Employee Handbook

Loudon County Schools
Loudon, Tennessee
2010-2011
Effective July 1, 2010

Loudon County Will Graduate Self-Directed Learners Through Positive Learning Opportunities
Visit Us on Our Website at HTTP://www.k-12.loudoncounty.org

Board of Education
Lisa Russell
Steve Harrelson
Bobby Johnson, Jr.
Van Shaver
Bill Marcus
Scott Newman
Craig Simon
Larry Proaps
Leroy Tate
Dr. Gary Ubben

District Staff
Jason Vance, Assistant Director, Fed. Projects Director, Trans., Safety
Jason Vance, 6-12 Instructional Supervisor
Sissy Foster, Special Education Supervisor
Kathy Greene, PreK-5 Instructional Supervisor
Tom Hankinson, Career Technical Education Coordinator
Kim McGimsey, Instructional Support Supervisor
Alison Millsaps, Food Services Supervisor
Dr. Chris Smallen, Technology Coordinator
This employee handbook is an abbreviated ready reference manual for employees of Loudon County Schools. This edition supersedes all previous editions. For more in-depth information, the complete Board of Education Policy Manual is available online at http://policy.tsba.net/TOP/LoudonCo_Online/index.html. Each employee should understand that it is his/her responsibility to read this handbook or have it read to him or her. Employment is subject to the provisions in this handbook. The book is only to be used as a guideline and is not to be considered a contract; this handbook is subject to change without notice. This handbook does not guarantee benefits coverage. Eligibility requirements must be met for coverage to be in force.

Equal Opportunity Employment

Opportunity for employment as well as continuation and advancement in employment shall be afforded equally to members of all races, creeds, sexes, religions, ages, national origins, or disability with regard only for qualifications for the position involved.

Nondiscrimination Policy

It is the policy of the Loudon County School System not to discriminate on the basis of sex, race, national origin, creed, age, marital status or disability in its educational programs, activities or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments Act and Section 504 of the Federal Rehabilitation Act of 1973.

It is also the policy of this district that the curriculum materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.

Inquiries regarding compliance with Title VI, Title IX, Title VII and other civil rights or discrimination issues, the American with Disabilities Act and Section 504 may be directed to Tina Smith, Loudon County School System, 100 River Road, Loudon, Tennessee 37774, and telephone 865-458-5411, ext. 101.
The Loudon County School System follows the state of Tennessee’s guidelines for continuous improvement which require each system and each school to develop a document addressing strengths, challenges, and detailed plans for improvement. Each school develops and annual revises and updates individual school improvement plans (SIP); while the system must complete the Tennessee Comprehensive System Planning Process document to guide improvement.

Through the assistance of many individuals and groups, Loudon County’s TCSPP document has been completed for 2007-2008. Four major areas of focus are addressed. These goals are as follows:

- Increase the percentage of students who are proficient or advanced in Math/Reading/LA by 10% for students within the Hispanic and Student with Disabilities subgroups.

- Increase the engagement of families and communities in the educational process by 5% on an annual basis.

- Improve the school system’s graduation rate and CTE nontraditional participation by 9%.

- Decrease the achievement gap by 5% in reading/LA within the high, middle, and low achievement subgroups by making positive gains in all groups.
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## Loudon County Schools 2007-2008 School Calendar

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<th>Day</th>
<th>Notes</th>
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<td>August 1</td>
<td>Wednesday</td>
<td>In-Service day</td>
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<tr>
<td>August 2</td>
<td>Thursday</td>
<td>Administrative day</td>
</tr>
<tr>
<td>August 3</td>
<td>Friday</td>
<td>Registration/Administrative day (Buses do not run)</td>
</tr>
<tr>
<td>August 6</td>
<td>Monday</td>
<td>In-Service day</td>
</tr>
<tr>
<td>August 7</td>
<td>Tuesday</td>
<td>In-Service day</td>
</tr>
<tr>
<td>August 8</td>
<td>Wednesday</td>
<td>1st full day of classes (First day for buses to run)</td>
</tr>
<tr>
<td>September 3</td>
<td>Monday</td>
<td>LABOR DAY</td>
</tr>
<tr>
<td>October 8-12</td>
<td>Monday-Friday</td>
<td>FALL BREAK</td>
</tr>
<tr>
<td>November 21-23</td>
<td>Wednesday-Friday</td>
<td>THANKSGIVING HOLIDAYS</td>
</tr>
<tr>
<td>December 19</td>
<td>Wednesday</td>
<td>Last day of classes before CHRISTMAS BREAK. 87 student days unless bad weather. (Buses will run)</td>
</tr>
<tr>
<td>January 3</td>
<td>Thursday</td>
<td>Classes resume</td>
</tr>
<tr>
<td>January 18</td>
<td>Friday</td>
<td>In-Service (Target Technology)</td>
</tr>
<tr>
<td>January 21</td>
<td>Monday</td>
<td>NO SCHOOL</td>
</tr>
<tr>
<td>February 5</td>
<td>Tuesday</td>
<td>Administrative Day (Primary Election)</td>
</tr>
<tr>
<td>February 18</td>
<td>Monday</td>
<td>In-Service day</td>
</tr>
<tr>
<td>March 17-21</td>
<td>Monday-Friday</td>
<td>SPRING/EASTER BREAK</td>
</tr>
<tr>
<td>May 23</td>
<td>Friday</td>
<td>Last day of school. 93 student days unless bad weather. (Buses will run)</td>
</tr>
<tr>
<td>May 27</td>
<td>Tuesday</td>
<td>Administrative day</td>
</tr>
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### In-Service Days
- August 1
- August 6
- August 7
- January 18
- February 18

### Administrative Days
- August 2
- August 3
- February 12
- May 27
- Parent Conferences
Directory

Central Office
100 River Road
Loudon, TN 37774
Telephone (865) 458-5411
Fax (865) 458-6138

Central Office Personnel
A. Edward Headlee, Director of Schools
Gil Luttrell, Assistant Director of Schools/Transportation
Nancy Carpenter, Administrative Assistant
Dr. Ramona Best, 6-12 Instructional Supervisor
Phillip Bettis, Attendance/Testing Coordinator
Sissy Foster, Special Education Supervisor
Julia Game, Special Education Secretary
Kathy Greene, PreK-5 Instructional Supervisor
Pam Hamilton, Payroll Specialist
Tom Hankinson, CTE Coordinator
David Hemelright, Facilities Maintenance Coordinator
Christy Kenny, Teacher Resource Coordinator
Kim McGimsey, Instructional Support Supervisor
Alison Millsaps, Food Services Supervisor
Dawn Cox, Food Service/Transportation Assistant
Dr. Chris Smallen, Technology Coordinator
Bennie Sims, Business Manager
Lois Snow, Health Services Coordinator
Tina Smith, Pupil Services Supervisor
Cathy Touton, Federal Projects Assistant/Insurance

Systemwide Personnel
Betsy Morrow, Executive Director - Loudon County Schools Foundation
Cindy Lawson, Director - Family Resource Center
Betsy Junot, Consulting Teacher
Rosemarie Morelan, School Psychologist
Amy Perry, School Psychologist
Debbie Schryver, School Psychologist
Donna Yeaney, School Psychologist
Brandee Easterly, Gifted Coordinator
Susie Brooks, Speech & Language
Andrea Ditmore, Speech & Language
Beth Jenkins, Speech & Language
Elaina Koch, Speech & Language
Janet Young, Speech & Language
Schools and Other Facilities

Eaton Elementary School (PreK-4)
423 Hickory Creek Road
Lenoir City, TN 37771
Principal: Mrs. Jennifer Malone
Assistant: Melanie Amburn
Guidance: Timmie Brannon/Ellie Guldan
Librarian: Jo Anne Wilson
Secretary: Sharon Shaver
Phone: (865) 986-2420
FAX: (865) 988-5550

Loudon Elementary School (PreK-5)
2175 Roberts Road
Loudon, TN 37774-4705
Principal: Mr. Jason Vance
Assistant/Guidance: Kim Greenway
Librarian: Jenny Russell
Secretary: Bobbie Jo Harrell
Phone: (865) 458-2001 or 458-9395
FAX: (865) 458-1405

Greenback School (K-12)
421 Hickory Creek Road
Greenback, TN 37742
Principal K-12: Mr. Jerry Masingo
Assistant: Joey Breedlove
Guidance: Connie Vincent/Pam Schram
Librarian: Claudette Ervin
Secretary: Vivian Shudan
Phone: (865) 856-3028
FAX: (865) 856-3033

Loudon County Technology Center
4380 Harrison Road
Lenoir City, TN 37771
CT&E Coordinator: Mr. Tom Hankinson
Phone: (865) 986-2036
FAX: (865) 988-7775

North Middle School (5-8)
421 Hickory Creek Road
Lenoir City, TN 37771
Principal 5-8: Mr. Tim Berry
Assistant 5-6: Merry Anderson
Assistant 7-8: Tim Thompson
Guidance: Sarah Watkins/Reagan Womack
Librarian: Karen Buehler
Secretary: Deb Morton
Phone: (865) 986-9944 or 986-3417
FAX: (865) 988-9089

Highland Park Elementary School (PreK-4)
4404 Highway 11E
Lenoir City, TN 37772
Principal: Mr. David Meers
Assistant: David Clinton
Librarian: Nancy McColl
Secretary: Debbie Parker
Phone: (865) 986-2241 or 986-9601
FAX: (865) 988-7495

Philadelphia Elementary (PreK-8)
300 Spring Street
Philadelphia, TN 37846
Principal: Mr. Kevin Gentry
Assistant: Mary Hill
Guidance: Beth Kremplewski
Librarian: Lucy Layman
Secretary: Kathy Dukes
Phone: (865) 458-6801 or 458-6802
FAX: (865) 458-6805

Loudon County Family Resource Center
103 Maple Lane
Loudon, TN 37774
Director: Mrs. Cindy Lawson
Phone: (865) 458-8502
Fax: (865) 458-8882
LCTC Site
Phone: (865) 986-8798

Steekee Elementary School (K-5)
4500 Steekee School Road
Loudon, TN 37774-3731
Principal: TBA
Assistant: TBA
Librarian: Jacy Blankenship
Guidance: Karen Smiley
Secretary: Sally Akins
Phone: (865) 458-3322 or 458-3343
FAX: (865) 458-9921

Loudon County Technology Department
4380 Harrison Road
Lenoir City, TN 37771
Technology Coordinator: Dr. Chris Smallen
Phone: (865) 986-4970
Fax: (865) 986-5713
Information

Accident/Incident Reports
All accidents/incidents occurring on district property, school buses or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the building principal immediately. Reports should cover property damage as well as personal injury. A completed accident report form must be submitted to the building principal within 24 hours or the next scheduled district workday, as appropriate.

In the event of a work-related accident or injury, please see the Workers Compensation section of handbook.

Advanced Degrees, Teachers
Teachers receiving an advanced degree will be paid accordingly after the new teaching certificate has been filed at Central Office. Degrees earned by August 31 must have all information submitted to the state by December 1 in order to receive the salary adjustment for the entire school year. The change in salary becomes effective upon receipt of the new license at Central Office indicating the advanced degree.

Please be advised there is a new Tennessee law that provides for salary adjustments during mid-year for degree changes. The guidelines under the law are:

1. Written notice of intent to complete additional academic training;
2. Notice directed to director of schools and chair of the local board of education;
3. Notice must be given prior to the submission of the budget to the legislative body.

These requirements apply to any licensed individual who completes an advanced degree between the dates of September 1 - December 31 and reports that degree to the Tennessee Department of Education by February 1. The change in salary becomes effective upon receipt of the new license at Central Office indicating the advanced degree and will be paid from January 1 thru the end of the school year.

Bereavement Days
Full-time employees receive 3 Bereavement Days per death to be taken no later than seven (7) days after the death. Bereavement days are to be used for immediate family members only as defined below.

- Employee's wife/husband, parent, grandparent, children, grandchildren, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law or sister-in-law

Employees are to circle the family member the bereavement days pertain to on the “Employee Form”.

Board of Education Powers and Duties

Except as otherwise provided by general law or by ordinance, the Board of Education shall have full power and control of all matters pertaining to the conduct of the public schools within the County, and shall exercise such other powers and perform such other duties with respect thereto as may be imposed upon them by law or by ordinance of the County Commission. Items to be placed on the agenda for a Board of Education meeting should be turned in to Nancy Carpenter at the Central Office at least ten days before the scheduled meeting. Meetings are held the second Thursday of each month in the Courthouse Annex. All regular and special meetings of the Board are open to the public unless otherwise provided by law. Members of the Board of Education are as follows: Larry Bass, Steve Harrelson, Bobby Johnson, Jr., June Klinstiver, Bill Marcus, Scott Newman, Nancy Paule, Larry Proaps, Leroy Tate and Freddie Walker.

Career Ladder

For those teachers eligible for Career Ladder, payments will be made in December and May of each school year. Payments will be on the December and May teacher payroll dates.

Cell Phone Usage

In order to protect instructional time, cell phones are not to be used by teachers or assistants during class time except for emergencies.

Certificate Renewal, Additional Coursework and Degrees

Teachers are responsible for obtaining their own certificate, for renewals, and for any changes. Those who earn an additional degree must apply for a new teaching certificate through the certification office of the college/institution where they completed their degree.

All course work for additional degrees or hours must be completed prior to the beginning of the school year for which pay is requested.

Pay increases for additional degrees (MS, MS +30, Ed. S. or Ed. D.) will only be granted after a state certificate showing that degree is submitted to the Payroll Specialist. The Superintendent’s copy of the new teaching certificate must be given to the Payroll Specialist by December 1 for the M.S., M.S.+30, Ed.S. and Ed.D. levels. The pay raise for those levels is not given until the certificate is received. If necessary, the pay will be retroactive to the first payday.

For degrees received in December, the pay increase will be effective for the remaining pay periods after the Superintendent’s copy of the new teaching certificate is received by the Payroll Specialist. If necessary, the pay will be retroactive.

Child Abuse Reporting

Any staff member who knows or has reasonable belief that any child under 18 years of age has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately orally report or cause an oral report to be made to the
Department of Children's Services at 1-877-237-0004. The building principal and the Pupil Services Supervisor (458-5411, ext. 101) are also to be informed immediately. For the purpose of this section, abuse includes: physical, neglect, mental injury, threat of harm and sexual abuse and sexual exploitation.

Failure to report suspected child abuse or to comply with the confidentiality of records requirements is a violation punishable by law and district disciplinary action up to and including dismissal. Tennessee law provides that a staff member, who, based on reasonable grounds, participates in the good faith making of a child abuse report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law.

Community Activities
Employees are encouraged to participate in community activities in which they hold interest. Employees have a right to express their views on any public issue, even when the view is in opposition to a view expressed in board policy or board action. However, employees have the duty in each case to make clear in their statements that the view expressed is not the official view of the School Board or school system.

Complaints
Staff member complaints that a violation, misinterpretation or inappropriate application of district personnel policies and/or administrative regulations has occurred should be directed to the immediate supervisor for informal discussion and resolution. If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy.

Compensation
Salaries, including compensation for extracurricular assignments over and above the duties associated with a staff member’s regularly assigned duties, will be determined in accordance with salary schedules and salary placement guidelines established by the Board of Education and/or policies adopted by the Board. It is the Principal’s responsibility to provide all information necessary for placement on the salary schedule to the payroll office in accordance with timelines established by the district. Any and all additional compensation received by employees is to be handled through the Payroll Specialist.

Conflict of Interest
Employees will not engage in, or have a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as members of the school staff.

Contracts, Classified Employees (Assistants, ParaProfessionals, Nurses, Custodians, Secretaries, Central Office Secretaries, Cafeteria and Technicians)
Contracts for Classified Employees shall be issued after approval and adoption of the
Contracts, Teachers

Contracts for teachers shall be issued after approval and adoption of the budget by the Loudon County Board of Education and Loudon County Commission. Contracts are to be signed and returned to Central Office within five (5) days of issue. The contract shall provide for 200 days of responsibility as follows: a minimum of 180 teaching days with pupils present, ten additional working days (a) one for parent conferences (b) five for in service (c) four for other assigned duties and up to ten (10) vacation days if earned. Limited extended contracts are available under career ladder guidelines. As specified in State Law, contracts for all other teachers are automatically renewed at the salary approved by the Board of Education unless specific, written notification is made otherwise. Salaries for certified personnel will be based on degree and experience as verified by the State Department of Education.

Copyright

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments are available to staff in both the school and home setting. Infringement on copyrighted material, whether prose, poetry, graphic images, music audio tape, video or computer-programmed materials, is a serious offense against federal law, a violation of Board policy and contrary to ethical standards required of staff. All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form.

Credit Union

ORNFL Federal Credit Union is a savings and loan institution with various locations. All school employees and members of their family are eligible for membership. Deposits may be made by payroll deduction. (Entire check may not be deposited.) The Credit Union telephone number is 865-688-9555. For more information please visit their website (www.ornlfcu.com). ORNL is the only banking institution that Loudon County Board of Education currently participates in with direct deposit.

Department of Children's Services Registry

Effective July 1, 2007 - Per the State Department of Education. New law SB907/HB377 states that the Department of Education, the State Board of Education, Local Boards of Education and LEA's are prohibited from hiring any individual whom the Department of Children's Services has found to have committed abuse against a child or
whose name has been placed on the state’s vulnerable person’s registry or the state’s sex offender registry. The new law requires that the Department of Education, State Board and DCS develop a procedure whereby the names of all potential employees of the department, or any LEA are submitted to DCS prior to employment to determine if the potential employee were found by DCS to have committed child abuse.

**District Office Hours**

The district office is open between the hours of 8 am and 4 pm. The district office will be closed for county holidays when school is not in session.

**Dress Code**

All employees are expected to be neat, clean and to wear appropriate dress for work that is in good taste and suitable for the job at hand. Dress or attire from school employees that the principal or supervisor considers to be disruptive/inappropriate or which adversely affects the educational atmosphere will not be tolerated. PROFESSIONAL DRESS IS EXPECTED OF ALL EMPLOYEES!

Certain departments may have specific requirements for staff as communicated by supervisors.

**Drug and Alcohol Policy**

Employees of the school system shall not possess, use, or distribute any illicit drug or beverage alcohol as defined in Tennessee Code Annotated while on school premises or while responsible for chaperoning students on school-sponsored trips. Any employee who possesses, uses, or distributes any illicit drug or beverage alcohol on school premises or while responsible for chaperoning students on a school-sponsored trip will be terminated. All school employees shall cooperate with law enforcement agencies in all investigations concerning any violation of this policy. The Director of Schools will provide information about drug and alcohol counseling and rehabilitation to any employee who requests it.

**E-Mail**

All teachers and other Loudon County School System employees have an E-mail address on the system network. The technology coordinator assigns login addresses. The network also provides Internet access. A network user’s full Internet address is the employee’s last name and first initial + @loudoncounty.org as in the following example: smithj@loudoncounty.org.

E-mail messages should be used for official business, kept short, and broadcast to entire staff within a school only with permission of the principal and to other schools only by permission of the Director of Schools. Use of the system must not interfere with instructional time or disclose confidential information about students.

Correspondence of an employee in the form of electronic mail may be a public record under the public records law and may be subject to public inspection and/or monitoring. Should circumstances arise which, in the judgment of the Director of Schools, indicate a need to monitor e-mail, such monitoring is authorized by the Director on a case by case basis. At the time that such monitoring may commence, employees will be notified that
monitoring will take place and the circumstances under which it will be conducted.
Every staff member and student should have a signed Acceptable Use Policy: Technology, Internet and Network Guidelines form on file. See Appendix A for form.

Employee Conduct
Employees of Loudon County Schools are expected to conduct themselves in an appropriate manner at all time. Conduct should conform to Board policy. All licensed employees are expected to adhere to the Tennessee Educator's Association Code of Ethics of the Education Program.

http://www.teateachers.org/teachctr/Resources/codeethics.htm

Staff members shall use good judgment in their relationships with students beyond their work responsibilities and/or outside the school setting and shall avoid excessive informal and social involvement with individual students. Any appearance of impropriety shall be avoided. Sexual relationships between employees and students shall be prohibited.

Employee Paid Sub Days
All full-time employees can reimburse the county for up to 5 days per school year as approved by their principal/supervisor. Reimbursement (check or cash) must be attached to the substitute form when submitted to Central Office.

Experience Verification, New Teachers
New teachers are responsible for obtaining all information related to out-of-state and past teaching experience. All out-of-state experience will need to be submitted to the Office of Teacher Licensing by the Central Office Payroll Specialist. All information must be submitted to Central Office no later than November 15 in order to receive possible credit from the state for the current school year. If this information is not received at Central Office by the November 15 deadline new teachers will not be paid during the current school year for experience received at Central Office after this date. Upon verification from the Tennessee Department of Education on past teaching experience and out of state experience the employee will be notified and a new contract will be issued. Salary adjustments will be made as needed. The state sometimes takes as long as January or February to give credit for this experience. Salaries for certified personnel will be based on degree and experience as verified by the State Department of Education.

Extended Contract
Extended contract payments, if funded by the Tennessee State Department of Education, will be made in June and July.
Sick days earned for extended contract participation will be added at the end of the current school year based upon the following:
- $1,000 – 0 sick days earned
- $2,000 – 1 sick day earned
- $3,000 – 1 sick day earned
- $4,000 – 2 sick days earned
Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) provides for up to 12 work weeks of unpaid leave during a 12 month period (July 1 – June 30) for eligible employees for certain family and medical reasons. Reasonable leave can be taken for the following:

- Birth/Adoption/Foster Care
- Serious health condition of spouse, son, daughter or parent
- Serious health condition of self

Employees are eligible if they have worked for at least one year and for 1,250 hours over the previous 12 months for the Loudon County Board of Education. Questions regarding FMLA leave should be directed to the Payroll Specialist.

Employees must request and be granted FMLA by their Principal/Supervisor and the Director of Schools. If an employee requests and is granted Family Medical Leave and they have single coverage insurance, the county will continue to pay the single portion of the health, dental or life for the 12 weeks that is granted under the FMLA Act. The employee will still be responsible for the family portion of his/her premium and this will need to be paid directly to the Board of Education by the 1st of each month. For Cafeteria Staff the county will pay the portion that it currently covers while an employee is actively employed. If the employee uses the 12 weeks and is not able to return to work, a request for a “Leave of Absence” will then be needed and the employee will be responsible for the entire portion of single coverage and family portion of the health insurance cost.

For additional information see the Loudon County Board of Education Policy Manual Descriptor Code 5.305.

Field Trips and Other Student Travel

Field trips will be used only to extend instruction. The following will be considered before any field trip will be approved: (a) the value of the field trip to mastery of the learning objectives of the class; (b) the suitability of the activity and travel time for the students; (c) the availability of transportation; and (d) the cost.

Field trips must be approved in advance. Any teacher seeking approval for a field trip will submit a field trip request form to the principal. If the principal approves, the principal will forward the request to the Director of Schools for final approval.

Detailed information about the field trip process and other student travel is available in Policy Manual is 4.302 in the Policy Manual of the Loudon County Board of Education. Policy manuals are available on-line at k12.loudoncounty.org.

Fingerprinting

All persons applying for any position shall be required to (at the employee’s expense):

- Supply a fingerprint sample and submit to criminal history records checks to be conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation.
- Employment will be offered pending the return and disposition of such checks. All offers of employment are contingent upon the results of such checks.
Flu Shot Program
A flu shot program will be made available at cost to all employees during the fall of each school year. Scheduling will be handled between Central Office and each individual school.

Food Service
The Loudon County School System participates in the National School Nutrition Program. Breakfast and lunch are served in all schools.

Fund Raising
All fund raising activities that involve students or that occur on school property must be approved in advance by the principal and the Director of Schools. This includes any activity that involves the collection of money except classroom fees and field trip expenses. The Director of Schools provides a form for this purpose.

Gifts to Employees
All employees of the school system are prohibited from accepting things of material value from companies or organizations doing business with the school system. Exceptions to this policy are the acceptance of minor items, which are generally distributed to all by the companies through public relations programs. Teachers should accept only gifts with token value from students.

Grievances
If a teacher feels that he or she has a grievance, he or she shall first discuss the matter with the principal or other appropriate administrator personally in an effort to settle the problem informally. If the problem is not resolved informally, then either party may declare that a grievance exists and the formal procedure stated in Board of Education Policy invoked.

Harassment
Harassment of employees will not be tolerated. Harassment includes, but is not limited to, harassment on the basis of race, color, religion, national origin, age, disability and gender. Harassment is defined as conduct, advances, gestures or words of any nature, which have any of the following effects: (a.) Unreasonably interferes with an employee's work or performance; (b.) Creates an intimidating, hostile or offensive work environment; (c.) Implies that submission to such conduct is made an explicit or implicit term of employment; (d.) Implies that submission to or rejection of such conduct will be used as a basis for an employment decision affecting the harassed employee. Any complaints should be reported to the employee's immediate supervisor. If that person is involved, then it should be reported to the next level of supervision.

Any staff member who is subject to, or knows of, such harassment is directed to notify the building principal or Director of Schools immediately. If the complaint is not
satisfactorily settled, the employee may file a complaint directly with the Tennessee Department of Labor, Civil Rights Division or with the U.S. Department of Labor, Equal Employment Opportunity Commission. Such complaints may also be filed with the appropriate enforcement agency, in lieu of the district’s complaint process, at any time, as provided by law.

**Health Examinations**

A physical examination (at the expense of the employee) is required of all new school personnel at the time of employment. School personnel shall be free from contagious or communicable diseases or conditions, which might endanger the health of school children.

**Hepatitis B Program**

Because of the possibility of emergency exposure to Hepatitis B, Loudon County Schools has adopted a liberal plan concerning vaccinations. Any employee who believes he or she will be at risk for exposure to Hepatitis B shall receive a vaccine upon their request to the School Nurse and execution of a hold harmless agreement. Employees who decline to accept the Hepatitis B vaccination must sign a Declination Form. If the U.S. Public Health Service recommends a routine booster dose(s) of Hepatitis B vaccine at a future date, then such booster dose(s) shall be made available.

**In-service Training**

All teachers and administrators are required to complete a minimum of five (5) days of in-service training per year. These professional development days include county wide In-Service training days which are required along with school based professional development. All certified staff are required to submit an online survey required by the State Department of Education each spring concerning professional development. With PRIOR APPROVAL by the principal and Director of Schools, other activities may include workshops, seminars, readings, and observation in other school systems.

**Internet Usage**

Employee access to the Internet is provided upon receipt of the signed Acceptable Use Policy: Technology, Internet and Network Guidelines form on file. See Appendix A for form.

**Involuntary Transfer or Assignment**

The principal of each school shall have the authority and the responsibility to assign staff as necessary to meet the needs of students. When possible, the principal should discuss potential changes in job assignments with the staff involved to ensure that the reasons for the changes are understood.

**Job Notification**

To insure that all certified staff members are notified when vacancies occur in the system all jobs will be posted for a minimum of two weeks on the Job Application portion of
the system website. An e-mail with the job description and qualifications will be sent to system employees for posted Administrative or Support Staff positions.

Jury Duty

School employees summoned to jury duty will receive regular compensation. Notification to the immediate supervisor should be made as soon as a jury summons is received. Teachers are no longer exempt from jury duty, but may request a convenient time to serve according to state law.

Lost Checks

Per Central Accounting, effective January 1, 2006, if an employee loses a check the policy is:

- Check the status of the check on the 7th day after the date of issue
- If the check has not cleared the bank then a new check will be issued on the 7th day, the employee will need to bring in the stop payment fee of $30.00 (subject to change without notice) when picking up the replacement check (if paying by check make payable to "First National Bank")

Maintenance Work Orders

Maintenance work orders shall be submitted via the Principal's Office, or their designee. Loudon County Schools utilizes a web-based work order system to facilitate all work requests for school facilities.

Maternity Leave

Employees must request and be granted FMLA by their Principal/Supervisor and the Director of Schools. A female employee who has been employed by the Loudon County Board of Education for at least twelve (12) consecutive months as a full-time employee may be absent from such employment for a period not to exceed sixteen (16) weeks of unpaid leave for pregnancy, childbirth and nursing the infant. Otherwise, the maternity leave shall be unpaid leave. Upon verification by a written statement from an adoption agency or other entity handling an adoption, an employee may also be allowed to use up to thirty (30) days of accumulated sick leave for adoption of a child. If both adoptive parents are teachers, only one (1) parent is entitled to leave. Upon return from maternity leave, the employee will be placed in the same or a similar position. If an employee has sick days and carries family insurance the monthly premium will continue to be deducted from their paycheck. If an employee is not receiving pay, it is the responsibility of the employee to pay their portion of the family coverage. If you are off longer than 16 weeks and are removed from the payroll, then you are responsible for the full cost employee and family portion of the health insurance.

For additional information see the Loudon County Board of Education Policy Manual Descriptor Code 5.305.

Meals for Employees

Administrative staff, teaching staff, and non-certified staff are required to pay
for any meals/food eaten in the cafeteria. This also applies to Loudon County Schools Central Office Staff and Loudon County Maintenance Staff. Due to State Guidelines, exceptions to this are cafeteria staff and custodial staff who assist in the cafeteria.

The prices for adult meals for county employees are:

**BREAKFAST** $1.05 for staff or $1.30 for visitors  
**LUNCH** $2.30 for staff or $2.55 for visitors

A visitor is defined as anyone who is not a county employee. The cafeteria receives no Federal reimbursement for adult meals; therefore, we are required to charge adults a higher price than students.

The cafeteria manager will be happy to set up an account for anyone in the building who wishes to have an account so they can pre-pay for meals.

**Media Access to Students**

The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access may not be unduly disruptive and must comply with Board policies and district goals. Media representatives are required to report to the building principal for prior approval before accessing students involved in instructional programs and activities not attended by the general public. Staff may release student information to the media only in accordance with applicable provisions of the education records law, the Board policies governing directory and personally identifiable information, and a signed public media release contained within the student acceptable use policy.

**Military Leave**

Any person holding a position which requires a teacher’s certificate shall be granted leave for military service without forfeiture of accumulated leave credits, tenure status, or other fringe benefits in accordance with TCA 49-5-702.

**Outside Employment**

Outside employment is permitted so long as it does not interfere with performance of school responsibilities and in no way detrimentally reflects on the school system.

**ParaProfessionals**

All ParaProfessionals at each school must pass the “ParaPro Assessment Test” or submit a college transcript that verifies a minimum of 48 hours credit before employment.

**Paydays**

Employees are paid on the 15th or 30th of the month. Pay is divided equally between 12 payments.

- 15th Payroll - Teachers, ParaProfessionals, Assistants, Nurses, and Technicians.
- 30th Payroll - Central Office Secretaries, Principals, Custodians, Cafeteria and Central Office Administrators.
Summer checks (June, July and August) for 10 month employees will be available for pickup on June 13, 2008 at the Loudon County Technology Center.

Payroll Deductions

All requests for payroll deductions and/or changes must be in writing. Payroll deductions may include the following listed below. Payroll questions should be directed to the Payroll Specialist.

- Federal income tax
- Social Security
- Medicare
- Tennessee Consolidated Retirement System (TCRS)
- Teacher Association Dues (TEA, NEA)
- Tax-sheltered Annuities (403b, 457b)
- ORNL Federal Credit Union
- Section 125 Cafeteria Plan Elections, including health and dental insurance premiums
- Others as approved

Pay Day Schedule

<table>
<thead>
<tr>
<th>15th Payroll</th>
<th>30th Payroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 13, 2007</td>
<td>July 30, 2007</td>
</tr>
<tr>
<td>August 15, 2007</td>
<td>August 30, 2007</td>
</tr>
<tr>
<td>September 14, 2007</td>
<td>September 28, 2007</td>
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<td>October 15, 2007</td>
<td>October 30, 2007</td>
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<td>November 15, 2007</td>
<td>November 30, 2007</td>
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<tr>
<td>December 14, 2007</td>
<td>December 14, 2007</td>
</tr>
<tr>
<td>February 15, 2008</td>
<td>February 28, 2008</td>
</tr>
<tr>
<td>March 14, 2008</td>
<td>March 28, 2008</td>
</tr>
<tr>
<td>April 15, 2008</td>
<td>April 30, 2008</td>
</tr>
<tr>
<td>June 13, 2008</td>
<td>June 30, 2008</td>
</tr>
</tbody>
</table>

Please note that employees hired at the beginning of the school year will receive their first check on the September pay day. The dates listed above are subject to change with the Director’s approval.
Personal Leave

The Principal/Supervisor may authorize personal leave without loss of pay for up to a maximum of two days per year upon the request of an employee (providing the employee has unused personal leave).

Except for emergency reasons, approved by the Director of Schools, personal leave may not be taken immediately before or following holidays, in-service days, during scheduled tests or exam days, and during the first week or the last two weeks of school, and more than 10 percent of teachers may not take personal leave on the same given day.

Requests must be made on forms provided and, except for emergencies, must be submitted at least one week in advance. Personal leave must be used by May 15th of each year, unless otherwise approved. Any unused personal days are converted to sick days at the end of the contract year.

Teachers that have 15+ years of experience with "Loudon County Schools" are granted an additional personal day each school year. The additional personal day will not convert to a sick day if not used.

Political Activities

No employee shall use school system facilities, equipment, or supplies, nor shall the employee use any time during the working day for campaigning purposes in connection with any campaign or position appointment.

Professional Development

Teachers are encouraged to be engaged in a continuous program of professional and technical growth to provide a quality educational program for all students in the system. At least five days of in-service training shall be included in the school year.

Professional Leave

The Director of Schools may grant additional professional leave for professional development and school-related activities as are deemed advisable. Substitute forms are found in each school office and must be submitted to the Principal to be recommended to the Director of Schools.

Public Relations

A program of public relations is conducted to keep the citizens of Loudon County informed about the system and the schools. School personnel are instrumental in determining the public image of the schools. Teachers who wish to have media coverage of an event or program are asked to e-mail the Pupil Services Supervisor in the central office (smitht@loudoncounty.org).

Purchasing

Teachers may requisition supplies in accordance with school policies and procedures on forms supplied by the school office. Invoices will be mailed to the delivery address and
school personnel must verify the order before the invoice is paid.

Records

Employees shall have the right, upon request, to review the contents of their own personnel files.

Release of General Employee Information

Employee records are public records, except for matters deemed confidential by law, and shall be open for inspection during regular business hours. Members of the public may not obtain an employee’s telephone number, address, bank account information, social security number or driver’s license information except where driving or operating a vehicle is considered to be a part of the employee’s duties, unless release of this information is expressly authorized by the employee.

The district may also disclose information about a former employee’s job performance to a prospective employer under the following conditions:

1. Disclosure of information is upon the request of the prospective employer; or
2. Disclosure of information is upon the request of the former employee; and
3. The information is related to job performance.

The district will not disclose information that is knowingly false, deliberately misleading, rendered with malicious purpose or is in violation of the employee’s civil rights.

The Payroll Specialist occasionally receives inquiries from banking institutions, credit unions collection agencies, wage garnishments and other various requests. All requests for employment verification will be handled in a confidential manner.

Resignation

A teacher shall give the Principal and Director of Schools written notice of resignation at least thirty days in advance of the effective date of resignation. Classified personnel shall present a letter of resignation to the immediate supervisor at least two weeks prior to the effective date.

Retirement

Full-time employees normally attain full retirement benefits at age 60 or with 30 years of service. Temporary and part-time employees are not eligible for retirement benefits. Loudon County Schools participates in the Tennessee Consolidated Retirement System (TCRS). It is mandatory that all full-time employees participate. Each pay check you contribute 5% of your salary through a pre-tax deduction. TCRS is a defined benefit retirement plan, which means that your benefit is determined by using a formula established by TCRS. Several factors are incorporated into the formula. A brochure is available in the payroll department.

As a retirement incentive for certified personnel the school system may contribute $150.00 to their health insurance premium thru the state until the age of 65 for individuals who have met the following eligibility requirements for retirement.
• Hire date was prior to May 27, 2005
• Have at least 30 years of service from the TCRS
• Been continuously employed by the Loudon County Board of Education as a licensed teacher or administrator for the last twenty (20) years of service, prior to retirement

Spouses may continue on the program through payment of the premium set for spouses of retired employees. If you have questions regarding your eligibility or other retirement questions, please contact the Payroll Specialist, TCRS directly at (615) 741-4868 or visit www.treasury.state.tn.us/tcrs.

Safety Programs

Loudon County Schools recognizes that safe work practices shall be incorporated into all aspects of the instructional program and makes every effort to identify workplace hazards and the personal protective equipment necessary (above and beyond engineering and administrative controls) to protect employees from these recognized hazards. Safety training will be required of all employees.

All employees are required to know the safety and emergency procedures for their work site as outlined in Loudon County Schools Plan for Emergency Management. Employees must know the location of that document on the campus/the building. That document must be easily accessible to faculty and staff at all times when students are present on the campus, including before-school and after-school programs, sports and activities practices, and other events that involve students.

School Assigned Sub Days

School Assigned days will not be counted against the employee. The school is responsible for reimbursing the county for the cost of the substitute.

School Day

Principals or their designees are expected to be in the building at least 30 minutes before school begins and to stay at least 30 minutes after school ends. Teachers are expected to be in the building at least 15 minutes before school begins and to stay at least 15 minutes after school is dismissed. Faculty meetings and other extended day duties are assigned by the building level principal.

In the case of an emergency or other unusual situations, the principal or designee may grant permission for school employees to leave school. Each principal will establish check-out procedures that will include permission from the principal, reason for leaving, check out date and time, destination phone number where the employee can be reached (if appropriate), and check in date and time.
Sick Leave

Sick leave shall mean leave of absence because of illness of an employee from natural causes or accident, quarantine, or illness or death of a member of the immediate family of an employee, including the employee’s wife or husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law and sister-in-law.

The paid time off allowed for sick leave for all full-time employees is one day for each full month of service. One day equals the number of hours worked per day. Sick leave shall be cumulative for all earned days not used. An employee claiming sick leave may be required by their Principal/Supervisor or the Director of Schools to file a certificate from a physician stating the nature of the illness and the length of time the employee was unable to work. Sick leave is accumulated at 10, 11 or 12 per year, depending on an employee’s contract and carries forward indefinitely within the school system. All days absent must be reported on an “Employee Leave Form” regardless if a substitute teacher was available.

Teachers that work on a part-time contract will earn 1 sick day for each month of service. One day equals the number of hours worked per day.

Classified employees do not earn sick leave while working a part-time contract.

For additional information see the Loudon County Board of Education Policy Manual Descriptor Code 5.302.

Snow Days

In cases of heavy snow or icy road conditions, school closings will be announced as early as possible on Knoxville radio and television stations. Snow days will be made up as necessary and at the discretion of the Board of Education. You may phone 458-5411 for an automated message concerning school closings.

Staff-Student Relations

Staff members shall use good judgment in their relationships with students beyond their work responsibilities and/or outside the school setting and shall avoid excessive informal and social involvement with individual students. Any appearance of impropriety shall be avoided. Sexual relationships between employees and students shall be prohibited.

Substitutes

When a teacher must be absent from work, the following procedures are to be followed:

1. If the absence is necessary because of illness, the teacher shall notify the school employee designated by the principal.
2. If the absence is necessary because of other reasons, the teacher shall follow the procedures established by the principal.
3. Employees are responsible for filling out and submitting substitute forms in a timely manner at each school.
**Teacher License Requirements**

Certified persons offered employment by Loudon County Schools must present their original Superintendent’s Copy of the Tennessee Teaching License to payroll. It is the responsibility of each certified employee to keep his/her license and all endorsements current. All teachers must have a valid Superintendent’s copy of their current license on file at Central Office. Teachers are cautioned that failure to maintain license and endorsements will invalidate their contract with the school system. Licensing status can be verified on the state website at [https://www.k-12.state.tn.us/tcertinf/](https://www.k-12.state.tn.us/tcertinf/).

**Teaching about Religion**

Religious education is the responsibility of the home and religious institutions. Public schools are obligated to maintain neutrality in all such matters. However, as religion influences many areas of education such as literature and history, its role in civilization may be taught when consistent with curriculum and teaching assignment. In such instances, teachers may provide information and opportunity for students to study the forms of various religions. Though teachers may be permitted to expose students to information concerning religious beliefs, teachers may not advocate, openly or covertly or by subtlety, a particular religion or religious belief.

**Technology Resources**

The district’s computer systems and networks are any configuration of hardware and software located in any school building. The systems and networks include all of the computer hardware, operating system software, stored text and data files. This includes electronic mail, local databases, externally accessed databases (such as the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies and new technologies as they become available. The district reserves the right to monitor all technology resource activities.

The district’s technology resources will be used for learning, teaching and administrative purposes consistent with the district’s mission and its goals. Commercial use of the district’s system is strictly prohibited. Procedures for purchasing hardware and software are available through the system technology department.

**Tobacco-Free Environment**

In order to protect the health of students, staff and the general public, provide a healthy working environment and promote good health for students, tobacco use is prohibited on all district property. Tobacco use is defined as the carrying or smoking of any kind of lighted pipe, cigar, cigarette or any other smoking equipment or material or the chewing of a tobacco product.
Transfer of Sick Leave & Experience for Classified Employees
(Assistants, ParaProfessionals, Nurses, Custodians, Secretaries, Central Office Secretaries, Cafeteria and Technicians)

Classified employees are allowed to transfer sick leave if transferred to a teaching position. These employees may count experience in the event of a transfer between these positions. The total amount of experience given will be at the discretion of the Director of Schools.

Website Resource Links

www.loudoncounty.org LCS Special Education Department
www.loudoncounty.org LCS Coordinated School Health Program
https://www.astihosted.com/lcs/jam/DefaultApplicant.asp LCS Jobs
www.loudoncounty.org LCS Salary Schedules
www.loudoncounty.org LCS Supplement Schedules

Worker’s Compensation

The following medical treatment centers and pharmacies are approved by the Board of Education for initial or follow-up treatment of work related injuries and prescriptions.

Blount Memorial Occupational Health Center
220 Associates Blvd.
Alcoa, TN 37777

Blount Memorial Hospital (After Hours/Emergency)
907 E. Lamar Alexander Parkway, Maryville, TN 37804

Riverbend Clinic, John Sanabria, MD
15000 Hwy. 72 N.
Loudon, TN 37774

Physician Clinic, Howard Holmes, MD
780 Hwy. 321N
Lenoir City, TN 37771

Dr. Randall Morton, MD
101 321N
Lenoir City, 37771

Dr. Terry Bragg, DC Chiropractor (Back Injuries)
615 Leeper Parkway
Lenoir City, TN 37771

Fort Loudoun Medical Center (After hours/Emergency)
550 Fort Loudoun Medical Center Drive
Lenoir City, TN 37772

East Tennessee Discount Drugs
721 Hwy. 321 N
Lenoir City, TN 37771
Any employee, injured while at work, must report the injury to their supervisor or Nancy Carpenter immediately 458-5411, Ext.100. If medical treatment is required, an appointment must be with one of the providers listed above. Send all bills for medical treatment to Nancy Carpenter instead of our insurance carrier. Seek medical treatment at the emergency room only after hours or in a true emergency.
If you have any questions or comments regarding benefits outlined in this booklet, please contact one of the following Central Office staff members at 458-5411: Pam Hamilton @ ext. 115, Payroll Specialist or Cathy Touton @ ext 109, Federal Projects Assistant/Insurance. This handbook does not guarantee benefits coverage. Eligibility requirements must be met for coverage to be in force.

Benefits Premiums
Premiums for benefits are taken over a 12-month period.

Dental Insurance
A comprehensive dental insurance plan is offered for full time employees of Loudon County Schools. The dental insurance is available through Direct Reimbursement Benefits. The plan provides for preventive, routine, major, and orthodontic services. Open Enrollment is available October 15th – November 15th of each year with the effective date of January 1st.

If you have a qualifying event throughout the year, you can change your coverage. A qualifying event includes birth, marriage, legal separation and divorce, death, loss of job or reduction in hours. New teachers who sign up for dental insurance will begin their coverage October 1. Currently, Loudon County Schools provides single coverage to Teachers, Assistants, School & Central Office Secretaries, Nurses and School Administrators if they choose to participate. Loudon County pays 60% of single and family coverage for the custodial and cafeteria staff.

You will not receive a card for dental coverage and you can use any dentists you wish.

Benefits are as Follows:
First $100.00 paid at 100%
Next $100.00 paid at 70%
Next $2660.00 paid at 50%

Pays a total of $1500.00 per year per person and this includes orthodontics.

Employee Assistance Program
An Employee Assistance Program (EAP) is provided at no charge for all full time employees and their families. The service is provided by Magellan Health through the State of Tennessee and offers confidential assessment, short-term counseling, referral (if necessary), and follow-up to you and members of your family (who live with you) who want help in dealing with stressful situations. The phone number is 1-800-308-4934.
Group Life Insurance

Group Life Insurance in the amount of $50,000 is provided to all employees with a small fee to cafeteria and custodial staff. The coverage also provides for Accidental Death and Dismemberment. Dependent coverage is as follows: Spouse $2000 (under age 70) and children between 15 days to 5 months $100.00, children 6 months to age 19 or age 23 (if full time student) is $1,000. North American Benefits is our life insurance carrier.

Health Insurance

A comprehensive health insurance plan emphasizing employee choice is provided for full-time employees of Loudon County Schools. Among the key features of the plan are: local and regional networks of health care providers; access to local, national chain, and mail order pharmacies; Loudon County Schools is part of the self-insured plan through the State of Tennessee. Open enrollment is ONLY the first 30 days of employment. New Teacher's health insurance will begin with Loudon County on October 1st, however, if you do not enroll during the initial enrollment period you must have a qualifying event (birth, marriage, death, spouse loss of employment or benefits) to make a change in health benefits. A late applicant process is available to our employees which requires a health assessment and also a non-refundable $60.00 fee to be considered through an underwriting company for health insurance. There is an annual health transfer period each year between the months of October 15th - November 15th. The employee has the option to transfer to a different plan that we offer during this time. THE ANNUAL TRANSFER PERIOD IS NOT AN OPEN ENROLLMENT PERIOD. If you elect not to take the health insurance you are required to sign a refusal form. Insurance questions should be directed to the Insurance Preparer at 865-458-5411 Ext 109.

Currently, Loudon County Schools offers three plans: (1) Blue Cross Blue Shield (PPO Plan) which works on a deductible basis and it pays 90% after deductible is met for in-network providers and 70% for out-of-network providers. (2) CIGNA (POS Plan) works on a copay basis and pays balance of eligible expenses for network providers and requires a deductible if you choose to go out of network and then it pays 70%. (3) United Healthcare (HMO Plan) also has a copay and it pays the balance of eligible expenses for in-network providers, and makes NO provision for out-of-network providers. Prescriptions are included in the health insurance plan and also operate on a co-pay basis for all three plans with different tiers of copays for generic, preferred and non-preferred brands. Mail order service is available for all three plans allowing participants to receive a three-month supply for most drugs for one copay.

For more information on plans, please see below.

Blue Cross Blue Shield (PPO) www.bcbst.com (800) 558-6213
CIGNA (POS) www.cigna.com (800) 244-6224
United Healthcare of TN www.uhcrivervalley.com (877) 366-0011
Holidays

Legal paid holidays for all administrators, supervisors, and classified personnel employed on an annual basis include the following.

- Labor Day
- Martin Luther King Day
- Thanksgiving plus one
- Good Friday
- Christmas plus one
- Memorial Day
- New Years
- Independence Day

Retirement

Full-time employees normally attain full retirement benefits at age 60 or with 30 years of service. Temporary and part-time employees are not eligible for retirement benefits. Loudon County Schools participates in the Tennessee Consolidated Retirement System (TCRS). It is mandatory that all full-time employees participate. Each pay check you contribute 5% of your salary through a pre-tax deduction. TCRS is a defined benefit retirement plan, which means that your benefit is determined by using a formula established by TCRS. Several factors are incorporated into the formula. A brochure is available in the payroll department.

If you have questions regarding your eligibility or other retirement questions, please contact the Payroll Specialist at 458-5411, ext. 115 or contact TCRS directly at (615) 741-4868 or visit www.treasury.state.tn.us/tcrs.

Section 125 Cafeteria Plan

Loudon County Schools currently participates in a full Section 125 Cafeteria Plan. This allows employees to voluntarily select various benefits and pay the premiums for those benefits with pre-tax dollars. Among the options are:

- Medical Insurance
- Accident Insurance
- Dental Insurance
- Hospital Indemnity Insurance
- CardiacCare Insurance
- CancerCare Elite
- HealthCare Plus
- ICU/CCU

USAble Life administers our Section 125 Cafeteria Plan. They can be reached at (800) 852-3293 or visit them online at www.usablelife.com for more information and reimbursement forms. The Cafeteria Plan year runs from October 1 – September 30. An open window for enrollment takes place in the fall. All full-time employees must meet with a representative during open enrollment.

If you choose to participate in this plan, any deductions under the 125 plan will be taken out for 12 months. You will not be able to drop a deduction until the "Anniversary Date" of the plan (October 1st - September 31st). These are IRS rules and will be followed with the only exception being a change in family status (i.e., divorce, marriage, birth of child, adoption, death, etc.).
Tax Sheltered Annuities

Employees may voluntarily place a portion of their income into a 403(b) and/or 457(b) Tax Sheltered Annuity. Deductions will be taken over 12 months. Such funds and the interest they earn are tax deferred for Federal Income Tax purposes until they are withdrawn. Investments can only be made in the companies listed below thru payroll deduction.

403(b) Annuity Companies

<table>
<thead>
<tr>
<th>Business Number</th>
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</thead>
<tbody>
<tr>
<td>Ameriprise Financial</td>
<td>(865) 588-9377</td>
</tr>
<tr>
<td>Carol Kuster</td>
<td>(865) 690-6169</td>
</tr>
<tr>
<td>Brian Osgood</td>
<td>(877) 339-0999</td>
</tr>
<tr>
<td>Horace Mann</td>
<td>(877) 339-0999</td>
</tr>
</tbody>
</table>

457(b) Annuity Company

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<tr>
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<tbody>
<tr>
<td>Nationwide</td>
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<tr>
<td>Allen Sheets</td>
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</tbody>
</table>

Tennessee Risk Management Trust

This insurance provides all employees Worker’s Compensation coverage, general liability coverage and student accident insurance. Contact information is 1-888-743-4336 or www.tnrmt.com.

Vacation

Personnel employed on a 12 month contract earn 10 vacation days per school year. Vacation days do not carry forward if they are not used. All employees must submit an “Employee Leave Form” to Central Office for vacation days used. Vacation must be taken between July 1 and June 30 of the current school year.

Voluntary Group Term Life Insurance

Voluntary Group Life Insurance is available thru USAble Life in $10,000.00 increments. Rates are reasonable and increase with age if coverage remains the same. They can be contacted at www.usablelife.com or at (800) 648-0271.
Appendix A

Acceptable Use of Internet Policy

Internet and video conferencing accesses are now available to students and all employees in the Loudon County School System. This access to an electronic highway connects thousands of computers all over the world and millions of individual subscribers. We are pleased to bring this access to the Loudon County School System and believe this technology offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to students and teachers is to promote educational excellence in schools by facilitating resources sharing, innovation, and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of a school setting. The Loudon County School Board must take precautions to restrict access to controversial material. However, on a global network it is impossible to control all material and industrious users may discover controversial material. The Board firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school system.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users that must adhere to strict guidelines. If a Loudon County School System user violated any of the provisions of this policy, his/her account will be terminated and future access could be denied.

1. Acceptable use - The purpose of NSFNET, which is the backbone of the Internet, is to support research and education in and among academic institutions in the USA by providing access to unique resources and the opportunity for collaborative work. The use of the account must be in support of education and research and be consistent with the educational objectives of the Loudon County School System. Use of any other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any USA or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. All users will also abide by the Policy and Procedures stated in the Loudon County Board Policy Manual.

2. Privileges - The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. Each employee who receives access will participate in discussion with a Loudon County School System teacher/administrator pertaining to the proper use of the network. The system administrators will deem what is inappropriate use and that decision is final. The system administrators may close an account at any time required. The administration and staff of the Loudon County School System may request the system administrator to deny, revoke, or suspend specific user accounts.

3. Network Etiquette - Users are expected to abide by the generally accepted rules of network etiquette as defined by system administrators.

4. Warranties - The Board makes no warranties of any kind, whether expressed or implied, for the service provided. The Board will not be responsible for any damages suffered. This includes loss of data resulting from nondeliveries, misdeliveries, or other service interruptions caused by its own negligence or users' errors or omissions. Use of any information obtained via the Internet is at the user's risk. The Board specifically denies any responsibility for the accuracy or quality of information obtained through this service.

5. Security - Security on any computer system is a high priority, especially when the system involves many users. Security problems on the Internet must be reported to a system administrator or the Technology Director. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

6. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

7. Pornography - Access of pornographic and/or sexually explicit material on the network is prohibited. Any attempt to access this type of material will result in cancellation of network privileges, appropriate disciplinary action, and/or appropriate legal action. The definition of pornographic content is determined by system administrators.

8. All Loudon County Employees are subject to Loudon County Board Policy Manual.
Appendix B

Equipment Use Policy

LOUDON COUNTY BOARD OF EDUCATION'S EMPLOYEE EQUIPMENT PROGRAM
AGREEMENT/RELEASE

I/We authorize ________________________________ (Employee’s name) to receive portable equipment
(Type__________Make__________, Model____________ID or serial no. ___________ ) and in
consideration thereof it is agreed that I/we undertake to release the Loudon County Board of Education, its
agents, employees, Board of Education members, administrators and volunteers, individually and collectively,
from any claims relating to loss or damage which may result arising out of any circumstances pertaining to my
use of the system/school equipment.

Employee Authorization/Release

I agree to be financially responsible to repair damage sustained by the above identified equipment which is not
able to be remedied through any warranty or service contract coverage and which represents damage beyond
normal/reasonable "wear and tear". Further, I agree to be responsible for the cost of replacement of lost or
stolen equipment. The determination as to any such damage or lost will be within the sole authority of the
School District. The School District can, on a yearly basis, assess and evaluate the equipment's current
condition.

I agree to be responsible for the care and safe-keeping of the equipment
(Type__________Make__________, Model____________ID or serial no. ___________ ) including all other
assigned accessories for equipment. (Examples: bag, extra batteries, cables, and ac adapter) It is recognized
by me that I am to be responsible to assure that the subject equipment is not lost or stolen by way of ensuring
that the equipment is never left unattended and is placed in a designated equipment storage area when not in
my possession outside school or district location. Equipment must be onsite with employee when employee is at
work. I further agree that on the request of school or district supervisor subject equipment can be used for
any In-service training.

Further, it is recognized that the School District will not provide nor be responsible for Internet accounts. It
is recognized that the School District is not to be responsible for anything not installed by the District.
Further, I agree that I will not utilize the equipment for any illegal purposes including copyright infringement
or software "piracy." Equipment is also subject to system's internet policy that every employee signs.

It is agreed that the equipment is to be released to the designated School or District representative to
provide for maintenance and an assessment of the condition of the equipment. If any hardware malfunction
within the unit occurs I agree to notify the designated School or District representative immediately and not
attempt to remedy any malfunction through my own efforts.

Any violations of this contract will be determined by the Director of Schools of Loudon County Schools or
Designee. Any exception to this contract is at the sole authority of the Director of Schools or his designee.

___________________________                                         ___________________________
Employee Printed Name                                 Employee Signed Name

Date:___________________                        Assigned Building:_____________________________

(If you utilize portable equipment that is owned by Loudon County Schools (such as a laptop, etc.), please make
a copy of this form, fill out with the appropriate information, and turn in with your employee contract packet.)
# Appendix C

## Health, Dental, & Life Insurance Premiums

### Premiums for Health, Dental & Life

<table>
<thead>
<tr>
<th>Health</th>
<th>TEACHERS</th>
<th>ASST/NURSES/SEC</th>
<th>CAFÉ/CUSTODIANS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Single</td>
<td>Family</td>
<td>Single</td>
</tr>
<tr>
<td>BCBS (PPO)</td>
<td>0.00</td>
<td>357.45</td>
<td>0.00</td>
</tr>
<tr>
<td>CIGNA (POS)</td>
<td>0.00</td>
<td>327.62</td>
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</tr>
<tr>
<td>United Healthcare (HMO)</td>
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<tr>
<td>Dental</td>
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<td>39.73</td>
<td>0.00</td>
</tr>
<tr>
<td>Life</td>
<td>0.00</td>
<td>1.20</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Appendix D
Signature Page

Please review the contents of the handbook, sign and date the form(s) below and return to Central Office with your signed employee contract.

******************************************************************************Cut Here******************************************************************************

I, ________________________, have received and read the 2007-2008 Loudon County Schools Employee Handbook.

__________________________________________________  __________________________
(signature)                                           (date)

LOUDON COUNTY BOARD OF EDUCATION
Internet and Electronic Mail
Acceptable Use Agreement

Access to information technology resources and services have been granted to me, as a privilege, for performing job duties and responsibilities for the Loudon County Board of Education. I have read and agree to abide by what is stated in the above Internet Use Agreement.

I do_______, I do not ______ have access to the Internet on my job.

I do_______, I do not ______ have access to electronic mail (e-mail) on my job.

I will refrain from monopolizing systems, overloading networks with excessive data, or wasting computer time, connect time, disk space, printer paper, or other information technology resources.

I will report to Loudon County Board of Education (Administrator) any observations of attempted security violations or illegal or improper activities.

I will report to Loudon County Board of Education (Administrator) if I receive or obtain information to which I am not entitled.

By signing this agreement, I certify that I understand and accept responsibility for adhering to the policies, procedures, and additional agency terms and conditions listed above. I also acknowledge my understanding that any infractions on my part may result in disciplinary action including, but not limited to, termination of my access privileges. This agreement will be signed annually and is for the duration of your employment with Loudon County Schools.

Date: __________________________

Employee or Consultant Name (Print): ________________________________

Employee or Consultant Signature: _________________________________