LOUDON COUNTY SCHOOLS Graduating Self-Directed Learners

THE LOUDON COUNTY BOARD OF EDUCATION

Jason Vance, Director of Schools

100 River Road, Loudon, TN 37774-1042

Phone: 865-458-5411 Fax: 865-458-6138

Employee Handbook

Loudon County Schools
Loudon, Tennessee
2011-2012

Effective July 1, 2011

Board of Education

Lisa Russell
William Jenkins
Bobby Johnson, Jr.
Van Shaver
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District Staff

Dawn Cox, Transportation Director
Sissy Foster, Special Education Supervisor
Mike Garren, Assistant Director/9-12 Instructional Supervisor
Kathy Greene, PreK-5 Instructional Supervisor
Tom Hankinson, Career Technical Education Supervisor
Jennifer Malone, 6-8 Instructional Supervisor/Technology Coordinator
Kim McGimsey, Instructional Support Supervisor
Alison Millsaps, Food Services Supervisor
Chad Presley, Business Manager
Cindy Purdy, Family Resource Center Coordinator
Lois Snow, Coordinated School Health Coordinator
Stephanie Smallen, Data/Instructional Coach

Loudon County Will Graduate Self-Directed Learners Through Positive Learning Opportunities

Visit Us on Our Website at HTTP://www.loudoncounty.org

This employee handbook is an abbreviated ready reference manual for employees of Loudon County Schools. This edition supersedes all previous editions. For more in-depth information, the complete Board of Education Policy Manual is available online at www.loudoncounty.org. Each employee should understand that it is his/her responsibility to read this handbook or have it read to him or her. Employment is subject to the provisions in this handbook. The book is only to be used as a guideline and is not to be considered a contract; this handbook is subject to change without notice. This handbook does not guarantee benefits coverage. Eligibility requirements must be met for coverage to be in force.

Equal Opportunity Employment

Opportunity for employment as well as continuation and advancement in employment shall be afforded equally to members of all races, creeds, sexes, religions, ages, national origins, or disability with regard only for qualifications for the position involved.

Nondiscrimination Policy

It is the policy of the Loudon County School System not to discriminate on the basis of sex, race, national origin, creed, age, marital status or disability in its educational programs, activities or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments Act and Section 504 of the Federal Rehabilitation Act of 1973.

It is also the policy of this district that the curriculum materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.

Inquiries regarding compliance with Title VI, Title IX, Title VII and other civil rights or discrimination issues should be directed to the Assistant Director. Inquiries about the American with Disabilities Act and Section 504 may be directed to Alison Millsaps, Loudon County School System, 100 River Road, Loudon, Tennessee 37774, and telephone 865-458-5411.

System Goals for 2011-2012

The Loudon County School System follows the state of Tennessee's guidelines for continuous improvement which require each system and each school to develop a document addressing strengths, challenges, and detailed plans for improvement. Each school develops and annually revises and updates individual school improvement plans (SIP); while the system must complete the Tennessee Comprehensive System Planning Process document to guide improvement.

Through the assistance of many individuals and groups, Loudon County's TCSPP document has been completed for 2011-2012. Three major areas of focus are addressed. These goals are as follows:

- Decrease the growth difference among the high, middle and low achievement subgroups by making positive gains in all groups.
- Improve the school system's graduation rate.
- Increase the percentage of students who are proficient or advanced in Math/Reading/Language Arts in grades K-12 for students within the economically disadvantaged, Hispanic, Students with Disabilities, and English language learner subgroups by state testing.

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LOUDON COUNTY SCHOOLS
SCHOOL CALENDAR
2011-2012

August 1	Monday	In-Service(Opening Day)
August 2	Tuesday	In-Service day
August 3	Wednesday	Registration Day (buses will not run)
August 4	Thursday	Grade Level In-Service Day
August 5	Friday	Grade Level In-Service Day
August 8	Monday	1st full day of classes
September 5	Monday	LABOR DAY (no school)
October 10-14	Monday – Friday	FALL BREAK
November 11	Friday	Veteran's Day (no school)
November 23 – 25	Wednesday – Friday	THANKSGIVING HOLIDAYS
December 16	Friday	Last day of classes before CHRISTMAS BREAK. 85 student days unless bad weather. (School dismissed at noon)(Buses will run) 85 Student days
January 2	Monday	Administrative day
January 3	Tuesday	Classes resume
January 16	Monday	Martin Luther King Jr. Day (no school)
February 20	Monday	In-Service day
March 5-9	Monday – Friday	Spring Break
April 6-9	Friday-Monday	Easter Break(Good Friday & Monday)
April 23-27	Monday-Friday	TCAP
May 22	Tuesday	Last day of classes (92 student days)
May 23	Wednesday	Administrative Day
May 24	Thursday	Administrative Day

In-Service Days	Administrative Days
August 1	Parent Conference (6 hours)
August 2	January 2
August 4	February 7
August 5	May 23
February 20	May 24

Directory

Central Office Personnel

Jason Vance, Director of Schools
Mike Garren, Assistant Director of Schools/9-12 Supervisor
Joan Lovelace, Administrative Assistant/Board Secretary
Jennifer Conner, Data Management
Sissy Foster, Special Education Supervisor
Julia Bunch, Special Education Administrative Assistant
Kathy Greene, PreK-5 Instructional Supervisor
Pam Hamilton, Payroll Specialist
Tom Hankinson, CTE Supervisor
Christy Kenny, Teacher Resource Coordinator
Kim McGimsey, Instructional Support Supervisor
Alison Millsaps, Food Services Supervisor
Dawn Cox, Transportation Director
Jennifer Malone, 6-8 Supervisor/Technology Coordinator
Chad Presley, Business Manager
Lois Snow, Coordinated School Health Coordinator
Lisa Settlemyre, Purchasing Clerk/Title I
Cathy Touton, Benefits Coordinator/Administrative Assistant
Brett Foster, Administrative Assistant Food Service/Transportation
Stephanie Smallen, Data/Instructional Coach

Systemwide Personnel

Cindy Purdy, Director – Family Resource Center
Betsy Junot, Gifted Coordinator
Rosemarie Morelan, School Psychologist
Amy Perry, School Psychologist
Debbie Schryver, School Psychologist
Donna Yeaney, School Psychologist
Mary Brooks, Speech & Language
Beth Jenkins, Speech & Language
Elaina Koch, Speech & Language
Janet Young, Speech & Language
Melisa Fuhrmeister, Coordinated School Health Educator
Kathy Proaps, Grant Writer
Cindy Lockett- CTE Counselor
Wes Rhodes- Technology
Bobby Bingham-Technology
Russell Lingerfelt- Technology
Jarrod Touton- Technology
Amanda Stewart-ELL Teacher

SCHOOLS & OTHER FACILITIES

Eaton Elementary School (PreK-4)
423 Hickory Creek Road
Lenoir City, TN 37771
Principal: Mrs. Melanie Amburn
Assistant: Ashley Talley
Guidance: Ellie Guldan
Librarian: Joann Wilson
Secretary: Sharon Shaver
Phone: (865) 986-2420
FAX: (865) 988-5550

Fort Loudoun Middle School (6-8)
1703 Roberts Road
Loudon, TN 37774-4703
Principal: Mrs. Tiffany Ratledge
Assistant: Jeremy Lorenz
Guidance: Pam Thomas
Librarian: Dian Crossland
Secretary: Margie Kirkland
Phone: (865) 458-2026
FAX: (865) 458-6611

Greenback School (K-12)
400 Chilhowee Avenue
Greenback, TN 37742
Principal K-12: Mrs. Barbara Bradley
Assistant: Lori Guillemet
Guidance: Pam Schram/Melanie Shepherd
Librarian: Claudette Ervin
Secretary: Vivian Shudan
Phone: (865) 856-3028
FAX: (865) 856-3033

Highland Park Elementary School (PreK-4)
4404 Highway 11E
Lenoir City, TN 37772
Principal: Mr. David Clinton
Assistant: Kathy Winsor
Librarian: Deborah Warren
Secretary: Debbie Parker
Phone: (865) 986-2241 or 986-9601
FAX: (865) 988-7495

Loudon County Family Resource Center
4380 Harrison Road
Lenoir City, TN 37772
Director: Mrs. Cindy Purdy
Phone: (865) 986- 8798
Fax: (865) 458-9921

Loudon County Technology Center
4380 Harrison Road
Lenoir City, TN 37771
CTE Coordinator: Tom Hankinson
Phone: (865) 986-2036
Fax: (865) 988-7775

Loudon Elementary School (PreK-5)
2175 Roberts Road
Loudon, TN 37774-4705
Principal: Ms. Kim Greenway
Assistant: Tonya Cope
Librarian: Jenny Russell
Secretary: Bobbie Jo Harrell
Phone: (865) 458-2001 or 458-9395
FAX: (865) 458-1405

Loudon High School (9-12)
1039 Mulberry Street
Loudon, TN 37774-1300
Principal: Cheri Parrish
Assistant: Bryant Collins
Guidance: Heather Waldron/Jennifer Kennedy
Librarian: Kevin Serkes
Secretary: Gwen Watson
Phone: (865) 458-4326
FAX: (865) 458-0717

North Middle School (5-8)
421 Hickory Creek Road
Lenoir City, TN 37771
Principal 5-8: Mr. Mike Casteel
Assistant 5-6: Matthew Tinker
Assistant 7-8: Kathy Johnston
Guidance: Karen Smiley/ Julie Tilley
Librarian: Karen Liles
Secretary: Deb Morton/Greta Bailey
Phone: (865) 986-9944 or 986-3417
FAX: (865) 988-9089

Philadelphia Elementary (PreK-8)
300 Spring Street
Philadelphia, TN 37846
Principal: Ms. Maria Warren
Assistant: Kevin Gentry
Guidance: Kelly Jones
Librarian: Lucy Layman
Secretary: Kathy Dukes
Phone: (865) 458-6801 or 458-6802
FAX: (865) 458-6805

Steekee Elementary School (K-5)
4500 Steekee School Road
Loudon, TN 37774-3731
Principal: Mr. Scott MacKintosh
Assistant: Kim Bridges
Librarian: Jacy Blankenship
Guidance: Scott Blanton
Secretary: Amy Bennett
Phone: (865) 458-3322 or 458-3343
FAX: (865) 458-9921

Loudon County Technology Department
4380 Harrison Road
Lenoir City, TN 37771
Technology Coordinator: Jennifer Malone
Phone: (865) 986-4970 Fax: (865) 986-5713

Information

Accident/Incident Reports

All accidents/incidents occurring on district property, school buses or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the building principal immediately. Reports should cover property damage as well as personal injury. A completed accident report form must be submitted to the building principal within 24 hours or the next scheduled district workday, as appropriate.

In the event of a work related accident or injury, please see the Workers Compensation section of handbook.

Advanced Degrees, Teachers

Teachers receiving an advanced degree will be paid accordingly after the new teaching certificate has been filed at Central Office. Degrees earned by **August 31** must have all information submitted to the state by **December 1** in order to receive the salary adjustment for the entire school year. The change in salary becomes effective upon receipt of the new license at Central Office indicating the advanced degree.

Please be advised there is a new Tennessee law that provides for salary adjustments during mid-year for degree changes. The guidelines under the law are:

1. **Written** notice of intent to complete additional academic training;
2. Notice directed to director of schools **and** chair of the local board of education;
3. Notice must be given **prior** to the submission of the budget to the legislative body.

These requirements apply to any licensed individual who completes an advanced degree between the dates of September 1 – December 31 and reports that degree to the Tennessee Department of Education by February 1. The change in salary becomes effective upon receipt of the new license at Central Office indicating the advanced degree and will be paid from January 1 thru the end of the school year.

Bereavement Days

Full-time employees receive 3 Bereavement Days per death to be taken no later than seven (7) days after the death. Bereavement days are to be used for **immediate** family members only as defined below.

- Employee's wife/husband, parent, grandparent, children, grandchildren, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law or sister-in-law

Employees are to **circle** the family member the bereavement days pertain to on the "Employee Form".

Board of Education Powers and Duties

Except as otherwise provided by general law or by ordinance, the Board of Education shall have full power and control of all matters pertaining to the conduct of the public schools within the County, and shall exercise such other powers and perform such other duties with respect thereto as may be imposed upon them by law or by ordinance of the County Commission. Meetings are held the second Thursday of each month in the Courthouse Annex. All regular and special meetings of the Board are open to the public unless otherwise provided by law. **Members of the Board of Education are as follows: Lisa Russell, Ric Best, Bobby Johnson Jr., Van Shaver, Bill Marcus, Scott Newman, Craig Simon, William Jenkins, Leroy Tate and Gary Ubben**

Career Ladder

For those teachers eligible for Career Ladder, payments will be made in December and May of each school year. Payments will be on the December and May teacher payroll dates.

Cell Phone Usage

In order to protect instructional time, cell phones are not to be used by teachers or assistants during class time except for emergencies.

Certificate Renewal, Additional Coursework and Degrees

Teachers are responsible for obtaining their own certificate for renewals, and for any changes. Those who earn an additional degree must apply for a new teaching certificate through the certification office of the college/institution where they completed their degree.

All course work for additional degrees or hours must be completed prior to the beginning of the school year for which pay is requested. .

Pay increases for additional degrees (MS, MS +30, Ed. S. or Ed. D.) will only be granted after a state certificate showing that degree is submitted to the Payroll Specialist. The Superintendent's copy of the new teaching certificate must be given to the Payroll Specialist by December 1 for the M.S., M.S.+30, Ed.S. and Ed.D. levels. The pay raise for those levels are not given until the certificate is received. If necessary, the pay will be retroactive to the first payday.

For degrees received in December, the pay increase will be effective for the remaining pay periods after the Superintendent's copy of the new teaching certificate is received by the Payroll Specialist. If necessary, the pay will be retroactive.

Please refer to web address http://www.tennessee.gov/education/lic/renw.shtml for license renewal.

Child Abuse Reporting

Any staff member who knows or has reasonable belief that any child under 18 years of age has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately orally report or cause an oral report to be made to the Department of Children's Services at 1-877-237-0004. The building principal and Alison Millsaps (458-5411) are also to be informed immediately. For the purpose of this section, abuse includes: physical, neglect, mental injury, threat of harm and sexual abuse and sexual exploitation.

Failure to report suspected child abuse or to comply with the confidentiality of records requirements is a violation punishable by law and district disciplinary action up to and including dismissal. Tennessee law provides that a staff member, who, based on reasonable grounds, participates in the good faith making of a child abuse report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law. Parents shall be notified within 24 hours of a reported child abuse or child sexual abuse if the abuse occurred on school grounds or while under school supervision; unless the parents are the suspected abusers.

Community Activities

Employees are encouraged to participate in community activities in which they hold interest. Employees have a right to express their views on any public issue, even when the view is in opposition to a view expressed in board policy or board action. However, employees have the duty in each case to make clear in their statements that the view expressed is not the official view of the School Board or school system.

Complaints/Grievances

Staff member complaints that a violation, misinterpretation or inappropriate application of district personnel policies and/or administrative regulations has occurred should be directed to the immediate supervisor for informal discussion and resolution. If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy.

Compensation

Salaries, including compensation for extracurricular assignments over and above the duties associated with a staff member's regularly assigned duties, will be determined in accordance with salary schedules and salary placement guidelines established by the Board of Education and/or policies adopted by the Board. It is the Principal's responsibility to provide all information necessary for placement on the salary schedule to the payroll office in accordance with timelines established by the district. Any and all additional compensation received by employees is to be handled through the Payroll Specialist.

Conflict of Interest

Employees will not engage in, or have a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as members of the school staff.

Contracts, Non-Certified Employees (Assistants, ParaProfessionals, Nurses, Custodians, Secretaries, Central Office Secretaries, Cafeteria and Technicians)

Contracts for Non-Certified Employees shall be issued after approval and adoption of the budget by the Loudon County Board of Education and Loudon County Commission. Contracts are to be signed and returned to Central Office within five (5) days of issue. Non-Certified positions are those that do not require a teaching certificate. Per TCA 49-2-301(b)(1)(FF), "all persons who are employed in a position for which no teaching license is required shall be hired at the will of the director of schools. The local board of education shall develop a policy for dismissing such employees."

Contracts, Certified Teachers

Contracts for certified teachers shall be issued after approval and adoption of the budget by the Loudon County Board of Education and Loudon County Commission. Contracts are to be signed and returned to Central Office within five (5) days of issue. The contract shall provide for 200 days of responsibility as follows: a minimum of 180 teaching days, ten additional working days (a) one for parent conferences (b) five for in service (c) four for other assigned duties and up to ten (10) vacation days if earned. Limited extended contracts are available under career ladder guidelines. As specified in State Law, contracts for all other certified teachers are automatically renewed at the salary approved by the Board of Education unless specific, written notification is made otherwise. Salaries for certified personnel will be based on degree and experience as verified by the State Department of Education.

Copyright

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments are available to staff in both the school and home setting. Infringement on copyrighted material, whether prose, poetry, graphic images, music audio tape, video or computer-programmed materials, is a serious offense against federal law, a violation of Board policy and contrary to ethical standards required of staff. All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form.

Department of Children's Services Registry

Effective July 1, 2007 – Per the State Department of Education. New law SB907/HB377 states that the Department of Education, the State Board of Education, Local Boards of Education and LEA's are prohibited from hiring any individual whom the Department of Children's Services has found to have committed abuse against a child or whose name has been placed on the state's vulnerable person's registry or the state's sex offender registry. The new law requires that the Department of Education, State Board and DCS develop a procedure whereby the names of all potential employees of the department, or any LEA are submitted to DCS prior to employment to determine if the potential employee were found by DCS to have committed child abuse.

Direct Deposit

Direct Deposit will be mandatory for all employees effective 08/31/2011. The employee's paycheck can be deposited into a checking or savings account at the bank of your choice. Direct deposit changes can be made at any time by contacting the Payroll Office at 458-5411 Ext 1015.

It is the employee's responsibility to notify the Payroll Office of any change to the information previously provided. If you do not notify the Payroll Office in a timely manner of any changes to your banking information and your deposit is returned you could possibly incur a service fee from the bank.

Summer check deposit (June, July, August) for 10 month employees will be made on June 15, 2012.

Dress Code

All employees are expected to be neat, clean and to wear appropriate dress for work that is in good taste and suitable for the job at hand. Dress or attire from school employees that the principal or supervisor considers to be disruptive/inappropriate or which adversely affects the educational atmosphere will not be tolerated. Professional dress is expected of all employees.

Certain departments may have specific requirements for staff as communicated by supervisors.

Drugs, Weapons, and Alcohol Policy

Employees of the school system shall not possess, use, or distribute any illicit drug, alcoholic beverage or weapons as defined in Tennessee Code Annotated while on school premises or while responsible for chaperoning students on school-sponsored trips. Any employee who possesses, uses, distributes, has knowledge of and fails to report any illicit drug or alcoholic beverage on school premises or while responsible for chaperoning students on a school-sponsored trip will be terminated. All school employees shall cooperate with law enforcement agencies in all investigations concerning any violation of this policy. The Director of Schools will provide information about drug and alcohol counseling and rehabilitation to any employee who requests it.

E-Mail

All teachers and other Loudon County School System employees have an E-mail address on the system network. The technology coordinator assigns login addresses. The network also provides Internet access. **Contact the Technology Department for an e-mail address at 986-4970.** Use of the system must not interfere with instructional time or disclose confidential information about students.

Correspondence of an employee in the form of electronic mail may be a public record under the public records law and may be subject to public inspection and/or monitoring. Should circumstances arise which, in the judgment of the Director of Schools, indicate a need to monitor e-mail, such monitoring is authorized by the Director on a case by case basis.

Every staff member and student should have a signed Technology, Internet and Network Guidelines Acceptable Use Policy on file. Staff member's forms must be on file at Central Office.

Employee Conduct

Employees of Loudon County Schools are expected to conduct themselves in an appropriate manner at all times. Conduct should conform to Board policy. All licensed employees are expected to adhere to the Tennessee Educator's Association Code of Ethics of the Education Program.

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

Experience Verification, New Certified Teachers

New certified teachers are responsible for obtaining all information related to out of state and past teaching experience. All out-of-state experience will need to be submitted to the Office of Teacher Licensing by the Central Office Payroll Specialist. All information must be submitted to Central Office no later than **November 15** in order to receive possible credit from the state for the current school year. If this information is not received at Central Office by the **November 15** deadline new teachers will not be paid during the current school year for experience received at Central Office after this date. Upon verification from the Tennessee Department of Education on past teaching experience and out of state experience the employee will be notified and a new contract will be issued. Salary adjustments will be made as needed. Salaries for certified personnel will be based on degree and experience as verified by the State Department of Education.

Extended Contract

Extended contract payments, if funded by the Tennessee State Department of Education, will be made on June 30th.

Sick days earned for extended contract participation will be added at the end of the current school year based upon the following.

- $1,000 – 0 sick days earned
- $2,000 – 1 sick day earned
- $3,000 – 1 sick day earned
- $4,000 – 2 sick days earned

Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) provides for up to 12 work weeks of unpaid leave during a 12 month period (July 1 – June 30) for eligible employees for certain family and medical reasons and 16 weeks for maternity leave. Reasonable leave can be taken for the following:

- Birth/Adoption/Foster Care
- Serious health condition of spouse, son, daughter or parent
- Serious health condition of self

Employees are eligible if they have worked for at least 12 months for the School System or have at least 1,250 hours of service over the previous 12 months for the Loudon County Board of Education. Questions regarding FMLA leave should be directed to the Payroll Specialist.

Employees must request and be granted FMLA by their Principal/Supervisor and the Director of Schools. If an employee requests and is granted Family Medical Leave and they have single coverage insurance, the county will continue to pay the single portion of the health, dental or life for the 12 weeks or 16 weeks for maternity leave that is granted under the FMLA Act. The employee will still be responsible for the family portion of his/her premium and this will need to be paid directly to the Board of Education by the 1st of each month. For Cafeteria Staff the county will pay the portion that it currently covers while an employee is actively employed. If the employee uses the 12 weeks and is not able to return to work, a request for a "Leave of Absence" will then be needed and the employee will be responsible for the entire portion of single coverage and family portion of the health insurance cost.

Employees will be deducted 1 sick day for every 20 days they are off the payroll.

For additional information see the Loudon County Board of Education Policy Manual Descriptor Code 5.305.

Field Trips and Other Student Travel

Field trips will be used only to extend instruction. The following will be considered before any field trip will be approved: (a) the value of the field trip to mastery of the learning objectives of the class; (b) the suitability of the activity and travel time for the students; (c) the availability of transportation; and (d) the cost.

Field trips must be approved in advance. Any teacher seeking approval for a field trip will submit a field trip request form to the principal. If the principal approves, the principal will forward the request to the Director of Schools for final approval.

Detailed information about the field trip process and other student travel is available in Policy Manual is **4.302** in the Policy Manual of the Loudon County Board of Education, and the Administrative Procedures Manual. Policy manuals are available on-line at www.loudoncounty.org . The teacher will have a roster of all riders on that bus as well as the emergency contact information.

Fingerprinting

All persons applying for any position shall be required to (at the employee's expense):

- Supply a fingerprint sample and submit to criminal history records checks to be conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation.
- Employment will be offered pending the return and disposition of such checks. All offers of employment are contingent upon the results of such checks.

Flu Shot Program

A flu shot program will be made available at cost to all employees during the fall of each school year. Scheduling will be handled between Central Office and each individual school.

Food Service

The Loudon County School System participates in the National School Nutrition Program. Breakfast and lunch are served in all schools.

Fund Raising

All fund raising activities that involve students or that occur on school property must be approved in advance by the principal and the Director of Schools. This includes any activity that involves the collection of field trip expenses. The Director of Schools provides a form for this purpose.

Gifts to Employees

All employees of the school system are prohibited from accepting things of material value from companies or organizations doing business with the school system. Exceptions to this policy are the acceptance of minor items, which are generally distributed to all by the companies through public relations programs. Teachers should accept only gifts with token value from students.

Harassment

Harassment of employees will not be tolerated. Harassment includes, but is not limited to, harassment on the basis of race, color, religion, national origin, age, disability and gender. Harassment is defined as conduct, advances, gestures or words of any nature, which have any of the following effects: (a.) Unreasonably interferes with an employee's work or performance; (b.) Creates an intimidating, hostile or offensive work environment; (c.) Implies that submission to such conduct is made an explicit or implicit term of employment; (d.) Implies that submission to or rejection of such conduct will be used as a basis for an employment decision affecting the harassed employee. Any complaints should be reported to the employee's immediate supervisor. If that person is involved, then it should be reported to the next level of supervision.

Any staff member who is subject to, or knows of, such harassment is directed to notify the building principal or the Assistant Director of Schools immediately. If the complaint is not satisfactorily settled, the employee may file a complaint directly with the Tennessee Department of Labor, Civil Rights Division or with the U.S. Department of Labor, Equal Employment Opportunity Commission. Such complaints may also be filed with the appropriate enforcement agency, in lieu of the district's complaint process, at any time, as provided by law.

Health Examinations

A physical examination (at the expense of the employee) is required of all new school personnel at the time of employment. School personnel shall be free from contagious or communicable diseases or conditions, which might endanger the health of school children.

Hepatitis B Program

Because of the possibility of emergency exposure to Hepatitis B, Loudon County Schools has adopted a liberal plan concerning vaccinations. Any employee who believes he or she will be at risk for exposure to Hepatitis B shall receive a vaccine upon their request to the School Nurse and execution of a hold harmless agreement. Employees who decline to accept the Hepatitis B vaccination must sign a Declination Form. If the U.S. Public Health Service recommends a routine booster dose(s) of Hepatitis B vaccine at a future date, then such booster dose(s) shall be made available.

In-service Training

All teachers and administrators are required to complete a minimum of five (5) days of in-service training per year. These professional development days include county wide In-Service training days which are required along with school based professional development. All certified staff are required to submit an online survey required by the State Department of Education each spring concerning professional development. A professional development log is also required at the end of each school year. With prior approval by the principal and Director of Schools, other activities may include workshops, seminars, readings, and observation in other school systems.

Internet Usage

Employee access to the Internet is provided upon receipt of the signed Acceptable Use Policy: Technology, Internet and Network Guidelines form at Central Office.

Involuntary Transfer or Assignment

The Director of Schools shall have the authority to reassign staff as needed. The principal of each school shall have the authority and the responsibility to assign staff as necessary to meet the needs of students. When possible, the principal should discuss potential changes in job assignments with the staff involved to ensure that the reasons for the changes are understood.

Jury Duty

School employees summoned to jury duty will receive regular compensation as soon as jury duty compensation has been received in the Payroll Department. Notification to the immediate supervisor should be made as soon as a jury summons is received. Teachers are no longer exempt from jury duty, but may request a convenient time to serve according to state law.

Lost Checks

Per the Loudon County Finance Department, effective January 1, 2006, if an employee loses a check or a check mailed to an employee is lost in the mail the policy is:

- Finance Department will call the bank to check the status of the check on the 10th day after the date mailed or picked up.
- If the check has not cleared the bank a new check will be issued
- The employee will need to bring a stop payment fee of $30.00 to Central Office (Subject to change without notice). If paying by check make payable to "First National Bank". The replacement check will be ready within 3-5 days after receiving the stop payment fee.

Maintenance Work Orders

Maintenance work orders shall be submitted via the Principal's Office, or their designee. Loudon County Schools utilizes a web-based work order system to facilitate all work requests for school facilities.

Maternity Leave

Employees must request and be granted FMLA by their Principal/Supervisor and the Director of Schools. A female employed by the Loudon County Board of Education for at least twelve (12) months or has worked at least 1250 hours of service during the previous 12 month period may be absent from such employment for a period not to exceed sixteen (16) weeks of unpaid leave for pregnancy, childbirth and nursing the infant. Otherwise, the maternity leave shall be unpaid leave. Upon verification by a written statement from an adoption agency or other entity handling an adoption, an employee may also be allowed to use up to thirty (30) days of accumulated sick leave for adoption of a child. If both adoptive parents are teachers, only one (1) parent is entitled to leave. Upon

return from maternity leave, the employee will be placed in the same or a similar position. If an employee has sick days and carries family insurance the monthly premium will continue to be deducted from their paycheck. If an employee is not receiving pay, it is the responsibility of the employee to pay their portion of the family coverage. If you are off longer than 16 weeks and are removed from the payroll, then you are responsible for the full cost of employee and family portion of the health insurance. Employees will be deducted 1 sick day for every 20 days they are off the payroll.

For additional information see the Loudon County Board of Education Policy Manual Descriptor Code 5.305.

Meals for Employees

Administrative staff, teaching staff, and non-certified staff are required to pay for any meals/food eaten in the cafeteria. This also applies to Loudon County Schools Central Office Staff and Loudon County Maintenance Staff. Due to State Guidelines, exceptions to this are cafeteria staff and custodial staff who assist in the cafeteria.

The prices for adult meals for county employees will be distributed annually to schools. A visitor is defined as anyone who is not a county employee. The cafeteria receives no Federal reimbursement for adult meals; therefore, we are required to charge adults a higher price than students. The cafeteria manager will be happy to set up an account for anyone in the building who wishes to have an account so they can pre-pay for meals.

Media Access to Students

Media representatives are required to report to the building principal for prior approval before accessing students involved in instructional programs and activities not attended by the general public. Such media access may not be unduly disruptive and must comply with Board policies and district goals. Staff may release student information to the media only in accordance with applicable provisions of the education records law, the Board policies governing directory and personally identifiable information, and a signed public media release contained within the student acceptable use policy.

Military Leave

Any person holding a position which requires a teacher's certificate shall be granted leave for military service without forfeiture of accumulated leave credits, tenure status, or other fringe benefits in accordance with TCA 49-5-702.

Outside Employment

Outside employment is permitted so long as it does not interfere with performance of school responsibilities and in no way detrimentally reflects on the school system.

ParaProfessionals

All ParaProfessionals at each school must pass the "ParaPro Assessment Test" or submit a college transcript that verifies a minimum of 48 hours credit before employment. Schedules for part time paraprofessional shall be determined by principals.

Paydays

Employees are paid on the 15th or 30th of the month. Pay is divided equally between 12 payments.

- 15th Payroll - Teachers, ParaProfessionals, School Secretaries, Assistants, Nurses, and Technicians.
- 30th Payroll - Central Office Secretaries, Principals, Custodians, Cafeteria, Central Office Administrators, Nursery, Daycare Employees and Family Resource Center Employees

Check Stubs or summer checks (June, July and August) for 10 month employees will be available for pickup on June 15, 2012 at Central Office in Loudon between the hours of 8:30 to 4:00.

Payroll Deductions

All requests for payroll deductions and/or changes must be in writing. Payroll deductions may include the following listed below. Payroll questions should be directed to the Payroll Specialist.

- Federal income tax
- Social Security
- Medicare
- Tennessee Consolidated Retirement System (TCRS)
- Teacher Association Dues (TEA, NEA)
- Tax-sheltered Annuities (403b, 457b)
- ORNL Federal Credit Union
- Section 125 Cafeteria Plan Elections, including health and dental insurance premiums
- Others as approved

Pay Day Schedule

15th Payroll	30th Payroll
July 15, 2011	July 30, 2011
August 15, 2011	August 30, 2011
September 15, 2011	September 30, 2011
October 14, 2011	October 28, 2011
November 15, 2011	November 30, 2011
December 15, 2011	December 30, 2011
January 13, 2012	January 30, 2012
February 15, 2012	February 29, 2012
March 15, 2012	March 30, 2012
April 13, 2012	April 30, 2012
May 15, 2012	May 30, 2012
June 15, 2012	June 29, 2012

Direct deposit for summer checks (June, July, and August) for 10 month employees will be made on June 15th, 2012. Please note that employees hired at the beginning of the school year will receive their first check on the September pay day. The dates listed above are subject to change with the Director's approval.

Personal Leave

The Principal/Supervisor may authorize personal leave without loss of pay for up to a maximum of two days per year upon the request of an employee (providing the employee has unused personal leave).

Except for emergency reasons, approved by the Director of Schools, personal leave may not be taken immediately before or following holidays, in-service days, during scheduled tests or exam days, and during the first week or the last two weeks of school, also more than 10 percent of teachers may not take personal leave on the same given day.

Requests must be made on forms provided and, except for emergencies, must be submitted at least one week in advance. Personal leave must be used by May 15th of each year, unless otherwise approved. Any unused personal days are converted to sick days at the end of the contract year.

Teachers that have 15+ years of experience with "Loudon County Schools" are granted an additional personal day each school year. The additional personal day will not convert to a sick day if not used.

Political Activities

No employee shall use school system facilities, equipment, e-mail or supplies, nor shall the employee use any time for campaigning purposes in connection with any campaign or position appointment.

Professional Development

Teachers are encouraged to be engaged in a continuous program of professional and technical growth to provide a quality educational program for all students in the system. At least five days of in-service training shall be included in the school year. A Professional development log will be required.

Public Relations

A program of public relations is conducted to keep the citizens of Loudon County informed about the system and the schools. School personnel are instrumental in determining the public image of the schools. Teachers who wish to have media coverage of an event or program are asked to e-mail Alison Millsaps in the central office (millsapsa@loudoncounty.org).

Purchasing

Teachers may requisition supplies in accordance with school policies and procedures on forms supplied by the school office. Effective July 1, 2009 a new procedure is in place for all purchases. After school personnel have verified order accuracy the packing slips are submitted to central office, the invoice will be paid at central office.

Records

Employees shall have the right, upon request, to review the contents of their own personnel files.

Release of General Employee Information

Employee records are public records, except for matters deemed confidential by law, and shall be open for inspection during regular business hours. Members of the public may not obtain an employee's telephone number, address, bank account information, social security number or driver's license information except where driving or operating a vehicle is considered to be a part of the employee's duties, unless release of this information is expressly authorized by the employee.

The district may also disclose information about a former employee's job performance to a prospective employer under the following conditions:

1. Disclosure of information is upon the request of the prospective employer; or
2. Disclosure of information is upon the request of the former employee; and
3. The information is related to job performance.

The district will not disclose information that is knowingly false, deliberately misleading, rendered with malicious purpose or is in violation of the employee's civil rights.

The Payroll Specialist occasionally receives inquiries from banking institutions, credit unions collection agencies, wage garnishments and other various requests. All requests for employment verification will be handled in a confidential manner.

Resignation

A teacher shall give the Principal and Director of Schools written notice of resignation at least thirty days in advance of the effective date of resignation. Non-Certified personnel shall present a letter of resignation to the immediate supervisor at least two weeks prior to the effective date unless waived by the Director of Schools.

Retirement

Full-time employees normally attain full retirement benefits at age 60 or with 30 years of service. Temporary and part-time employees are not eligible for retirement benefits. Loudon County Schools participates in the Tennessee Consolidated Retirement System (TCRS). It is mandatory that all full-time employees participate. Each pay check full time employees contribute 5% of their salary through a pre-tax deduction. TCRS is a defined benefit retirement plan, which means that your benefit is determined by using a formula established by TCRS. Several factors are incorporated into the formula. A brochure is available in the payroll department.

As a retirement incentive for certified personnel the school system may contribute $150.00 to their health insurance premium through the state until the age of 65 for individuals who have met the following eligibility requirements for retirement.

- Hire date was prior to May 27, 2005
- Have at least 30 years of service from the TCRS

- Been continuously employed by the Loudon County Board of Education as a licensed teacher or administrator for the last twenty (20) years of service, prior to retirement

Spouses may continue on the program through payment of the premium set for spouses of retired employees. If you have questions regarding your eligibility or other retirement questions, please contact the Payroll Specialist, TCRS directly at (615) 741-4868 or visit www.treasury.state.tn.us/tcrs.

Safety Programs

Loudon County Schools recognizes that safe work practices shall be incorporated into all aspects of the instructional program and makes every effort to identify workplace hazards and the personal protective equipment necessary (above and beyond engineering and administrative controls) to protect employees from these recognized hazards. Safety training will be required of all employees.

All employees are required to know the safety and emergency procedures for their work site as outlined in Loudon County Schools Plan for Emergency Management. Employees must know the **location** of that document on the campus/the building. The Loudon County Schools Plan for Emergency Management and the Exposure Control Plan are located in the main office of your building. That document must be easily accessible to faculty and staff at all times when students are present on the campus, including before-school and after-school programs, sports and activities practices, and other events that involve students.

School Assigned Sub Days

School Assigned days will not be counted against the employee. The school is responsible for reimbursing the county for the cost of the substitute.

School Day

Principals or their designees are expected to be in the building at least 30 minutes before school begins and to stay at least 30 minutes after school ends. Teachers are expected to be in the building at least 15 minutes before school begins and to stay at least 15 minutes after school is dismissed. Faculty meetings and other extended day duties are assigned by the building level principal. In the case of an emergency or other unusual situations, the principal or designee may grant permission for school employees to leave school. Each principal will establish check-out procedures that will include permission from the principal, reason for leaving, check out date and time, destination phone number where the employee can be reached (if appropriate**), and check in date and time.**

Sick Leave

Sick leave shall mean leave of absence because of illness of an employee from natural causes or accident, quarantine, or illness or death of a member of the immediate family of an employee, including the employee's wife or husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law and sister-in-law. The paid time off allowed for sick leave for all full-time

employees is one day for each full month of service. One day equals the number of hours worked per day. Sick leave shall be cumulative for all earned days not used. An employee claiming sick leave may be required by their Principal/Supervisor or the Director of Schools to file a certificate from a physician stating the nature of the illness and the length of time the employee was unable to work. Sick leave is accumulated at 10, 11 or 12 days per year, depending on an employee's contract and carries forward indefinitely within the school system. All days absent must be reported on an "Employee Leave Form" regardless if a substitute teacher was available. Teachers that work on a part-time contract will earn 1 sick day for each month of service. One day equals the number of hours worked per day. Non-Certified employees do not earn sick leave while working a part-time contract.

For additional information see the Loudon County Board of Education Policy Manual Descriptor Code 5.302.

Sick Leave Bank

A Sick Leave Bank Policy was approved by the Loudon County Board of Education and was implemented in the 2009-2010 school year. The purpose of the Sick Leave Bank is to provide sick leave to contributors to the bank in the event of an illness, injury, disability, or quarantine of the member or immediate family as defined in the school system's **Sick Leave Policy** and provided their available sick leave and any other applicable leave (vacation days and personal days) has been exhausted. Eligible employees may join the Sick Leave Bank by donating two (2) nonrefundable sick leave days to the bank. Employees will return your original enrollment form to your principal or the payroll office before the deadline of October 31st at 4:00 p.m. No Emails or faxes will be accepted.

COMPLETE DETAILS AND DOWNLOADABLE ENROLLMENT AND WITHDRAWAL FORMS ARE AVAILABLE AT www.loudoncounty.org

Snow Days/Emergency Days

In cases of heavy snow or icy road conditions, school closings will be announced as early as possible on Knoxville radio and television stations. Snow days will be made up as necessary and at the discretion of the Board of Education

Substitutes

When an employee must be absent from work, the following procedures are to be followed:

1. If the absence is necessary because of illness, the employee shall notify the school employee designated by the principal.
2. If the absence is necessary because of other reasons, the employee shall follow the procedures established by the principal.
3. Employees are responsible for filling out and submitting substitute forms upon returning to work.

Teacher License Requirements

Certified persons offered employment by Loudon County Schools must present their original Superintendent's Copy of the Tennessee Teaching License to payroll. **It is the responsibility of each certified employee to keep his/her license and all endorsements current.** All teachers must have a valid Superintendent's copy of their current license on file at Central Office. Teachers are cautioned that failure to maintain license and endorsements will invalidate their contract with the school system. Licensing status can be verified on the state website at https://www.k-12.state.tn.us/tcertinf/.

Teaching about Religion

Religious education is the responsibility of the home and religious institutions. Public schools are obligated to maintain neutrality in all such matters. However, as religion influences many areas of education such as literature and history, its role in civilization may be taught when consistent with curriculum and teaching assignment. In such instances, teachers may provide information and opportunity for students to study the forms of various religions. Though teachers may be permitted to expose students to information concerning religious beliefs, teachers may not advocate, openly or covertly or by subtlety, a particular religion or religious belief.

Technology Resources

The district's computer systems and networks are any configuration of hardware and software located in any school building. The systems and networks include all of the computer hardware, operating system software, stored text and data files. This includes electronic mail, local databases, externally accessed databases (such as the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies and new technologies as they become available. The district reserves the right to monitor all technology resource activities.

The district's technology resources will be used for learning, teaching and administrative purposes consistent with the district's mission and its goals. Commercial use of the district's system is strictly prohibited. Procedures for purchasing hardware and software are available through the system technology department.

Tobacco-Free Environment

In order to protect the health of students, staff and the general public, provide a healthy working environment and promote good health for students, tobacco use is prohibited on all district property. Tobacco use is defined as the carrying or smoking of any kind of lighted pipe, cigar, cigarette or any other smoking equipment or material or the chewing of a tobacco product as defined by Tennessee Code Annotated.

Transfer of Sick Leave & Experience for Non-Certified Employees (Assistants, ParaProfessionals, Nurses, Custodians, Secretaries, Central Office Secretaries, Cafeteria and Technicians)

Non-Certified employees are allowed to transfer sick leave if transferred to a teaching position. Experience is not transferred between a non-certified and a certified teaching position. Non-Certified employees may count experience in the event of a transfer between non-certified positions. The total amount of experience given will be at the discretion of the Director of Schools.

Worker's Compensation

The following medical treatment centers and pharmacies are approved by the Board of Education for initial or follow-up treatment of work related injuries and prescriptions.

Blount Memorial Occupational Health Center 220 Associates Blvd. Alcoa, TN 37777	984-0100
Blount Memorial Hospital **(After Hours/Emergency)** 907 E. Lamar Alexander Parkway, Maryville, TN 37804	977-5564
Lakeway Urgent Care, John Sanabria, MD 460 Medical Park Drive Suite 103 Lenoir City, TN 37772	271-0038
Physician Clinic, Howard Holmes, MD 780 Hwy. 321N Lenoir City, TN 37771	988-6922
Dr. Randall Morton, MD 101 321N Lenoir City, 37771	986-4450
Dr. Terry Bragg, DC Chiropractor (Back Injuries) 615 Leeper Parkway Lenoir City, TN 37771	986-8600
Fort Loudoun Medical Center **(After hours/Emergency)** 550 Fort Loudoun Medical Center Drive Lenoir City, TN 37772	271-6000
East Tennessee Discount Drugs 721 Hwy. 321 N Lenoir City, TN 37771	988-0000
Rite Aid Pharmacies Loudon Plaza Center 2111 Hwy 72 N	458-9938

Any employee, injured while at work, must report the injury to their supervisor or Joan Lovelace immediately 458-5411, Ext.1000. If medical treatment is required, an appointment must be with one of the providers listed above. Send all bills for medical treatment to Joan Lovelace instead of our insurance carrier. Seek medical treatment at the emergency room **only** after hours or in a true emergency.

Loudon County Schools
Full-Time Employee Insurance Benefits
2011-2012

If you have any questions or comments regarding benefits outlined in this booklet, please contact one of the following Central Office staff members at 458-5411: Pam Hamilton @ ext. 1015, Payroll Specialist or Cathy Touton @ ext 1006, Federal Projects Assistant/Insurance. This handbook does not guarantee benefits coverage. Eligibility requirements must be met for coverage to be in force.

Benefits Premiums

Premiums for benefits are taken over a 12-month period.

Dental Insurance

A comprehensive dental insurance plan is offered for full time employees of Loudon County Schools. The dental insurance is available through Simple Benefits Plans. The plan provides for preventive, routine, major, and orthodontic services. Open Enrollment is available October 15th – November 15th of each year with the effective date of January 1st.

If you have a qualifying event throughout the year, you can change your coverage. A qualifying event includes birth, marriage, legal separation and divorce, death, loss of job or reduction in hours. New teachers who sign up for dental insurance will begin their coverage October 1. Currently, Loudon County Schools provides single coverage to Teachers, Assistants, School & Central Office Secretaries, Nurses and School Administrators if they choose to participate. Part time teachers (only) have the option to have the dental insurance with a reduced rate equivalent to time worked. (Example: A part time teacher who works 20 hrs per week would be responsible for 50% of the dental premium which would be about 14.47 per month) Loudon County pays 60% of single and family coverage for the custodial and cafeteria staff.

Benefits are as Follows:
First $100.00 paid at 100%
Next $100.00 paid at 70%
Next $2660.00 paid at 50%

Pays a total of $1500.00 per year per person and this includes orthodontics.

Employee Assistance Program

An Employee Assistance Program (EAP) is provided at no charge for all full time employees and their families who have the State of TN health insurance. The service is provided by Magellan Health through the State of Tennessee and offers confidential assessment, short-term counseling, referral (if necessary), and follow-up to you and members of your family (who live with you) who want help in dealing with stressful situations. The phone number is 1-800-308-4934.

Group Life Insurance

Group Life Insurance in the amount of $50,000 is provided to all employees with a small fee to cafeteria and custodial staff. The coverage also provides for Accidental Death and Dismemberment. Dependent coverage is as follows: Spouse $2000(under age 70) and children between 15 days to 5 months $100.00, children 6 months to age 19 or age 23 (if full time student) is $1,000. North American Benefits is our life insurance carrier. Part Time Teachers have the option of life insurance at a reduced rate equivalent to time worked (Example: Part time teacher who works 20 hrs per week would be responsible for 50% of the premium which would cost about 7.63 per month).

Health Insurance

A comprehensive health insurance plan emphasizing employee choice is provided for full-time employees of Loudon County Schools. Among the key features of the plan are: local and regional networks of health care providers: access to local, national chain, and mail order pharmacies; Loudon County Schools is part of the self-insured plan through the State of Tennessee. **Open enrollment is ONLY the first 30 days of employment**. New Teacher's health insurance will begin with Loudon County on October 1st, however, if you do not enroll during the initial enrollment period you must have a qualifying event(birth, marriage, death, spouse loss of employment or benefits) to make a change in health benefits. Changes due to divorce must be reported immediately to qualify for health insurance or to remove a spouse from the plan. There is an annual health transfer period each year between the months of October - November. The employee has the option to transfer to a different plan that we offer during this time and the change will take effect January 1st each year. **THE ANNUAL TRANSFER PERIOD IS NOT AN OPEN ENROLLMENT PERIOD**. If you elect not to take the health insurance you are required to sign a refusal form. Insurance questions should be directed to the Insurance Preparer at 865-458-5411 Ext 1006.

Currently, Loudon County Schools offers two plans (1) Blue Cross Blue Shield (PPO Plan) (2) CIGNA (PPO Plan) and you have a choice to participate in the Partnership Plan or the Standard Plan. Prescriptions are separate from the health insurance plan and are covered through Caremark Pharmacy. There are different tiers of copays for generic, preferred and non-preferred brands. Mail order service is available through the Caremark Plan allowing participants to receive a three-month supply for most drugs for one co-pay.

Part time certified teachers are eligible for health insurance at a reduced rate equivalent to time worked (Example: If a part time teacher works 20 hrs per week the county will pay 50% of the single health insurance). Please check with the insurance department for rates for part time employees.

For more information on plans, please see below.

Blue Cross Blue Shield (PPO)	www.bcbst.com	(800) 558-6213
CIGNA (POS)	www.cigna.com/stateoftn	(800) 244-6224
Caremark	www.caremark.com	(877) 522-8679

Holidays-12 Month Employees

Legal paid holidays for all administrators, supervisors, and classified personnel employed on a 12 month contract include the following.

Labor Day	Martin Luther King Day
Thanksgiving plus one	Good Friday
Christmas plus one	Memorial Day
New Years	Independence Day

Section 125 Cafeteria Plan

Loudon County Schools currently participates in a full Section 125 Cafeteria Plan. This allows employees to voluntarily select various benefits and pay the premiums for those benefits with pre-tax dollars. Among the options are:

Medical Insurance	Accident Insurance
Dental Insurance	CancerCare Elite
Hospital Indemnity Insurance	HealthCare Plus
CardiacCare Insurance	Vision Insurance
ICU/CCU	

USAble Life administers our Section 125 Cafeteria Plan. They can be reached at (800) 852-3293 or visit them online at www.usablelife.com for more information and reimbursement forms. The Cafeteria Plan year runs from October 1 – September 30. An open window for enrollment takes place in the fall. All full-time employees must meet with a representative during open enrollment.

If you choose to participate in this plan, any deductions under the 125 plan will be taken out for 12 months. You will not be able to drop a deduction until the "Anniversary Date" of the plan (October 1st - September 30th). These are IRS rules and will be followed with the only exception being a change in family status (i.e., divorce, marriage, birth of child, adoption, death, etc.).

Tax Sheltered Annuities

Employees may voluntarily place a portion of their income into a 403(b) and/or 457(b) Tax Sheltered Annuity. Deductions will be taken over 12 months. Such funds and the interest they earn are tax deferred for Federal Income Tax purposes until they are withdrawn. Investments can only be made in the companies listed below thru payroll deduction.

403(b) Annuity Companies	Business Number	Cell Number
Ameriprise Financial		
• Brian Osgood	(865) 690-6169	(865) 924-6256
Horace Mann		
• Gayle Creech	(865) 982-9900	

457(b) Annuity Company	**Business Number**
Nationwide	
• Allen Sheets	(865) 215-2947

Tennessee Risk Management Trust

This insurance provides all employees Worker's Compensation coverage, general liability coverage and student accident insurance. Contact information is 1-888-743-4336 or www.tnrmt.com.

Vacation

Personnel employed on a 12 month contract earn 10 vacation days per school year. Vacation days do not carry forward if they are not used. All employees must submit an "Employee Leave Form" to Central Office for vacation days used. Vacation must be taken between July 1 and June 30 of the current school year.

Vision Insurance

A vision plan will be offered through Simple Benefit Plans. The employee will have access to the vision insurance as a benefit that the county provides but will totally be responsible for the premiums.

Voluntary Group Term Life Insurance

Voluntary Group Life Insurance is available thru USAble Life in $10,000.00 increments. Rates are reasonable and increase with age if coverage remains the same. They can be contacted at www.usablelife.com or at (800) 648-0271.

Appendix A
Acceptable Use of Internet Policy

Internet and video conferencing accesses are now available to students and all employees in the Loudon County School System. This access to an electronic highway connects thousands of computers all over the world and millions of individual subscribers. We are pleased to bring this access to the Loudon County School System and believe this technology offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to students and teachers is to promote educational excellence in schools by facilitating resources sharing, innovation, and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of a school setting. The Loudon County School Board must take precautions to restrict access to controversial material. However, on a global network it is impossible to control all material and industrious users may discover controversial material. The Board firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school system.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users that must adhere to strict guidelines. If a Loudon County School System user violated any of the provisions of this policy, his/her account will be terminated and future access could be denied.

1. Acceptable use – The purpose of NSFNET, which is the backbone of the Internet, is to support research and education in and among academic institutions in the USA by providing access to unique resources and the opportunity for collaborative work. The use of the account must be in support of education and research and be consistent with the educational objectives of the Loudon County School System. Use of any other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any USA or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. All users will also abide by the Policy and Procedures stated in the Loudon County Board Policy Manual.

2. Privileges - The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. Each employee who receives access will participate in discussion with a Loudon County School System teacher/administrator pertaining to the proper use of the network. The system administrators will deem what is inappropriate use and that decision is final. The system administrators may close an account at any time required. The administration and staff of the Loudon County School System may request the system administrator to deny, revoke, or suspend specific user accounts.

3. Network Etiquette - Users are expected to abide by the generally accepted rules of network etiquette as defined by system administrators.

4. Warranties - The Board makes no warranties of any kind, whether expressed or implied, for the service provided. The Board will not be responsible for any damages suffered. This includes loss of data resulting from nondeliveries, misdeliveries, or other service interruptions caused by its own negligence or users' errors or omissions. Use of any information obtained via the Internet is at the user's risk. The Board specifically denies any responsibility for the accuracy or quality of information obtained through this service.

5. Security - Security on any computer system is a high priority, especially when the system involves many users. Security problems on the Internet must be reported to a system administrator or the Technology Director. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

6. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

7. Pornography - Access of pornographic and/or sexually explicit material on the network is prohibited. Any attempt to access this type of material will result in cancellation of network privileges, appropriate disciplinary action, and/or appropriate legal action. The definition of pornographic content is determined by system administrators.

8. All Loudon County Employees are subject to Loudon County Board Policy Manual.

Appendix B

Equipment Use Policy

LOUDON COUNTY BOARD OF EDUCATION'S EMPLOYEE EQUIPMENT PROGRAM
AGREEMENT/RELEASE

I/We authorize _____(Employee's name) to receive portable equipment (Type_____Make_____, Model_____ID or serial no. _____) and in consideration thereof it is agreed that I/we undertake to release the Loudon County Board of Education, its agents, employees, Board of Education members, administrators and volunteers, individually and collectively, from any claims relating to loss or damage which may result arising out of any circumstances pertaining to my use of the system/school equipment.

Employee Authorization/Release

I agree to be financially responsible to repair damage sustained by the above identified equipment which is not able to be remedied through any warranty or service contract coverage and which represents damage beyond normal/reasonable "wear and tear"; Further, I agree to be responsible for the cost of replacement of lost or stolen equipment. The determination as to any such damage or lost will be within the sole authority of the School District. The School District can, on a yearly basis, assess and evaluate the equipment's current condition.

I agree to be responsible for the care and safe-keeping of the equipment (Type_____Make_____, Model_____id or serial no. _____) including all other assigned accessories for equipment. (Examples: bag, extra batteries, cables, and ac adapter) It is recognized by me that I am to be responsible to assure that the subject equipment is not lost or stolen by way of assuring that the equipment is never left unattended and is placed in a designated equipment storage area when not in my possession outside school or district location. Equipment must be onsite with employee when employee is at work. I further agree that on the request of school or district supervisor subject equipment can be used for any In-service training.

Further, it is recognized that the School District will not provide nor be responsible for Internet accounts. It is recognized that the School District is not to be responsible for anything not installed by the District. Further, I agree that I will not utilize the equipment for any illegal purposes including copyright infringement or software "piracy." Equipment is also subject to system's internet policy that every employee signs.

It is agreed that the equipment is to be released to the designated School or District representative to provide for maintenance and an assessment of the condition of the equipment. If any hardware malfunction within the unit occurs I agree to notify the designated School or District representative immediately and not attempt to remedy any malfunction through my own efforts.

Any violations of this contract will be determined by the Director of Schools of Loudon County Schools or Designee. Any exception to this contract is at the sole authority of the Director of Schools or his designee.

_____ _____

Employee Printed Name Employee Signed Name

Date:_____ Assigned Building:_____

(If you utilize portable equipment that is owned by Loudon County Schools (such as a laptop, etc.), please make a copy of this form, fill out with the appropriate information, and turn in with your employee contract packet.)

Appendix C

INSURANCE DEDUCTIONS PER MONTH

Health	Employee	Employee+Child	Employee+Spouse	Family
PARTNERSHIP				
CIGNA	0.00	261.92	308.34	408.92
BCBS	0.00	255.32	301.74	402.32
STANDARD				
CIGNA	25.00	286.92	358.34	458.92
BCBS	25.00	280.32	351.74	452.32

DENTAL SIMPLE BENEFITS - Single- 0.00 Family – 49.40

LIFE - Single – 0.00 Family – 1.20

VISION SIMPLE BENEFITS - Single – 7.70 Family – 17.60

CAFETERIA & CUSTODIAN

Health	Employee	Employee+Child	Employee+Spouse	Family
PARTNERSHIP				
CIGNA	191.56	317.48	373.74	495.66
BCBS	187.56	309.48	365.74	487.66
STANDARD				
CIGNA	216.56	342.48	423.74	545.66
BCBS	212.56	334.48	415.74	537.66

DENTAL SIMPLE BENEFITS - Single- 11.02 Family – 30.78

LIFE - Single – 6.10 Family – 6.58

VISION SIMPLE BENEFITS - Single – 7.70 Family – 17.60

Appendix D
Signature Page

Please review the contents of the handbook, sign and date the form(s) below and return to Central Office with your signed employee contract.

I, _____, have received and read the 2011-2012 Loudon County Schools Employee Handbook.

_____ _____

(signature) (date)

LOUDON COUNTY BOARD OF EDUCATION
Internet and Electronic Mail
Acceptable Use Agreement

Access to information technology resources and services have been granted to me, as a privilege, for performing job duties and responsibilities for the Loudon County Board of Education. I have read and agree to abide by what is stated in the above Internet Use Agreement.

I do_____, I do not _____ have access to the Internet on my job.

I do _____, I do not _____ have access to electronic mail (e-mail) on my job.

I will refrain from monopolizing systems, overloading networks with excessive data, or wasting computer time, connect time, disk space, printer paper, or other information technology resources.

I will report to Loudon County Board of Education (Administrator) any observations of attempted security violations or illegal or improper activities.

I will report to Loudon County Board of Education (Administrator) if I receive or obtain information to which I am not entitled.

By signing this agreement, I certify that I understand and accept responsibility for adhering to the policies, procedures, and additional agency terms and conditions listed above. I also acknowledge my understanding that any infractions on my part may result in disciplinary action including, but not limited to, termination of my access privileges. This agreement will be signed annually and is for the duration of your employment with Loudon County Schools.

Date: _____

Employee or Consultant Name (Print): _____

Employee or Consultant Signature: _____