

# SCSS

## Support Staff Handbook



2016-2017

**SUPPORT STAFF HANDBOOK  
TABLE OF CONTENTS  
2016-2017**

Equal Opportunity Employment  
Employee Conduct and Discipline  
ParaPro Assessment  
Background Check ..... 1

Probationary Period  
Evaluation of Support Staff  
Grievance Procedures ..... 2

Support Personnel Contract of Employment  
Absences Due to Inclement Weather and Other Emergencies  
Time Sheets.....6

Pay Dates  
Jury Duty  
Accidents  
Off Duty Employment .....7

Positive Behavior Support .....8

Support Staff Evaluation Criteria .....9

Employee Performance Appraisal Self Evaluation .....11

Nondiscrimination Policy .....12

Stewart County Schools has implemented a *Drug Free Workplace* in compliance with federal regulations.

# **STEWART COUNTY BOARD OF EDUCATION**

## **SUPPORT STAFF HANDBOOK**

**2016-2017**

### **EQUAL OPPORTUNITY EMPLOYMENT**

No person shall be denied employment, re-employment, or advancement, nor shall be evaluated on the basis of sex, marital status, race, color, creed, or national origin. Age shall be considered only with respect to minimums set by law and retirement as specified by the State or policies of the Board of Education.

### **EMPLOYEE CONDUCT AND DISCIPLINE**

It shall be the policy of the Stewart County School System to assist all of its personnel in every way possible to adjust to their positions and to perform their duties satisfactorily. Every reasonable effort shall be made to avoid situations that might warrant reprimanding, suspending, or removing personnel from their positions.

### **PARAPRO ASSESSMENT**

All new employees are required to take and pass the ParaPro Assessment. This assessment measures skills and knowledge in reading, mathematics, and writing, as well as the ability to apply those skills and knowledge to assist in the classroom instruction. A minimum score of 456 is required.

### **BACKGROUND CHECK**

All new employees are required to submit to a background check performed by the Tennessee Bureau of Investigation.

## **PROBATIONARY PERIOD**

Every new employee to the system shall be required to successfully complete a six (6) months probationary period. This period of employment shall be utilized for the most effective adjustment of a new employee and for elimination of employees whose performance does not meet required standards.

During this period, the employee will be closely observed and evaluated. Only those employees who meet an acceptable standard of work during this time shall be retained.

A new employee may be subject to dismissal at any time during the probationary period, when in the judgment of the immediate supervisor, the quality of his/her work is not such as to merit continuation in the service.

## **EVALUATION OF SUPPORT STAFF**

During the first year of employment, each employee shall be evaluated prior to the completion of one half of his/her normal work year. If the evaluation is deemed unsatisfactory, the employee shall be recommended for dismissal to the Director of Stewart County Schools. A satisfactory evaluation shall be the basis of continuing employment with an increase to the first salary step of the appropriate classification grade. The evaluation document can be found on pages 11-13.

## **GRIEVANCE PROCEDURES**

Any claim by an employee of the Stewart County Board of Education that there has been a violation, misrepresentation, misinterpretation, or misapplication of the terms of employment, or his right to fair treatment, or any established policy or practice of the Board, or pertinent state and federal law shall be a grievance.

The parties hereto acknowledge that it is usually most desirable for an employee and his immediately involved supervisor to resolve problems through free and informal communications. The parties shall seek to adjust the difficulty at the point of origin.

When requested by an employee, an employee's representative may accompany the employee to assist in the informal resolution of the employee and a grievance exists, the formal procedure is invoked. A grievance will then be processed as follows:

### **Step 1**

The employee or employee's representative shall present the grievance in writing to the immediate supervisor or the building Principal. If the immediate supervisor receives the grievance, they will arrange for a meeting to take place within four (4) days after receipt of the grievance. If the supervisor or Principal receive the grievance, they will provide a copy of the grievance to the Director and arrange a meeting with the employee and supervisor or Principal within five (5) working days. The employee shall,

and the employee's representative may, be present for the meeting. Within three (3) days after the meeting, the employee shall be provided with a written response from recipient of the original complaint stating the decision.

## Step 2

If the grievance is not resolved at Step 1 or the time limits expire without issuance of the written reply, then the employee or representative, at the employee's request, may refer the grievance to the Director of Schools or his official designee within six (6) days after receipt of the Step 1 answer or within eight (8) days after Step 1 meeting, whichever is the later. The Director of Schools shall arrange with the employee and/or employee's representative for a meeting to take place within five (5) days of the Director's receipt of the appeal. Each party shall have the right to include in its representation such witnesses and counsel, as it deems necessary. Within four (4) days of the meeting, the employee shall be provided with the Director's written response, including the reasons for the decision.

## Step 3

If the grievance is not resolved at Step 2 or the time limits expire within the issuance of the Director's written reply, the employee and employee's representative may request a review by the Board of Education within seven (7) days after the time limits for Step 2 have expired. The request shall be made in writing through the Director of Schools, who shall attach all related documents and forward the request to the Board of Education.

All time limits consist of school days, except that when a grievance is submitted fewer than ten (10) days before the close of the current school term, time limits shall consist of all workdays. It is the mutual intent of the Board of Education and school administration to resolve all grievances at the earliest possible steps in the grievance procedure. If time limits expire at any one step the grievance will automatically proceed to the next step.

When a grievance involves more than one employee, the group of employees may submit a collective grievance at the appropriate level.

All parties will cooperate toward a solution of the grievance. The formal step procedures will be followed.

No reprisals shall be taken by anyone against anyone because of his participation in a grievance.

Should the processing of any grievance require that an employee or representative be released from their regular assignment, they shall be released without loss of pay or benefits, by mutual agreement.

All records related to a grievance shall be filed separately from the personnel files of the participants.

A grievance may be withdrawn by the aggrieved party at any level without establishing precedent.

## **SUPPORT PERSONNEL CONTRACT OF EMPLOYMENT**

Each employee will have a contract providing the following:

- number of work days
- number of paid holidays
- number of professional development days

The contract will state the employees pay rate and total compensation. The contract will be signed and dated for the current school year and does not guarantee employment beyond one school year.

## **ABSENCES DUE TO INCLEMENT WEATHER AND OTHER EMERGENCIES**

Unless the Director of Schools announces the Central Office and other departments of the school system are closed, personnel employed on a twelve (12) month basis traveling to and from work in snow, other inclement weather, or other emergencies become a personal decision on the part of the employee as to the safety and feasibility in regard to travel.

Employee's absence resulting from the above stated reason will be handled in the following manner:

Absence shall be charged against the employee's annual vacation time or personal leave, or

Absence shall be charged as leave without pay.

Absence shall be indicated on the form for reporting personnel absence and submitted to the Payroll Office with the time sheet. In the event the Director of Schools announces that the Central Office and other departments will close because of inclement weather or other emergencies, personnel required to work shall be given time off in the future equal to the time worked.

When inclement weather causes lost school time, full time teacher assistants, secretaries, and custodial personnel may be allowed to make up days missed. Principals will establish days and times for this make up. Any days not accounted for will result in a payroll deduction on final check during school year. **ANY DAYS MADE UP WILL BE AT THE PRINCIPAL'S/SUPERVISOR'S DISCRETION.**

## **TIME SHEETS**

All hourly employees will maintain daily time sheets. **Time sheets will report actual hours worked daily.** Holiday, sick leave, no pay leave days etc. are to be recorded accurately on time sheets. Individual time sheets will run from the 11<sup>th</sup> to the 10<sup>th</sup> of each month. Immediate supervisors are responsible for collecting and verifying time sheets. Falsification of time sheets will result in immediate dismissal.

### **PAY DATES**

All employees will be paid on the 20th of each month. When a pay date falls on or during a school holiday, vacation or weekend pay checks will be distributed on the last working day for teachers.

### **JURY DUTY**

Employees will be paid at their regular rate per day for jury duty, minus what you earn for each day of jury service. Employees should attach a copy of the check stub from the court to their time sheet.

### **ACCIDENTS**

All accidents should be reported, in writing on the appropriate form, to your supervisor immediately so that the insurance company can be notified within 24 hours. The supervisor will give you information needed to complete all necessary forms. All completed reports will be filed at the central office-payroll clerk.

### **OFF DUTY EMPLOYMENT**

An employee's time outside the workday should not be utilized in a manner that would interfere with the performance of their duties. Employees are to have no financial interest in any firm that does business with the Stewart County Schools.

# Positive Behavior Support

The purpose of the Stewart County District Wide Positive Behavior Support Initiative is to establish and maintain safe and effective school environments that maximize the academic achievement and behavior competence of all learners in Stewart County.

## Positive Behavior Support...

*\*Aims to build effective environments in which positive behavior is more effective than problem behavior.*

*\*Is a collaborative, assessment-based approach to developing effective interventions for problem behavior.*

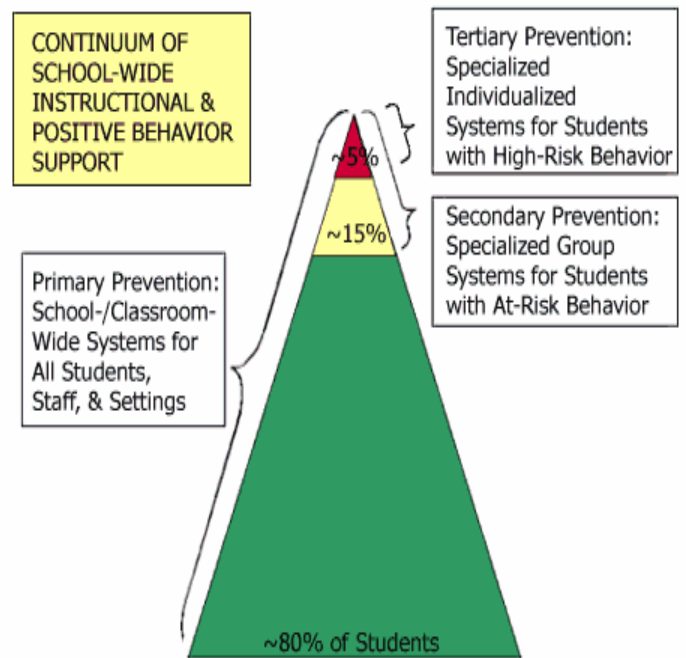
*\*Emphasizes the use of preventive teaching, and reinforcement-based strategies to achieve meaningful and durable behavior and lifestyle outcomes.*

### Stewart County Board of Education

P. O. Box 433, Dover, TN 37058  
931-232-5176

[www.stewartcountyschools.net](http://www.stewartcountyschools.net)

For more information about Stewart County Positive Behavior Support, please go to the Stewart County Schools web site and click on the link to Positive Behavior Support.





## **SUPPORT STAFF EVALUATION CRITERIA**

Each support staff will be evaluated once a year based on this evaluation criteria:

- Attendance-** employees will be on the job as scheduled; completes a full work day with limited early releases
- Attitude-** accepts procedures, is discrete in speech and action, is enthusiastic, exhibits a sense of loyalty
- Confidentiality-** discussion of student progress, conduct, family, etc. is to be confidential to school staff. Student information is not to be discussed outside of the school environment or to others not associated with the students.
- Cooperative-** works well with other employees; takes direction from supervisory personnel; directs complaints to their supervisor
- Dependable-** is honest and reliable in carrying out instructions, observes personnel policies, complies with established working hours
- Dress** is appropriate for all ages, sets a tone for the school, and an example for all students.
- Flexible-** accepts change in schedules without complaint; performs duties as assigned
- Initiative-** is a self starter, makes decisions when required, initiates action
- Safety Conscience-** maintains a cautious environment for students, yourself, other employees, and community, secures working environment

Rating Scale    5 Outstanding  
                       4 Good  
                       3 Satisfactory  
                       2 Poor  
                       1 Unsatisfactory \*

	1	2	3	4	5
Attendance					
Attitude					
Confidentiality					
Cooperative					
Dependable					
Dress					
Flexible					
Initiative					
Safety Conscience					

Development Plan required

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Supervisor's Signature

\_\_\_\_\_  
 Date

**EMPLOYEE PERFORMANCE APPRAISAL  
SELF EVALUATION**

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Employee _____	Position _____	Date _____
From _____	To _____	_____ Annual _____ Other

**PART A. EMPLOYEE COMMENTS**

How do you feel about what you have accomplished during this evaluation period?

Can you recommend any changes which would help you do your job?

Do you possess any skills and aptitudes which are not fully utilized in your present position which would be a valuable resource for the community?

**What training and development do you need to do a better job in your current position?**

# **STEWART COUNTY SCHOOL SYSTEM**

## **Dover, Tennessee 37058**

### **Equal Opportunity** **Nondiscrimination Policy**

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

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

Inquiries regarding compliance with the Title VI, Title IX, and Section 504 may be directed to:

Stewart County Central Office 232-5176

Leta Joiner, Director of Schools  
Tracy Watson, Title VI  
Marian Page, Title VII and Section 504  
Tracy Watson, Title IX