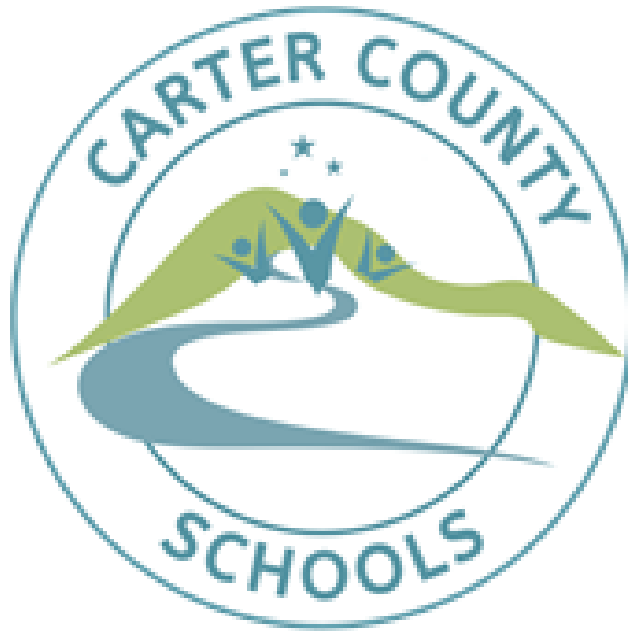


CARTER COUNTY BOARD OF EDUCATION EMPLOYEE HANDBOOK



The Employee Handbook for the Carter County Board of Education is informational only. It is not contractual and is not legally binding upon the Carter County Board of Education. The handbook is subject to change at any time at the sole discretion of the Carter County Board of Education. The provisions of this handbook are subject to any and all existing Federal, State, and local laws, ordinances and regulations as well as the policies, procedures, and contractual obligations of the Carter County Board of Education, all of which take precedence to any portion or provision of this Handbook.

Updated

07/01/2025

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Central Elementary

Nathaniel Treadway,
Principal
Susie Wolfe, Secretary
252 Taylortown Rd
Johnson City, TN 37601
Phone: 423-547-4045
Fax: 423-547-4056
Time 7:40 am to 3:10 pm

Cloudland Elementary

Erica Preswood, Principal
Gena Bagby, Secretary
8540 Hwy 19E
Roan Mountain, TN 37687
Phone: 423-772-5310
Fax: 423-772-5311
Time 7:30 am to 3:00 pm

Cloudland High

Amy Horney, Principal
Melissa Smith, Secretary
476 Cloudland Drive
Roan Mountain, TN 37687
Phone: 423-772-5300
Fax: 423-772-5309
Time 7:45 am to 3:15 pm

CTECH

Jeff Bradley, Principal
5325 Highway 19E
Hampton, TN 37658
Phone: 423-725-3111
Fax: 423-547-8351

Hampton Elementary

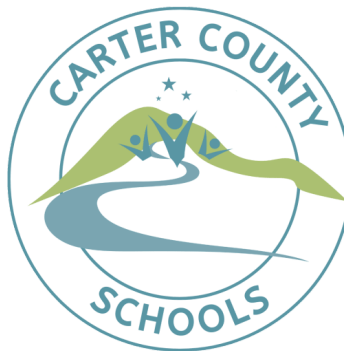
Jake Jenkins, Principal
Angie Davis, Secretary
408 Hwy 321
Hampton, TN 37658
Phone: 423-725-5220
Fax: 423-725-5221
Time 7:30 am to 3:00 pm

Hampton High

Kayla Clawson, Principal
Lori Decker, Secretary
766 1st Street
Hampton, TN 37658
Phone: 423-725-5200
Fax: 423-725-5204
Time 7:45 am to 3:15 pm

Happy Valley Elem.

Brooke Tolley, Principal
Becky White, Secretary
1840 Milligan Hwy
Johnson City, TN 37601
Phone: 423-547-4028
Fax: 423-547-8342
Time 7:45 am to 3:15 pm

**Happy Valley Middle**

Todd Caldwell, Principal
Chellie Proffitt, Secretary
163 Warpath Lane
Elizabethton, TN 37643
Phone: 423-547-4070
Fax: 423-547-8352
Time 7:45 am to 3:15 pm

Happy Valley High

Paul Blair, Principal
Sandy Baggett, Secretary
121 Warpath Lane
Elizabethton, TN 37643
Phone: 423-547-4094
Fax: 423-547-4083
Time 7:30 am to 3:00 pm

Hunter Elementary

Stephen Garland, Principal
Mitzi Ensor, Secretary
145 Hope Street
Elizabethton, TN 37643
Phone: 423-547-4074
Fax: 423-547-4075
Time 7:30 am to 3:00 pm

**Unaka Elementary and
CC Alternative Learning**

Aaron Dugger, Principal
Shelia Myers, Secretary
1635 Hwy 91/120 Unaka Dr
Elizabethton, TN 37643
Phone: 423-547-4110
Fax: 423-547-4111
Time 7:30 am to 3:00 pm

**Carter County Online
Academy**

Brandon Young, Principal
1635 Hwy 91/120 Unaka Dr
Elizabethton, TN 37643
Phone: 423-474-4110
Fax: 423-474-4111

Unaka High

Mike Ensor, Principal
Cindy Treadway, Secretary
119 Robinson Lane
Elizabethton, TN 37643
Phone: 423-474-4100
Fax: 423-474-4108
Time 7:35 am to 3:05 pm

Valley Forge Elementary

Amanda Humphrey,
Principal
Melissa Carr, Secretary
485 Riverview Drive
Elizabethton, TN 37643
Phone: 423-547-4085
Fax: 423-547-4081
Time 7:30 am to 3:00 pm

1.0 DE] 1

Full-Time Regular Employees – are those who are hired by the Board of Education to work more than 30 hours per week. These employees may be “exempt” or “non-exempt” as defined below. These employees are eligible for employee benefits.

Part-Time Regular Employees – are those who are hired to work fewer than thirty (30) hours per week on a regular basis. These employees may be “exempt” or “non-exempt” as defined below. These employees are not entitled to employee benefits.

Exempt Employees – are those who are not required to be paid overtime, in accordance with Federal wage and hour laws, for hours worked over forty (40) in a workweek. Executive employees, professional employees, and certain employees in administrative positions are typically exempt.

Non-Exempt Employees – are those who are required to be paid overtime at time and one-half their regular rate of pay, in accordance with Federal wage and hour laws, for hours worked over forty (40) in a workweek.

2.0 NON-DISCRIMINATION POLICIES

2.1 Non-Discrimination - Equal Employment Opportunities

It is the policy of the Carter County Board of Education to provide equal employment opportunities to all individuals regardless of race, color, religion, sex, national origin, age, disability, status as a Vietnam-era veteran or special disabled veteran, or status in any other group protected by law. This policy extends to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. It is the policy of the Carter County Board of Education to make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship. Employees or applicants with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the immediate supervisor or department head. Employees can raise concerns and make complaints without fear of reprisal and with assurance of protection from harassment or retaliation. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

2.2 Hiring Practices

The Carter County Board of Education does not discriminate in its hiring practices on the basis of race, color, religion, sex, national origin, age, disability, status as a Vietnam-era veteran or special disabled veteran, or status in any other group protected by law.

3.0 EMPLOYEE BENEFITS

LEAVE POLICIES

3.1 Sick Leave (Full-time Employees Only)

Earning and Accumulating Sick Days – Sick Leave will be considered a benefit and a privilege and not a right. Sick leave is interpreted to mean leave of absence for the following reasons: illness of an employee for natural causes, accident, or quarantine; illness or death of an employee's immediate family. Full-time regular employees will receive full pay during incapacity caused by illness if sick leave is taken. Ten-month employees earn sick leave at a rate of one day per month (10 days per year). Twelve-month employees earn sick leave at the rate of one day per month (12 days per year). Please see your immediate supervisor for vacation policy for your department. The employee shall not be paid for accumulated sick leave credit days, but shall be able to count the unused sick leave credit days toward their retirement. Any employee missing 5 consecutive days or 10 days cumulative within a year shall provide a doctor's excuse.

Exhaustion of Sick Leave – Employees who have used all of their accumulated sick leave will not receive financial compensation for additional days needed due to illness or injury.

Returning from Leave – Employees returning from sick leave may only return after being fully cleared from their doctor. No employee will be eligible for work with restrictions.

3.2 Bereavement Leave (Full-time Employees Only)

Employees will be granted up to five (5) days of leave for bereavement. Bereavement days are granted in the event of a death of a member of the immediate family. Immediate family is defined as spouse, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, or sister-in-law. These days shall be taken immediately following the death of an eligible family member.

3.3 Voting Leave

Any person entitled to vote in an election in this state might be absent from work to vote while the election polls are open for a period of time not to exceed three (3) hours. The employer may specify the time the employee may be absent. The employee will receive regular compensation during this period and leave time shall not be affected. Voting time shall not be counted as working time for overtime computation. If the employee's work period begins three (3) or more hours after the polls end, three (3) or more hours before the closing of the polls, then the employer does not have to allow additional time off from work.

3.4 Military Leave

Full time employees who are members of any military reserve component will be granted military training leave for such time as they are in the military service on field training or active duty for periods not to exceed twenty (20) working days per calendar year. This time may not be used for weekend drills. Such requested leave shall be supported with copies of the armed service orders.

Full time employees who are members of a military reserve unit who have completed their military training duty for the calendar year, and are reactivated for additional training, will be allowed an additional twenty (20) days military leave if the additional military training:

- (1) Occurs during the same calendar year and fulfills the employee's military training obligation for the subsequent calendar year.

Should the full time employee enter the military on an active basis, the employee must present their orders to their supervisor as soon as they receive them. The full time employee will be granted an unpaid leave of absence to serve a tour of duty.

3.5 Jury Duty

The Carter County Board of Education encourages all employees to fulfill their duty to serve as members of juries or to testify when called in both Federal and State courts. Therefore, the following procedures shall apply when an employee is called for jury duty or subpoenaed to court:

- (a.) Upon receiving a summons to report for jury duty, the employee shall on the next day she/he is working, show the summons to his or her supervisor.
- (b.) The employee will be granted a leave of absence when she/he is subpoenaed or directed by proper authority to appear in Federal or State court as a witness or juror.
- (c.) If the employee is relieved from jury duty during working hours after serving less than three hours, the employee must report back to the employer. If the employee is relieved from being a witness during working hours, the employee must report back to the employer.
- (d.) If an employee summoned for jury duty is working a night shift or is working during hours preceding those in which court is normally held such employee shall also be excused from his employment for the shift immediately preceding the first day of service on any lawsuit. After the first day of service, when such employee's responsibility for jury duty exceeds three (3) hours during a day then such employee shall be excused from his next scheduled work period occurring within twenty-four (24) hours of such day of jury service.
- (e.) Full-time employees shall receive regular compensation during time served on jury duty or when subpoenaed as a witness.
- (f.) The employee must remit all compensation received for serving as a juror to the Carter County Board of Education.
- (g.) The above provisions concerning compensation for time in court do not apply if the employee is involved as a plaintiff or defendant

in private litigation. On these occasions the employee must take leave or leave without pay.

3.6 Leave Without Pay

Any employee, at the discretion of the employer, may be granted leave without pay for sufficient reason as determined by the employer. During the period of absence, the employee will not accrue leave, sick leave, or other benefits.

3.7 Family and Medical Leave Policy

Leaves Granted under the Family and Medical Leave Act

1. Amount and Purpose of Leave – An eligible employee shall be entitled to take twelve (12) weeks of Family and Medical Leave Act (FMLA) for the birth of a child; the placement of a child for adoption or foster care; the care of a child, spouse, or parent with serious health condition or because of a serious health condition that causes the employee to be unable to perform the essential function of his or her job. For purposes of this section, the term “child” shall include a biological son or daughter, an adopted or foster child, a stepchild, legal ward, or a child of an employee standing in loco parentis, when such a child is either under age eighteen (18) or older and incapable of self-care because of a mental or physical disability. For purposes of this section, an “eligible employee” is an employee who has been employed in the Carter County School System for 12 months, working at least 1,250 hours during the 12-month period immediately preceding the FMLA leave.
2. Period for Taking Leave – For purposes of complying with the FMLA, a leave year shall be defined as the period from July 1 through June 30.
3. Intermittent Leave – FMLA may be taken intermittently or on a reduced leave (part-time) basis if medically necessary or if agreed upon by the employee and the Board.
4. Term and Extension of Leave – The FMLA shall be from a date certain to date certain; however, any leave may be extended to a later specified date upon written request from the employee.
5. Employee Notice – An employee must provide the Board at least thirty (30) days advance notice before the FMLA is to begin if the need for the leave is foreseeable. If thirty (30) days’ notice is not practical, notice must be given as soon as practical. When planning a medical treatment, the employee should consult with the employer and make a reasonable effort to schedule the leave so as not to disrupt unduly the school system’s operations.
6. Medical Certification Before Leave – The Board may require that an employee’s request for leave to care for the employee’s seriously ill

- spouse, son, daughter, or parent, or due to the employee's own serious health condition be supported by a certification issued by the health care provider. The Board shall give written notice of a requirement for medical certification. The employee must provide the requested certification. The employee must provide the requested certification at least fifteen (15) calendar days after the Board's request unless it is not practicable under particular circumstances to do so.
7. Substitution of Paid Leave – FMLA is unpaid. However, if the employee has sick leave and/or personal leave he/she must use those days concurrently with their FMLA.
 8. Group Health Insurance – During the period of the FMLA, group health insurance coverage will remain in effect for the employee's FMLA leave. If paid leave is substituted as discussed above, the employee's portion of the premium will be paid by payroll deduction as it normally is. Insurance coverage continues just as if the employee were working during the approved 12 week FMLA period.
 9. Status Report – While an employee is on FMLA leave, the employee must report to the Director of Schools prior to the time when the employee intends to return to work. Notice should be two (2) weeks in advance, if practical, and should inform the Director of Schools as to the date on which he or she will return to work.
 10. Return from Leave – Upon completion of any leave not in excess of twelve (12) months, the employee shall be returned to the same position held when the leave commenced. If the leave exceeds twelve (12) months, the employee shall be restored to the employee's original job, or to an equivalent position. Employee returning from FMLA may only return after being fully cleared from their doctor. No employee will be eligible for work with restrictions.
 11. Compliance with Other Laws – Leave qualifying as the FMLA and leave state law shall count against the employee's entitlement under both laws.

In addition to FMLA, Tennessee has a maternity leave law (T.C.A. 4-21-408) which applies to all employers who employ 100 or more full-time employees at a job site or location. This state law allows employees who have been employed for twelve (12) months to take up to four (4) months of unpaid leave for pregnancy, childbirth and nursing the infant. To be eligible for this leave, the employee must give at least three (3) months advance notice, except in cases of medical emergency. This leave will run concurrently with any leave to which the employee may be entitled under the FMLA or otherwise. Subject to certain conditions, accrued paid leave may be substituted for the unpaid maternity leave. Employees may obtain a copy of the Tennessee

Maternity Leave Statute by contacting the Carter County Board of Education Office at 423-547-4000.

3.8 In-Line-of-Duty Injury Leave (Workers' Compensation Insurance)

Any employee sustaining an injury or an illness during the course and scope of his or her employment, which is determined to be compensable under the provisions of the Workers' Compensation Law, shall be entitled to receive in-the-line-of-duty injury leave. This leave shall not be counted against any accrued sick leave, which the employee has accumulated. The provisions of the Workers' Compensation Law will determine benefits, which are receivable, by the employee.

3.9 Holidays

All employees will be paid for the following holidays:

- Labor Day
- Thanksgiving
- Christmas
- New Year's
- Easter

Additionally, twelve-month employees shall be paid for the following holidays and any additional days as approved by the Director of Schools and/or the Board of Education:

- *New Year's Day (2 days)
- Martin Luther King, Jr.'s Birthday (only if school is not in session)
- President's Day (only if school is not in session)
- Good Friday
- Memorial Day (only if school is not in session)
- *Independence Day
- Labor Day
- Thanksgiving (2 days)
- *Christmas (3 days)
- Election Day (only if school is not in session)
- Float Day (May be taken at Thanksgiving or Christmas at discretion of the employee and supervisor)

*Equivalent days, as approved by the Director of Schools, may be taken when these days fall on weekends. Fall Break and Spring Break will be at the discretion of the Director of Schools and/or the Board of Education.

4.0 Sexual Harassment Policies and Discrimination/Harassment Complaint Procedure

4.0 Unlawful Harassment in the workplace

It is the policy of Carter County Board of Education to maintain a respectful work and public service environment. Carter County Board of Education prohibits and will not tolerate any form of unlawful harassment by or towards any employee or on the basis of race, color, religion, sex, national origin, age, disability, status as a Vietnam-era veteran or special disabled veteran, or status in any other group protected by the law. Any employee or official who engages in such behavior is subject to disciplinary action, up to and including termination of employment.

One particular kind of harassing behavior is sexual harassment. Sexual harassment, which can consist of a wide range of unwanted and unwelcome sexually directed behavior, is defined as

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- (1) Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment or of obtaining public services;
OR
- (2) Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment or public services;
OR
- (3) Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Neither sexual harassment nor any other form of unlawful harassment will be tolerated in the workplace. Employees are urged to report alleged incidents of unlawful harassment.

4.1 Discrimination/Harassment Complaint Procedure

Discrimination, including harassment, in the workplace on the basis of race, color, religion, sex, national origin, age disability, status as a Vietnam-era veteran or special disabled veteran, or status in any other group protected by law illegal. If an employee believes that he or she has been subjected to illegal discrimination or harassment related to employment with the Carter County Board of Education, the employee should report the incident promptly to the supervisor under whose direction the employee works. If the problem is not resolved within a reasonable time, or if for any reason the employee feels uncomfortable reporting the problem to the supervisor, then the problem should be reported to the Director of Schools. The Board of Education Attorney may act as a mediator between the affected employee and the Director of Schools or supervisor under whose direction the employee works to assist them in reaching an acceptable resolution of the problem. No adverse personnel action will be taken against an employee for reporting a bona fide incident of discrimination or harassment or for assisting in the investigation of a complaint. However, disciplinary action may be taken against any individual providing false information in connection with a complaint.

5.0 Wage and Hour Policies

5.1 Workweek

The workweek for employees of Carter County Board of Education begins at 12:01 a.m. on Sunday and ends at 12:00 midnight on Saturday of each week. The regular workweek for Carter County Board of Education twelve-month employees is thirty-five (35) hours. The workweek for other Carter County Board of Education employees is determined by the employee's job description and will be set forth by the department supervisor. Work weeks may differ from one department to another.

The workday for 12-month Central Office employees shall be 8:00 a.m. – 4:00 p.m. with 1 hour for lunch. Three and one half (3 ½) hours shall constitute a half day of leave time. Leave time may be taken in increments of no less than ½ day.

5.2 Overtime

Employees shall not work overtime without first receiving the approval of their supervisor. Any employee, who works overtime without obtaining advance approval of the supervisor as required, may be subject to disciplinary action up to and including termination of employment.

5.3 Time Record

Employees are required to record their hours on timesheets provided by the Carter County Board of Education. Both exempt and nonexempt employees are required to fill in this form. It must be signed and forwarded to your supervisor for review and processing. Please ensure that your actual hours worked and leave time taken are recorded accurately. Falsifying these records is a crime under T.C.A. 39-16-504.

Time records shall be maintained at Carter County Superintendent's Office.

5.4 Immigration Papers

Upon initial employment, all employees are required to attest that they are lawfully eligible to work in the United States. Employees are further required to supply the employer copies of documents proving this eligibility.

6.0 MEDICAL INSURANCE

Carter County Board of Education has a comprehensive group health insurance plan in which all regular full-time employees are eligible to participate. The Board shall choose a group health insurance policy to pay premiums for all individual full time employees. If an employee chooses a higher cost policy than what the board provides, he/she shall pay any additional cost associated with that policy above and beyond the amount paid by the board.

Professionals

The Board shall pay the medical, dental, and life insurance premiums for all certified personnel who upon retirement are (a) at least fifty-five (55) years of age or have at least twenty-five (25) years of service and (b) have been employed with the Carter County School System for at least fifteen (15) years total with the ten year (10) next preceding retirement having been in the Carter County School System. The Carter County Board of Education shall be obligated to pay the medical (board determined), dental, and ten thousand life insurance premiums for each such person for a maximum of ten (10) years or until Medicare eligible. New Employees hired on or after July 1, 2013 will follow the same guidelines with the exception of insurance being paid for a maximum of five (5) years only. Employees hired after July 1, 2015, are not eligible to continue insurance at retirement.

Para-Professional

Effective July1, 2013, all existing non-certified personnel, who upon retirement are at least 55 years of age or have at least 25 years of service and have been employed with the CCSS for at least 15 years total with the ten years preceding retirement having been with the CCSS will have their medical (board determined), dental, and life insurance paid for a maximum of ten (10) years or until Medicare eligible. New Employees hired on or after July 1, 2013 will follow the same guidelines with the exception of insurance being paid for a maximum of five (5) years only or Medicare eligible. Employees hired after July 1, 2015, are not eligible to continue insurance at retirement.

7.0 DRUG AND ALCOHOL TESTING POLICY

The drug and alcohol testing policy of the Carter County Board of Education is reviewed and revised regularly to ensure that we are meeting the needs of our employees and students. The newest policy is provided in a separate document for the convenience and easy access of all employees of the Carter County Board of Education. This document is provided in a hard copy format at the time of initial hiring and is also available at the school system website at any time. carterk12.net

8.0 EMPLOYEE WORK RULES

8.1 Employee Conduct & Work Rules

To ensure orderly operations and provide the best possible work environment, the Carter County School System expects employees to follow rules of conduct that will protect the interests and safety of all employees and the school system.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples, but *do not* constitute an exhaustive list, of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace while on duty, or while operating County owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of County owned or third party owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system, or other County owned equipment
- Unauthorized disclosure of confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Laying hands on a student in any manner

8.2 Attendance & Punctuality

To maintain a safe and productive work environment, the Carter County School System expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the County. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

8.3 County Property & Equipment

The Carter County School System has invested a tremendous amount of resources to provide you with the efficient technology for you to perform your job. Your cooperation in the care and use of the equipment is necessary to maintain it in operating condition.

Care should be exercised at all times. Gross employee negligence causing damage to County property or equipment may result in an employee being held financially liable for the damage.

Upon the separation of your employment, for any reason, you must return in good working condition any and all equipment issued to you.

NO SOFTWARE WILL BE INSTALLED WITHOUT THE APPROVAL OF AN EMPLOYEE'S SUPERVISOR.

TENNESSEE CODE ANNOTATED 39-16-504

39-16-504. Destruction of and Tampering with Governmental Records

(a) It is unlawful for any person to:

- (1) Knowingly make a false entry in, or false alteration of, a governmental record;
- (2) Make, present, or use any record, document or thing with knowledge of its falsity and with intent that it will be taken as a genuine governmental record; or
- (3) Intentionally and unlawfully destroy, conceal, remove or otherwise impair the verity, legibility or availability of a governmental record.

(b) A violation of this section is a Class A misdemeanor.

8.4 Computer Services, Internet Access and Electronic Mail

Carter County employees access the Internet from Carter County-owned computers. This access is intended for business-related purposes (such as communicating with customers, suppliers, and colleagues, to research relevant topics and to obtain useful business information.) When determining whether an employee's use of the Internet is appropriate, one may ask: "If I were doing this same activity in some other way (e.g. telephone, library, in person, by hand), would this activity be considered inappropriate?" Additionally, an employee's use of the Internet should not cause incremental expense to the County, nor should County time be wasted. County time should be spent conducting County business. Employees should not play games, send mass mailings or run private businesses from the Carter County School System computers.

Detailed Internet Policy Provisions:

- World Wide Web access from County-owned computer is filtered by a third-party service in the following categories: Adult content, nudity, sex gambling, illegal/questionable, proxy avoidance systems, racism/hate, tasteless, and violence. If an employee wants to report a particular web page that they feel should fall into one of these categories, they should contact their immediate supervisor.
- County-owned computers may not be used to download or distribute software or data without prior written permission. Any software or files downloaded via the Internet may be used only in ways that are consistent with their licenses or copyrights.
- County-owned computers may not be used to deliberately propagate any virus, worm, Trojan horse, trap-door, or back-door program code or knowingly disable or overload any computer system, network, or to circumvent any system intended to protect the privacy or security of another user.
- County-owned computers may not be used to knowingly violate the laws and regulation of the United States or any other nation, or the laws and regulations of any country, county, province, or local jurisdiction in any material way.
- County employees shall not install, remove, or otherwise modify any hardware or software for the purpose of bypassing, avoiding, or defeating any filtering, monitoring, or other security measures the County may have in place.
- County employees shall identify themselves honestly, accurately, and completely when corresponding or participating in interactive activities, and shall not send unsolicited mass electronic mail.
- County employees should not automatically assume that any County data or databases are subject to the Freedom of Information Act. There are numerous exclusions to this law and such data or databases may not be uploaded or otherwise transferred to non-County entities without appropriate approvals.
- County employees should not have any expectation of privacy as to his or her Internet usage. The County may monitor Internet usage patterns and the County may inspect any and all files stored on County resources to the extent necessary to ensure compliance.
- For County employees, infractions of these policies constitute misuse of County assets and are considered a violation of the Carter County Policies and may result in disciplinary actions ranging from a verbal reprimand up to dismissal.

8.5 Cell Phone Usage in the Workplace

The County recognizes that many employees have cell phones that they bring to work. The use of such cell phones, however, must not interfere with an employee's duties or performance. An

employee whose cell phone use does become disruptive or interferes with the employee's or co-worker's ability to do the job will not be allowed to bring a cell phone into the workplace. Some employees may have cell phones that also contain cameras. Employees who use camera phones to violate any County policy, including but not limited to the policy against harassment or confidentiality, will be subject to disciplinary action, up to and including discharge. This policy also applies to the use of cell phone text messaging by employees.

8.6 Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the public image employees present to the community.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

Consult your supervisor or department head if you have questions as to what constitutes appropriate attire.

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## **Carter County Schools Dress Standard for Employees**

All Carter County Schools employees should strive to create an atmosphere in the schools in order to be recognized as professionals, holding themselves to high standards and serving as role models. **To achieve this positive environment, faculty and staff should model themselves in a manner that not only meets, but exceeds, the student dress code spelled out in the Carter County School Board Policy.**

The following standards shall serve as minimum requirements and will apply to all employees of Carter County Schools. If any employee is attired in a manner which is likely to cause disruption or interference with the operation of the school, the principal or immediate supervisor shall take appropriate action, which may include reprimand or suspension. Any principal is free to increase the following requirements as necessary.

1. Shorts are not to be worn during the regular school day, with exceptions being made in certain situations such as: coaches wearing shorts in a coaching environment, appropriate outdoor activities such as field day, etc. Also, principals may make exception for allowing shorts in cases of extreme heat. When shorts are permitted, they must be of dress style (not casual) and a length of no more than 3" above the knee.
2. Skirts, skorts, dresses, and jumpers may be no more than 3" above the knee and should fit in a manner to allow for easy movement.
3. Jeans are to be worn on a very limited basis. When worn, jeans must be of a dress manner, properly fitting, neat, and hemmed, with no holes, rips, or tears.
4. No form fitting, body fitting clothing or immodest clothing is to be worn. No item of clothing should be so tight or so loose as to be revealing. Leggings are permissible with a top that appropriately covers the employee.
5. No strapless tops, tube tops, or tops with spaghetti straps are allowed. All tops must have at least a 2" strap to not be considered spaghetti straps.
6. Sweatshirts and t-shirts are not allowed. This standard does not apply in case of seasonal designs or school spirit designs worn in limited times such as Fridays or the day before a vacation or big event.
7. Proper undergarments must be worn at all times and not be visible.
8. Pierced ears/nose with appropriate jewelry are acceptable. Tattoos with vulgar language and/or obscene images are not allowed.
9. Appropriate footwear must be worn at all times. Certain job duties will require that flip flops, open-toed shoes, high heels, etc. may not be worn. A principal or supervisor will make this distinction known to the affected employees in such circumstances.

**EXCEPTIONS:** There are exceptions for some parts of the dress code for those who have specialized jobs. Some employees may wear uniforms (i.e. nurses, maintenance staff), and others may require specialized dress. Assigned Physical Education teachers, Career Technical Education shop teachers, coaches, and other teachers on special assignment may dress appropriately (in a more casual manner) for their assignments while on duty with that assignment. Additionally, School Nutrition Service (SNS) workers have their own dress code but are required to follow this employee dress code regarding areas that are not covered in the SNS HACCP Based Food Safety Plan under Employee Health and Personal Hygiene.

Please see your principal should you have questions as to the appropriateness of attire.

## **Tennessee Teacher Code of Ethics**

### **49-5-1001. Short title.**

This part shall be known and may be cited as the "Teacher Code of Ethics."

**HISTORY:** Acts 2010, Ch. 916, § 1.

### **49-5-1002. Legislative findings.**

The general assembly finds and declares that:

- (1) An educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. An educator accepts the responsibility to adhere to the highest ethical standards; and
- (2) An educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct.

**HISTORY:** Acts 2010, Ch. 916, § 1.

### **49-5-1003. Educator's obligations to students.**

- (a) An educator shall strive to help each student realize the student's potential as a worthy and effective member of society. An educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.
- (b) In fulfillment of this obligation to the student, an educator shall:
  - (1) Abide by all applicable federal and state laws;
  - (2) Not unreasonably restrain the student from independent action in the pursuit of learning;
  - (3) Provide the student with professional education services in a nondiscriminatory manner and in consonance with accepted best practices known to the educator;
  - (4) Respect the constitutional rights of the student;
  - (5) Not unreasonably restrain the student from independent action in the pursuit of learning;
  - (6) Not unreasonably deny the student access to varying points of view;

- (7) Not deliberately suppress or distort subject matter relevant to the student's progress;
- (8) Make reasonable effort to protect the student from conditions harmful to learning or to health and safety;
- (9) Not intentionally expose the student to embarrassment or disparagement;
- (10) Not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background or sexual orientation unfairly:
  - (A) Exclude any student from participation in any program;
  - (B) Deny benefits to any student; or
  - (C) Grant any advantage to any student;
- (11) Not use professional relationships with students for private advantage;
- (12) Not disclose information about the student obtained in the course of the educator's professional service, unless disclosure of the information is permitted, serves a compelling professional purpose, or is required by law;
- (13) Not knowingly make false or malicious statements about students or colleagues;
- (14) Ensure interactions with the student take place in transparent and appropriate settings;
- (15) Not engage in any sexually related behavior with the student, whether verbal, written, physical, or electronic, with or without the student's consent. Sexually related behavior includes, but is not limited to, behaviors such as making sexual jokes or sexual remarks; engaging in sexual kidding, sexual teasing, or sexual innuendo; pressuring the student for dates or sexual favors; engaging in inappropriate physical touching, groping, or grabbing; kissing; rape; threatening physical harm; and committing sexual assault;
- (16) Not furnish alcohol or illegal or unauthorized drugs to the student;
- (17) Strive to prevent the use of alcohol or illegal or unauthorized drugs by the student when the student is under the educator's supervision on school or LEA premises, during school activities, or in any private setting;
- (18) Refrain from the use of alcohol while on school or LEA premises or during a school activity at which students are present; and
- (19) Maintain a professional approach with the student at all times.

**HISTORY:** Acts 2010, Ch. 916, § 1.

**49-5-1004. Educator's obligations to the education profession.**

- (a) The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service. In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions which attract person's worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.
- (b) In fulfillment of this obligation to the profession, an educator shall not:
  - (1) Deliberately make a false statement or fail to disclose a material fact related to competency and qualifications in an application for a professional position;

- (2) Misrepresent the educator's professional qualifications;
  - (3) Assist entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute;
  - (4) Knowingly make a false statement concerning the qualifications of a candidate for a professional position;
  - (5) Assist a no educator in the unauthorized practice of teaching;
  - (6) Disclose information about colleagues obtained in the course of professional service unless the disclosure serves a compelling professional purpose or is required by law;
  - (7) Knowingly make false or malicious statements about a colleague; and
  - (8) Accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.
  - (9) Use illegal or unauthorized drugs.
- (c) In fulfillment of this obligation to the profession, educators shall:
- (1) Administer state-mandated assessments fairly and ethically; and
  - (2) Conduct themselves in a manner that preserves the dignity and integrity of the education profession.

**HISTORY:** Acts 2010, Ch. 916, § 1; 2018, Ch. 937, §§ 2, 3.

**49-5-1005.** Public access to teacher code of ethics.

The state board of education shall post the teacher code of ethics on its web site.

**HISTORY:** Acts 2011, Ch. 214, § 1.

The public chapter now provides that teachers who do not report other teachers who violate the code of ethics are in violation of the code themselves. This is a major change to the public chapter that all teachers should take note of:

- “An educator who has personal knowledge of a breach by another educator of the teacher code of ethics prescribed in 49-5-1003 and 49-5-1004 shall report the breach to the educator’s immediate supervisor, director of schools, or local board of education within thirty (30) days of discovering the breach.
- Failure to report a breach of the teacher code of ethics, or to file a report of any criminal activity or other misconduct that is required by federal or state law, is a breach of the teacher code of ethics.”

**EMPLOYEE ACKNOWLEDGMENT FORM**  
**AND**  
**COMPENSATORY TIME AGREEMENT FORM**

**EMPLOYEE ACKNOWLEDGMENT**

By signing this form, I acknowledge that I have received a copy of the personnel policies currently in effect for my office as of this date, and I understand that it is my responsibility to read and comply with the policies. These policies cannot and are not intended to answer every question about my employment with Carter County Board of Education. I understand that I should consult the Carter County Director of School's Office regarding any part of the policies that I do not understand or any questions I may have about my employment with Carter County Board of Education which are not answered in the policies.

The policies are necessarily subject to change, and I acknowledge that revisions may occur from time to time. Although my employer will usually provide me with notice of changes, I understand that revised information may supersede, modify or eliminate any or all of the policies at any time. All information contained in the policies is subject to applicable state and federal laws, rules and regulations, and I understand that to the extent that any such laws may conflict with any provisions of the policies, such laws, rules and regulations will control.

I have entered into my employment relationship with Carter County Board of Education voluntarily, and I acknowledge that there is no specific length of employment and that my employment may be terminated by me or by my employer at will, without cause or prior notice, at any time.

I acknowledge that none of the County's policies may be construed to create a contract of employment or any other legal obligation, express or implied, and that any policy may be amended, revised, supplemented, rescinded or otherwise altered, in whole or in part, at any time, in the sole and absolute discretion of Carter County Schools

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Employee Name (please print)

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Employee Signature

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Date