



Maury County Public Schools

Employee Handbook

Revised: July 2021

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The Maury County Board of Education does not discriminate on the basis of race, creed, religion, national origin, age, gender, marital status, disability, or any other unlawful area in the operations of its educational programs and in personnel administration.



Maury County Public Schools
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(931) 388-8403, Fax (931) 548-0547

Educating Every Child for LIFE!

On behalf of your colleagues, Welcome to Maury County Public Schools!

We believe that each employee contributes directly to Maury County Public Schools' growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with Maury County Public Schools. Employees should also review all Maury County Board of Education policies.

We hope that your experience here will be challenging, enjoyable, and rewarding. Please contact the Human Resources Department with any concerns or questions you may have.

Again, welcome to the Maury County Public Schools Team!
We look forward to working with you.

Human Resources Team:

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General Terms of Employment

Nature of Employment

This handbook is intended to provide employees with a general understanding of our personnel policies for all employees. Employees are encouraged to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with Maury County Public Schools. Maury County Board of Education Policy supersedes any information in this handbook. In the event there is conflict between this handbook and Board Policy, Maury County Board of Education Policy will prevail.

This handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind.

In order to retain necessary flexibility in the administration of policies and procedures, Maury County Public Schools reserves the right to change, revise, or eliminate any of the policies, procedures, and/or benefits described in this handbook. The only recognized deviations from the stated policies are those authorized and signed by the Superintendent of Schools.

Professional personnel please see the current Memorandum of Understanding (MOU) for additional information.

Equal Employment Opportunity

To provide equal employment and advancement opportunities to all individuals, employment decisions at Maury County Public Schools will be based on merit, qualifications, and abilities.

Maury County Public Schools does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, familial status, or genetic information, or any other characteristic protected by law.

Harassment/Discrimination

Any employee who believes that he/she, or any other employee, student, or visitor to the school or District, has been subjected to harassment or discrimination shall bring the matter to the attention of his/her principal/immediate supervisor. Concerns may also be brought to Maury County Public Schools Federal Rights Coordinator or the Superintendent of Schools per board policy [5.500](#).

Employees shall not be subject to any form of retaliation for reporting in good faith. For additional information concerning reporting and responding to alleged incidents, see board policy [5.500](#).

Title IX & Sexual Harassment

In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited. This shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop in accordance with federal law.

The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of sexual harassment and may be reached at any time at 931-388-8403 or titleixcoordinator@mauryk12.org.

For additional information concerning Title IX and sexual harassment, see board policy [5.500](#).

Business Ethics and Conduct

The successful business operation and reputation of Maury County Public Schools is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of Maury County Public Schools is dependent upon our community's trust, and we are dedicated to preserving that trust. Employees owe a duty to the Board of Education and our children to act in a way that will merit the continued trust and confidence of the public.

Maury County Public Schools will comply with all applicable laws and regulations and expect all employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Human Resources Department for advice and consultation.

Compliance with Board Policy [5.611](#) is the responsibility of every Maury County Public Schools employee.

Disability Accommodations

Maury County Public Schools will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees who seek reasonable accommodations should contact their supervisor and the Human Resources Department.

Section 504 and ADA Grievance Procedures

[Refer to Board Policy 1.802](#)

Hiring and Job Postings

Maury County Public Schools provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. Notices of regular, full-time, and part-time job openings are posted on Maury County Public Schools website, www.mauryk12.org.

Maury County Public Schools reserves its discretionary right not to post a particular opening. Other recruiting sources may also be used to fill open positions in the best interest of the organization.

For more information, see board policies [5.105](#) and [5.106](#).

Employment Applications

Maury County Public Schools relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. . Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Knowingly falsifying information required by TCA 49-5-406(a)(1) shall be sufficient grounds for termination of employment and shall also constitute a Class A misdemeanor which must be reported to the District Attorney for prosecution. The accuracy of such information may be verified by fingerprint and criminal history record check conducted by the TBI pursuant to TCA 49-5-413(a).

For more information, see board policy [5.106](#).

Criminal Background Check

Maury County Public Schools shall require all employees working in proximity to students to submit to fingerprint samples and a criminal background check that will be conducted by the Tennessee Bureau of Investigation / Federal Bureau of Investigation. Employment is contingent upon receiving a satisfactory criminal history background check.

Any reasonable costs incurred by the TBI/FBI in conducting such investigations of applicants shall be paid by the applicant.

For more information, see board policies [5.106](#) and [5.118](#).

Employee Medical Examinations

All classified employees must complete a “Medical History Form” prior to employment. This form must be submitted to the Human Resources Department.

Current employees may be required to take medical examinations to determine fitness for duty. Such examinations will be scheduled at reasonable times and intervals and performed at Maury County Public School’s expense.

Information on an employee’s medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.

Upon initial hiring, all bus drivers must pass a Tennessee Department of Transportation physical. Each year after, all bus drivers must pass a physical examination prior to the beginning of each school year. These physical examinations will alternate between a regular physical and a Tennessee Department of Transportation physical as determined by the physician and T.D.O.T requirements. Physical examination forms that meet T.D.O.T. requirements will be provided by Maury County Public Schools Transportation Department. Maury County Public Schools reserves the right to designate a physician to perform the physical examinations.

Drug Testing

Maury County Public Schools is committed to providing a safe, efficient, and productive work environment for all employees. Prior to employment, all applicants will be required to take a drug screen at the expense of Maury County Public Schools.

The Employee Assistance Program (EAP) provides confidential counseling and referral services to employees for assistance with such problems as drug and/or alcohol abuse or addiction. It is the employee's responsibility to seek assistance from the EAP prior to reaching a point where his or her judgment, performance, or behavior has led to imminent disciplinary action. Participation in the EAP after the disciplinary process has begun may not preclude disciplinary action, up to and including termination of employment. For more information on how you can receive confidential counseling, contact Teneke Claybourne in the Human Resources Department. Ms. Claybourne may be reached at (931) 388-8403 ext. 8118 or tclaybourne@mauryk12.org.

For more information, see board policy [5.403](#).

Immigration Law Compliance

Maury County Public Schools is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form 1-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an 1-9 with Maury County Public Schools within the past three years, or if their previous 1-9 is no longer retained or valid.

Employees with questions or seeking more information on Immigration law issues are encouraged to contact the Human Resources Department. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Employment Status & Records

It is the intent of Maury County Public Schools to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

Experience gained with Maury County Public Schools may or may not count toward salary rating in a new position.

No employee shall work under the direct supervision of a member of his/her immediate family (see Maury County Board of Education policy [5.108](#)). Immediate family includes: spouse, children, parents, parents-in-law, brothers, sisters, brothers-in-law, and sisters-in-law.

Employment Classifications

- Support/Classified Personnel

- Support staff/classified members are personnel whose regular employment does not require certification in accordance with rules and regulations of the State Department of Education.
- Support staff are employees at-will. Neither the employee nor Maury County Public Schools is bound to continue the employment relationship. Either may choose, at its will, to end the relationship at any time.
- All support staff/classified personnel are assigned to specific job titles (classifications) and work sites/departments. The Supervisor of Schools may assign employees to specific positions as the need requires. No classified employee may hold two (2) full-time positions or two (2) substitute positions on any one given day. The times of the workday for two (2) classified positions will not overlap.
- Professional Personnel
 - Professional staff members are the personnel whose employment status requires certification in accordance with the rules and regulations of the State Board of Education.
- Administrative and Supervisory Personnel
 - To be considered for certificated administrative or supervisory positions, the applicant must show the following qualifications:
 - Professional teaching certification; and
 - Administrative or supervisory certification and experience in accordance with state law and State Board Rules and Regulations in the appropriate area based on the minimum of a master's degree.
 - Non-certified administrative and supervisory personnel shall possess sufficient training and experience to perform the services required and such additional qualifications as the Board and the superintendent of schools shall determine.

Categories

- REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work Maury County Public School's full-time schedule for a minimum of thirty (30) hours per week. Generally, they are eligible for Maury County Public Schools benefit package, subject to the terms, conditions, and limitations of each benefit program.
- PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 30 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are not eligible for all of Maury County Public Schools other benefit programs.
- PROBATIONARY employees are employees whose performance is being evaluated to determine whether further employment in a specific position or with Maury County Public Schools is appropriate.
- INTERIM employees are those who are hired as replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Interim employees receive all legally mandated benefits such as workers' compensation insurance and Social Security.

Status

Each employee is designated as either NON-EXEMPT or EXEMPT from federal and state wage and hour laws. An employee's EXEMPT or NON-EXEMPT classification may be changed only upon written notification by Maury County Public Schools management.

- NON-EXEMPT employees must be paid overtime or accrue compensatory time (at a rate of time and one-half their regular rate of pay) for time worked beyond forty (40) hours per workweek.
- EXEMPT employees are not required to be paid overtime for work performed beyond forty (40) hours in a workweek. Executives, professional employees, supervisory personnel, and certain employees in administrative positions are typically exempt.

Access to Personnel Files

Maury County Public Schools maintains an official personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals, documentation of salary increases, and other employment documents. Worksite files are not part of the official file housed at the Central Office.

Employees who wish to review their own file should contact the Human Resources Department. With reasonable advance notice, employees may review their own personnel file at Maury County Public Schools Administrative Offices in the presence of an individual appointed by Maury County Public Schools to maintain the files. Copies may be obtained at a rate set by Maury County Public Schools.

For more information, see board policy [5.114](#).

Personnel Data Changes

It is the responsibility of each employee to promptly notify Maury County Public Schools of any changes in personnel data. Employee mailing addresses, telephone numbers, number and names of dependents, and individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Human Resources Department as soon as possible so that your file will remain current, and information may be handled correctly.

Probationary Period

Refer to Board Policies [5.106](#) and [5.107](#)

Performance Evaluation

The evaluation of personnel will cover the major areas of the employee's responsibilities and may include but are not limited to the following: appearance, initiative, judgment, attitude, attendance, and knowledge of the job, quality of work, time management, dependability, and safety.

Employee evaluation forms can be located online at www.mauryk12.org or from the Human Resources Department.

For more information, see policy [5.109](#).

Employee Benefits and Leave

Employee Benefits

Eligible employees at Maury County Public Schools are provided a wide range of benefits. A number of the programs cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. The Human Resources Department can identify the programs for which you are eligible. Details of these programs can be received by contacting the Human Resources Department. The following benefit programs are available to eligible employees:

- Cafeteria Plan
- Vision Insurance
- Dental Insurance
- Family Leave
- Health Insurance
- Holidays
- Short Term Disability
- Long Term Disability
- Sick Leave Benefits
- Supplemental Life Insurance
- Tax-sheltered Annuities/403 B
- Uniform and Uniform Maintenance
- Vacation Benefits
- Cancer Policies
- Worker's Compensation
- Retirement
- COBRA

Vacation and Holidays

[Refer to Board Policy 5.310](#)

Leave Policies

Employees shall inform their immediate supervisor of any planned or emergency absence as soon as possible. General information regarding the types of leave available is listed below. Please note that, for many types of leave, an advanced, written request is required. For additional information, see board leave policies 5.300 – 5.309.

Absence from work that is not covered by an appropriate request for one of the leave options may lead to disciplinary consequences, up to and including termination of employment.

Personal and Professional Leave

[Refer to Board Policy 5.303](#)

Sick Leave

[Refer to Board Policy 5.302](#)

Family and Medical Leave (FMLA)

Anyone who has been employed for at least twelve (12) months by the school system and anyone who has at least 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for service for purposes of FMLA eligibility) during the previous twelve-month period shall be eligible to use FMLA leave.

An eligible employee shall be granted, upon request, up to twelve (12) weeks unpaid leave during a fixed calendar year for the following reasons:

1. The birth of a child;
2. The placement of a child with the employee for adoption or foster care;
3. A serious health condition of the employee that makes the employee unable to perform the essential functions of his/her job position;
4. The care of a spouse, child, or parent of the employee who has a serious health condition; and
5. Any qualifying circumstances arising out of the fact that a spouse, child, or parent of the employee is on covered active duty or has been notified of an impending call or order to covered active duty in the Armed Forces.

For more information, see board policy [5.305](#).

Maternity/Paternity Leave

FMLA leave runs concurrently with leave provided under the Tennessee Maternity Act, which affords eligible employees leave for a period not to exceed four (4) months for the adoption, pregnancy, childbirth, and nursing of a newborn child.

Spouses who are both eligible employees of Maury County Public Schools are limited to a combined total of twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken for the birth and care of a newborn child, for the placement of a child for adoption or foster care, or to care for a parent who has a serious health condition. Under certain circumstances, spouses who share leave for the birth or adoption of a child may be eligible for limited amounts of additional leave for other qualifying FMLA reasons.

For additional information, see board policy [5.305](#).

Bereavement

[Refer to Board Policy 5.311](#)

Military Leave

[Refer to Board Policy 5.306](#)

Jury Duty or Other Government Service

If an employee is summoned for jury duty, he/she shall present written evidence that he/she has been summoned to serve on a jury. The employee shall be entitled to the usual compensation, less the amount paid by the court.

For more information, see board policy [5.301](#).

Workers' Compensation Insurance

Maury County Public Schools provides worker's compensation coverage for all employees. If you have an on-the-job injury or accident, you must comply with the following instructions:

1. When an on-the-job injury or accident occurs, the employee must immediately notify their principal, immediate supervisor, or department head. If the injury is life threatening, the employee should be transported immediately to the emergency room. The Human Resources Department shall be notified as soon as possible. An employee occurrence report should be emailed or faxed (931-548-0547) immediately and the original can be sent via courier.
2. If medical treatment is needed, the employee's treatment must be provided by an authorized health care facility or physician.
3. The principal, immediate supervisor, or secretary will notify the Human Resources Department for proper authorization of the appropriate medical provider for the specific injury. Notification shall be received by the Human Resources Department immediately after the employee reports the injury.
4. A panel of physicians is posted at all school locations and the Central Office. Please contact the Human Resources Department for a copy of the panel.
5. If the panel of physicians or approved facility cannot provide necessary treatment, the employee will be referred to another authorized physician or approved medical facility. Please contact the Human Resources Department for referral of authorized physicians.
6. Serious injuries requiring immediate emergency treatment such as unconsciousness, shock, profuse bleeding, broken bones, etc., shall warrant emergency treatment.
7. For all serious emergencies, call 911. Only if you are qualified, should you administer first aid until professional help arrives.
8. Injuries not requiring emergency treatment should be treated by one of the physicians on the authorized panel. Verbal authorization and completion of the proper forms must be done through the Human Resources Department prior to receiving treatment. Failure to comply with these procedures may result in the employee paying for the unauthorized services.

9. If an employee is absent from work due to a work-related injury, the injured employee must contact the Human Resources Department regarding compensation benefits. Compensation will be paid at 66 2/3% of the employee's average weekly wages based on 1 year prior to injury date. Worker's Compensation wage benefits will start on the eighth day after missing seven consecutive authorized days from work.

Longevity Pay

Full-time support/classified employees are eligible for longevity pay after completing three (3) years of continuous service as of October 31st of the current year. Employees who have been employed continuously as an Interim and/or Full-time employee for more than three (3) years, have worked 30 hours a week, and have worked without a break in service will also be eligible for this pay. Employees who work less than 30 hours per week and seasonal employees are not eligible for longevity pay. Credit for partial years of service will not be given. The Board will determine the amount and limits of longevity pay. Longevity payments are subject to budget appropriations in the annual budget.

According to IRS regulations, this will be processed as "Supplemental Wages" and income tax will be withheld at a variable rate. "Supplemental Wages" are also subject to Social Security and Medicare taxes. Retirement, if eligible, will also be deducted from this pay.

Employee Retirement

Since January 1, 2000, Maury County Public Schools has provided retirement benefits for full-time employees under Tennessee Consolidated Retirement System (TCRS). Full-time employees of Maury County are covered under Group I of the retirement system as a condition of employment. Any full-time employee who was an employee prior to January 1, 2000, had a one-time option to enroll in the retirement system.

A full-time employee attains vesting rights after five (5) years of service. A vested member is one who has accrued enough years of service to guarantee a retirement benefit once age requirements are met. All members must attain vested status to qualify for retirement benefits. Any member who is out of service for a period of seven years before attaining a vested status shall lose membership.

A vested member's membership shall continue until he/she terminates employment and withdraws his/her contributions, retires, or dies. A non-vested member who loses membership must request a refund of any contributions credited to his/her account in the retirement system.

If retiring, the participant is eligible to withdraw their contributions, county contributions and any interest accrued. If resigning, participants are eligible to withdraw only the contributions they have made plus any interest that has accrued.

Employees who retire or die while covered under the TCRS retirement plan will be paid for accrued sick leave at the rate of \$10.00 per day for support personnel and \$50.00 per day for professional and administrative personnel. Employees cannot be paid for accumulated sick leave and also receive retirement credit. If the employee receives compensation for sick leave, such payments are not reported to TCRS and will not be reported for service credit or salary credit towards retirement. For more information, see Board Policy [5.302](#).

For more information on retirement, contact the Human Resources Department.

Timekeeping/Payroll

Timekeeping

Accurately recording time worked is the responsibility of every employee. Federal and state laws require Maury County Public Schools to keep an accurate record of time worked to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Non-exempt employees should not report to work prior to the scheduled starting time nor stay beyond the scheduled stop time more than a total of thirty (30) minutes daily without expressed, prior authorization from their supervisor. The employee's immediate supervisor must authorize work in excess of 40 hours per week.

It is the employee's responsibility to clock in and out or check in and out of the time keeping system to certify the accuracy of all time recorded. The supervisor will also review and then sign the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record. If the supervisor authorizes overtime, the supervisor must initial the addition of hours on the time sheet when he/she signs it.

All time sheets must be submitted in a timely manner in order to meet payroll deadlines.

For more information, see board policy [5.602](#).

Pay Corrections

Maury County Public Schools takes all reasonable steps to ensure employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Payroll Department so that corrections can be made no later than the next regularly scheduled payroll.

Pay periods and Methods of Payment

An employee will have his/her check directly deposited to his/her account at a participating financial institution. Pay dates will be on the 15th and the last day of each month.

In the event a payroll check is issued and is lost by the employee, the employee must notify the Payroll Department in writing and allow 10 days for the check to be located.

If the lost check is not located within the 10-day waiting period, then a replacement check will be issued not later than the next regular scheduled payroll period after the 10-day waiting period has expired.

Duplicate Payroll Stubs and W2's

An employee shall access his/her check (stub) electronically. If an employee requests a copy of a payroll stub, the employee must make a request in writing, to the Payroll Department. A copy will be provided in five business days. After 3 requests, there will be a charge at the current copy rate.

If an employee requests a copy of their W2 form, the employee must make a request in writing, to the Payroll Department. A copy will be provided in five business days. There will be a \$5.00 charge for each additional W2 form.

Overtime Pay/Compensatory Time

[Refer to Board Policy 5.602](#)

Employee Conduct & Disciplinary Action

Employee Conduct, Rights, and Responsibilities

Maury County Public Schools' Employee Code of Conduct establishes the context of our standards of all employees in the school system and the expected employee's behavior. The Code of Conduct applies to all employees setting a clear expectation that the standards be followed in all job-related activities. Code violations will be administered within the context of reasonableness, consistency, and fairness for all employees. Questions concerning the Employee Code of Conduct should be directed to the Human Resources department.

For more information, see board policies [5.600](#) and [5.611](#).

Attendance and Punctuality

To maintain a safe and productive work environment, Maury County Public Schools expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Maury County Public Schools. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

Child Abuse Reporting

If employees know or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed immediately with the Department of Children's Services, local law enforcement, and the school's Child Abuse Coordinator. The report shall include, to the extent known by the reporter:

1. The name, address, telephone number, and age of the child;
2. The name, telephone number, and address of the parents or persons having custody of the child;

3. The nature and extent of the abuse or neglect; and
4. Any evidence to the cause or any other information that may relate to the cause or extent of the abuse or neglect.

The identity of the person reporting shall remain confidential except when the juvenile court determines otherwise.

For further information, see board policy [6.409](#).

Drug-Free/Alcohol-Free Schools

[Refer to Board Policy 1.804](#)

Weapons

Except where expressly permitted by state law, possessing any weapon or dangerous instrument on school property is prohibited. Except for authorized law enforcement officials, carrying concealed weapons on school property is prohibited. Employees who violate this are subject to disciplinary action including termination.

Employees who know or believe that an employee is in unlawful possession of a weapon on school property shall immediately report this to the local police department and building administration.

Tobacco Products

[Refer to Board Policy 1.803](#)

Grievance Procedures

[Refer to Board Policy 5.501](#)

Gifts and Solicitations

[Refer to Board Policy 5.605](#)

Political Activities

[Refer to Board Policy 5.606](#)

Non-School Employment

[Refer to Board Policy 5.607](#)

Personal Appearance

Maury County Public Schools' staff are expected to dress in accordance with accepted professional standards for their positions and duties.

For more information, see your local school rules and board policy [5.600](#).

Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with Maury County Public Schools. Forms for this purpose may be obtained from the MCPS website under the Human Resources tab or employees may write a letter of resignation.

Employees must return all property of Maury County Public Schools (keys, uniforms, etc.) to the immediate supervisor/department head before receiving their last paycheck. Employees access will be terminated at the end of the school year/contract or immediately if the resignation is received after the last day of school/contract.

If an employee does not provide advance notice as requested, the employee may be considered ineligible for rehire.

For more information, see board policies [5.200](#), [5.201](#), and [5.202](#).

Miscellaneous

Emergency Closings

[Refer to Board Policy 1.8011](#)

Visitors in the Workplace

To provide for the safety and security of employees and the facilities at Maury County Public Schools, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Because of safety and security reasons, family and friends of employees are discouraged from visiting. In cases of emergency, employees will be called to meet any visitor outside his/her work area.

All visitors should enter the work site at the main entrance and sign in at the office. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on Maury County Public School's premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the main entrance.

For more information, see board policies [1.501](#) and [3.201](#).

Privacy Laws

Tennessee Replevin Law

In accordance with TCA 8-32-101, all employees must receive a copy of TCA 39-16-504.

Tennessee Code TCA 39-16-504. Destruction of and tampering with governmental records.

(a) It is unlawful for any person to:

- (1) Knowingly make a false entry in, or false alteration of, a governmental record;
- (2) Make, present, or use any record, document or thing with knowledge of its falsity and with intent that it will be taken as a genuine governmental record; or
- (3) Intentionally and unlawfully destroy, conceal, remove or otherwise impair the verity, legibility or availability of a governmental record.

(b) A violation of this section is a Class E felony.

(c)(1) Upon notification from any public official having custody of government records, including those created by municipal, county or state government agencies, that records have been unlawfully removed from a government records office, appropriate legal action may be taken by the city attorney, county attorney or attorney general, as the case may be, to obtain a warrant for possession of any public records which have been unlawfully transferred or removed in violation of this section.

(2) Such records shall be returned to the office of origin immediately after safeguards are established to prevent further recurrence of unlawful transfer or removal. [Acts 1989, ch. 591, 5 1; 1998, ch. 906, 5 1.]

Cross-References. Penalty for Class E Felony - TCA § 40-35-111; TCA § 39-16-501 — § 39-16-507 are referred to in § 40-Demeanor, TCA § 40-35-111.12-201. Section to Section References. Sections This section is referred to in TCA § 5-23-107.

The Explanation:

Possession and sale by private individuals of any government record is prohibited in Tennessee according to Tennessee Code Annotated § 39-16-504. Called the Replevin law, it prohibits the removal of records from governmental agencies in the state. This law includes all records created by state, county, or municipal government. Section (a)(3) states that it is unlawful to, “Intentionally and unlawfully destroy, conceal, remove or otherwise impair the verity, legibility or availability of a government record.” Section (c)(1) and (2) further state that, “Upon notification from any public official having custody of government records, including those created by municipal, county or state government agencies, that records have been unlawfully removed from a government records office, appropriate legal action may be taken by the city attorney, county attorney, or general attorney, as the case may be, to obtain a warrant for possession of any public records which have been unlawfully transferred or removed in violation of this section,” and that “such records shall be returned to the office of origin immediately after safeguards are established to prevent further recurrence of unlawful transfer or removal.”

Violating this law is a Class E Felony.

FERPA

FERPA/CONFIDENTIAL INFORMATION ACKNOWLEDGEMENT

The Family Educational Rights and Privacy Act (FERPA), a Federal law, states that any information which relates to the educational program of instruction of a student is an “education record.” Education records may include but are not limited to: teacher notes regarding a student; special education documents, including IEP materials; student assessments; Star Student information and other Portal materials. The law requires that a School District, with certain exceptions, obtain a parent’s written consent prior to the disclosure of personally identifiable information from a child’s education records. In addition to FERPA, the National School Lunch

Act (NSLA) provides additional confidentiality protection to information regarding students who participate in free and reduced lunch programs.

A School District may disclose appropriately designated “Directory information” in certain school publications and to certain outside companies without written consent. However, parents may advise the District that they do not wish even for their child’s Directory information to be disclosed, in accordance with District procedures.

Because of a parent’s rights to protect their child’s confidential educational records, all employees of the Maury County School System must take extreme care with information about students which they come into contact with on a daily basis. Furthermore, all employees of the Maury County School System must not release or discuss confidential student information to/with third parties who do not have a right to receive or review such information. If an employee of the Maury County School System has a concern regarding the possible disclosure of confidential student information, they should discuss that concern with their supervisor and the Superintendent of Schools BEFORE disclosing the information to a third party.

ACKNOWLEDGEMENT

After reviewing the foregoing, I understand that as an employee of the Maury County Public School System, I am bound by the requirements of FERPA and must take precautions in maintaining the confidentiality of student education records. If any circumstance arises which I am concerned may involve a disclosure of confidential student information, I will contact my supervisor and the Superintendent of Schools before disclosing the information or discussing the information with a third party.

I understand that maintaining confidentiality of student information is part of the responsibilities and requirements as to my employment position with the Maury County Public School System. I understand that failure to follow these requirements may result in disciplinary action.

Employee Acknowledgement

The employee handbook describes important information about Maury County Public Schools, and I understand that I should consult the Human Resources Department regarding any questions not answered in the handbook. I have entered my employment relationship with Maury County Public Schools voluntarily.

Since the information, policies, and benefits described here are subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the elected officials of the Maury County Board of Education can adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand that it is my responsibility to read and comply with the policies contained in this handbook, and any revisions made to it.

Acknowledgement Form

Please sign the form below and submit it to Human Resources.

As an employee of Maury County Public Schools, it is my responsibility to read and review board policies, administrative procedures, as well as the Employee Handbook. The policies and procedures are posted on the website at www.mauryk12.org.

My signature acknowledges that I am responsible for complying with all board policies and administrative procedures and that I have received a copy of the Employee Handbook.

Signature of Employee

Date