

GAINESVILLE CITY SCHOOLS PERSONNEL AND EMPLOYEE ELECTRONIC HANDBOOK



It is the policy of the Gainesville City School District not to discriminate on the basis of age, sex, race, color, religion, national origin, or handicap in its educational programs, activities, or employment practices.

Disclaimer: This handbook has been prepared to help familiarize you with some of our policies and regulations and to present the information in a form that will be readily available for reference. Although the contents of the handbook are based on the board policies and regulations of the Gainesville City Board of Education, the actual board policies and regulations, which are far more lengthy and detailed, have been summarized to make the handbook more readable. There may be more policies and regulations not discussed in the handbook. In the event of a conflict between the handbook and board policy, the board policy shall control. Nothing in this handbook or in board policy is intended to create a contract of employment or an entitlement to any particular benefits or terms and conditions of work. The Board of Education has the right to change or modify any of its board policies and regulations at any time. For additional, more detailed information or if you have questions, please refer to the Board of Education Policy Manual, Section G - Personnel, which can be found at the District's web site (www.gcssk12.org) under eBoard or contact the Human Resources Department at Gainesville City School District, 508 Oak Street Gainesville, Georgia 30501. The telephone number for the Human Resources is 770/536-5275.

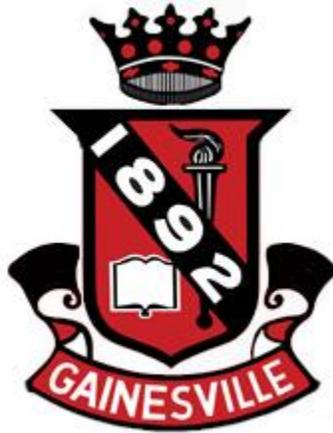
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Our Mission

Our Mission is to INSPIRE, NURTURE, CHALLENGE, PREPARE

As ONE GAINESVILLE, we will inspire, nurture, challenge, and prepare our students as we educate them to be successful in a 21st century global society.

Our Beliefs

- We believe that the collaborative actions of students, parents, community, and the school system are determining factors in the success of our students.
- We believe that high expectations for everyone drive success.
- We believe that continuous learning occurs best in a safe, nurturing, and stimulating environment.

Our Vision

Our students will think critically, act compassionately, work meaningfully, choose wisely, and live joyfully

Message from the Superintendent

Dear Red Elephant Family,

Thank you for choosing to make a difference in the lives of our children and our community. Being an educator is a challenging yet extremely rewarding profession. We believe that quality teaching is the most critical factor in providing a quality education for our students. We welcome you as a member of our team because you have demonstrated the knowledge and skills that will assist our school system in meeting its mission.

The handbook was developed to communicate expectations, highlight opportunities and to serve as a resource for you as an employee of the Gainesville City School System. We encourage you to become familiar with the content included in the handbook. Additionally, an important communication tool and a valuable source of information is our eBOARD website. You can access policies, meeting minutes and documents from our home page by clicking on the tab titled “School Board Governance System”.

Just as our children and we are “works in progress” so are our policies and procedures. Updates, additions and changes will be communicated to all employees in an effort to keep you fully informed about matters that affect your job. However, if you have questions, please ask so that we can ensure that you have accurate information.

We appreciate our engaged and enthusiastic student body, our parents that partner with us to provide the best education possible for our students, our devoted educators, our dedicated support personnel, outstanding leadership from our Board of Education and administrators, our steadfast alumni and our exceptional community that embraces us with a great sense of pride and encouragement.

We are a team - students, parents, educators and the community. We all want our students to be competitive locally, nationally and internationally so they will experience productive lives. Our purpose as ONE GAINESVILLE is to inspire, nurture, challenge and prepare our students for their future.

I salute our Red Elephant Educators for their ongoing pursuit of John Ruskin’s words, “Education...is painful, continual and difficult work to be done in kindness, by watching, by warning... by praise, but above all – by example.”

I look forward to learning with and from you this next year.

Sincerely,

Wanda Creel, Ed.D.
Superintendent
Gainesville City School System

Absences

Daily attendance and punctuality are performance expectations for all employees and are included in each job description as a primary responsibility. In the event that absence is necessary, employees are responsible for contacting their supervisor prior to the start of the workday. The specific call in protocol for each school or department will be discussed and provided in writing to all employees. Employees are expected to call in for each day of absence unless they are otherwise notified by their supervisor, or unless they are placed on an approved leave of absence. Employees who are excessively absent are subject to disciplinary action up to and including the recommendation to terminate employment.

➤ Administrative or Directed Leave

During investigations or other situations, the district may direct that an employee remain off work. This administratively required leave will be paid at the employee's regular rate of pay. State law must be followed concerning administrative leave for certificated employees.

➤ Benefits Deductions during a Leave of Absence

Employees will be eligible to maintain health care benefits provided by the school district while on FMLA leave. The District will pay the employer's portion, if any, of such benefits. The employee will pay the same portion, if any, of such benefits as the employee paid before beginning the leave.

The District may recover any health care benefit premiums paid on behalf of an employee if the employee does not return to work after the leave period has expired, unless the employee did not return due to a serious health condition of the employee or the employee's spouse, parent or child, or a serious injury or illness of a covered service member or other circumstances beyond the employee's control. The District may require certification from the health care provider that a serious health condition of the employee or family member, or the covered service member's serious injury or illness, prevented the employee from returning to work.

With the exception of paid vacation, personal, sick, or any other paid leave required to be substituted for unpaid leave, the employee's absence during leave will not alter benefits which the employee accrued before taking leave. Any accrued benefits will not be lost during the leave.

➤ Bereavement Leave

Sick leave may be taken for any death in the immediate family of any employee. Such leave must be approved by the building level principal or immediate supervisor of the employee. For the purposes of bereavement leave, members of the immediate family are defined as spouse, children, father, mother, sisters, brothers, grandparents, grandchildren, aunts, uncles, nieces, nephews, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law or other relatives living in the household. *Details about Bereavement Leave can be found in Policy GARH.*

➤ **Family and Medical Leave Act**

To the extent that any provision in this policy conflicts with or is superseded by the Family and Medical Leave Act ("FMLA"), the regulations promulgated thereunder, or any other federal law, the provision of the FMLA, its regulations or other law, as the case may be, control.

Employees are eligible for a leave of absence under the FMLA once they have worked for the district for twelve months and a total of 1250 work hours. Leave under the FMLA can be approved for up to 12 weeks in a rolling 12-month period for the following reasons:

- For incapacity due to pregnancy, prenatal medical care, or childbirth;
- To care for the employee's child after birth, or placement for adoption or foster care; entitlement to leave for a birth or placement of a child expires at the end of the 12 month period beginning on the date of the birth or placement;
- To care for the employee's spouse, child, or parent who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the functions of his/her job; and
- Any qualifying exigency arising from the fact that the employee's family member (the covered service member) is on covered active duty. Qualifying exigencies are defined as short-notice deployment (seven or less calendar days); military events and related activities; childcare and school activities; financial and legal arrangements; counseling; rest and recuperation (up to fifteen calendar days per instance); parental care; post-deployment activities; additional activities where the employer and employee agree that the leave is an exigency and agree to both timing and duration of the leave; 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 servicemember.

Absences covered by Workers' Compensation are considered to be FMLA leaves of absence. See Administrative Rule GBRIG-R for more information.

Return to Work

Employees are expected to return to work at the end of the FMLA period with a full release to perform all duties. The employee will return to the to a position equivalent to the one the employee held when he/she left on FMLA leave, with equivalent pay, benefits and other terms and conditions of employment. If the employee is unable to return to work, s/he may resign and maintain eligibility for re-employment in the future.

Upon proper notice, however, the District may deny reinstatement under this policy to an employee whose salary is in the highest 10% of the employees employed by the school district if such denial is necessary to prevent substantial and grievous economic injury to the District's operation, as determined by the District.

Employees who are unable to return to work at the end of the approved leave of absence will resign and are eligible for employment when they are cleared to work by the physician.
Details about Family and Medical Leave can be found in Policy GBRIG and GBRIG (E).

➤ **Jury and Witness Leave**

Each person employed by the Gainesville City Schools shall be allowed leave with pay for the purpose of serving as a juror in any court or when attending a judicial proceeding in response to a subpoena or other court order or process that requires the employee's attendance at the judicial proceeding. Jury and/or witness leave shall not be deducted from an individual's accumulated personal, professional or sick leave. *Details about Jury/Witness Leave can be found in Policy GARH.*

➤ **Maternity Leave**

Employees seeking maternity leave may do so in accordance with the sick leave provisions of this policy, if leave is necessitated by disability arising from the employee's pregnancy, or under the Family and Medical Leave Act. To the extent an employee is not eligible under FMLA, but is entitled to maternity leave under state law, leave will be granted in accordance with state law. *Details about Maternity Leave can be found in Policy GARH.*

➤ **Military Leave**

All employees of the Gainesville City Board of Education are entitled to paid leave not to exceed eighteen days in any federal fiscal year for the purpose of complying with ordered military leave duty with the armed forces of the United States or State of Georgia, including duty as a voluntary member of the militia or reserve component of the United States or State of Georgia. Employees also are entitled to leave not exceeding thirty days in any one federal fiscal year if ordered to duty as a result of the declaration of any emergency by the governor or the appropriate officials. *Details about Military Leave can be found in Policy GARH.*

➤ **Observance of Religious Holidays**

Employees may use personal leave for the observance of recognized religious holidays. If an employee desires to take leave for the observance of recognized religious holidays in excess of the days allowed for personal leave, the employee may take unpaid leave for such purposes provided that such leave is not excessive and does not interfere with fulfilling the obligations of his or her job. *Details about Religious Holidays can be found in Policy GARH.*

➤ **Personal Leave**

Employee may take three (3) days of personal leave if prior approval of the absence has been given by the employee's immediate supervisor and if the presence of the employee requesting absence is not essential for effective school operation. A leave form must be filed and approved by the Superintendent or his or her designee five (5) working days prior to requested leave.

Unless otherwise approved by the Superintendent or his or her designee, personal leave will not be granted during pre-planning, post-planning, staff development days or on the day before or day after holidays. Employees are not required to disclose the purpose for which such absence is sought. *Details about Personal Leave can be found in Policy GARH.*

➤ **Professional Leave**

Employees who attend a conference, seminar or workshop at the direction of the district are considered to be absent for professional development purposes. This Professional Leave is not deducted from any of the employee's leave accounts as it is considered worked time.

➤ **Sick Leave**

In accordance with Georgia law, all professional employees will be entitled to annual sick leave with full pay to be accrued at the rate of one and one quarter days for each completed contract month. All full-time classified employees will be entitled to annual sick leave with full pay to be accrued at the rate of one and one quarter (1 1/4) sick leave days per month worked.

Unused sick leave shall be accumulated from one fiscal year to the next up to a maximum of one hundred twenty-five (125) days. If an employee fails for any reason to complete a fiscal year, sick leave used but not yet earned will be deducted from the employee's future checks.

All employees employed less than fifty percent (50%) and are not eligible to accumulate time toward TRS or PSERS will not be entitled to annual sick leave.

The leave provided for under this policy is available only for personal illness, injury or exposure to contagious diseases, or for absences necessitated by illness in the employee's immediate family.

For any absence in which sick leave is used, the Superintendent or his/her designee shall have the right to require a physician's certificate stating that the employee is ill and is unable to perform his or her duties. The board may require the employee to submit to an independent medical evaluation conducted by a physician appointed by the board to verify the employee's inability to work. In the event that sick leave is used to care for a member of the immediate family, the Superintendent shall have the right to require a physician's certificate stating that the employee is needed to care for the sick family member.

For the purpose of absences for medical and related reasons, members of the immediate family are defined as spouse, children, father, mother, sisters, brothers or other relatives living in the household.

Employees are not paid for unused sick leave when they separate from employment. *Details about Sick Leave can be found in Policy GARH.*

➤ **Sick Leave Bank**

A sick leave bank is maintained from participating employee's voluntary contributions of accumulated sick leave. All participating employees shall make equal contributions to the sick leave bank and all decisions of the sick leave bank committee shall be final and shall not be subject to appeal to the GCSS Board of Education.

- A. All members are required to apply and donate days on or before October 31, during an annual open enrollment period between October 1 and October 31. A **minimum donation of one sick day** is required to establish membership. Continuing members will donate at enrollment time. Additional days may need to be uniformly assessed. No more than three days may be contributed in any one year.
- B. Contributions of sick leave to the Catastrophic Leave Bank are not refundable and not transferable.

- C. A contribution to the Bank of one day of the applicant's accrued sick leave is required of all members who are eligible to contribute. All eligible applicants must contribute equal contributions. This leave must be actual earned leave, not projected earnings for the year.
- D. The Committee of Trustees shall determine if and when additional days need to be assessed from all Catastrophic Leave Bank members in order to replenish the Bank. All active members of the Catastrophic Leave Bank shall be notified in writing when additional days are to be deposited to the Catastrophic Leave Bank from their accumulated sick leave. If a member has no accumulated sick leave at the time of assessment, the first earned day shall be donated as it is accrued by the member.
- E. Membership in the Bank is completely voluntary. A person may resign from the bank by giving written notification to the personnel office. The resigning employee will not be eligible to withdraw days already committed to the Bank. Gainesville City Board of Education Policy GBRIB(1) contains the full provision of the Sick Leave Bank. Copies are available in each media center, principal's office, and at the superintendent's office.
- F. There will be no discrimination on the basis of race, color, national origin, sex, marital status, age, native language, religion, creed or handicap.

Accidents and Emergencies

All employees are responsible for maintaining a safe working environment, and should report safety concerns to their supervisor so that corrective action can be taken. In the event of an accident sustained in the performance of job duties, employees should report the injury to their supervisor as soon as possible and complete a Supervisor's Report of Injury with their supervisor. All Gainesville City Schools have access to emergency services and resources.

Accreditation

All schools in the Gainesville City School District are accredited by the Southern Association of Colleges and Schools (SACS). In addition, the Gainesville City School District is a Charter School District.

Alcohol and Drug Testing The health and well-being of students and employees depends on the judgment, physical dexterity, reflex actions and unimpaired hearing and sight of all employees, including those engaged in safety sensitive functions. The Gainesville City Board of Education will not tolerate and specifically prohibits the unauthorized use, abuse, possession or sale of alcohol or controlled substances, as well as a measurable presence of alcohol in any employee.

A drug-free workplace encourages productivity and helps accomplish the Gainesville City School District mission and goals. The unlawful and/or unauthorized manufacture distribution, dispensing, possession or use of a controlled substance and/or alcohol is prohibited in the workplace for all employees, students and visitors.

In addition, the Gainesville City School District will take appropriate personnel action against any employee convicted of a criminal drug offense. All employees are subject to drug and alcohol testing based on reasonable suspicion.

Policy/Rule reference: GAMA

Americans with Disabilities Act (ADA)

The Gainesville City School District will not discriminate against any qualified employee because of a disability, as long as the employee can perform the essential functions of the job. Reasonable accommodations for qualified individuals with a disability will be provided, following the ADA guidelines.

Assignment and Reassignment of Employees

Employees are assigned to positions based on the needs of the Gainesville City School District as well as the employee's training, certification and other factors.

Employees may be reassigned at any time by the Gainesville City School District. Some of the reasons for reassignments are reorganizations, changes in attendance zones, changes in approved programs, changes in student enrollment, and the opening or closing of schools. This list of reasons is not all inclusive. ♠ Policy GBC

At-Will Employment

Georgia recognizes At-Will Employment; that is, an employee is hired at-will and employment can be terminated at the will of either party, for any reason or no reason at all. Employees who are issued Board-approved contracts do not have At-Will Employment.

Attendance

Attendance is a part of performance, and employees are required to be at work, on time in order to facilitate the smooth operation of the school district and student success. Employees who will be late to work or absent should personally notify their supervisor in advance by 6:00 AM or sooner so that their responsibilities can be covered appropriately.

All certified teachers are required to acquire a substitute by utilizing **Aesop Sub Finder** software. Click link below.

http://help1.frontlinek12.com/customer/portal/articles/1521435-getting-started?b_id=3397

Background Check

All new employees must pass a criminal background check as required by Georgia State Law. State law also requires employees to sign a consent form authorizing the District to conduct periodic criminal and/or driver's history record checks for the duration of employment. Policy/Rule: GAK(1), GAK(1) R1, GAK(1) R2

Benefits

Your employee benefits can be a very important part of the total compensation package you receive as an employee – **and may add an additional 30% of your salary** to your total compensation from the district.

Like your personal auto and homeowners insurance, the insurance products offered to GCSS employees are designed to protect you and your family members "when life happens". The retirement and supplemental plans are provided to help you prepare for your future.

As a school district, several of the benefits we offer are developed and administered by the State of Georgia and rules are set in state law. The other benefits options are designed by GCSS with assistance from our broker/consultant and contracted with various insurance companies and other providers.

The benefits information provided in this Employee Handbook is a simple summary of the benefits that may be available to you and how they work. More information is available on the Benefits page of at <http://www.mygcssbenefits.com>.

However, the insurance policies, plan documents, and state regulations for each benefit are the only documents with accurate, specific and binding information about the actual details of the plan. These benefits are subject to change at any time. Nothing in this section of the Employee Handbook creates or implies a contract of employment or an entitlement to any particular benefit.

Eligible employees may participate in the State Health Benefit Plan for health coverage. Employees may purchase Supplemental Life insurance on themselves and family members, Dental insurance, Vision Care insurance, Short Term and Long Term Disability insurance, and Cancer insurance.

Employees may also make pre-tax deferrals to Flexible Spending Accounts for medical expenses and dependent care expenses. The providers of these products, the levels of coverage, and terms and conditions of coverage are subject to change.

Cafeteria Plan - An employee benefit plan that gives employees a choice among cash and one or more qualified benefits, such as health insurance, group term life and dental benefits.

Employees receive notification of such changes, normally during the Open Enrollment period each year. The information below can be found on the Gainesville City Schools Employee Portal Cancer Insurance Health Insurance.

Employees are also offered various retirement plans as part of their benefits/compensation package.

- **Retirement Plans** All eligible employees are required to participate in one of the state-provided retirement plans. Employees who are new hires and who are over 60 years of age upon employment may choose to not participate in TRS;. The primary plans (TRS and PSERS) are defined benefit pension plans, meaning that your retirement benefit is defined in the plan materials and your contribution combined with GCSS's contribution will fund your retirement benefit.

- ❖ **Teachers Retirement System (TRS) of Georgia** – All regular employees who work at least half time in their position are required to participate in TRS. A portion of your salary will be contributed to the plan each payday. Covered

positions include Teachers, Paraprofessionals, Administrators, Nurses, and Clerical Staff. Refer to the guidelines and regulations at www.trsga.com.

- ❖ **Public School Employees Retirement System (PSERS) of Georgia** – All other non temporary employees of the school district who are not eligible for TRS will participate in PSERS. Covered positions include non-supervisory positions in the Maintenance and Food Services departments, custodial employees, bus drivers and bus monitors, among others. Refer to the guidelines and regulations at www.ers.ga.gov.
- ❖ **403(b) and 457 Supplemental Plans** The district offers pre-tax deferral to annuity plans under these sections of the Internal Revenue Code. These are supplemental retirement plans, so the funds are not readily or easily available until retirement. 403(b) is a tax deferred annuity retirement plan available to employees of public schools and colleges, and certain non-profit hospitals, charitable, religious, scientific and educational organizations. 457 Supplemental Plan is a Non-qualified deferred compensation plans available to employees of state and local governments and tax-exempt organizations.

Benefits Disclaimer There are additional requirements and conditions for benefit plans not discussed in this handbook. In the event of a conflict between the handbook and a requirement and condition, the Plan Description will prevail. Nothing in this section of the handbook creates a contract or an entitlement to any particular benefits. Benefits are subject to change at any time. Please visit the GCSS Employee Benefits website at <http://www.mygcssbenefits.com>.

The graphic features a black header with the text "GAINESVILLE CITY SCHOOLS EMPLOYEE BENEFITS PORTAL" in white, bold, sans-serif font. Below the header are three circular buttons with metallic borders: a green button labeled "EMPLOYEE BENEFIT CENTER", a red button labeled "STATE HEALTH BENEFIT WEBSITE", and a blue button labeled "MY PERSONAL BENEFITS". At the bottom left are two rectangular buttons: a green one labeled "VIDEO HELP" and a red one labeled "VIDEO HELP". To the right of these buttons is the text "Enroll or view your benefits" in white.



To Speak to a Gainesville City Schools Benefits Specialist
Call Toll-Free: 877.422.3312

Questions About your State Health Benefits?
Call Toll-Free: 800.610.1863



Benefit Eligibility

Benefits coverage is available to employees, the employee's legal spouse under Georgia law, and the employee's natural children, adopted children, step-children, children in the employee's legal custody, and those children for whom the employee has a legal requirement to provide coverage. Children can be covered until the end of the month during which they turn 26 years of age. Children who are disabled by the 26th birthday may continue on coverage with proper documentation of the disability.

Effective Dates of Deductions and Coverage for Benefits

Benefits coverage starts on the first of the month following or coincident with one month of employment. Deductions are taken "in advance", so deductions will start with the paycheck(s) for the month before coverage starts. However, deductions for the Flexible Spending Accounts are "current" for the month during which they are deducted. Many benefits deductions are taken on a pre-tax basis. If you miss a paycheck due to being on leave without pay or other reasons, you must call and make arrangements to the Benefits Office or your coverage will be terminated.

Enrollment

Employees may enroll in benefits upon employment, during the annual Open Enrollment period for the following year, or at the time of a Qualifying Event. Paper forms or online enrollments should be completed and received in the Benefits Office within 20 days of employment or the Qualifying Event so changes can be forwarded to the insurance companies by the 31-day deadline. Certain benefits or levels of coverage will require that you complete a personal health questionnaire and be approved by the insurance company before coverage and deductions will begin.

All eligible employees should participate in the Open Enrollment process each year to learn about new benefits options or changes. Open Enrollment typically begins in October each year. Qualifying Events are those changes in family status that the Internal Revenue Service recognizes making you eligible to change your benefits elections for the year. Qualifying Events include your marriage or divorce, the birth or adoption of a child, and your or your spouse's change in employment status that affects benefits eligibility (including your spouse's Open Enrollment period).

Cell phone Use

Personal use of telephones should be kept to a minimum during working hours. Personal long-distance calls should not be charged to GCSS telephones or accounts.

Certification and Licensing

Certified employees must be eligible for certification before being employed and must maintain certification during employment. All coursework must be approved by the Georgia Professional Standards Commission (GAPSC) at www.gapsc.com.

Code of Ethics for Educators

All employees must adhere to the high standards and expectations determined by the Gainesville City Board of Education and those described in the Professional Standards Commission Code of Ethics. As public employees expected to uphold the public trust, employees should not use their positions or professional relationships for personal gain.

All employees of the District should notify their immediate supervisor or other administrator or Superintendent by the end of the next business day following any arrest. Any misstatement or omission of required information may be reason for dismissal or non-employment. All employees are required to cooperate with any investigation.

Code of Ethics training is required by all certified employees and must be completed during pre-planning. (Click on link <http://www.gapsc.com/Rules/Current/Ethics/505-6-.01.pdf>)

Compliance Director



Gainesville City Schools utilizes Compliance Director to provide yearly online training to all employees. **In each training module**, you will be asked to read a segment and then you will be asked to answer a question related to the information you have just read. You will not be able to proceed unless you have answered the question correctly. You may back up and re-read the segment before you answer the question again. Once you begin each training process, you must finish it. The system will not allow you to stop, save your answers and start where you previously stopped. Modules usually take about 20 minutes/module

Username: Gainesville City

Password: eschool

Click on the link below for mandatory training modules for all employees of GCSS

<https://compliancedirector.org/indexG.php>

Employees must complete the following Standard and Custom Models for Gainesville City Schools

Standard Modules	Custom Modules (all employees)
Awareness Walks (certified teachers, paraprofessionals, administrators)	Gainesville City Employee Handbook – during pre-planning
Code of Ethics (certified teachers, paraprofessionals, administrators) – during pre-planning	Safety Plan – during preplanning
Parental Rights (all employees) by August 31	Bullying – by August 31
Suicide Awareness and Prevention (all)	Restraint and Seclusion – by August 31

employees) – by August 31	
Bloodborn Pathogens (all employees)	
FERPA (all employees) by August 31	
Sexual Misconduct Reporting (all employees) – by August 31	
Sexual Harassment (all employees) – by August 31	
Parental Rights (all employees)	
Ethical Use of Social Media (all employees)	
Copyright for Schools (certified teachers, paraprofessionals, administrators) by August 31	
McKinney Vento-Homeless Act (all employees) by August 31	
Mandated Reporting – August 31 (all employees)	
Human Sex Trafficking – August 31 (all employees)	

Complaints and Grievances

When workplace problems or disputes cannot be resolved informally, employees can turn to the Gainesville City School District’s internal grievance process. This process addresses alleged violations, misinterpretations or misapplications of the District’s statutes, policies, rules, regulations or written agreements.

It does not apply to performance ratings, job performance, termination, non-renewal, demotion, suspension and reprimands, or the revocation, suspension or denial of certification of any certified employee. The complaint must be sent in writing to the school Principal or Department/Supervisor or Superintendent within 10 calendar days of the event/incident. Policy/Rule reference: Certified Staff – GAE; Classified Staff – GAE(3).

Computers

Gainesville City School District’s computer hardware, software and data should be used for assigned responsibilities only, and should be protected from damage, destruction, viruses, theft and unauthorized access and use. Employees should have no expectation of privacy when using GCSS electronic resources.

Certified Employees may be assigned laptops and/or desktop computers. These devices are the property of the Gainesville City School District and as such should be returned when the employee is no longer employed by the Gainesville City School District.

Internet- Electronic resources should be used to support assigned responsibilities ONLY. Employees should have no expectation of privacy when using electronic systems, and should minimize use of the Internet for personal reasons during working hours. Employees should never access pornographic or other sites prohibited by law or CIPA (Children’s Internet Protection Act) compliance during working hours or any other time when using GCSS electronic resources. Policy/Rule reference: IFBG

Confidential Nature of Work

Student and employee files, records, documentation and other information are private and confidential. Disclosure of such information is limited by applicable federal and state laws.

Contracts

Certified employees receive written employment contracts that are signed by the employee and the Superintendent. Contracts are terminated if an employee cannot be properly certified. The Gainesville Board of Education offers new contracts for the coming year to all certified employees on the payroll at the beginning of the current year, except those who have resigned, been terminated or notified in writing that their contract will not be renewed. (Grounds and procedure for terminating or suspending contract of employment

➤ Grounds for Termination of Contracts

(a) Grounds for termination or suspension. Except as otherwise provided in this subsection, the contract of employment of a teacher, principal, or other employee having a contract for a definite term may be terminated or suspended for the following reasons:

- (1) Incompetency;
- (2) Insubordination;
- (3) Willful neglect of duties;
- (4) Immorality;
- (5) Inciting, encouraging, or counseling students to violate any valid state law, municipal ordinance, or policy or rule of the local board of education;
- (6) To reduce staff due to loss of students or cancellation of programs;
- (7) Failure to secure and maintain necessary educational training; or
- (8) Any other good and sufficient cause.

Deductions (Payroll)

Payroll deductions include, but are not limited to, federal and state taxes required by law; retirement systems contributions; Social Security; and medical, dental and other deductions authorized by the employee.

Direct Deposit

Gainesville City offers employees Direct Deposit for payroll checks.

Discipline of Employees

When discipline is necessary because of unsatisfactory and/or unacceptable employee performance and/or conduct of any type, it will be implemented. Depending on the nature or severity of the offense, Gainesville City School District may provide employees with an opportunity to bring their performance up to standard through the use of the following:

- Immediate feedback regarding unsatisfactory performance

- Factual documentation of performance, Employee input and commitment to improving performance
- Final resolution of the performance issue(s),
- Professional Learning Plan (Remediation)
- An employee who holds a certificate with the Georgia Professional Standards Commission may be reported at any time for a violation of the Code of Ethics for Educators.

Dress Code

We, the Gainesville City District family, aim high to create a warm and inviting environment. We want every reflection of our brand to be consistent with our tradition of excellence. As a member of this family, your appearance is a reflection of the GCSS brand and how we show up collectively is important to our community. At the same time, we want to build a district where individuality, empowerment, and inclusion are nurtured. With this balance in mind, we have updated our dress code. If you have questions about what this means for you, talk with your building administration. And, thank you for all you bring to the GCSS family every day.

Our dress code is generally based on what is commonly described as “business casual.”

Gentlemen may wear dress pants, slacks, or khaki pants. Their shirts should have collars, sleeves, and be tucked in. Ties are optional but encouraged.

Ladies may wear dress pants, slacks, or khaki pants. They may also wear dresses or skirts of appropriate length and coverage. Blouses or shirts should provide appropriate coverage, including covering the shoulder. Leggings may be worn with a top of appropriate length. All clothing should be clean and neat. Shoes should be worn that provide comfort and safety. We suggest slip-resistant shoes to avoid falls.

Our staff should project a professional image that supports the learning environment. For that reason, care must be taken to avoid distractions caused by tattoos, piercings, and unnatural hair colors and styles.

For further clarity it is helpful to provide examples on a “we don’t wear list.” On this list are examples of the things we don’t wear.

We Don’t Wear...

- athletic or workout clothing, including yoga pants or tops.
- shorts.
- spaghetti straps, strapless, or tank tops.
- clothing that allows the exposure of our midriff or waist.
- leggings with casual tops that do not look professional.
- flip-flops.
- jeans except on designated “spirit days” or with administrative approval.
- clothing that fits immodestly.
- clothing that causes distractions to our mission.

Fridays are our designated “spirit days.” Staff members may choose on Fridays to wear jeans as a part of their spirit day attire. Staff members who wear jeans for spirit day must also wear a school spirit shirt with their jeans. School spirit shirts may be from teachers’ respective schools or they may be Gainesville High School spirit wear shirts. School spirit shirts may simply be school-colored shirts.

In addition to Fridays, principals may choose to offer one additional jeans day per month. These jeans days are offered at the discretion of the building principal and may be used as rewards for reaching certain goals.

PE teachers may wear attire appropriate for effective PE instruction. However, their clothing should still reflect our tradition of excellence and distinguish them from students.

There may be instances for which exceptions to the dress code would be warranted, such as for staff members in specialized areas such as physical education, for field trips or field days. However, any changes of the staff dress code require administrative approval and should only be made because the occasion necessitates a change in attire. For example, a trip to the capitol would not warrant an exception to the dress code. In fact, it would be expected that when our staff is seen on field trips such as to the capitol that their attire would clearly distinguish them and reflect our tradition of excellence. The same would be true for staff members attending conferences, trainings, or workshops. However, a fieldtrip to the pumpkin farm or to go spelunking may warrant exceptions to the staff dress code.

Emergency Procedures at a Glance

SUDDEN LOSS OF POWER/BLACKOUT

- Teachers with classes are to remain in that class with students and wait for further instructions. Students are not to be released.
- No student is allowed to leave the school grounds.
- All teachers and other personnel, who do not have a class should meet in the main office for further instruction.

SEVERE WEATHER/TORNADO WATCH/TORNADO WARNING

Tornado WATCH - No funnel clouds sighted, but tornadoes expected to occur. Be prepared to take cover in the designated areas.

Tornado WARNING - Funnel cloud has been sighted.

1. EXIT PORTABLE CLASSROOMS. Move quietly to nearest hallway away from exit doors and glass areas. Close windows and doors.
2. Students are to sit with their backs to the wall with their head down, knees bent to chest, and with their hands covering the backs of their heads. No books – they become projectiles.
3. No talking.
4. Teachers will quickly take roll.
5. Remain in the hall until the “all-clear” signal is given.

CODE RED OUT (EVACUATION)

Fire, bomb threat, gas leak, etc.

1. Exit the building immediately. WALK – do not run.
2. Exit according to the exit instructions posted in the room.
3. Report to the PRIMARY designated site. Take your grade book to check roll.
4. If re-entry to the school building is not possible, the principal will notify and move students to the SECONDARY or ALTERNATE site.
5. All unauthorized communication turned off.

CODE YELLOW LOCKDOWN (Possible Threat)

1. Lock doors, admit students assigned to class.
2. Outside? Bring students in immediately – return to your classroom.
3. Stay in classroom. No one leaves.
4. Continue instruction.
5. Implement “card code” system.
6. Call office only in an emergency.
7. Do not make any phone calls.
8. Emergency team members report to designated area.
9. All unauthorized communication turned off.

CODE RED LOCKDOWN (DEFINITE THREAT)

1. Do not leave the classroom or allow students to leave.
2. Do not allow anyone to enter your room.
3. Class outside? Stay until directed.
4. Move away from windows and doors.
5. Implement “card code” system.
6. Call office only in an emergency.
7. Do not make any phone calls.
8. Emergency team members report to designated area.
9. All unauthorized communication turned off.
10. During lunch, between classes, after school – teachers bring students in and keep them there.

Employee Evaluations

All GCSS employees are required to have an annual evaluation by their immediate supervisor.

Most certified staffs are evaluated with the Teacher Keys Effectiveness System. Principals and assistant principals are evaluated using the Leader Keys Effectiveness System. All certified evaluations are due by May 1st.

Academic coaches, media specialists, counselors, and classified staff are evaluated using GCSS district approved evaluation instruments by May 15th.

Employment of Personnel

All employees of the school system, certificated and support employees, are employed and assigned by the board of education upon the recommendation of the superintendent. The board of education is not required to accept the recommendation of the superintendent, but it is forbidden to employ any person who has not been recommended by the superintendent.

All employees are employed by affirmative act of the board and no agreement is valid until the board has approved the same. However, the board has no authority to compel a superintendent to recommend its choice for a particular position within the school system, as the superintendent has the discretion to recommend those individuals the superintendent believes to be the best qualified.

If the board rejects a recommendation the superintendent has made, then the superintendent should recommend someone else. Otherwise, a stalemate would be reached to the detriment of the school system. The 1987 General Assembly also provided that all personnel are assigned by the board upon recommendation of the superintendent. No one employed by the system may be reassigned by either the board or the superintendent without the approval of the other.

Employee Self Service

All employees are required to use Employee Self Service for absences and leaves, payroll notifications, etc. Please contact Gwen Wiley or Katrina Green at 770.536-5275 for assistance.

Equal Opportunity Employment

All employees are entitled to equal treatment in decisions involving hiring, promotions, compensation, training, and discipline. The Gainesville City School District does not consider race, color, sex (including pregnancy and related conditions), religion, national origin, military status, disability, or any other legally protected status in any employment decision or employment practice. Further, the Gainesville City School District does not tolerate retaliation against employees for any legally-protected status or for engaging in legally-protected conduct. The District will consider requests for accommodation on the basis of religion, and will provide reasonable accommodation on the basis of ADA (Americans with Disabilities Act) qualified disability if it can do so without undue hardship or safety threat. Policy/Rule reference: GAA

Extended Day/Year

Supplemental pay may be provided to employees who work an extended school day or school year to meet program responsibilities or student needs. For example, some High School Teachers may be asked to work an additional hour beyond the normal eight hour day to provide student instructional services or to teach an additional period of instruction. Local school administrators must approve Extended Day/Year pay because of student and school needs; such pay cannot be based on tasks that would normally be performed during the regular work day.

Fair Dismissal

According to the State of Georgia's Fair Dismissal Act [Act 20-2-940], Certified employees can be dismissed or suspended based on incompetence; insubordination; willful neglect of duties; immorality; inciting, encouraging or counseling students to violate state and local laws, regulations and ordinances, or policies and rules of the Gainesville Board of Education; failure to secure and maintain necessary educational training; to reduce staff due to the loss of students or programs; and any other good and sufficient cause. Suspensions are without pay and can last up to 60 days. The Gainesville City School District Superintendent or his/her designee can relieve any employee from duty for up to 10 days if the employee's presence could cause serious harm or disrupt students, the school, or other employees. The Gainesville City School District Superintendent or his/her designee may also write letters of reprimand for any valid reason. These letters are placed in the employee's District personnel file. Demotions and non-renewal of contracts of certain certified employees are governed by Code Section 20-2-942. A demotion is a job with less pay, less responsibility and less prestige. Transfers are not covered by the Fair Dismissal Act.

Field Trip Protocols -

1. Field Trip Requests must be submitted online by going to the school's webpage and clicking Teacher Resources on the left hand side. Administrators/Supervisors must approve field trips electronically prior to the approval of the Director of Transportation or Chief Professional Services Officer. Personnel should contact their administrator/supervisor on the approval status of the field trip.
2. Each school will have funding provided for two local (within 60 mile radius) academic field trips per student per year. This includes Quinlan, Elachee, Wonderquest, NE GA History Center, Gainesville Ballet, and other local venues. To plan for field trips, take total October 2013 number x2= number of students funded for local trips. Field trips will be approved until the school reaches that number. The school is responsible for providing equitable funding for each grade level.
3. All out-of-town academic field trips must be funded by the school activity accounts. A quote for the costs of the trip should be obtained from Mr. Castleberry. A check for the costs associated should be made payable to Gainesville City Schools and must be received five days prior to the trip.
4. Any field trip by invitation for a special performing group or other extra-curricular group must be paid from the school activity account. A check for the costs associated should be received five days prior to the trip.
5. Transportation to *Communiversity* is an in-kind donation from GCSS.
6. Athletic and Extra-Curricular Field Trips
 - a. Students will be transported for regular season competition and play-off games earned through regular season and one summer preparation camp. Any additional trips must be paid from the athletic department or school activity.
 - b. The Athletic Director is responsible for maximizing seating capacity for athletic trips.

- c. If the athletic and/or extra-curricular field trip that is not part of the regular season competition and play-off game exceeds 150 miles, the difference will be paid for by fundraising, athletic department or school activity account.
 - d. Principal, Athletic Director, Transportation Director and Chief Operations Officer must be in agreement with regard to the camp location/distance.
7. Charter Bus Service - If you will be using any type of charter bus service, the following will be required:
- ✓ Complete a field trip/bus request form.
 - ✓ Indicate on the form that you will be using a charter bus service and the name of the service.
 - ✓ Indicate how you will be paying for the charter bus service.
 - ✓ The charter bus service must be on the approved list located at:
<http://www.gamccd.net/LPCBusCarriers.aspx> - Transportation Director will verify compliance.
 - ✓ Attached to your request should be a copy of the contract/agreement and a copy of the company's certificate of liability insurance clearly showing Gainesville City School System as the additional insured in the bottom left hand corner of the certificate. The contract should be UNSIGNED. The superintendent is the authorized signer of the contract/agreement.
 - ✓ The limits of liability on the certificate should be 1 million dollars for intra-state and 5 million dollars for inter-state per occurrence.

If you are using a charter bus service, use the links below to ensure the motor carrier meets the safety requirements.

Georgia Code § 20-1-10 states that no educational institution receiving state funds shall enter into an agreement with a motor carrier or contract carrier for the purpose of transporting students without first verifying that such carrier is certified by the PSC (Ga. Dept. of Public Safety as of July 1, 2012)...the Federal Motor Carrier Safety Administration, or any similarly required certifying agency.

In State Transportation

§ 40-1-100 exempts motor carriers and motor contract carriers "engaged solely in transporting school children and teachers to and from public schools and private schools" from Georgia Department of Public Safety regulation (there is no license required if this is their sole function). For all other carriers the link below is a minimum starting point for checking the credentials of an **intrastate** charter bus company (licensed to transport passengers **IN STATE ONLY**). You should be aware that the list contains carriers that run shuttle type buses as well as school buses and full sized motor coach (Trailways/Greyhound) type charter buses. You will want to look for a carrier who uses school buses that meet Georgia specifications or the larger motor coach type buses. Even though a company is on the list and they run Georgia spec school buses or the full sized motor coaches, there will still be some companies who you will not want to use. You are looking for companies with a "Satisfactory Record". Your school system may also want to

further evaluate a company beyond just using this link. If the company is also an Interstate carrier, then more in-depth information can be found (see below). NOTE - Just because a company is a licensed Interstate (out of state) carrier, that does not mean they are a licensed Intrastate (in state) carrier. **UNLESS EXEMPTED BY 40-1-100 THEY MUST BE ON THE INTRASTATE LIST ACCESSED BY THE LINK BELOW.**

<http://www.gamccd.net/LPCBusCarriers.aspx>

DIRECTIONS: 1.) Click on the link and you will go to a list of “Bus Companies License Licensed in Georgia”; 2.) Click on the carrier to determine their rating; 3.) Note that you can sort by city to find carriers near you. Look to see if the charter company is on this list, and if they provide Georgia spec school buses/full sized motor coach buses and if they have a "Satisfactory Record".

Out of State Transportation

The link below is a minimum starting point for checking the credentials of an **Interstate** charter bus company (licensed to transport passengers **OUT OF STATE**). You should be aware that the link contains carriers that run shuttle type buses as well as school buses and full sized motor coach (Trailways/Greyhound) type charter buses. You will want to identify a carrier who uses school buses that meet Georgia specifications or the larger motor coach type buses and check them out on this link (**this link does not provide a list, so you must either know the exact name of the carrier or the USDOT Number of the carrier to check their credentials**). Even though a company runs Georgia spec school buses or the full sized motor coaches and they are licensed, there may still be some companies who you will not want to use. You are looking for companies licensed for Interstate passenger transportation with a "Satisfactory" carrier safety rating. Additionally, this link contains extensive information to include vehicle inspection compliance, driver compliance and accident history. Your school system may also want to further evaluate a company beyond just using this link. NOTE – THE § 41-1-100 EXEMPTION **DOES NOT APPLY TO INTERSTATE CARRIERS.**

<http://www.safersys.org/CompanySnapshot.aspx>

Hiring

Individuals are employed by the Gainesville City Board of Education on the recommendation of the Superintendent. Human Resources will make the offer of employment on behalf of the Superintendent after the individual has successfully completed the required employment and screening process, although some postemployment screening or testing may be necessary.

Identification Badges

All employees must clearly display their Gainesville City School District -issued ID badge whenever they are on Gainesville City School District property or engaged in Gainesville City School District-related activities. Employees must report the loss or theft of ID badges to the Fingerprinting Office. Non-Discrimination and Anti-Harassment Policy All employees have a

right to be treated with respect and dignity, and to work in a professional environment that is free of bias, prejudice and harassment. The Gainesville City School District prohibits harassment, discrimination, or differential treatment of any employee, and encourages employees who believe they have been discriminated against to seek relief through the Gainesville City School District discrimination complaint resolution process. Also see Complaint Resolution. ♠ Policy/Rule reference: GAEB, GAEB-R.

Infectious Diseases

Employees who have or are suspected of having any communicable disease may be required to take any and all recommended precautions to ensure the health and safety of students and other employees. The Board of Education, the Hall County Health Department, and/or the Georgia Department of Human Resources may require quarantine or surveillance of carriers of diseases and persons exposed to or suspected of being infected with infectious disease during such period until they are found free of the infectious agent or disease. ♠ Policy/Rule reference: GANA.

Interviewing

Human Resources and/or the Supervisor will interview the most qualified applicants for positions. Hiring decisions are made by the Board of Education; Human Resources will extend the offer of employment on behalf of the Superintendent. Hiring Rubrics will be utilized prior to the interview process. Members of the School Governance Council will be invited to participate in the interview process for vacancies in school level administrators (principal and assistant principal) positions.

Instructional Policies

- [Instructional Program Philosophy](#)
- [Health Education](#)
- [Dual / Joint Enrollment Programs](#)
- [Remedial Programs](#)
- [Gifted Student Programs](#)
- [Special Education Programs](#)
- [Limited English Proficient \(LEP\) Services](#)
- [Early Intervention Programs \(EIP\)](#)
- [Work-Based Learning Programs](#)
- [Competitive Interscholastic Activities, Grades 6-12](#)
- [Gender Equity in Sports](#)
- [Instructional Arrangements](#)
- [Scheduling for Instruction](#)
- [Unstructured Break Time](#)
- [Instructional Resources](#)
- [Media Centers](#)
- [Internet Acceptable Use](#)
- [Internet Acceptable Use](#)
- [Field Trips and Excursions](#)

- [Promotion and Retention](#)
- [Promotion and Retention](#)
- [Graduation Requirements - Entering Fall 2002-03 through 2007-08](#)
- [Graduation Requirements - Entering Fall 2002-03 through 2007-08](#)
- [Graduation Requirements - Entering Fall 2008-09 and thereafter](#)
- [School Ceremonies and Observances](#)
- [School Ceremonies and Observances](#)

Job Abandonment

Absences for reasons that are not approved by the Gainesville City Board of Education may be considered job abandonment.

Job Descriptions

Each position has a valid job description maintained by Human Resources. Job descriptions should be updated and maintained on a regular basis. Employees should see their supervisor regarding their job descriptions.

Job Postings

Announcements of job vacancies will be posted electronically on Teach GA and the Gainesville City Schools webpage... Visit www.gcssk12.net and click the Employment tab.

Overtime

Overtime is defined as those hours worked by a public employee who qualifies for time-and-one-half overtime pay or time-and-one-half compensatory time as required by the Fair Labor Standards Act. Overtime for Gainesville City School District non-exempt employees refers to those hours or major fractions of hours beyond 40 hours within a work week. As always, the rights of our hourly employees must be protected

Unauthorized (unapproved) overtime worked may subject the employee to disciplinary action. Nonexempt employees cannot waive their rights to overtime pay or volunteer to perform normal job functions outside normal work hours.

For non-exempt employees paid monthly, the work week begins at 12:01 a.m. on Monday and ends at 12 midnight on Sunday. Employees classified under The Fair Labor Standards Act as non-exempt are compensated at a rate of one and one-half times their hourly rate after 40 hours within a work week and/or one-and-one half hours of compensatory time off for each hour over 40 hours within a workweek.

Overtime for non-exempt employees must be approved in advance by their supervisor (except in a critical time “emergency situation”).

Compensatory time is NOT to be utilized unless a critical “time” or “emergency situation” exists. In that case, the administrator must approve “in writing” the reason for the compensatory time and the number of hours granted, prior to granting and have approval by a senior staff supervisor. Even in a rare situation, the compensatory time must be utilized by the employee before the end of the pay period. Compensatory time can NOT be accrued beyond a single pay period.

“Trade Days” are not permitted unless approved in writing by the Principal or Superintendent.

Hours that. Employees classified under the Fair Labor Standards Act as “exempt” are paid a fixed rate and are not eligible for overtime pay.

Pay Schedule

Employees are paid monthly. Employees who begin work after the beginning of the contract year are paid an equal monthly percentage of their salary through the end of July which is calculated by using an employee’s first and last day of work for the school year.

Pay for Supervising Student Teachers

Some colleges and universities may choose to pay certified employees who supervise and evaluate their student teachers. To be eligible, the Teacher must hold a valid Georgia certificate in the student teacher’s practice field; meet all requirements established by the college or university; demonstrate successful teaching experience; and have the approval of the Principal and Central Office Administrator. ♠ Policy/Rule reference: GBA

Personnel Policies

- [Equal Opportunity Employment](#)
- [Professional Learning Opportunities](#)
- [Complaints and Grievances](#)
- [Complaints and Grievances, Non-certified Employees](#)
- [Harassment](#)
- [Criminal Background Check](#)
- [Drug-Free Workplace](#)
- [Employee Tobacco Use](#)
- [Infectious Diseases](#)
- [Employee Leaves and Absences](#)
- [Employee Vacations](#)
- [Employee Vacations - Classified Personnel Vacations](#)
- [Professional Personnel Compensation Guides and Contracts](#)
- [Professional Personnel Recruitment](#)
- [Professional Personnel Lay-Off](#)
- [Professional Personnel Work Loads](#)

- [Professional Personnel Tutoring for Pay](#)
- [Professional Personnel Personal Leaves and Absences](#)
- [Professional Personnel Sick Leave Bank](#)
- [Professional Personnel Sick Leave Bank](#)
- [Professional Personnel Sick Leave Bank](#)
- [Federal Family and Medical Leave Act](#)
- [Federal Family and Medical Leave Act](#)
- [Drug Screening of Bus Drivers](#)
- [Drug Screening of Bus Drivers](#)

Personnel Records

Information contained in an employee's personnel file is not made public unless required by law or requested by the employee in writing. It is the employee's responsibility to notify the District of any changes of personal information. Employees must notify their Supervisor, Human Resources, and the Payroll Department in Financial Services when their name and/or home address and/or contact numbers change. Employees must update these changes via the Employee Self Service Portal found on the district's webpage under Staff – GCSS Employee Self Service.

Professional Learning Opportunities

Employees have the opportunity to participate in staff development activities that will enhance their professional capabilities. Gainesville City submits an annual comprehensive plan designed to address individual and instructional program needs for certified employees. Certified Employees must develop Professional Learning Plans or Professional Learning Goals as defined by the Georgia Professional Standards Commission. These plans must be created and maintained inside the TLE Electronic Platform;

Professional opportunities for classified employees are handled at the school and/or department level. Policy Reference GAD

Recruitment The Gainesville City School District active recruitment process is designed to attract and retain competent and qualified personnel to work in the District. Job vacancy announcements are sent to the State Department of Education's Recruitment Services (www.teachgeorgia.org) and to local colleges/universities, Georgia Department of Labor, Pioneer RESA, and media outlets in Hall County. Announcements are also placed on the Gainesville City School District website and advertised in newspapers. Policy GBC.

Reduction in Force (RIF)

A reduction in force may be caused by a number of factors, including reorganization, the elimination of or a change in programs or a loss of funding. If it becomes necessary to reduce the certified workforce, the Gainesville City School District will rely on a process that maintains the effectiveness and quality of the educational programs and services, and that minimizes the number of employees who are negatively impacted. The Superintendent will authorize a written plan that identifies the underlying conditions, as well as what positions are affected and why. Employees who receive written notice that their positions have been eliminated he or she shall

have whatever rights the Fair Dismissal Act provides for such employee. Policy Reference GBKA

Reference Checks

Personal and professional references are checked for each prospective employee.

Resignations

Certified employees who want to terminate their contracts for the new contract year must submit written notification to their immediate supervisor and to Human Resources before June 1 of the current school year. Certified employees who want to resign during the contract period because of emergency situations should submit a statement of resignation at the earliest possible date. The contract cannot be terminated by the employee without the written consent of the Human Resources Division. Classified employees are asked to submit a letter of resignation at least two weeks prior to leaving the Gainesville City School District. ♠ Policy/Rule reference: GAO-R

Safety in the Workplace

The Gainesville City School System recognizes that our people drive the institution. As the most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings and procedures that foster protection of health and safety. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

Gainesville City School System is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents. We are committed to providing a safe working environment for all employees.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents, no matter how slight, are to be immediately reported to the supervisor.

A key factor in implementing this procedure will be the strict compliance to all applicable federal, state, local and Gainesville City School System policies and procedures.

Gainesville City School System will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Gainesville City School System subscribes to these principles:

- All accidents are preventable through implementation of effective safety and Health Control policies and programs. Safety and health controls are a major part of our work every day.
- Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone and increases productivity. This is why we will comply with all safety and health regulations which apply to the course and scope of operations.

- Management is responsible for providing the safest possible workplace for employees. Consequently, management of the Gainesville City School System is committed to allocating and providing the resources necessary to promote and effectively implement safety procedures.
- Employees are responsible for following safe work practices and rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
- Management and supervisors of the Gainesville City School System will set an exemplary example with a strong commitment to safety and health in the workplace. Toward this end, management will monitor institution safety and health performance, working environment and conditions to ensure that program objectives are achieved.
- Our safety program applies to all employees and persons affected or associated in any way by the scope of this institution. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone in the Gainesville City School System must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the workplace.

Safety Rules for GCSS



ALWAYS REFRAIN FROM:

- ✓ Standing on Tables
- ✓ Standing in Chairs
- ✓ Standing on top of desks
- ✓ Overextending to reach up for materials
- ✓ Moving/lifting heavy objects/boxes
- ✓ Moving around in rooms without proper lighting
- ✓ Dragging heavy objects including furniture
- ✓ Walking on slippery surfaces (i.e. ice, spills, etc.)
- ✓ Walking on iced- surfaces
- ✓ Lifting Heavy/shipment boxes to place on tables for unloading
- ✓ ***Always unpack from the floor and place items on a rolling cart
- ✓ Standing on the very last step of a ladder.
- ✓ Sending students to the lunch room get any drinks/ice for your personal use
- ✓ Entering any electrical panels including breaker boxes



ALWAYS REMEMBER TO:

- ❖ Clean up spills immediately or call office for Maintenance and Operations

- ❖ Look before you lift
- ❖ Walk to your destination
- ❖ Wash hands often
- ❖ Use a ladder
- ❖ If necessary for relocation, remove heavy items from boxes and book bags before lifting
- ❖ Only allow one item at time to be carried when being assisted by a student
- ❖ Have maintenance perform any Maintenance & Operations duties such as: changing of a light bulb, drilling, carpentry tasks

Salary

Salaries for Certified employees are determined by the Georgia teaching certificate they hold and the years of experience approved by the Gainesville City Board of Education. Classified employees are paid based on years of like experience related to their current classification and education level. The maximum number of years of experience granted as verification for classified new hires is 5 years. ♠ Policy/Rule reference: GBA

Sexual Harassment

Sexual harassment is unlawful and specifically prohibited. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature will not be tolerated. Examples of prohibited conduct include, but are not limited to, unwelcome intentional touching of intimate body areas; employees dating students; graphic or degrading comments about an individual or his/her appearance; the display of sexually suggestive objects, pictures, cards or letters; lewd or suggestive comments or gestures; and off-color language or jokes of a sexual nature. Individuals who believe they are being sexually harassed should immediately notify a building or department administrator or Human Resources. Retaliation against a complainant for making a complaint is strictly forbidden. Policy/Rule reference: GAEB,

Student Policies

- [Equal Educational Opportunities](#)
- [School Admissions](#)
- [Homeless Students](#)
- [Awarding Units and Transferring Credit](#)
- [Awarding Units and Transferring Credit - HS Testing Out - Form](#)
- [Awarding Units and Transferring Credit - MS Credit and GPA](#)
- [Awarding Units and Transferring Credit](#)
- [Awarding Units and Transferring Credit](#)
- [Awarding Units and Transferring Credit](#)
- [School Admissions](#)
- [Nonresident Students](#)
- [Nonresident Students](#)
- [Transfer and Withdrawals](#)
- [Transfer and Withdrawals](#)
- [Absences and Excuses](#)
- [Absences and Excuses](#)

- [Absences and Excuses](#)
- [Harassment](#)
- [Harassment](#)
- [Student Behavior Code](#)
- [Weapons](#)
- [Use of Electronic Devices by Students](#)
- [Use of Electronic Devices by Students](#)
- [Bullying](#)
- [Student Hearing Procedure](#)
- [Student Health Services](#)
- [Infectious Diseases](#)
- [Medication](#)
- [Student Safety](#)
- [Seclusion or Restraint of Students](#)
- [Seclusion or Restraint of Students](#)
- [Seclusion or Restraint of Students](#)
- [First Aid](#)
- [Concussion Management](#)
- [Child Abuse or Neglect](#)
- [Solicitations](#)
- [Solicitations - Request to Hold Fundraising Activity Form](#)
- [Solicitations](#)
- [Veterans](#)
- [Student Records](#)
- [Student Records](#)
- [Suicide Prevention](#)

Substitute Teachers

A substitute can be used for up to 10 days in the same classroom. A vacancy that lasts between 11 days and 60 days must be filled with a Certified Teacher in the content area of the teacher who is absent. Substitute Teachers must sign up for an Aesop Sub Finder account. Please contact Sherry McElroy for assistance. Substitutes must attend in-service training and meet other requirements.

Teaching Experience

Certificated employees new to the District will be placed at step one of the appropriate salary and certification level. Upon receipt of verified experience and a valid in-field certificate, the salary will be appropriately adjusted. Teaching experience gained outside the District in an accredited, Georgia-recognized program will be credited year for year. The daily rate of pay for certified employees can be adjusted if the District determines that an employee's initial certification status has changed. Policy Reference: GBA

Tobacco-Free Schools

Tobacco use is a health hazard and inconsistent with the concepts and principles taught in the Gainesville City School District. Employees and visitors are prohibited from using tobacco at all school-sponsored events and in/on all school property, including buildings, offices, trucks, automobiles, and buses. ♠ Policy/Rule reference: GAN

Transfers

Employees may voluntarily initiate a transfer to another school or department if they meet transfer requirements. A teacher is eligible to apply for a transfer if she/he has been recommended for employment for the next school year. Certified and classified employees must indicate on their Letter of Intent that they want to transfer. Principals that have vacancies must grant an interview to employees initiating a transfer. Applications for transfer occur between February 1 and May 28. Transfers are finalized by May 30 and become effective with the new contract year.

Travel Reimbursement

Expenses associated with Gainesville City School District approved travel will be reimbursed at the approved District travel rates. Signed receipts of expenses must accompany reimbursement requests.

Tutoring for Pay

To assure all students reasonable assistance without charge from their own teachers and to avoid placing a teacher in a position where there may be a conflict of interest, teachers shall not receive compensation for tutoring any student they have in class or upon whose evaluation or assignment they will be called upon to make.

Further, no tutoring for which a teacher receives a fee will be carried on in the school building.
Policy Reference: GBRGB-R

Use of Equipment, Facilities, and Resources

Employees entrusted with public funds and property should honor that trust with a high level of honesty, accuracy and responsibility. Unethical conduct includes, but is not limited to, misusing school-related funds or property; failing to account for funds collected from students or parents; and submitting fraudulent requests for reimbursement of expenses.

Unsatisfactory Annual Evaluation

The District shall withhold a step increase for any employee who receives an unsatisfactory annual evaluation during the annual evaluation period. If the employee is on a step plateau at the time the step increase is withheld, that employee will remain on the step plateau an additional year. Policy Reference GBA

Vacation

Beginning July 1, 2015, twelve month employees with the Gainesville City School System shall earn annual leave at the rate of 1.25 days per calendar month for a total of fifteen (15) days per fiscal year. **A 12-month employee may carry over a maximum of ten (10) unused vacation days from one fiscal year to the next, but his or her total accrued vacation may not exceed twenty five (25) days.** In the event of retirement, resignation, or termination of employment, the

individual shall be paid in a lump sum for any earned but unused days of annual leave, up to a maximum of fifteen (15) days. Beginning July 1, 2015, there will be no provision for the advancement of annual leave. Leave must be earned before taken – No frontage of leave allowed. Policy Reference GARK

Voting

Polls in Georgia are open from 7:00 a.m. until 7:00 p.m., and often advance voting is allowed before the day of elections. Therefore, it is unlikely that time away from work would be necessary for an employee to vote. Employees should consult their supervisor to arrange for time off when necessary.

Work Day/Work Week

The minimum work day for Teachers and other certified instructional staff is eight hours, and the minimum work week is 40 hours. Teachers work a minimum of seven and one-half hours each day, and spend another 30 minutes a day (or two and one-half hours a week) in parent conferences, planning conferences, teacher preparation, related school activities, extracurricular activities and staff meetings. Faculty meetings and other professional functions and activities may require a longer day on occasion. **Teachers who are employed in grades K-5 for at least half the day shall be provided a duty free lunch period.**

The work day for Paraprofessionals is seven and one-half hours, and the work week is 37 and one-half hours. Paraprofessionals are on campus for 8 hours/day due to thirty minute lunch. Paraprofessionals are compensated for additional time worked. Overtime by non-exempt employees requires permission of supervisor before being taken.

Supervisors must receive permission from Finance/Human Resources before granting overtime to employees. Employees should check with their supervisor for their particular schedule.

Non-exempt classified staff utilizes a sign in/sign out system.

Worker's Compensation Reporting and On-The-Job Accident/Injury

Employees are entitled to workers' compensation benefits for payment of medical treatment and wage loss of compensable on the job injuries. If an employee sustains an on the job injury they are required to provide immediate notification to their supervisor or member of their department administrative staff. Delay in notification can result in denial of the workers' compensation claim. Employees must treat with a physician listed on the District's Panel of Physicians. A Traditional Panel of Physicians is posted in common areas e.g. break rooms, meeting areas for employees etc.

Your safety is very important to us. Employees should report all accidents/injuries as soon as possible to his/her supervisor or the supervisor on duty and request first aid or medical treatment if needed. The following information provides specific reporting instructions:

- ✓ In the case of a medical emergency, call 911 and seek immediate medical care.
- ✓ If the injury is not an emergency, please contact **Felicitas Vasquez** or call at 770-536-5275, ext. 5121.
- ✓ The injured employee should give Felicitas Vasquez a detailed statement on how he/she got injured along with the following information:

- Injury Location & Time
- Date of Birth
- Home Address
- Phone Number
- ✓ If the employee is off-site and in need of immediate treatment and unable to reach Felicitas Vasquez, the employee may call Gainesville City Schools Main Office directly, at 770-536-5275. The employee can ask to speak with Sherry McElroy at 770-536-5275 ext. 5112 to report the accident/injury.
- ✓ Additional forms may need to be filled out once injury is turned into Workers Compensation Insurance Company.
 - [Employee Accident Form](#)
 - [Non-Employee Accident Form](#)
 - [Non-Employee Witness Form](#)
 - [Student Accident Form](#)
 - [Student Witness Form](#)