

## **JURY DUTY**

Employees called for jury duty shall:

- Complete and submit an Administrative Leave WITH PAY request form.
- Attach Summons to appear in court to the leave request.
- Submit Administrative Leave request to supervisor.

KCS pays regular employee wages for the days served on jury duty. However, it is required that employees refund any payment for jury duty received from the Knox County courts less any

expenses incurred such as parking, lunch, etc. Please see supervisor for more details regarding the submission of these funds.

*If you report to court and do not serve on a jury that day — report to work. If you report to court and only spend a portion of the day there — go to work for the remainder of your workday. In other words, an employee must be serving jury duty or be at work during normal working hours.*

Teachers summoned for jury duty shall appear in court and specify a seven (7) day period within twelve months that he/she will be available for jury duty. Teachers are entitled to the usual compensation, less the amount paid by the court. [Policy GBRHA](#); [Policy GCRG](#)

## **PERSONAL AND PROFESSIONAL LEAVE**

Employees shall earn personal leave at the rate of one day for each half year employed for a total of two (2) days per year. An employee must give his/her supervisor one day written notice for leave to be approved except in the case of an emergency.

Personal leave is earned at the rate of ½ day per 50 paid contract days for a maximum of 2 days per school year. Unused personal leave converts to sick leave at the end of each school year.

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. Any personal leave remaining unused at the end of a year shall be credited to sick leave. [Policy GBRHE](#), [Policy GCRG](#)

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 for professional leave shall be submitted to the immediate supervisor at least ten (10) working days prior to requested leave of absence.

## **SICK LEAVE**

Earn 1 day for each 19 paid contract days. This applies to all employees contracted in a position at least 50% or more, not just certified. The 13 days applies to all 255 or 260 day personnel.

200 day contracts maximum earned 10 days per school year  
211 day contracts maximum earned 10.5 days per school year  
221 day contracts maximum earned 11 days per school year  
255 day/260 day contracts maximum earned 13 days per school year

Sick leave shall be granted for: employee illness from natural causes or accident; quarantine; or illness or death of a member of the immediate family of an employee, including the 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.

The employee should provide a signed statement on the designated forms listing the cause of absence. A certificate from the physician on designated form may be required in support of any claim for sick leave pay. An employee absent for five (5) consecutive working days shall submit a doctor's statement verifying illness or injury of the employee or immediate family member. However, frequent use and/or suspected misuse of sick leave by an employee are sufficient grounds for requiring a physician's certificate stating the reason for absence. A falsified statement shall be grounds for dismissal.

A teacher, upon employment with KCS, may transfer accumulated sick leave from another Tennessee public school system, provided the system in which the accumulated leave was held provides notarized verification. [Policy GBRHB](#), [Policy GCRG](#)

## **LONG-TERM LEAVES OF ABSENCE**

Employees in regular, temporary, or interim positions shall be granted leave without pay for military service, legislative service, maternity, adoption, recuperation of health or visitation of a spouse, child or parent deployed for military duty out of the country who has been granted rest and recuperation leave or other sufficient reason without loss of accumulated leave credits, tenure status, or other fringe benefits. Leave to visit a spouse, child or parent deployed for military duty out of the country, who has been granted rest and recuperation leave, shall be granted for no longer than ten (10) days. Certified employees may also request leaves for educational improvement purposes.

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. The application for leave forms shall require: a description of the type of leave requested; the requested dates for beginning and ending the leave; and a statement of intent to return to the position from which leave is granted.

The Superintendent will respond to all leave requests in writing. All leaves, except military leave, shall specify a beginning and end date. However, any leave may be extended by the Superintendent upon written request from the employee. The maximum period for a leave of absence is two continuous years, this includes any FMLA time.

Positions vacated for less than twelve (12) months by employees on leave shall be filled with an interim employee while the employee is on leave. If the employee returns from leave within 12 months, the interim employee shall relinquish the position. If the leave exceeds twelve (12) months, the employee shall be placed in the same or a comparable position upon return. Any employee on leave shall notify the Superintendent at least thirty (30) days prior to the date of return if the employee does not intend to return to the position from which he is on leave. [Policy GBRI](#), [Policy GCRG](#)

# TERMINATION OF EMPLOYMENT

## DISMISSAL AND NON-RENEWAL

**Classified Employees.** All classified employees, including teaching assistants, are at-will employees with no annual contract. Employees terminated for any reason shall be paid all earnings authorized or due at the end of the next regular pay period. [Policy GCK](#)

**Non-Tenured Teachers.** The Superintendent may dismiss any non-tenured teacher at any time when deemed necessary 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 is also authorized to dismiss a teacher convicted of a felony. The non-tenured teacher will be given the opportunity to pursue a full and complete hearing before an impartial hearing officer to dispute the reasons for dismissal. In addition, the non-tenured teacher may have the opportunity to appeal any decision in favor of KCS resulting from a hearing. Please see full policy related to dismissal of non-tenured teachers. [Policy GBNB](#)

**Non-Renewal of Contract.** The Superintendent is under no obligation to re-employ non-tenured teachers or other non-tenured *Certified* personnel 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 of Education meeting; and
2. Written notice of non-renewal shall be hand delivered or sent to the employee by U.S. registered mail so that it will be received by the employee **prior to** June 15.

Any *Classified* contract employee should have no expectation of contract renewal. Classified employees will be given at least 15 days notice for non-renewal of contract. Non-renewal is not considered a dismissal/suspension; as such, those procedures do not apply. [Policy GBG](#)

**Tenured Teachers / Certified Personnel.** When charges are made to the Board of Education against tenured personnel charging offenses which justify dismissal, 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, charges are of such nature as to warrant the dismissal, the Superintendent shall give the teacher a written notice of the decision, together with a copy of a form which shall be provided by the Commissioner of Education advising as to the teacher's legal duties, rights and recourse under the terms of this part.

Any teacher convicted of a felony or convicted of a specific offense, as defined by state law, shall be immediately suspended and dismissed subject to the provision. If the dismissal of the teacher is upheld by the Board of Education and court reviews, the Superintendent will notify in writing the revocation proceedings under applicable rules of the Tennessee Board of Education. For details regarding appeals and related procedures for dismissal of tenured personnel, please see full policy. [Policy GBNA](#)

## RESIGNATIONS

**Classified Employees.** Classified 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 or designee for justifiable reason. The immediate supervisor shall forward copies of written notice the day received to the Human Resources Department. The payroll office will prepare final payment for the next appropriate scheduled pay day. [Policy GCO](#)

**Teachers / Certified Employees.** A teacher shall give the Superintendent notice of resignation at least thirty (30) days before the effective date of the resignation. A teacher, who fails to give such notice, in the absence of justifiable extenuating circumstances, shall forfeit all tenure status. The Board of Education 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 of Education;
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 has taken leave. Failure to render such notice may be considered a breach of contract. Upon a breach of contract, the Board of Education may file a complaint with the Commissioner and request the suspension of a teacher's certificate for no less than 30 and up to 365 days. Please see policy for full details on appeal process and procedures related to this action. [Policy GBO](#)

## RETIREMENT

**Classified Employees.** Retirement shall mean a termination of services under conditions which will allow the employee to draw benefits from the Knox County Retirement and Pension Office. Employees must meet and/or complete paperwork with the Knox County Retirement and Pension Office in order to receive retirement benefits. Benefits personnel shall assist employees with the continuation of benefits of life, health, dental and vision insurance by meeting with them and helping them complete all of their paperwork. Classified employees must wait 90 calendar days from the date of their last paycheck and approval of the Knox County Retirement and Pension Board before they can apply to work as a retiree. Retired Classified employees are limited to 720 hours of work within the district in a calendar year.

**Teachers / Certified Employees.** Retirement shall mean a termination of services under conditions which will allow the employee to draw benefits from the TCRS. Employees eligible for retirement benefits may elect to retire at any age with 30 years of service or at age 60 with at least 5 years of service without a penalty according to the provisions of TCRS. Employee

Benefits personnel shall assist employees in securing retirement benefits by meeting with them and completing all of their paperwork.

Retired certified employees must wait 60 days from their last day of work before they can return to work. During a twelve-month period, retired teachers may not work more than one-hundred and twenty (120) days or the equivalent; i.e. 900 hours for employees based on a 7.5 hour work day or 930 hours based on a 7.75 hour work day. However, if the Superintendent certifies in writing to the Board of Education that no other qualified personnel are available to substitute teach, the retired member may work a total of 210 days during the twelve-month period if employed as a substitute teacher. [Policy GBQ](#)

## **APPENDIX – EMPLOYEE FORMS**

The following list includes frequently used human resources forms. The electronic version is hyperlinked to actual locations on the website. Please go to <http://forms.intranet.knoxschools.org> or <http://benefits.knoxschools.org> for complete list of documents.

### **GENERAL HUMAN RESOURCES FORMS**

[Physician's Verification of Illness and/or Maternity Leave \(HR-102\)](#)

[Unpaid Leave of Absence \(HR-104\)](#)

[Tuition Assistance Program Guidelines and Application \(HR-146AB\)](#)

[Signing Bonus Agreement \(HR-148\)](#)

[Resignation \(HR-147\)](#)

[Employee Name & Address Change \(HR-112\)](#)

### **BENEFITS FORMS**

[Health Insurance Enrollment Change Form](#)

Form required for employee to enroll in health coverage (due to qualifying event), add dependents, terminate coverage or terminate dependent coverage.

[Health Insurance Cancellation Form](#)

This form must be completed to terminate coverage when an employee has a qualifying event or during open enrollment. It is not the form to use to cancel a dependent due to a divorce or child reaching the age of 26.

[Vision Enrollment-Change Form](#)

Vision Enrollment/Change form - Employees complete this form to add or remove vision coverage.

[Flexible Spending Account Enrollment Form](#)

Enrollment Form to enroll in the flexible medical spending account or in dependent care.

[Flexible Spending Account Letter of Medical Necessity](#)

Form that must be completed by medical personnel for certain expenses under the flexible medical spending account.

[Flexible Spending Account Reimbursement Form](#)

Form required if an employee pays for an eligible expense and does NOT use FSA account debit card.

[Supplemental Insurance Payroll Deduction-Change Authorization](#)

Form required add, change, or terminate the payroll deduction for a supplemental insurance policy.

[Certified Retirement Intent Letter - 90 Day Notice](#)

Intent to retire letter required 90 contract days in advance of retirement commencement date to qualify for sick leave incentive.

[Classified Retirement Intent Letter - 100 Day Notice](#)

Intent to retire letter required 100 days in advance of retirement commencement date to qualify for sick leave incentive.

[Tennessee Consolidated Retirement System - Beneficiary Change Form](#)

[Tennessee Consolidated Retirement System - Temporary Employment Report](#)

[Knox County Pension Plan - Beneficiary Change Form](#)

Beneficiary Change form for Asset Accumulation Plan.

[Knox County Pension Plan - Beneficiary Change Form](#)

Beneficiary Change form for Old Defined Benefit Plan.

[Knox County Pension Plan - Payroll Contribution Change Form](#)

[ING Reliastar Enrollment/Beneficiary Change Form](#)

Insurance form used to enroll or change life insurance coverage or beneficiaries.

[Tax Shelter Payroll Deduction/Change Authorization Form](#)

Form used to add or change the amount of money an employee places in their 403B or 457 tax shelter plan.

[Workers' Comp Injury Report](#)

First report of injury

[Workers' Comp Medical Release Form](#)

Medical release for workers' compensation

## Human Resources

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