

**PROCEDURE:  
EQUAL OPPORTUNITY, COMPLAINTS, APPEALS FOR NON EMPLOYEES**

Normal steps in reaching a resolution to individual concerns are listed below:

1. In the event an individual or group believes there is a basis for complaint, that person or group will initiate informal discussion within 5 days after he/she knew, or should have known of the occurrence leading to the possible concern.
2. If the complaint is not resolved at the informal level, the complainant may FILE a written complaint and supporting evidence with the superintendent or his specified designee.
3. Within ten days, the superintendent's designee will discuss the matter with the complainant; thereafter a thorough investigation will be conducted to gather all relevant information. Equal rights for discussion will be given to other appropriate parties.
4. If the complaint is not settled through the discussion process the superintendent may designate a hearing officer, and a formal hearing will be scheduled to permit both parties to present evidence before the hearing officer.
5. If satisfaction is not reached with the hearing officer's formal recommendations, the grievant may request a hearing before the school board.

**PROCEDURE:  
INTERNET ACCEPTABLE USE**

In order to match electronic resources as closely as possible to the approved district curriculum, district personnel must comply with Board Policy IFAC governing the selection of instructional materials. In this manner, school personnel will provide developmentally appropriate guidance to students as they make use of Internet resources to conduct research and other studies related to the district curriculum. All students will be informed by teachers of their rights and responsibilities as users of telecommunication networks prior to gaining access to any network service, either as an individual user or as a member of a class or group.

As much as possible, access to Internet information resources will be designed in ways which point students to those resources that have been reviewed and evaluated by the teacher prior to use. Since students may be able to move beyond those resources to others which have not been evaluated by teachers, they shall be provided with guidelines and lists of resources particularly suited to the learning objectives. Students may pursue research on the Internet independent of teacher supervision only if they have been granted parental permission and have submitted all required forms. Permission is not transferable and may not be shared.

With the complex networking and easy access to systems available worldwide through the Internet, users and the parents of users should understand that school district personnel cannot control the content of information residing on Internet. Users and parents of users should be advised that some locations on the Internet may contain materials considered to be defamatory, inaccurate, abusive, obscene, sexually oriented, or illegal. The Mobile County Public School System does not condone the use of such materials and does not permit usage of such material in the school environment. Parents should be aware of the existence of such materials and monitor home usage of the Internet (if available). Students bringing such materials into the school environment will be dealt with according to the Code of Conduct along with the termination of access privileges.

**Core Rules for Use of Internet**

The use of Internet resources is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges as well as punishment for such violations as prescribed in the Code of Conduct. Unacceptable uses of Internet include the following:

- Using profanity or obscenity.
- Copying and/or distributing commercial software in violation of copyright law.

- Ordering services or merchandise from other agencies that have Internet access. All matters concerning the merchandise and services ordered from a seller, including but not limited to purchase terms, payment terms, warranties, guarantees, maintenance and delivery, are solely between the seller and the user. The Mobile County Public School System makes no warranties or representations whatsoever with regard to any goods or services provided by the seller and expressly forbids these transactions originating from the school system Internet access. The Mobile County Public School System and school system personnel shall not be a party to these transactions or be liable for any costs or damages arising out of the actions of sellers.
- Using the network for financial gain, for commercial activity, or for any illegal activity.
- Altering and forwarding personal communication without the author's prior consent.
- Spoofing or otherwise attempting to send anonymous messages of any kind.
- Lending your password to other students and/or adults.
- Using the network to access a file that contains pornography, inflammatory material, inappropriate material, or any material not specifically related to the instructional lesson, objective, or assignment.
- Using copyrighted materials in reports without permission.
- Publicizing your home address or phone number.
- Creating a computer virus and placing it on the network.
- Using the network for sending and receiving a large number of personal messages.
- Using the network to send/receive inflammatory messages.

All users should be aware that the inappropriate use of Internet information resources can be a violation of local, state, and federal laws.

**STUDENT CONTRACT REGARDING THE USE OF INTERNET**

I, \_\_\_\_\_, accept and agree to abide by the following legal rules.

I agree to abide by all rules which are listed in the Mobile County Public School System Procedures for Internet Use.

I realize that the primary purpose of the Mobile County Public School System’s Internet connection is educational, and that as such, educational purposes shall take precedence over all others.

I realize that the use of Internet is a privilege, not a right. I accept that inappropriate behavior may lead to penalties, including revoking of Internet access, disciplinary action, and/or legal action.

I agree not to participate in the transfer of inappropriate or illegal materials through the Mobile County Public School System’s Internet connection. I realize that in some cases the transfer of such material may result in legal action against me.

I agree not to allow other individuals to use my account for Internet activities nor will I give anyone my password.

I agree not to download any shareware or freeware programs from the Internet.

I agree not to bring software from home into the computer lab or library media center.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Please complete and return this form if you agree to allow your child access to the Mobile County Public School System's Internet connection.

**PARENTAL CONTRACT REGARDING THE USE OF INTERNET**

As the parent or guardian of this student, I have read the terms and conditions for system Internet access privileges. I understand this access is for educational purposes and that the Mobile County Public School System has taken available precautions in forewarning and educating all interested parties of the controversial material that is accessible on the Internet. I also recognize that it is impossible for the Mobile County Public School System to restrict access to all controversial materials. I will not hold the Mobile County Public School System nor its employees responsible for materials acquired by my son/daughter on the network in violation of the Internet Acceptable Use Policy and Procedures for Internet Acceptable Use. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

I hereby give my permission to the Mobile County Public School System to issue Internet access privileges to my son/daughter.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**PROCEDURE:**  
**MIDDLE SCHOOL PROMOTION-RETENTION PROCEDURES**

In order to be promoted to the next grade level, middle school students must:

Receive a passing yearly grade in all required core curriculum courses.

Students who fail to meet this requirement may be promoted to the next grade upon successful completion of the requirement during summer school.

**PROCEDURE:  
QUALIFICATIONS AND DUTIES**

The effective date of these procedures is October 1, 2007. Prior to this date, principals, assistant principals, administrative interns already assigned and applicants already in the candidate's pool for administrative positions are exempt from these rules. JROTC administrative positions are also exempt.

**ASSIGNMENT AND APPOINTMENT OF CERTIFIED ADMINISTRATIVE AND CERTIFIED SUPERVISORY POSITIONS (SPECIALIST THROUGH DIRECTOR)**

Intern, Assistant Principal, Principal and Certified Central Office Supervisory positions are key management positions essential to the operation of a responsive, effective, and efficient school system. The selection of the best available leaders is critical to meeting high standards of achievement.

Administrative vacancies will be filled through processes set forth in these Procedures.

**PREREQUISITES FOR APPLYING – All candidates for any certified administrative and supervisory position must meet the following requirements to be listed on the Eligible Candidate Roster (ECR):**

1. Successful completion of the MCPSS Quality Leadership Academy (QLA).
2. Produce evidence of having spent at least three years as a classroom teacher.
3. Submit three letters of professional references from current or previous supervisors or other colleagues who are knowledgeable about the candidate's work experience and performance.
4. Provide evidence of having obtained a Master's Degree.
5. Provide evidence of holding a valid Alabama Educator's Certificate in Educational Leadership, Education Administration and/or Supervision, as required by State Board of Education rule.
6. Show evidence of successful completion of the MCPSS Human Resources Administrative Writing Exercise. (Please note: The applicant can take the Writing Exercise for a total of three times only, two times in the same year and the third time in a subsequent year.)
7. Submit ratings on performance evaluations for last three years.
8. After all the above have been completed, take an online structured survey administered by the Division of Human Resources.
9. Submit all qualifications/credentials by the established deadlines.

**APPLICATIONS FOR POSTED POSITIONS OF INTERN, ASSISTANT PRINCIPAL, PRINCIPAL, AND OTHER CERTIFIED ADMINISTRATIVE POSITIONS WILL ONLY BE ACCEPTED FOR THOSE CANDIDATES ON THE ELIGIBLE CANDIDATE ROSTER (ECR).**

**ADMISSION TO THE QUALITY LEADERSHIP ACADEMY (QLA)**

Candidates for admission to the QLA must meet the following requirements:

1. Completion of items 2 through 7 in the Prerequisites for Applying list.
2. Submit application for admission to QLA prior to the March 1 deadline for QLA to begin the following fall.
3. Submit a portfolio including the last three years of PEPE evaluation and artifacts that support highly qualified leadership ability.
4. Participate in an interview with an Assistant Superintendent assigned to Academic Affairs (present portfolio at this meeting).

The Assistant Superintendents of Academic Affairs will submit a ranked list of names to the Director of Staff Development no later than May 1. Notification of decisions will be sent to the applicants by the Director of Staff Development no later than June 30. Applicants not accepted will be notified and reminded that they must re-apply in subsequent years.

**ENTRY LEVEL REQUIREMENTS FOR CERTIFIED ADMINISTRATIVE AND SUPERVISORY POSITIONS (CENTRAL OFFICE)**

Applicants for an Administrative Intern position:

- Must have applied for a posted position
- Must have completed the QLA program

Applicants for an Assistant Principal position:

- Must have applied for a posted position
- Must have completed the QLA program
- Must have completed a minimum of two Quality Leadership Development modules as offered by Staff Development
- Must have completed a minimum of one year as an administrative intern in the MCPSS, or
- If the applicant is not a current MCPSS employee, must have completed at least two years as a school site administrator

Applicants for a Principal position:

- Must have applied for a posted position
- Must have completed a minimum of two years' school site administrative experience
- Must have completed QLA as well as a minimum of four Quality Leadership Development modules as offered by Staff Development
- If the applicant is not a current MCPSS employee, must have completed at least two years as a principal

Applicants for a Certified Supervisory (Certified Central Office) position:

- Must have applied for a posted position
- Must have completed QLA if they are already MCPSS employees
- A minimum of three years' school-level experience (preferably as an administrator) and/or previous administrative work in central administration may substitute for QLA

**Formal Steps to be used in Selecting Administrators to Fill Vacancies**

1. Determination made of administrative position vacancy
2. Human Resources issues announcement of vacancy and posts/advertises the vacancy
3. Human Resources accepts applications only from interested individuals on the Eligible Candidate Roster (ECR)
4. After posted deadline, Human Resources submits applications to the appropriate assistant superintendent
5. The assistant superintendent in whose area the vacancy occurs reviews the applications and determines which applicants will be called for a face-to-face interview with a committee
6. Committee interviews are held. In all cases, a minimum of three candidates are interviewed for each vacant position

**For Principal vacancies**, an assistant superintendent for Academic Affairs will chair the interview committee which will be composed of:

- ✓ Other Academic Affairs Assistant Superintendents
- ✓ A principal selected by the Assistant Superintendent who is chairing the committee
- ✓ Central office representative from Curriculum and Instruction
- ✓ A community or parent representative of the school where the vacancy occurs

**For Assistant Principal vacancies**, an assistant superintendent for Academic Affairs will chair the interview committee which will be composed of:

- ✓ Other Academic Affairs Assistant Superintendents
- ✓ Principal of the school where the vacancy occurs
- ✓ Central office representative from Curriculum and Instruction
- ✓ A community or parent representative of the school where the vacancy occurs

**For Administrative Intern vacancies**, an assistant superintendent for Academic Affairs will chair the interview committee which will be composed of:

- ✓ Other Academic Affairs Assistant Superintendents
- ✓ Principal of the school where the vacancy occurs

**For Certified Central Office Supervisory vacancies**, the assistant superintendent in whose division the vacancy occurs will chair the interview committee which will be composed of:

- ✓ Other inter-divisional professional staff
- ✓ Supervisors from appropriate departments within the division

Each committee will meet at a time and a place determined by the presiding assistant superintendent to review the records of all persons to be interviewed, to develop interview questions, and to conduct the interviews. Each person interviewed will be asked the same questions and each answer will be assessed by the committee members using the same rubric or scoring guide.

7. The interview committee ranks the persons interviewed and recommends a top candidate to the superintendent in a letter giving the names of the interview committee, the date of the interview, and the names of all the candidates interviewed.
8. The superintendent recommends to the Board of School Commissioners one candidate for approval.

**PROCEDURE:  
SELECTION OF DEPARTMENT CHAIRPERSON**

**Job Description - The Department Chair will:**

1. Serve as a liaison between the Curriculum supervisors and the school administration. This should include the following items but should not be limited to the following:
  - Provide assistance with textbook problems
  - Provide information on in-service opportunities
  - Provide information on curriculum revisions
  - Check email at least once daily
  - Send requested information back to supervisor in a timely manner
  - Provide supervisor with copies of monthly agendas and sign-in sheets, and weekly minutes from collaboration meetings
  - Provide CRT information and study guides
2. Serve as liaison between the local school administration and the teachers.
3. Assist in curriculum matters as needed, such as scheduling of classes.
4. Conduct regular department meetings.
5. Serve as department representative on the school SAE committee.
6. Coordinate and maintain inventories of materials, manipulatives, resource materials and books, inventories, and supplies.
7. Coordinate the ordering of chemicals, equipment, and supplies.
8. Coordinate department monies with school bookkeeper.
9. Coordinate equipment and lab facilities.
10. Mentor new and inexperienced teachers.
11. Coordinate participation in local, county, and regional competitions and fairs.
12. Attend all scheduled and called department chair meetings.
13. Facilitate and monitor the use of best practices in the alignment of curriculum, instruction, assessment, and improvement.
14. Use comparison trend and benchmark data to drive instruction and assess the rate of school/classroom improvement.
15. Participate in one week of mandatory summer training (stipend will be provided).
16. Assist with data collection and analysis in area of content responsibility.
17. Perform other duties as assigned by the principal.

**Qualifications:**

The person selected to be department chair should have the following:

1. Have a minimum of three (3) years teaching experience.
2. Have a valid teaching certificate and meet HQ status in core related field.
3. Have good people, organizational, and communication skills.
4. Have a minimum of one year experience at the current school.
5. Have received at least a satisfactory on most recent evaluation.

**Selection Process:**

The department chair will be selected by the principal based on the required qualifications.

**PROCEDURE:  
SUBSTITUTE TEACHERS**

In the event of teacher absence, the supervising principal or his designee will make arrangements for the employment of a qualified substitute teacher, either by reporting electronically to Sub Finder or directing the teacher to report to Sub Finder.

Substitute teachers are expected to carry out instructions provided by the regular teachers and to prepare daily reports normally required of the regular teacher.

To ensure the highest level of quality and continuity in the instructional program, in-service programs for substitute teachers will be conducted under the leadership of the assistant superintendent of Curriculum and Instruction in partnership with Human Resources. Such programs also should cover board policies and procedures, particularly those related to student safety.

**PROCEDURE:  
PERSONNEL RECORDS**

The following procedures will govern requests to review folders:

1. Any employee desiring to review his folder is required to give the Division of Human Resources a 24-hour notice.
2. Within the 24-hours after a request is made to review the folder, the secretary or staff member receiving the request should have the secretary of the assistant superintendent of Human Resources or a designee to check the record and make sure that the folder is in order by having those confidential materials placed in a folder clearly marked "confidential" and inserted in the front of the regular personnel folder. After the folder is in order, the appropriate staff member should set an appointment with the requesting employee indicating the time that the folder may be viewed in his presence.
3. When the professional staff member permits the employee to review his folder, make sure that no items are removed from the folder by the employee.
4. In the event the employee raises a question about certain materials, policy has to be followed in this regard and his request should be brought to the attention of the assistant superintendent of Human Resources.
5. Should the employee desire to provide information about any material included in his folder, policy permits the opportunity to him to submit this written copy.

Procedures for employees obtaining copies of information from personnel folders.

1. These specific requests from the employees should be made in writing addressed to the assistant superintendent of Human Resources. In the event a telephone request is received, the above should be called to the attention of the employee.
2. Upon written request and prepayment at the rate of fifteen (\$.15) cents per page the division will proceed to duplicate the requested copies.
3. This financial deposit shall be paid in cash, cashier's check, or postal money order - only. (No personal checks will be accepted.)
4. Any Human Resources Division employee receiving a request for copies of information which may not come under the details of #1 and #3 above should call this to the attention of the assistant superintendent of Human Resources or his designee for clarification and assistance.

**PROCEDURE:  
GRIEVANCES**

Note: Employees unfamiliar with the process to be followed in filing “grievances” may contact the Employee Relations Personnel Administrator or his/her designee and request guidance.

General Provisions and Definitions:

Grievance: A grievance is a complaint brought by an employee alleging that either an administrator or employee has taken one of the following actions:

1. A violation, misinterpretation, or misapplication of an existing board policy, administrative rule or administrative procedure;
2. Unprofessional conduct directed towards the grievant or impugning his/her personal good name or professional reputation;
3. The change in a recognized administrative practice which has been consistently followed for at least one calendar year which imposes a hardship on the employee.

Matters not covered by definition of grievance: The term “grievance” does not include:

1. Matters dealing with denials of promotions, or requests for voluntary transfers unless an identified board policy or administrative procedure has also been violated or misinterpreted;
2. Matters dealing with involuntary transfers, or terminations which are covered by the Teacher Tenure Act or the Fair Dismissal Act;
3. Alleged violations of State or Federal law or existing Court Orders; or
4. Issues pertaining to salary, placement on the salary schedule, assignment to a compensation step, assignment to a job family or to a pay grade, or any other concern pertaining to the compensation of individual employee or groups of employees.

Days: The term “days” when used in this procedure shall mean working school days as established by the Board adopted 12-month calendar for the applicable school year. At all Steps in the grievance policy procedures, the employee or his/her representative and the relevant administrator may mutually agree to suspend the relevant time frame requirements.

Newly discovered information: At each Step beyond Step I, if an employee wishes to present new documentation or information bearing on the merits of his/her grievance, then he/she may present said documentation or information to the administrator before whom the grievance is presently pending.

**STEP I (Local School)**

An employee who feels that he/she has a grievance shall present the matter in appropriate written form, within thirty (30) days of the alleged grievance, to his/her principal or immediate supervisor. Failure by the grievant to file the grievance within thirty (30) days of the alleged grievance will result in the automatic denial of the grievance. The grievant shall provide a statement of the grievance and the relief sought.

Should the employee receive satisfaction, the matter is considered closed.

The principal or immediate supervisor has fifteen (15) work days, except in emergency - not to exceed ten (10) additional work days - from receipt of written grievance form to conduct a conference with the employee to discuss the grievance.

After the Step I conference is held, the principal or immediate supervisor shall submit a written disposition report setting forth the reasons for his/her disposition within five (5) days after the conference has been held. If the grievance calls for relief or action which the Step I supervisor cannot provide, the Step I supervisor shall deny the grievance on this basis.

Upon receipt of the Step I disposition report by the employee's principal or immediate supervisor, the grievant shall have no longer than ten (10) days to file for an appeal should he/she desire.

Failure of grievant to file a timely appeal automatically forfeits any further appeal for relief at any other advanced step of the grievance procedure.

**STEP II (Employee Relations)**

If the grievant files a written notice of appeal, the Employee Relations Personnel Administrator or his/her designee will schedule a meeting/hearing with the employee, the immediate supervisor and any representative within thirty (30) days after receiving written notification of appeal.

The Employee Relations Personnel Administrator may consolidate grievances arising out of the same or similar circumstances providing that it will not change the time requirements.

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Additional documentation may be submitted by the employee or the immediate supervisor. A hearing shall be conducted at which time the employee and his/her representative and the principal or immediate supervisor will have the opportunity to present their positions regarding the grievance in dispute. The employee and the principal or immediate supervisor may present witnesses and whatever documentary evidence he or she may wish to present in support of his or her position regarding the grievance. A party shall have the right to call and question his/her witnesses. A full presentation by all witnesses present and other pertinent testimony shall be considered by the Employee Relations Personnel Administrator or his/her designee. However, the hearing will not be a formal, adversarial hearing governed by normal legal rules of evidence or procedure.

An official recording will be made for each conference by the Employee Relations Personnel Administrator or his/her designee. A grievant desiring a transcript of the conference shall be responsible for the taping and transcribing of the hearing. Parties are expected to conduct the hearing within a reasonable period of time.

The parties shall submit to the Employee Relations Personnel Administrator or his/her designee at least four (4) days prior to the scheduled hearing a list of those witnesses whom he/she desires for the Board to require to be present at the hearing, along with a statement regarding the materiality of the witnesses' testimony. The attendance at the Step II hearing of any material witnesses employed by the board is required as requested by the hearing officer. Material witnesses are those witnesses who will offer relevant, non-redundant factual testimony. If a material witness is unable to appear, or if the administration is unable to procure the attendance of a witness at the scheduled hearing, then the parties can agree to a postponement of the hearing for the purpose of obtaining the testimony in question.

In the event individuals responsible for serving as a hearing officer or designating a hearing officer are listed as witnesses by the grievant and the grievant furnishes the statement listing the reasons for calling said witness, the superintendent or his/her designee shall appoint a hearing officer who has no direct, personal or first-hand knowledge of the matters in controversy.

The Employee Relations Personnel Administrator or his/her designee shall have fifteen (15) work days after the conference to provide a written decision. The written decision shall explain the reasons for the Employee Relations Personnel Administrator's decision. If the grievance is solved, or no further action is requested in writing, the matter is considered closed.

The principal, immediate supervisor and grievant shall have no longer than ten (10) work days to file for an appeal of any unfavorable decision.

Failure of the grievant to comply with the steps above automatically forfeits any further appeal for relief at any advanced step of the grievance procedure.

Mediation Procedure: In those cases where there are multiple grievances filed by multiple grievants and the grievances arise out of the same or similar facts or circumstances, then the Employee Relations Personnel Administrator or his/her designee has the discretion to try and resolve the dispute through informal mediation and to make every reasonable effort to arrive at a fair and equitable solution.

After thirty (30) days or thereafter from the start of mediation, the grievant(s) shall have the right to decide that the mediation is no longer worthwhile, and the grievance(s) will then be heard at Step II in compliance with the provisions of this policy.

**STEP III (Superintendent or Designee)**

If the grievant or supervisor is dissatisfied with the preceding Step II decision, a written appeal should be submitted to the superintendent or his/her designee within fifteen (15) days.

The superintendent or his/her designee shall, within thirty (30) days, review the tape of conference and documentation accumulated at Step II. The superintendent or his/her designee shall provide either a written statement adopting the decision of the Step II administrator or a written decision explaining the basis and rationale for his/her decision to the grievant.

If the grievance is resolved or no further action is requested in writing, the matter is considered closed.

The grievant and the principal or relevant administrator shall have no longer than ten (10) days to file for an appeal of any unfavorable decision.

Failure of the grievant to comply with the steps above automatically forfeits any further appeal for relief at any advanced step of the grievance procedure.

**STEP IV (Board of School Commissioners)**

If the grievant or supervisor is dissatisfied with the Step III decision, a written request for review should be submitted within ten (10) days to the superintendent or his/her designee requesting a review of all tapes and documentation by the Board of School Commissioners.

After receiving such written request, the superintendent or acting superintendent shall submit available tapes and documentation to each board member for their review as a part of the bi-monthly action at one of the next three (3) bi-monthly board meetings. In the event an emergency prevents to submission of the available tapes and documentation to the board members on one of the next three (3) bi-monthly board meetings, the available tapes and documentation should be submitted to the board members within a reasonable time.

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The board's decision to uphold the superintendent's decision or overturn the superintendent's decision shall be made during one of the next three (3) bi-monthly board meeting following the date of submission of the available tapes and documentation as described in the preceding paragraph.

The superintendent or acting superintendent will inform the grievant of the board's decision within fifteen (15) days after the board renders a decision.

**PROCEDURE:  
SICK LEAVE BANK**

The purpose of the Sick Leave Bank (SLB) shall be to provide a loan of sick leave days up to the maximum allowed by law for participants in the SLB after their accumulated sick leave days have been exhausted. The SLB shall also manage sick leave days donated to a member for catastrophic illnesses or injuries. All operations of the SLB shall conform to Alabama Code, Section 16-22-9 and 16-1-18.1. Should any of these procedures conflict with state or federal law, then the applicable law will take precedence over the conflicting provision of the SLB procedures.

**GENERAL LOAN GUIDELINES**

- A. Any full-time or part-time employee of the Board of School Commissioners (BOARD) who receives accumulated sick days as a benefit is eligible to join the SLB. Participation shall be on a voluntary basis. Employees must join or withdraw at the beginning of the school year no later than the last business day in September otherwise they will not be eligible to participate until the following school year. New employees may join the SLB within the first four (4) weeks following their employment date.
- B. Forms to join the SLB will be available from the Division of Human Resources and the office at each school site. To join the SLB, the employee shall complete and sign the authorization form to contribute two (2) sick leave days OR to commit two (2) sick leave days for deposit in the SLB. Pledged days shall be deposited from the first two (2) sick leave days earned by the employee. To avoid any per diem salary deduction during this time frame, the participant may apply to the Committee for a loan should the participant need sick leave.
- C. The Business Division/Payroll Office and Division of Human Resources will maintain accurate records of contributors eligible to participate in the SLB.
- D. The membership shall not be allowed to borrow or owe in excess of fifteen (15) days, unless fifty (50%) or more of the SLB members vote to extend this limit.
- E. To be eligible for a loan from the SLB, a participating member must have exhausted all accumulated sick leave in his/her personal account. Also, the applicant must have missed at least three (3) days due to the same illness (not a recurring illness such as headache or sinus infection) before applying for a loan from the SLB. Any sick leave drawn from the SLB by a participating employee shall be used in accordance with the definition of sick leave as set forth in state statutes and BOARD policies/procedures.

- F. The SLB Committee shall determine the number of days loaned to an applicant. Factors to be considered in making this decision shall include but are not limited to: (1) the applicant's need; (2) the circumstances of the illness; (3) years of service in the system and (4) the availability of days currently on deposit.
- G. The SLB Committee shall require a statement from the applicant's attending doctor certifying the nature of the illness and disability as a prerequisite for awarding a loan.
- H. In cases where the applicant is incapacitated, the employee may authorize a designee to apply to the SLB on the contributor's behalf.
- I. An individual cannot leave the school system without repaying any outstanding debt of leave days from the SLB. If the employee has no sick leave days remaining in his/her record, then his/her final pay check shall be reduced in an amount equal to the number of days of debt times the employee's daily rate of pay. Such moneys collected shall be converted to equivalent sick leave days and re-deposited in the SLB.
- K. Any member who is retiring from the school system may withdraw his/her contributed days to be applied toward the person's retirement credits.
- L. Sick leave days owed to the SLB shall be paid back at a rate of one per month beginning with the next available earned sick leave day and continuing in this manner until the entire debt has been repaid. To avoid any per diem salary deduction during this repayment time should the participant need sick leave; the participant may apply to the Committee for a loan.

#### **CATASTROPHIC PROVISIONS**

- A. In accordance with state law, an employee must be a member of the SLB to receive or donate days for catastrophic illnesses or injuries.
- B. A catastrophic illness is defined as "any illness or injury so certified by a licensed physician which causes the employee to be absent from work for an extended period of time." The "extended period of time" will be determined on a case-by-case basis by the SLB Committee in the system where the beneficiary employee works.

- C. In accordance with state law, before sick leave days for a catastrophic illness may be donated, the employee who is to receive such days shall have no sick leave days or personal leave remaining in his/her personal account. Also, a participating member must borrow and utilize days from the SLB up to the maximum number of days allowed from the SLB (currently 15 days). Any donated days may be used to repay the loan days borrowed. No employee may donate more than thirty (30) sick leave days to a single employee. However, no limit is established on the number of days a beneficiary employee may receive from donors. Donated days will be at the donor's discretion.
- D. The applicant must have missed at least three (3) days due to the same illness (not a recurring illness such as headache or sinus infection) before applying for a catastrophic donation from the SLB. Sick leave days may be donated to a beneficiary employee to be used for the same reasons covered in the Sick Leave Policy of the BOARD.
- E. The SLB Committee is required to forward sick leave days donated by participants to another SLB for use by a particular employee who is suffering a catastrophic illness.
- F. A beneficiary employee may earn regular sick leave while on catastrophic leave donated by other employees; however, the beneficiary employee must use the day earned each month as it is earned.
- G. Donated days not used by the beneficiary employee shall revert to employees who donated the days on a prorated basis. Odd days shall be distributed by random selection. After the beneficiary employee returns to work, unused days are returned to the donors after thirty (30) days.
- H. A signed statement is required from the beneficiary employee or the chairperson of the SLB Committee stating that the beneficiary agrees to use the donated days.
- I. To donate or receive catastrophic sick leave days, the donating employee and the beneficiary employee must complete the transfer authorization form required by the committee.

**ESTABLISHMENT OF THE COMMITTEE**

- A. The SLB Committee shall be composed of five (5) members. Four members are elected by secret ballot of SLB participants. The superintendent, with the approval of the BOARD, appoints one member to the committee. The four elected members of the committee shall be comprised of two certified employees and two classified employees.
- B. Members of SLB Committee are elected for a term of one (1) year. Persons may not serve for a term longer than five (5) years.
- C. The SLB Committee is charged with the responsibilities as dictated by state law, federal law and BOARD policy for the administration and operation of the SLB. Decisions and actions of the SLB may only occur by a majority vote. The attendance of at least three persons is required to constitute a quorum.
- D. The duties of the Sick Leave Bank Committee shall consist of:
  - 1) The SLB Committee will elect by majority vote one of its own as chairperson. Elections for this position shall occur on the first meeting of the new committee. The chairperson may succeed him/her self in this position.
  - 2) Meetings of the Committee shall be set by the Committee on a schedule to convene at least once a month. Additional meetings may be called by the chairperson or by the request of at least two members of the Committee. A representative from Employee Relations shall attend as an ex officio participant.
  - 3) The Committee shall investigate any alleged abuse of the SLB. All Due Process rights shall be afforded the employee. A finding of abuse shall require the violator to repay all sick leave credits to the SLB. The superintendent or BOARD may impose additional disciplinary actions.
  - 4) The committee shall develop guidelines, procedures and forms for the operation of the SLB. The guidelines shall be approved by the membership by secret ballot. Any changes to these guidelines and procedures shall be either recommended by the committee or brought to the committee by a petition of 5% of the membership. These changes will then be presented to the membership for approval by secret ballot. No recommended changes shall be submitted for a vote that conflict with state or federal law.

**PROCEDURE:  
PERSONAL LEAVE**

1. The employee shall submit the Application for Leave Form (HR-124) to his supervising administrator as early as practical prior to the leave data so that arrangements can be made for assigned duties to continue in his absence. A signed copy of the form shall be returned to the employee and the original filed in the employee's personnel file.
2. The supervising administrator shall properly code his information on the Time Sheet regularly submitted to the Treasurer's Office.
3. The Treasurer's Office shall arrange to reimburse employees for unused personal leave time at the same daily rate approved for substitute teachers.
4. Reimbursement for all employees shall be included in a supplemental payroll by the last day of August.

**PROCEDURE:  
RELIGIOUS LEAVE**

A written request for leave in order to observe recognized religious holidays should be made by the employee to his/her immediate administrative supervisor. If the supervisor recommends that approval is given, a written recommendation is to be made to the assistant superintendent of Human Resources. If approval is given, the assistant superintendent of Human Resources will write a letter of confirmation.

**PROCEDURE:  
BEREAVEMENT**

Any absence due to bereavement of a member of the immediate family is to be reported on the absence report form (HR-124). The relationship of the bereaved is to be indicated on the form.

Any absence due to the bereavement of a nonmember of the immediate family is to have the approval of the employee's immediate supervisor.

In cases of extenuating circumstances, relationship or extended time, the employee must make a request to his/her immediate administrative supervisor. The supervisor is to make a recommendation to the assistant superintendent in charge of Human Resources. The assistant superintendent confirms his approval or disapproval in writing (original and two copies). The original goes to the administrative supervisor; a copy goes to the employee. The employee is to submit his copy, attached to the absence report form which is to be sent with the time sheet (payroll), to Human Resources at the end of the payroll period. A copy is retained in the Human Resources files.

**PROCEDURE:  
JOB-RELATED INJURY**

Job Related Injuries are to be reported immediately to the Department of Human Resources Office/Employee Health Programs Nurse on the appropriate forms by the employee's administrator or designee.

An employee injured on the job shall report any and all injuries immediately to his administrator or designee and complete a Report of Injury Form (SS433). An Accident Report Form (SS431) shall be filed as soon as possible.

**THE FOLLOWING PROCEDURES WILL BE USED BY THE EMPLOYEE TO CLAIM BENEFITS UNDER THE PAY CONTINUATION PROGRAM.**

1. If the injury requires no apparent medical treatment.
  - A. The administrator or designee will:
    - (1) Complete the Report of Injury Form (SS433)
    - (2) Provide the employee with a copy of the Report of Injury (SS433).  
Should the employee seek medical care after work hours, he/she will take the copy of the Report of Injury (SS433) to the treatment site. The employee will notify his administrator or designee the next work day if treatment is obtained after work hours.
    - (3) Complete the Accident Report Form (SS431).
    - (4) Send the Report of Injury (SS433) and Accident Report Form (SS431) to the Health Services Office via Mail Bag.
  - B. The Office Nurse will send copies of these forms to the Department of Human Resources/Employee Relations for the employee's file.
2. If injury requires medical treatment:
  - A. The administrator or designee shall:
    - (1) Fax Report of Injury (SS433) to and call the Office Nurse:
    - (2) Send the employee to the treatment site with the I.D. Card or Letter, Report of Injury (SS433) and the Physician Statement Form;
    - (3) Complete the Accident Report Form (SS431).
  - B. The Office Nurse faxes the Report of Injury (SS433) and the Release of Information Form and calls the treatment site.
  - C. The injured employee goes to the treatment site and presents the Report of Injury (SS433), ID Card or Letter and the Physician Statement Form.
    - (1) Immediately after treatment, the Physician Statement Form, or other treatment form from the treatment site, must be presented to the Health Services Office Nurse in order to determine work status. The Physician Statement Form, or other treatment form from the treatment site, is faxed by the treatment site to the Office Nurse or taken by employee or designee to his/her administrator who will call or fax the report to the

Office Nurse. If injuries prevent the employee or designee from complying with the above guidelines, the employee or designee must call the Office Nurse so she may obtain needed information from the treatment site.

- D. The Office Nurse will provide copies of documentation to the Department of Human Resources/Employee Relations.
3. Continuation of Pay for days missed.
    - A. With proper documentation from the examining physician and responsible administrator or designee, the injured employee, who is declared unable to return to work, will receive full salary, not to exceed ninety (90) work days.
    - B. The absence will be coded as Code 9 on the payroll report and the pay will continue as approved by the assistant superintendent of Human Resources or designee.
    - C. If the employee fails to report for their assigned regular duty when released by the treating physician, and assigned by the supervisor, or refuse light duty as recommended by the treating physician and accepted and assigned by his/her administrator, the request will be handled by the Reimbursement process. The request for board approval for the Reimbursement process must take place within forty-five (45) working days after the employee is released from the physician and returns to work.
  4. Reimbursement from State Board of Adjustment.
    - A. Code of Ala. 1975, § 41-9-60 provides that an employee may apply to the State Board of Adjustment for any expenses not covered by insurance or days of work missed exceeding ninety (90) days. The statute requires that a claim be filed within one year of the date of injury.

**THE FOLLOWING PROCEDURES WILL BE USED BY THE EMPLOYEE TO CLAIM BENEFITS UNDER THE REIMBURSEMENT PROGRAM.**

1. If injury requires no apparent medical treatment.
  - A. The administrator or designee will:
    - (1) Complete the Report of Injury Form (SS433);
    - (2) Provide the employee with a copy of the Report of Injury (SS433).  
Should the employee seek medical care after work hours, he/she will take the copy of 'the Report of Injury (SS433) to the treatment site. The employee will notify his administrator or designee the next work day if treatment is obtained after work hours.
    - (3) Complete the Accident Report Form (SS431).
    - (4) Send Report of Injury (SS433) and Accident Report Form (SS431) to the Health Services Office via Mail Bag.
  - B. The Office Nurse will send copies of these forms to the Department of Human Resources/Employee Relations for employee's file.

2. If the injury requires medical treatment:
  - A. The administrator or designee shall:
    - (1) Fax Report of Injury (SS433) to and call the Office Nurse;
    - (2) Send the employee to the treatment site with the I.D. Card or Letter, Report of Injury (SS433) and the Physician Statement Form;
    - (3) Complete the Accident Report Form (SS431).
  - B. The Office Nurse faxes Report of Injury (SS433) and the Release of Information Form and calls the treatment site.
  - C. The injured employee goes to the treatment site and presents the Report of Injury (SS433), ID Card or Letter and the Physician Statement Form.
    - (1) Immediately after treatment, the Physician Statement Form, or other treatment form from the treatment site, must be presented to the Health Services Office Nurse in order to determine work status. The Physician Statement Form, or other treatment form from the treatment site, is faxed by the treatment site to the Office Nurse or taken by employee or designee to his/her administrator who will call or fax the report to the Office Nurse. If injuries prevent the employee or designee from complying with the above guidelines, the employee or designee must call the Office Nurse so she may obtain needed information from the treatment site.
  - D. The Office Nurse will provide copies of documentation to the Department of Human Resources/Employee Relations.
3. Reimbursement of days missed.
  - A. With proper documentation from the examining physician and responsible administrator or designee, the injured employee can file for reimbursement of days missed, not to exceed thirty (30) work days, after he/she returns to work. Proper documentation is filed by the employee with the Department of Human Resources/Employee Relations. The claim will be approved or disapproved by the Board.
  - B. No reimbursement shall be considered unless the request is made within forty-five (45) work days following the employee's return to work.
  - C. If the employee lost sick leave days for time missed due to an approved job related injury, the lost sick leave days will be reimbursed. If the employee did not have enough sick days to cover days missed due to an approved job related injury and his salary was docked, the employee's lost salary will be reimbursed. An employee can not be reimbursed salary when sick leave days were used.
4. Reimbursement from State Board of Adjustment.
  - A. Code of Ala. 1975, § 41-9-60 provides that an employee may apply to the State Board of Adjustment for any expenses not covered by insurance or days of work missed exceeding thirty (30) days. The statute requires that a claim be filed within one year of the date of injury.

**PROCEDURE:  
DETERMINING JOB ABANDONMENT**

For whatever reason, employees who are away from work more than ten (10) consecutive work days must apply for approved leave.

Employees are required to report their absences daily: priority one, notify the principal or immediate supervisor; and priority two, log the absence into the Sub finder System or other approved electronic system for recording time and attendance.

An employee who is away from work because of illness for more than ten (10) consecutive work days must present a medical doctor's excuse to the principal or supervisor. In cases in which the employee has excessive absences, the principal or supervisor may require a medical doctor's excuse for each absence.

If an employee has not reported any of his/her absences or applied for approved leave at the end of ten consecutive days, the principal or supervisor must contact the employee by telephone or some other reasonable means. The means or effort to contact the employee must be fully documented with time of day, frequency of effort, and date.

If the principal or supervisor is not able to reach the employee by telephone or an alternate means, the principal or supervisor within two days after the first attempt must send a certified, return receipt letter to the employee. The letter must contain language that requires that the employee contact the principal or supervisor within three (3) days after the receipt of the letter. The principal or supervisor must forward a copy of the letter sent to the employee to the Division of Human Resources. Other documentation, such as the postal receipt, must be preserved.

Not more than twenty (20) work days after the employee's last day of work, the principal or supervisor shall notify in writing the Division of Human Resources that a potential for job abandonment exists. Human Resources will determine if all efforts of the supervisor to contact the absent employee have been exhausted, based on the thoroughness of the documentation.

Human Resources may determine that additional efforts to contact the absent employee may be necessary. Human Resources will document Human Resource's efforts in writing. Any communication that Human Resources has with the absent employee must warn of the potential for termination because of job abandonment if the employee does not return to work.

Within ten (10) days after the supervisor has notified Human Resources of the absent employee, the assistant superintendent for Human Resources may give, if necessary, to the superintendent a recommendation for termination because of job abandonment.

**PROCEDURE:  
FUND BALANCE**

- The superintendent and staff will develop fiscally prudent operating budgets utilizing budget year funding allocations.
- During the normal course of business, the superintendent and staff will monitor budgets on a monthly basis to ensure that expenditures do not cause the fund balance to fall below one month's operating balance and provide documentation to the board evidencing compliance.
- Any excess revenue over expenditures balances that may occur annually will be added to the general fund balance until it reaches one month's operations, as required by Act No. 2006-196.
- In the event of pro-ration, natural disasters or emergencies, the board must approve expenditures that could potentially cause the fund balance to fall below one month's operation.

**PROCEDURE:  
USE OF VEHICLES AND/OR EQUIPMENT**

1. Mobile County Public School System Vehicles are provided for the following purposes:
  - a. Transporting materials, tools or equipment used by employees in their daily job assignment.
  - b. Transporting employees whose job assignments require extensive travel within the system.
2. Driver Qualifications
  - a. Driver must hold a valid license for the operation of the type of vehicle to be driven.
  - b. Driver's experience record shall not prevent his/her insurability with the system's insurance carrier.
3. Each driver must exert every reasonable effort to assure that his/her assigned vehicle is maintained in a safe operating condition. The driver shall perform a visual daily inspection to detect need for any obvious necessary adjustments or repairs. This inspection should include, but not necessarily be limited to, tires, glass, lights, horn, windshield wipers, brakes, exhaust system, etc. Any defects noted should be reported to the employee's supervisor for corrective action.
4. In the event of an accident on the public streets involving a system vehicle, the driver should:
  - a. Render such assistance as warranted to any injured person(s)
  - b. Report the accident to appropriate law enforcement authorities dependent upon the geographic location.
  - c. Secure the name(s) of the insurance carrier of all vehicle(s) involved in the accident as well as the names and addresses of all persons involved in the accident along with those people who witnessed the incident.
  - d. Immediately report the accident to his/her respective system supervisor for information and/or assistance. However, the driver should exercise caution not to:
    1. Leave the accident scene until authorized to do so by the investigating police.
    2. Make any statements at the scene accepting responsibility for the accident.

5. No system employee shall operate a system vehicle while under the influence of alcohol, drugs, or any controlled substance. A legal conviction for the violation of this provision shall be cause for dismissal.
6. A vehicle owned by the system shall not be used by an employee for personal use nor may it be driven by a member of the employee's family.
7. The use of system credit cards shall be limited to purchases of fuel for system owned vehicles or as otherwise approved by the administrator who issued the cards.
8. The personal use of system vehicles is strictly prohibited. The misuse of system vehicles or gasoline credit cards could result in the criminal prosecution of the offending individual(s).
9. A contemporaneous log shall be maintained in each system owned vehicle. The log shall be kept on approved system log forms. Each supervisor shall be responsible for approving the logs.
10. Vehicle must use system services for normal and routine fueling purposes while operating in the system area. The responsibility for fueling a vehicle and maintaining the proper crankcase lubricating oil level is placed on the assigned driver.
11. The vehicle should be securely locked at all times in the absence of the assigned driver.
12. All vehicles must be stored overnight in system facilities unless otherwise authorized for potential emergencies which might arise during non-use hours as approved by the superintendent or his designee. Personnel who may be required to return to duty on an emergency basis, using personal transportation for the event, shall be reimbursed at the established rate per mile. The employee shall keep a log to document such travel.
13. All procedural statements concerning vehicles shall apply as applicable to equipment.
14. All system owned vehicles will be marked with the system emblem and vehicle identification number. Exception to the rule must be made in writing by the superintendent.
15. The Fixed Assets Department will notify the Local School Accounting Office of changes in vehicle status. The Local School Accounting Department will place and maintain proper insurance coverage on each system vehicle during the period of system ownership.

In the event of an accident involving the vehicle, the department head will submit to the Local School Accounting Department a Vehicle Accident Report within 24 hours of the accident. The Local School Accounting Department will file the necessary reports (claims) with the insurance carrier.

**PROCEDURE:  
AGRICULTURAL LEASES**

Facilities shall conduct a survey of all school board lands leased for grazing, pasture, farming, nursery, hunting, and for all purposes to make certain that such lands have been properly categorized and assessed for such purposes. The conduct of such survey shall be carried out under the supervision and direction of the Facilities manager with the Chairman of Facilities and Lands Committee serving in an advisory and liaison capacity between the personnel directly responsible for the conduct of such survey and the board and superintendent.

Soil test borings shall be conducted when the same is considered necessary by the Facilities manager to determine the type soil and the best and highest income-producing purpose for which the parcel or section of property is best suited.

The services and assistance of the Mobile County Soil Conservation Office, the County Farm Agent, and the State Conservation Department shall be sought in carrying out the responsibilities and duties outline above if such action is considered necessary by the persons responsible for carrying out the duties and assignments mentioned herein.

All farming, woodland grazing, and improved pasture leases shall have initial terms of one to five years. All such leases shall run for consecutive one year periods from January 1 of each year to December 31 of the same year, with all rents due January 1 of each year and delinquent after January 10 of the same year.

All delinquencies shall be reported to the board in their first regularly held meeting following January 10 of each year.

All of the general policies (NAD) herein which hold implication for agricultural leases are incorporated herein by reference and are applicable and binding on the holders of and all agricultural leases granted under this policy.

The board shall continue to use the same agricultural lease forms which are presently in use until such time a change is recommended by the superintendent to the board and approved in official board meeting.

All persons desiring to lease farming or improved pasture land must meet the minimum standards required to qualify for U. S. Department of Agriculture, A.S.C.S., and S.C.S. Assistance Programs.

**PROCEDURE:  
HUNTING LEASES**

Hunting leases shall only be consummated with responsible, corporate clubs, corporate groups, and lastly with responsible, bona fide resident citizens of Mobile County who own real property within the City and/or County of Mobile in their own individual right.

Hunting leases shall run for consecutive one to five year periods from June 1 of each year to May 31 of the succeeding year with all rents due June 1 and delinquent after June 10 of the same year. All delinquencies will be reported to the Board in their first meeting following June 10 of each year.

Persons, clubs, and groups residing in the vicinity of school lands available for lease and persons holding agricultural leases or other leases on school lands shall be given first consideration for hunting leases on school lands.

Violation, by the lessee, of Federal, State and Local game laws shall be sufficient grounds for lease cancellation.

All of the General Policies (NAD) herein which hold implication for hunting leases are incorporated herein by reference and are applicable and binding on the holders of and all hunting leases granted under this policy.

**PROCEDURE:  
NAMING OF SCHOOL PROPERTIES**

The following steps must be followed in requesting that a school, building or facility be named or renamed in accordance with policy 8.30:

1. Contact the board member for the district where the school is located and advise him of the request to name or rename a school, building or facility.
2. Contact persons and organizations whose collective memberships reflect a fair cross-representation of the community where the school is located. This may be teachers, alumni, churches and other organizations or governing bodies such as city or town councils.
3. Obtain from the representative persons or organizations, written evidence of their support of the proposed naming or renaming. This evidence may be in the form of a resolution, a letter on the organization's letterhead by persons authorized to sign on behalf of the organization, or signed petitions.
4. Present the evidence of support to the representative board member. Upon the satisfactory completion of the first three (3) items, the representative district board member may place the item on the Board's Action Agenda for consideration by the board along with all pertinent documents.