



2019-2020
ADMINISTRATOR
REFERENCE NOTES

Human Resources Department

Dr. David Stephens
Superintendent

5705 Stage Road
Bartlett, TN 38134
901.202.0855

Human Resources Staff

James Aldinger, Director of Human Resources and Federal Programs

Gina Bennett, Human Resources Supervisor, Certified Personnel

Brittany Clark, Human Resources Coordinator, Classified Personnel

Megan Hollahan, Human Resources/Federal Programs Clerk

Jacquie McKinney, Front Desk Clerk

Chris Wicks, Human Resources Assistant

2019-20 ANNUAL WORK DATES						
	CATEGORY	CONTRACT or HOURS	START DATE	END DATE	HOLIDAYS	COMMENTS
1	CO Administrator/Support Staff School Principal Plant Mangers Operations Coordinator 12 Month Instructional	12 months	July 1, 2019	June 30, 2020	13 Paid Holidays	Vacation based on Years of Experience (*)
2	High School/9 th Grade Academy Vice/Assistant Principal Social Worker High School Counselor 11 Month Teacher	11 months	July 17, 2019	June 8, 2020	School & Non-Teaching	Contract includes 10 Paid Vacation Days 2 Personal Days (*)
3	Elem/Middle Assistant Principal	10.5 months	July 24, 2019	June 1, 2020	School & Non-Teaching	Contract includes 10 Paid Vacation Days 2 Personal Days (*)
4	School Psychologist	10.5 months	July 24, 2019	June 1, 2020	School & Non-Teaching	Contract includes 10 Paid Vacation Days 2 Personal Days (*)
5	Teacher/ Librarian Elem/Middle Guidance Counselor Speech/OT/PT Therapist Behavior Interventionist/Consultant	10 months	July 31, 2019	May 22, 2020	School & Non-Teaching	200 Day Contract Includes 10 Paid Vacation Days (*)
6	Full-time Certified Tutor/ Full-time Permanent Sub/ Full-time RTI Teacher	7.5 hours	August 5, 2019	May 22, 2020	School & Non-Teaching 10 Paid Holidays	10 Paid Vacation Days (*)
7	Attendance Operator/ Lead Nurse/ Safety & Security Manager	11 months/ 8 hours	July 15, 2019	June 8, 2020	School & Non-Teaching 10 Paid Holidays	10 Paid Vacation Days (*)
8	Financial Secretary High School Secretary High School Guidance Secretary High School Clerical	8 hours	July 22, 2019	June 1, 2020	School & Non-Teaching 10 Paid Holidays	10 Paid Vacation Days (*)
9	SPED Clerical	8 hours	July 30, 2019	May 26, 2020	School & Non-Teaching 10 Paid Holidays	10 Paid Vacation Days (*)
10	School Clerical	8 hours	July 29, 2019	May 22, 2020	School & Non-Teaching 10 Paid Holidays	10 Paid Vacation Days (*)
11	Educational/PreK Assistant Study Hall/ISS Monitor	7 hours	August 2, 2019	May 22, 2020	School & Non-Teaching 10 Paid Holidays	10 Paid Vacation Days (*)
12	SPED Assistant	7 hours	August 1, 2019	May 22, 2020	School & Non-Teaching 10 Paid Holidays	10 Paid Vacation Days (*)
13	School Nurse	8 hours	August 6, 2019	May 22, 2020	School & Non-Teaching 10 Paid Holidays	10 Paid Vacation Days (*)
14	Resource Officer	8 hours	August 5, 2019	May 22, 2020	School & Non-Teaching 10 Paid Holidays	10 Paid Vacation Days (*)
15	School Nutrition Manager	8 hours	July 24, 2019	May 22, 2020	School & Non-Teaching 10 Paid Holidays	10 Paid Vacation Days (*)
16	School Nutrition Technicians Full Time	6 hours and over	July 31, 2019	May 22, 2020	School & Non-Teaching 10 Paid Holidays	10 Paid Vacation Days (*)
17	School Nutrition Technician Part-time	Less than 6	August 1, 2019	May 22, 2020	n/a	n/a
18	Lunchroom Monitor	3 hours	August 12, 2019	May 22, 2020	n/a	n/a

(*) All full-time employees who have reached the last step on the BCS salary schedule will receive one (1) additional day per year to be used for personal business in addition to the personal/annual day(s) earned under Paragraphs 4 and 5 on Policy 5028. There are no provisions for this day to convert to sick or carry over the next fiscal year.

Mandatory Ethics 5024 Training: All schools are required to conduct an Ethics training session with all faculty members, in addition to the online SafeSchools course. A copy of the agenda and sign-in sheet is due to Human Resources by Friday, August 9th.

Certified Employee Contracts: Return signed copies of the teachers' contracts in alphabetical order to Human Resources by Friday, August 9th. Principals must retain a copy in the teacher's evaluation file.

License Changes Resulting in Increase in Salary: It is the teacher's responsibility to request a new license reflecting an increase in training/degree through TNCompass. The coursework must be completed, and the degree conferred prior to January 1 of the current school year for salary advancement to occur during the current school year. Application to have the advanced degree added to TN teaching license must be submitted on TNCompass by February 15th of the current school year. Increase in salary will not occur until the change has been posted to the employee's license. It is the employee's responsibility to notify Human Resources that the license has been updated, so that they change in salary can be updated for payroll.

Classified Personnel Evaluation

Initial Conferences for new hires should be completed September 1st – 30th. Complete the Initial Conference Summary Report using the Google Doc link by October 1st. Midyear Conferences should be completed January 1st - January 31st. Complete the Midyear Conference Summary Report using the Google Doc link by February 1st. Intervention Plans should be developed to address midyear performance issues as needed. Final Conference Summative Reports should be completed May 1st – 24th. Send the original copy of the Final Conference Summative Report to Human Resources by June 30th.

Certified Personnel Evaluation

Personal Growth Plans

Teachers scoring below 2.75 on an observation on the TEAM rubric may be placed on a personal growth plan. Supports can include peer observations, additional Professional Development, Reflective Practice via video capture, and/or working with a specialist. Notify Amy O'Bryan when a teacher is placed.

Plans of Assistance

A Personal Growth Plan should be provided prior to a Plan of Assistance. Qualifications include one or more consecutive years of individual growth data falling below expectations and an evaluation component scoring below expectations. All plans of assistance must include these components.

- I. Statement of Deficiency
- II. General Statement for Plan of Assistance
- III. Requirements
- IV. Assistance/Resources
- V. Evaluation Criteria
- VI. Monitoring System
- VII. Timeline
- VIII. Final Conference

Plans must be reviewed and approved by Amy O'Bryan & Gina Bennett prior to meeting with the

teacher. Attach a dated and signed copy of the Personal Growth Plan with the POA.

Tenure: Teachers shall meet the following requirements prior to becoming eligible for tenure status:

- Served five (5) years or not less than forty-five (45) months within a seven-year period as a probationary teacher; and
- Received evaluations demonstrating an overall effectiveness level of “above expectations - 4” or “significantly above expectations - 5” provided by the evaluation guidelines adopted by the state board of education, during the last two (2) years of the teacher’s probationary period.

Once a teacher meets the eligibility criteria for tenure, a decision to grant tenure or non-renew must be made. A teacher may continue teaching on a year-to-year contract until eligible for tenure. This could continue indefinitely. Granting tenure can only take place when the overall evaluation score is available.

Nonrenewal: The principal is responsible for discussing deficiencies as part of the evaluation process with the non-tenured teacher and providing assistance for overcoming these deficiencies (Policy 5019). Employees must receive written notice of non-renewal within 5 business days following the last instructional day. The deadline is June 1st.

The non-renewal request form for non-tenured teachers must be turned into Human Resources by March 31st. Non-renewal letters will be prepared and signed by the Superintendent and sent to your school if the non-renewal is warranted.

Human Resources monitors teacher effectiveness levels annually to identify teachers that need support. Contact Human Resources any time that you have an employee who meets the criteria for inefficiency, regardless of tenure status.

Both types of tenure are subject to the definition of inefficiency in PC70.

“The definition of inefficiency includes, but is not limited to, having evaluations demonstrating an overall performance level that is “below expectations - 2” or “significantly below expectations - 1” as provided in the evaluation guidelines adopted by the state board of education. Two (2) consecutive years of teacher effectiveness data is used to determine inefficiency.

Employee Discipline :Bartlett City Schools follows a progressive discipline model that requires due process when dealing with issues of unsatisfactory performance. As such, employees receive notice of concerns and an opportunity to improve or correct behavior prior to receiving disciplinary action. Progressive discipline is fair and consistent, sequential, documented, and addressed separately from classroom performance issues.

Disciplinary Measures

- A. *Informal Conversation/Verbal Warning* – Follow up with a written summary via email.
- B. *Conference* – Discuss concerns, outline expectations based on policy, handbook, etc. Reference previous incidents. Follow up with a formal summary on school letterhead. The letter is placed in the employee’s school file and the employee receives a copy of the letter.
- C. *Written Reprimand* – Give employee final notice that if specified behavior does not improve, disciplinary action will occur. Board policy must be referenced in this reprimand. The employee receives a copy of the reprimand and the board policy. The letter is placed in the school file. If the behavior warrants notification to Human Resources, the letter will be placed in the employee’s personnel file. The employee may respond in writing to material placed in the personnel file.
- D. *Suspension* – This is the first punitive action resulting from an employee’s continued disregard of prior notifications regarding work performance. Employees are placed on administrative leave without pay, as determined by Board policy. Human Resource will direct this process. Only the Superintendent can suspend an employee. When recommending an employee for suspension, forward all school level documentation to Human Resources for review.
- E. *Dismissal* – Termination is the final action and typically taken after other options have been exhausted. Depending upon the severity of employee misconduct or policy violation, he/she may be immediately recommended for punitive action, up to and including termination, at the discretion of the Superintendent.

Reporting Attendance: A record of attendance is reported for each employee on the APECS Employee Portal. All personnel should check this record each payroll period. Any discrepancy should be reported by the school to Human Resources within two (2) weeks of issuance of the check. *All requests for attendance / payroll corrections must be made in writing and signed by the principal.*

Administrators: Notify the Superintendent of any absence from work or time off campus. Personal leave days, vacation days, sick days and board approved days must be reported on APECS. Complete the Principal/Directors leave form and send to Bethany Horn prior to absence.

Teachers Absences:

Personal Days: See Board Policy 5028.

Sick Days: Teachers earn one (1) day of sick leave for each twenty (20) days worked.

Unpaid Absence: Teachers requesting to be away from work for any reason other than the above must submit a request in writing to their principal. This request must state the reason for the absence and the number of days requested. The principal must approve or disapprove the request. After action by the principal, the form must be submitted to the Superintendent. The Superintendent will notify the principal and the teacher regarding the disposition of the request.

Resignations and Leaves:

Teachers are required by law to give thirty (30) days’ notice of their resignation or requests for leave. Printable forms are available on the Employee Portal. Attendance balances on the Employee Portal reflect ten (10) days advanced sick days. If a teacher is unable to work the

entire school year, he/she is entitled to only the sick days earned. Personal leave must be earned before being used as a part of a leave.

A REPLACEMENT TEACHER CANNOT BE ASSIGNED UNTIL THE OUTGOING TEACHER'S RESIGNATION/LEAVE HAS BEEN FILED WITH HUMAN RESOURCES.

JOB CLASSIFICATIONS: You have been provided a list of support staff assigned to your school. Support staff have been grouped below for informational purposes and to advise you of communications which have occurred during the summer. Employees are not to be assigned to different classifications other than those listed on the employee assignment sheet. Paraprofessionals are to be used in the classrooms and not as clerical assistants. These are designated funds and have certain restrictions. Please contact the Director of Human Resources if changes occur before or during the school year.

All employees can access their work-pay schedules on the employee portal.

Clerical Personnel:

Secretaries & Bookkeepers (8)
School & SPED Clerical (8)
Attendance Operator (8)
School Nurses (8)

School Nutrition:

Nutrition Manager (8)
Part-time Nutrition Tech (4.5)
Full-time Nutrition Tech (6.5)
Lunchroom Monitor (3)

Teacher Assistants:

Pre-school, K-3, SPED Assistants (7)
ISS/Study Hall Monitors (7)

School Plant:

Plant Manager (8)

Long Term Substitutes: Long term substitute teachers must hold a valid Tennessee teacher's license and be endorsed in the appropriate subject area(s). When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a substitute teacher must possess a teaching certificate with an endorsement in the discipline to be taught. All long-term assignments must be coordinated through Human Resources.

Extended Absences: Whenever a teacher is absent for more than ten (10) consecutive paid or unpaid workdays, the principal is required to notify Human Resources and the teacher must complete a Leave of Absence form, which is available on the employee portal.

Substitute Teachers: All substitute teachers are issued identification cards upon completion of substitute training. The identification card will indicate the substitute's status as Certified, Non-Certified or Emergency. Substitutes are advised to present the card to the school's administration. All substitute teachers are paid \$100 per day. Pay for long term certified subs is \$159 per day.

Unsatisfactory Performance: If a substitute teacher's performance is unsatisfactory, the principal should contact Human Resources immediately. A Report of Unsatisfactory Performance along with supporting documentation must be filed with Human Resources. Human Resources will determine any disciplinary action.

Substitutes for Support Staff:

- Cafeteria substitutes are paid \$12.00 per hour.
- Special education substitutes are paid the same rates as substitute teachers.

WORKER'S COMPENSATION

Contact Brittany Clark, Human Resources Coordinator, if you need assistance with a job injury report - bclark@bartlettschools.org; (901)202.0855 #2265.

NOTICE OF INJURY

The employee's immediate supervisor must be notified of the injury at the time of occurrence. **The Supervisor must complete a BCS Injury/Accident Report. This report must be provided to Human Resources within 24 hours of the reported injury.**

- In the event of serious injury or accident, contact 911 emergency.
- The Human Resources department shall be notified immediately of any serious injury or accident.
- The BCS Accident/Injury Report will be emailed to the Human Resources Coordinator within (24) twenty-four hours from time of accident.
- For employees requiring medical attention, the supervisor will complete the Employee's Choice of Physician form and email the form to the Human Resources Coordinator.
- The HR Coordinator will contact the selected physician for authorization.
- Employees disabled due to bodily injury suffered in the course of performing their assigned duties may qualify for up to ninety (90) days injury leave. While not working, the employee will be paid $66 \frac{2}{3}$ of their original salary providing the following requirements are met.

LIMITED DUTY JOBS: BCS will make every reasonable effort to return employees to work even if it is a limited duty job. Injured employees will not automatically receive a limited duty job. The limited duty will not be a permanent assignment or a regular job and may not be in the department where the employee normally works. The limited duty position will be work the injured employee is capable of performing. The employee's treating physician must approve all limited duty assignments. All limited duty offers are made in writing to the treating physician and once approved to the injured employee. The limited duty assignment will clearly state that the limited duty position is not a permanent position. The limited duty position must be approved by the Department Director or Principal and Human Resources Director.

TIME CARDS: Every hourly employee, including substitutes, is required to keep an accurate account of hours worked. The employee is required to sign this card weekly and the principal is required to sign this card at the end of the four-week card period. These cards serve as an official document for time worked. The system is required by law to maintain these records for a period of two (2) years. A schedule is sent to each school at the beginning of the school year indicating the time card periods and the date for cards to be returned. Please send the cards in on time and alphabetized for the entire support staff before sending the cards to the Human Resource Department at Central Office. Computerized labels may be used on the time cards. We need the following information: employee's name, location, month and year, work days, number of scheduled work hours and reporting time.

OVERTIME: The Chief Financial Officer must approve all overtime, BEFORE the employee

performs the work even if the school will be billed later. Overtime for which the school is to assume liability (e.g. during emergencies or other additional hours) must be preapproved. Approval by and explanation for the overtime must be noted on the APECS timecards.

JURY DUTY: All employees who are granted leave for jury duty will be paid for the regular scheduled hours. The employee (support staff and certificated) will reimburse the Bartlett City Schools Board of Education the amount received from the Jury Commission for jury duty. Parking expenses and meals may be deducted from the jury duty pay before reimbursement to the Board is made.

Each employee will complete the “Regulations for Employees Summoned to Jury Duty” form and return to Human Resources. The employee should include a copy of the Certificate of Service, copy of check stub from the Jury Commission, and a check or money order for any monies owed the Board.

ADMINISTRATIVE LICENSES

Criteria for advancement to the ILL-P (Professional):

A Director of Schools must certify that the applicant exhibits a minimum of two years of successful experience as a principal, assistant principal or an instructional supervisor in a TASL-mandated position, and performance at the professional level on the TILS.

The TASL Director must certify that the applicant has successfully completed:

- the Beginning Principals’ Academy or the Beginning Supervisors’ Academy, or an
- Individual Professional Learning Plan in cooperation with a Tennessee Institution of Higher Education with an approved Leadership Preparation Program.