



Substitute Program Employee Handbook

Please refer to the CMCSS Employee Handbook for additional information.

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DIRECTOR'S WELCOME LETTER

On behalf of the Board of Education, I want to welcome you to the Clarksville-Montgomery County School System. I am extremely excited and humbled to be the new Director of Schools, and I hope you are just as excited about joining our team. A primary focus moving forward will be to work collaboratively to become the top performing school system in the state of Tennessee. CMCSS has established a reputation as an innovative and leading district, and I am confident we will continue to improve.

Together, we will maintain and grow a rigorous teaching and learning environment that provides every student with the opportunity to be college and career ready. It is critical to every student's success that they graduate from high school with the skills necessary to earn a high-skill, high-wage career aligned to their capacity and interests.

Please know that you are our greatest asset! Whether you are directly or indirectly interfacing with students on a daily basis, the expectations and hard work that you will infuse will literally make a huge difference for over 38,000 students in this school system.

Finally, your role is vital to the success of the students in the Clarksville-Montgomery School System and we appreciate you as a valued member of our team. You will find helpful information in this handbook that should answer many of your questions about practices and services of the school system. We look forward to having you on Team CMCSS!

Sincerely,

Dr. Jean Luna-Vedder
Director of Schools
Clarksville-Montgomery County School System

PURPOSE OF THIS HANDBOOK

Purpose

This handbook is designed to acquaint employees with the Clarksville Montgomery County School System (CMCSS) and provide information about working conditions, employee benefits, policies and procedures, and practices affecting employment with the district. It describes many employee responsibilities and district practices and outlines programs developed for the benefit of employees.

This handbook is not intended as an employment contract (express or implied) and accordingly should not be considered as such. Nothing in this handbook should be relied upon as a guarantee for certain privileges, working conditions, or continued employment.

Employees should address questions pertaining to personnel policies and procedures to their immediate supervisor. Additional information on referenced procedures and forms can be obtained from the CMCSS website (<http://www.cmcoss.net/>) or the Human Resources Office.

Effective Date

This handbook supersedes all prior Employee Handbooks (which should be discarded), verbal communications, and staff meeting minutes and/or management memos, which may have been previously issued on subjects addressed in this handbook.

Employee Responsibilities

Employees are expected to read, understand, and comply with the guidelines set forth in this handbook.

Contents and Revisions

No employee handbook can anticipate every circumstance or question. Accordingly, CMCSS may need to change the practices and guidelines described in this handbook. Revisions may include changing, rescinding, or adding to any procedures, benefits, or practices described in this handbook. The on-line version of the CMCSS Employee Handbook is the official version; therefore, all printed versions of this document are unofficial copies.

EQUAL EMPLOYMENT OPPORTUNITY

Non-Discrimination Statement

It is the policy of the Clarksville-Montgomery County School System not to discriminate against any student, employee, or applicant on the basis of sex, marital status, race, color, creed, national origin, or handicapping condition. The district will ensure that no student be excluded from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities, or other school resources which is based on unlawful discrimination. CMCSS will take all necessary steps to ensure that each employee's work environment is free of unlawful discrimination. No office, administrator or employee of CMCSS, including any persons

representing CMCSS, shall intimidate, threaten, harass, coerce, discriminate against, or commit or seek reprisal against anyone who participates in any aspect of the discrimination complaint process associated with this policy (Ref. [HUM-P010](#)).

Equal Opportunity Employer

The Clarksville-Montgomery County School System is an Equal Opportunity Employer (EOE). Accordingly, CMCSS promotes equal opportunity in the areas of employment, training, development, transfer, and promotion. Employment practices are without regard to race, color, religion, creed, sex, age, disability or medical condition, national origin, and veteran status, and all other categories protected by federal, state, and local anti-discrimination laws.

Additionally, in keeping with the spirit of the Americans with Disabilities Act, the district will make appropriate accommodations for employees with qualified disabilities or religious needs whenever possible as long as the accommodation does not cause CMCSS or other employee's undue hardship.

EMPLOYMENT CLASSIFICATIONS

Positions are classified as either exempt or non-exempt according to criteria set forth in the Federal Fair Labor Standards Act and applicable state laws. A position's status is determined in conformance with these laws based on job duties and responsibilities.

Non-Exempt (hourly)

Generally, non-exempt employees are employees whose work is routine with set standards and rules. Examples may include, but are not limited to, administrative assistants, custodians, bus drivers, and educational assistants. Non-exempt employees are paid on an hourly basis, including overtime/compensation over forty hours a week at time and one-half. Although "non-exempt" is the legal classification, these employees are also referred to as "hourly" or "classified" (Ref. [PAY-P001](#)).

The district further classifies employees as:

Temporary Employees

Temporary employees are those employees hired to perform a specific job for a limited period of time. These employees are not eligible for benefits (insurance, paid vacation, sick leave, or holidays). Temporary employees hired from an employment agency or leasing firm are employees of the agency/leasing firm. They are not employees of the school system.

Variable Hour Employees/Substitutes

Variable hour employees are those employees hired to perform a specific job with varying hours for varying durations of time. There is no guarantee of hours per week or duration of assignment. Substitute hours are subject to days students are in attendance and employee absence volume. These employees are not eligible for benefits (insurance, paid vacation, sick leave, or holidays). Substitute employees will refer to the Substitute Program

guidelines for additional information regarding employee status under the scope of variable hour classification (ex, probationary and provisional status).

Onsite Employee Health and Wellness

Although temporary employees (Substitutes) are not eligible for benefits, upon meeting the specified criteria, the Substitute Teacher (employee only, families not eligible) will have access to the Onsite Clinic for a \$40 office visit fee. The fee will be deducted from the next paycheck. The employee will also be responsible for any tests, lab work, or medications that are given during the visit. All charges will be discussed prior to anything being administered. To be eligible for Onsite access, the employee must be employed with CMCSS for 6 months, and have worked a minimum of 500 hours. Eligibility must be verified through the Substitute Program Office prior to requesting an appointment.

NEW EMPLOYEE INFORMATION

Background Investigations

All new CMCSS employees hired after August 1999 and returning employees must have a background investigation conducted, which includes being fingerprinted. The cost of the investigation will be borne by the applicant and deducted in equal amounts from the employee's first two paychecks (Ref. [HUM-A004](#)). Failure to complete within HR designated timeframe could result in disciplinary actions.

Health Certification

Each employee of the CMCSS, prior to entering service, must verify with the completion of the Employee Health Certification (Ref. [HUM-F060](#)), that they do not have a contagious or communicable disease in such form as might endanger the health of school children. Employees are required to submit to a physical examination by a physician, if required by CMCSS.

Employees working as Pre-K teachers and aides must follow the State Board of Education (Chapter 0520-12-1) physical examination requirements ([HUM-F043a](#)).

ID Badge

Employees are issued an ID Badge, which must be worn at all times while on the job or on any school grounds. Employees must return the badge upon resigning their position or upon termination of employment with the school system. Lost badges are replaced at the expense of the employee. *Substitutes will be issued a temporary badge during the 30-day probationary review period.*

GENERAL EMPLOYMENT

Recruitment for Vacant Classified Positions

It is district practice to first recruit from within the system to fill vacant classified positions; however, the district reserves the right to recruit from outside the system. Employees desiring new opportunities within the school system or who wish to be considered for

transfer to a new position should complete or Request for Transfer Classified Personnel via the Employee Transfer portal inside ClassLink..

TRANSFERS WITHIN THE SCHOOL SYSTEM (Ref. HUM-A073)

Substitute Classified Transfer

After completing six months of employment with CMCSS, a substitute is eligible to complete a Request for Transfer upon meeting the following criteria:

- **500 completed Substitute hours**

The substitute will submit the Substitute Program Request for Transfer via the Employee Transfers portal inside ClassLink to the Director of Classified Employment for consideration.

Termination

If the immediate supervisor is of the opinion that an employee should be suspended or dismissed, a recommendation will be made to the Human Resources Department. Classified employees: please refer to [HUM-A049](#).

EMPLOYEE RECORDS

Personnel File

The district maintains a personnel file for each employee. Personnel files contain basic personal information (*e.g.*, name, address, phone number) and employment-related information such as copies of performance appraisals, etc. The employee's personnel file is the official record of employment with CMCSS.

An employee who wishes to review his or her personnel file must contact a Human Resources Associate to arrange a time to review the file during normal work hours. Employees may request a single copy of any document from the personnel file at no cost. Employees will be charged for additional copies of personnel file documents. Personnel files are the property of the district and, therefore, cannot be removed from the office of the Human Resources Department.

Personnel files for school system employees are public records under the law, and as such, may be reviewed by anyone. By law, the employee's social security number, cell phone number, home phone number, home address, and birth date will be redacted prior to viewing by someone outside the district. In the event access to an active employee's file is requested, the Human Resources Department will attempt to contact the employee prior to access being granted. If this is not possible, the employee will be notified after the file has been accessed.

Changes in Personal Information

To ensure records are accurate and up-to-date, employees should notify both their Supervisor and the Human Resources Department in writing or through the MUNIS Self Service portal on the CMCSS website

(<https://selfservice.cmcss.net/ess/login.aspx?ReturnUrl=/ess/employees/default.aspx>)

when changes in personal information occur (Ref. [HUM-P004](#)). Employees should make appropriate notification as indicated below:

- Name [Supervisor & Human Resources (Note: New Social Security Card Required Before Name Change Will Take Effect)]
- Address (Supervisor, Human Resources, & MUNIS)
- Telephone number (Supervisor, Human Resources, & MUNIS)
- Marital status or number of dependents (for tax withholding and insurance coverage) or beneficiary for life insurance [Human Resources]
- Changes in Emergency Contact (name, relationship, and daytime phone) [Supervisor]
- Completion of Education/Training (Supervisor & Human Resources)
- When a dependent child reaches age 26 if enrolled in medical, dental or vision plans.

*Please note a copy of the new Social Security Card must be on file in Human Resources before name change will take effect.

EMPLOYEE CONDUCT

Ethics at CMCSS

Engaging in unethical conduct may result in disciplinary action (Ref. [HUM-A052](#)). "Unethical conduct" includes but is not limited to:

- Immorality.
- Conviction of a felony or a crime involving moral turpitude.
- Dishonesty, unreliability, continued willful failure or refusal to pay one's just and honest debts (three garnishments against an employee's wages relating to more than a single indebtedness shall result in consideration for dismissal).
- Disregard of the Tennessee Teacher Code of Ethics by certified employees.
- Theft.
- Falsification of time records.
- Possession and/or consumption of alcohol or drugs or being under the influence thereof while on school system premises. Detection of any amount is in violation and may be subject to termination.
- Possession of dangerous weapons on school premises.
- Unauthorized possession, willful destruction or defacement of school system property or property of any individual in schools, offices, or premises of the school system.
- Use of abusive, threatening, or obscene language.
- Disorderly conduct of any kind in schools, offices, or school system premises.
- Violation of safety, security and/or fire prevention rules.

- Gambling or promoting lotteries, etc., on school system premises.
- Performing personal business during work hours.
- Habitual tardiness, chronic absenteeism, or time away from workstation.
- Insubordination or refusal to follow instructions, policies or to perform designated work.
- Neglecting one's own job, duties, and responsibilities.
- Falsely stating or making claims of injury.

Job Duties and Work Assignments

To ensure that schools within the district are provided the best possible service, work assignments are based on matching employee qualifications with school and district needs. From time to time it may be necessary to reassign an employee to a different department, work team, or job responsibility. In addition to routine job duties, employees may also be assigned special projects which may include working at a different location. Teaching assignments are made in accordance with [HUM-A015](#).

Work Hours

Work hours may differ from school to school, work center locations, and jobs performed.

Disability Accommodation

Employees who require accommodation for a medical condition or disability should contact their supervisor and the Human Resource Office so that the district can determine whether or not a reasonable accommodation can be made. Requests for such accommodation will be handled in as timely and confidential manner as possible.

Confidentiality

An employee's work assignments may involve work of a confidential nature and/or involve contact with confidential student or employee information. Employees may not disclose to outsiders any information that is not in the public domain as referred to in FERPA and HIPPA.

Employment Verifications and References

From time-to-time, employees may need the district to verify employment for loans or to prospective employers. All employment verification/reference requests must be directed to the Human Resources Department. For employment verifications/loans, the district will only release dates of employment, job title, and compensation data unless the employee provides written authorization for the release of additional information. For employment references, the district complies with the provisions of TCA 50-1-105 – Providing Employee Information to Prospective Employers – Good Faith when releasing such information.

Media Relations

Because an employee's work may involve confidential/sensitive information, contacts by media representatives will be referred to the Chief Communications Officer. If contacted by the press about work-related matters, employees must refer the media representative to the Chief Communications Officer (Ref. [COM-P003](#)).

Solicitation

CMCSS does not allow the solicitation of employees or students for any purpose during working time. Distribution of literature and notices during work time or on district premises is not allowed (Ref. [COM-A001](#)). Any exception to this policy must be approved as specified in [COM-A001](#), Distribution of Information and Material.

Working time includes all time during which an employee is paid to perform duties for the district excluding breaks and meal periods.

Persons who are not employees of the district are not permitted to come upon or remain on the premises for the purpose of selling products or services, making solicitations, posting or distributing cards, literature, notices or other paper.

If an employee must meet with a vendor for personal business, this should be done outside of the district and on the employee's own time (e.g., before or after work or during lunch break). (Ref. [HUM-A013](#))

For privacy, legal and/or security reasons, employees are not allowed to give out other employees' addresses, phone numbers and/or other information about employees or former employees. Requests for such information should be directed to the Human Resources Department.

COMPENSATION

Pay Periods

Classified employees will be paid on a bi-weekly basis. When a holiday or scheduled vacation day coincides with payday, the payday will be the last working day prior to the payday. All employees within this group will follow the same reporting schedule (Ref. [PAY-P001](#)).

CMCSS employees with an e-mail address will receive their Direct Deposit Advice as an e-mail attachment. This e-mail will be generated a minimum of two days prior to the payroll check date. The e-mail is password protected and only the employee will have access to their payroll information. This information is also available to employees by using MUNIS self-service.

Employees who do not have a CMCSS e-mail address will need to provide Payroll with an alternate e-mail address in order to receive a printed Direct Deposit Advice as an e-mail attachment.

All paper checks will be mailed to the employee's home address.

A list of paydays will be posted on the CMCSS Homepage at the beginning of each school calendar year. Click the link to [CMCSS calendars](#) to access a printable version of the employee's applicable school calendar and pay schedule.

Time Reporting

All Substitutes will use the Kronos time clock to clock in at the beginning of every assignment and clock out at the end of every assignment. All Substitutes are also required to sign into the Raptor System upon their arrival and sign out of the Raptor System before departing the school building. Substitutes with time not entered by clocking in and out of the Kronos time clock are required to access the Kronos app in ClassLink to enter missed time punch, or fill out a paper timesheet if the missed time punch is from a previous pay period.

Direct Deposit

Direct deposit is mandatory for all employees. Employees must provide a form/card from the bank with the necessary banking information or voided check along with the district's required form for direct deposit (Ref. [PAY-P005](#)). The form is also available from the web (Ref. [PAY-F006](#)). The employee's first check will be a paper check. Employees will receive a Direct Deposit Advice for all subsequent payroll deposits. Employees should contact the Human Resources Department or the Payroll Department for further information.

Correction of Payroll Errors

Employees are expected to carefully review their payroll information on an on-going basis and to immediately report suspected errors to the Payroll Department. The Payroll Department will pay underpayments resulting from an administrative error either by manual check or adding the difference to the employee's next paycheck. The district reserves the right to make appropriate payroll deductions for repayment of overages in the event it is discovered that an employee has been overpaid. If an employee leaves the district's employ before such overpayment is recouped, the balance due will be deducted from the employee's final paycheck.

Payroll Deductions and W-2s

The district is required by law to make certain deductions from employee paychecks each pay period. These deductions include: Federal Income Tax (FIT), Federal Social Security (FICA) and Medicare Tax. The amount of these deductions is summarized on a W-2 Form and provided to all employees no later than January 31st of each year. Employees should report changes of name or address to the Human Resource Department to ensure/maintain accuracy of their W-2 Form. (See [EMPLOYEE RECORDS, Changes in Personal Information](#).)

Garnishment of Wages

The district complies with court orders received to garnish an employee's wages. Garnishment refers to court ordered wage assignments or slow pays, State or County taxes, educational loans, bankruptcy notices, child support orders and IRS Tax Levies. The employee is sent a garnishment memorandum and a copy of the garnishment along with the start date, if garnishment is a court ordered wage assignment. For an educational loan garnishment, the employee is sent a copy of the order and the start date. Employees receive bankruptcy notices, child support orders and slow pay orders with start dates prior to payroll receiving them (Ref. [PAY-P006](#)). If an IRS Tax Levy is received, the employee is

contacted to come to the Payroll Office to complete paperwork. If paperwork is not completed, the highest amount allowed by the IRS will be deducted from the employee's wages (Ref. IRS Table Publication 1494). Employees should address questions about such paycheck deductions with the Payroll Department.

Performance Appraisals for Substitutes

The Substitute Program Designee will visit schools as available to observe substitutes working at the location and complete a feedback form.

Probationary Substitute Status

When hired by the CMCSS Substitute Program, the employee enters Probationary Substitute status. The Probationary Substitute status and review period begins on the first day of employment and concludes on the 30th school day of employment. The first day of employment is equivalent to the next business day after the orientation date the employee attended.

During the review the following criteria must be met in order for a probationary substitute to advance to the status of CMCSS Substitute.

1. Minimum of 10 positions accepted and completed within the 30 school days.
2. Accurately clocking in and out of Kronos and Raptor for each assignment.
3. Overall positive feedback ratings from classroom teachers/assistants as received by the Substitute Program Office.

At the completion of the 30-calendar day Probationary Substitute period, the Director of Classified Employment will review each employee's probationary period and will make a final decision regarding his/her status. Probationary substitutes will either advance to CMCSS Substitute status or will be released from the CMCSS Substitute Program with the option to reapply in the future. The Probationary Substitute will receive an e-mail informing them of the Director of Classified Employment's decision.

Long Term Substitute Placements

Long term substitutes will be placed in accordance with TN state operating requirements. Prior to a placement, the Substitute Program Representatives will provide the building administrator with the names of potential substitutes based on certification and experiences. The substitute will then be placed in the building for an absence. At that time, the administrator will have the opportunity to conduct a classroom observation and meet with the substitute, if needed.

During the long-term placement, a designee from the Substitute Program will conduct classroom observation(s) and check-in(s). The Director of Classified Employment or designee will follow up with the school administration concerning the substitute's performance periodically for the duration of the placement.

Long term substitutes must report all time worked for the position and cannot exceed 40 hours per week.

Substitute Calendar

Substitutes will be provided a calendar for the school year during orientation. This calendar is designed to ensure increased availability of substitute positions during non-peak work times and will also allow for flexibility in total hours worked throughout the year.

Retirees are personally responsible for monitoring their own calendar and work hours to ensure they do not go over the TCRS limit.

Number of Work Assignments

Except for CMCSS retirees, all substitute teachers must work four assignments (either full days or half days) each calendar month. The day of the month is assigned based on the first day of school in August and then the first day of school following Winter Break. If a substitute fails to complete four assignments in 30 calendar days, he/she will receive a break in service notification and will be ineligible to continue with the program and may not reapply until August of the following school year.

A break in service extension will remain available to substitute teachers who complete the form and provide documentation for the reason an extension is requested.

Inactive Status/Break in Service Definition

(REF: [HUM-A074](#); [SUB-F010](#))

CMCSS Substitutes who are considered to have a “break in service” from their active positions are required to be re-fingerprinted. A break in service for a Substitute Teacher or Educational Assistant is defined as 30 calendar days (not to include summer break and winter break) without accepting an assignment. Once a substitute has gone 30 calendar days without accepting an assignment, he or she will be inactivated from the absence management system and notified regarding inactivation from the Substitute Program.

If a substitute will be unable to work for a period longer than 30 calendar days due to health conditions or other extenuating circumstances, substitutes can request prior approval to extend the timeframe for deactivation from the Director of Classified Employment. These requests will be reviewed on a case-by-case basis and will be approved/disapproved based on the needs of program and what is in the best interest of CMCSS and the employee.

A break in service may not exceed twelve weeks (consecutive or nonconsecutive) in a school year. Should a leave extend beyond twelve weeks, the substitute will be offered the opportunity to resign in good standing and reapply at any time.

Last Minute Cancellations

Cancellations are considered last minute if cancelled within 48 hours of the assignment start time. If documentation is provided, the late cancellation will be excused. After three

late cancellations, an email notification is sent for awareness, and after seven late cancellations, the sub will receive a letter of concern from the Director of Classified Employment. On the tenth late cancellation, the substitute will be terminated from the program and will not be eligible to reapply until the beginning of the following school year in August.

No Call/No Show for Work Assignments

When a substitute is a no call, no show for a work assignment, he/she is made inactive in the absence management system until further information is provided for the absence. If a second no call, no show absence occurs, the substitute will receive a letter of reprimand for his or her district file. Should a third occurrence happen, the substitute will be released from the program and will be ineligible to reapply in the future.

Inactivation/Termination for Cause

Any substitute who is removed from the substitute program for cause will be ineligible to reapply for a position in the future.

DISCLOSURE OF MEDICAL INFORMATION

Notice of Privacy Practices – This notice describes how employee medical information may be used and disclosed and how employees can access this information.

Legal Obligations

The Clarksville Montgomery County Employee Insurance Trust (CMCEIT) and the CMCSS is required by law to maintain the privacy of all medical information within its organization, provide this notice of privacy to all members, inform members of the district's legal obligations, and advise members of additional rights concerning employee medical information. CMCIT and CMCSS must follow the privacy practices contained in this notice from its effective date of April 14, 2003, and continue to do so until this notice is changed or replaced.

CMCIT & CMCSS reserve the right to change privacy practices and the terms of this notice at any time, provided applicable laws permits the changes. Any changes made in these privacy practices will be effective for all medical information that is maintained including medical information created or received before the changes were made. All members will be notified of any changes by receiving a new notice of privacy practices.

Use and Disclosure of Medical Information

At the employee's request, the Employee Benefits Office may assist with a claim issue. Through this process, the employee may be required to provide medical information that is located on the explanation of benefits (EOB). An employee's medical information will only be shared with a Blue Cross-Blue Shield (BCBS) of Tennessee Representative so that a claim may be processed in the correct manner.

The Employee Benefits Office will maintain copies of EOBs submitted by employees for one year; at this point, all EOBs will be destroyed in a manner that will ensure privacy for the individual listed on the EOB.

To Request Information or File a Complaint

Employees who have questions regarding disclosure of medical information, who would like additional information, or who want to report a problem regarding the handling of their health information should contact the CMCSS Privacy Officer, Melissa Izatt, at (931) 920-7919.

WORKPLACE ENVIRONMENT

Discrimination

The district does not discriminate against any student, employee, or applicant on the basis of sex, marital status, race, color, creed, national origin, sexual orientation, or handicapping condition. CMCSS will ensure that no student will be excluded from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities, or other school resources based on unlawful discrimination. CMCSS will take all necessary steps to ensure that each employee's work environment is free of unlawful discrimination. No office, administrator, or employee of CMCSS including all persons representing CMCSS, shall intimidate, threaten, harass, coerce, discriminate against, or commit or seek reprisal against anyone who participates in any aspect of the discrimination complaint process associated with this policy (Ref. [HUM-A084](#)).

The district has an established process for filing allegations of discrimination on the basis of sex, marital status, race, color, creed, national origin, sexual orientation, or handicapping condition, against the Clarksville-Montgomery County School System or any person or program under its jurisdiction. This procedure provides a systematic, local protocol for the resolution of complaints and does not supersede the complainant's right to file charges directly with the United States Office of Civil Rights (Ref. [HUM-P010](#)).

Employees who believe they are a victim of discrimination must **immediately** report their concern to the district's Human Rights Officer or to their immediate supervisor, even if they have discussed the issue directly with the individual(s) involved. Employees should provide the following information when reporting discrimination.

- 1) Date(s), time(s), and location(s) of the incident(s) that took place;
- 2) Description of each incident: *e.g.*, was any physical contact made? what was said and/or done?, etc.;
- 3) Name(s) of anyone present during each incident; and,
- 4) Anyone with whom the employee has discussed the incident(s).

All complaints of discrimination will be investigated, and the results of the investigation will be reported to the complaining party. Retaliation and/or discrimination against an

employee who complains of or alleges discrimination is strictly prohibited and will not be tolerated.

Harassment of, or by Employees, Students, Contractors, and Vendors

The law does not permit, nor does the district tolerate harassment of employees by other employees, or by district students, contractors or vendors. Likewise, the district will not tolerate harassment of a student, contractor or vendor by any CMCSS employee. Such conduct by an employee may result in corrective action. Harassment includes unwelcome or offensive behavior that may or may not be of a sexual nature. The district's sexual harassment policy specifically addresses forms of sexual discrimination (Ref. [HUM-A047](#)).

Employees should be aware that they might be held **personally liable** for monetary damages if they are found guilty of harassment.

The district encourages employees to address harassment directly when they see it occur. Employees who feel they are a victim of harassment or who observe the harassment of another employee, student, contractor or vendor, should immediately tell the person displaying the offensive behavior to stop the behavior. He or she may not be aware that the conduct is unwelcome or offensive. In addition, employees should **immediately** report any incident of harassment they witness to any supervisor, AND to the Title VI Coordinator in the Human Resources Department, even if the employee has already discussed the incident directly with the individual(s) involved.

All complaints of harassment will be investigated, and the results of the investigation will be reported to the complaining party. Retaliation and/or discrimination against an employee who complains of or alleges harassment are strictly prohibited and will not be tolerated.

Alcohol and Illegal Drugs

State law prohibits the sale, purchase, transfer, or possession of any illegal or non-prescribed controlled drug during work hours or on district property at any time. In addition, the district strictly prohibits any employee from being under the influence of alcohol and/or any illegal drug while on duty or performing work activities. Taking legally prescribed medications or over-the-counter medications is permitted to the extent that use of such medications does not adversely affect job performance or safety.

Smoking, Tobacco Products, and/or Electronic Cigarettes

By law, all district buildings are smoke-free. Effective August 6, 2007, the district became a "smoke free" organization with smoking prohibited in or on any district-owned properties to include all school campuses, administrative offices, athletic facilities, operations/service complexes, as well as all school district vehicles. Further, in the interest of staff and student health and wellbeing, the district does not permit the use of tobacco products (including smokeless) and/or electronic cigarettes (vapor or e-cigarettes) in or on any district owned properties as listed above (Ref. [HUM-A028](#)).

Use of Prescription Medications while Working

Taking legally prescribed medications or over-the-counter medications is permitted to the extent that use of such medications does not adversely affect job performance or safety. However, employees using prescription or over-the-counter medications who discover that such medication impairs or adversely impacts their ability to work must immediately stop working and report the condition to their immediate supervisor. Working while affected by prescription or over-the-counter medications is dangerous. Employees should consult their personal physician in the event they find themselves impaired or affected by prescription or over-the-counter medications.

Compliance with the Drug-Free Workplace Act

Any employee convicted of violating a criminal drug statute must notify the Chief Human Resources Officer of the conviction within five days of the conviction. Failure to report the conviction may result in disciplinary action.

Alcohol or Drug Testing

The district conducts the following drug and alcohol tests (Ref. [SAF-A001](#)):

- Pre-employment – conducted before CDL applicants are hired or after an employment offer has been tendered and before actually performing any safety sensitive functions.
- Post-accident – conducted after all commercial vehicle accidents in which the occurrence may be definable as a preventable accident. In non-vehicular employee injury cases (all employee groups); post injury drug and/or alcohol screens may be conducted per the treating physician's determination of reasonable suspicion.
- Reasonable suspicion – conducted on any employee reported to have shown any behavior or appearance that is characteristic of alcohol or drug misuse while on the job and/or on the premises.
- Random – conducted on an unannounced basis on all CDL holders and individuals who drive school system owned vehicles.

Any detectable level of illegal drugs, illegally-used legal drugs, and/or alcohol is considered a positive test. Any refusal to submit to testing is considered a positive test. Any school system employee who tests positive while on the job and/or on the premises, will be subject to appropriate disciplinary action up to and including termination from employment with CMCSS.

Violence or Other Inappropriate Behavior

Threatening employees, students, visitors, contractors, or vendors, or engaging in threatening or violent behavior in our workplace is a serious matter. Employees engaging in such activities will be subject to appropriate disciplinary action up to and including termination of employment with CMCSS and perhaps legal action from the victim(s) of their conduct.

Emergency Evacuation

The Worksite Classroom Emergency Procedures Guide is posted in each classroom. Employees must take time to become familiar with this guide.

Personal On-site Visits

Employees' family members and/or friends are not allowed to regularly visit the employee while he or she is on the job. Subject to the approval of an employee's direct supervisor, family members and/or visiting friends may volunteer to assist CMCSS employees with work-related activities with the same rights and responsibilities as other district volunteers (Ref. [HUM-A042](#)).

District Tools and Equipment

When using district tools and equipment, employees are expected to use these items with caution so as not to injure themselves or others. Employees are also expected to operate such items in accordance with the manufacturer's specifications so that the tools and equipment will not be damaged. Employees in doubt as to how properly operate a particular tool or piece of equipment should refer to the manufacturer's User's Manual or ask their supervisor for assistance. Employees should immediately inform their supervisor of any tool or equipment malfunctions.

In some cases, employees may be assigned certain tools or equipment necessary for proper job performance. In such cases, the employee may be asked to sign for receipt of these items. Employees may be held financially responsible for the loss of any tools or equipment they have been issued. Upon termination of employment, employees must return all issued tools and equipment to the district. Failure to do so could result in legal action being taken against the employee or the withholding of the employee's final paycheck.

Employees need to keep up with tools and equipment, especially when taking these from one worksite to another. Employees should return with the same item(s). Tools and equipment may become lost because the employee leaves them behind when moving to another worksite. Employees who damage or lose any tools or equipment should immediately inform their supervisor so appropriate repairs can be made or a replacement can be arranged.

Personal Use of District Supplies and Equipment

Employees are prohibited from personal use of district supplies and equipment without the express approval of the immediate supervisor. This includes using computer equipment, software, and the district postage meter for personal use. District stationery must not be used for personal correspondence, since any type of communication sent out on our stationery might be considered an official communication. Violation of these rules may result in disciplinary action.

Housekeeping

To maintain a safe and healthy work environment, all employees must practice good housekeeping. This means better and more pleasant working conditions, helps reduce

accidents, adds to the efficiency of our operations, and contributes to the quality of the district's work and services provided. The appearance of our workplace and our employees is very important to the district's operational effectiveness and efficiency and to conveying the right message to prospective employees and district stakeholders.

Parking

Employees who park at district facilities do so at their own risk. The district does not assume liability for theft or damage to an employee's vehicle or personal belongings.

DEPARTMENT OF CHILDREN'S SERVICES RESPONSIBILITIES

Reporting Suspected Child Abuse

State law specifies that every citizen has a duty to report suspected child brutality, abuse, neglect, or sexual abuse. In accordance with Tennessee Code TCA 37-1-403(b), the district has developed its own policy and procedures for reporting suspected cases of abuse or neglect (Ref. [INS-G016](#)).

The district requires any employee who suspects abuse that is not severe physical or sexual abuse to report that suspicion directly to the Department of Children's Service (DCS) **AND** to the district's Chief Human Resources Officer/designee. Any employee who suspects severe physical or sexual abuse is required to report such suspicions directly to the district's Chief Human Resources Officer/designee who will notify the appropriate law enforcement agency.

In all cases where the suspected abuser is a CMCSS employee, volunteer, or contracted services provider, or if it is suspected that the abuse occurred on school grounds while the child was under the supervision or care of the school, district employees will report their suspicions directly to the Chief Human Resources Officer/designee who will notify the appropriate law enforcement agency.

Accommodating DCS Investigations

The Department of Children's Services is charged with investigating cases of suspected child abuse and conducting all related investigations to include child interviews. Except in cases where school employees are suspected of being the perpetrator, the school is regarded as an appropriate neutral setting for conducting such interviews. The school system cooperates fully with DCS in their investigations of alleged child abuse. Principals and Department Heads will accommodate DCS and law enforcement personnel regarding student access, records review and interviewing both students and school personnel (Ref. [INS-P041](#)).

School employees will not notify parent(s) or guardian(s) of visits to the school from DCS personnel or law enforcement personnel related to a DCS action nor will any information regarding DCS inquiries, interviews, or investigations be released to parents or guardians. DCS personnel and/or the Chief Human Resources Officer will make such notifications at the appropriate time and in the detail as determined by appropriate protocols.

GRIEVANCE PROCEDURES

Employee Grievance

The district advocates resolving workplace disputes in an informal and efficient manner to assist employees and supervisors/department heads in resolving concerns, complaints, and disputes. Such disputes may be related but not limited to, the following: general work conditions, work schedules, assignments, job duties, relationships with coworkers or supervisors and subordinates, and instances of conduct, actions, or language that is viewed by the employee as harassing, intimidating, discriminatory, or otherwise unwelcome. Further, any claim by a CMCSS employee that there has been a violation, misinterpretation or misapplication of the terms of employment, or right to fair treatment, or any established policy or practice, or pertinent state and federal law will be grievance. Employees who believe to have a legitimate cause to do so are encouraged to file a grievance. Employees may do so without being denied rights to file concerns with the appropriate state or federal agency (Ref. [HUM-P022](#), and [HUM-A051](#)).

TECHNOLOGY ACCEPTABLE USE

The district has an extensive technology infrastructure, including hardware, software and connectivity equipment for the purpose of improving its educational, administrative and clerical functions (Ref. [TCH-A002](#)). The significant ongoing investment in technology is, in part, justified by two promises:

- a. To better prepare students for life and work in a future filled with technology laden changes, and use.
- b. To increase the productivity of current and future staff.

This investment must be protected from potential misuse and deliberate abuse. This section clarifies roles and responsibilities in the use of CMCSS technology, both hardware and software, to preserve the integrity and usability of these resources to benefit and serve all clients. Noncompliance may result in the suspension of privileges, internal investigation, and/or criminal prosecution. CMCSS must be strict in these matters, not only because of the real value of the facilities, but also because CMCSS research, instructional, and operational activities are dependent upon the reliability of the technology systems. These rules apply to all CMCSS computing facilities and equipment with the intent being to raise awareness about what is appropriate, ethical, legal and professional use of a valuable shared resource, not to enumerate all uses that are or are not appropriate.

Acceptable use of CMCSS information technology resources is based on common sense, common decency, and civility applied to the networked computing environment. There is no expectation of privacy by users when using the internet or electronic communications. The district reserves the right to monitor, inspect, copy, review and store (at any time and without any prior notice) all usage of district computers and computer systems. The district may access district-owned or networked computers for maintenance, upgrades, and at any time of suspected abuse of district policy. Appropriate use of these facilities must be

consistent with the purpose for which the computer/security accounts (logins) were originally requested and provided.

All employees will comply with all applicable copyright laws in the use of all media and materials and model legal and ethical practices related to technology.

Personal Use of CMCSS Property

To protect data and software on district computers, employees are prohibited from loading personal software onto district computers without the express permission of the Information Technology Department. District computers and related equipment are for district business only and must not be used for personal business. Employees may not copy district software for personal use.

Expressly Prohibited Uses

Use of CMCSS information technology resources is expressly prohibited for activities that benefit any political, religious, or commercial organization; are illegal, offensive, unethical or are for profit; are authorized attempts to log in as a system administrator; or activities that involve vandalism or that adversely affect the reputation or image of the school system prohibited.

Internet Connectivity

Internet connectivity is provided to improve educational, administrative and clerical functions and requires responsible and ethical use and is intended for valid and legitimate district-related purposes. Classroom use of the internet is intended for instructional related purposes only.

Network Security

Network passwords and account information are only given to authorized personnel. Only users with valid CMCSS network accounts are authorized to use the CMCSS network and computer equipment. Employees must only use their assigned network account and should not allow anyone to use their computer while they are logged in. Employees should always log off the network before leaving their work area. The individual assigned the computer/security account is accountable for any and all transactions entered under that computer/security account login.

For the protection and security of the CMCSS data, all equipment attached to the CMCSS physical network (equipment located at a CMCSS facility either wired or wireless) must be CMCSS property or have received approval from the IT Department management.

Use of software designed to gain passwords or access beyond the rights assigned to a user or computer is strictly prohibited. Use of such programs risk security of the network and is considered “hacking”. The intent to control unauthorized access is a violation of State and Federal law. Violators will be prosecuted. Employees who inadvertently discover passwords or any other method used to control unauthorized access must report this to the Chief Technology Officer.

Viruses and Virus Protection

The IT Department provides virus protection and related software for all workstations and servers. Virus protection and related software will be installed by authorized IT personnel unless otherwise approved by the IT Department.

Employees should not open any e-mail attachments from unknown senders nor should they send anyone an e-mail that may contain a virus. The intentional spreading of messages or files containing damaging or destructive programs or data is against federal law. Violators will be prosecuted. Employees who suspect their computer may contain a virus should contact the IT Department immediately.

There are many virus hoaxes. Never delete system files from a computer to remove a potential virus without first checking with the IT Department to ensure the virus is valid and not a hoax.

Server Software

Only authorized IT Department personnel may install software to servers. Violations or suspected violations should be reported to the appropriate supervisor and the Chief Technology Officer. If incident is in violation of Board or Administrative Policies, the supervisor will take appropriate action. To prevent further inappropriate activity, the user's computer/security account access may be temporarily blocked. Every effort will be made to inform the user prior to this action and to re-establish the connection as soon as deemed appropriate. Any determination of inappropriate use, serious enough to require disconnection, should also be promptly communicated to the user's supervisor.

Prohibited Equipment and Network Activities and Uses

- Downloading, installation or use of programs that infiltrate computing systems and/or damage software components, including "viruses" and "worms".
- Downloading, installation or use of any program or software without prior written authorization of IT Department management. Automatic updates of existing IT installed software are permitted.
- Intentionally disrupting network traffic, crashing the network, or gaining unauthorized access to the files of another user.
- Use of the network to personally attack, harass, or threaten another person intentionally or recklessly publish false information about another person.
- Use of inappropriate language in any type of communication, including, but not limited to, language that is illegal, vulgar, profane, abusive or threatening.
- Access to the network through false identity including anonymous communication, falsifying, concealing, or misrepresenting user's identity or sharing/loaning network accounts.
- Mass e-mailing of unsolicited and unwanted messages ("spamming"), including text, software, video images, graphics and chain letters.
- Downloading music and sound recording for non-instructional purposes without the permission of supervisory personnel.

E-mail

The CMCSS e-mail system has been provided for the internal and external communication of employees and board members. Responsible and ethical use of the e-mail system is required. The e-mail system may not be used for personal gain or political or religious views or in any illegal, offensive or unethical manner. Personal e-mails should be limited. All e-mail is the property of CMCSS and, as such, is subject to review at any time by authorized CMCSS personnel. Employees are reminded that e-mail messages do not always remain private. Accordingly, use discretion when using e-mail to communicate sensitive matters.

Cell Phones

CMCSS employees are not permitted to use cell phones for voice communications, e-mail communications, or text communications while operating a CMCSS motor vehicle. CMCSS employees required to respond to emergencies in various locations, may be authorized usage of a district purchased hands-free device that would allow for essential communication en route to emergency response. This authorization will be approved by the employee's Department Chief and purchased by the CMCSS Technology Department. Usage of personally purchased hands-free devices is unauthorized (Ref. [OPS-A006](#)).

In addition, employees must adhere to all local, state or federal rules, regulations, laws or other ordinances regarding the use of cell phones while driving personal vehicles. Employees should check with local authorities if they are unsure whether the use of a cell phone while driving is prohibited in a particular area. It is recommended that employees not use hand held cell phones for business purposes while driving personal vehicles. Employees may use hands-free cell phones to make business calls in accordance with the law.

Additionally, personal telephone calls should be limited both in time and nature so as not to interfere with work responsibilities. If an employee abuses this privilege while using a CMCSS-issued cell phone, the employee will be responsible for reimbursement to the school system.

Workstation/Computer Use

Employees are prohibited from installing any software on any computer unless authorized in writing by the IT Department management. Illegal download or use of copyrighted software, music, videos, pictures or other files is strictly prohibited.

Employees are prohibited from using any computer for illegal or commercial activity. Any desktop application designed to limit access to students or staff, other than those used by the IT Department for network security purposes, is prohibited.

Changing or tampering with any computer's system configuration is strictly prohibited. Any action which violates Board or Administrative policies, local, state or federal law is prohibited.

Computers found to be tampered with or computers with unapproved software or files will be re-formatted and restored to compliance. All computer equipment loans must comply with the district equipment loan agreement.

Management Access to Employee Files, Computers, and Work Areas

During the course of conducting normal business, management may from time to time review manual work files or access computers, desks or other storage areas used by employees, with or without the employee's knowledge. Employees are reminded that facsimile transmissions coming into district offices are often accessible to other employees.

Other Communication Vehicles

The district telephone notification system – Parent Square – may be used to contact employees with emergency or outreach notifications. Any employee who desires to opt out of the Parent Square outreach program may do so by contacting his or her immediate supervisor.

Personal Telephone Calls

Personal telephone calls should be limited both in time and nature so as not to interfere with employee job performance and responsibilities.

Voicemail

The district has installed a voicemail system for efficiency and to provide better service. From time to time, especially when an employee is on vacation, business trips, or a leave of absence, a supervisor, manager, or another employee may listen to voicemail messages. Employees should not expect messages left on the voicemail system to be totally private.

Mail

Employees should not have personal mail sent to their work location.

ON-THE-JOB INJURY (OJI) PROGRAM

The official OJI Program is available at <https://employees.cmcss.net/misc/ViewISO?filename=OJI-PRO1.pdf>. The online version of this document is official. Therefore, all printed copies are unofficial.