



EMPLOYEE PERQUISITES PROCEDURE (HUM-P031)

Clarksville-Montgomery County School System

10 SCOPE:

- 1.1** This procedure outlines the perquisites for permanent CMCSS employees.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

20 RESPONSIBILITY:

- 21** Principals/Supervisors

30 APPROVAL AUTHORITY:

- 31** Chief Human Resources Officer

40 DEFINITIONS:

- 41** Perquisite - an incidental payment, benefit, privilege, or advantage over and above regular income, salary, or wages.
- 42** Permanent employee – all employees except temporary and substitute employees
- 43** School-based employee – assigned to one or more school locations
- 44** Non-school-based employee – employees assigned to work location other than a school. May also be more than one location such as; Central Services Gracey, Central Services South, Operations Complex, Middle College, Adult Education, Virtual School or Greenwood.

50 PROCEDURE:

- 51** No one individual shall be eligible for more than \$500 in a given school year. Exclusion for damage to vehicles caused by vandalism is not included for reimbursement.
- 52** Employees shall be admitted without cost to all school-sponsored, system-wide events. This applies only to the employee of the system and one (1) guest. Official system identification badges must be presented at the ticket window.*

53 Permanent Employees Residing in Montgomery County

- 5.3.1** Permanent school-based employees have the option of enrolling their children for whom they are legal guardian, stepparent, or foster parent in the school in which they are employed or any school in that feeder group. Documentation evidencing legal guardianship, and/or household residency may be requested at any point during student's enrollment.



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- 5.3.2 School-based employees who work at more than one location have the option of enrolling their children for whom they are legal guardian, stepparent, or foster parent in the school or feeder system closest to one of their work locations, as determined by transportation software. School-based employees include those who work at more than one location, such as Occupational Therapists, Physical Therapists, Speech Therapists, Psychologists, Attendance Teachers, etc. .
- 5.3.3 Non-school-based employees have the option of enrolling their children for whom they are legal guardian, stepparent, or foster parent in the school or feeder system closest to one of their work locations. If the employee has multiple work locations, the department supervisor determines the primary employee location, but for the benefit of the policy, the children of the employee can attend any school within the servicing area of the employee. Central Office Gracey, Central Services South, Operations, Greenwood, Adult Education, Middle College and Virtual School will use CHS feeder system to determine enrollment school.
- 5.3.4 For all these options, the child must reside in the employee's household. Guardian is defined as court appointed legal guardian. The request must be accompanied with the appropriate paperwork/documentation (custody papers, foster care paperwork, etc.) If there is a shared parenting arrangement between divorced parents, the school zone is determined based on the address of the primary residential parent as indicated on the Permanent Parenting Plan Order.
- Employees who are administratively transferred by the DOS or selected for promotion to another school location or are hired as a K-12 Virtual employee, Middle College employee or Adult Education employee may allow their children or the children's siblings as they become school age to remain at current school, school within feeder, school employed or school for which they are zoned.
- 5.3.5 Employees will have the option to request their children be allowed to ride a bus after school to an established route/stop or school. The transportation manager must approve transportation arrangements, with approval contingent upon space availability. The employee will submit a written plan for having the child dropped off and picked up at the appropriate times. This report will be submitted to the principal of the school at the time of enrollment for his or her approval. No child will be left unattended, and no school employee will assume responsibility for an employee's child either before or after school unless participating in a school event, activity, or program. The principal for the enrolling school will be the approving authority for enrollment. Principals will be held responsible for enforcing the provisions for enrollment at their respective schools. High school students participating in extra-curricular sports must adhere to TSSAA guidelines regarding out-of-zone eligibility.
- 5.3.6 Employees are required to complete HUM-F132 and submit to the supervisor/principal.
- 5.3.7 The employee's supervisor/principal should keep a copy and send a copy to Human Resources and Student Services.



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54 Out of County or Out of State Permanent Employees

- 5.4.1 Permanent employees who reside out of county or out of state will not be charged tuition for their children if they enroll in a school in Clarksville-Montgomery County School System and follow the guidelines above in 5.3.1, 5.3.2, and 5.3.3.

55 Employee termination with CMCSS

- 5.5.1 Upon employee termination with CMCSS student(s) will be allowed to remain at current school through end of school year.

60 ASSOCIATED DOCUMENTS:

- 61** Employee Perquisites Policy ([HUM-A059](#))
62 Employee Perquisites Form ([HUM-F132](#))

7.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/9/17		Initial Release
5/30/17	A	Added procedural information removed from HUM-A059.
7/1/18	B	Updated 4.4 and 5.1. Removed record retention table.
11/29/18	C	Added "foster parents" to 5.3.1.
7/1/19	D	Updated 5.3.1.
4/12/21	E	Updated 5.3 to include CMCSS K-12 Virtual teachers, and updated 5.3.3 with language specific to employees with multiple work locations.
7/13/21	F	Added associated document HUM-F132

*** * * End of Procedure * * ***