

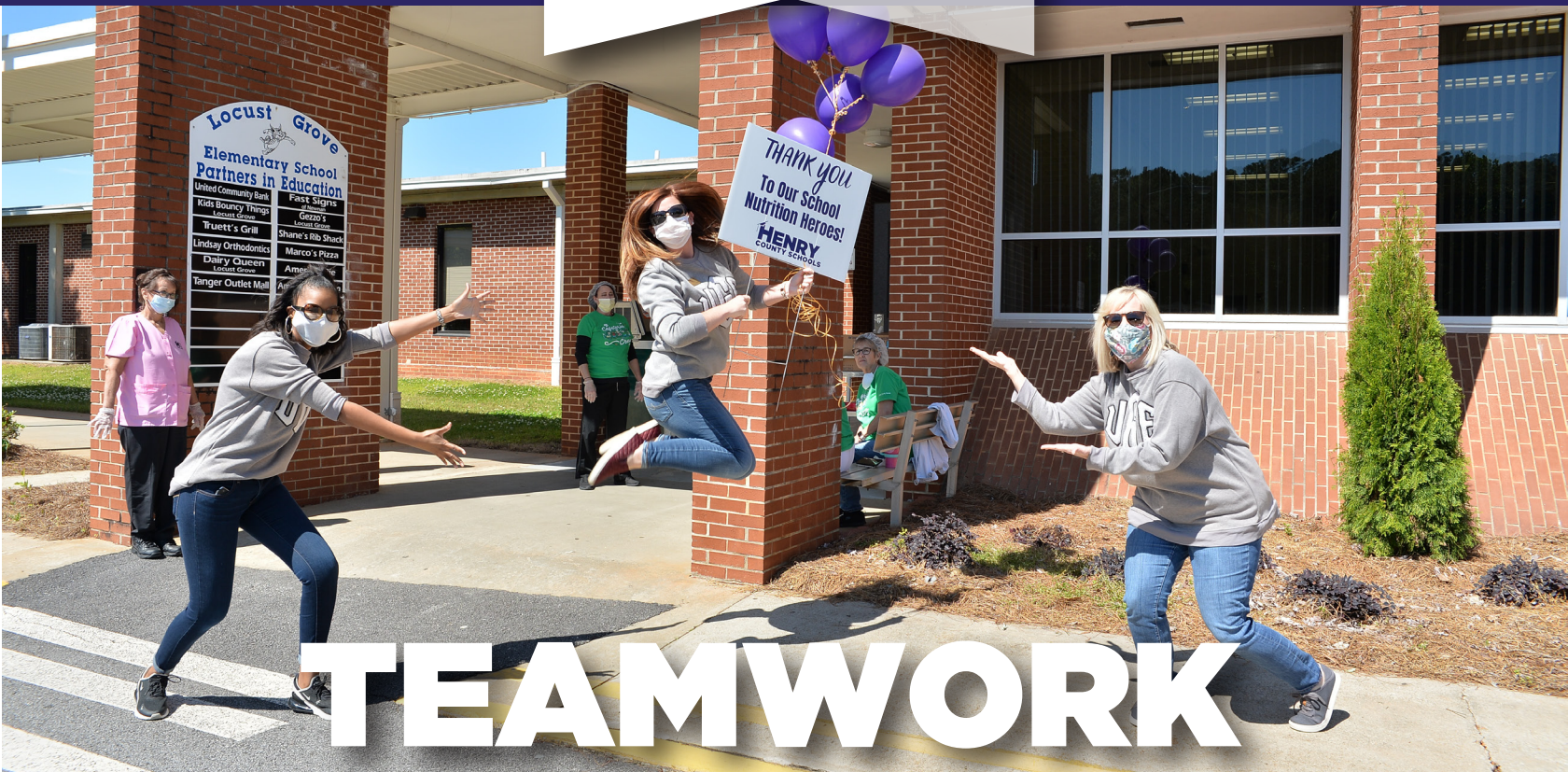
HENRY COUNTY SCHOOLS EMPLOYEE HANDBOOK

EXPECT *Exceptional*

2020



2021



TEAMWORK

Table of Contents



This symbol refers to a Board of Education policy. For additional information and reference, a complete copy of each policy may be found on the Henry County Schools' website at: <https://schoolwires.henry.k12.ga.us>.

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Core Belief
Commitment

We believe each student can learn at or above grade level and will have an equal opportunity to do so.

Each student will learn at or above grade level and have an equal opportunity to do so.

2

Core Belief
Commitment

We believe family and community involvement is critical to student success.

We will foster connections for families and community to support student learning.

3

Core Belief
Commitment

We believe all learning environments should be supportive, safe, and secure.

All school environments will be supportive, safe, and secure.

4

Core Belief
Commitment

We believe effective teachers and leaders produce excellent results.

We will recruit, support, retain, and recognize results-driven teachers and leaders.

PLAN OF ACTION

Henry's Plan of Action is built on the premise that HCS's core purpose and

responsibility is student learning and is accountable for improving student achievement for each student and every school. Henry's Plan of Action includes an aligned system of teaching and learning, a system of accountability, and a framework for continuous school improvement, intended to balance consistency of practice throughout the district with local school pride. It is designed to encourage idea generation and community conversation around the **Core Business of Henry County Schools: Student Learning**, and serves as the Board of Education's commitment to ensuring every student has access to a high-quality education.

2020-2025 STRATEGIC PLAN

Core Beliefs + Understandings ► Priority Outcomes & Strategic Actions

Understandings

1. We will preserve and promote an aligned system of teaching and learning
2. We will hold ourselves accountable to metrics determined by the State of Georgia
3. We will embrace a culture of continuous improvement that involves stakeholders in the process of getting better

Priority Student Outcomes

HCS will advance opportunities, access, and outcomes...

1. ...for every student group in literacy proficiency at every grade
2. ...for every student group in readiness to learn at every level
3. ...for every student group in college, career, and life ready skills post-graduation



Strategic Actions

1. Advance PreK-12 learning opportunities and experiences for all students
2. Advance effective school leadership and classroom instruction
3. Advance connectivity to value and engage all students, employees, families, and partners in our growing community
4. Advance student and employee health, wellness, and support structures
5. Advance a high-performing operational culture

Policy, Rules, & Guidelines: Employment

Assignment

 Policy Reference: GARE

A contract of employment is with the Henry County Board of Education. Assignments to a specific school site/department are made on the referral of a principal/supervisor to the Human Resource Services Department. The Superintendent may reassign an educator to another site at any time during the school year as the need arises. A principal/ supervisor may laterally reassign an educator within a school site. School assignment preference of the individual will be considered whenever possible. Employees who wish to be considered for transfers to other schools will be given the opportunity to do so through the Placement Preference Process facilitated by the Human Resource Services Department.

At-Will Employment

Georgia recognizes at-will employment; that is, an employee is hired at-will and employment may be terminated at the will of either party, for any reason or no reason at all. Employees under contract may refer to their contract of employment for additional information.

Background Check

 Policy: GAK(1)

Henry County Schools shall comply with O.C.G.A. 20-2-211.1, and with any corresponding regulations promulgated by the Georgia Board of Education, regarding requirements to conduct fingerprinting and criminal background checks of personnel. State law also requires employees to authorize the District to conduct periodic criminal and/or driver history record checks for the duration of employment.

Certification

It is the responsibility of each certified employee to initiate and complete the application process for the Georgia Educator Certificate, including all forms, transcripts, and other documents that may be required by the Georgia Professional Standards Commission. Human Resource Services may provide assistance in this process. An educator must have an educator certificate and/or required credentials (such as an Individual Certification Plan) on file in the Human Resource Services Department no later than thirty (30) days following the effective date of employment. In the event an employee has not completed the certification application process for initial certification or renewal of certification, that employee will be paid on the basis of a daily substitute teacher until such time as a valid, in-field Georgia Educator Certificate or required credentials are received by the Human Resource Services Department. Questions regarding certification may be answered by visiting the Georgia Professional Standards website at www.GAPSC.com, or by contacting the certification specialist in Human Resource Services at 770.957.5107.

Certification - Alternative Certification and Non-Traditional Degree Programs

Due to the large number of alternative certification programs and the increase in internet/online college degree programs in and outside the State of Georgia, it is highly recommended that employees who are interested in such programs obtain, in writing, information from the Georgia Professional Standards Commission (using the Upgrade Advisor tool) regarding the accreditation and certification of the program in which they are interested prior to enrolling in the program. Additional information may be found at www.GAPSC.com.

Clearance Certificate

All educators, including paraprofessionals, shall hold a valid Georgia Clearance Certificate. This certificate must be on file in the Human Resource Services Department within thirty (30) days of employment. For more information, please contact Human Resource Services.

Contracts

Employees under contract receive electronic employment contracts that are signed by the employee and Superintendent. Any person who is tendered a contract and who elects to be employed by this school system must electronically sign and submit the contract to the Superintendent or designee no later than ten (10) days from the issuance date on the tendered contract. Contracts may be terminated if an employee cannot obtain proper certification.

Drug Testing

All employees of the Board of Education may be subject to test for misuse of alcohol or use of controlled substances. Such tests include pre-employment and/or pre-duty testing, reasonable suspicion testing, random testing, post-accident alcohol and controlled-substance testing, and follow-up testing. In addition to testing for alcohol abuse, the Henry County School District reserves the right to require tests for the use of marijuana, cocaine, opiates, phencyclidine (PCP), amphetamines (including methamphetamines), and all other illegal substances.

Employee Integrity

Employees should exemplify honesty and integrity in the course of employment with the Henry County Board of Education. It is expected that employees will deal honestly, accurately, and responsibly with employment qualifications, work hours and time sheets (signing in and out), absenteeism and tardiness to work, expense forms, personal property, school/activity funds or property, social media presence, and all work-related issues. An employee who fails to act with integrity may be subject to discipline, including, but not limited to, termination from employment.

Equal Employment Opportunity (EEO)

 Policy: GAAA

The Henry County Board of Education maintains a policy of equal educational, athletic, and employment opportunity. The Henry County Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, handicap, religion, veteran status, genetic information, or age in its programs and activities. If students and/or parents have concerns, they should bring such concerns, in writing, to the attention of the principal. If employees have concerns, they should bring such concerns, in writing, to the attention of their immediate supervisor. For ADA and 504 concerns regarding employment, please contact Valerie Suessmith, Chief Human Resources Officer. The following have been designated to handle inquiries and concerns regarding the District's non-discrimination policies:

<p>Dr. Carl Knowlton Title VI and Title IX Coordinator Henry County Schools 33 N. Zack Hinton Parkway McDonough, GA 30253 770-957-6601</p>	<p>Dr. April Madden IDEA/Section 504/Title II Coordinator (Students) Henry County Schools 33 N. Zack Hinton Parkway McDonough, GA 30253 770-957-6601</p>
<p>Ms. Valerie Suessmith Title II Coordinator (Employees) Henry County Schools 33 N. Zack Hinton Parkway McDonough, Georgia 30253 770-957-5107</p>	<p>Mr. Kirk Shrum Sports Equity Coordinator Henry County Schools 33 N. Zack Hinton Parkway McDonough, GA 30253 770-957-7189</p>

Hiring/Recruitment

 Policy: GBC

The Henry County Board of Education recognizes that the first step in implementing a quality instructional program is the employment of qualified professional personnel. The Board further believes that this can be best accomplished through implementation of recruitment procedures that utilize all appropriate resources, both in and out of the system, in identifying qualified professional personnel for employment. Recruitment activities shall be conducted so as to assure that certification and employment requirements are met by personnel to be employed by the Board. In addition, recruitment activities shall be conducted in a manner that maintains the Board's position of being an equal opportunity and nondiscriminatory employer.

Job Postings

Announcements of job vacancies will be posted electronically on AppliTrack, accessible on the "Careers" page of the Henry County Schools' website. www.schoolwires.henry.k12.ga.us

Non-School Employment

 Policy: CGPE

Administrators shall not accept any non-school employment unless prior approval has been given by the immediate supervisor and the Chief Human Resources Officer (CHRO). The approval shall be based upon assurance that the non-school employment shall not interfere with or affect the individual's effective discharge of district/school related responsibilities. Information provided the immediate supervisor and CHRO shall include the hours to be worked, schedule and location of non-school employment.

Approval shall be given for the duration of the contract period only and must be obtained anew each year thereafter. If approval is sought for continuation of a job that was approved the previous year or is to begin at the first of the school year, the request for approval must be filed with the supervisor and CHRO no later than August 1 of each year.

Personnel Records

Information contained in an employee's personnel file is not made public unless required by law or requested by the employee in writing. It is the employee's responsibility to notify the District of any changes of personal information. Employees must notify their Supervisor and Human Resource Services when their name and/or home address and/or contact numbers and/or emergency contacts change. Name and Address Change Forms are accessible on the Henry County Schools' Human Resource Services page.

<https://schoolwires.henry.k12.ga.us/Page/44648>

Staff Responsibilities/Duties

Employees must be regularly, predictably, and reliably at work. For a complete listing of the duties and responsibilities of your position, please see your principal/supervisor for a copy of the job description.

Policy, Rules, & Guidelines: Benefits and Compensation

Activity Passes

Activity Passes are issued each year to all full-time, benefit-eligible employees and eligible retirees. The activity pass is a sticker that should be placed on the back side of the employee/retiree's HCBOE-issued identification badge. Use of the activity pass is limited to regularly scheduled Henry County School District activities. The pass is not valid for one-time events or events that are not regularly scheduled, including playoffs and tournaments, regardless of where these events take place. The activity pass entitles the employee/retiree to gain free admittance for themselves and one (1) other person provided the employee/retiree accompanies the person. The activity pass is non-transferable. Retirees may visit the Benefits department to obtain a retiree badge.

ACA - Affordable Care Act

In accordance with the Employer Mandate of the Affordable Care Act (ACA), if benefit-eligible employees do not enroll in medical coverage through the State Health Benefit Plan within 31 days of hire, coverage is waived and eligibility may be affected for subsidized insurance coverage on the state or federally funded health exchange. Please refer to the Affordable Care Act (ACA) Acknowledgement located in the New Employee Welcome Package or contact the Benefits department for additional information.

After School Enrichment Program Employee Discount

Employees of the school system, who are full-time, benefit-eligible, may receive a discount toward ASEP tuition. Please contact the school ASEP coordinator for additional information.

Attendance Incentive - Teachers (if approved in 2020-2021 budget)

School-level, non-administrative certificated teaching personnel who do not take personal or sick leave during either one or both semesters will receive a \$250/semester financial incentive. Any use of leave except for jury duty or a lawfully issued subpoena involving school-related matters will count against this incentive recognition.

- First Semester: July 27, 2020 – December 18, 2020
- Second Semester: January 4, 2021 – May 28, 2021

Attendance Incentive - Paraprofessionals (if approved in 2020-2021 budget)

School-level paraprofessionals serving in classrooms who do not take personal or sick leave during either one or both semesters will receive a \$125/semester financial incentive. Any use of leave except for jury duty or a lawfully issued subpoena involving school-related matters will count against this incentive recognition.

- First Semester: July 27, 2020 – December 18, 2020
- Second Semester: January 4, 2021 – May 28, 2021

Benefit Eligibility and Benefit Options

All full-time, benefit-eligible employees may choose to participate in the State of Georgia Health Benefit Plan. The Henry County School District contributes a major portion of the cost with the remainder of the cost being paid by the employee through payroll deduction.

The following optional benefits (to be paid by the employee) are available to any eligible employees who choose them:

- | | | | |
|------------------------------------|------------|----------------|-------------------|
| Dental | Vision | Life Insurance | Spending Accounts |
| Specified Illness | Disability | Legal | Long-Term Care |
| Accidental Death and Dismemberment | | | |

Benefit Enrollment

Benefit enrollment should be completed online within thirty days of employment. Employees may annually re-enroll in benefits during Open Enrollment, typically in October/November, or at the time of any qualifying event. Documentation may be required to support qualifying events. Please contact the Benefits Department at 770.957.6601.

Employee School Choice

If the Henry County School System employs a child's parent or step-parent as a benefit-eligible employee, the child or step-child may be enrolled in the appropriate grade level in a Henry County School desired by the parent, as long as the child resides with the employed parent/step-parent. Once enrolled, the child will be expected to attend that school for the duration of the school year unless extenuating circumstances warrant reconsideration of the decision and a school transfer is authorized by the Superintendent or designee.

This option is not contingent upon school capacity; however, approval to remain at the school of choice may be revoked by the Superintendent or designee due to attendance or behavior concerns. The transportation of students to and from school shall be the responsibility of the student's parents.

Credit Union

The Georgia United Credit Union is a cooperative savings and lending organization owned and operated by its members. All employees of Henry County Schools and members of their household are eligible for membership. A branch is conveniently located on the campus of the Academy for Advanced Studies. www.GUCU.org

Deferred Compensation

Peach State Reserves (PSR) is a voluntary supplemental retirement plan that offers a participant the opportunity to invest money toward retirement. PSR offers two deferred compensation defined contribution plans in compliance with the Internal Revenue Code Section 457 and 401(k) enabling participants to save for retirement on a tax-deferred basis.

Employee Assistance Program (EAP)

Henry County Schools believes the health and well-being of our employees is of critical importance. In recognition of this, a comprehensive, free, and confidential Employee Assistance Program (EAP) is available for our full-time, benefit-eligible employees **and their families**.

The EAP offers many services to employees including:

- Face-to-face and telephone access to a network of professional counselors for personal, family, and work concerns;
- Work/life services including no-cost consultations with attorneys, financial professionals, child and eldercare services specialists, and others;
- A large variety of on-line resources and programs;
- No-cost counseling and referral services;
- 24/7/365 access to services

The EAP staff and counselors include psychologists, clinical social workers, marriage and family counselors, alcohol and drug counselors, attorneys, financial advisors, and other licensed professionals. The EAP program is free and confidential. The Employee Assistance Program is available 24-hours a day via web at www.espyr.com or by phone at 1-800-715-4225.

Life Insurance (Board Paid)

The Henry County Board of Education currently provides a \$10,000 life insurance policy for all full-time, benefit-eligible employees. Contact the Benefit Office at 770.957.6601 for additional information.

Pay Schedule

Employees are paid monthly. Salaried employees who begin work after the first day of the work year are paid an equal monthly percentage (based on the number of days worked) of their salary through the end of August. Hourly or substitute employees are paid based on work submitted prior to the payroll cut-off dates for the month. For a list of monthly payroll dates, please visit the Financial Services webpage.

Retirement Plans

Eligible employees are required to participate in one of the designated retirement systems for their employed position. Contributions are payroll deducted.

Returning to Work After Retirement

Returning to work after retirement is subject to salary and service limitations as outlined by Georgia law and TRS, PSERS, and/or ERS policy. Employers must certify and obtain approval from the appropriate retirement system prior to a retiree returning to work. It is strongly advised that retirees contact their retirement system prior to returning to employment to determine if and how their benefits may be affected.

Salary Schedules and Placement

Salaries for certified employees are determined by the credentials held and the approved years of experience. It is the educator's responsibility to initiate and obtain verification from previous school systems in order for experience to be credited. An educator must have an educator certificate and/or required credentials (such as an Individual Certification Plan) on file with the Human Resource Services Department no later than thirty (30) days following the effective date of employment. In the event an employee has not completed the certification application process for initial and/or renewal of certification, that employee may be paid on the basis of a daily substitute teacher until such time as the required credentials are received by the Human Resource Services Department. Non-certified employees are paid based on their verifiable experience in an accredited school system in positions related to their current job classification and education level. For questions concerning salary placement, please contact Human Resource Services at 770.957.5107.

Sick Leave Bank



Policy: GARHA

Employees who are eligible for sick leave accrual may join the Henry County Schools Sick Leave Bank for the purpose of applying for additional sick leave after their own accrued leave has been exhausted. Employees who elect to become members of the Sick Leave Bank are required to contribute part of their accumulated sick leave to the Bank. Withdrawals from the Sick Leave Bank will be considered only for personal illness and/or personal temporary disability considered catastrophic in nature, and when all leave time has already been exhausted. Contact your principal/supervisor or the Human Resource Services Department for additional information.

An employee may donate up to ten (10) sick leave days to his or her spouse if such spouse is also an employee of the Henry County Board of Education for the purposes of maternity leave, illness, illness of a family member, or death of a family member. An employee may donate no more than ten (10) days during his or her combined employment with the school system (whether concurrent or not).

The open enrollment period for the Sick Leave Bank is held every year. An employee may join if they have two days of leave available to contribute on December 31 of the prior year. Sick Leave Bank will run concurrent with leave under the Family and Medical Leave Act.

Sick Leave Financial Exchange

The schedule of financial exchange for unused sick leave at the time of the employee's separation from Henry County Schools, for employees who have worked full-time in the school system for a minimum of five (5) years, is as follows:

- Less than 41 days – no sick leave exchange available.
- 41 through 145 days (inclusive) - \$15 per day for days 1 through 145.

Employees must apply, in writing, to the Human Resource Services Department for Sick Leave Financial Exchange.

Social Security

All employees are covered by Social Security and are required to participate. The Henry County Board of Education pays a matching amount for all employees.

Policy, Rules, & Guidelines: Leaves and Absences

Administrative or Directed Leave

During investigations or other situations, the district may direct that an employee remain off work and away from the school building. The Superintendent or his/her designee may relieve any employee from duty if it is determined that the employee's presence could potentially cause harm or disruption to the employee, students, the school, and/or other employees.


Bereavement Leave

 Policy: GARH

Bereavement leave is available for full-time, benefits-eligible employees and may be used for absence due to death in the employee's immediate family. An employee shall be allowed three (3) days of bereavement leave for absence due to "family death" in the immediate family. This leave shall not be deducted from the employee's accumulated sick leave. Bereavement leave must be used within seven (7) days of the death of the employee's immediate family member. For the purposes of bereavement leave, "immediate family" is defined as:

- Spouse;
- Child;
- Parent;
- Sibling;
- Grandparent;
- Grandchild;
- In-law equivalents of the above;
- Other relatives living in the household of the employee or any dependent as shown on the employee's recent tax return.

Family and Medical Leave Act (FMLA)

 Policy: GBRIG

Employees of the Henry County Board of Education who are classified as full-time employees in their position/job title are eligible for up to sixty (60) days of unpaid leave per year under the Federal Family and Medical Leave Act (FMLA). The Family and Medical Leave Act (FMLA) provides attendance, job, and benefit protection for up to 60 scheduled work days (hereinafter called 60 days) in a 12-month period. The 12-month period will be measured from the date FMLA leave is first used. Family and Medical Leave runs concurrently with Sick Leave, Vacation, Personal Leave, Sick Leave Bank, Workers' Compensation, and Leave Without Pay, except as otherwise required by law. Employees are required to use all available paid leave (sick/personal and/or vacation) while on FMLA (except as otherwise required by law). Full-time employees are eligible for a maximum of sixty (60) days of paid and/or unpaid leave during a 12-month period. For additional information, please see policy

For the purposes of FMLA, "Qualifying Family Member" includes:

- Employee's spouse;
- Child (biological, adopted, stepchild, foster child, a legal ward, or a child of a person standing in loco parentis) of the employee.
 - Child must be under the age of 18. If age 18 and older, the adult son or daughter must: Have a disability as defined by the ADA; Be incapable of self-care due to that disability; Have a serious health condition; and, Be in need of care due to the serious health condition. It is only when all four requirements are met that an eligible employee is entitled to FMLA-protected leave to care for his or her adult son or daughter.
- Parent (biological, adoptive, step, or foster parent, or any other individual who stood in loco parentis to the employee when the employee was a son or daughter).

- For purposes of military caregiver leave under FMLA, next of kin of a covered service member means the nearest blood relative other than the covered service member's spouse, parent, son, or daughter in the following order of priority: Blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under FMLA.

Note: In-laws, grandparents, siblings, and other extended family members are NOT covered under FMLA.

Emergency Family and Medical Leave Expansion Act (EFMLEA)

The **EFMLEA** requires employers to provide expanded paid family and medical leave to eligible employees who are unable to work because the employee is caring for his or her son or daughter whose school or place of care is closed or whose child care provider is unavailable due to a public health emergency, defined as an emergency with respect to COVID-19, declared by a Federal, State, or local authority..

The **EFMLEA** applies to employees of covered employers if such employees have been employed by the employer for at least 30 calendar days. *An employee may elect to substitute any accrued vacation leave, personal leave, or medical or sick leave for the **first two weeks** of partial paid leave under this section.*

Jury Duty, Witness Duty/Subpoenas

 Policy: GARH

Absences are not counted as personal leave if they are for jury duty, or a lawfully issued subpoena involving school related matters.

Military Leave

 Policy: GARH

Full-time employees of the Henry County School System shall be entitled to take a military leave for "ordered military duty," with full employment and reinstatement rights as provided by law. An employee shall be paid their regular salary for a period or periods of absence while engaged in the performance of ordered military duty, and while going to and returning from such duty, not to exceed a total of 18 days in any one federal fiscal year. In the event the Governor declares an emergency and orders an employee to active duty as a member of the Georgia National Guard, such employee shall be paid their regular salary while performing such duty for a period not to exceed 30 days in any one federal fiscal year. A request for military leave should be submitted to the employee's supervisor and Human Resources, along with a copy of the official military orders.

Personal Leave


 Policy: GARH

Employees may use up to three (3) days of sick leave for personal reasons. If an employee should not have sick leave available, then personal leave will not be available. Employees are responsible for securing prior approval from the principal or other supervisor in charge of leave prior to taking any leave; however, the reason for the requested leave does not need to be revealed to the supervisor. Any absence caused by severely inclement weather will be counted as personal leave. Personal leave will be deducted from the employees' accumulated sick leave. Personal leave will not be approved for critical days, as determined by your principal/supervisor, and/or the district. Contact your supervisor for additional information.

Professional Leave

The use of professional leave requires prior approval by the employee's principal or immediate supervisor. Approved absences for professional purposes will not affect sick leave or personal leave days.

Sick Leave

 Policy: GARH

In accordance with Georgia law, employees will be entitled to annual sick leave with pay to be accrued at the rate of one and one quarter days for each completed month of employment. All employees' unused sick leave shall be accumulated from one fiscal year to the next. Sick leave will be calculated on a prorated basis for those benefits-eligible employees whose daily work schedule is less than an eight-hour day. For the purposes of sick leave, the term, "immediate family" is defined as:

- Spouse;
- Child;
- Parent;
- Sibling;
- Grandparent;
- In-law equivalents of the above

Leave for Voting

Polls in Georgia are open from 7am until 7pm, and often, advance voting is allowed prior to the day of elections. Therefore, it is not likely that time away from work would be necessary for an employee to be able to vote. Employees should contact their supervisor to arrange for time off, if necessary.

Vacation (Annual Leave)

 Policy: GARH

Most 244-day employees earn vacation at a rate of ten (10) days per year, accrued on a monthly basis. Vacation must be pre-approved through a supervisor. Employees may accrue a maximum of twenty (20) vacation days. Any days over twenty (20) will be forfeited on July 1 of each year. When an employee separates employment with the Henry County School System, there will be a maximum payout of 20 vacation days.

Workers' Compensation

Employees of the Henry County School System are eligible for the benefits of Workers' Compensation as required by Georgia law. Workers' Compensation is a state-mandated benefits program that is paid for by Henry County Schools. Any employee who is injured on the job must IMMEDIATELY report the injury to his/her supervisor. If professional medical care is needed for the injury, the law requires the employee to select from an approved physicians' panel posted at the school or facility. Should an employee choose to receive medical care from a physician who is not on the approved panel, such care would be considered unauthorized and the school system would not be responsible for the cost.

Injury must arise out of and in the course of employment during the normal workday or work year. Employees (with the exception of Physical Education (PE) teachers and Coaching staff) should avoid contact sports and 'rough housing' activities as a safety precaution. This means that employees should not participate in contact activities including but not limited to baseball, basketball, dodgeball, kickball, football, soccer, tug-of-war, volleyball and other field day events. Employee participation in the above mentioned events (which would normally be considered outside of their normal scope of employment responsibilities) will be considered to be voluntary and will not be covered by worker's compensation should an injury occur.

Absences related to Workers' Compensation will run concurrent with leave under the Family and Medical Leave Act (FMLA).

Policy, Rules, & Guidelines: On the Job/Workplace

Accidents and Emergencies

All employees are responsible for maintaining a safe working environment and should report safety concerns to their supervisor so that corrective action can be taken. In the event of an accident sustained in the performance of job duties, employees should report the injury to their supervisor as soon as possible and complete an Employee Incident Report with their supervisor. For additional information, please contact the Benefits/Risk Management department at 770.957.6601.

Americans with Disabilities Act (ADA)

For ADA and 504 concerns regarding employment, please contact the Chief Human Resources Officer.

Annual Performance Evaluation

Georgia law requires that all professional staff be evaluated annually. If there is a position for which the state has not provided an evaluation instrument, the Henry County Schools evaluation instrument will be used.

Chain of Command

The school system's chain of command is designed to promote the overall effectiveness of school programs. If there is a question or problem to be resolved, staff at the local school level will follow the chain of command established by their principal. The principal is directly responsible to his or her Area Assistant Superintendent of School Leadership. The Area Assistant Superintendents are directly responsible to the Chief Leadership Officer.

Child Abuse



Policy: JGI

Georgia law, as well as Henry County Board of Education policy, includes mandated procedures for reporting suspected child abuse or neglect to the appropriate officials. Employees are required to follow these procedures. For more information on the reporting of child abuse, contact your principal/supervisor, school social worker, or the Student Services Department. If a Henry County School employee has reasonable cause to believe that suspected child abuse has occurred involving a person who attends to any child as an employee or volunteer of the school, the employee must report their suspicion of abuse to the Division of Family and Children Services and their school Principal or the Principal's designee. Reports of suspected child abuse shall be made immediately, but not more than 24 hours from the time there is reasonable cause to believe that suspected child abuse has occurred. Reports may be made orally, by telephone or other oral communication, or a written report may be made by electronic submission or facsimile to the Department of Family and Children Services and to the school Principal or the Principal's designee.

For additional information, please see local board policy, JGI, Child Abuse or Neglect, or contact the Student Services Department.

Code of Ethics

The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as a guide to ethical conduct. The Georgia Professional Standards Commission has adopted standards that represent the conduct generally accepted by the education profession. The code defines unethical conduct justifying disciplinary sanction and provides guidance for protecting the health, safety and general welfare of students and educators, and assuring the citizens of Georgia a degree of accountability within the education profession. All employees of Henry County Schools are expected to adhere to the standards and expectations described in the Code Of Ethics for Educators.

The Code of Ethics for Educators is published by the Georgia Professional Standards Commission and is subject to revision at any time. Please reference the Commission website at www.GAPSC.com for the most current version of the Code of Ethics (GaPSC Rule 505-6-.01).

Complaints and/or Grievances

 Policy: GAE

Please refer to local board policy GAE, Complaints and Grievances, for detailed procedures relating to employee complaints.

Confidentiality

Much of what personnel may see or hear in schools is confidential by law. Any information concerning student performance and behavior is confidential. The confidentiality rights of students are protected through state and federal regulations, and employees become liable for protecting students' rights. Confidential information regarding students or staff is not to be discussed or communicated at any time. This includes social media posts. A breach of this confidentiality can result in termination of employment.

Criminal Charges/Self-Reporting

As a condition of continued employment, each employee must immediately notify the Superintendent or its designee of any **arrest other than a minor traffic offense which does not involve a criminal arrest** . Further, employees are required to immediately disclose any convictions. The Superintendent/designee shall make an immediate written report to the Board of Education upon receiving information that a school system employee has committed certain specifically identified crimes. These crimes include murder, voluntary manslaughter, aggravated assault and/or battery, any sexual offense, including sexual exploitation of a minor, any offense involving marijuana or a controlled substance, any offense involving theft, and unlawfully operating a motor vehicle after being declared a habitual violator.

If it is determined that an investigation is warranted and the employee holds any type of educator certification, the Professional Standards Commission will be notified. The Superintendent or designee is required to make a written administrative referral to the Professional Standards Commission (PSC) and will inform the Board of Education if a written complaint from any school employee or parent of a child is received by the Superintendent contending that any "school system educator employed by the local unit of administration" has committed any one of the following crimes:

1. Violent crimes such as murder, manslaughter, and kidnapping;
2. Sexual crimes such as rape and sexual exploitation of a minor;
3. Drug-related offenses;
4. Any offense involving theft;
5. Unlawfully operating a motor vehicle after being declared a habitual violator.

Failure to timely report criminal charges and/or criminal arrests may result in adverse employment actions.

District Devices/Use of Technology

 Policy: IFBGA

All users of electronic resources belonging to Henry County Schools are expected to comply with Board of Education Policy IFBGA, Electronic Communication, and follow school system regulations for the use of electronic resources.

Dress Code

Employees are expected to maintain an appropriate level of personal hygiene and dress appropriately for the school or workplace situation and level of formality. The expectation of the Board is that all staff members dress in a professional manner. Hair should be a natural color and should be styled in such a way so as to not cause a distraction to others. Employees should adhere to the expectations set forth by their supervisor. All employees must wear a photo identification badge at all times.

Drugs and Alcohol

 Policy: GAMA

The Henry County Board of Education recognizes that a drug-free workplace encourages employee productivity and promotes the accomplishment of the school system's mission and goals. The Board hereby declares that the manufacture, distribution, sale or possession of controlled substances, marijuana and other dangerous drugs in an unlawful manner or being at work under the influence of alcohol, controlled substances, marijuana or other dangerous drugs is a serious threat to public health, safety and welfare. With this in mind, the Board declares that its work force must be absolutely free of any person who would knowingly manufacture, distribute, sell or possess a controlled substance, marijuana or a dangerous drug in an unlawful manner. This prohibition specifically includes, but is not limited to, the unlawful manufacture, distribution, dispensation, possession or use of all controlled substances or any alcohol in the employee's workplace or on the worksite. This prohibition also includes, but is not limited to, an employee being under the influence of alcohol or controlled substances while on duty. A violation of this policy or a conviction related to the manufacture or distribution of drugs may result in termination of employment.

Harassment

 Policy: GAEB

It is the policy of the Henry County School System to prohibit any act of harassment of employees by other employees based upon race, color, national origin, sex, religion, age or disability at all times and during all occasions while at school, in the workplace or at any school event or activity. Any such act shall result in prompt and appropriate discipline, including the possible termination of employment.

Illness

The administrator or his/her designee is to be contacted according to the established procedures at the school/worksite if the employee is too ill to report to work. Medical documentation may be required any time employees are absent due to illness or whenever questions arise concerning approval of requests for sick leave. Unsubstantiated and/or unapproved leave will be entered as Leave Without Pay (LWOP), and will be investigated for further employment action.

Inclement Weather

When schools and the district offices are closed due to inclement weather, announcements will be made on Atlanta-area television and radio stations as well as on the Henry County Schools' website. These announcements will usually begin no later than 6am. Principals and central office administrators will be contacted as soon as a decision is made. To update your contact information in Infinite Campus, please see the contact person in your school or at your worksite.

Job Abandonment

Absences for reasons not approved by the Henry County Board of Education may be considered job abandonment. Employee absences or no show/no calls for three or more days will be reported to Human Resource Services Department for investigation and may result in termination of employment with Henry County Schools.

Resignations

Certified employees under contract who wish to terminate their contract for the upcoming school year must submit a written request to their principal/supervisor and Human Resource Services prior to May 15. Certified employees who break their contract during the contract period and are not released from their contractual duties may be subject to a referral to the Georgia Professional Standards Commission. Classified employees are asked to submit a letter of resignation that provides a reasonable notice prior to leaving employment with Henry County Schools. For questions relating to separation of employment, please contact Human Resource Services at 770.957.5107.

Social Media

It is critical that the use of social media meet both the public and professional standards we have set for ourselves when communicating not only amongst ourselves but particularly with students and parents.

Educators are strongly cautioned to keep their personal information out of public view and password protected. Never allow or encourage students or parents to access personal sites and information. It is not appropriate to "friend" or otherwise personally communicate with, share information, texts, photographs, etc. with a student on any digital platform or device. The following guidelines should be implemented:

- Post nothing you would not be completely comfortable sharing with your students, their parents or your professional colleagues.

- Never use language which may be deemed to be defamatory, obscene, proprietary, libelous and/or as derogatory remarks or characterizations.
- Do not discuss students, parents or coworkers or publicly criticize school system policies or personnel.
- Do not post images that include students without checking for media release notices on all students.
- Do not reference your students.
- With every post, consider whether it puts your effectiveness as an educator at risk.

Solicitation of Funds and/or Participation

 Policy: KEB

The Henry County Board of Education believes that certain activities conducted for the purpose of soliciting funds from or by employees and/or students are inappropriate and should be prohibited, and that employees should have the freedom to perform their duties in an environment uninterrupted by excessive solicitation.

Solicitation on the part of a business, industry, organization, or individual for the purpose of selling a product, service, or membership to employees, students or to their parents through the students shall be prohibited on school grounds. This prohibition includes the distribution of flyers, cards, or any other items that could constitute advertising by naming or promoting the business, industry, organization or individual that would profit from such advertising.

Tobacco-Free Schools

 Policy: GAN

In compliance with the Pro-Children Act of 1994 (Title X of Public Law 103-227), the Georgia Smoke-Free Air Act of 2005 (O.C.G.A. § 31-12A-1), the Georgia Youth Access Law (O.C.G.A. § 16-12-171), and the No Child Left Behind Act, smoking and use of tobacco or related tobacco paraphernalia to include electronic cigarettes or smoking (vaping) devices shall be prohibited by all school district employees while on Board of Education property, while attending or participating in on-campus or off-campus school activities or events, or while on any school bus.

Vehicle Searches

All vehicles parked on Henry County School District property (including but not limited to student, staff, and visitor vehicles) are subject to search.

Weapons

It is unlawful and a violation of Henry County School District rules for any person to carry, possess, or have under his/her control any weapon or explosive compound while at a school building or on school property, at a school function, or on a bus or other transportation furnished by the school, except to the extent specifically permitted by law. Any person violating, or believed to be violating, any law concerning a weapon or explosive compound, will be reported to the appropriate authorities for investigation.

Work Day/Work Week

The workload of an employee is defined as those work-related responsibilities that are assigned to the position and for which the employee is expected to satisfactorily discharge in return for the salary specified. The minimum workday for teachers is defined as eight (8) hours and the minimum workweek is defined as forty (40) hours. Duties for which the base salary is paid include teaching and teaching preparation, staff meetings, parent and student conferences, extra class activities in the community, and extra class activities such as before and after school duties. All teachers are expected to be available, if needed, before or beyond the scheduled workday for duties related to employment.

The work week and pay for non-certified positions is based on the following hours/day and days/year:

- Paraprofessionals: 8 hours per day, 190 days per year;
- Clinic aides: 7 hours per day, 185 days per year;
- School Nutrition Assistants: 6 hours per day, 183 days per year;
- School Nutrition Managers: 7 hours per day, 188 days per year;
- Clerical Staff: 8 hours per day, number of days per year varies.

Employees should check with their supervisor for their particular schedule. Principals and administrators may schedule staff in a way that will best accommodate the needs of their school/building.