

Personnel Handbook

2019 - 2020



Clayton County Public Schools

Division of Human Resources

“Committed to High Performance”

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About Clayton County Public Schools



Dear CCPS Employee,

It is my sincere pleasure to welcome you to Clayton County Public Schools' 2019-2020 School Year!

We are extremely appreciative of your continued commitment to our students, their families, and the Clayton County community. During the summer months, district's leaders have worked on deepening their dedication to the ideals of High Performance.

Their mission, during the coming school year, will be to extend the deepening of our commitment of all employees district-wide.

Whether you are a classroom teacher, paraprofessional, media specialist, counselor, cafeteria worker, custodian or administrator, know that our aspiration of High Performance is grounded in the school district's vision and mission statements.

- The vision of Clayton County Public Schools is to be a district of high performance, preparing ALL students to live and compete successfully in a global society.
- The mission of Clayton County Public Schools is to empower students to achieve academic and personal goals.

To realize our vision and mission, we, as educators, must exhibit intentional behaviors for providing our students with high-quality learning experiences every day – in every school – in every subject area. High-quality instruction requires high-quality planning – lesson design – and delivery. We also need to make sure that our students arrive on time every day to clean buildings and classrooms that are safe, that promote academic excellence, and that they are nourished in body through healthy meals and in mind through lessons that are rigorous, relevant and engaging.

We can be proud of our accomplishments in Clayton County Public Schools – accomplishments that have occurred through the work of a staff of dedicated, aspiring men and women who have focused on a single idea: to do what is best for our students. Moreover, through this pride, we must continue our work to provide students with an education that will make them ready for any college they choose to attend or any career path they want to pursue.

Once again, I welcome you to the 2019-2020 School Year. I hope that this will be an amazingly successful year and that you will grow both in knowledge and in spirit.

Always Committed to High Performance,

A handwritten signature in blue ink, appearing to read "Dr. Beasley", with a long, sweeping underline.

Dr. Morcease J. Beasley
Superintendent of Schools/CEO

Clayton County Public Schools (CCPS) is a public school district with administrative offices in Jonesboro, Georgia. Clayton County is positioned approximately 15 minutes south of Downtown Atlanta and is home to one of the largest and busiest airports in the world, Hartsfield-Jackson Atlanta International Airport. CCPS has over 55,000 students and over 6,800 personnel. It is the fifth-largest school district in Georgia and is ranked among the 100 largest school systems in the United States. The district is fully accredited through [AdvancED](#) Southern Association of Colleges and Schools Council on Accreditation and School Improvement ([SACS CASI](#)). CCPS offers a variety of learning options such as traditional schools, fine arts magnet schools and programs, Career, Technical, and Agricultural Education (CTAE) Pathways, online courses, and Gifted Education programs. The school district is highly diversified with 90 different ethnicities and countries represented. Seventy-two (72) different languages are spoke with the largest two foreign languages being Spanish and Vietnamese. As of the official count, over 12,000 students spoke a language other than English, and over 6,000 were counted as English Language Learners.

Clayton County Public Schools provides state-of-the-art facilities with advanced classroom technologies for community and district growth. The S.Truett Cathy Professional Learning Center offers endorsement programs in gifted education, reading, ESOL Tiered, and job- embedded professional development year-long activities. The district's Performing Arts Center (PAC) provides a stage to meet the needs of the schools and provides a venue for the performance of our fine arts students. The PAC boasts a 6,000 square-foot auditorium stage with a seating capacity of 1,800. The auditorium features an electrically operated orchestra pit. There are also two performance rooms. Each is supported with professionally enhanced sound and lighting. The facility supports the M.E. Stilwell School of the Arts.

Strategic Waiver School System (SWSS)

A Strategic Waiver School System (SWSS) is a local school district that operates under the terms of an SWSS contract between the State Board of Education and the local Board of Education. The system receives flexibility in the form of waivers of certain state laws, rules, and guidelines in exchange for greater accountability for increased student performance.

SWSS contracts are intended to provide local school districts with the flexibility they need to increase student achievement. This district flexibility option was created by House Bill 1209, which provided for "Increased Flexibility for Local School Systems" when it was passed in 2008.

Under House Bill 1209 school systems that choose this option were known as IE2 or Investing in Educational Excellence, Systems. Please note that House Bill 502 that went into effect on July 1, 2015, provided that districts under the previous IE2 flexibility option will henceforth be known as Strategic Waivers School Systems (SWSS).

CCPS' Vision/Aspiration Statement:

The vision of Clayton County Public Schools is to be a district of high performance preparing ALL students to live and compete successfully in a global society.

CCPS' Mission:

The mission of Clayton County Public Schools is to empower students to achieve academic and personal goals.

Core Belief Statements

- We believe children have first priority on all of our resources.
- We believe education is the shared responsibility of the student, the parent/guardian, the school, and the community.
- We believe communication and understanding among all stakeholders of our diverse community are essential to achieving the goals of education.
- We believe that learning is a continuous process and most productive when the needs of each child are met through instruction provided by competent and caring teachers.
- We believe a learning environment where everyone experiences security, care, dignity, and respect is essential.

Committed to High Performance...

With a theme of being “Committed to High Performance,” Dr. Morcease J. Beasley, Superintendent of Schools, is dedicated to propelling Clayton County Public Schools toward being one of the highest achieving school districts in the State of Georgia and the nation. For CCPS, High Performance means the implementation and sustaining of focused and intentional actions that create a healthy organizational culture that consistently results in measured outcomes that exceed prior, predicted, planned, expected, or average outcomes and one that normalizes improved, gap-closing achievement outcomes for all students and groups from one measurement or period of time to the next. By collaborating with all stakeholders to determine what is best for the students of CCPS, Dr. Beasley looks forward to creating a culture of open dialogue and mutual support as we work together to strengthen community ties and empower the future leaders of tomorrow.

CCPS' Strategic Goals:

- To increase academic achievement for all students in Clayton County Public Schools as evidenced by state, national and international assessment results.
- To provide and maintain a safe and orderly learning environment.
- To create an environment that promotes active engagement, communication, accountability, and collaboration of all stakeholders to maximize student achievement.
- To provide high quality support services delivered on time and within budget to promote high performance in the Clayton County Public Schools.
- To recruit, develop, and retain highly qualified and effective staff.

CCPS' Strategic Improvement Plans for 2018-2019

Clayton County Public Schools will increase the percentage of students scoring at the Proficient and/or Distinguished levels on the Georgia Milestones. We will implement evidentiary- and research-based instructional and intervention strategies grounded in Literacy, Numeracy,

Critical Thinking, Technology, and STEM/STEAM. We will engage multiple stakeholder groups in activities that support high performance and collaboration.

Clayton County Public Schools will increase the graduation rate. We will implement, monitor, and support programs for school redesign and transformation. We will implement, monitor, and support the district's framework for creating and implementing innovative school-based choice programs or schools such as magnet, theme, STEM/STEAM, etc. that support the transformation of schools. We will implement, monitor, and support research-based strategies and programs to improve students' early learning readiness.

Clayton County Public Schools will increase the number of students absent less than 10% of their enrolled academic year. We will implement, monitor, and support research-based strategies used to increase student attendance and engagement. Clayton County Public Schools will decrease the number of discipline infractions while increasing employee morale and community support. We will develop, implement, monitor, and support a systematic discipline improvement strategy.

Strategic Plan Performance Objectives for 2018-2023

Performance Objective 1: By 2023, Clayton County Public Schools will increase the percentage of students scoring at the Proficient and/or Distinguished levels on the Georgia Milestones to at least 80% in each content area.

Performance Objective 2: Over the next five years, Clayton County Public Schools will increase the graduation rate from 69.6% to 90% or higher.

Performance Objective 3: By 2023, Clayton County Public Schools will increase the number of students absent less than 10% of their enrolled academic year.

Performance Objective 4: By 2023, Clayton County Public Schools will decrease the number of discipline infractions while increasing employee morale and community support.

Professional Learning and Development

Employees will be provided opportunities for professional learning to enhance knowledge, skills, attitudes, and behaviors that positively impact students' learning and achievements. Some professional learning activities may be designated as mandatory.

Clayton County Public Schools' ---- Department of Professional Learning, is the Educator Preparation Provider (EPP) for the district. Through the engagement of nine Teacher Development Specialists (TDS), the department offers tiered courses, practical training, continuous support and remediation for both certified and classified employees. More specifically, on-site and site-based training is administered through face-to-face, blended and on-line instruction. Through the approval of the [Georgia Professional Standards Commission](#) (GaPSC), CCPS facilitates a teacher alternative certification program, known as the Teacher Academy of Preparation and Pedagogy (TAPP). Additionally, CCPS is approved to offer three endorsements as well as Continuing Education (CE) credits for administrators, teachers and staff. To ensure that learning objectives and facilitation align with educational standards, the Professional Learning Department undergoes a regular and rigorous review process by the GaPSC.

In order to identify learning targets and implement strategies, the Department of Professional Learning utilizes current performance data with the overarching goal to improve employee effectiveness and student achievement. The department also collaborates with strategic learning teams to plan leadership development for current school administrators and staff. Additionally, the district has established Memorandums of Understanding (MOUs) with multiple universities that allow for the placement of students needing subsequent field experience gained through observation, practicums, internships, and student teaching. Teachers needing to complete in-field experience in order to satisfy certification requirements, should contact the Division of Human Resources – Performance Management Unit.

As a working function of the Professional Learning Department, an emphasis is placed on training and support for administrators, teachers and support staff who are new to the district and/or have less than three years' experience in a K-12 environment. The Professional Learning department is responsible for conducting NTO to include an Induction & Mentoring Program of which each teacher is assigned a mentor. Likewise, the department facilitates a Leadership Summit for new principals and assistant principals of which leadership coaches are designated. Monthly training modules are offered to new employees to reinforce concepts of effective teaching and educational leadership.

High Performance Leadership Academy

The district offers the High Performance Leadership Academy, which prepares assistant principals for the position of principal.

Learning to Lead

The Learning to Lead program is designed for teachers, specialists, and coordinators interested in becoming an assistant principal. This program is designed to introduce participants to the roles and responsibilities of an assistant principal.

While these courses do not lead to an endorsement or additional certification, the courses help prepare participating individuals for the expectations of the role of the administrator in Clayton County Public Schools.

Certification

Certified employees are required to hold a certificate issued by the [Georgia Professional Standards Commission](#) (GaPSC). Examples are teachers, counselors, principals, assistant principals, psychologists, media specialist, and paraprofessionals.

School Healthcare Technicians should possess a state certification identification number and current certification in Adult and Infant CPR and First Aid.

School nurses should hold at least a Licensed Practice Nurse (LPN) licensure.

Sign language interpreters must hold certification issued by the [Registry of Interpreters for the Deaf](#) (RID) National Certification or a 3.5 Score or higher on the [Educational Interpreter Performance Assessment](#) (EIPA).

Questions regarding certification should be directed to the Clayton County Public Schools Certification Department at 770-473-4600.

Driver's License

All vehicle operators covered by the commercial driver's licensing laws must have a valid Commercial Driver's License (CDL) and must complete the training course prescribed by Clayton County Public Schools. Certain other specialized positions may require licensing.

Employee Background Check *((Policy GAK(1))*

By O.C.G.A.20-2-211.1, all personnel employed by the Clayton County Board of Education shall be fingerprinted and have a criminal background check completed.

Certificated personnel whose employment with the Clayton County Board of Education is renewed after January 1, 2011, and who subsequently make any certificate renewal application to the Georgia Professional Standards Commission (GaPSC).

Non-certificated employees shall have subsequent criminal background checks made on a five-year rotation based on the year of hire.

The employee shall be responsible for paying all costs associated with the cost of fingerprinting at the time of initial employment and for all subsequent reviews.

Benefits

Address/Name/Telephone Number Changes

Any change to an employee's name, address, or telephone number needs to be reported immediately, to the payroll specialist/technician designated for the employee's school or work location.

Benefits Enrollment

State Health Benefit plan uses a calendar month instead of the hire date to represent the effective date of coverage. The effective date of coverage is the first day of the month following one full calendar month of employment, unless the hire date is concurrent with the first of the month. If the hire date is concurrent with the first of the month, then coverage is effective the first month following the hire date.

Please consult the Clayton County Public Schools website under the *Benefits* section for further details. https://www.clayton.k12.ga.us/departments/human_resources/benefits

Basic Life Insurance

Basic Life insurance is provided at no cost, to all eligible Clayton County Public School employees and at a rate of one time their annual salary (minimum of \$10,000 - maximum of \$50,000). Other supplemental life insurance options are also available and may be selected through Georgia Breeze. The premium cost for supplemental life insurance is based on the employees' age, salary, and the amount of coverage they choose.

Health Insurance

Eligible CCPS employees have the opportunity to subscribe to group health insurance. Individual coverage, employee and child(ren), employee and spouse, and family coverage options are available.

Employees are required to provide SHBP and/or Georgia Breeze with official documentation to prove eligibility for dependents covered under chosen health benefits.

Employees may change coverage, add and/or drop dependents, as well as sign up for new coverage for the following benefit plan year during the open enrollment period. The open enrollment period, unless otherwise announced, usually occurs mid-October through mid-November.

Life Insurance

Benefit eligible employees are automatically covered by a basic group Life policy and at no cost to the employee as underwritten by Minnesota Life Insurance. This is at a rate of one time the employee's annual salary (minimum of \$10,000 - maximum of \$50,000).

Additional life insurance up to ten times the employee's salary, is available for eligible employees. Several supplemental policies are available for accident and specified illness coverage through the state program and through AFLAC. For costs of employee contributions on all supplemental policies, consult specific links through the Georgia Flexible Benefits program on the [Georgia Breeze](#) website.

Dental Insurance

Benefit eligible employees can choose dental coverage through Georgia Breeze which currently provides three (3) dental plans (HMO, Select or Select Plus) to select coverage. CCPS BOE sponsors a subsidy for all CCPS employees towards any dental plan (tier) selected.

Vision Insurance

Benefit eligible employees can choose vision coverage for themselves, dependent(s), and spouse. The Vision Plan is available through the Georgia Flexible Benefits.

Disability Insurance

Long-Term Disability insurance is provided to benefit eligible employees at no cost. Eligible employees also have the option of short-term disability insurance through employee-paid deductions. There are two options available; 7-day waiting period or 30-day waiting period.

Worker's Compensation

Employees may be entitled to Worker's Compensation benefits if injured on the job. The injury must arise out of and in the course of employment. For the best outcomes and most expeditious service of an injury, employees are highly encouraged to report injuries immediately to their supervisor when the injury occurs. Work injuries and occupational diseases should be reported immediately and documented in writing. The employee may lose the right to receive benefits/compensation if an accident is not reported within 30 days.

The injured employee must select a medical care provider from the posted panel of physicians, only those providers listed may be authorized to provide medical care for work-related injuries. The Panel of Physicians and The Bill of Rights for the Injured Worker are posted in conspicuous places in all locations maintained by the Board of Education and may also be obtained through the Risk Management Department.

Questions regarding worker's compensation benefits should be directed to the employee's immediate supervisor and/or the Risk Management Department within the Division of Equity and Compliance.

Flexible Spending Accounts (FSA)

Clayton County Public Schools offers a Flexible Spending Account that allows employees to set aside \$2,560 in pre-tax funds for medical expenses. Additional information can be located on the [Georgia Breeze](#) website regarding Flexible Spending Accounts for childcare.

Southern Credit Union

As a convenience for employees of Clayton County Public Schools, payroll deductions are provided upon request for contributions or payments made to [The Southern Credit Union](#).

Social Security and Medicare

Bus drivers, nutrition workers, and certain maintenance staff make payments into Social Security. All other CCPS staff are not covered under Social Security.

All employees hired after April 1, 1986, are required to pay Medicare contributions. Medicare provides the medical benefits within the Social Security Administration.

Cobra Notification

Employees and their eligible dependents, may have the right to continue coverage under a group health insurance program for a limited period of time and at their own expense if – there is termination of employment with Clayton County Public Schools - or - the employee experiences loss of eligibility under a group health insurance plan. Consult the CCPS Human Resources Benefits Department for additional information.

Retirement Plans and Stock Options

The Tax Deferred Annuity (TDA) program allows employees to exclude a portion of their salary from taxable income for the purchase of an annuity contract. Payment of taxes on this money and on the interest it earns is deferred until the money is withdrawn at age 59 1/2. The Board has approved Lincoln Investment Planning, Fidelity, Lincoln Financial, CitiStreet/Travelers, ING, and VALIC to sell tax-sheltered annuities to employees. Further information about these companies may be obtained from the agent listed in the directory on our website under [Benefits Forms](#) or [My Retirement Manager](#).

Teachers Retirement System of Georgia (TRS)

Teachers, administrators, supervisors, clerical employees, paraprofessionals, bus managers, cafeteria managers, and various Central Office staff are eligible members of TRS. Benefits become available after 30 years of service regardless of age, at 25 years of service with early retirement penalties or age 60, after ten years of service. Employees who have ten years of service earn disability retirement benefits if permanently disabled, as well as survivors benefits that are paid to a beneficiary. Members must contribute a percentage of their salary. A booklet detailing the plan is available on the [TRS](#) website.

Public School Employees Retirement System of Georgia (PSERS)

Maintenance employees, Bus drivers, nutrition employees, custodians and other regular full-time employees not eligible for membership in TRS are eligible for membership in the Public School Employees Retirement System. Retirement benefits are available for members who are sixty years of age with at least ten years of creditable service. Members contribute four dollars per month for nine months each school year, and the state makes the employer's contribution. For further information go to the [PSERS](#) website.

Compensation

Clayton County Public Schools is committed to providing a fair and competitive employee compensation program that will attract, retain and reward high performing employees at all levels. CCPS strives to cultivate and maintain fair, consistent and equitable compensation practices that improve morale and are aligned with its goal to produce a competitive and high performing organization. It is believed that high-quality teachers and support staff exhibiting outstanding talent, will provide an exemplary level of innovation, creativity, leadership, and knowledge to fulfill CCPS' mission and core values while providing quality education to the students of the community.

Timekeeping Procedures

Employees must fill out the appropriate electronic or CCPS time record each week, and time records must be completed by the CCPS time-reporting guidelines.

Failure to Provide Certification

If an employee is not certified, the daily rate of pay may be adjusted to that of a substitute employee retroactive to the beginning date of employment under this contract to the date the certificate became invalid. Whichever is most recent. Clayton County Public Schools adjust salaries to conform to the certificate level approved by the [Georgia Professional Standards Commission](#).

Overtime Pay

Overtime compensation is paid to non-exempt employees by federal and state wage and hour restrictions. All overtime work performed must receive the supervisor's prior authorization and reported to the Payroll Department through the supplemental pay process. Unauthorized overtime will be paid, but may be grounds for discipline. Please refer to [\(Policy GCRD\)](#).

Payroll

Clayton County School's payroll distribution is semi-monthly. Employees are paid on the 15th and the last working day of the month, except for June and December.

Direct Deposit

Direct Deposit to an employee's checking account is available to all employees, including substitutes and those working part-time. Employees must enter and update their banking information on the [Employee Portal](#). Please allow at least two pay cycles after submitting information through the [Employee Portal](#) before direct deposit becomes active. Employees will receive a paper check until the process is complete.

Salary Steps for Certified Employees

Certified positions with Clayton County Public Schools will have a salary step established based on the rules for granting creditable years of teaching experience. If the educator has no creditable experience, they will be placed on step E of the [teacher's salary schedule](#). To receive credit for previous years' experience, a Certified Verification of Work Experience must be submitted to each previous school system and returned to the [Payroll Department](#) via email. Salaries will remain at step E until previous experience has been verified.

Tax Withholdings

Changes in tax withholdings are to be reported to the Payroll Department by completing tax forms (W4 – Federal, and G4 – State) available on the [Employee Portal](#).

Leave

Clayton County Public Schools recognizes that an employee's leave, in accordance with established Clayton County Board of Education policies, may be granted for the following reasons: medical, physical, emotional, military obligations, maternity, professional, and leave as required by federal and state acts.

Holiday Policy

Holidays are observed as non-scheduled working days and vary according to job classification and working schedules. Georgia law does not provide for any unemployment benefits to school district employees due to a lack of work during the summer break or other regularly scheduled holidays when the employee has a "contract or a reasonable assurance" that such individual will be returned to work for the next semester or academic year. *Caldwell v. Carswell*, 158 Ga.App. 353 (1981).

Annual Leave

All twelve-month employees will earn annual leave at the following rates:

Continuous Years of Service	Monthly Vacation Accrual
0 – 14	.84 days
15+	1.25 days

Requests for annual leave should be in writing to the employee's principal/department head for prior approval. Annual leave cannot be used after the absence has occurred. Annual leave requests for principals, should be in writing to the superintendent or his designee for prior approval.

Employees who wish to take a leave of absence for any reason related to childbirth or adoption may do so by applying for Family and Medical Leave Act (FMLA) leave, as applicable.

In cases of absenteeism that tend toward chronic abuse of this policy, the administration may require an employee to obtain a physician's certificate at any time when deemed necessary. In all cases, on the sixth (6) consecutive workday documentation shall be required for any illness.

Sick Leave

The term "sick leave" shall be used to cover personal illness and illness or death in the immediate family of the employee. All full-time employees will earn 1-1/4 days of sick leave per month, accumulative to 180 days. The Clayton County School System interprets "immediate family" as the employee's spouse, father, mother, brother, sister, child, grandparent or a relative living in the residence of the employee at the time of their death. All full-time employees will earn 1-1/4 days of sick leave per month, accumulative to 180 days.

- Twelve-Month Employees Earn 1-1/4 days sick leave per month (15 per year) accumulative to 180 days.
- Ten-Month Employees earn 1-1/4 days sick leave per month (12.5 per year) accumulative to 180 days.
- Nine-Month Employees earn 1-1/4 days sick leave per month (11-1/4 per year) accumulative to 180 days.

Bereavement Leave

Accumulated leave may be used for absence due to death in the immediate family of the employee or employee's spouse. The Clayton County School System interprets "immediate family" to mean spouse, father, mother, brother, sister, child, grandparent, or a relative living in the residence of the employee at the time of their death. The maximum number of sick days allowed for bereavement leave is five (5) days. Three (3) days is granted for the death of a family member not in the immediate family. The supervisor may consider extenuating circumstances at their discretion.

Jury Duty, Subpoena, and Other Court Orders

All employees of Clayton County **Schools** are encouraged to serve as jurors when selected to do so. Employees will be paid their full salary during the time they served and may retain any remuneration received from the court. Please refer to ([Policy GARH](#)).

Employees who are absent from work due to having been subpoenaed regarding their employment with CCPS will be paid their full salary during the time they are absent, but any witness fees will be assigned to the Board of Education. Employees will not be required to pay for a substitute while being served subpoenas related to their employment.

Employees subpoenaed for reasons not related to their employment will be required to take annual or personal leave. Please refer to ([Policy GARH](#)).

Military Leave

Employees will be paid for a maximum period of eighteen working days for ordered military duty during a federal fiscal year (October 1 through September 30).

Employees who serve in U.S. military organizations or state militia groups such as the National Guard may take the necessary time off to fulfill this obligation and will retain all of their legal rights for continued employment applicable bylaws.

Family Medical Leave

Clayton County Public Schools is in full compliance with the Family and Medical Leave Act (FMLA) of 1993. The FMLA grants qualified employees unpaid leave for use during a rolling twelve months, which may be used for the purposes listed below:

- Birth of a son or daughter and to care for the newborn child (leave to be completed within one year of the child's birth);
- Adoption or foster placement with the employee of a son or daughter and to care for the newly placed child (leave to be completed within one year of the child's placement);
- To care for the employee's spouse, son, daughter or parent, if that person has a serious health condition;
- Serious health condition of the employee that prevents the employee from performing his/her essential job functions;
- Any qualifying exigency of a spouse, son, daughter, or parent who is a military member on covered active duty or call to covered active duty status (or has been notified of any impending call or order to covered active duty); and

- Military caregiver leaves to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member.

Employees of the district who have been employed with CCPS for at least 12 months immediately prior to requesting leave and who either (a) have worked at least 1,250 hours during the previous 12 months or (b) are classified as full-time in their position are eligible to take unpaid leave under the Family and Medical Leave Act (FMLA).

The district requires that any leave request based on a family member or an employee's serious health condition be supported by an approved health care provider's statement. Additionally, an approved health care provider's release to return to work will be required for all employees who were on leave due to their own serious health condition.

The employee should provide at least thirty days' notice of the employee's intention to take leave when possible. The employee should make a reasonable effort to schedule any necessary treatment in a manner that will not unduly disrupt the operation of the school district.

With limited exceptions, any eligible employee who takes leave under FMLA is entitled to be restored to their job or an equivalent position.

Medical Leave

Employees of the Board who have been employed for at least 90 days, but have not been employed for at least 12 months before requesting leave or who have not worked at least 1,250 hours during the previous 12 months and are classified as full-time employees in their position are eligible to apply for medical leave. An employee may request up to 12 weeks of medical leave or 26 weeks of unpaid leave for one or more of the following reasons:

- Birth of a son or daughter and to care for the newborn child (leave to be completed within one year of the child's birth);
- Adoption or foster placement with the employee of a son or daughter and to care for the newly placed child (leave to be completed within one year of the child's placement);
- To care for the employee's spouse, son, daughter or parent, if that person has a serious health condition;
- Serious health condition of the employee that prevents the employee from performing his/her essential job functions;
- Any qualifying exigency of a spouse, son, daughter, or parent who is a military member on covered active duty or call to covered active duty status (or has been notified of any impending call or order to covered active duty); and
- Military caregiver leave to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member.

A serious health condition is a condition that involves inpatient care requiring an overnight stay in a hospital, hospice, or residential medical facility or continuing treatment by a health provider.

There are no other options to leave for new employees ineligible for medical leave. Ineligibility for medical leave will result in termination of employment with the ability for rehire.

Returning From Leave

Before returning from medical leave, the employee must submit to the supervisor an Intent to Return and Fitness for Duty/Medical Release form from the physician stating that the employee can perform the essential functions of the job. The form should indicate whether or not any restrictions are affecting the employees return to work.

Personal Leaves of Absence

Up to three days of accumulated sick leave may be used each year for personal, professional reasons, or for the observance of religious holidays. Request for personal leave must be submitted in writing at least one week in advance. Employees are not required to disclose the specific purpose of the leave. Teachers are not permitted to take on the day before or after a student holiday. Personal leave may not be carried over from year to year. Unused personal leave will be carried over as accumulated sick leave.

Professional Leave for Certified Personnel

A limited period of professional leave may be granted to full-time employees for participation in educational travel or advanced graduate study. Leave requests must be submitted in writing to the Superintendent at least 30 days before the leave date and must be accompanied by a written recommendation by the school principal. Approval of the request does not commit the system to the payment of any expenses.

Employees Needing Medical Attention

Employees should report all work-related injuries and accidents immediately or as soon as practicable to their supervisor, please see the steps below:

- Immediately report the accident (even if you think the injury is minor) to your supervisor.
- A written report of the incident is required, the five-page workers compensation claim packet located on the on the CCPS Portal via the Department of Equity and Compliance Risk Management Division. All five (5) pages are required prior to seeking care.
- If medical treatment is requested, a representative, generally your bookkeeper or supervisor will contact the Risk Management Division of Equity and Compliance for authorization of treatment from the approved panel of physicians. You should not attempt to seek care at a posted clinic until you have received authorization to do so.
- The employee should maintain copies of all written documentation provided by the treating physician regarding future treatment and their ability to work.
- The employee and supervisor should utilize their best judgement and seek Emergency Care where/if needed. Once the medical emergency has passed the employee must provide the five page workers compensation claims packet and follow up with a panel physician.
- The employee should keep their direct supervisor informed regarding the reported work injury.

EMPLOYMENT POLICIES

Equal Employment Opportunity ([Policy GAAA](#))

Clayton County Public Schools is an equal opportunity employer and complies with all applicable federal, state, and local employment laws, rules, and procedures. The district strictly prohibits and does not discriminate on the basis of race, color, religion, creed, national origin or ancestry, age, disability, ethnicity, services in the uniform services, genetic information, gender, or sex in its employment practices, student programs and dealings with the public.

Any employee, applicant or independent contractor who believes that he or she has been discriminated against or harassed in the workplace must make a complaint by the procedures outlined in this policy.

Americans with Disabilities Act

It is the policy of Clayton County Public Schools to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Clayton County Schools will not discriminate or retaliate against any employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability.

Immigration Law Compliance

Clayton County Public Schools is committed to employing only those who are authorized to work in the U.S.; and not to discriminate on the basis of national origin or citizenship in hiring, recruiting or terminating employees. Clayton County Public Schools participants in E-Verify and must comply with all requirements outlined by the U.S. Citizenship and Immigration Services (UCIS) to participate in this program.

Contracts

Contracts for all certificated employees and other Board-approved personnel are issued for no more than one school year. The employee is responsible for having all copies of the contract notarized and returned within three (3) business days from the date the contract is issued.

An employee who has a written employment contract for the current year must be notified by May 15 if a contract for the upcoming year will not be offered. An employee who holds a contract for less than one full academic year cannot be guaranteed a full year contract for the upcoming school year.

Separations ([Policy GBO](#))

A reduction in force could result from a decrease in the student population, changes in the curriculum, loss of funds, consolidation of positions, elimination of programs, budgetary limitations or a reorganizational plan. The determination of employees to be demoted or terminated is based on approved procedures established by the Board of Education and school system administration.

Employees who do not have a written contract are classified as "at-will" employees. Either the employee or the employer can terminate the employment of at-will employees at any time with or without cause.

The principal or department head may accept resignations in writing from classified personnel. A written response to approving the resignation will be provided by the Division of Human Resources.

Transfers [\(Policy GBM\)](#)

The Board of Education has the power to reassign and transfer personnel within their authority to operate the public schools in the Clayton County School System. This authority is delegated to the Superintendent and/or a designee.

Transfer Procedures and Timelines

- All personnel with a minimum of two (2) consecutive academic years of service in the same school or department may request consideration for a transfer to other positions in the school system.
- Eligible certificated personnel may request consideration for reassignment or transfer once a year during the voluntary transfer period. Preferences of certificated personnel will be given fair and appropriate consideration, insofar as these are compatible with the effective and efficient operation of the total educational program.
- The Division of Human Resources will designate a Voluntary Transfer period annually. During this period, all vacancies will be posted throughout the district to ensure reasonable notice.
- All personnel interested in transferring laterally to a posted vacancy should attend the Voluntary Transfer Fair.
- Following interviews conducted at the Fair and appropriate notification to and reference check from the current work site, a completed recommendation form must be submitted for approval to Human Resources.
- The Division of Human Resources shall appropriately notify all parties if an individual is approved for a voluntary transfer within ten (10) business days after the transfer fair.

Voluntary Transfer [\(Policy GBM-R-\(1\)\)](#)

- Certified personnel who is or has been on a Performance Enhancement Plan (PEP) and Professional Development Plan/remediation plan or had a noted performance deficiency such as Needs Development or Ineffective during the school year is not eligible to participate in the voluntary transfer (VT) process held during that same school year. A certificated teacher must sign a statement validating that he/she is not currently on a PDP.
- A certificated teacher must have two (2) years teaching experience in the same school to be eligible for a voluntary transfer.
- A certificated teacher must be actively at work to participate in the voluntary transfer process.

Involuntary Transfer

- Employees who are transferred at the request of the administration shall be notified as soon as possible.
- An employee that is transferred or reassigned shall suffer no impairment of tenure.

Safety

Clayton County Public Schools will take all practical and reasonable steps to develop and implement safety measures for all employees, which will provide and maintain safe working

conditions, adequate protection equipment and develop operating procedures and practices that comply with federal, state, and local legislation about accident prevention.

To help ensure a safe work environment, an employee is to exercise their discretion and be aware of the following safety-conscious ways:

- Know the potential hazards of the job and workplace;
- Learn reasonable safety practices;
- Use health and safety devices that are available (the CCPS has adopted a policy regarding Infectious Diseases, Policy GANA; all employees should be familiar with this policy.);
- Correct and/or report safety hazards immediately as is reasonably appropriate;
- Report immediately or as soon as practicable to a supervisor any accident or injury;
- Obey “No Smoking” regulations. All employees and students are prohibited from tobacco use on campus or at school activities, functions, or events;
- Operate machinery or equipment only if qualified to do so; and
- Maintain good housekeeping practices including keeping all fire exits clear and firefighting equipment accessible.

Identification and Security Badges

All employees of CCPS will have picture identification badges. When an employee terminates his or her employment with the district, the employee must return to badge to his or her immediate supervisor on the last day worked. All security access will be canceled upon termination.

Weather and Emergency Related Closings

If inclement weather conditions exist before the school day begins, the Superintendent decides if there will be closures or delayed openings. When the decision is made to close schools, school system officials will communicate this information to local news and radio stations, social media accounts on [Twitter](#) and [Facebook](#); and on [CCPS Watch Channel 24](#).

If severe weather arises during the day, parents or guardians should monitor the local radio and television stations for possible early closing.

STANDARDS OF CONDUCT

Employees are expected to become familiar with Clayton County School's rules and standards of the [Code of Ethics for Educators](#) published by the Georgia Professional Standards Commission which defines the professional, unprofessional, and ethical behavior expected of educators in the state of Georgia. These codes are strictly enforced in the district.

Attendance and Punctuality

For an organization to achieve its desired goals, good attendance and punctuality are necessary. Therefore, regular and prompt attendance is expected and required of all employees.

Work Schedule ([Policy GARB](#))

All full-time exempt employees of Clayton County Public Schools work a minimum of 40 hours per week. Non-exempt full-time employees shall work a schedule set by his or her supervisor in accordance with school board policy. The principal or supervisor shall set the work schedule for the time of arrival and departure of all employees assigned to his/her operation.

Non-exempt employees should not work more than the assigned minimum number of work hours, i.e., overtime, without prior approval from his or her immediate supervisor.

Absence and Lateness ([\(GBR-R \(1\)\)](#))

It may be necessary for an employee to be late or absent from work. Clayton County Public Schools is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside of work hours may arise. If it is necessary to be absent or late to work, employees are responsible for contacting their supervisor at least one day in advance if possible.

In the case of emergency or other circumstances when it is impossible to give notice, employees are responsible for contacting their supervisor or designee before time to report to work.

Unscheduled Absence

Absence from work for three (3) consecutive days without notifying management or the Human Resources Division will be considered as job abandonment and appropriate action may be initiated.

Harassment Policy

It is the policy of this school district to prohibit any act of harassment of employees or others based upon race, creed, sex, gender, national origin, ancestry, religion, age or disability, genetic information, or service in uniformed services at all times and during all occasions while at school, in the workplace or at any school event or activity. Any such reported act of harassment may result in discipline, including the possible termination of employment or other appropriate discipline of the employee.

Sexual harassment may include conduct or speech, which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, physical contact thereby creating a hostile environment for an employee. There may be other speech or conduct, which employees experience as inappropriate or illegal harassment that should also be reported, such as sexually suggestive drawings, leering, or sending inappropriate, sexual-themed gifts; harassment can take many forms, and it is not possible to itemize every aspect of

the harassment forbidden by this policy. No form of sexual harassment will be tolerated in the Clayton County Schools. The district's harassment policy applies equally to harassment based on an employee's other protected statuses: race, religion, creed, national origin, age, disability, genetic information, or service in the uniformed services.

Reporting Harassment and Discrimination [\(Policy GAEB-R\(1\)\)](#)

Any employee, applicant for employment, independent contractor, or another individual who believes he or she has been subjected to harassment or discrimination should promptly report the same to the principal of the school or the appropriate designee.

Clayton County Public Schools prohibits any form of discipline, reprisal, intimidation or retaliation for good faith reporting of incidents of harassment of any kind, pursuing any harassment claim or cooperating in related investigations.

The district is committed to enforcing this policy against all forms of harassment. However, the effectiveness of our efforts depends largely on employees telling us about inappropriate workplace conduct. If employees feel that they, or someone else, have been subjected to conduct that violates this policy, they must report it immediately. Additionally, all supervisors should instruct their subordinates as to the content of this policy and, through appropriate staff development, enlighten employees as to the varied forms or expression of prohibited harassment.

Violence in the Workplace

Clayton County Schools has adopted a policy to prohibit workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect CCPS or which occur on CCPS or client property, will not be tolerated.

Confidential Information and Nondisclosure

An educator should comply with state and federal laws and local school board/governing board policies relating to the confidentiality of student and personnel records, standardized test material and other information covered by confidentiality agreements. Unacceptable conduct includes but is not limited to:

- Unauthorized sharing of confidential information concerning student academic and disciplinary records to another employee who has no legitimate educational interest; unauthorized discussions with third parties of confidential information; unauthorized access to or disclosure of health and medical information; family status and/or income; and unauthorized disclosure of assessment/testing materials or results;
- Unauthorized sharing of confidential information restricted by state or federal law;
- Violation of confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, violating local school system or state directions for the use of tests or test times, etc.
- Violation of other confidentiality agreements required by the state or local policy.

Dress Code ([Policy GBRL](#) and [GBRL-R\(1\)](#))

Employees of Clayton County Schools are expected to present a clean and professional appearance while conducting any business on behalf of the Clayton County Public Schools. Dressing in a fashion that is clearly unprofessional, that is deemed unsafe, or that negatively affects CCPS's reputation or image is not acceptable.

Use of Electronic Resources ([Policy IFBC](#))

Clayton County Schools recognizes that electronic media provides access to a wide variety of instructional resources in an effort to enhance educational opportunities. Use of electronic resources must be in support of the employee's assigned responsibilities. All electronic communications transmitted by, received from, or stored in these devices are the property of Clayton County Public Schools. Users of such systems shall have no expectation of privacy.

Tobacco Use ([Policy GAN](#) and [GAN-R\(1\)](#))

Employees are prohibited from using or displaying tobacco products in front of students while the employee is on duty during the normal school day or while on duty and any school system sponsored function. Tobacco use is banned from all school system vehicles and shall not be used in any school system facilities.

Alcohol and Substance Abuse

The Georgia Drug-Free Public Work Force Act of 1990 applies to the Clayton County School System. The Board of Education declares that the manufacture, distribution, sale or possession of controlled substances, marijuana, and other dangerous drugs in an unlawful manner or being at work under the influence of alcohol, controlled substances, marijuana or other dangerous or illegal/unlawful drugs is a serious threat to the public health, safety, and welfare. With this in mind, the Board declares that its workforce must be free of any person who would knowingly manufacture, distribute, sell or possess a controlled substance, marijuana or a dangerous or illegal/unlawful drug in an unlawful manner. This prohibition specifically includes, but is not limited to, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol in the employee's workplace. This prohibition also includes, but is not limited to, an employee being under the influence of alcohol or controlled substances while on duty.

As a condition of employment, each employee must abide by the terms of this policy and must notify his or her immediate supervisor within three (3) business days after an arrest on any drug-related criminal charge. Employees must also notify his or her immediate supervisor within three (3) business days of any conviction, a plea of nolo contendere, or a plea under the First Offender Act of the State of Georgia or any similar state or federal law of a drug-related offense.

The Board of Education shall not consider any applicant who has been convicted, pled nolo contendere, or a pled under the First Offender Act of the State of Georgia or any similar state or federal law for the first time of any drug offense as described above for a three month period from the date of conviction, plea of nolo contendere, or a plea under the First Offender Act of the State of Georgia or any similar state or federal law. The Board of Education will consider any applicant for employment who has been convicted, pled nolo contendere or a plea under the First Offender Act of the State of Georgia or any similar state or federal law for the second time of any drug offense as described above for a five year period from the most recent date of conviction.

Drug Free Workplace – Workers’ Compensation Injuries [\(\(GAMA-R \(1\)\)](#)

All Workers' Compensation injuries will require a drug test to be administered within two (2) hours of the reported injury”. The results of any testing are confidential as provided by federal or Georgia laws. Positive results will be addressed in accordance with the guidelines of Board policy GAMA - Drug-Free Workplace. Refusal to submit to a drug test shall be considered a positive and will result in the denial of the injury claim. Additionally, the refusal may lead to appropriate disciplinary action, up to and including termination.

Endorsements

Clayton County Public School employees carry the responsibility of being a representative of the school district. The employee should be aware that decisions and actions that could be interpreted as written or oral endorsements of a product or service should be considered in the light of whether the action may be interpreted as a conflict of interest.

Actions that could be construed as a conflict of interest or a violation of the Code of Ethics for Educators may jeopardize the employee’s employment relationship with CCPS. It is advised that before an employee make a final decision concerning endorsements of any kind that they discuss the situation with their principal or supervisor.

Non-School Employment

Clayton County Public School employees are reminded that their job assignments within the school system is their first obligation, and if outside employment negatively affects their performance, the employee may be required to choose between the employment opportunities.

Each principal or program manager has direct responsibility for evaluating the effects of outside employment on personnel assigned to their operation.

Tutoring

A teacher may serve as a tutor when it is deemed beneficial to the student. However, teachers may not give private instruction for a fee to students presently enrolled in their classes. These students should receive help from the teacher after school hours when necessary. The preference of the Board is that a teacher, not tutor students enrolled at the school where the teacher works. Tutoring may not interfere with a teacher’s regular school responsibilities. Please refer to [\(Policy GBRGB\)](#).

Dual Pay

Unless permitted by law, Clayton County Public Schools employees are prohibited from receiving dual pay for services rendered during the regular working hours. The employee must forfeit either the regular pay or the pay from the other agency, organization or individual. Employees may receive payment for services rendered while on a non-paid leave of absence or for services performed other than during the regular workday.

Political Involvement

The Board recognizes that employees have the same civic responsibilities and privileges as any other citizen including the privilege of campaigning for and holding public office and actively supporting candidates and causes in the political arena. The Board also recognizes that the school system is entrusted by the citizens of the county and the State of Georgia with a vitally important public mission and that an employee’s political activities must not interfere or conflict with an employee’s job or with the best interest of the school system.

An employee who participates actively in political activity cannot be promoted, demoted, transferred, or terminated solely because of his/her political participation as long as such actions follow the guidelines stated in ([Policy GAHB](#)).

Conflict of Interest ([Policy GAG](#))

Employees should be aware of situations and activities that may be construed as a conflict of interest. The Clayton County Board of Education is committed to the employment and assignment of employees in a manner that best meets the needs of the school system. In keeping with this commitment, the Board realizes the importance of eliminating any question of impropriety in personnel practices that have the potential to foster staff conflict of interest, to suggest favoritism or to otherwise adversely affect the orderly operation of the system.

Fraud Prevention ([Policy DIE](#))

The Clayton County Public Schools is committed to the elimination of fraud, waste, abuse, or corruption. To that end, the District is committed to the identification of exposures to fraud and misconduct in the everyday operations of the school systems and the effective reduction or eradication of those identified exposures.

Any individual who desires to bring forth an allegation alleging a violation regarding this policy should report the concern to the Division of Equity and Compliance in writing. They may also submit complaints via e-mail at [Fraud Complaint](#).

Upon submission of your request, a confirmation receipt will be sent to the email address provided in the request. If you do not receive a confirmation, please resubmit your request or contact us.

Should you have further questions, please contact the Director of Equity and Compliance for the Clayton County Public School System, via [email](#).

Complaints and Grievances ([Policy GAE\(2\)](#), [GAE\(2\)-E\(1\)](#) and [GAE\(3\)](#)).

The Clayton County Board of Education desires that all employees have the right to present and resolve complaints relating to certain matters affecting the employment relationship at the lowest organizational level possible. To that, the Clayton County Board of Education encourages all employees to resolve their complaints informally in a spirit of collegiality, when possible. In instances where such efforts do not succeed or, for any other reason, the employee desires to pursue a more formal process, he/she has the right to file a grievance under this policy and procedure.

Performance Evaluation System

Performance Reviews

Clayton County Public Schools is committed to performance assessment that encourages continuous quality improvement for all employees. All personnel shall have their performance evaluated annually as required by Georgia Code 20-2-210. Certified educators are assessed under state evaluation programs. All certified educators that work directly with children are evaluated using Teacher Keys Effectiveness System (TKES). School administrators are evaluated with Leader Keys Effectiveness System (LKES). Other support personnel such as counselors, school psychologists, social workers, and media specialists are evaluated using instruments previously developed at the state level. Classified employees, as well as other non-school based leaders, are assessed using locally developed evaluation programs or previously developed state evaluation instruments.

TKES/LKES Formative/Summative Evaluation Appeal Process

Process Steps

Teachers/Leaders are permitted to use the school district's local complaint process to file grievances related to procedural deficiencies on the part of the local school system or charter school in conducting TKES evaluations. A teacher's performance rating(s), professional growth goal(s) and/or plan(s), and job performance cannot be disputed through the complaint. (Georgia Department of Education, 2017).

All appeals must be initiated within the current year of the evaluation in question. **Appeals must be filed within ten business days of receiving the Formative or Summative Assessment. Appeals not filed within the ten business days will not be considered for the Appeals/Grievance process.** Walkthroughs cannot be appealed. Employees are encouraged to read evaluation guidelines in the Teacher/Leader Keys Effectiveness System Handbooks and to make sure that appropriate procedures have been followed within the 10-day window to appeal. Appeals may be made at the Formative or Summative Assessment only.

Cycle 1 Appeal

- For TKES, the evaluatee submits an appeal to the principal within ten business days of receiving their rating. For LKES, the evaluatee should submit the appeal to the primary evaluator. The appeal should include any relevant supporting documentation.
- The primary evaluator reviews the Cycle 1 appeal.
- The primary evaluator must respond in writing to the evaluatee within ten business days of the Cycle 1 appeal.
- If the appeal is resolved at Cycle 1, the appeal is considered closed or resolved. The findings are reported to the Human Resources Director – Performance Management by the principal once the appeals process is closed or resolved at the school level (no later than ten business days after the appeals process is closed or resolved at the school level).

Cycle 2 Appeal

- If the appeal is not resolved at Cycle 1, the evaluatee submits the Cycle 2 appeal to their evaluator's supervisor (TKES: Assistant Superintendent and the Human Resources Director – Performance Management; LKES: Deputy Superintendent

for School Leadership and Improvement and the Human Resources Director – Performance Management within three (3) business days of receiving the findings from the Cycle 1 appeal.

- The Assistant Superintendent or Deputy Superintendent for School Leadership and Improvement will gather evaluation information about the appeal to make a decision.
- The Assistant Superintendent or Deputy Superintendent for School Leadership and Improvement will review all relevant information and respond in writing within 20 business days to the evaluatee, primary evaluator, and the Human Resources Director – Performance Management This ends the appeal process. Results are final.

Documented performance deficiencies and/or performance evaluation ratings may be reviewed and considered as a factor with regards to promotional opportunities.

Observations should be saved, shared, and finalized within ten (10) working days from the date of each observation.

Complaint Policy

All full-time employees shall have the opportunity to present and resolve complaints relating to certain matters affecting the employment relationship at the lowest organizational level possible. The Board of Education encourages all employees to resolve their complaints informally and in a spirit of collegiality when possible. Policies [\(GAE\(2\)\)](#), [\(GAE\(2\)-E\(1\)\)](#), and [\(GAE\(3\)\)](#) are available where such efforts do not succeed or when for any other reason, the applicable employee desires to pursue this process.

Closing Statement

Successful working conditions and relationships depend upon clear and effective communication. It is important that employees stay aware of changes in procedures, policies, and general information. This Personnel Handbook supersedes all previous versions. It is also important to communicate ideas, suggestions, personal goals, or problems as they affect work at Clayton County Public Schools.