

# Jackson Public School Employee Handbook



**JACKSON  
PUBLIC SCHOOLS**

Transforming lives through  
excellent education





## **Vision, Mission, Core Values**

### **Vision**

At Jackson Public Schools, we prepare scholars to achieve globally, to contribute locally, and to be fulfilled individually.

### **Mission**

At Jackson Public Schools, we develop scholars through world-class learning experiences to attain an exceptional knowledge base, critical and relevant skill sets, and the necessary dispositions for great success.

### **CORE VALUES**

At Jackson Public Schools, we believe in the importance of equity, excellence, growth mindset, relationships, relevance, and a positive and respectful culture.

#### **Equity**

Our vision of Equity, put simply, is "all means all." We ensure equity by celebrating each scholar's individuality, interests, abilities and talents; providing each scholar in each school with equitable access to high-quality instruction, courses, and resources; and holding high expectations for all scholars to graduate college-ready and career-minded. Similarly, we recognize and value the individual abilities, experiences and talents of our staff; providing all staff with equitable access to opportunities for development and growth; and ensuring that such opportunities are provided through clear and transparent processes.

#### **Excellence**

High expectations for our scholars help to prepare them for college and career paths. High expectations from and for all adults foster ownership, consistency, and transparency. Every member of our district performs with an attention to detail and the quality that each task demands in order to achieve great outcomes.

#### **Growth Mindset**

Our leaders—scholars and staff—thrive in environments where belief in their abilities is affirmed. Everyone in the organization embraces the ideal that effort and perseverance lead to success.

#### **Relationships**

It is essential to develop relationships through mutual respect of culture, social context, and community. This allows us to create a community of safety, trust, productive vulnerability, and genuine connection as we celebrate successes and value opportunities for constructive feedback.

#### **Relevance**

Scholars experience relevant education that is engaging, motivating, and inspiring, leading to a lifelong commitment to learning. Our scholars must learn to connect with each other, the larger community, and the 21st-century world, ultimately developing agency to contribute to positive change in Jackson, in Mississippi, and in the world.

#### **Positive & Respectful Culture**

Scholars and staff thrive in learning environments where growth and achievement are the highest priorities and climates are safe, positive, and respectful. These environments engage and excite all scholars, leaving them hungry for more knowledge. All adults contribute to a positive and respectful culture allowing them to experience more productivity, increased retention, and joy at work.

## INTRODUCTION

This handbook is intended to serve as a guide to provide you with information regarding the district policies, personnel procedures, and operations of the Jackson Public School District (JPS). We encourage you to take the time to read and familiarize yourself with this handbook since it contains important information pertaining to your employment.

Some policies in this edition of the Employee Handbook are paraphrased versions of those contained in Section G (Personnel Policies) of the Policy Handbook. We hope this will provide a clearer explanation of some of the provisions of your employment and assist you in finding answers to questions you may have concerning the policies of the Board of Trustees.

As you review these pages, you may wish to review the policy from the original text or discuss particular policies in more detail. If you have questions, you may call the **Office of Human Resources at 601-960-8745**.

Nothing in this handbook shall be interpreted as establishing a contract of employment between the Jackson Public School District and the classified employee. Either the classified “at-will” employee or the school district is free to terminate the employment relationship at any time and without cause involving.

Nothing in this handbook shall be interpreted as establishing a contract of employment between the Jackson Public School District and the certified employee. If the Board of Trustees has approved employment and the issuance of a contract to a certified employee, and that certified employee has signed a contract, they must be released from that contract prior to terminating their employment with the district.

The Jackson Public School District provides equal employment opportunities without regard to race, color, religion, sex, age, handicap, or national origin.

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Note: Policies in the handbook are reviewed and/or revised yearly. All policies are located on the Jackson Public School District website at [www.jackson.k12.ms.us](http://www.jackson.k12.ms.us).



## **GENERAL POLICIES AND PROCEDURES**

### **A. EMPLOYMENT PROCEDURES**

#### **Recruiting**

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Although the Office of Human Resources has a responsibility in assisting administration with recruiting personnel, all supervisors and administrators play a role in attracting new employees to the district. All employees are encouraged to inform qualified candidates about employment with the Jackson Public School District and refer them to the Office of Human Resources. Open positions will be posted in the Office of Human Resources, the Jackson Public School District (JPS) website, and other official school and departmental bulletin boards.

#### **Posting Job Openings**

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When an opening occurs and job specifications have been identified, the open position, with the request of the supervisor, will be posted on the JPS website for a period of no less than five (5) working days. In addition, positions will be posted in schools and other departmental district work sites. External advertising and recruiting will be done as necessary to insure an adequate pool of applicants.

#### **Application Process**

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**All Applicants** should (1) complete an online application at [www.jackson.k12.ms.us](http://www.jackson.k12.ms.us) and (2) Attach a letter of interest, a résumé, and a copy of your college transcript to the online application.

All applicants will be considered; however, only selected applicants will be reviewed.

In employment, job assignment, and employee/employer relations, no procedures shall discriminate against any applicant or employee on the basis of age, race, sex, religion, or national origin.

#### **Selection Process**

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The selection of personnel shall be based upon the qualifications of the applicant and the performance responsibilities of the position for which he/she is applying.

Applicants must possess all established educational requirements when applicable. Teacher Assistants must achieve a passing score on the required ACT Workkeys Test (administered at the WIN center) or have 48 hours or more from an accredited college/university prior to becoming a full-time employee.

Teachers will need to possess a current and valid license for the subject area or grade level in which they will teach. A school administrator or any school supervisory/administrative position will need to possess a current and valid license for the area in which they supervise.

#### **Appointments**

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When a vacancy occurs in any position in the classified/certified employee area, the supervisor or principal may review a list of the names of the applicants who have applied for the vacant position and met the minimum qualifications to fill the vacancy. The immediate supervisors in the schools or individual departments for which the vacancy has occurred are responsible for formulating a committee to assist in the selection of personnel to fill the vacancy. After interviews with the

selected applicants, the supervisor or principal shall determine the best qualified applicant to recommend for the position.

Before a qualified applicant will be placed on the payroll, he/she will need to complete all pre-screening requirements and full time or part time paperwork.

Upon notification of employment, employees will receive the following information from the Office of Human Resources or their supervisor: information on salary, job description and letter of employment.

### **Termination**

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Employees being terminated for any reason are charged with the responsibility of returning any and all property in their possession belonging to the district. Failure to comply with this responsibility will result in the district's retaining the final payroll check until such property has been returned. The district's approved exit procedure will be followed for all employees leaving the district.

### **Personal Data**

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It shall be the responsibility of the employee to keep his/her address, telephone number, name change, and other pertinent information current with the Office of Human Resources. All change requests must be made in writing and turned in to the Office of Human Resources. The change of address and/or name change form can be located on the Intranet under Forms and Documents

### **Reemployment**

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Former employees with good records are eligible for rehire and consideration will be given to rehiring such applicants. A former employee who is rehired begins as any other new employee with no vested seniority or benefit (sick leave, vacation, personal leave) status. A former employee of the Jackson Public School District who is reemployed into the same or a similar position, within a year's time, shall be placed on the same salary step he or she was on at the time he/she left the district. These persons will need a new Letter of Employment.

NOTE: All former employees must pay \$32.00 and submit to fingerprinting and a background check because they have broken service (resigned, retired, or job function deleted).

## **B. EMPLOYEE CLASSIFICATION**

All personnel employed in the classified/certified employee area in the Jackson Public School District come under the heading of one of the employee categories listed below.

### **Probationary Employee**

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A new classified employee appointed to a regular full-time position is required to successfully serve a probationary period of ninety (90) working days.

### **Regular Full-Time Employee**

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A classified full-time employee is an employee appointed to a regular full-time position who has satisfactorily completed the probationary period. Employees working in this category may be entitled to holidays, sick leave, vacation, and/or personal leave prorated according to the work period. Participation in the Public Employees' Retirement System (PERS) of Mississippi is required.



A certified teacher or school administrative full-time employee is an employee appointed to a regular full-time position. Employees working in this category are entitled to sick leave and personal leave prorated according to the work period. Certain classified administrative positions will accrue vacation time. Participation in the Public Employees' Retirement System (PERS) of Mississippi is required.

### **Part-Time As Needed Employee**

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A "part-time as needed" employee is hired subject to be called to work on an "as needed" basis. No benefits accrue to these employees. These employees usually work 20 or less hours a week.

## **C. NEW EMPLOYEE ORIENTATION**

New employees will be contacted and advised when to report to the Office of Human Resources for a brief orientation session. At that time benefits will be explained and assistance will be given with the completion of necessary forms.

It shall be the responsibility of the supervisor to give a brief orientation on the policies and procedures referred to in this handbook to persons they employ. Copies of this handbook may be secured on the JPS Human Resources website or from the Office of Human Resources for this purpose. Supervisors should then make a copy of this handbook for each full-time, classified/certified employee.

## **D. TERMS OF EMPLOYMENT AND EMPLOYEE DISMISSAL**

Classified personnel are defined as noncertified personnel who are not required to hold a valid license issued by the Mississippi Department of Education as a prerequisite for employment in the District.

New classified personnel will be employed on a 90-working-day probationary basis. At the end of the 90 days, an evaluation will be made by the supervisor relative to the non-probationary status. The classified employee becomes eligible for the district fringe benefits upon employment.

### **Employee Dismissal**

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A classified employee may be released from employment or not offered reemployment at the recommendation of the Superintendent for the next school year in accordance with the "at-will" employment doctrine. If this occurs, the classified employee will not be provided an opportunity to challenge the District's employment decision.

A certified employee has the right under Miss Code Ann. 37-9-101 to request a hearing if they are recommended for non-renewal or Miss Code Ann. 37-9-59 if they are recommended for suspension or termination.

### **Release From Contract (REFER TO POLICY GBFF)**

Should an employee find it desirable or necessary to be released from a contract, they must make a written application to the designee of the superintendent in the personnel office with a copy to the officer directly responsible, stating clearly the reason for the request. Board action taken on the request will be reported in writing to the employee. Request for release from contract to accept other employment is not sufficient cause for affirmative action by the Board.

If any licensed employee in this school district shall arbitrarily or willfully breach his or her contract and abandon his or her employment without being released therefrom as provided by law, the contract of the licensed employee shall be null and void. In addition, upon the written recommendation, in accordance with state law, the license or certificate of the licensed employee may be suspended by the State Board of Education as provided by law.

## **E. STANDARDS OF CONDUCT AND BEHAVIOR**

In the interest of good discipline, a supervisor may recommend suspension and/or place on probation or dismiss any classified/certified employee with the approval of the appropriate supervisor and superintendent. Causes for employee suspension, probation, or dismissal shall include but not be limited to the following:

- Improper conduct or inferior job performance
- Unprofessional judgment
- Excessive unexcused absences
- Excessive tardiness without acceptable excuses
- Evidence or admission of dishonest or improper conduct on the job
- Deliberate damage or destruction of school property
- Continued carelessness or recklessness
- Striking, fighting, or attempting to injure another employee
- The unauthorized possession of a firearm on school properties
- The unauthorized use of school equipment
- The unauthorized possession of alcohol or drugs on school grounds
- Insubordination
- Repeated failure to notify supervisor when unable to report to work
- Reporting to work or being on duty under the influence of alcohol or other prohibited substances
- The improper use of drugs when reporting to or while on duty
- Any action adversely affecting the well-being of employees and scholars

## **F. DRUG-FREE WORKPLACE**

### **PROHIBITION OF DRUGS & ALCOHOL (REFER TO POLICY GBEM)**

The Jackson Public School District enforces a drug and alcohol policy for all employees in order to provide a safe, drug-free environment for all scholars and employees. Testing will be conducted in compliance with the Omnibus Transportation Employee Testing Act of 1991, 49 CFR, Part 40, Drug and Alcohol Testing of Employees, Miss. Code Ann. §71-7-3, and in compliance with the Drug-Free Workplace Act of 1988, 34 CFR, Part 85, Subpart F and 34 CFR, Part 85, Section 85.615 and 85.620.

#### **Section I: DRUG-FREE WORKPLACE**

It is a violation for any employee to manufacture, distribute, dispense, possess, or use unlawfully on or in the workplace, alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in Schedule I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11-1300.5. Those employees tested under the authority of the Omnibus Transportation Employee Testing Act of 1991, 49 CFR, Part 40, will be tested for the following drugs: marijuana, cocaine, amphetamines, opiates, and phencyclidine. Those employees involved in safety-sensitive positions will be tested consistent with procedures of the Omnibus Transportation Employee Testing Act of 1991 and the Drug-Free Workplace Act of 1988.

“Workplace” is defined as the site for the performance of work done; including a school building or other school premises; any school owned vehicle or any other school approved vehicle used to transport scholars to and from school or school activities; off-school property during any school sponsored or school approved activity, event or function, such as a field trip or athletic event, where scholars are under the jurisdiction of the school district.

The Jackson Public School District mandates that all employees report to work without any alcohol, illegal, or mind-altering substances in their systems. Any violation of the standards of conduct set forth in this policy may result in a referral for criminal prosecution and termination of employment. Employees who receive a positive confirmed drug and/or alcohol test result may contest the accuracy of that result or explain it in the manner set forth in the procedures to this policy.

#### **Section II: OFF-DUTY CONDUCT**

Off-the-job use of drugs, alcohol or any other prohibited substance which results in impaired work performance, including but not limited to absenteeism, tardiness, poor work product, or harm to the school system’s image or relationship with the government is prohibited. Employees should realize that these regulations prohibit all illicit drug use on and off duty.

#### **Section III: PRESCRIPTION DRUGS**

The proper use of medication prescribed by a physician is not prohibited; however, the Jackson Public School District prohibits the misuse of prescribed or over-the-counter medications and requires all employees using drugs at the direction of a physician to notify the district’s medical review officer or their supervisor where these drugs may affect their job performance, such as by causing drowsiness. Employees may confidentially report the use of prescription or over-the-counter medications to the medical review officer or their supervisor prior to being tested.

#### **Section IV: SUBSTANCE SCREENING**

A. *Applicants*: Substance screening is required for all final applicants applying for a position for which drug testing is required by the provisions of the Omnibus Transportation Employee Testing Act of 1991 and also those employees in safety-sensitive positions including the following job

categories and those employees who drive district vehicles as part of their primary duties in carrying out their job responsibilities: bus drivers, bus aides, mechanics, gas attendants, offset equipment operator I, offset equipment operator II, graphic arts specialist III, darkroom specialist II, crew foreman, coordinator, bonds and facilities, carpentry, climate control, courier, custodians, drivers education, electronics department, electrical department, fixed assets, food service warehouse, plant and operations, plumbing department, preventative maintenance, JROTC, safety and security, site care, and warehouse central.

Such testing may be required either alone or as part of a pre-employment physical examination. Before submitting to testing, applicants are required to sign a consent/release form which indicates that they have read and understand the drug and alcohol policy and agree to submit to testing. Refusal to execute the required consent/release form shall not invalidate the results of the drug or alcohol test, or bar the employer from administering the drug or alcohol test, or from taking action that is consistent with this policy, or from refusing to hire the applicant. Applicants will be disqualified for hire if they test positive, refuse to submit to a test, or refuse to execute the required consent/release form.

B. *Reasonable suspicion*: All employees of the district, and not just those listed under this policy, are subject to a request for screening if reasonable suspicion exists to support such a request.

C. *Random testing*: The district reserves the right to conduct random, unannounced substance screening of its employees.

D. *Searches*: The district reserves the right to search desks; cabinets; tool boxes; vehicles, including personal vehicles brought on the school district's property; bags or any other property at the school or in vehicles brought onto the district's property. An employee may be asked to be present and remove a personal lock. Where the employee is not present or refuses to remove a personal lock, the coordinator of safety and security services will do so for him/her. The district may release any illegal or controlled drug or paraphernalia to appropriate law enforcement authorities. All searches should be conducted with the coordinator of safety and security services.

## **Section V: CONDITION OF EMPLOYMENT**

As a condition of employment, all employees shall abide by the terms of this policy (Drugs and Alcohol, GBEM) respecting a drug-free workplace and drug screening. An employee is subject to termination for any violation of the policy, that is, for testing positive, for refusing to submit to the drug screening, for refusing to execute a release, or for refusing to cooperate with an investigation or search by the administration. Sanctions against employees shall be in accordance with prescribed school district administrative regulations and procedures.

It is a condition of continued employment that employees shall notify their supervisor of any conviction involving a controlled substance no later than five (5) days after such conviction. The district will notify any federal agency from which it receives a grant of any conviction within ten (10) days after receiving notice of such conviction.

## **Section VI: EMPLOYEE ASSISTANCE PROGRAM**

The district's employee assistance program includes: A. Professional development programs: 1. Regarding the dangers of drug and alcohol abuse; 2. Training on the effects and consequences of substance use on personal health, safety, and work; 3. Manifestation and behavioral causes that may indicate substance use; and 4. Documentation of training provided.

## **Section VII: ON-THE-JOB DRUG USE**

An employee who is aware of a fellow employee's on-the-job drug or alcohol use or attendance at work while under the influence of either drugs or alcohol is required to notify the administrative officer in charge of the drug user. Failure to do so may result in disciplinary action.

### **Section VIII: CONFIDENTIALITY**

All information, interviews, reports, statements, memoranda and test results, written or otherwise, received by the employer through its drug and alcohol testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings except in accordance with the Policy Consent/Release Form. However, all employees will be required to execute a consent/release form permitting the school district to release test results and related information to the unemployment compensation commission or other relevant government agency.

### **Section IX: POSTING OF NOTICE**

Notice of drug and alcohol testing shall be posted in an appropriate and conspicuous location at each work site and copies of the policy shall be made available for inspection during regular business hours by employees in the offices of the district counsel, human resources executive director, or other suitable locations.

## **G. UNEMPLOYMENT COMPENSATION**

Employees are not eligible for unemployment benefits in the summer months between school terms. An employee hired during the school term who has reasonable assurance of employment for the same or similar work for the coming term will be denied unemployment benefits.

School Board policy states that it shall be grounds for dismissal for any employee to make a false statement or representation knowing it to be false, or to willfully fail to disclose a material fact for the purpose of obtaining or increasing any benefit under the Mississippi Employment Security Law.

## **H. ABANDONMENT OF JOB**

An employee who is absent from his employment and who has not informed the supervisor shall, after four consecutive days of such unauthorized absence, be considered to have abandoned the position and will be deemed to have resigned, unless it is shown by the employee that special circumstances prevented him/her from reporting to the place of work. If the employee is certified and under contract, the certified employee may be subject to other disciplinary actions because they have breached their contracts. This could include a recommendation to have their licenses suspended for one year.



## I. WORKING HOURS AND ATTENDANCE

### Working Hours

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The working time per week for full-time employees shall not exceed forty (40) hours with special provisions made in departments that require additional hours to meet existing conditions or emergencies.

POSITION	TIME IN	TIME OUT	NOTE
OFFICE MANAGERS (HIGH SCHOOL)	7:30	4:30	1 HOUR LUNCH
OFFICE MANAGERS (MIDDLE SCHOOL)	7:15	4:15	1 HOUR LUNCH
OFFICE MANAGERS (ELEM. SCHOOL)	7:00	4:00	1 HOUR LUNCH
OFFICE ASSISTANTS (HIGH)	8:00	4:30	30 MINUTE LUNCH
OFFICE ASSISTANTS (MIDDLE)	7:30	4:00	30 MINUTE LUNCH
OFFICE ASSISTANTS (ELEM.)	7:00	3:30	30 MINUTE LUNCH
TEACHER ASSISTANTS (HIGH)	8:00	4:00	ON DUTY LUNCH
TEACHER ASSISTANTS (MIDDLE)	7:30	3:30	ON DUTY LUNCH
TEACHER ASSISTANTS (ELEM.)	7:00	3:00	ON DUTY LUNCH
CLASSIFIED ISS TEACHER (HIGH)	8:00	4:00	ON DUTY LUNCH
CLASSIFIED ISS TEACHER (MIDDLE)	7:30	3:30	ON DUTY LUNCH
ACADEMIC TUTORS (HIGH)	8:00	4:00	ON DUTY LUNCH
ACADEMIC TUTORS (MIDDLE)	7:30	3:30	ON DUTY LUNCH
ACADEMIC TUTORS (ELEMENTARY)	7:00	3:00	ON DUTY LUNCH
CERTIFIED TEACHERS (HIGH)	8:00	4:15	ON DUTY LUNCH
CERTIFIED TEACHERS (MIDDLE)	7:25	3:40	ON DUTY LUNCH
CERTIFIED TEACHERS (ELEMENTARY)	7:30	3:30	ON DUTY LUNCH

Normal District Work Site Hours: 8:00 AM to 5:00 PM (1 hour lunch break)

Special District Work Site Hours: 7:30 AM to 4:30 PM (1 hour lunch break)

NOTE: The hours during which the offices and departments shall be open for business shall be determined by the superintendent or his designee.

### ATTENDANCE

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Employees shall be at their post of duty in accordance with the time regulations set forth by the supervisor and approved by the superintendent or his designee. All departments and schools shall maintain attendance records showing the hours worked by employees. Each employee is responsible for completion of his own attendance document.



## **J. OVERTIME AND COMPENSATORY PAY FOR EMPLOYEES (REFER TO POLICY GADB)**

Classified non-exempt employees who work more than 40 hours will be subject to overtime. A classified non-exempt employee may opt to receive COMPENSATORY TIME. If they do, they must sign an **AGREEMENT TO WORK OVERTIME FORM**. This form must be agreed upon and signed by the employee and supervisor prior to the employee working past the normal work hours.

The purpose of the overtime and compensatory policy is to ensure the Jackson Public School District's compliance with the minimum wage, overtime pay, compensatory pay, and record keeping requirements of the Fair Labor Standards Act (FLSA) of the United States. The FLSA requires that overtime must be paid to non-exempt employees either in the form of monetary compensation or compensatory time at the rate of 1.5 times the regular hourly rate of pay for the number of hours worked in excess of 40 hours per week.

### **EXEMPT EMPLOYEES**

Certain employees are exempt from coverage under the FLSA, and are not subject to compensation for overtime work. Those exempt employees include executive, administrative, and professional employees. Examples include certified professional employees such as teachers, counselors, supervisors, and administrators. Classified administrators are also exempt and include the chief financial officer, executive director of finance, executive director of transportation, coordinator of instructional TV, director of maintenance, network administrator, director of construction, and executive director of campus enforcement. Supervisors who are unsure if an employee is exempt from coverage shall consult with the district's legal counsel for a legal opinion.

### **NON-EXEMPT EMPLOYEES**

All employees in the job classifications listed below are non-exempt employees and are covered under the FLSA:

Secretaries, Custodians, Bookkeepers, Receptionists, Fingerprint Technician, Transportation, Specialists, Clerks, Assistant Teachers, Vehicle Servicemen, Plumbers, Bus Drivers, Safety Officers, Deliveryman, Food Service Workers, Maintenance, Personnel, Graphic Arts Specialists, Carpenters, Painters, Procurement Specialists, and Data Entry Operators

### **HOURS WORKED**

The workweek for the Jackson Public School District begins on Sunday and ends on Saturday. Each employee subject to the FLSA shall be paid in accordance for all hours worked. Compensable time includes all time that an employee is required to be on duty. Meal periods, which are 30 minutes or more, should not be interrupted. Hours worked shall be accurately recorded by each employee on the monthly or weekly time sheet in the form which is provided by the district. Employees using monthly time sheets shall furnish all information requested and shall record the exact time of arrival and departure from work. Employees are expected to arrive and depart at or about the time specified by the district unless requested to work overtime by his or her immediate supervisor. All overtime shall be recorded by each employee on the time sheet or time card.

### **BREAKS AND MEAL PERIODS**

Although **not required by the FLSA**, employees may be allowed breaks of no more than 15 minutes when appropriate and if deemed necessary by the supervisor. The time of day for breaks and their length shall be determined by each employee's immediate supervisor. Generally, full-time employees receive a morning and afternoon break. Part-time employees receive breaks as deemed appropriate by the immediate supervisor who takes into consideration the length of daily employment. Meal periods in which employees are not relieved of duty are compensable. Those employees with bona fide meal periods shall be completely relieved of duty for the purpose of eating a regular meal and shall be free to leave the worksite during this period. Employees having

bona fide meal periods may eat in a school cafeteria or in a break area at a worksite, however, the employee shall not engage in any work for the school district during this period except for a rare and infrequent emergency.

### **OVERTIME PAY**

All employees subject to FLSA shall be paid not less than one and one-half times his or her regular rate of pay for all hours worked over 40 in a workweek. Overtime pay due an employee shall be computed on the basis of the hours worked in each workweek and the overtime compensation earned by an employee shall be paid on the next regular payday for the workweek in which the overtime was worked. **Overtime or compensatory pay may not be waived by an agreement between employer and employees.** The granting of compensatory time off in lieu of paying proper overtime pay is permitted provided compensatory time is awarded on a one and one half time basis for each hour of overtime worked. **The supervisor and employee must have a written agreement or understanding that the employee will receive compensatory time before the work is performed.**

**It shall be the policy and practice of the Board of Trustees to grant compensatory time instead of overtime whenever possible.** The employee may accumulate a maximum of 240 compensatory time hours. **The employee must take the comp time when it is agreeable with the supervisor;** however, the supervisor's consent should not be unreasonably withheld.

### **REGULAR RATE OF PAY**

Any overtime pay will be based on the employee's regular rate which will include all remuneration for employment. For those employees paid a simple hourly rate, the overtime will be based on that hourly rate. For those employees paid on a salary basis, the monthly salary will be reduced to its hourly rate equivalent. Employees shall be paid for each and every hour worked.

### **AUTHORIZATION FOR OVERTIME WORK REQUIRED**

Each district supervisor responsible for the supervision of employees subject to the FLSA shall, prior to permitting any overtime work, receive authorization from the superintendent or his/her designee.

### **RECORDKEEPING**

The superintendent shall require all records on wages, hours, and other items listed in the record keeping regulations (29 CFR Part 615) to be kept by the Business office for the time specified by the Act. The superintendent or his/her designee shall secure a sufficient quantity of the minimum wage posters. One poster shall be displayed in each district work site.

### **ENFORCEMENT**

District employees shall, at all times, cooperate with authorized representatives of the Department of Labor who may visit a work site for the following reasons: 1. to investigate and gather data concerning wages, hours, and other employment practices; 2. to enter and inspect any school district premises and records; 3. to question employees to determine whether any person has violated any provision of the FLSA. Employers who have willfully violated this law may face criminal penalties, including fines and imprisonment. The term "willful" is defined by the U.S. Department of Labor as "knew or should have known." District employees responsible for supervising employees subject to the FLSA who willfully violate the terms of this policy shall be subject to disciplinary action by the school district. Any disciplinary action taken by the school district will be in addition to any relief granted an employee by the U.S. Department of Labor or a court of law.

## **K. PAY ADMINISTRATION**

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Salaried employees will receive their direct deposit pay on the last working day of each month. Semimonthly employees will receive their direct deposit pay on the 15th and last day of the month. If payday falls on a weekend, holiday, or a day when the district is scheduled to be closed, direct deposits will hit on the last working day prior to the payday.

All time sheets must be submitted to the Payroll Office on the Monday following a payroll period ending on Friday. Time reported during this period is for the next pay period.

The administrator of Human Resources shall administer all changes in pay or grades, if approved by the Superintendent and Board of Trustees, at the beginning of each fiscal year, July 1.

**All employees will be paid through direct deposits.**

## **L. PROMOTIONS**

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Whenever possible, classified position openings are filled by promotions of staff employees above their current positions. When an employee has held a staff position for at least six (6) continuous months, he/she may apply for promotional consideration in a vacant position.

Certified employees or supervisory/non-supervisory positions are posted and the employee must provide a letter of interest, resume, official transcript, and current references (within one year of the deadline date on the posting) to be considered for employment.

## **M. TRANSFERS (REFER TO POLICY GABB)**

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A staff employee is eligible for consideration for a lateral transfer or reassignment to another location within the school district after serving in a staff position for a period of not less than one (1) year.

### **Teacher**

Once a year during the month of January, teachers have an opportunity to apply for a transfer to another school for the upcoming school year. **A teacher must have at least three years of uninterrupted JPS experience to apply for a transfer.** The teacher will need to complete a transfer form and attach a copy of current teacher's license to transfer form by deadline date. Teachers on job targets or plans of improvement are not eligible for transfer. All transfer request will be reviewed by the divisional Assistant Superintendents and/or Principal, and approved or denied.

## **N. LEAVE AND FRINGE BENEFITS**

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It is the desire of the Jackson Public School District to provide the maximum possible benefits for all of its regular employees in order to attract conscientious and long-term employees. The following benefits are provided for all full-time employees of the Jackson Public School District.

### **Use of Sick Day - (REFER TO POLICY GADE)**

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The minimum sick day time that may be taken is one-half of one day in any given workday. Only sick days taken on actual workdays shall be charged in calculating the number of sick days taken.

### **Method of Calculating**

Each full-time employee of the Jackson Public School District who begins work on the date specified for that job will be eligible for the number of days set forth in the chart below depending upon the number of paid days for that job in the district's work calendar. A full-time employee who begins work after the beginning date specified for that job will be eligible for a pro-rata number of sick days depending on the number of days remaining in the district's work calendar. Sick days for certified employees will be accrued in compliance with state law. Upon retirement, sick days shall be payable in accordance with state law which currently allows payment for a maximum of 30 days of sick leave upon retirement. A licensed employee may be paid at a rate equal to the amount paid to substitute teachers for no more than thirty (30) days of accumulated sick days. A classified employee may be paid at a rate equal to the federal minimum wage.

### **Accumulating Sick Days**

Unused sick days shall accumulate without limitation from the most recent date of uninterrupted employment with the Jackson Public School District. An employee cannot earn sick days while on leave of absence. The accrual of sick days will cease in the month following the exhaustion of all benefit days.

### **Sick Days with Partial Pay**

In addition to the sick days with full pay, licensed teachers are entitled to ten (10) working days with partial pay. Deduction for the ten (10) days for a teacher will be at the established substitute amount of teacher compensation paid in the Jackson Public School District.

### **Verification of Sick Days Usage**

- A. Should an employee's absence extend for four (4) or more consecutive school days, the employee must submit **on or before the fifth day**, a statement to the employee's immediate supervisor from a licensed medical doctor or dentist. If the absence extends for two consecutive school days immediately preceding a holiday, the statement must be submitted on the day following the holiday. If the absence extends for two consecutive school days immediately following the holiday, the statement must be submitted the third (3<sup>rd</sup>) day following the holiday. The statement must include the expected length of absence. The original letter from the doctor must be filed with the immediate supervisor. If a sick leave extends beyond four (4) consecutive days, the employee shall be forwarded Family Medical Leave Act forms to complete.
- B. If the absence is to extend beyond four (4) weeks, the employee should send an original doctor's statement indicating the expected return date to the finance office.
- C. Should an employee be absent from duty and fail to comply with regulations covering the use of sick days, such employee shall be charged with unauthorized absence that may lead to termination.
- D. If the absence of the teacher is caused by optional medical treatment or surgery which could, without medical risk, have been provided, furnished or performed at a time when school was not in session, the employee may forfeit the accumulation of future sick days.
- E. Any materially false statement by the employee as to the cause of absence may result in full deduction from salary for days absent or entry on the work record or other appropriate penalty deemed justified by the board.

### **Terminal Illness or Permanent Disability**

If an employee's condition is diagnosed as terminal or should he/she suffer an accident that causes permanent disability so that the employee cannot return to work, a physician's statement verifying this condition must be submitted to the employee's immediate supervisor. Compensation during

this absence shall be paid at the end of each month until the employee's bank of sick days has been exhausted. If the employee should die before the bank of days has been exhausted, all compensation shall cease upon the day of death.

### **Termination of Service with District**

Upon termination of employment, unused sick days for which the employee is entitled to full pay will be counted as creditable service for purposes of the retirement system to the extent provided in Section 25-11-103 of the Mississippi Code and the policies of the Public Employees' Retirement System.

## **FAMILY AND MEDICAL LEAVE ACT (FMLA) (REFER TO POLICY GADEA)**

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When the absence of an employee is projected to extend beyond five (5) days, eligible employees will be placed on family medical leave (FMLA). The employee and the supervisor should contact the FMLA Specialist for additional information.

Employees are eligible for family and medical leave if they have been employed by the district for at least 12 months and have worked at least 1,250 hours (156 days for 8 hour-day employees or 208 days for 6-hour day employees) during the preceding 12-month period.

Eligible employees are entitled to a maximum of 12 work weeks of unpaid leave during a 12-month period only for the following reasons: **A.** The birth, adoption, or placement of a child; **B.** The care of a child, spouse, or parent with a serious health condition; **C.** The employee's own serious health condition because of which he or she is unable to work; **D.** For qualifying exigencies stemming from an employee's spouse, son, daughter, or parent being on active duty or call to duty status as a member of the National Guard or Reserves in support of the contingency operation.

- A. **A** "serious health condition" is defined as an "illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, subsequent treatment in connection with such inpatient care, or continuing treatment by a health care provider." **B.** An "immediate family member" is an eligible employee's spouse, child, or parent. In-laws are not included. **C.** A "child" is a biological child, adopted child, foster child, or legal ward for whom the eligible employee is responsible for the day to day care. **D.** An "instructional employee" is one whose principal function is to teach scholars and includes, but is not limited to, teachers, teacher assistants, coaches, driving instructors, and special education assistants. Employees not in this group are those whose principal job duties do not consist of actual teaching or instructing, including, but are not limited to, teacher assistants or aides without such duties, counselors, curriculum specialists, or bus drivers, secretaries, cafeteria workers, maintenance workers, other classified and/or certified employees. **E.** The "12-month period" within which an eligible employee may take up to 12 weeks of FMLA is that 12-month period measured from the date on which the employee's first family or medical leave begins."

### **Leave Benefits and Conditions**

All family and medical leave is unpaid leave. **Before utilizing unpaid family or medical leave, eligible employees must first apply all earned paid leave time following district policies, with the remainder of the 12 weeks consisting of unpaid leave.**

D. If an instructional employee begins leave for a purpose other than his or her own serious health condition during the last three (3) weeks of a semester and the leave will last more than five (5) working days, the district may require the employee to continue taking leave until the end of the

semester. Although the family or medical leave for all eligible employees is unpaid leave, the employee is considered to be employed while on leave. Therefore, **the employee is not entitled to unemployment compensation during the leave period.**

### **Notice of Leave**

If the need for leave is not foreseeable, an employee must provide notice to the FMLA Specialist within two working days of learning of the need for leave, except in extraordinary circumstances. If the need for leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or of a family member, an employee must provide notice to the FMLA Specialist at least 30 days before the leave is to begin. If an employee fails to give at least 30 days advance notice for foreseeable leave with no reasonable excuse for the delay, the district may deny the taking of leave until at least 30 days after the date of the notice. When planning medical treatment, the employee should consult with the FMLA Specialist and make a reasonable effort to schedule the leave so as not to unduly disrupt the district's operations. Upon receipt of notice of leave, the district may, for justifiable cause, require the employee to attempt to reschedule treatment, subject to the ability of the health care provider to reschedule the treatment and to the approval of the health care provider as to any modification of the schedule. If intermittent leave or leave on a reduced leave schedule is requested, the employee must also provide the district with the reasons why such a leave is necessary along with a schedule of the treatment, if applicable.

### **Medical Certification**

An employee, requesting leave to care for a family member or due to his or her own serious health condition, is required to provide medical certification of the need for leave from the health care provider at the time leave is requested. In the case of a foreseeable need, leave will not be granted until the medical certification is provided. In the case of an unforeseeable need, the continuation of leave will be denied until the medical certification is provided. The district may require recertification on a monthly basis. Failure to provide recertification may result in revocation of leave.

### **Accrued Benefits**

An eligible employee who takes family or medical leave will not lose employment benefits other than the loss of earned paid leave time taken in conjunction with the family or medical leave. The employee is not entitled to the accrual of benefits during the unpaid leave period. Throughout the paid leave time taken under this policy, an eligible employee's coverage under any applicable district health benefit plan(s) will continue. For all unpaid leave time taken, an eligible employee may continue insurance coverage, if applicable; however, before the leave is taken, the employee must prepay the employee's premium contribution due under the insurance benefit plan(s). If the employee does not return to work following the leave period, the employee will be required to pay the district for contributions paid by the district during the leave period. However, no recovery will be made from an employee who fails to return from leave if the reason is the continuation, recurrence, or onset of a serious health condition, or something else beyond the employee's control, all of which is subject to the certification requirement in Section V of FMLA policy GADEA.

### **Return to Work**

An employee returning to work from a family or medical leave shall be reinstated to the same or an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

If the leave was taken because of the employee's own serious health condition, the employee must provide a fitness-for-duty certification from his or her health care provider prior to returning to work.



The district may deny job restoration to key employees under the following conditions:

A. A “key employee” is among the highest paid 10% of salaried employees. Upon requesting leave, the eligible employee must be given notice that he or she is a key employee and that he or she may be denied restoration of employment.

B. If the employee was notified when leave was first requested, restoration of employment may be denied when the district determines that the taking of leave by the key employee would result in substantial and grievous economic injury to the district’s operations.

Contact Family Medical Leave Specialist at 601-973-8594.

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**DONATION OF LEAVE - (REFER TO POLICY GADEB)**

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Any employee may donate a portion of his or her unused accumulated personal leave or sick leave to another employee of this or another school district who is suffering from a catastrophic injury or illness or who has a member of his/her immediate family suffering from a catastrophic injury or illness.

“Catastrophic injury or illness” means a life-threatening injury or illness of an employee or a member of an employee’s immediate family that totally incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation from the school district for the employee. Conditions that are short-term in nature, including, but not limited to, common illnesses such as influenza and the measles, and common injuries, are not catastrophic. Chronic illnesses or injuries, such as cancer or major surgery, that result in intermittent absences from work, are long-term in nature, and require long recuperation periods may be considered catastrophic.

“Immediate family” means spouse, parent, stepparent, sibling, stepsibling, child or stepchild, and grandparent. Donations must be made in accordance with Policy GADEB.

Please contact General Counsel’s Office at 601-960-8916.

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**BEREAVEMENT LEAVE - (REFER TO POLICY GADI)**

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Full pay shall be allowed an employee for a maximum of five days due to each death in the immediate family of the employee. “Immediate family” means spouse, parent, stepparent, sibling, stepsibling, child or stepchild, and grandparent. An absence of two days is allowed on account of death of each of the following: father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, or son-in-law.

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**PERSONAL LEAVE (REFER TO POLICY GADJ)**

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Full pay shall be allowed to an employee while absent from duty for personal business for the amount of days set forth in the chart outlined in the appendix to this policy. Personal leave shall be accrued monthly in accordance with the annual amounts included in the chart outlined in the appendix to this policy. These days shall be in addition to the days allowed for medical leave and shall be cumulative.

Under no circumstances shall an employee who is eligible for vacation leave receive more than the maximum amount of vacation or personal leave allowable under Miss. Code Ann. §25-3-93. A maximum of five days of personal leave may be carried over from one year to the next. Except in emergency situations, employees shall request leave for personal reasons twenty-four (24) hours in advance of such leave.

**Personal leave requests shall not be made for any day immediately preceding or following a holiday or during the first or last day of the school term.** However, if an employee's immediate family member is being deployed for military service on those days, the employee may take personal leave.

**Any request for personal leave, except in emergencies and deployment to military service, may be denied by the supervising officer if there is reason to believe such leave would disrupt the school or the department program.**

<u>Number of Days</u>	<u>Number of Years</u>	<u>Annual Total</u>	<u>Total</u>
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		Sick Leave	Personal Leave			Total Personal	Total
		Sick	Personal	Birthday	Vacation	Days	All Days
187-205	1 mos - 3 yrs	10	2	0	0	2	12
206-229	1 mos - 3 yrs	11	2	0	0	2	13
230 and above	1 mos - 3 yrs	12	2	0	10	12	24
Executive Cabinet	1 mos - 3 yrs	12	2	0	16	18	30
187-205	37 mos-8 yrs	8.5	3.5	0	0	3.5	12
206-229	37 mos-8 yrs	9.5	3.5	0	0	3.5	13
230 and above	37 mos-8 yrs	10.5	3.5	0	12	15.5	26
Executive Cabinet	37 mos-8 yrs	10.5	3.5	0	17.5	21	31.5
187-205	97 mos-15 yrs	7	5	0	0	5	12
206-229	97 mos-15 yrs	8	5	0	0	5	13
230 and above	97 mos-15 yrs	9	5	0	14	19	28
Executive Cabinet	97 mos-15 yrs	9	5	0	19	24	33
187-205	Over 15 years	5.5	6.5	0	0	6.5	12
206-229	Over 15 years	6.5	6.5	0	0	6.5	13
230 and above	Over 15 years	7.5	6.5	0	15	21.5	29
Executive Cabinet	Over 15 years	7.5	6.5	0	20.5	27	34.5

### **Legal Holidays (Additional holidays may be added upon Board approval)**

Within the fiscal year the following holidays shall be observed annually and all offices and schools shall be closed on these dates:

Memorial Day	1 day
New Year's Day	1 day
Martin Luther King, Jr. Day	1 day
Spring Break	2 days
Easter (unless used for inclement weather)	2 days
Juneteenth	1 day
July 4	1 day
Labor Day	1 day
Thanksgiving	3 days
Christmas Day	1 day
President's Day	1 day

When a holiday falls on Saturday, the preceding Friday will be a holiday. When a holiday falls on Sunday, the following Monday will be a holiday.

### **WORKERS' COMPENSATION - (REFER TO POLICY GADEAA): Injury in the Line of Duty**

Workers' compensation insurance is designed to provide coverage for on-the-job injuries or illnesses without regard to fault. This coverage provides for payment of medical expenses and partial salary continuation. However, the amount of benefits payable and the duration of payments depend on the nature of the injury or illness. Generally, all medical expenses incurred in connection with a job-related injury or illness are paid in full, and partial salary payments are provided. These partial salary payments start with the sixth consecutive workday, pursuant to state law. These payments are normally paid at a rate of 66 2/3% of the employee's average weekly wage, up to a weekly maximum rate established annually by the Mississippi Workers' Compensation Commission.

Employees must use accrued sick days while absent from work due to an on-the-job injury or illness. After all sick days are exhausted and employees are still unable to return to work due to the on-the-job injury or illness, employees may use vacation days or personal days to prevent a salary reduction.

If the job-related injury or illness qualifies as a serious health condition under the Family and Medical Leave Act (FMLA), any available unpaid leave under the FMLA will run concurrently with any paid leave taken.

In the event of on-the-job injuries or illnesses, employees must report such injuries or illnesses following the procedures articulated by the Risk Management department which include making a report to the appropriate supervisor and the District's worksite injury triage assessment & reporting provider within twenty-four (24) hours of the injury or illness. This ensures that the school district can assist employees in obtaining appropriate medical treatment. Failure to follow this procedure may result in the appropriate workers' compensation report not being filed in accordance with the law, which may consequently jeopardize the right to benefits in connection with the injury or illness and may also result in disciplinary action.

Questions regarding workers' compensation insurance should be directed to the Office of the General Counsel's Risk Management team.

### **Employee Assistance Program (EAP)**

The Employee Assistance Program (EAP) is a comprehensive program to help employees and their immediate dependents resolve personal problems through limited counseling sessions in a confidential setting. Each employee and each immediate covered dependent of the employee may participate in three counseling sessions at no cost. Once those visits are completed, any additional counseling sessions will become the financial responsibility of the employee.

Confidential counseling and assistance are provided to employees with personal, emotional, or substance problems.

Please contact Marion Counseling at 601-956-4816.

### **Retirement (PERS – Public Employee Retirement System of MS)**

All fulltime employees of the Jackson Public School District are contributing members of PERS of Mississippi and are eligible for the benefits it provides. The amount each retired individual receives is based on salary and the total period of time in which the member has made contributions. The retired employee also qualifies for Social Security benefits.

Employees hired prior to July 1, 2007, may retire at age fifty-nine and ½ years (59 ½) and have at least four (4) years of creditable service in the PERS or have at least twenty- five (25) years of credit in the PERS.

Employees hired on or after July 1, 2007, in a PERS covered agency may retire with at least eight (8) years of creditable service in the PERS or have at least thirty (30) years of credit in the PERS.

For additional information, please contact the Mississippi Public Employees' Retirement System at 601-359-3589.

### **Health Plan Coverage**

The District pays the health insurance for all full-time employees. New employees must sign up for the insurance within thirty (30) days of their date of hire without having to specify preexisting conditions.

If an employee does not wish to be covered by the group health insurance, that employee must sign the line on the application waiving the insurance.

Any employee who participates in the Health Plan will be offered continued health benefits coverage (COBRA – Consolidated Budget Reconciliation Act Requirements) if the employee is terminated or put on reduced hours (except when termination is for misconduct); also, dependents of the employee may receive continued coverage, although not at district expense if the employee dies, divorces, or is terminated. Spouses and children of employees are eligible for up to 36 months of continued coverage if one of the following events occurs:

1. Death of covered employee
2. Divorce or legal separation

3. Entitlement of the employee to Medicare benefits

4. A dependent child reaching the maximum age of coverage

In addition, spouses, children, and the employee are eligible for 18 months of continued coverage if the employee is terminated for reasons other than gross misconduct or if there is a reduction in the hours of employment that would cause coverage to cease.

Continued coverage will stop before the end of the applicable period upon the occurrence of any of the following events:

1. Failure to pay the premium

2. Initiation of coverage under another group health plan

3. Entitlement of the qualified beneficiary to Medicare benefits

4. Remarriage of a former spouse and coverage under another group plan

5. Termination of the employer's group health plan

The employer may charge a premium for continued coverage of 102 percent (2% administrative costs).

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### **Tax-Sheltered Annuities, Mutual Funds, Deferred Compensation**

These savings plans are designed to supplement retirement income while reducing taxes and may be purchased through payroll deduction. For further information, contact the Business Office at 601-960-8517.

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### **Cafeteria Plan**

The Cafeteria Plan is a pre-tax, employee spending account plan made available under Section 125 of the Internal Revenue Tax Code. **The cafeteria plan allows employees to pay for certain expenses using before tax income.** Dollars may be set aside from the employee's pay before state, federal, and FICA taxes are deducted. The employee may authorize an automatic, before tax, payroll deduction for any of the following qualified expenses:

- ☐ Group medical insurance
- ☐ Dental insurance
- ☐ Dependent care assistance
- ☐ Medical expense reimbursement
- ☐ Cancer/Intensive care insurance
- ☐ Term life insurance
- ☐ Vision insurance

For tax purposes, the plan is treated as a nontaxable benefit paid for by the employer. The plan is flexible. The employee decides whether or not to participate and selects which benefits and the amounts to set aside. **Social Security benefits do not accrue on funds set aside for the Cafeteria Plan.**

## **Payroll Deductions**

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Payroll deductions consist of both required deductions and optional deductions.

### **Required Deductions**

1. Withholding tax (Federal and State)
2. Mississippi Public Employees' Retirement System
3. Social Security

### **Optional Deductions (temporary and substitute employees not eligible)**

1. Health  
Cancer  
Dental  
Vision  
Disability  
Life
2. U.S. Savings Bonds
3. Tax-sheltered Annuities
4. United Way Pledges
5. Credit Union

## **Q. COMPLAINT POLICY- (REFER TO POLICY GAE)**

### **PURPOSE**

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The purpose of this policy is to establish a process by which employees may address a complaint or file a grievance regarding employment-related issues and by which the District may respond to complaints and grievance in the most effective manner and at the lowest level possible.

This policy applies to all full-time employees of the Jackson Public School District. Further, this policy does not modify the at-will status of administrative or non-administrative classified employees.

### **SECTION I: POLICY STATEMENT**

The Jackson Public School District is committed to maintaining a positive and cooperative work environment for all District employees. Accordingly, the District seeks to ensure that employees demonstrate mutual respect and that operational practices are conducted per established Board policies. While employees are encouraged to resolve issues through informal procedures, the District recognizes that occasionally more formal processes may be required. Therefore, the District



shall establish a complaint and grievance process that provides for the fair and equitable treatment of employees seeking to resolve employment-related issues.

## **SECTION II: DEFINITIONS**

The following definitions shall apply in this complaint policy:

1. The “administrative management team” includes all executive directors, deputy superintendents, assistant superintendents, and others designated by the Superintendent.
2. A “complaint” is a general expression of dissatisfaction/concern with an employment-related issue.
3. A “complainant” is any full-time employee filing a complaint.
4. The “complaint form” is the approved documentation on which a complaint may be filed.
5. The term “day” shall mean working school days and shall not include weekends, holidays, and vacation days.
6. A “full-time employee” is any person employed on a regular basis and working the number of hours designated as full-time for that position.
7. A “grievance” is a written claim by an employee of an alleged violation and/or inconsistent application of a written District policy/standardized practices or federal/state law.
8. The “reviewing committee” are the individuals responsible for rendering a decision at Step Two of these complaint procedures.
9. Retaliation is an adverse action taken as a result of an employee filing a complaint or grievance.

## **SECTION III: EXCLUSIONS**

This policy shall not govern the following types of employee complaints, concerns, and/or grievances:

- Improper Governmental Activity (see, Board Policy GAEC – Whistleblower Protection Policy)
- Alleged Discrimination in Employment Practices (see, Board Policy GAAF/BAB – Non-Discrimination Policy)
- Sexual Harassment (see, Board Policy GACN – Sexual Harassment Policy)
- Suspension/Termination of Certified Employees (see, Board Policy GBEE – Certified Personnel Suspension/Termination Policy and GBEH – Suspension of Certified Employees)
- Nonrenewal or Non-reemployment of Certified Employees (see, Board Policy GBEG – Nonrenewal or Non-reemployment of Certified Employees)
- Dismissal of classified, at-will employees by the Superintendent
- Matters prescribed by state or federal law and/or regulations
- Matters over which the board is without power to act, including, but not limited to, the reinstatement of classified employees by the Superintendent
- Written or verbal reprimands without a loss of pay or compensation

## **SECTION IV: RETALIATION**

Any act of retaliation, including but not limited to harassment and/or discrimination against an employee complaining or filing a grievance in accordance with this policy shall be prohibited by the District. Disciplinary measures up to and including termination from employment with the District shall apply to any employee acting in a retaliatory manner against another employee who complaints or files a grievance under this policy.

## **SECTION V: EMPLOYEE CONDUCT AND CODE OF ETHICS**

All Jackson Public School District employee behavior must conform to the expectations articulated in the District's Staff Ethics Policy, Board Policy GBA.

Information regarding Complaint Procedures GAE can be located on the Jackson Public School District website under Board Approved Policies.

## **P. SEXUAL HARASSMENT- (REFER TO POLICY GACN)**

### **Section 1: OVERVIEW SEXUAL HARASSMENT**

**1.1 Policy Statement:** Title IX of the Education Amendments of 1972 is an anti-discrimination law that states no person in the United States, on the basis of sex, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. The policy of this board forbids discrimination against any employee or applicant for employment on the basis of sex. The board of education will not tolerate sexual harassment activity by any of its employees. This policy similarly applies to non-employee volunteers who work subject to the control of school authorities.

**1.2 Purpose:** The Jackson Public School District ("JPSD" or the "District") is committed to creating and maintaining a learning and working environment that is free from unlawful discrimination based on sex in accordance with Title IX, which prohibits discrimination on the basis of sex in education programs or activities and Title VII, which prohibits sex discrimination in employment. Sexual Harassment and Retaliation under this Policy will not be tolerated by the District and are grounds for disciplinary action, up to and including, permanent dismissal from the District and/or termination of employment. Additionally, reported sexual misconduct, harassment, and retaliation that does not meet the definitions and jurisdiction of this policy will be referred for review under the scholars or employee Code of Conduct.

**1.3 Title IX Coordinator and Key Officials:** JPSD has appointed an employee to serve as the Title IX Coordinator for the District. This person is authorized to coordinate the District's compliance efforts under this law. The Title IX Coordinator is the JPSD administrator who oversees the District's compliance with Title IX. The Title IX Coordinator is responsible for administrative response to reports and Formal Complaints of Sexual Harassment. The Title IX Coordinator is available to discuss the grievance process, coordinate supportive measures, explain the District's policies and procedures, and provide education on relevant issues. The Title IX Coordinator may designate one or more Deputy Title IX Coordinators to facilitate these responsibilities.

Any member of the JPSD community may contact the Title IX Coordinator with questions at 601-960-8916.

Additional information regarding Sexual Harassment - Policy GACN can be located on the Jackson Public School District website under Board Approved Policies.

## **Q. MISCELLANEOUS**

### **Rest Periods and Planning Periods**

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Classified employees are allowed a rest period if their regular daily schedule calls for four (4) hours or more of continuous work. Rest periods are subject to certain restrictions.

1. No rest period is to be taken during the first hour of the shift.
2. No rest period shall exceed 15 minutes.

Time not used for rest periods cannot be substituted for time off from a regular workday or at the beginning or end of a vacation or leave day.

**Rest periods are a privilege which may be withdrawn and which should be withdrawn if abused. Rest periods should never interfere with proper performance of work responsibilities.**

Certified employees are allowed a planning or personal period sometime during the day.

### **Abnormal Weather Conditions**

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Information and directions will be given to school personnel when schools are closed because of abnormal weather conditions (excluding tornadoes).

Notices to school personnel and to the community as to the decision to suspend operation of schools for a day or a part of a day because of severe weather conditions will be based on the latest information provided by the National Weather Service, Hinds County Emergency Operations Center, Jackson Police Department, and Mississippi Highway Patrol.

#### **Before School Begins**

After approval by the superintendent, the designee of the superintendent will notify by 5:00 a.m. the Jackson-Hinds County Emergency Operations Center and local media when school operation is to be suspended for the day. The notification will include the reason for the suspension of school operation.

If street conditions will permit, all administrative and supervisory staff, food service managers, and head custodians shall report to their respective assigned locations and perform such duties as needed to secure the facilities. Other employees assigned to schools and bus drivers are not required to report for work. Situations arising because of abnormal conditions adversely affecting school properties that cannot be dealt with by school staff are to be referred to the office of the director of facilities. If street conditions will permit, all other school employees not assigned to a school, central office and maintenance personnel are to report as promptly as possible to their usual post.

For payroll purposes, all personnel shall be recorded as absent for the entire day and shall be paid in full for the day's absence. Should it become necessary to make up day(s) lost in order to maintain accreditation requirements, all employees will be expected to work on the makeup day(s) without additional compensation.

## **While School Is in Session**

In the event a school day is to be shortened, all school administrators and supervisors will be notified and the community will be notified as stated in the “Before School Begins” section as to the dismissal time for scholars. Certified and classified/certified personnel assigned to a school shall be dismissed once the early release directive is issued.

For payroll purposes, all personnel shall be considered as having worked a full day and shall be so recorded on the payroll.

## **R. PROFESSIONAL DEVELOPMENT - (REFER TO POLICY GBF)**

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### **Section I: Definition of Professional Development**

The Mississippi Public School Accountability Standards of 2016 defines professional development as the growth-promoting learning process that empowers stakeholders (teachers, administrators, staff, and other school personnel) to improve the educational organization.

### **Section II: Goals of Professional Development**

The goals of implementing the Standards for Professional Learning are to outline the characteristics of professional learning that lead to the following:

1. effective teaching practices;
2. supportive leadership;
3. improved scholars results.

Although improved scholars learning is the ultimate goal of professional development in the Jackson Public School District, it is essential to note the additional benefits of quality professional development:

- Improved job satisfaction
- Improved teacher recruitment and retention
- Increased knowledge of innovation teaching and learning practices
- Improved data-driven decision-making

### **Section III: Professional Development Model**

The Jackson Public School District has adopted Learning Forward’s Standards for Professional Learning as the foundation for its Professional Development Model. These standards define the attributes and essential components of effective professional learning; in turn, effective professional learning leads to effective teaching practices, supportive leadership, and improved scholars results. The Seven Standards of Learning Forward focus attention on the following components:

1. Learning Communities - Professional learning that increases educator effectiveness and results for all scholars occurs within learning communities committed to continuous improvement, collective responsibility, and goal alignment.
2. Leadership - Professional learning that increases educator effectiveness and results for all scholars requires skillful leaders who develop capacity, advocate, and create support systems for professional learning.
3. Resources- Professional learning that increases educator effectiveness and results for all scholars requires prioritizing, monitoring, and coordinating resources for educator learning.

4. Data - Professional learning that increases educator effectiveness and results for all scholars uses a variety of sources and types of scholars, educator, and system data to plan, assess, and evaluate professional learning.
5. Learning Designs - Professional learning that increases educator effectiveness and results for all scholars integrates theories, research, and models of human learning to achieve its intended outcomes.
6. Implementation - Professional learning that increases educator effectiveness and results for all scholars applies research on change and sustains support for implementation of professional learning for long term change.
7. Outcomes - Professional learning that increases educator effectiveness and results for all scholars aligns its outcomes with educator performance and scholars curriculum standards.



## **S. STAFF ETHICS POLICY (REFER TO POLICY GBA)**

### **I. Introduction**

By accepting employment with the Jackson Public School District, employees have a responsibility to the school system, to their fellow employees, parents and community and to the scholars that they serve to adhere to certain standards of behavior, performance and conduct. No set of rules can address all forms of unacceptable behavior. However, generally speaking, the Jackson Public School District expects each of its employees to act in a professional and responsible manner at all times. In addition, examples of some of the more obvious unacceptable behaviors that may subject an employee to disciplinary action, including termination or revocation of certification, are set forth below.

### **II. Standards of Conduct or Behavior**

The effective operation of the school district requires the services of employees with integrity. To maintain and promote these essential traits, all employees of the Jackson Public School District are expected to maintain exemplary standards in their school relationships. School district employees shall not use or attempt to use their official positions to secure any valuable thing or benefit for themselves that would not ordinarily accrue to them in the performance of their official duties, if such thing or benefit would represent a substantial and improper influence upon them with respect to their duties.

Employee standards include the following:

- 1) Maintenance of just and courteous professional relationships with scholars, parents, staff members, community members and others.
- 2) Maintenance and improvement of their own efficiency and knowledge of developments in their fields of work through research, if applicable, and continuing professional development.
- 3) Transaction of all official business with the properly designated authorities of the school system.
- 4) Placement of the welfare of scholars as the first and fundamental concern of the school system in all actions and decisions; thus appointments to positions and promotion must be based solely on merit. The use of pressure on school officials for appointment or promotion is unethical.
- 5) Restraint from using school contacts and privileges to promote partisan politics, sectarian religious views, or selfish propaganda of any kind. Employees should avoid using their positions for personal gain through political, social, religious, economic, or other influence. All responsibilities should be fulfilled with honesty and integrity.
- 6) Demonstrated respect towards all staff members and the participation in development of a professional environment District-wide. Constructive criticism related to colleagues or the teaching environment should be made directly to the particular school administrator who has the administrative responsibility for improving the situation and then to the superintendent, if

necessary. The complaint policy, GAE, is cross-referenced.

- 7). Proper use and protection of all school properties, equipment, and materials.
- 8.) Proper care and use of confidential information and scholar records.
- 9). Support of the principle of due process.
- 10) Honor all contracts until fulfillment or release.
- 11) Obey local, state, and federal laws and regulations in the performance of their job duties.
- 12) Implement policies of the board of trustees and the administrative rules and regulations of the school district.

### III. Prohibited Conduct

Although not exhaustive, any of the following types of conduct by an employee is grounds for discipline, up to and including immediate termination:

- 1) Violation of any board policy or administrative rule, procedure or regulation, including, but not limited to, any board policy or administrative rule, procedure or regulation concerning sexual behavior, discrimination, harassment, alcohol, illegal drugs, unlawful behavior, security or safety.
- 2) Violation of any applicable State Department of Education policy, rule, procedure or regulation, including, but not limited to, any violation of the Code of Professional Practice and Conduct for Mississippi Educators.
- 3) Violation of any applicable federal, state or local statute, regulation or ordinance governing public school employees including conflicts of interest.
- 4) Violation of any written rules or procedures published by schools or supervisors to employees, provided that such rules and procedures do not violate or conflict with any board policy or administrative rule, procedure or regulation.
- 5) Engaging in any unlawful behavior, with the exception of minor traffic violations outside of work hours, whether on school district property, on scholar or vendor property, during work time, while in the course of school district business, or otherwise, and whether or not the employee is convicted for such behavior.
- 6) Any federal or state court felony criminal conviction, guilty plea, plea of nolo contendere/no contest, deferred prosecution, or similar criminal convictions, pleas, or deferred prosecutions rendered in a foreign jurisdiction, which is another state or a foreign country. A conviction includes any finding or admission of guilt and/or any imposition of a fine, jail sentence, probation or other penalty.
- 7) Employees of the Jackson Public School District are expected to conduct themselves in a manner that will reflect positively on the school district and the community, thus promoting a positive environment for teaching, learning and scholar well-being.

The dignity of scholars and of the educational environment shall be maintained at all times. Unseemly dress, conduct or the use of abusive, foul or profane language in the presence of scholars is expressly prohibited and will not be tolerated.

- 8) No employee, in the course of his/her duties, who has access to or possesses confidential information relating to his/her employment, shall disclose, divulge or otherwise compromise such information, except as authorized by the superintendent and/or board of trustees. Confidential information includes all private information related to District employees, scholars, and their families that an employee has gained access to through their employment, including, but not limited to, scholar academic and disciplinary records; health, medical, and personnel information; family status/income, and assessment/testing results. Also, all documents and/or information related to proprietary and/or pecuniary information or strategic plans of the District are strictly confidential. This policy strictly prohibits the dissemination of attorney work product and attorney-client privileged communications involving the Office of the General Counsel, including, but not limited to, the district's strategy on matters in negotiation, work product and planning for complaint hearings and litigation relating to employer-employee relations, office memoranda, or other matters relating to employer-employee relations, the premature disclosure of which would jeopardize the district's negotiating position or planning for complaint hearings and litigation.

Confidential information will not include matters disclosed to the general public by the board of trustees, or designees, or matters of non-exempt public records as defined by state law.

The District recognizes the obligation of all employees of the school district to be conscious of their professional responsibility not to divulge confidential information presented by a scholar, parent, a colleague, except as otherwise allowed under the Employee Handbook or required by law. The sharing of information should only serve to assist, rectify, or resolve a situation.

- 9) Employees shall maintain a professional relationship with parents and/or guardians of scholars and shall establish appropriate communication necessary to the welfare of the scholar.
- 10) Employees shall not record, or cause to be recorded, with an audio or videotaping device, other employees without their knowledge, permission, or consent. However, audio or videotaping of classrooms for observation and evaluative purposes is permissible for use by school personnel only.
- 11) Employees are expected to participate, in a truthful manner, in any district investigation and share any information with the appropriate parties that may be relevant to the investigation unless the participation is against the employee's criminal interest.

- 12) Any federal or state court criminal conviction, guilty plea, plea of nolo contendere/no contest, deferred prosecution, remand or prayer for judgment



continued, or similar criminal convictions, pleas, deferred prosecutions rendered in foreign jurisdictions of any kind, whether felony or misdemeanor, involving minors under 18 years of age or involving public or private school funds, property, employees, visitors or scholars. A conviction includes any finding or admission of guilt and/or any imposition of a fine, jail sentence, probation or other penalty.

- 13) Being under the influence of or the manufacture, sale, distribution, possession, dispensation, transportation or use of alcohol during work time or on school property; or being under the influence of or the manufacture, sale, distribution, possession, dispensation, transportation or use of illegal drugs or the unlawful abuse of prescription drugs at any time.
- 14) Possession of any unauthorized visible or concealed firearms, weapons or explosives during work time or on school property or bringing such items onto school property, including but not limited to weapons for which the owner has obtained a concealed handgun or weapons permit.
- 15) Failure to maintain appropriate licensure or certification required: (a) for the particular job(s) or duties being performed by an employee; or (b) to operate school property or equipment necessary for the performance of an employee's work responsibilities.
- 16) Failure to report an on-the-job injury or accident to an immediate supervisor as soon as the employee has knowledge of such injury.
- 17) Failure to observe specified district safety or security practices while on school property, or vendor property, during work time, or while in the course of school business.
- 18) Awareness of a safety or security hazard with respect to school property, employees, visitors or scholars and not acting timely to report such hazard to appropriate administrative, supervisory officials or to correct such hazard where possible.
- 19) Awareness of damage or an accident on or involving school property, employees, visitors or scholars and not acting timely to report such accident or damage to appropriate administrative or supervisory officials.
- 20) Harassment of fellow employees, visitors, scholars, or a scholar's parent or guardian at any time, whether on school property or vendor property, during work time, or while in the course of school business.
- 21) Threatening, intimidating, provoking a fight, striking or in any way fighting with: (a) a fellow employee, visitor, scholar, or a scholar's parent or guardian at any time; or (b) with any other individual when representing the school district.
- 22) Gambling, betting or taking bets on school property or with scholars at any time.

- 23) Behaving indecently or engaging in immoral or abusive conduct: (a) during work time or while in the course of school business; or (b) on school property or with scholars at any time.
- 24) Behaving or engaging in any unethical or lascivious, lustful, lewd, or lecherous conduct at any time, if there is a reasonable and adverse relationship between the underlying conduct and the continuing ability of the employee to perform any of his/her professional functions in an effective manner.
- 25) Falsification, or inappropriate alteration of, or making false statements or misrepresentations regarding information used or contained in any employment records, including but not limited to applications for employment, timecards, leave forms, payroll data, expense records, personnel file materials, government reports, and any other like documents.
- 26) Falsification, or inappropriate alteration of, or making false statements or misrepresentations regarding information used or contained in any scholar records, including but not limited to report cards, grades, attendance records, testing data, testing scores, drop-out summaries, transfer sheets, government reports, and any other like documents.
- 27) Falsification, or inappropriate alteration of, or making false statements or misrepresentations regarding information used or contained in any school financial records, including but not limited to asset listings, ledgers, purchase orders, financial statements, deposit and withdrawal slips, grant data, government reports, and any other like documents.
- 28) Submitting false requests or claims to the board or the administration, including, but not limited to, claims or requests relating to jury duty, leave, medical claims, supplies and expense reimbursements.
- 29) Dishonesty or making false statements, or misrepresentations regarding any school or work-related matter.
- 30) Insubordination, including but not limited to continuing, intentional refusal to cooperate in any school district-related investigation or to follow and/or carry out the reasonable work-related instructions, either direct or implied of a supervisor or any employee with administrative authority.
- 31) Interference with another employee's job performance.
- 32) Unauthorized use of school property at any time, including, but not limited to, motor vehicles, software, information systems, communication systems, or other school-owned, leased or rented equipment.

- 33) Engaging in personal business during work time, including, but not limited to, the use of school property or equipment for personal profit.
- 34) Unauthorized possession, removal or use of school equipment or property or use of board facilities for any purpose other than official school business.
- 35) Unauthorized possession, use or distribution of school keys, access codes or passwords.
- 36) Theft, embezzlement or misuse of school, fellow employee, scholar, parent, supplier, visitor, or school club or organization funds or property or the removal of such funds or property without authorization.
- 37) Deliberate sabotage, destruction or damage of board, fellow employee, scholar, parent, supplier, visitor, or school club or organization property or equipment, or the commission of acts intended to cause destruction or damage to such property.
- 38) Unauthorized disclosure or use of confidential school information or records, including but not limited to violation of the board of trustees' or the State Department of Education's confidentiality policies, administrative rules, procedures and regulations with respect to personnel, scholar and testing data.
- 39) Careless or reckless driving of any vehicle while transporting board employees or scholars, or careless or reckless driving of a school vehicle at any time whether owned, leased or rented.
- 40) Smoking or use of other tobacco products at any time while on school property including, but not limited to, school vehicles, whether owned, leased or rented.
- 41) Sleeping during work hours.
- 42) Failure to dress in a professional manner consistent with an employee's job duties and staff dress code.
- 43) Failure to notify an appropriate supervisor, if required, when leaving district property before an employee's regularly scheduled quitting time or when arriving after the regularly scheduled starting time.
- 44) Failure to follow applicable board policies, rules, procedures or regulations regarding the reporting or taking of absences from regularly scheduled duties, including but not limited to any rules or procedures established or published by schools or supervisors to district employees.
- 45) Use of profanity, obscene, or abusive language toward, or in the presence of any scholar, or of any fellow employee, visitor, or a scholar's parent or guardian.
- 46) Any form of unwelcome or inappropriate physical contact with a fellow employee, except for the purposes of self-defense.

- 47) Any form of unwelcome or inappropriate physical contact with a scholar, except for the purposes of appropriate instruction, self-defense or necessary and appropriate physical restraint.
- 48) Conducting or allowing a "strip" search of scholars by individuals other than federal or state public law enforcement personnel acting within the scope of their public duties (excluding reasonable requests for scholars to take off shoes, socks, hats or outer garments such as coats, scarves, gloves, etc.).
- 49) Any form of sexual, lascivious or romantic contact with or solicitation of a scholar, including, but not limited to, kissing or hugging regardless of whether such activity is welcome or unwelcome.
- 50) Dating or attempting to date scholars, or engaging or attempting to engage, in any activity designed to encourage or which does encourage an inappropriate relationship with scholars.
- 51) Awareness of actual or potential:
- (a) unwelcome or inappropriate physical contact with a scholar by an employee except for the purposes of appropriate instruction, self-defense or necessary and appropriate physical restraint;
  - (b) sexual, lascivious or romantic contact with or solicitation of a scholar by an employee, regardless of whether such activity is welcome or unwelcome; or
  - (c) dating, attempting to date scholars, engaging, or attempting to engage, in any activity designed to create or which does create an improper relationship with scholars, and not acting to report such matters to appropriate administrative or supervisory officials and/or, where required by law, to outside officials in a timely manner.
- 52) Abandonment of one's job as a certified employee or leaving a certified position without having secured release from one's contract by the superintendent.
- 53) Refusing to participate or evading participation in any district investigation. "Participation" includes but is not limited to subjection to interviews upon request from any district representative, providing documents requested by any district representative, and undergoing any examination requested by any district representative (including polygraph and providing hair, blood, urine or other samples).

#### IV. Warnings

Except where in the discretion of supervisory or administrative personnel the conduct or performance of an employee warrants suspension without pay, nonrenewal or immediate termination, an employee should be warned about his/her unacceptable behavior. If the warning is prepared in writing, the warning should be provided to the employee, and a copy should be placed in the employee's personnel file.

The failure to give warnings, either orally or in writing, shall not prevent the discipline or termination of an employee under this policy or other Board Policies.

Employees may be suspended only with the approval of the Superintendent, the Executive Director for Human Resources, or their respective designees.

#### V. Conflicts of Interest

Employees shall refrain from engaging in conduct that is a conflict of interest.

## **T. COMPUTER USAGE: LAPTOP COMPUTERS (REFER TO POLICY EGA/GBELA/JIA)**

### **SECTION I: PURPOSE**

The Jackson Public School District recognizes that its teachers and administrative staff may need to use the district's laptop computers off-site, after hours, to complete a project or further the district's goals. While said usage is allowed, it must comply with the guidelines discussed below.

A teacher or staff member who seeks to use a laptop computer at his or her home must:

- Obtain approval from their principal or immediate supervisor;
- Complete a Jackson Public School District Hand Receipt and Usage Agreement on an annual basis; and
- Comply with all policies and guidelines outlined in the Jackson Public School District Property Accounting Manual.

Staff may only use computers for district purposes. An employee's failure to abide by this rule may prohibit the teacher or administrative staff member from using the computer in the future and subject him or her to disciplinary action.

### **SECTION II: LIABILITY**

Teachers or administrative staff are ultimately responsible for the laptop computer they carry home. If the laptop or other laptop accessories including the laptop charger become lost, stolen, or otherwise damaged while in the staff member's possession, the staff member will be required to reimburse the school district for the replacement value of the computer or computer accessory.

## **U.EVALUATION**

### **PHILOSOPHY**

Each classified/certified employee is an integral part of the success and operation of the Jackson Public School District and should be recognized as such in the use of an evaluation process.

Further, both employee and management will benefit from a fair, honest, and non-discriminatory evaluation process developed cooperatively by staff and management and based on a positive and constructive approach.

Finally, the evaluation process will improve the quality of work, thus enabling the district to better serve the needs of all children.

### **EMPLOYEE EVALUATION**

An evaluation procedure is established for appraising an employee's performance. Evaluations will be done by the employee's supervisor or principal. The evaluations serve as means of establishing a communication link between the employee and supervisor.

Evaluations are conducted once or twice a year, depending on the position, by the supervisor or principal.

The evaluation process will be explained to new employees by their supervisors at the time of employment.

- Evaluations for Classified Staff are found on the Intranet under Forms and Documents.
- Evaluations for Certified Staff shall be in the manner as described by the Mississippi Department of Education.
- The Central Office Leadership Evaluation Framework is an educator effectiveness system based on a mindset of growth and support and will reinforce the district's plan to achieve a culture of accountability and excellence.

### **OBJECTIVES**

1. To improve job performance and efficiency of each classified/certified employee.
2. To improve relationships between supervisors and employees.
3. To identify training needs and provide opportunities for employee growth.
4. To assist in placement and reassignment of employees.
5. To identify employees with skills for promotion and employees whose performance warrants demotion or dismissal.
6. To assess the strengths and weaknesses of employees.
7. To develop positive attitudes toward job responsibilities.
8. To determine progress at the end of the probationary period.

## Employee Benefits

### Days off With Pay

- Jury Duty
- Bereavement Leave (maximum of 5 days for immediate family members)
- Holidays (minimum of 10 days based on position)
- Sick Days
- Vacation (for year-round employees)
- Personal Leave

### For All JPS Employees

<b>Individual Health Insurance</b>	District pays the individual (single) health insurance premium for all full-time employees. Family coverage is available at employee's expense. (601-960-8991 – Payroll; <a href="#">Department of Finance &amp; Administration</a> )
<b>Unemployment Compensation</b>	District participates in Mississippi State Unemployment Insurance at no cost to the employee. This benefit covers loss of job through no fault of own. All claims for benefits must be filed with local State Unemployment Office. More information on state unemployment benefits is available at <a href="https://mdes.ms.gov/unemployment-claims/">https://mdes.ms.gov/unemployment-claims/</a> .
<b>Permanent Disability</b>	Medical records must be approved by Disability Medical Board. The benefit is dependent on the employee's length of service and age. (601-960-8991 - Payroll)
<b>Long-Term Disability Insurance</b>	After 90 days of disability, this insurance will pay employee 60% of salary. (601-355-7489)
<b>Consumer Credit Counseling</b>	Assistance is available with budgeting and financial planning. (601-956-9226 or 601-969-6431)
<b>Worker's Compensation</b>	On-the-job injuries or disabilities are covered by Workers' Compensation. Insurance is carried on all employees as protection against loss of wages and for medical expenses incurred by an employee injured on the job. (601-960-8916)
<b>Liability Insurance</b>	All employees are insured within district's general liability insurance program (subject to certain policy limitations). Protection is provided for individual liability arising from the performance of duties as a school employee. (601-960-8916)



<b>Retirement Program</b>	Employees contribute 9% of all gross earnings. Employer contributes 17.4%. An employee is vested after eight years of service if they entered covered service on or after July 1, 2007, and four years if they entered covered service before July 1, 2007. (601-359-3589, <a href="#">Public Employees Retirement System</a> )
<b>Life Insurance</b>	District provides term life insurance policy at a rate of \$30,000.00 for full time employees (601-960-8991)
<b>Employee Assistance Program</b>	Confidential counseling and assistance are provided to employees with personal, emotional, or substance problems. (601-956-4816, Marion Counseling)
<b>Family Medical Leave</b>	Permanent, full-time personnel who have worked for the district for 12 months are eligible for 12 weeks of unpaid, job-protected leave under the Family and Medical Leave Act of 1993. (601-973-8594)
<b>Optional Insurance Benefits</b>	Burial Insurance Cancer Insurance Dental Insurance Disability Insurance Group Life Insurance Hospital Indemnity Insurance Critical Illness Vision Insurance
<b>Other Optional Benefits</b>	Tax-Deferred Annuity Plans Flexible Benefit Cafeteria Plan



## NOTES

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**JACKSON**  
**PUBLIC SCHOOLS**

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Transforming lives through  
excellent education