

**Gilmer County Schools**



# **Employee Handbook**

## **2020 - 2021**

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**Dr. Shanna Downs  
Superintendent of Schools**

## TABLE OF CONTENTS

Letter from the Superintendent	5
Disclaimer	6
<b>Policies and Guidelines: Workplace/On-the-Job</b>	<b>7</b>
Accidents and Emergencies	7
Accreditation	7
Alcohol and Controlled Substances Testing	7
Americans with Disabilities Act (ADA)	7
Attendance	7
Confidential Nature of Work	7
Conflict of Interest/Dual Pay	7
Dress Code	8
Drug-Free Workplace and Workforce	8
Employee Fund Drives	8
Employees with Communicable Disease	8
Equal Employment Opportunity (EEO)	8
Evaluations	8
Ethics	8
Reporting Suspicion of Fraudulent Activities	9
Non-Discrimination and Anti-Harassment Policy	10
Outside Employment	10
Responsibilities for Responses to Civil Rights Concerns	10
School Assignment for Children of Employees	10
Sexual Harassment	11
Social Security Number	11
Solicitation by Staff Members	11
Solicitation on School Property	11
Sovereign Immunity	11
Staff Complaints and Grievances	12
Tobacco-Free Schools	12
Use of Equipment and Resources	12
Computers	12
Internet	12
Telephone	12
Violence in the Workplace	12
Work Day/Work Week	13
<b>Policies and Guidelines: Employment</b>	<b>13</b>
Annual Performance Evaluation	13
Assignment	13
At-Will Employment	13
Background Check	13
Certification Qualifications and Duties	13
Discipline	13
Hiring	14
Interviewing	14
Job Abandonment	14
Job Descriptions	14
Job Posting	14

Nepotism	14
Personnel Records	14
Pre-Employment Physical Examinations	15
Professional Learning	15
Reassignment	15
Recruitment	15
Reduction in Force (RIF)	15
Re-Employment	15
Reference Checks	15
Representation in Meetings	15
Resignations	16
Retirement Membership	16
Suspensions	16
Transfers	16
<b>Policies and Guidelines: Compensation</b>	<b>17</b>
Contracts	17
Deductions	17
Direct Deposit	17
Extended Day/Year	17
Holiday Pay for Hourly Employees	17
Overtime	17
Pay Schedule	18
Salary	18
Teaching Experience	18
Travel Reimbursement	18
Tutoring for Pay	18
Unsatisfactory Annual Evaluation	18
<b>Policies and Guidelines: Benefits</b>	<b>18</b>
Benefits	18
Benefit Eligibility	19
Benefit Deductions	19
GCSS Benefits	19
Pension Plans	19
Retirement Plans	19
Teacher's Retirement System	19
Public School Employees Retirement System of Georgia	20
Tax Deferred Savings Plans	20
Benefits Disclaimer	20
<b>Rules and Guidelines: Time Off and Leave of Absence</b>	<b>20</b>
Sick Leave Bank	20
Directed Leave	20
Family and Medical Leave Act	20
Holidays for Non-Exempt Hourly Employees	21
Inclement Weather	21
Jury and Witness Duty	22
Long-Term Leave of Absence	22
Maternity and Adoption	22
Military	22

Sick Leave/Short-Term Leave of Absence	22
Bereavement	22
Personal or Family Illness	23
Personal/Professional Leave	23
Vacation	23
Voting	23
<b>Policies and Guidelines: Risk Management</b>	<b>23</b>
Workers' Compensation	23
Student Reporting of Acts of Sexual Abuse or Sexual Misconduct	24
<b>APPENDIX 1: Key Terms and Definitions</b>	<b>25</b>
<b>APPENDIX 2: Contact Information</b>	<b>27</b>

# **GILMER COUNTY SCHOOL SYSTEM**

## **Mission**

*Every Child, Every Opportunity, Every Day  
Cada Criatura, Cada Oportunidad, Cada Dia*

## **Vision**

To create learning environments that empower every student to graduate, prepared to enter the workforce, military service, or post-secondary opportunities.

## **Our Beliefs**

We believe all learners will excel when:

- Achievement demonstrates mastery of rigorous content
- Relationships foster collaboration and are mutually supportive (Home, School, Community)
- Learning occurs through relevant experiences
- Respect, honesty, integrity, fairness, leadership, accountability are valued characteristics

**Welcome to the Gilmer County School System!** You are part of a team of individuals who demonstrate unrelenting commitment to our students, parents, educators, and community. By working together, we provide a quality education for all students.

As you become acquainted with our system, please know that we are here to support you. We see you as a valuable resource, because we recognize the tremendous difference you will make in the lives of our students.

The purpose of the handbook is to provide pertinent information affecting the operation of Gilmer County School System (GCSS) to aid the performance of the professional educators and staff members. The handbook highlights opportunities available to employees and to provide information. It is not intended to be comprehensive, and if inconsistency should occur, policies of the Gilmer County BOE shall take precedence. Hence, this document should serve as a reference guide in answering questions regarding rules and regulations. A current copy of the Gilmer County BOE policies and procedures are housed on the system website. All staff members are encouraged to consult these in the event of any question.

**Dr. Shanna Downs**  
**Superintendent of Schools**

**Disclaimer**

*This handbook has been prepared to help familiarize you with some of our administrative rules and forms and to present the information in a form that will be readily available for reference. Although the contents of the handbook are based on the administrative rules and forms of the Gilmer County Board of Education, the actual administrative rules and forms, which are far more lengthy and detailed, have been summarized to make the handbook more readable. There are additional administrative rules and forms not discussed in the handbook. In the event of a conflict between the handbook and an administrative rule or form, the administrative rules or forms shall control. Nothing in this handbook or in the administrative rules and forms is intended to create a contract of employment or an entitlement to any particular benefits or terms and conditions of work. The Board of Education has the right to change or modify any of its administrative rules or forms at any time. For additional, more detailed information or if you have questions, please refer to the Board of Education Policy Manual, Section G - Personnel, which can be found at the System's web site <https://eboard.eboardsolutions.com/ePolicy/PolicyOverview.aspx?S=4073&Sch=4073> or contact the Administration and Technology Office (ATO) at Gilmer County School System, 134 Industrial Blvd, Ellijay, GA 30540. The telephone number for the Administration and Technology Office is (706) 276-5000. The "Administration and Technology Office" may also be referred to the "Central Office" in this handbook*

## **RULES AND GUIDELINES: WORKPLACE/ON-THE-JOB**

### **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 a Supervisor's Report of Injury with their supervisor. All Gilmer County Schools have access to emergency services and resources.

### **Accreditation**

All schools in the Gilmer County School System are accredited by AdvancEd.

### **Alcohol and Controlled Substance Testing**

The health and well-being of students and employees depends on the judgment, physical dexterity, reflex actions and unimpaired hearing and sight of all employees, including those engaged in safety sensitive functions. The Gilmer County Board of Education will not tolerate and specifically prohibits the unauthorized use, abuse, possession or sale of alcohol or controlled substances, as well as a measurable presence of alcohol in any employee.

### **Americans with Disabilities Act (ADA)**

The Gilmer County School System will not discriminate against any qualified employee because of a disability, as long as the employee can perform the essential functions of the job. Reasonable accommodations for qualified individuals with a disability will be provided, following the ADA guidelines.

### **Attendance**

Attendance is a part of performance, and employees are required to be at work, on time. Employees who will be late to work or absent should personally notify their supervisor in advance or as quickly as possible so that their responsibilities can be covered appropriately. Absences for reasons that are not approved by the Gilmer County Board of Education may be considered job abandonment. Employee absences without approval for three or more days will be considered voluntary resignations.

### **Confidential Nature of Work**

Student and employee files, records, documentation and other information are private and confidential. Disclosure of such information is limited by applicable federal and state laws.

### **Conflict of Interest/Dual Pay**

All employees are expected to adhere to the highest ethical standards of conduct at all times. While the Gilmer County School System recognizes the right of employees to engage in private activities outside their employment with the school system, business dealings that create a conflict with the interests of the Gilmer County School System are not acceptable. Employees should disclose any potential conflicts of interest, including those where the employee's influence could result in personal gain for the employee or an immediate family member. Employees who are paid for outside work they do during regular work hours must forfeit one of the salaries. Employees can be paid for outside work they do while on vacation leave, jury duty, personal days, or for services performed outside the regular workday.

### **Dress Code**

Employees should maintain an appropriate level of personal hygiene, and dress appropriately for the school or workplace situation and level of formality. Employees should follow safety regulations concerning equipment.

### **Drug-Free Workplace**

A drug-free workplace encourages productivity and helps accomplish the Gilmer County School System mission and goals. The unlawful and/or unauthorized manufacture, distribution, dispensing, possession or use of a controlled substance and/or alcohol is prohibited in the workplace for all employees, students and visitors. In addition, the Gilmer County School System will take appropriate personnel action against any employee convicted of a criminal drug offense. All employees are subject to drug and alcohol testing based on reasonable suspicion.

### **Employee Fund Drives**

All fund-raising, product sales, and employee assistance campaigns must be approved by the Gilmer County Board of Education.

### **Employees with Communicable Diseases**

Employees who have or are suspected of having any communicable disease may be required to take any and all recommended precautions to ensure the health and safety of students and other employees. The Board of Education, the Gilmer County Health Department, and/or the Georgia Department of Human Resources may require quarantine or surveillance of carriers of diseases and persons exposed to or suspected of being infected with infectious disease during such period until they are found free of the infectious agent or disease.

### **Equal Employment Opportunity (EEO)**

All employees are entitled to equal treatment in decisions involving hiring, promotions, compensation, training, and discipline. The Gilmer County School System does not consider race, color, sex (including pregnancy and related conditions), religion, national origin, military status, disability, or any other legally protected status in any employment decision or employment practice. Further, the Gilmer County School System does not tolerate retaliation against employees for any legally-protected status or for engaging in legally-protected conduct. The System will consider requests for accommodation on the basis of religion, and will provide reasonable accommodation on the basis of ADA (Americans with Disabilities Act) qualified disability if it can do so without undue hardship or safety threat.

### **Evaluations**

All teachers will be evaluated using the Teacher Keys Effectiveness System (TKES), with full TAPS evaluations for induction teachers and teachers with 0-2 years of experience (four walkthroughs and two formatives). Teachers with 3+ years of experience will have a modified cycle to include two walkthroughs and one formative, and each will still have a summative. Teacher evaluation will also include a professional growth component that will count 20% of your TEM score, but your TAP score will be the sole measure to determine teacher ratings this year. All leaders will be evaluated using the Leader Keys Effectiveness System (LKES) that will include 10% CCRPI school climate survey, 20% Gap closure, beat the odds, and CCRPI, but your LAP score will be the sole measure to determine leader ratings this year.

### **Ethics**

All employees must adhere to the high standards and expectations determined by the Gilmer County Board of Education and those described in the Professional Standards Commission Code of Ethics. As public employees expected to uphold the public trust, employees should not use their positions or professional relationships for personal gain. All employees of the System are required to notify their



immediate supervisor or other administrator and the Professional Standards and Ethics Office by the end of the next business day following any arrest. Any misstatement or omission of required information may be reason for dismissal or non-employment. All employees are required to cooperate with any investigation.

### Reporting Suspicion of Fraudulent Activities

**Purpose:** To ensure the reporting of suspicion of fraudulent activity, the Gilmer County School System provides employees, clients, and providers with confidential channels for such reporting.

#### Definitions:

**Fraud:** A false representation of a matter of fact, whether by words, by conduct, or by concealment of that which should have been disclosed, that is used for the purpose of misappropriating property and/or monetary funds.

**Waste:** Waste means the thoughtless or careless expenditure, consumption, mismanagement, use, or squandering of resources. Waste also includes incurring unnecessary costs because of inefficient or ineffective practices, systems, or controls. Waste does not normally lead to an allegation of “fraud”, but it could.

**Abuse:** Abuse means the excessive, or improper use of something, or the use of something in a manner contrary to the natural or legal rules for its use; the intentional destruction, diversion, manipulation, misapplication, maltreatment, or misuse of resources; or extravagant or excessive use so as to abuse one’s position or authority. Abuse does not necessarily lead to an allegation of “fraud”, but it could.

**Corruption:** Corruption refers to those acts involving bribery, embezzlement, espionage, and smuggling.

**Statement of Administrative Regulations:** The Gilmer County School System thoroughly and expeditiously investigates and reports cases of suspected fraud to determine if disciplinary, financial recovery, and/or criminal action should be taken.

**Confidentiality:** All reports of suspected fraud must be handled under the strictest confidentiality. Only those directly involved in the investigation should be provided information regarding the allegation. Informants may remain anonymous but should be encouraged to cooperate with investigators and should provide as much detail and evidence of alleged fraudulent acts as possible.

#### Procedures and Responsibilities:

1. Anyone suspecting fraudulent activity should report their concerns to their immediate supervisor and in turn to the Gilmer County School System Superintendent at 706-276-5000.
2. Any employee (full-time or temporary) or contractor serving the Gilmer County School System, who receives a report of suspected fraudulent activity must report this information within the next business day.
3. Employees have the responsibility to report suspected fraud. All reports can be made in confidence.
4. The Gilmer County School System shall conduct investigations of employees, providers, contractors, or vendors.
5. If necessary, the person reporting will be contacted for additional information.
6. Periodic communication through meetings should emphasize the responsibilities and channels to report suspected fraud.

### **Non-Discrimination and Anti-Harassment Policy**

All employees have a right to be treated with respect and dignity, and to work in a professional environment that is free of bias, prejudice and harassment. The Gilmer County School System prohibits harassment, discrimination, or differential treatment of any employee, and encourages employees who believe they have been discriminated against to seek relief through the Gilmer County School System discrimination complaint resolution process.

### **Outside Employment**

Outside employment is generally not permitted if; 1.) it interferes with the employee's ability to perform his/her job with Gilmer County School System; 2.) the work involves organizations that do or want to do business with the school system; or 3.) it violates laws or Gilmer County School System policies and regulations.

### **Responsibilities for Responses to Civil Rights Concerns**

All employees are required to fully comply with all federal and state non-discrimination laws, including Title VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; the Age Discrimination and Employment Act (ADEA); Section 504 of the Rehabilitation Act of 1973; Public Law 101-476, Individuals with Disabilities Education Act (IDEA); and the Americans With Disabilities Act of 1990 (ADA).

Questions concerning these policies and procedures should be directed to the school Principal or to the following:

Title VI, VII	Kim Cagle, Assistant Superintendent
Title IX	Lindy Patterson, Title IX Coordinator
ADEA	Kim Cagle, Assistant Superintendent
Section 504	Kim Cagle, Assistant Superintendent
IDEA	Kim Cagle, Assistant Superintendent
ADA	Kim Cagle, Assistant Superintendent

Grievance procedures or inquiries regarding this policy may be addressed to the persons listed above at:

Gilmer County Schools  
134 Industrial Blvd  
Ellijay, GA 30540  
(706) 276-5000

Requests for disability assistance including requests for documents, information, or communications in alternate format may be submitted to the Administration & Technology Office:

kcagle@gilmerschools.com

phone: (706) 276-5000

Employees may also contact the Director, Office of Civil Rights, Education Department, Washington, D.C. 20201

### **School Assignment for Children of Employees**

A full-time employee may request that his/her child be assigned to his/her school as long as that employee is the custodial parent or legal guardian and the child lives with the employee. The employee must provide transportation, if the school is outside the area of residence, and the child must comply with all eligibility rules, regulations and laws governing participation in extracurricular activities.

### Sexual Harassment

Sexual harassment is unlawful and specifically prohibited. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature will not be tolerated. Examples of prohibited conduct include, but are not limited to: unwelcome intentional touching of intimate body areas; employees dating students; graphic or degrading comments about an individual or his/her appearance; the display of sexually suggestive objects, pictures, cards or letters; lewd or suggestive comments or gestures; and off-color language or jokes of a sexual nature. ***Individuals who believe they are being sexually harassed should immediately notify a building or department administrator or the Appropriate System Level administrator.*** Retaliation against a complainant for making a complaint is strictly forbidden.

### Social Security Number

The Gilmer County School System reserves the right to use an employee's social security number in employment-related practices. All employees who handle documents containing employee identification data such as social security numbers should use reasonable precaution to preclude compromise or identity theft.

### Solicitation by Staff Members

Employees cannot solicit, advertise, or endorse one product over another product when dealing with students, parents or other employees.

### Solicitation on School Property

No person, firm, corporation or business can solicit money from or sell, trade or barter merchandise of any kind to students, employees and school clubs or organizations without the approval of the Gilmer County Board of Education. The Board has approved the following activities: PTA and booster club activities held outside school hours, approved food service vendors, senior ring vendors, graduation paraphernalia vendors, school picture vendors, organizations that provide approved employee benefits, and vendors who have merchandise that can be purchased out of local school funds.

### Sovereign Immunity

Georgia Const. 1983 Art. 1, Sect. 2, Par. 9(e). Thus, the Constitution provides absolute sovereign immunity to the "state and all of its agencies" including school districts for all tort claims, including intentional tort claims committed by employees, and not merely those based on negligent conduct. The District cannot be liable even if the employee may be. Under our State Constitution, public tax funds levied by a local board of education may only be expended for educational purposes. Since the Constitution protects against claims for personal injury or property damages, to use tax funds to settle such claims amounts to a gratuity prohibited by the Constitution. Even under circumstances where the board or superintendent may feel some responsibility for the damages incurred and want to "do the right thing," the law protects the rights of other tax payers not to have their funds used for anything other than educational purposes.

### **Staff Complaints and Grievances**

When workplace problems or disputes cannot be resolved informally, employees can turn to the Gilmer County School System's internal grievance process. This process addresses alleged violations, misinterpretations or misapplications of the System's statutes, policies, rules, regulations or written agreements. It does not apply to performance ratings, job performance, termination, non-renewal, demotion, suspension and reprimands, or the revocation, suspension or denial of certification of any certified employee. The complaint must be sent in writing to the school Principal or Department/Division Supervisor within 10 calendar days of the event/incident.

### **Complaint Procedures for Federal Programs**

Any individual, organization or agency ("complainant") may file a complaint with the Gilmer County Board of Education if that individual, organization or agency believes and alleges that a violation of a federal statute or regulation that applies to a program under the Elementary and Secondary Education Act has occurred. The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

### **Tobacco-Free Schools**

Tobacco use is a health hazard and inconsistent with the concepts and principles taught in the Gilmer County School System. Employees and visitors are prohibited from using tobacco at all school-sponsored events and in/on all school property, including buildings, offices, trucks, automobiles, and buses.

### **Use of Equipment and Resources**

Employees entrusted with public funds and property should honor that trust with a high level of honesty, accuracy and responsibility. Unethical conduct includes, but is not limited to, misusing school-related funds or property; failing to account for funds collected from students or parents; and submitting fraudulent requests for reimbursement of expenses.

### **Computers**

Gilmer County School System computer hardware, software and data should be used for assigned responsibilities only, and should be protected from damage, destruction, viruses, theft and unauthorized access and use. Employees should have no expectation of privacy when using GCSS electronic resources.

### **Internet**

Electronic resources should be used to support assigned responsibilities. Employees should have no expectation of privacy when using electronic systems, and should minimize use of the Internet for personal reasons during working hours. Employees should never access pornographic or other sites prohibited by law or CIPA (Children's Internet Protection Act) compliance during working hours or any other time when using GCSS electronic resources.

### **Telephone**

Personal use of telephones should be kept to a minimum during working hours. Personal long-distance calls should not be charged to GCSS telephones or accounts.

### **Violence in the Workplace**

The Gilmer County School System strongly believes that all employees should be treated with dignity and respect. Acts of violence will not be tolerated. Any instance of violence must be reported to the

employee's supervisor and/or Human Resources. All complaints will be fully investigated. The Gilmer County School System will promptly respond to any incident or suggestion of violence.

### **Work Day/Work Week**

Depending on the position, classified employees work a minimum of four hours a day and a maximum of 40 hours per week. Employees should check with their supervisor for their particular schedule.

The minimum work day for Teachers and other certified instructional staff is eight hours, and the minimum work week is 40 hours. Teachers work a minimum of seven and one-half hours each day, and another 30 minutes a day (or two and one-half hours a week) in parent conferences, planning conferences, teacher preparation, related school activities, extracurricular activities and staff meetings. The maximum work day for Paraprofessionals is eight hours, however, hours may vary according to job assignment and the maximum work week is 40 hours, however, work week hours may vary according to job assignment. Paraprofessionals are compensated for additional time worked when exceeding the maximum work day (8 hours) and/or work week (40) hours with prior approval from the appropriate supervisor.

## **RULES AND GUIDELINES: EMPLOYMENT**

### **Annual Performance Evaluation**

All employees are evaluated by their immediate supervisor, using approved evaluation plans and procedures. All employees should receive a copy of their annual evaluation. All certified employees, including paraprofessionals, are evaluated before May 15. Classified employees are evaluated before June 30.

### **Assignment**

Employees are assigned to positions based on the needs of the Gilmer County School System as well as the employee's training, certification and other factors.

### **At-Will Employment**

Georgia recognizes At-Will Employment; that is, an employee is hired at-will and employment can be terminated at the will of either party, for any reason or no reason at all. Employees who are issued Board-approved contracts do not have At-Will Employment.

### **Background Check**

All new employees must pass a criminal background check as required by Georgia state law [20-2-211, subsection (e) (1)]. All employees must have an acceptable fingerprint record on file during their employment with Gilmer County School System. State law also requires employees to sign a consent form authorizing approval to conduct a criminal and/or driver's history record check every five years. Employees must sign a consent form allowing the System to periodically conduct a criminal background check for the duration of employment if reasonable cause exists for a check to be performed.

### **Certification Qualifications and Duties**

Certified employees must be eligible for certification before being employed and must maintain certification during employment. All coursework must be approved by the Professional Standards Commission (PSC) at [www.gapsc.com](http://www.gapsc.com).

### **Discipline**

Discipline is necessary and will be implemented when there is unsatisfactory and/or unacceptable employee performance and/or conduct of any type. Depending on the nature or severity of the offense,

Gilmer County School System may provide employees with an opportunity to bring their performance up to standard through the use of the following: (1) immediate feedback regarding unsatisfactory performance, (2) factual documentation of performance, (3) employee input and commitment to improving performance, (4) final resolution of the performance issue(s), (5) Professional Development Plan, and/or (6) Progressive Discipline.

The System utilizes progressive discipline in which disciplinary actions normally follow a gradually escalating path. However, depending on the seriousness of the offense, more than one Progressive Discipline Action may occur simultaneously or it may be determined that progressive discipline is not appropriate and any disciplinary action may be imposed. The action taken should be consistent with precedent in similar situations, appropriate to the offense, and documented. An employee who holds a certificate with the Georgia Professional Standards Commission may be reported at any time for a violation of the Code of Ethics for Educators

### Hiring

Individuals are employed by the Gilmer County Board of Education on the recommendation of the Superintendent. Human Resources will make the offer of employment on behalf of the Superintendent after the individual has successfully completed the required employment and screening process, although some postemployment screening or testing may be necessary.

### Interviewing

Human Resources and/or the Supervisor will interview the most qualified applicants for positions. Hiring decisions are made by the Board of Education; Human Resources will extend the offer of employment.

### Job Abandonment

Absences for reasons that are not approved by the Gilmer County Board of Education may be considered job abandonment. Employee absences without approval for three or more days will be considered voluntary resignations.

### Job Descriptions

Each position has a valid job description maintained by Human Resources. Job descriptions should be updated and maintained on a regular basis. Employees should see their supervisor regarding their job descriptions.

### Job Posting

Announcements of job vacancies will be posted electronically throughout the Gilmer County School System and other electronic job posting websites such as [www.TeachGeorgia.org](http://www.TeachGeorgia.org).

### Nepotism

Employees cannot supervise or evaluate members of their immediate family.

### 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 System of any changes of personal information.** Employees must notify their Supervisor, Human Resources, and the Payroll Department in Financial Services when their name and/or home address and/or contact numbers change.

### **Pre-Employment Physical Examinations**

Prior to employment, employees may be asked to take physical and/or psychological examinations that demonstrate their competence and ability to perform job-related functions. The Gilmer County School System will pay for the required examinations, but is not responsible for the cost of treatment. Employees in some job classifications (for example, those who operate vehicles that transport students) may be required by law to pass an annual physical or to acquire special permits.

### **Professional Learning**

Employees have the opportunity to participate in staff development activities that will enhance their professional capabilities. The Professional Learning department submits an annual comprehensive plan designed to address individual and instructional program needs for Certified employees. Professional opportunities for Classified employees are handled at the Department/Division level.

### **Reassignment**

Employees may be reassigned at any time by the Gilmer County School System. Some of the reasons for reassignments are reorganizations, changes in attendance zones, changes in approved programs, changes in student enrollment, and the opening or closing of schools. This list of reasons is not all inclusive.

### **Recruitment**

The Gilmer County School System may actively recruit to attract and retain competent and qualified personnel to work in the System. Job vacancy announcements are sent to the State Department of Education's Recruitment Services ([www.teachgeorgia.org](http://www.teachgeorgia.org)) and to appropriate media outlets serving Gilmer County. Announcements may also be placed on the Gilmer County School System website and advertised in newspapers, magazines, and professional journals.

### **Reduction in Force (RIF)**

A reduction in force may be caused by a number of factors, including reorganization, the elimination of or a change in programs or a loss of funding. If it becomes necessary to reduce the certified workforce, the Gilmer County School System will rely on a process that maintains the effectiveness and quality of the educational programs and services, and that minimizes the number of employees who are negatively impacted. The Superintendent will authorize a written plan that identifies the underlying conditions, as well as what positions are affected and why. Employees who receive written notice that their positions have been eliminated can choose to resign or accept separation under the RIF.

### **Re-Employment**

The contracts for Administrative/Supervisory and Certified personnel are automatically considered for renewal each year. Individuals whose contracts will not be renewed are notified in writing. Administrative and Certified personnel who are employed after the contract year begins may be recommended for re-employment.

### **Reference Checks**

Personal and professional references are checked for each prospective employee.

### **Representation in Meetings**

All employees shall be allowed to have an individual of their choosing, excluding attorney, spouses, and immediate family members, present in any Disciplinary Conference. A Disciplinary Conference is

described as any conference held, whether requested by the administrator/supervisor or the Employee, related to a Suspension With or Without Pay, Demotion, Reprimand by the Superintendent, Termination, or Nonrenewal. Annual performance evaluation conferences are not considered Disciplinary Conference.

### Resignations

Certified employees who want to terminate their contracts for the new contract year must submit written notification to their immediate supervisor and to Human Resources before May 1st of the current school year. Certified employees who want to resign during the contract period because of emergency situations should submit a statement of resignation at the earliest possible date. The contract cannot be terminated by the employee without the written consent of the Human Resources Division. Classified employees are asked to submit a letter of resignation at least two weeks prior to leaving the Gilmer County School System.

### Retirement Membership

Teachers, Supervisors, Paraprofessionals, Administrators, Clerical, and School Nurses who are employed one half-time or more are eligible and required to participate in the Teacher Retirement System of Georgia (TRS). Bus Drivers, Bus Monitors, Food Service Assistants, Custodians, and Maintenance Workers who work at least 60 percent of their normal work week, must establish membership in the Public School Employees Retirement System of Georgia (PSERS). Retirement contributions are payroll-deducted.

### Suspensions

Suspensions are with or without pay and can last up to 60 days. The Gilmer County School System Superintendent or his/her designee can relieve any employee from duty for up to 10 days if the employee's presence could cause serious harm or disrupt students, the school, or other employees. The Gilmer County School System Superintendent or his/her designee may also write letters of reprimand for any valid reason. These letters are placed in the employee's System personnel file.

### Transfers

Employees may voluntarily initiate a transfer to another school or department if they meet transfer requirements. A teacher is eligible to apply for a transfer if she/he has been recommended for employment for the next school year and is not on limited contract. In addition, the teacher must meet one of the following:

- Is requesting a move from one level to another (i.e. elementary to middle)
- Has been at the present school for two years
- Was a designated reassigned this school year
- Is requesting a change in length of work day (i.e. full to half)
- Is requesting a change to a critical needs area
- Is requesting a move to a GCSS supplemented position
- Is requesting a move from a non-high priority school to a high priority school

Certified employees must submit applications for transfer between February 1<sup>st</sup> and May 1<sup>st</sup>; transfers are finalized by May 30<sup>th</sup> and become effective with the new contract year. After May 30<sup>th</sup> a transfer must be approved by Human Resources. Classified employees may apply for a transfer at any time after they have served two consecutive years at the same work site. Assistant Administrators seeking a lateral transfer should contact Human Resources.



## RULES AND GUIDELINES: COMPENSATION

### Contracts

Certified employees receive written employment contracts that are signed by the employee and the Superintendent. Contracts are terminated if an employee cannot be properly certified. The Gilmer County Board of Education offers new contracts for the coming year to all certified employees on the payroll at the beginning of the current year, except those who have resigned, been terminated or notified in writing that their contract will not be renewed. All employees must have an Oath of Allegiance on file.

### Deductions

Payroll deductions include, but are not limited to, federal and state taxes required by law; retirement systems contributions; Social Security; and medical, dental and other deductions authorized by the employee.

### Direct Deposit

All employees are encouraged to participate in Direct Deposit for payroll checks. All new employees must participate in Direct Deposit for payroll checks.

### Extended Day/Year

Supplemental pay may be provided to employees who work an extended school day or school year to meet program responsibilities or student needs. For example, some High School Teachers may be asked to work an additional hour beyond the normal eight hour day to provide student instructional services or to teach an additional period of instruction. Local school administrators must approve Extended Day/Year pay because of student and school needs; such pay cannot be based on tasks that would normally be performed during the regular work day.

### Holiday Pay for Hourly Employees

In order to be paid an hourly holiday premium for working on a scheduled holiday, an hourly employee working a 260-day work schedule must work the workday before and the workday after said holiday or be on approved paid vacation, personal or acceptable short-term leave for personal or family illness or bereavement purposes. Hourly employees on a 260-day schedule who do not qualify for the holiday premium will be paid 1-1/2 times their regular rate for work on a holiday.

### Overtime

Overtime is defined as those hours worked by a public employee who qualifies for time-and-one-half overtime pay or time-and-one-half compensatory time as required by the Fair Labor Standards Act. Overtime for Gilmer County School System non-exempt employees refers to those hours or major fractions of hours beyond 40 hours within a work week. For non-exempt employees paid monthly, the work week begins at 12:01 a.m. on Monday and ends at 12 midnight on Sunday.

Employees classified under The Fair Labor Standards Act as non-exempt are compensated at a rate of one and one-half times their hourly rate after 40 hours within a work week and/or one-and-one half hours of compensatory time off for each hour over 40 hours within a workweek. Overtime for non-exempt employees must be approved in advance by their supervisor (except in emergency situations). Unauthorized (unapproved) overtime worked may subject the employee to disciplinary action. Non-exempt employees cannot waive their rights to overtime pay or volunteer to perform normal job functions outside normal work hours.

Employees classified under the Fair Labor Standards Act as exempt are paid a fixed rate and are not eligible for overtime pay.

### **Pay Schedule**

Certified employees are paid monthly. Certified employees who begin work after the beginning of the contract year are paid an equal monthly percentage of their salary through the end of July which is calculated by using an employee's first and last day of work for the school year. Classified employees are paid monthly.

### **Salary**

Salaries for Certified employees are determined by the Georgia teaching certificate they hold and the years of experience approved by the Gilmer County Board of Education. Classified employees are paid based on years of like experience related to their current classification and education level.

### **Teaching Experience**

Certificated employees new to the System will be placed at step one of the appropriate salary and certification level. Upon receipt of verified experience and a valid in-field certificate, the salary will be appropriately adjusted. Teaching experience gained outside the System in an accredited, Georgia-recognized program will be credited year for year. The daily rate of pay for certified employees can be adjusted if the System determines that an employee's initial certification status has changed.

### **Travel Reimbursement**

Personal expenses associated with Gilmer County School System approved travel will be reimbursed at the approved System travel rates. Signed receipts of expenses must accompany reimbursement requests.

### **Tutoring for Pay**

Employees must have the approval of the Gilmer County Board of Education before they can be paid to tutor students assigned to them. With their supervisor's approval, employees can use Gilmer County School System facilities, materials or equipment when tutoring students for pay in a school-administered program. Private tutoring for pay must be done off-campus and must not include students assigned to the teacher.

### **Unsatisfactory Annual Evaluation**

The System shall withhold a step increase for any employee who receives an unsatisfactory annual evaluation during the annual evaluation period. If the employee is on a step plateau at the time the step increase is withheld, that employee will remain on the step plateau an additional year. Employees may utilize the performance evaluation appeal process within ten days of their annual evaluation if desired.

## **RULES AND GUIDELINES: BENEFITS**

### **Benefits**

Benefits are designed to meet the important needs of employees and their families. Available benefits include: medical, dental, vision, cancer, basic and optional life, dependent life insurance, the optional spending accounts and legal services, short and long-term disability, credit union, and retirement plans. Gilmer County School System shares in the cost of some

benefits. Benefits information can be found on the Gilmer County School System Employee Portal (click link for access) at <http://www.mygilmerbenefits.com>

### **Benefit Eligibility**

Health, dental, vision, cancer, life, optional life, dependent life, the optional spending accounts, legal services and short and long-term disability insurance coverage becomes effective on the first day of the month after the employee has completed one full State of Georgia calendar month of employment, assuming the proper premiums have been deducted. Employees can enroll in benefits when they are initially hired or during the annual open enrollment period. During this period, employees have the opportunity to change their elections. Some plans require late entries to complete a Statement of Health to determine if the insurance will be awarded. Open enrollment occurs in the Fall of each year, and coverage requested at that time takes effect on January 1. Midyear changes are allowed with specific family status events. Visit [www.mygilmerbenefits.com](http://www.mygilmerbenefits.com) for additional information

### **Benefit Deductions**

Employees will have deductions taken from their payroll to pay premiums, and the core insurance premiums can be paid for with pre-tax dollars. Employees on leave without pay are required to pay all insurance premiums directly to the appropriate department. The employee is responsible for requesting information about the direct payment of insurance premiums from the Central Office.

### **Gilmer County School System Benefits**

- Health Insurance
- Medical Optional Spending Account/ Dependent Care Optional Spending Account
- Dental Insurance
- Vision Insurance
- 403b and 457b Saving Plans
- Cancer Insurance
- Basic and Optional Life Insurance
- Catastrophic Illness Leave Bank
- Dependent Life Insurance
- Short-Term Disability Insurance
- Retirement Plans
- Long-Term Disability Insurance

### **Pension Plans**

Refer to the online Gilmer County School System Benefits link at [www.mygilmerbenefits.com](http://www.mygilmerbenefits.com) for details.

### **Retirement Plans**

All eligible employees are required to become members of a State of Georgia retirement system.

#### **Teachers Retirement System (TRS)**

All employees who are employed one-half time or more in covered positions of the

State's public school systems are required to be members of the Teachers Retirement System (TRS) of Georgia as a condition of employment. Covered positions include Teachers, Supervisors, Paraprofessionals, Administrators, Nurses, and Clerical. Refer to the TRS guidelines. Or visit the Teacher Retirement System of Georgia website at [www.trsga.com](http://www.trsga.com)

#### **Public School Employees Retirement System of Georgia (PSERS)**

Regular, non-temporary employees of public school who are not eligible for membership in the Teachers Retirement System of Georgia (TRS) must establish membership in the Public School Employees Retirement System of Georgia (PSERS) as a condition of employment. Covered positions include: Maintenance and Custodial employees, Bus drivers, Bus Monitors and Food Service Assistants. Refer to the PSERS guidelines by visiting the Public School Employee Retirement System of Georgia website at [www.ers.ga.gov](http://www.ers.ga.gov).

#### **Tax Deferred Savings Plans**

Gilmer County School System offers 403b and 457b saving plans to all regular employees and to all temporary employees who have worked consistently at least 20 hours per week. Visit [www.mygilmerbenefits.com](http://www.mygilmerbenefits.com) for additional information on Gilmer County School System Benefits

#### **Benefits Disclaimer**

*There are additional requirements and conditions for benefit plans not discussed in this handbook. In the event of a conflict between the handbook and a requirement and condition, the Plan Description will prevail. Nothing in this section of the handbook creates a contract or an entitlement to any particular benefits. Benefits are subject to change at any time. Refer to the GCSS Benefits Book for details or visit the GCSS Benefits website at [www.mygilmerbenefits.com](http://www.mygilmerbenefits.com) for additional information.*

### **RULES AND GUIDELINES: TIME OFF AND LEAVE OF ABSENCE**

#### **Sick Leave Bank**

A catastrophic illness is defined as: a full-time and continuous condition caused by disease, illness or injury and the employee is not expected to return to work within the following six months or the death of the employee will occur within one year without the application of life-sustaining procedures. You must have a minimum of five days of sick leave at open enrollment to participate. The donation of one sick leave day is required for initial membership. Employees may withdraw sick leave days as needed within guidelines and with the approval of the Sick Leave Bank Committee. Donations to the leave bank are not refundable and not transferable.

#### **Directed Leave**

Employees may be asked to represent Gilmer County School System in meetings and activities. The employee's supervisor must give prior approval for these absences, which are not charged against the employee's Accumulated Leave and do not result in loss of pay.

#### **Family and Medical Leave Act (FMLA)**

Eligible employees (worked at least one year with the System) can take up to a maximum of 12 work weeks of unpaid, job-protected leave during a single 12-month period for events meeting specific criteria:

##### **Basic Leave Entitlement**

- 1) For incapacity due to pregnancy, prenatal medical care or child birth;
- 2) To care for the employee's child after birth, or placement for adoption or foster care;

- 3) To care for the employee's spouse, son or daughter, or parent who has a serious health condition; or
- 4) For a serious health condition that makes the employee unable to perform the employee's job

The employee on Family Medical Leave continues to receive health coverage and other benefits, at the employee's rate, but he/she does not accrue seniority. **If the employee exhausts all sick leave and does not receive a paycheck, the employee will be responsible for the entire cost of the insurance, including the employer's portion.** Family Medical Leave may be taken continuously or intermittently. If possible, employees should provide at least a 30-day notice before the leave begins. Medical certification must be documented by a healthcare provider, when applicable. Upon return, the employee is entitled to be restored to the same position or an equivalent position with benefits, pay, and other terms and conditions.

#### **Military Family Leave Entitlement**

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week entitlement to address certain qualifying exigencies. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12 month period.

**If you have Questions,** Contact the Central Office for additional information regarding the basic leave or military family leave entitlement under the Family and Medical Leave Act.

#### **Holidays for Non-exempt Hourly Employees**

Refer to the 260-day hourly employee calendar for scheduled holidays.

#### **Inclement Weather**

When Gilmer County School System schools are **closed** due to inclement weather, the following employees are required to report to work:

##### **Twelve-Month Employees**

All twelve-month employees should report to work unless they consider their routes unsafe. Twelve-month employees unable to report for work will not penalized if they are unable to safely arrive at work. Please contact your immediate supervisor if you are unable to report due to unsafe routes during inclement weather.

When the announcements state that local school staff should report, these employees should report by the time designated by the public announcement:

##### **Local School Staff**

- Certified Staff (Principals, Teachers, Media Specialists, Counselors, and Assistant Administrators)
- Paraprofessionals
- Clerical Staff
- School Nurses
- Less than twelve-month Campus Monitors
- Less than twelve-month Central Office Staff
- Social Workers
- Psychologists
- Lunchroom Managers

Personal leave, sick leave (if sick), vacation or accrued comp time must be used if unable to report to work. In making up time lost due to inclement weather, no overtime may be accrued and no overtime pay will be issued. When local schools are closed, paraprofessionals, food service employees and bus drivers should not report to work unless otherwise noted. There may be training or in-service scheduled at a later date for these employees.

### **Jury and Witness Duty**

Employees who are called to jury duty serve with no loss of pay. Employees who are subpoenaed as witnesses in cases where they have no direct personal interest are allowed the absence with no loss of pay. Absences due to jury duty are not charged against the employee's accumulated leave. Employees who have a direct personal interest in the lawsuit or legal proceeding should take personal leave.

### **Long-Term Leave of Absence**

Eligible employees may be granted a leave of absence without pay for personal illness, family illness, first year care of a child, adoption, educational, or military purposes. Appropriate documentation must accompany a request. Employees who have been or are expected to be absent for more than 120 working days with or without pay will be placed on a long-term leave of absence without pay.

### **Maternity and Adoption**

Employees are eligible to apply for accrued sick leave for childbirth or the adoption of an infant. Appropriate documentation must be provided, and Family Medical Leave Act provisions may apply.

*Maternity:* Employees who give birth are eligible to apply for accrued sick leave (if available) when certified by their physician and they miss scheduled work days.

*Adoption:* Employees are eligible to apply for up to 30 days of accrued paid sick leave for the adoption of an infant. A copy of the official adoption papers must be sent to the appropriate personnel at the Central Office within 10 days of the adoption.

### **Military**

Employees who are members of the National Guard or Reserves can be approved for and granted up to eighteen (18) days of paid leave. The total number of approved military leave days shall not exceed eighteen (18) days in a fiscal year (October – June). The employee must provide written documentation of the duty and dates of service.

### **Sick Leave/Short-Term Leave of Absence**

Employees can request sick leave/short-term leaves of absence with pay for a specific period of time for personal illness, family illness, bereavement, or personal/professional reasons. Employees earn one and one-quarter days of sick leave for each month of service, up to a maximum of 120 days. If the sick leave/short-term leave lasts 10 days or more, Family & Medical Leave Act requirements must be initiated for eligible employees, insurance coverage monitored and a Substitute Teacher secured, if necessary.

### **Bereavement**

Employees may take a maximum of five consecutive work days in a calendar year for the death of an immediate family member or a relative living in their household. Employees may use one day of sick leave per year for the death of someone outside the immediate family. Hardship leaves may be granted for extenuating circumstances.

### Personal or Family Illness

The System may require a physician's statement attesting that the employee was absent due to illness if the employee is absent: five or more consecutive work days; seven or more non-consecutive work days; or a series of work days that appear to occur in a pattern, such as a series of Monday and/or Friday absences. Employees should keep their supervisor informed of their expected date of return on a daily basis. Absences due to the illness of a family member are limited to five consecutive days per occurrence per family member. If the employee must be out for a longer period because of family illness, he/she may use personal leave or apply for a hardship leave up to 45 accrued sick leave days.

### Personal/Professional Leave

Employees with Gilmer County School System can use three days per year of sick leave to participate in activities and emergencies of a personal nature. Prior approval of the leave is required. Personal/professional leave cannot be taken on Critical Days.

### Vacation

Employees who work on a 260 day calendar work schedule year earn vacation leave. Employees may take vacation time at any time with the approval of their supervisor. Employees must take at least half of their vacation days earned during that year. The other days can be accumulated, up to a total of four times the amount of earned vacation leave. Employees need permission from the Superintendent or designee to take more vacation days in a year than they earn annually. Employees who resign, retire or change to less-than-annual employment status will be reimbursed for accumulated vacation leave at a designated rate.

### Voting

There is no federal law which requires employers to give employees paid time off to vote. Under Georgia law, if the polls are not open at least two hours before or after the normal work period/shift, employees are entitled to take up to two hours off to vote in any local, state, or federal election or primary. The law does not require the employers to pay the employees for this time (OCGA 21-2-404). Since Georgia polls are usually open from 7:00 am to 7:00 pm, employees should consult their supervisor to arrange time for voting before or after normal work hours.

## RULES AND GUIDELINES: RISK MANAGEMENT

### Workers' Compensation

Employees are entitled to workers' compensation benefits for payment of medical treatment and wage loss of compensable on the job injuries. Employees must treat with a physician listed on the System's Panel of Physicians. A Traditional Panel of Physicians is posted in common areas (e.g. break rooms, meeting areas for employees etc.) for selection of a physician for treatment of their work-related injury. If an employee sustains an on the job injury they are required to provide immediate notification to their supervisor or member of their department administrative staff.

Delay in notification can result in denial of the workers' compensation claim. **All accidents should be reported immediately (safety considerations permitting) to a supervisor, and forms are located in the main office of each facility. You must use medical protocols to be eligible for worker's compensation. (Note: Supervisors should follow up to make sure that procedures are carefully adhered.) A completed Supervisor's Report of Injury should be sent to Risk Management as soon as possible after the accident.**

## STUDENT REPORTING OF ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT GA Code § 20-2-751.7

- a) Any student (*or parent or friend of a student*) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.
- b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. *If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.*
- c) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

### Definitions:

**"Sexual abuse"** means a person's employing, using, persuading, inducing, enticing, or coercing any minor who is not that person's spouse to engage in any sexual act as defined in O.C.G.A. 19-7-5.

**"Sexual misconduct"** includes behavior by an educator that is directed at a student and intended to sexually arouse or titillate the educator or the child. Educator sexual misconduct by an educator may include, but is not limited to, the following behavior:

1. Made sexual comments, jokes, or gestures.
2. Showed or displayed sexual pictures, photographs, illustrations, or messages.
3. Wrote sexual messages/graffiti on notes or the internet.
4. Spread sexual rumors (i.e. said a student was gay or a lesbian).
5. Spied on students as they dressed, showered or used the restroom at school.
6. Flashed or "mooned" students.
7. Touched, excessively hugged, or grabbed students in a sexual way.
8. Forced a student to kiss him/her or do something else of a sexual nature.
9. Talked or asked about a student's developing body, sexuality, dating habits, *etc.*
10. Talked repeatedly about sexual activities or sexual fantasies.
11. Made fun of your body parts.
12. Called students sexual names.



## APPENDIX 1: KEY TERMS AND DEFINITIONS

**Annual:** Employment year or schedule.

**Annual Employee:** An employee who works 230 days per school year.

**Annual Hourly Employee:** An employee who works 260 days per school year.

**Break in Service:** An interruption in continuous service in a full-time position. Examples of a break in service include resignation, retirement, failure to return from approved long-term leave of absence and termination. A break in service also interrupts an employee's school system seniority. School system seniority begins to accrue again on the date the employee begins the current continuous service period in a full-time position.

**GCSS:** Gilmer County School System

**Certified:** Employees who must hold a teaching, educational leadership or service certificate, issued by the Professional Standards Commission. Certified employees include Principals, Assistant Principals, Directors of School Related programs Assistant Administrators, Teachers, Guidance Counselors, Media Specialists, Curriculum Supervisors and Teachers-on-Special-Assignment.

**Classified:** Employees who are not required to hold a teaching, educational leadership or service state certificate. Classified employees may include specified Central Office Administrators, Technical and Professional employees, Clerical employees, Paraprofessionals, Food Service Workers, Public Health Nurses, Custodial and Maintenance Workers and Transportation Employees.

**Compensatory Time:** As a public employer, the Gilmer County School System may pay overtime with "time off" instead of cash.

**Contract:** The Gilmer County Board of Education issues a contract for all Certified employees and other Board-approved personnel. Contracts should be in writing and signed by the employee and the Superintendent. New Certified employees are issued a temporary contract, pending results from the criminal background check. All employees are evaluated at least annually. Continued employment depends on satisfactory work performance, maintaining qualifications and established need for the position.

**Covered Positions:** Teachers, administrators, supervisors, campus officers, clerks, teacher aides, secretaries, paraprofessionals, and public school nurses are considered covered positions by the Teachers Retirement System of Georgia (TRSGA).

**Critical Days:** Employees are not able to take personal/professional leave on certain days during the school year. Human Resources has a list of these days. Additional critical days may be designated by the Superintendent or designee as needed.

**Exempt Employee:** Employees classified under The Fair Labor Standards Act as exempt are paid a fixed salary regardless of the time required to complete duties. Exempt employees are not eligible for overtime pay.

**Full-Time Position:** Regular, full-time employees work at least a fixed 37.5 hour work week. Each regular, full-time employee is allotted in the System's budget. Under the applicable regulations in effect as of 2008, regular full-time employees generally are eligible to elect to participate in one of the health insurance programs offered through the State Health Benefit Plan. Further, under the current local benefits plan in effect, regular full-time employees generally are eligible to elect to participate in the dental, vision, short-term disability, and long-term disability coverage available through the System.

**Hourly Employee:** An employee who is paid an hourly rate for services rendered.

**Itinerant Teacher:** Teachers who have responsibilities at more than one school.

**Less Than Annual Employee:** An employee who works less than seven and one half hours a day AND fewer than 230 days per year.

**Less Than Part-Time Employee:** Employees who work a 49 percent or less schedule or by the percent of the day worked.

**Limited Contract:** Contract offered to a Certified Teacher whose first day of work is after the first day of pre-planning. Teachers on a Limited Contract are not afforded due process under the Fair Dismissal Act.

**New Hire:** A new, first-time employee in a full-time position.

**Non-Exempt Employee:** Employees classified under The Fair Labor Standards Act as non-exempt are compensated overtime pay or compensatory time off for all hours worked that exceed 40 hours within a work week. All non-exempt employees who work more than 40 hours a week will be compensated for overtime work at one and one-half times their regular hourly rate.

Work that extends outside an employee's regular schedule must be approved in advance by his/her supervisor (except in emergency situations); non-exempt employees cannot waive their rights to overtime pay or volunteer to perform normal job functions outside normal work hours.

**Non-Renewal:** When an employee, holding a position that is covered by a contract, is not offered a contract for the next school year period.

**Paraprofessionals:** Paraprofessionals work with individuals or groups of students under the direction of classroom Teachers or other Certified employees. Paraprofessionals must meet initial and ongoing requirements for in-service training for continued employment.

**Part-Time Employee:** Regular, part-time employees generally work a fixed less-than-37.5 hour work week per fiscal year. A regular part-time employee may, or may not, be eligible to elect to participate in the State Health Benefit Plan and the local benefits plans, depending upon the number of hours scheduled to work and based exclusively on the terms and conditions set forth in the applicable plans, statutes, and/or regulations.

**Reassignee:** Any employee who is involuntarily assigned from one work site to another in the same or a comparable position.

**Re-Elected:** Refers to a Certified Teacher who has fulfilled a limited contract and is offered employment on a regular contract.

**Re-Hire:** A former employee who was separated from Gilmer County School System and has reentered the Gilmer County School System workforce.

**Regular Contract:** Contract offered to a Certified Teacher whose first day of work is on or before the first day of preplanning.

**Semester Contract:** Contract offered to a Certified Teacher for one semester only. Teachers on semester contracts are not afforded due process under the Fair Dismissal Act.

**Seniority (System):** Term used to define the length of full-time continuous employment; determines the priority of employees during personnel activities such as transfers, reassignments, Reduction in Force (RIF). In practice, the last employee hired generally has the least seniority.

**Long Term Substitute Teacher:** A long term substitute teacher who is employed when a Teacher is absent on short-term leave. Supply Teachers are employed not later than the 11th day of the regular Teacher's absence. A Supply position can last no more than 60 working days. After that, the position changes to a Limited Contract.

**Temporary Employee:** Temporary employees may work up to 40 hours per week on a fixed or non-fixed schedule for a finite period of time (typically 90 days or less). Temporary employees are generally not eligible for benefits. Temporary employees are not allotted in the System's budget.

**Transfer:** Any employee who voluntarily moves from one work site to another in the same or a comparable position. The employee must request the movement and be accepted by the Principal, Supervisor or Administrator.

## APPENDIX 2: CONTACT INFORMATION

### **GILMER COUNTY SCHOOL SYSTEM BOARD OF EDUCATION**

#### **CONTACT INFORMATION**

Gilmer County School System  
Administration & Technology Office  
134 Industrial Blvd  
Ellijay, GA 30540  
Office: (706)276-5000  
Fax: (706) 276-5005  
[www.gilmerschools.com](http://www.gilmerschools.com)

**Dr. Shanna Downs**  
**Superintendent of Schools**

#### **SCHOOL BOARD MEETINGS**

The Gilmer County Board of Education meets at least once a month at the Gilmer County Schools Administrative & Technology Office (ATO) located at 134 Industrial Blvd, Ellijay. A calendar of School Board meeting dates may be obtained by contacting the ATO at (706) 276-5000 or online at [www.gilmerschools.com](http://www.gilmerschools.com). All meetings of the Board of Education are held in public.

#### **SCHOOL BOARD MEMBERS**

**Tom Ocobock**

District 1

[Tom.Ocobock@gilmerschools.com](mailto:Tom.Ocobock@gilmerschools.com)

**Jim Parmer**

District 2

[Jim.Parmer@gilmerschools.com](mailto:Jim.Parmer@gilmerschools.com)

**Doug Pritchett**

District 3

[Doug.Pritchett@gilmerschools.com](mailto:Doug.Pritchett@gilmerschools.com)

**Michael Bramlett, Chairman**

District 4

[Michael.Bramlett@gilmerschools.com](mailto:Michael.Bramlett@gilmerschools.com)

**Ronald Watkins, Vice Chairman**

District 5

[Ronald.Watkins@gilmerschools.com](mailto:Ronald.Watkins@gilmerschools.com)