



EMPLOYEE HANDBOOK

PERSONNEL AND PAYROLL PRACTICES AND PROCEDURES

updated July 2017

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www.jasper.k12.al.us

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INTRODUCTION

The Jasper City Schools' Employee Handbook / Personnel and Payroll Practices and Procedures Manual is considered to be a part of the Jasper City Board of Education Finance Manual. The purpose of this handbook is to address procedures that are referenced in the policy manual. These procedures are subject to change based on policy revisions, employee law updates, and recommendations from the Superintendent. The purpose of this manual is to provide clarification on appropriate procedures that address a variety of Personnel or Payroll/Benefit issues. Any contradiction, actual or perceived, to policies stated in the Jasper City Schools Policy Manual is unintentional; authority remains with the JCS Policy Manual. Employees are encouraged to read the Jasper City Schools Policy Manual, which is available on the Jasper City Schools' website, at [http://www.jasper.k12.al.us/userfiles/14/Employee%20Handbook%202015-2016\(1\).pdf](http://www.jasper.k12.al.us/userfiles/14/Employee%20Handbook%202015-2016(1).pdf).

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

Statement of Nondiscrimination

The Jasper City School system does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in any of its programs and activities. Any inquiries regarding nondiscrimination policies should be forwarded to:

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

Contact Information:
110 17th Street West
P.O. Box 500
Jasper, AL 35501
205-384-6880

PERSONNEL INFORMATION & PROCEDURES

EQUAL OPPORTUNITY EMPLOYER

The Jasper City Board of Education is an equal opportunity employer. Personnel and payroll decisions will be made without regard to factors or considerations prohibited by federal or state law (as such laws may from time to time be amended), including but not limited to race, gender, age, disability, national origin, citizenship, genetic makeup and religious preference.

The Superintendent is authorized and directed to implement such rules, regulations, procedures, and directives as necessary and appropriate to implement and enforce this policy and any law prohibiting discrimination in the workplace, including the designation of one or more complaint/grievance investigators, officials, or coordinators, the development of complaint or grievance procedures for responding to allegations of unlawful discrimination, the provision of training or dissemination of instructional materials and advisories to appropriate staff members, and the administration of corrective or remedial action in response to violations of the law and of this policy.

EMPLOYMENT REQUIREMENTS

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

PROFESSIONAL CERTIFICATION AND PROCEDURES

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

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

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

Professional Certification Reminders:

- All Provisional Certificate applications and all Career & Technical Certificate applications must be received in the Teacher Certification Office at the Alabama State Department of Education.
- If an employee is renewing an instructional leader/administrative certificate that expires on or after June 30, he or she must earn PLU's (Professional Learning Units) regardless of his or her position or role in which they serve.
- If an employee is renewing a teaching certificate that expires at the end of the five year period, he or she must earn a minimum of 50 hours of professional development and meet the employment/experience requirement.
- Teachers will be reminded, but it is ultimately the teacher or staff member's responsibility to maintain and renew their certificates so that they remain current and do not expire.

WORK VERIFICATION PROCEDURES

Verification of prior work experience must be obtained through the interview and hiring process. Official verification of prior work experience for certified employees must be obtained from previous employers and must be received within six months of an employee's hire date in order to remain on the recommended salary schedule. All submission of official verification of prior work experience must meet the Jasper City Schools guidelines in order to receive credit.

STAFF CONDUCT AND RESPONSIBILITIES

All employees have a responsibility to make themselves familiar with, and to abide by, state laws as these affect their work and board policies and the administrative regulations to implement them. All employees are expected to conduct themselves in a manner that not only reflects credit to the school system, but that sets forth a model worthy of emulation by students.

All employees will be expected to carry out their assigned responsibilities with conscientious concern. Essential to the success of school operations and the instructional program are the following specific responsibilities which will be required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of board policies and administrative regulations.
3. Submission of required reports promptly at the specified location.
4. Care and protection of all property of Jasper City Board of Education.

5. Concern and attention toward their own and the school system's legal responsibility for the safety and welfare of students, including the need to assure that students are under supervision at all times.

In order to protect the health, welfare and safety of students and the public, all personnel are prohibited from the use of tobacco on board premises, including school vehicles or any school-planned activity. Further, an employee who violates this requirement will be subject to disciplinary action including, but not limited to, reprimand, suspension, or dismissal.

No employee will be in possession of an unauthorized weapon on any school premises, including school vehicles, or at any school-planned activity. Any employee who violates this policy will be subject to appropriate disciplinary measures, including termination if warranted by the circumstances. The prohibition set forth herein shall not apply to authorized law enforcement personnel acting within the line and scope of their law enforcement duties.

Appropriate appearance for teachers and other school personnel shall be in accordance with the high standard of the profession.

DRUG AND ALCOHOL TESTING PROCEDURES

It is the policy of the Jasper City Board of Education that the use of alcohol and other drugs and the unlawful manufacture, distribution, dispensation, possession or use of illicit drugs is prohibited. The Board also requires that all employees report to work without any alcohol or illegal or mind altering substances in their system.

All transportation personnel under the regulations of the United States Department of Transportation will be randomly drug tested as designated by the Superintendent. If an employee holding a Commercial Driver's License tests positively during a random drug screening, he/she may be subject to immediate termination or enrollment and treatment in an appropriate Substance Abuse Program. If termination is not recommended by the Superintendent, the employee must meet requirements specified by federal law and the JCS Director of Transportation to be eligible to return to duty. The employee will be placed on administrative leave until the Director of Transportation reinstates eligibility to return to work and all other DOT requirements are met to return to work.

All employees of the Jasper City Board of Education in safety sensitive positions are subject to drug and alcohol testing if there is reasonable suspicion to believe an employee has violated the Alcohol and Drug Policy (see the Employee Drug Testing Policy). If the employee tests positive, he/she may be subject to termination or enrollment and treatment in an appropriate Substance Abuse Program. If termination is not recommended, the employee will be placed on Administrative Leave and must meet the requirements set forth by JCS to be eligible to return to work.

SEXUAL HARASSMENT

It is the policy of the Jasper City Board of Education that no employee, student, or volunteer in the Jasper City Schools shall engage in conduct constituting sexual harassment. Sexual harassment is a form of unlawful discrimination and will not be tolerated.

Since sexual harassment is clearly an act of sexual discrimination and a violation of civil rights, grievance procedures intended to support the school system's non-discrimination policy may be followed. Any principal or supervisor who is aware of a sexual harassment complaint must immediately report the complaint to their supervisor. Any staff member who is aware of a sexual harassment complaint by a student must report the complaint to his or her principal or supervisor. If the supervisor is the subject of the complaint, the complaint may be submitted to the Superintendent for resolution. If the complaint is not resolved informally to the satisfaction of the complaining employee, the employee must contact the Superintendent to initiate formal complaint procedures.

The Superintendent is responsible for receiving and investigating formal complaints regarding sexual harassment. The Board's Title IX Compliance Officer is an additional official to which formal complaints can be reported. If the Superintendent is unavailable or is the subject of the complaint, the alternate should be contacted regarding the formal complaint. Formal complaints should be made in writing, signed by the complainant, and fully describe the circumstances surrounding the alleged harassment. Harassment complaints that cannot be made in writing should be memorialized by the Superintendent or designated alternate official. The Superintendent will promptly investigate the complaint, review the results of any investigation with legal counsel or other appropriate officials, make any findings that are supported by the investigation, and recommend appropriate action based on these findings. The complainant will be informed of any action that is taken as a result of the investigation.

A complaining party who is not satisfied with the investigation or resolution of the complaint may request that the Superintendent take additional or different action or present the complaint to the Board for its review and action. In such case, the Board will render a final decision as soon as practicable. Any employee who violates the terms of this policy or who impedes or unreasonably refuses to cooperate with a Board investigation regarding allegations of sexual harassment will be subject to appropriate disciplinary action, up to and including termination.

EMPLOYEE ABSENCES – KELLY EDUCATIONAL SERVICES (KES)

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

SICK LEAVE

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

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

- B. Full pay for sick leave shall be allowed only if the absences fall within the definition of sick leave established by the State Board of Education and outlined below:
 - 1. Personal illness.
 - 2. Bodily injury which incapacitates the employee.
 - 3. Attendance upon an ill member of the employee's immediate family, i.e., husband, wife, father, mother, son, daughter, brother, sister, grandchildren, or a person standing in loco parentis.
 - 4. Death in the employee's immediate family, i.e., husband, wife, father, mother, son, daughter, brother, sister, in-laws, nephew, niece, grandparents, grandchildren, or a person standing in loco parentis.
 - 5. Where unusually strong personal ties exist, due to an employee having been supported or educated by person of some relationship other than those listed, this relationship may be recognized for leave purposes. In each of such cases, the employee shall file with the Superintendent a written statement of the circumstances which justify an exception to the general rule.

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

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

- D. If an employee of the Board of Education is absent from his or her job due to personal illness or illness in the immediate family as described above for more than ten (10) consecutive working days, a physician's certificate may be required, stating the nature of the illness and the approximate date the employee should be able to return to his/her job, and such statement should be attached to the proper payroll form for the Payroll Specialist. Documentation may also be required if sick leave is used in an unusual manner. Sick leave is not transferable to another individual unless specifically allowed by state statute.

FAMILY AND MEDICAL LEAVE

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

1. The birth of the employee's child, and to care for the newborn child during the first year after the birth;
2. The placement with the employee of a child for adoption or foster care, and to care for the newly placed child during the first year after the placement;
3. To care for the employee's spouse, son, daughter, or parent (but not for parent-in-law), who has a serious health condition; or
4. Because of a serious health condition that makes the employee unable to perform one or more of the essential functions of his/her job.

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

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

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

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

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

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

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

To be eligible for the leave, an employee must:

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

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

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

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

MATERNITY/PATERNITY LEAVE

Maternity/paternity leave requests must be made in writing to the principal/supervisor at least 30 days before the beginning of leave or delivery due date. Up to 12 weeks of unpaid maternity leave under the Family Medical Leave Act (FMLA) is available if an employee meets eligibility under the regulations of the law.

If an employee has available sick leave, vacation leave, or other applicable leave, the employee must utilize those forms of leave before taking unpaid leave under FMLA. The paid leave and the FMLA leave will run concurrently from the first absence. Accumulated sick leave will be used during the duration of the leave of absence.

At the employee's request, maternity leave may be granted without pay. The employee and the administrator will agree upon the length of the leave, taking into consideration the welfare of students for whom the teacher is responsible.

Up to 12 weeks of unpaid leave may be requested for paternity leave for eligible employees under the FMLA. If needed, the employee may request to borrow days from the Sick Bank if he/she is a member.

Spouses Employed by the Jasper Board of Education Requesting Maternity and Paternity Leave – under the FMLA, a combined total of twelve (12) weeks of unpaid leave (or applicable paid leave described previously) for a husband and wife employed by the same board of education is allowed.

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

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

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

EMERGENCY LEAVE

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

VACATION LEAVE

Vacation for all Twelve Month Employees: Twelve-month employees will be granted .84 days vacation leave per month (10 days per year). All twelve-month employees shall be permitted to accumulate vacation for a maximum of 20 days.

Vacation for all Eleven Month Employees: Eleven-month employees will be granted .42 days vacation leave per month (5 days per year). All eleven-month employees shall be permitted to accumulate vacation for a maximum of 10 days.

At the beginning of his or her contract period, if an employee's vacation balance exceeds the accumulated limit, he or she will lose the difference, unless specific authorization is given by the Superintendent. Taking unearned vacation shall not be allowed without permission of the Superintendent.

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

PERSONAL LEAVE

Each employee shall be allowed three (3) days of personal pay with full pay for any annual contract period. Two additional days are allowed annually, but the total cost of a substitute will be deducted from the employee's pay for that period (currently \$85.80 for a certified substitute, \$78.65 for a noncertified substitute).

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

PROFESSIONAL LEAVE

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

OTHER EXTENDED LEAVE – One Year Leave of Absence

Upon written request by the employee, the Board may grant leaves of absence without pay, for one entire academic year (August through May which may not include portions of two separate academic years), for the birth and first year care of a newborn child or adoption of a child. Other reasons for requesting a year's leave of absence are for study, family obligations, wellness or illness; with the stipulation that the employee will be re-employed in the first vacant position for which he or she is qualified and certified, which may or may not be the same position held before the commencement of leave. Such requests should be submitted no later than March 15 prior to the next scholastic year. Such leave is available to nonprobationary certified personnel only.

MILITARY LEAVE

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

COURT LEAVE

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

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

CATASTROPHIC LEAVE

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

INTERMITTENT MEDICAL LEAVE

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

MISCELLANEOUS LEAVE

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

ON THE JOB INJURY LEAVE

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

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

- Employee salaries may be continued during their absence due to job-related injury upon presentation to the Superintendent of satisfactory evidence which demonstrates that the absence was due to a job-related injury.
- Payments to the employee shall equal 100% of that employee's regular daily salary for each day absent due to the job-related injury.
- Salary continuation may be made only for temporary disability where there is a reasonable expectation that the employee will return to work and the salary continuation will not exceed ninety (90) days.
- Absence due to job-related injury shall be treated as sick leave for purposes of claiming reimbursement for substitutes and no deduction from employees' accumulated sick leave shall be required for paid absence due to job related injury. However, this does not preclude an employee who is absent due to job-related injury from using sick leave.

An employee who is injured on the job may file a claim to receive unreimbursed medical expenses and costs with the State board of Adjustment up to one year following the injury. Failure to file a claim within one year will waive the employee's rights. The Board will provide such reasonable assistance to the employee in filing the Board of Adjustment Claim as required by law, but assumes and will have no responsibility or liability for processing the claim or directly reimbursing the employee any unreimbursed medical expenses and costs. On the job injury leave will be administered in accordance with and subject to the requirements and limitations imposed by state law regarding such leave.

SICK LEAVE BANK

I. Purpose

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

II. The Sick Leave Bank Committee

- A. Each SLB committee shall consist of five (5) members. At the beginning of each scholastic year, four (4) shall be selected by a secret ballot election held among the sick leave bank members. One (1) member shall be appointed as the system's representative by the superintendent, subject to board approval. Before each election of participant representatives, the Board will hold an open nomination period. Any employee who is eligible to participate in the sick leave bank may be nominated for one of the participant representative positions. Nominations must be written and must be submitted to the Payroll Specialist by the deadline specified in a notice to be provided by the Payroll Specialist through electronic communication. Each eligible nominee will be placed on the Sick Leave Bank Committee ballot. Voting will take place by ballot in a method and time specified by the Board. Supervision of voting will be by the Payroll Specialist. The four candidates receiving the highest number of votes will serve as participant representatives on the Sick Leave Bank Committee. The Superintendent will be responsible for conducting the election in a fair and equitable manner, ensuring the confidentiality of the secret balloting process.
- B. Members of the SLB committee will serve a term of one year. Terms shall be for the scholastic year. Vacancies shall be filled by the respective parties. No representative on the committee shall serve for a term longer than five consecutive years.
- C. It shall be the exclusive responsibility of the sick leave bank committee to write the guidelines and administrative procedures of the sick leave bank, including the catastrophic leave provisions. It shall also be the committee's duty to develop all necessary forms for the orderly operation and administration of the sick leave bank and catastrophic leave provisions. A uniform state form provided by the State Department of Education shall be used to transfer and receive catastrophic sick leave days from one sick leave bank to another. Guidelines shall be approved by a secret ballot vote of participating members of the sick leave bank.

III. Duties of the SLB Committee

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

- A. No employee shall be allowed to owe more than 15 days to the SLB, unless over 50% of the members of the bank vote to extend the limit.

- B. Appropriate administrative forms for administering the SLB shall be developed by the SLB committee.
- C. Sick leave days shall be repaid to the SLB monthly as re-earned by the member. Upon the resignation or other termination of an employee who has an outstanding loan of sick leave days, the value of the loan shall be deducted from the final paycheck at the employee's prevailing rate of pay.
- D. A member of the SLB shall not be allowed to accumulate more days than allowed in Section 16-1-18-1, (Code of Alabama), including days in the SLB.
- E. Employee membership in the SLB shall be voluntary.
- F. Any alleged abuse of the SLB shall be investigated by the SLB committee. On the finding of wrongdoing, the member shall repay all of the sick leave credits drawn from the SLB and be subject to other appropriate disciplinary action as determined by the local Board.
- G. Upon retirement or transfer of the SLB members, days on deposit with the SLB shall be withdrawn and transferred with the employee or made accessible for retirement credit, as applicable.
- H. Before being eligible to use catastrophic sick leave days, the member of the SLB shall first borrow and utilize days from the SLB, up to a maximum of 15 days. However, if the member later qualified for catastrophic sick leave, donated catastrophic sick leave days may be used to repay days owed to the SLB to the credit of the affected member.
- I. At the beginning of the scholastic year, or upon employment of a new employee, as the case may be, the appropriate number of sick leave days shall, upon application of the employee, be credited to the employee's account to enable the employee to join the SLB if the employee does not have the minimum number of sick days to enable him or her to join the bank. The SLB committee shall develop in its guidelines a provision whether or not to allow other employees who have previously failed or refused to join the SLB the option to join upon deposit of the prerequisite number of sick leave days. Any policy developed by the SLB committee shall be uniformly applied to all employees.

IV. Eligibility and Participation in the Sick Leave Bank

- A. Any full-time or part-time employee of the Board possessing five (5) days of accrued sick leave may participate in the Sick Leave Bank. Any new full-time employee can become a member by completing an authorization form included in the benefits package. The next five (5) earned days of sick leave will be deposited in the sick leave bank. **Existing employees can become a member only during open enrollment each year (August 1 – September 15).** The Bank allows participating members who have exhausted all of their sick leave to borrow up to 15 days pending committee approval. The days will automatically be paid back as days are accrued. If an employee leaves the school system with outstanding debt to the bank, the paid value of the loan shall be deducted from the final paycheck at the prevailing rate.
- B. The deposit of leave days into the SLB must conform to the SLB guidelines set up by the SLB committee.
- C. No employee shall be allowed to borrow or owe a number of days which is in excess of fifteen (15) days unless 50% of the participating members of the SLB vote to extend said limit.
- D. To be eligible for a loan from the SLB, a participating member must have exhausted all accumulated sick leave in his/her personal account.

- E. The Board Payroll Department shall maintain records of all member deposits to the SLBs, withdrawals from the SLBs, and the status of the SLBs. Reports shall be provided on a timely basis and at the request of the SLB committee, Superintendent, or Board.
- F. The number of days loaned to an applicant shall be determined by the SLB committee. Factors to be considered include, but are not limited to, (1) the applicant's need, (2) the circumstances of the illness or disability, (3) years of service to the system, and (4) the availability of days in the SLB.

V. Procedures for Sick Leave Due to Catastrophic Illness

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

LEGAL REF: The Code of Alabama, Section 16-25-9 and supporting provisions in Section 16-1-18.1.

AMERICANS WITH DISABILITIES COMPLAINT PROCEDURES

Persons who believe that they have been discriminated against on the basis of disability in the provision of services, activities, programs, or benefits covered by Title II of the Americans with Disabilities Act may file a written complaint with their supervisor/principal and this written complaint should be sent to the Superintendent. The process for filing grievance procedures is outlined in this procedure manual and in the Jasper City School System policy Handbook.

COMPLAINTS AND GRIEVANCE PROCEDURES

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

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

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

Level One (Informal Procedures)

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

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

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

Level Two (Formal Procedures)

Step 1

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

1. The nature of the grievance.
2. The nature or extent of the alleged injury, loss, or inconvenience.

3. The corrective action sought.
4. The results of previous discussion(s) and conference(s), and
5. The basis of and reasons for his or her dissatisfaction with the decision previously rendered.

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

Step 2

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

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

Level Three (Formal Procedures)

Step 1

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

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

TRANSFER/REASSIGNMENT PROCEDURES

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

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

Involuntary – The Board may transfer/reassign any teacher or classified employee, including personnel employed as principals and supervisors, upon the recommendation of the Superintendent, for any succeeding year, from one position, school or grade to another by giving written notice to the employee of

such intention to transfer/reassign. Such transfer/reassignment shall be without loss of status or violation of contract and shall not be for political or personal reasons.

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

SUSPENSION AND TERMINATION

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

END OF YEAR STAFFING PROCEDURES

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

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

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

Resignation – In the event an employee does not plan to return to Jasper City Schools in the following school year, the principal or supervisor must be notified in writing thirty (30) days prior to the first instructional day students are scheduled to report to school without the Board’s consent. Thereafter, the teacher may resign with five days’ notice. Timely notifications of these intentions are encouraged in order to assist the school district in finding quality replacements. Any teacher violating this provision may be subject to certificate suspension or revocation for unprofessional conduct (Ala. Code 16-24C-11).

CONTACTS FOR THE PERSONNEL OFFICE

Payroll Specialist

Freda Earnest

110 17th Street

Jasper, AL 35501

Phone: (205) 384-6880

Fax: (205) 387-5213

Email: fearnest@jasper.k12.al.us

Chief School Finance Officer

Monique Rector

110 17th Street

Jasper, AL 35501

Phone: (205) 384-6880

Fax: (205) 387-5213

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TECHNOLOGY

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

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

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

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

COMPUTER, INTERNET, & ELECTRONIC COMMUNICATION

The term *Computer Resources* as used herein refers to JCS' entire computer, electronic and communications network. Specifically, the term *Computer Resources* includes, but is not limited to: computers, host computers, file servers, application servers, communication servers, mail servers, fax servers, Web servers, workstations, stand-alone computers, laptops, tablets such as iPads, telephones,

facsimile machines, scanners, software, data files, peripherals such as printers, and all internal and external computer and communications networks)for example, Internet, commercial online services, value-added networks, e-mail systems) that may be accessed directly or indirectly (including access by students, vendors, consultants and other third parties using personally owned computer hardware as authorized by JCS) from our computer network or that are owned or have been purchased by JCS. This includes cloud services such as Gmail, eTextbooks, Office365, iBook, content and any web-based product or service.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

E-Mail Policy

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

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

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

Attorney-client communications. E-mail sent to in-house counsel, if any, or an attorney representing BCBE should include this warning header on each page: “ATTORNEY-CLIENT PRIVILEGED; DO NOT FORWARD WITHOUT PERMISSION.” Communications from attorneys may not be forwarded without the sender’s express permission.

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

Internet Use Policy

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

Your use of the internet is governed by this practice:

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

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

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

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

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

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

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

Sensitive, Secured and Proprietary Information Policy

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

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

Director of Technology:

Susan Chandler

(205) 300-6390

schandler@jasper.k12.al.us

INTELLECTUAL PROPERTY

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

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

Ownership

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

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

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

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

Right to Publish

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

Use of Teaching Materials

In order to facilitate joint work on teaching materials and support collaborative teaching, and notwithstanding the ownership rights otherwise granted by this practice/procedure, individuals who contribute teaching materials used in jointly developed and taught District courses thereby grant a nonexclusive, nontransferable license to the District to permit other contributors to the course to continue using those jointly produced teaching materials in District courses.

Distribution of Income

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

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

TRAVEL PROCEDURES

Purpose

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

Procedures

1. **General Provisions:** Out of town travel will be considered travel outside of Walker County. Travel requests shall normally be limited to that for which funds have been appropriated in the annual budget.
2. **Prepayments:** Registration and airline tickets may be paid in advance in order to optimize savings. Lodging may be paid in advance upon the approval of the Superintendent. A copy of the employee's approved absence in Kelly Educational Services (KES), complete with estimated travel expenses, must be submitted with the purchase order or check request when an employee requests prepayment.
3. **Authorized Expenses:** The Board of Education will reimburse the employee, consultant, or Board Member for registration fees, meals, lodging, coach airline tickets, mileage for personal vehicle, parking and toll fees, baggage handling fees (maximum \$20 without receipts), and limousine or taxi fares between airport and the hotel and/or the hotel and the training site. Personal vehicle mileage eligible for reimbursement will be mileage to and from origination site and meeting site only. No additional miles traveled (lunch, hotel, etc.) will be reimbursed. Origination site for employees and consultants is the address of the building of employment. Origination site for board members is the home address of the board member.
4. **Unauthorized Expenses:** The Board of Education will not reimburse the employee, consultant, or Board member for alcoholic beverages, snacks, personal supplies, or entertainment.
5. **Employee Authorization for Travel:** Employees who are required to or who are requesting to travel are eligible for travel reimbursement and should receive authorization in advance of their travel via an approved absence in KES. All employees requesting travel must complete an absence request in KES. The request in KES should include estimates for the costs of registration fees, transportation, lodging, meals, and any other allowable expenditure. The Leave request form must be completed at least five days prior to the date of departure, if possible. **Unauthorized travel will be at the expense of the employee.**
6. **Employee Reimbursement Requests:** Within five working days following the employee's return to work from travel, the employee will submit the expense reimbursement form with the expense summary section completed and any required attachments with all of the necessary supporting documentation to their School Principal or Department Head for review and approval. Once approved, by signature, the School

Principal or Department Head will route the expense reimbursement form to the Superintendent for approval. Once the Superintendent has approved and the CSFO has confirmed the account code, the form will be routed to Accounts Payable for payment. Expense reimbursement forms that are not complete will be returned to the School Principal or Department Head. Once the form has been reconciled by Accounts Payable without any errors, the expense reimbursement will be included in the first available accounts payable check run. Expense reimbursement forms can be found on the system website at www.jasper.k12.al.us under the Faculty tab.

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

7. **Registration Fee Prepayment Requests:** Travel requests that include prepaid registration fees must be submitted to the Accounts Payable bookkeeper ten days prior to the registration deadline. The request should be submitted by purchase order. A copy of the approved travel request must accompany the purchase order.
8. **Meal Allowances within the State:** Employees, consultants, and board members traveling may be reimbursed the actual costs of meals within the maximum limits established in these travel regulations. The following limits apply to employees, contractors, and board members traveling within the State of Alabama:

The meal allowances will be:

Breakfast	\$12.00
Lunch	\$20.00
Dinner	\$30.00

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

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

The meal allowances will be:

Breakfast	\$15.00
Lunch	\$25.00
Dinner	\$40.00

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

10. **Meal Allowance Eligibility:** Employees, consultants, and board members traveling may be reimbursed for meals as prescribed in item #6 and item #7. The eligibility of meals is as follows:

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

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

An individual is eligible for the dinner allowance if they are on travel status between 6:00p.m. and 8:00p.m.

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

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

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

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

14. **Employee Responsibilities:** Employees are responsible for ensuring the most reasonable rates for all expenditures. If at all possible, employees traveling to the same location for the same purpose should carpool and share lodging.
15. **Consultants:** All consultants hired by the Board will be required to follow the guidelines set forth when requesting reimbursements.
16. **Local School Board Members:** All Jasper City School Board Members will be required to follow the guidelines set forth when requesting reimbursements.
17. **Other Provisions:** The Superintendent may authorize exceptions to the provisions set forth if he/she deems the exceptions necessary to meet the needs of the School System operations. School Principals or Department Heads, accompanied by an explanation of the circumstances that justify the need for making the exception, will request the Superintendent's authorization of exceptions in writing.

STATE OF ALABAMA ETHICS LAW

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

PAYROLL INFORMATION & PROCEDURES

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

When do I get my first Paycheck?

■ **Nine and Ten month employees**
 – *September 30**

■ **Eleven month employees**
 – *August 31**

■ **Twelve month employees**
 – *July 31**

Payroll cutoff is approximately mid-month. For example the September check will be based on working days from August 2nd until September 9th. September 10th through October 12th will fall in the October check. If an employee is hired late in the contract year their annual amount will be calculated on the number of days actually worked the remainder of the contract year.

*Checks are issued on the last business day of the calendar month.

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

	<i>Hire Date Before 01-01-2013</i>	<i>Hire Date After 01-01-2013</i>
Wages	\$ 1,953.33	\$1,953.33
Social Security	-121.11	-121.11
Medicare	-28.32	-28.32
Federal	-119.73	-119.73
State	-58.14	-58.14
Retirement 7.50%	<u>-146.50</u>	6% <u>-117.20</u>
Take Home	\$ 1,479.53	\$1,508.83

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

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

hired on or after January 1, 2013 is considered a Tier 2 employee for the employer contribution rate for retirement purposes.

Tier 1 Employees have 7.50% of their gross pay withheld for their retirement account at the Teachers' Retirement System in Montgomery. The board pays 12.24% to the retirement system on behalf of each employee. Tier 2 employees have 6.00% of their gross pay withheld for their retirement account at the Teachers' Retirement System in Montgomery. The board pays 11.01% to the retirement system on behalf of each employee.

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

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

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

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

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

HEALTH BENEFITS 2017-2018

Blue Cross/Blue Shield

**Basic Major Medical
No Referrals**

Monthly Premium

\$30 Single
\$207 Family, no spouse
\$307 Family, including spouse

VIVA Health Plan –HMO

Major Medical, Vision, Dental HMO

Monthly Premium

\$30 Single
\$207 Family, no spouse
\$307 Family, including spouse

Non-Tobacco User Discount

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

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

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

Southland Supplemental Insurance Coverage-

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

***Single or Family Coverage**

- **You can Purchase supplements for an additional amount @ \$38/\$50 ea. / month**
- **OR**
- **Refuse major medical coverage and apply allocation to the supplements for coverage at no charge.**

PEEHIP Insurance Allocation - "3 – 1" Rule

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

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

Copayment & Deductible Changes

Copayments- Deductibles

Prescription Drugs (30 day supply)	
Generic Co-pay	\$ 6.00
Preferred Drug Co-pay	\$40.00
Non Preferred Drug Co-pay	\$60.00
Prescription Maintenance Drugs (90 day supply)	
Generic Co-pay	\$12.00
Preferred Drug Co-pay	\$80.00
Non-Preferred Drug Co-pay	\$120.00
Dental Plan	
Active & Retired Members	
Family	\$50.00
Single (no change in premium)	\$38.00

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

THE WELLNESS PROGRAM

PEEHIP has teamed up with the Alabama Department of Public Health (ADPH) and MyActiveHealth to launch a new wellness program for PEEHIP members. The goals of the program are to:

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

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

Who is required to participate in the PEEHIP Wellness Program?

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

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

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

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

Wellness Components

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

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

- Wellness Screening
- Health Risk Assessment Questionnaire (HRA)

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

- Disease Management
- Wellness and Lifestyle Education Coaching

Wellness Screenings Begin August 1

The Wellness Screenings consist of the following measurements:

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

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

All screenings regardless of location must be completed by August 31, 2017, to receive the wellness premium discount effective October 1, 2017.

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

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

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

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

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

FEDERAL HEALTH CARE REFORM

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

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

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

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

TEACHER RETIREMENT SYSTEM

TIER 1 EMPLOYEES

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

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

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

TIER 2 EMPLOYEES

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

The retirement age requirement for employees hired January 1, 2013, or later will be 62 (if vested) or 30 years of service. An employee may not use accumulated sick leave in determining the amount of creditable service.

TRS DEATH BENEFITS

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

DEFERRED COMPENSATION PLANS

403B - Under this plan, employees may contribute as much as \$18,000 (2017) of pre-tax income to an annuity each year. The contribution is automatically deducted from their paychecks.

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

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

FLEXIBLE SPENDING PLAN

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

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

■ OPEN ENROLLMENT

- The open enrollment deadline for the Flexible Spending Accounts is September 30th, for an effective date of October 1st.

- Plan deductions start on the October payroll check. Deductions end with the September payroll check of the following year.

All deductions are processed over 12 months.

The Flexible Spending Account is administered through PEEHIP that is offered through BC/BS of Alabama. Below is the website address:

<http://www.rsa.state.al.us/PEEHIP/flex.htm>

Reimbursement of over-the-counter drugs from the Health Care FSA will be prohibited due to the Federal Reform Act unless you have a doctor's prescription for the drug.

PEEHIP offers a Preferred Flexible Spending Card as well as the auto bump and manual reimbursement.

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

ESS Features

Access ESS

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

Demographics

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

Tax Withholdings

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

Direct Deposit (DD)

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

Deductions

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

Leave

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

Paychecks

- View / Print paychecks.

Earnings & W2's

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

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

Employee Self Service

Create an ESS account -

Name_____ Emp#_____

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



The screenshot shows the ESS (Employee Self Service) interface. At the top, there is a dark navigation bar with the text 'ESS' on the left and three links: 'Forgot Password', 'Register', and 'Login' on the right. A green arrow points to the 'Register' link. Below the navigation bar is a white login form. The form has a heading 'Log in' and two input fields: 'User name' and 'Password'. At the bottom left of the form is a blue button labeled 'Log in'.

Contacts for the Accounting Office

Chief School Finance Officer

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

Payroll Specialist – Freda Earnest

Phone: (205) 384-6880
Interoffice Extension 68021

Bookkeeper – Ashley Aaron

Phone: (205) 384-6880
Interoffice Extension 68005

Local School Bookkeepers

Maddox Intermediate School – Deb McLemore - (205) 384-3235, or Interoffice Ext. 61002
Memorial Park School – Judy Brown (205) 384-6461, or Interoffice Ext. 62002
T R Simmons School – Cheryl Forrester (205) 387-2535, or Interoffice Ext. 63002
Jasper High School – Kelley King (205) 221-9277, or Interoffice Ext. 64002
Jasper Junior High School – Jennifer Banks (205) 221-9277, or Interoffice Ext 64046

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Employee Agreement

Sexual Harassment

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

Employee Signature

Date

Family Medical Leave Act of 1993 (FMLA)

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

Employee Signature

Date

Technology Acceptable Use Agreement

I, _____, hereby certify that I have read and understand the JCS practices and procedures regarding the use of technology within Jasper City Schools. I understand that failure to comply with such policies may result in my employment termination.

Employee Signature

Date

State of Alabama Ethics Law

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

Employee Signature

Date

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