



Germantown Municipal School District
Employee Handbook:
An Employee's Guide

The Welcome

Welcome to Germantown Municipal School District (**GMSD**). We are delighted you are a part of our organization and hope you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further the system's goals. Goals that include:

- Engaging, Challenging & Innovative Academics
- Development of the Whole Child
- Recruit, Develop & Retain Exemplary Employees
- Resource Management
- Community Partnerships

GMSD has a reputation for outstanding leadership, innovation, and expertise. Our employees use their creativity and talent to assist students, meet educational demands, and offer the most effective educational services. With your active involvement, commitment, and support, **GMSD** will continue to achieve its goals. We sincerely hope you will take pride in being an important part of **our** success.

Please take time to review the content contained in this handbook.

If you have questions, feel free to ask your supervisor, building level principal or contact the Human Resources Department directly at **901-752-7900**.

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Tennessee Teacher Code of Ethics

Educator's Professional Standards

(Annual Training to Ensure on Professional Standards)

- (a) An educator shall strive to help each student realize the student's potential as a worthy and effective member of society. An educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.
- (b) In fulfillment of this obligation to the student, an educator shall:
- (1) Abide by all applicable federal and state laws;
 - (2) Not unreasonably restrain the student from independent action in the pursuit of learning;
 - (3) Provide the student with professional education services in a nondiscriminatory manner and in consonance with accepted best practices known to the educator;
 - (4) Respect the constitutional rights for the student;
 - (5) Not unreasonably deny the student access to varying points of view;
 - (6) Not deliberately suppress or distort subject matter relevant to the student's progress;
 - (7) Make reasonable effort to protect the student from conditions harmful to learning or to health and safety;
 - (8) Make reasonable effort to protect the emotional well-being of the student;
 - (9) Not intentionally expose the student to embarrassment or disparagement;
 - (10) Not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background or sexual orientation unfairly:
 - (A) Exclude any student from participation in any program;
 - (B) Deny benefits to any student; or
 - (C) Grant any advantage to any student;
 - (11) Not use professional relationships with students for private advantage; and
 - (12) Not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law;

- (13) Not knowingly make false or malicious statements about students or colleagues;
- (14) Ensure interactions with the student take place in transparent and appropriate settings;
- (15) Not engage in sexually related behavior with the student, whether verbal, written, physical, or electronic, with or without the student's consent. Sexually related behavior includes, but is not limited to, behaviors such as making sexual jokes or sexual remarks; engaging in sexual kidding, sexual teasing, or sexual innuendo; pressing the student for dates of sexual favors, engaging in inappropriate physical touching, groping, or grabbing; kissing; rape; threatening physical harm; and committing sexual assault;
- (16) Not furnish alcohol or illegal drugs or unauthorized drugs to the student;
- (17) Strive to prevent the use of alcohol or drug or illegal or unauthorized drugs by the student when the student is under the educator's supervision on school or LEA premises, during school activities, or in a private setting;
- (18) Refrain from the use of alcohol while on school or LEA premises or during a school activity at which students are present, and
- (19) Maintain a professional approach with the student at all times.

Additionally:

In fulfillment of this obligation to the profession, educators shall:

- (1) Administer state mandated assessments fairly and ethically; and
- (2) Conduct themselves in the manner that preserves the dignity and integrity of the education profession

Lastly:

- A. **An educator who has personal knowledge of a breach by another educator of the teacher code of ethics prescribed in state statute 49-5-1003 and 49-5-1004 shall report the breach to the educator's immediate supervisor, director of schools, or local board of education within thirty (30) days of discovering the breach.**
- B. Failure to report a breach of the teacher code of ethics, or to file a report of any criminal activity or other misconduct that is required by federal or state law, is a breach of the teacher code of ethics.
- C. Annual training concerning this teacher code of ethics and its requirement must be conducted by all LEAs. This professional development training shall address what constitutes unethical conduct.

Source: TCA 49-5-1003

Reporting suspected child abuse and/or neglect

It is the legal duty of every employee to report any suspected cases of child abuse and neglect to the Department of Children Services (TCA 37-1-403i). You may report such abuse or suspicions of abuse to the hotline specifically for school personnel at 1-855-209-4226 or 1-877-237-0004 (general public reporting line). Reports should include sufficient information to allow Department of Children's Services to conduct an investigation. For the safety of the child, school personnel should never attempt to investigate suspected cases of abuse or neglect. Employees making a report must also complete the *GMSD Child Abuse Reporting Form* that is sent confidentially to the District Student Services Department. Detailed questions and the attainment of such a form should be directed towards this department.

Formal interviews with students and other investigative procedures are the responsibility of the Department of Children Services. If Department of Children Services conducts any interviews on school premises, the principal and staff must comply with allowing access for the child to be interviewed by the appropriate DCS personnel, as it is their charge to conduct an investigation.

Any employee who fails to report suspected child abuse or neglect may be found guilty of a class A misdemeanor and/or subject to a fine of up to \$2500 if the child is subsequently harmed due to lack of reporting. (TCA 37-1-403a).

Educator’s Obligation to Staying Current Professionally

In order to advance or renew a TN Teaching License, an educator must earn a certain number of Professional Development Points (PDPs) during the validity period of his/her teaching license.

To earn PDPs, an activity must be related to improving educator effectiveness by:

1. developing content knowledge, pedagogical knowledge, or pedagogical content knowledge; or
2. enhancing educator effectiveness (e.g., world language courses for those working with students for whom English is a second language, or coursework that supports understanding and use of data).

The following provides information about how PDPs may be earned and identifies acceptable PDP options, number of PDPs awarded, and required documentation.

<u>Option</u>	<u>PDPs Awarded</u>	<u>Required Documentation</u>
Professional Learning	1 clock hour = 1 PDP	Certificate, transcript, or verification signed by the director of schools (or designee)
Professional Learning	1 micro-credential earned through a state-approved provider = 5 PDPs	Digital certificate provided by state-approved micro-credentials provider
Continuing Education	1 continuing education unit (CEU) = 5 PDPs	Certificate or transcript
College/University Coursework	1 semester hour credit = 10 PDPs	Transcript
Overall level of effectiveness rating (approved TN model)	Overall Score of 5 = 20 PDPs Overall Score of 4 = 15 PDPs Overall Score of 3 = 10 PDPs	Information is maintained by the department. No additional documentation is required; points may be accrued annually.
National Board for Professional Teaching Standards (NBPTS) Certification	Initial Certification = 30 PDPs Renewal Certification = 15 PDPs	Official documentation from NBPTS

Advancing a TN Teaching License

To advance to a practitioner/apprentice license, educators must have

- [25 months of teaching experience \(10 months must be in a TN public/nonpublic school\)](#), and
- one of the following:
 - a recommendation of the director of schools **or**
 - 30 PDPs earned during the validity period of the license.

Educators may apply to advance the license as soon as requirements are met.

TNCompass access is provided to all teachers in the district where they can procedurally apply to an advanced license status as it is **their own responsibility** to do as such. Assistance can be requested by contact the GMSD HR Office.

Once a Practitioner/Apprentice license is advanced, please inform the GMSD HR Office, so the new expiration date and type of license can be documented in Skyward.

Requirements to Renew a Professional License

To renew a professional license, educators must submit 60 PDPs during the validity period of the license.

Educators may apply to renew the license beginning September 1 of the year preceding the expiration date on the license.

TNCompass access is provided to all teachers in the district where they can procedurally apply to renew their professional license status as it is **their own responsibility** to do as such. Assistance can be requested by contacting the GMSD HR Office.

Once a Professional license is renewed, please inform the GMSD HR Office, so the new expiration date can be documented in Skyward.

For more detailed information on Tennessee Department of Education Licensing information, this link/ and contact information is of value:

<https://www.tn.gov/education/licensing/renew-a-license/pdp-faq-for-educators.html> or you can contact **615-532-4885** to speak with a State Licensure Specialist for direct personal assistance.

Employment at Will

Employment at **GMSD** is on an at-will basis unless otherwise stated in a written individual employment agreement signed by our superintendent.

This means that either the employee or the company may terminate the employment relationship at any time, for any reason, in accordance to Board Policy, with or without notice for those employees not protected by tenure laws as described in Tennessee Code Annotated, Title 49.

Nothing in this employee handbook is intended to or creates an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period of time. Employees are reminded of our HR Policy when it comes to staff schedules and work-load expectations pending their job classification.

Further, the **GMSD** School Board is empowered to establish salaries and benefits for authorized positions and to establish and approve policy, procedures and programs for its employees. The Board is further responsible for giving the Superintendent full administrative authority to properly discharge the professional duties of his/her office and hold him/her responsible for acceptable results. The Superintendent works within the framework of policies established and approved by the Board.

Only the Superintendent, acting on behalf of the school board, has the authority to enter into an employment contract with any individual employee and it must have a definite duration and be in writing. If a teacher decides to resign during the summer months, 30 days- notice before the upcoming school year is the required amount of notice to leave in good standing. This will allow time to find a properly qualified replacement.

Equal Opportunity and Commitment to Diversity

Equal Opportunity

GMSD provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

GMSD expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

To ensure equal employment opportunities to qualified individuals with a disability, **GMSD** will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result.

Employees who may require a reasonable accommodation should contact the Human Resources Department at 752-7900.

Commitment to Diversity

GMSD is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the organization and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy and the way we do business at **GMSD** and is an important principle of sound business management.

Harassment and Complaint Procedure

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law, is prohibited.

It is **GMSD's** policy to provide a work environment free of sexual and other harassment. To that end, harassment of **GMSD's** employees by management, supervisors, coworkers, or nonemployees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. **GMSD** will take all steps necessary to prevent and eliminate unlawful harassment.

Definition of Unlawful Harassment. “Unlawful harassment” is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual’s work performance; or otherwise adversely affects an individual’s employment opportunities because of the individual’s membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

Definition of Sexual Harassment. “Sexual harassment” is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual’s employment or as a basis for employment decisions; *or*
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, comments about an individual’s body, comments about an individual’s sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one’s sexual experiences; *and*
- Discussion of one’s sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at **GMSD**.

In Accordance with Policy 6.3041, Hazing

The Germantown Municipal School District believes that hazing activities of any type are inconsistent and disruptive to the educational processes and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

As defined by TCA 49-2-120, “hazing” means any intentional or reckless act in this state, on or off LEA property, by one (1) student acting alone or with others, that is directed against any other student, that endangers the mental or physical health or safety of that student or that induces or coerces a student to endanger that student’s mental or physical health or safety. “Hazing” does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

Administrators, faculty members, and other employees of the Board shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students and Board employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

Administrators, staff members and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

Complaint Procedure. Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. You may, but are not required to, complain first to the person you feel is discriminating against or harassing you. You may complain directly to your immediate supervisor, the HR director, or any other member of management with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality.

If the investigation confirms conduct contrary to this policy has occurred, **GMSD** will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

For additional detailed information, please see HR Policy 5.500, if you need additional guidance regarding our harassment and complaint procedures.

Anonymous Alerts: Furthermore, **GMSD** has an **Anonymous Alerts Reporting System** by the use of an Anonymous Alert Reporting Site. *The objective of this site is to keep our system operable, safe, and a healthy place to work as we serve students, each other, and their families. Some common reporting issues could include, but are not limited to, theft/fraud, harassment (Staff to Staff, Staff to Student), retaliation, or coming to work under the influence. Confidentiality rights will be protected except for those rare cases where someone is a threat to themselves or a threat to others, and when the law dictates that the text-tip is requested by an attorney/judge via subpoena.*

A link to the ANONYMOUS ALERTS site can also be found on the Staff Resources page located on **GMSD's website- www.gmsdk12.org**



Conflicts of Interest and Confidentiality

Conflicts of Interest

GMSD expects all employees to conduct themselves and company business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests. HR Policy, 5.601, provides additional guidance on **GMSD** expectations on this topic.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. **GMSD** recognizes and respects the individual employee's right to engage in activities outside of employment which are private in nature and do not in any way conflict with or reflect poorly on the company.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the employee should discuss this with an immediate supervisor for advice and guidance on how to proceed. The list below suggests some of the types of activity that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

1. Any pecuniary transaction, indirectly or directly, by a professional employee or school board member concerned with supplying books, maps, school furniture, and/or other apparatus to the school system of employment or to act as agent for anyone is expressly forbidden by statute (TCA: 49-6-2003)
2. All employees, including non-faculty employees and school volunteers, are prohibited from requiring current or prospective students to participate on club teams, AAU teams, or any other program or event in which an employee/volunteer is compensated.
3. Individual tutoring or any types of coaching/instruction for compensation to any student currently enrolled in a staff member's school.
4. Selling items or soliciting money for personal gain or profit during school hours or at an off-campus event attended by students and staff.
5. Soliciting, referring, or encouraging students into programs, schools, or universities for personal compensatory gain.

Additionally, political literature may not be distributed through the school to staff, students, nor sent home to parents, nor placed in teachers' mailboxes, lounges, or on school premises.

Confidential Information

The protection of confidential business, employee and student information is vital to the interests and success of **GMSD**. Confidential information is any and all information disclosed to or known by you because of employment with this school district that is not generally known to people outside of **GMSD** about its business.

An employee who improperly uses or discloses confidential GMSD information will be subject to disciplinary action up to and including termination of employment and legal action, even if a 3rd party does not actually benefit from the disclosed information.

All inquiries from the media must be referred to the **District Office Public Relations Coordinator**.

Employment Relationship

Employment Classification

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, **GMSD** classifies its employees as shown below.

Exempt. Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay.

Non-Exempt. Non-exempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked. Prior approval from a non-exempt employee's supervisor must be granted before overtime pay will be allocated.

Regular, Full-Time. Employees who are not in a temporary status and work a minimum of 30 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

Regular, Part-Time. Employees who are not in a temporary status and who are regularly scheduled to work fewer than 30 hours weekly and who maintain continuous employment status.

GMSD may review or change employee classifications at any time.

Work Week and Hours of Work

The standard workweek is from Saturday 12:00 a.m. until Friday 11:59 p.m. Office hours at the District Office are defined by the Superintendent or his designee. School Office Hours are posted at on the **GMSD** website.

Hours and Work Schedules for Licensed Employees The normal school day for teachers is seven and one-half hours. They are expected at their place of duty before and after classes in order to fulfill their professional responsibilities. Any departure from campus during the normal school day, when students are present, must be requested through the building principal. Teachers have a hallway supervisory expectation of students 15 minutes before school and 15 minutes after school.

Teacher Planning Periods: Individual planning time shall consist of 2.5 hours each week during which teachers have no other assigned duties or responsibilities other than planning for instruction. The 2.5 hours may be divided on a daily or other basis.

Non-licensed Employees Non-licensed employees are paid for the number of hours worked depending on their assigned position. They are expected to be at their place of duty when the school day begins. District Office support personnel have different starting and ending times based on scope of work requirements and their immediate supervisor's expectations.

Meal and Rest Breaks

Non-exempt Employees are entitled to a 30-minute unpaid meal break each day. Employees are also entitled to two 15-minute rest periods each day. Meal and rest breaks will be scheduled by the direct supervisor at the District Office or the Principal, or his or her designee at the schools.

Teachers are entitled to a duty free lunch at the same length of time as the students in the building which they serve.

Time Records

Employees are required to complete accurate weekly time reports showing all time actually worked. These records are required by governmental regulations and are used to calculate regular and overtime pay for non-exempt employees and are used for attendance purposes for exempt employees.

Overtime

When required due to the needs of the school district, non-exempt employees may be asked to work overtime. Overtime is actual hours worked in excess of 40 in a workweek. Nonexempt employees will be required to complete this form, an **Employee Compensation Reconciliation Overtime Request Form**, with his or her supervisor for prior approval for overtime pay considerations. Forms can be provided by direct supervisors.

Paychecks

GMSD's pay period for all employees is bimonthly. If pay day falls on a federal holiday, or weekend employees will receive their paycheck on the preceding workday. Paychecks are directly deposited into the employees checking and/or savings accounts.

Access to Personnel Files

The Superintendent or his/her designee shall be authorized to maintain administrative records as outlined in GMSD Policy HR 5.114-*Personnel Records* and to permit inspection of the same.

Records accessible to the public will not include medical records, teacher performance evaluation scores, college transcripts, fingerprint background checks, and other security check information such as social security numbers, personal phone numbers, address, etc.

Licensed employee evaluations and other instruments of communication between the teacher and the principal will be maintained in a secured file in the principal's office, of the school of assignment. Similar files of principals and supervisors shall be maintained in the Office of the Superintendent.

Non-licensed employee files are also maintained in the Office of the Superintendent. They contain copies of the employment application, resume, licenses, insurance / retirement documents, physical exams, payroll forms and evaluations.

All employees are required to promptly notify the District Office Staff of any personal changes effecting insurance, payroll, marital status, dependent changes, license / endorsement and educational level.

Access to the file of non-licensed personnel is granted after the employee provides reasonable notification to the District Office staff. Employee requested copies of these documents would be made with the cost borne by the employee at the established rate.

Benefits

Medical and other Insurance Products: All regular full-time new employees will go through Open Enrollment (OE) within 30 days of their start date. After Open Enrollment, employees **will not** be allowed to change their benefit case until the next enrollment period unless they experience a Qualifying Event.

If an employee feels he/she has a Qualifying Event, the employee will need to reach out to the Human Resources Department, so it can be determined if the employee is eligible, by IRS standards, to change, cancel or add benefits. A GMSD Employee has 30 days from the event to notify the Human Resources Department of his/her request. If notification of the event is after 30 days, the next window of opportunity to change benefits will be during the District’s yearly Open Enrollment.

Once it has been determined that an employee has a Qualifying Event and is eligible to change, add, or drop coverage from his/her benefits case, the Human Resources Department will email the employee documentation to complete and instructions on the steps to take to change the benefit case.

Benefit Vendor Contact Information:

Health Cost Solutions- Medical	1-800-526-3919
Delta Dental	1-800-223-3104
Davis Vision	1-800-999-5431
Concern- Employee Assistance	901-458-4000
American Fidelity: Flexible Spending Acct	1-800-662-1113 opt #3
American Fidelity: Short-Term/Disability, Accident, Cancer	901-458-9252
Dearborn: Life and Long Term Disability	1-800-348-4512

Retirement: GMSD employees eligible for retirement may elect to retire according to the provisions set forth from Tennessee Consolidated Retirement System (TCRS). The GMSD Human

Resources Department can assist employees with the TCRS application process as well as determining eligibility and enrolling in post-retirement benefits through the district. Employees considering retirement are encouraged to meet with a TCRS Retirement Counselor at least one year prior to retirement to determine pension amounts. In addition, all employees are eligible to meet with a Retire Ready Retirement Plan Advisor at any time during their employment with GMSD to discuss retirement investment options available while employed in a TN public school. Please contact the GMSD Human Resources Department for additional information.

Separation from Employment

In all cases of voluntary resignation (one initiated by the employee), **non-exempt** employees are asked to provide a written notice to their supervisors at least 10 working days in advance of the last day of work. The 10 days must be actual working days. Holidays and paid time off (PTO) will not be counted toward the 10-day notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

For those positions that directly impact students, certified licensed educators, and/or exempt status employees have an expectation of written notice of thirty (30) calendar days in advance of resignation unless the Superintendent, or his designee consents in writing to the resignation with less prior notice.

In most cases, Human Resources will conduct an exit interview on or before the last day of employment to collect all company property, and to discuss final pay. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address.

Should it become necessary because of business conditions to reduce the number of employees or work hours, this will be done at the discretion of **GMSD**.

Report of Arrest

If an employee is arrested for any reason, the employee is to notify his/her immediate supervisor and the Human Resources Department within **forty-eight (48) hours of the arrest**. Appropriate disciplinary action up to, and including, dismissal will take place if this notice is not provided as required.

Workplace Safety

Drug-Free Workplace

It is the policy of **GMSD** to maintain a drug- and alcohol-free work environment that is safe and productive for employees and others having business with this school system.

The unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs while on company or school premises or while performing services for the company is strictly prohibited. Any employee in violation of this prohibition shall be subject to immediate suspension and eventual dismissal. Furthermore, off-the-job use of drugs, alcohol or any other prohibited substances which results in impaired work performance, including, but not limited to, absenteeism, tardiness, or harm to the school system's image or relationship with the community is prohibited.

All employees are subject to reasonable suspicion drug testing and are required to submit to substance screening as outlined in Board Policy HR 5.403- *Drug & Alcohol Testing for Employees*.

Smoke-Free Workplace

Smoking is not allowed on school campuses or work areas at any time. "Smoking" includes the use of any tobacco products, electronic smoking devices, and e-cigarettes containing nicotine cartridges.

Workplace Violence Prevention

GMSD is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This expectation covers any violent or potentially violent behavior that occurs in the workplace or at school or District sponsored function.

All **GMSD** employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor or the Human Resources Department. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the district, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

GMSD prohibits the possession of weapons on its property at all times, including our parking lots. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas.

Commitment to Safety

Protecting the safety of our employees and visitors is the most important aspect of running our school district.

All employees have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules and safe practices and by notifying supervisors when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

In the event of a work related injury, all **GMSD** employees are to immediately notify their supervisor of their injury and to contact their School Nurse for initial treatment as well as to initiate Worker's Compensation procedures.

Commitment to Employee Well-Being

The Employee Assistance Program (**EAP**) is a resource designed to provide highly confidential and experienced help for employees in dealing with issues that affect their lives and the quality of their job performance. **GMSD** wants employees to be able to maintain a healthy balance of work and family that allows them to enjoy life. The EAP is a confidential counseling and referral service that can help employees successfully deal with life's challenges.

The district encourages employees to use this valuable service whenever they have such a need. Employees who choose to use these counseling services are assured the information disclosed in their sessions is confidential and not available to the district, nor is the company given any information on who chooses to use the services. For questions or additional information about this program, employees may contact the Human Resources department or refer to the **GMSD** Benefits Booklet found on our web-page.

Emergency Closings

GMSD will always make every attempt to be open for school and business. In situations in which some employees are concerned about their safety, the district office will inform departments that the office is not officially closed, but anyone may choose to leave the office if he or she feels uncomfortable.

An inclement weather memo will also be established to discuss days when the office has to be closed and how it will impact pay for non-exempt employees.

Workplace Guidelines

Attendance

All employees are expected to arrive on time, ready to work, every day they are scheduled to work.

If unable to arrive at work on time, or if an employee will be absent during work hours, the employee must contact the supervisor as soon as possible and/or use the employee absentee reporting platform as directed by the immediate supervisor.

Failure to show up or call in for your scheduled time without prior approval may result in termination due to **job abandonment**. Job abandonment may be treated as a resignation and benefits will end as if the person had submitted a resignation letter.

Job Performance

The evaluation of performance and its effectiveness must be a cooperative and a shared endeavor on the part of the Superintendent and administrative and supervisory personnel. The Board will use a state-approved model for evaluating school administrative and supervisory personnel and will approve standard forms to be used in evaluating support personnel. The Superintendent is responsible for ensuring that all administrative and supervisory personnel are evaluated annually.

Licensed Teaching Personnel The Board has adopted the TEAM Evaluation Model. The Superintendent will draft procedures to ensure that the model is implemented throughout the school system. Additionally, the Superintendent will provide information to all licensed teaching personnel regarding the nature of the evaluation and the grievance procedures prescribed by the Tennessee State Board of Education.

Non-Licensed Personnel Newly hired, non-licensed administrative/support personnel will be evaluated once during the first ninety (90) days and at least one (1) additional time during the first year of employment. Non-licensed personnel employed for more than one (1) year will be evaluated at least once a year. Evaluations will be used as an aid in improving an employee's performance and as a basis for continued employment. Evaluation reports will be discussed with the evaluated employee. Each employee will be given a copy of the evaluation and will sign the supervisor's copy as evidence it has been discussed.

Outside Employment

Licensed personnel have specific restrictions regarding moonlighting in education jobs as identified in Title 49, TCA. Otherwise, there are no restrictions on outside employment for any employee as long as this employment does not adversely impact Board employment. Also, the conflict of interest provisions must be observed.

Non-exempt employees are permitted to work a second job as long as it does not interfere with their job performance with **GMSD**. Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action, up to and including termination.

Dress and Grooming

GMSD provides a casual yet professional work environment for its employees. Even though the dress code is casual, it is important to project a professional image to our stakeholders, visitors, and coworkers. All employees are expected to dress in a manner consistent with good hygiene, safety, and good taste. Please use common sense. Your direct supervisor has the authority to re-direct you in your choice of dress after consulting with the Human Resources Department for advisement.

Social Media Acceptable Use

GMSD encourages employees to share information with co-workers and with those outside the district for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public and, therefore, **GMSD** has established the following guidelines for employee participation in social media. **Note:** As used in this policy, “social media” refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and MySpace, among others.

Off-duty use of social media. Employees may maintain personal websites or web logs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, **GMSD** considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas.

On-duty use of social media. Employees may engage in social media activity during work time provided it is directly related to their work, approved by their supervisor, and deals directly with the mission and vision of the district. The district does have the capabilities and authority to review an employee’s personal social media accounts.

Respect. Demonstrate respect for the dignity of the school district as defined by the Staff Ethics policy, HR 5. 506. A social media site is a public place, and employees should avoid inappropriate comments. It is highly advisable to avoid the use of ethnic slurs, personal insults, or obscenity; or use language that may be considered inflammatory towards staff members, district initiatives, and/or stakeholders that have a direct nexus to your scope of work as an employee. Even if a message is posted anonymously, it may be possible to trace it back to the sender.

Confidentiality. Do not identify or reference GMSD students without express permission. Employees may write about their jobs in general but may not disclose any confidential student information due to FERPA laws.

Computers, Internet, Email, and Other Resources

GMSD provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voice mail, fax, scanner, Internet, intranet, e-mail, text messaging, or any other company-provided technology, use should be reserved for school-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

Employees should not have any expectation of privacy in their use of a district computer, phone, or other communication tools. All communications made using district provided equipment or services including email and internet activity, are subject to inspection by the district. Employees should keep in mind that even if they delete an email, voicemail or other communication, a copy may be archived on the company's systems.

E-mails that are not job-related have the potential to drain, rather than enhance, productivity and system performance. You should also be aware that information transmitted email is not completely secure, and information you transmit and receive could damage the district's reputation.

The district encourages employees to use this tool only to communicate with fellow employees, direct supervisors, district office staff or stakeholders who ask reasonable updates on pertinent matters that are aligned with one's job description.

Internal and external e-mails are considered school/business records and may be subject to discovery in the event of litigation and an open records request from the general public. Be aware of this possibility when sending e-mails within and outside the district.

Refrain from using e-mail in a manner that violates any of our district guidelines/policies, including but not limited to the Equal Opportunity and Harassment policies, the Conflict of Interest Policy, etc. Delete any e-mail messages prior to opening that are received from unknown senders.

It is the district's goal to respect the dignity of employees at all times. Because e-mail, telephone and voice mail, and internet communication equipment are provided for district business purposes and are critical to the district's success, your communications may be accessed without further notice by Information Technology department administrators and district management to ensure compliance with this guideline.

The electronic communication systems are not secure and may allow inadvertent disclosure, accidental transmission to third parties, etc. Sensitive information should not be sent via unsecured electronic means.

Lastly, office telephones are for business purposes. While the district recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum.

Use of Board Owned Property

Board owned property and equipment will not be removed from Board facilities unless the property / equipment is required to support an approved off campus activity or for the conduct of recognized operations in other Board facilities, such as maintenance or training.

Employee-Developed Materials

Intellectual property and materials that are developed by an employee as part of regular employment are the properties of the school system as referenced by GMSD Instructional Services Policy 4.405- *Employee-Developed Materials*.

Employee Leave Policy

Family and Medical Leave Act (FMLA)

All full-time employees who have been employed with the school system for at least 12 months and have at least 1250 hours of service during the 12 months before the leave is requested may be eligible for up to 12 weeks of unpaid leave, for themselves, with continuing health benefits. Further, when illness affects a spouse, parent, child, brother/sister, and certain in-laws the employee may also be eligible for this leave. Questions regarding eligibility should be directed to the Human Resources Department for further clarification and certification of eligibility. FMLA leave requires District Office approval. Please see GMSD HR Policy 5.305: *Family and Medical/Military Caregiver Leave* for information on FMLA general principles, restrictions, and requirements of the Board.

Recognized Paid Holidays

These holidays, when approved, are announced in the school system's annual calendar.

District Office

District Office employees need to refer to Policy HR 5.310, which gives specific provisions on allotted days for vacation days. Vacation days are allotted by years of service in 12 month positions based on a set schedule.

Licensed and Non-Licensed Personnel

The allocation of vacation, personal and sick days vary among job classification and the differing work year of some employees. Policy HR 5.310 gives specific provisions on Vacations and Holidays. Personal leave days are also specifically defined in the aforementioned policy.

Other Leave

The Board recognizes the following paid/unpaid leave for all employees:

(a) **Jury Duty.** Regular salary continues during this leave, but the district has the discretion to have the employee reimburse the Board for the per diem.

(b) **Court leaves** when duly subpoenaed. The Superintendent approves this leave upon being provided information regarding the need for the appearance and a copy of the subpoena.

(c) **Military leave** is granted while the employee is on active duty with reserve or guard units. A copy of active duty orders must be submitted to the Superintendent.

(d) **Legislative leave.** Approved for employees elected to State level law making bodies. This is unpaid leave.

(e) **Maternity leave** for licensed personnel is granted leave for a period of four months with medical verification/certification from their physician. Licensed personnel on maternity leave may request for additional unpaid bonding time with their newborn or newly adopted/foster child not to exceed one year.

(f) **Maternity leave** for non-licensed personnel is granted for a period of four months with medical verification/certification.

Both classifications for maternity leave require 30 days advanced notice of the anticipated date of departure, length of requested leave and the intention to return to full time employment.

Requests for other types of leave or leave when days are exhausted must be requested in writing for District approval. All leave except for Jury Duty and Court leave requires written request to the District for approval.

How to Request Time Off in SKYWARD:

Log into Skyward’s Employee Access portal:

<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfingermantowntn/seplog01.w>

Login ID is the employee’s firstname.lastname. Password is unique to the employee or the last 4 digits of the employee’s Social Security Number if it is the first time ever logging into the Skyward system.

Click on the tab **Time Off**, then select **My Requests**. Click the **Add** button on the right-hand side.

Click on the drop-down arrow to the right of **Time Off Code** and **select the appropriate code** and then **select the appropriate reason**. You can put an explanation in the **Description box**, if needed:

1. **Other Leave Days** – select this only for these reasons: Board or School Approved Absence, Inclement Weather (classified employees only), Jury Duty, or Professional Development. **An employee must type in an explanation in the Description box if time off is School Approved or Board Approved.**
 - a. **Examples: Field Trip for a school approved absence, or**
 - b. **CPI Training for a Board Approved absence.**
2. **Personal Leave Days** – to use for an employee’s allocated Personal day(s)

3. **Sick Leave Days** – an employee can select either sick for him/herself or a family member. **Per policy HR 5.302, Employee Sick Leave:** *Sick leave shall be defined as: illness of a certified employee from natural causes or accident, quarantine, or illness or death of a member of the immediate family of a teacher, including the certified 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.*
4. **Unpaid Leave Days** – An employee will need to select **Unpaid** if he/she does not have any personal or sick days to use, or if the employee has used his/her personal day(s) but needs time off for reasons other than sick.
5. **Vacation Leave Days** – if an employee is a 12-month employee and earns vacation days.

Leave For One Day Only: If an employee's **Time Off Request** is for just 1 day, click the circle in front of **Single Days** and then enter the date. In the **Days** box, enter 1. If an employee needs to take ½ day, put .5 in the **Days** box. An employee will need to see his/her Financial Secretary on how to enter a **Time Off Request** if he/she needs to take less than ½ day.

Leave For more than One Day: If an employee's **Time Off Request** is for more than 1 day, click the circle in front of **Date Range** and then enter the start and end date.

If an employee uses the date range box for unpaid sick days and the days fall between pay periods, Skyward will take all of the employee's unpaid sick days from the first pay period and not spread them over both pay periods. An employee should check with his/her Financial Secretary (or review the Payroll Calendar found on the GMSD website under Staff Resources) for the pay period dates and then put in 2 entries for the days in each pay period.

Click **Save** on the right-hand side and the request will go to the employee's Supervisor for approval.

If an employee needs to modify his/her **Time Off Request** before his/her Supervisor has approved it, the employee must delete it and create a new request. To delete a **Time Off Request:** Log into the Employee Access portal, click on **Time Off** and then select **My Status**. Click on the little arrow to the left of the type of leave that the employee needs to delete. Look for the **Time Off Request** under the **Pending Time Off** heading. Click on the **D** to left of the request to delete it. If an employee needs to modify a Time Off Request after his/her Supervisor has approved it, the employee will have to call Pat Pritchard in HR, 752-7914, and ask her to make the changes needed.

COVID-19 Report to Work Staff Protocols 2020

The World Health Organization has declared COVID-19 to be an international pandemic. The Centers for Disease Control and Tennessee Department of Health publish daily updates on the current situation and provide guidance to slow the spread of the virus. GMSD is committed to keeping our students and staff safe and healthy.

As a GMSD Staff Member, you are expected to:

- Complete the daily screening log provided by GMSD
- Not report to work or leave work if you are exhibiting symptoms (as identified on the daily screening log) and notify your supervisor
- Only share student/staff medical information with administrators, appropriate district office staff and/or local health officials
- Maintain social distancing when practicable by keeping six feet from yourself and others
- Continue to practice good hygiene
- Wash hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces; Avoid touching face
- Sneeze or cough into a tissue or inside of your elbow
- Disinfect frequently used items and surfaces when practicable
- Wear a face covering during arrival, dismissal, and times when social distancing cannot be maintained in the classroom
- Use a face covering while in common areas (such as reception areas, hallways, lounges, etc.) where others are or will be present
- Stay home if you're sick

GMSD PROTOCOL FOR FAMILIES FIRST CORONAVIRUS RESPONSE ACT LEAVE REQUESTS

The Families First Coronavirus Response Act requires GMSD to provide eligible employees up to two (2) weeks of paid sick leave at full pay, up to a specified cap, when the employee is unable to work because the employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19, has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19, or is experiencing COVID-19 symptoms and seeking a medical diagnosis. Employees may not take FFCRA leave to self-quarantine without seeking a medical diagnosis.

The FFCRA also requires GMSD to provide up to two (2) weeks of paid sick leave at partial pay, up to a specified cap, when an employee is unable to work because of a need to care for an individual subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or who has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19; because of a need to care for the employee's son or daughter whose school or place of care is closed, or whose childcare provider is unavailable, due to COVID-19 related reasons; or because the employee is experiencing a substantially similar condition, as specified by the Secretary of Health and Human Services. The FFCRA also requires GMSD to provide up to twelve (12) weeks of expanded family and medical leave, up to ten (10) weeks of which must be paid at partial pay, up to a specified cap, when an eligible employee is unable to work because of a need to care for the employee's son or daughter whose school place of care is closed, or whose childcare provider is unavailable, due to COVID-19 related reasons.

If telework is available, it is the sole discretion of the Principal, if the employee is a school based employee; the Superintendent/Designee, if the employee is a Central Office Employee or School Administrator. An employee who cannot physically report to work, but can perform telework, may be permitted to do so. If an employee is permitted to telework, the number of hours the employee actually teleworks must be paid at the employee's full salary.

Telework is no less work than if it were performed at the employee's assigned workplace. As a result, classified employees who are teleworking for COVID-19 related reasons must always record-and be compensated for-all hours actually worked, including overtime. Overtime must be approved by their direct supervisor. However, the time spent between the first and last principal activity performed by an employee teleworking for COVID-19 related reasons shall not be counted as hours worked. For example, an employee may agree to perform telework for COVID-19 related reasons on the following schedule: 7-9 a.m., 12:00-4 p.m., and 7-9 p.m. on weekdays. GMSD shall not be required to compensate the employee for all hours actually worked – eight (8.0) hours - that day, but not all fourteen (14) hours between the employee's first principal activity at 7 a.m. and last at 9 p.m.

Unless an employee has been granted permission to telework, or unless the leave requested is due to their son or daughter's school or place of care is closed or whose child care provider is unavailable because of reasons related to COVID-19, FFCRA leave may not be taken intermittently. FFCRA leave may only be taken in eight (8.0) hour increments.

Protocol for Families First Coronavirus Response Act Leave Requests

School based and Central Office employees must contact GMSD Human Resources, if they are seeking leave under the FFCRA. The Executive Director of Human Resources and her designee shall ensure that the appropriate request forms are completed and that all leave requests are evaluated. The Executive Director of Human Resources or her designee shall advise the employee as to whether the leave request has been granted or denied.

In the event that an employee during the workday, begins experiencing any COVID 19 symptoms, please report to the school nurse for an assessment check. If it is determined that the employee is COVID-19 symptomatic, the employee shall notify the Principal via email and leave their workplace. The employee shall seek a medical diagnosis from a healthcare provider in order to qualify for paid FFCRA leave. Upon receiving a medical diagnosis from a healthcare provider, the document shall be submitted to GMSD Human Resources.

In event that an employee is exposed to an individual who has tested positive for COVID 19, the employee shall report said exposure to their Principal. Next, the employee who has been exposed to an individual who has tested positive for COVID 19, shall provide medical documentation from a healthcare provider that they have been advised to self-quarantine, in order to qualify for paid FFCRA leave. The documentation from the healthcare provider shall be submitted to GMSD Human Resources.

Germantown Municipal School District
Emergency COVID-19
Temporary Telework Guidelines/Agreement

1. INTRODUCTION

1.1. These guidelines are established out of necessity for the closing of schools and district office due to the COVID-19 pandemic. In order to participate in the working from home provision all terms outlined in this document is agreed upon by each employee.

1.2. These guidelines are neither an employment contract nor a guarantee of employment. The unenforceability of any provision of this Agreement shall not affect the remainder of the Agreement.

1.3. These guidelines permit the Employee to work remotely as a temporary measure only and will be reviewed continuously during the period in which GMSD encourages social distancing as a measure intended to minimize the spread of the coronavirus (COVID-19). Accordingly, GMSD may alter this schedule or end the Telework allowance any time at its sole discretion.

1.4. Employee's duties, obligations, responsibilities, and conditions of employment with GMSD remain unchanged. Job responsibilities, standards of performance, and performance evaluations remain the same as when working at the designated office. GMSD reserves the right to assign work as necessary at any work site.

1.5. "Telework" is defined as working from a management option that GMSD may choose to make available to some employees when a mutually beneficial situation exists. This is not to be considered as an employee benefit. This option may not be available to all employees as some critical operations can only be performed at assigned worksites. Telework options must be approved by the supervisor and Superintendent or designee that it is appropriate for the situation and circumstance. Decisions on both the positions and individuals are solely at the discretion of management. Termination of an employee's participation in the Telework arrangement is not, by itself, grounds for an administrative complaint or subject to appeal.

2. WORK LOCATION

2.1. The term "Telework" shall mean the employee's home-based office or any alternate location approved by the employee's supervisor. "Offsite" is a general term to describe any work location other than the "designated office," which shall mean the employee's customary GMSD work address.

2.2. The employee must work at the designated office or other GMSD-assigned location when not at the remote/home location.

3. SUPPLIES AND EQUIPMENT

3.1. Equipment, software, and supplies provided by GMSD for use at the remote workplace shall be

limited to use by authorized persons for purposes related to official GMSD business, including professional development training and tasks sponsored by GMSD.

3.2. Employee agrees that all GMSD-owned data, software, equipment, facilities, and supplies will be properly protected and secured. GMSD-owned data, software, equipment, and supplies shall not be used to create employee-owned software or personal data. GMSD software shall not be duplicated

3.3. Employees shall NOT use public WiFi networks to access secure district websites, databases or any other information system that contains sensitive or confidential student or employee information.

3.4. Employee understands and agrees that Employee's personal vehicle may not be used for GMSD business unless specifically authorized in writing by the employee's supervisor in advance of such use.

3.5. Employee is responsible for providing space, telephone, printing, networking and/or Internet capabilities at the Telework location and shall not be reimbursed by the employer for these or related expenses.

4. WORK HOURS AND COMPENSATION

4.1. The employee's supervisor shall validate the employee's time and work accomplished at the remote work location.

4.2. Work hours and vacation or other leave schedules shall conform to existing GMSD policies and procedures and the terms of these guidelines. Overtime will be prohibited during the time of school closure. The employee's salary, retirement, benefits, and state-sponsored insurance plans remain unchanged.

5. SAFETY AND LIABILITY

5.1. GMSD does not assume liability for loss, damage, or wear of employee-owned equipment. The employee is responsible for proper operation and care of GMSD equipment.

6. EMPLOYEE DUTIES AND OBLIGATIONS

6.1. The employee shall adhere to the expectations, arrangements, and details specified in this Telework guideline document.

6.2. While working from home, the Employee will:

- remain accessible during the temporary Telework schedule;
- check in with the supervisor regularly to discuss status and open issues;
- check district issue email at least twice per day during regular schedule work hours;
- be available for teleconferences, scheduled on an as-needed basis;
- be available to come into the office if a business need arises;

6.3. Germantown Municipal Schools' Emergency COVID-19 Telework Guidelines requires supervisor approval in advance of working any overtime hours (if employee is non-exempt); and requires supervisor approval to use vacation, sick, or other leave in the same manner as when working at Employee's regular work location.

6.4. Supervisor will provide daily tasks for employee to complete.

6.5. The employee shall comply with all applicable state and federal laws, policies, regulations, and instructions regarding ethics, conflicts of interest and confidentiality.

6.6. The employee shall comply with all GMSD rules, policies, regulations, procedures, and instructions, of these guidelines.

6.7. The employee understands that violation of such may result in cancellation of the provisions outlined and/or disciplinary action, up to and including termination of employment.

7. TERMINATION OF AGREEMENT

7.1. This Agreement shall remain in effect during the COVID-19 emergency timeframe, unless terminated by notification by the supervisor, Superintendent or designee that it is appropriate for the situation and circumstance

7.2. GMSD reserves the right to terminate this Agreement at any time for any individual employee or as a program.

7.3. Upon termination of this Agreement by GMSD, the employee shall return to the GMSD designated office all notes, data, reference materials, sketches, drawings, memoranda, reports, records, equipment, supplies, and all other GMSD documents in the employee's possession or control at the alternate work location within 48 hours of termination.

Note: Any employee working from home implies agreement to the contents of this document. If any employee is not in agreement, they should make arrangements with their supervisor to report to their regularly assigned work location.

Employee Handbook Acknowledgement

I hereby acknowledge receipt of the employee handbook of **Germantown Municipal School District**. I acknowledge, understand, and agree that it is my responsibility to read and comply with the policies/procedures in the handbook.

Print Name: _____

Date: _____

Employee Signature: _____

Work Location: _____