

EMPLOYEE HANDBOOK



MONTGOMERY
PUBLIC SCHOOLS

ENGAGE, EDUCATE, INSPIRE

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INTRODUCTION

The Mission: The mission of MPS is to engage, educate, and inspire our students to succeed in college, career, and beyond.

The Vision: MPS is a place where every student develops a love of learning, cultivates intellectual curiosity, and dreams of a future full of amazing possibilities.

Core Values

Commitment to Achievement

We push our students to do more and be better than they think is possible. We expect all students to achieve in school and in their chosen path following graduation. We seek excellence in all that we do in the classroom and beyond. From the appearance of our schools to the quality of our education, we strive for and expect the best from our leaders, teachers, support staff, and students, and we will accept nothing less.

Passion for Learning

We cultivate a love of learning and an intellectual curiosity that drives creativity and analytical thinking.

Integrity & Accountability

We believe as educators we are accountable to students, parents, the community, and each other to give our best to educate our students and serve as a role model of exemplary integrity, work ethic, and character. This level of accountability requires complete, transparent communication with our community. Our teachers and leaders model this behavior, teach what it means to be a person of integrity, and hold our students to this high standard.

Respect for Self and Others

We teach students to respect others and be inclusive. Our students learn to value the diverse characteristics that make each person unique. That respect of others begins with a proper respect and appreciation for self.

Educational Equity

We champion the right of each student to receive a quality education in a caring environment regardless of the student's background, beliefs, and capabilities. We value each student as a person and embrace our responsibility to serve as an advocate for each student, encouraging them and ensuring physical, emotional, and intellectual needs are addressed, allowing all students to focus fully on their education.

Community Partnerships

Our community partnerships make us stronger and are an integral part of who we are and what we do. We recognize our responsibility to teach our students to be socially responsible, caring, compassionate leaders prepared to serve others and contribute to society. Our success is a success for the community.

EQUAL OPPORTUNITY

Montgomery Public School System is an equal opportunity employer. No person shall be denied employment with regards to race, color, sex, religion, national origin, age, disability, or sexual orientation.

DISCLAIMER

This employee handbook serves as an overview of personnel policies, procedures, and work rules of the Montgomery Public Schools. The right is retained to modify or alter these procedures and policies in accordance with applicable statutes and whenever it is deemed to be in the best interest of the system.

This handbook is not an employment contract. The information contained herein is intended to provide guidance to keep you informed about your benefits and obligations. Official policies are contained in the Board of Education Policy Manual, which is available for reference in all schools, departments and online. If there is a conflict between a Board policy and this handbook, the policy will apply.

RESPONSIBILITY OF THE BOARD OF EDUCATION

The Board has the authority and responsibility to administer and supervise the public schools that are located within Montgomery, Alabama. Board authority will only be exercised collectively through action taken in accordance with applicable statutory and parliamentary procedures. Individual Board members have no authority to bind the Board or to act on behalf of the Board except when authorized to do so by official action of the Board.

MPS Policy 2.2

RESPONSIBILITY OF THE SUPERINTENDENT OF EDUCATION

The Superintendent is the chief executive officer of the school system. The Board of Education delegates authority and responsibility to the Superintendent for the day-to-day operation of the school system. This includes, but is not limited to, educational policies and programs, personnel management, fiscal management, property management, student attendance, and discipline. The Superintendent recommends and implements policy to the Board. In most areas of personnel management, for example the employment or dismissal of an individual, the Board can only act on the specific recommendation of the Superintendent.

Alabama Code 16-9-23 and 16—30

MPS Policies 2.6.1 and 2.6.2

DUTIES AND RESPONSIBILITIES OF EMPLOYEES

Employees have a duty to perform their jobs responsibly and in a conscientious manner. Employees are expected to meet the general performance and service standards in addition to any specific job description requirements.

Employees should first contact their immediate supervisor or principal for information. If the supervisor or principal cannot provide an answer, he/she will either obtain the information or direct the employee to an appropriate official.

Teachers are expected to respond to professional duties as reasonably requested by the supervisor such as professional learning activities, faculty and/or grade level meetings, and parent teacher organization meetings and at other times as appropriate.

Code of Alabama 16-8-9;

MPS Policy 5.1.1

EMPLOYMENT

DRESS AND APPEARANCE

Employees are required to report to work or to school functions in attire that is appropriate to their position and the nature of the function. Clothing that is revealing is prohibited. In addition, the wearing or displaying of political buttons, clothing, or banners is prohibited while at work to avoid disruption in the classroom and in school.

**[Reference: Alabama Atty. Gen. Opin. 2019-001]
MPS Policy 5.1.1 (j)**

EMPLOYEE DISCLOSURE

Employees should notify the Superintendent in writing, by telephone or in person within 72 hours of the following:

1. A felony charge, indictment, complaint, conviction, or plea agreement or
2. A misdemeanor charge, indictment, complaint, or conviction or plea agreement involving drugs or moral turpitude.

MPS Policy 5.1.1(k)

MEMBERSHIP IN EMPLOYMENT GROUPS AND ASSOCIATIONS

Employees are free to join employee groups such as labor organizations, employee associations, civic clubs, and similar organizations so long as there is no conflict of interest between the membership and the employee's responsibilities. Membership dues in such organizations are the individual responsibility of the employee. The use of Board facilities by such organizations is subject to established policy and regulation. Association officials or employees may not solicit membership or conduct organizing activities for such groups, and associations during their work time nor the work time of other employees.

**MPS Operating Procedure
MPS Policy 4.5.3**

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

Employees are encouraged to join and hold office in professional organizations. Membership dues in such organizations are the individual responsibility of the employee. The use of Board facilities by professional organizations is subject to Board policy on public use of such facilities. Employees may be excused to attend meetings of professional organizations whenever advance approval is obtained in accordance with established regulations.

MPS Operating Procedure

CHANGE OF STATUS AND NAME CHANGES

As an employer, certain information is needed on all employees to satisfy legal requirements. If the information in your records is not correct, problems could arise concerning your taxes, employee benefits, or paycheck. Changes in any of the following should be reported promptly to the Office of Human Resources and your supervisor as applicable: (1) name, (2) address, (3) marital status, (4) number of dependents, (5) person to notify in case of emergency, (6) insurance or retirement plan

beneficiary, and (7) physical problems that may limit your ability to carry out essential tasks of your position.

MPS Operating Procedure

RECRUITMENT AND PROMOTION

Position vacancies are announced in accordance with Board policy. Recruitment and promotion of certified employees conform to Alabama State Board of Education Administrative Codes and Bulletins. Employees are encouraged to apply for positions that offer opportunities for promotion. A comprehensive background investigation will be conducted on all prospective employees.

Code of Alabama 16-9-23; 16-12-16; 16-23-1

MPS Policy 5.2

APPOINTMENTS

All appointments or contracts of employment must be approved by the Board of Education. The Office of Human Resources advertises, recruits, and submits candidates to the Superintendent. The Superintendent then recommends appointment to the Board. Whenever the Board approves employment, the employee receives a letter of appointment from the Office of Human Resources. This appointment letter confirms the terms of employment such as salary, work term, duration of contract, and location of position. Questions concerning appointment should be addressed to the Office of Human Resources.

MPS Operating Procedure

MPS Policy 5.2.3

PERSONNEL FILES

An official personnel file is created for each employee. This file contains confidential information that is available only to authorized administrative personnel, representatives of governmental agencies whose access is granted, and the employee.

An employee has the right to review his/her electronic personnel file in the Talent Ed platform (Records). The employee will not be allowed to view letters of reference or investigative records that have been furnished.

Derogatory information shall not be entered in an employee's files until he/she is given notice and an opportunity to review the information. Employees may respond in writing to letters in their personnel file within a reasonable amount of time when the letter is originally given(5 days)

Alabama Code 16-8-7

MPS Operating Procedure

MPS Policy 5.9

TENURE/PERMANENT STATUS AND CONTRACT TERMINATION

All eligible employees of Montgomery Public Schools are considered probationary upon hire and are eligible to obtain tenure or non-probationary status according to the *Students First Act of 2011*. According to the *Students First Act*, a teacher shall attain tenure upon the completion of three

complete, consecutive school years of full-time employment as a teacher with MPS. Likewise, a probationary classified employee shall attain non-probationary status upon the completion of three complete, consecutive schools years of full-time employment with MPS.

A probationary teacher will not receive tenure when the Board approves and issues written notice to the teacher on or before the last day of the probationary teacher's third consecutive complete school year of employment. Likewise, a probationary classified employee will not receive non-probationary status when the Board approves and issues a written notice of termination to the probationary employee on or before June 15 immediately following the employee's third, consecutive complete school year of employment.

If an employee is terminated after being employed for a complete year, but then rehired prior to October 1 in the school year immediately following the school year of separation and then completes the current school year, the employee will receive tenure credit for the year. If an employee is terminated and then re-hired after October 1 of the school year immediately following the school year of separation, the employee will not receive tenure credit for the current school year.

Students First Act Section 16-24C-4

TRANSFERS

Teachers can be reassigned or transferred based on the needs of the school system. Employees must be qualified for the position to which he/she is being transferred. Some transfers must be made early in the school year.

Students First Act, 2011

EVALUATIONS

Certified

Certified employees (other than contract principals) will be evaluated in accordance with an evaluation program approved for use by the Alabama State Board of Education. Contract principals will be evaluated in accordance with rules, regulations, and requirements promulgated by the State Department of Education or as may otherwise be permitted by law.

MPS Policy 5.8

Classified

Non-certified personnel will be evaluated in accordance with criteria and procedures to be developed by the Superintendent.

MPS Policy 5.8.2

MPS Operating Procedure

Use of Evaluations in Connection with Employment Decisions

Employment evaluations may be considered in making employment decisions; however, employment evaluations are intended to enhance the overall quality of the school system's *instructional program*.

MPS Policy 5.8.3

AMERICANS WITH DISABILITIES

The Board provides reasonable accommodations, upon request, to individuals with disabilities who are in need of such accommodations in order to perform the essential functions of their positions. Employees may contact Human Resources for information regarding ADA accommodations.

MPS Policy 4.9.6

COMPENSATION

Compensation is based upon the specific terms of your contract or appointment as approved by the Board. Salaries are determined by the classification and rank of your position and the prevailing salary schedule approved by the Board. Step increases are determined by the salary schedule governing your position. Salaries of certified employees may also be determined by the rank of teaching certificate and "in field" assignment.

All employees are paid over a 12-month cycle, which is divided into pay periods of 20 working days. Paychecks are deposited directly into your bank account on the last day of the month. Employees are required to use the direct deposit method.

Questions concerning your contract, rate of pay, or similar matters should be addressed to the Office of Human Resources. Questions concerning a specific paycheck or deductions should be addressed to the Payroll Office.

MPS Policy 3.11

OVERTIME

Only employees who are "non-exempt" from the provisions of the Fair Labor Standards Act (FLSA) are eligible for overtime. Generally, classified employees are "non-exempt." professional employees, management officials, and most supervisors are exempt from the FLSA. Other employees may be exempt if they meet certain criteria of the FLSA. These employees are not entitled to overtime.

Alabama Regulation 11/7/91

MPS Policy 3.11.5

SALARY UPGRADES

If a teacher earns a higher degree from a regionally accredited institution that merits increased compensation under the approved salary schedule, the teacher must provide an official transcript conferring the higher degree earned to Human Resources. Human Resources will submit to the Certification Office of the State Department of Education to verify earned degree. Once verified by Certification Office, the teacher's increase will start the first of the following month after approval of

the State Superintendent. If verification is received in May, the teacher's increase will begin the first workday of the next school year.

MPS Operating Procedure

TIME OFF / LEAVE OF ABSENCES

ATTENDANCE

All employees are expected to report to work on time and on a regular basis. Unnecessary absenteeism and tardiness affect the mission of a school or department and place an unfair burden on other employees. If you are going to be absent, you must call in your absence to the substitute management system as far in advance as possible or contact the appropriate administrator as directed by your supervisor.

Notification from another employee or a relative is not acceptable, except in emergencies. If you are absent frequently, you may be required to furnish documentation, including medical statements from your doctor. If you fail to give proper notification of your absence, you may be subject to disciplinary action.

Each school/department establishes reporting and notification requirements. You should make sure that you know, understand, and follow the procedures of the school or department where you are assigned.

An employee who is absent for 5 or more consecutive workdays without any contact with the system may be charged with abandoning his/her position.

MPS Operating Procedure

MPS Policy 5.10

HOURS OF WORK / WORK SCHEDULES

Hours of work per day are usually expressed in the employment contract or letter of appointment. Hours may vary according to your position, the school or department to which assigned, or the needs of the school system. Some employees are hired for a specific number of hours each day. Other employees are hired on a per-day basis. Your supervisor or principal will determine when your workday begins and ends. Your work schedule may change to meet the needs of your school or department.

MPS Policy 5.1.2 (b) (c)

TIME SCHEDULES FOR TEACHERS

All teachers are expected to be in their classrooms at least 15 minutes before the official opening hour and conclude 15 minutes after the dismissal of students. An additional minimum of 30 minutes should be given to work at the school. This time may be spent either before or after school as set by the principal.

Alabama Code 16-8-8; 16-8-9

MPS Policy 5.1.2 (b)

ON-THE-JOB INJURIES

On-the-job injuries must be reported to your immediate supervisor within 24 hours (MPS Form 321-2002). You must also complete an injury report form (MPS Form 322-2002). This form must be completed regardless of whether you lost time from work or required medical treatment because of the injury. This form is essential in case you later submit a claim for lost time or medical expenses. (MPS Form 321-2000). The Superintendent or designee may approve paid leave for workdays lost due to on-the-job injuries.

Montgomery Public Schools employees are not covered under Workman's Compensation Act. Claims for lost wages and out-of-pocket expenses due to on-the-job injuries are submitted to the State Board of Adjustment. Claim forms are available from your supervisor or the Office of Human Resources. Claims to the Board of Adjustment must be made within one year from the date of the injury.

MPS Policy 5.10.4

SICK LEAVE

- a. Personal illness or doctor's quarantine.
- b. Incapacitating personal injury.
- c. Attendance upon an ill member of the employee's immediate family (parent, spouse, child or sibling) or an individual with a close personal tie.
- d. Death in the family of the employee (parent, spouse, child, sibling, parent-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, nephew, niece, grandchild, grandparent, uncle or aunt).
- e. Death, injury or sickness of another person who has unusually strong personal ties to the employee, such as a person who stood in loco parentis.

An employee who is absent on sick leave for 5 consecutive workdays may be required to submit a statement from a physician attesting to the illness.

Sick leave is earned at the rate of one sick day per month of employment. An employee may accumulate an unlimited amount of sick leave. This is a valuable asset and should be used wisely since it can protect an employee's pay in the case of serious illness or leave.

MPS Policy 5.10.3

SICK LEAVE BANK

A Sick Leave Bank program has been established for certified and classified employees. The purpose of the Sick Leave Bank is to provide sick leave for depositors of the bank after they have exhausted their accumulated sick and personal leave. A committee of elected employees administers the Sick Leave Bank. Any employee who is eligible to accrue sick leave is eligible to join the Sick Leave Bank. Employees may donate up to 30 days to the sick leave bank to be designated for a specific employee who is suffering from a catastrophic illness. Employees wishing to join the Sick Leave Bank program should contact the Office of Human Resources.

MPS Policy 5.12

PERSONAL LEAVE

All certified employees, teachers, and classified employees who work 20 hours or more per week are eligible for personal leave.

Five days of personal leave are allotted each work term (year). The first two days are granted without a loss of pay and the additional three cost the daily rate for a substitute teacher.

Alabama Code 16-8-26

MPS Policy 5.10.5

POLITICAL LEAVE

Employees who are bona fide candidates for local, state, or national office may request a leave of absence without pay to campaign. Requests should be submitted in advance and are considered on a case-by-case basis. Employees may not participate in political activities during the workday.

MPS Policy 5.10.11

FAMILY MEDICAL LEAVE ACT (FMLA)

The FMLA provides eligible employees may take 12 work weeks of leave during a 12-month period as designated by the employer. The 12-month period established by Montgomery Public Schools is July 1 to June 30. Absences under FMLA may be taken for the following purposes:

- a. The birth and first year care of newborn child;
- b. The placement of a foster child or adoption;
- c. The care of immediate family member, defined as a spouse, child or parent with a serious health condition
- d. The taking of medical leave because of the employee's own serious health condition.

Employees requesting absence under FMLA are required to use all other authorized paid leave such as sick leave, personal, and vacation leave before being granted an absence under FMLA. Absence under the FMLA must be requested and approved in advance using the approved MPS form. There must be an expectation that the employee will return to duty. Questions concerning FMLA should be addressed to the Employee Benefits Coordinator in the Finance Office.

MPS Policy 5.11; MPS Form 108

PROFESSIONAL LEAVE

The purpose of professional leave is to engage in educational activities that serve the needs and interests of the school system. This is granted at the discretion of the Superintendent.

Alabama Code 16-8-25

MPS Policy 5.10.7

DETACHED DUTY

Detached duty is a work-related approved absence from the employee's regular assigned duties. Such absence must be approved in advance by using the form, MPS 254-95.

MPS Operating Procedure

MILITARY LEAVE

Employees who are members of the National Guard, Reserves, or similar military organizations are entitled to leave of absence for training, annual encampment, or similar required activities. Military leave is granted without loss of pay, vacation leave, sick leave, or other benefits. Military leave shall not exceed 21 days per calendar year. Leave should be requested on MPS form 108-2003 with orders attached.

Alabama Code 31-2-13

MPS Policy 5.10.8

HALF-DAY LEAVE

All full-time employees will be afforded the option of taking half-day leave for all approved leave types, including sick leave, personal leave, and vacation leave where applicable. Full-time employees include six (6) hour lunchroom workers, and five (5) hour transportation workers.

Employees will indicate their request for half-day leave to their immediate supervisor and will record the request with the substitute management system as they call-in to register their absence. There will only be two options, half-day or full-day requests. The half-day option will be for the first half of the workday or the second half of the workday. The time that constitutes the half-day point may vary from one worksite to another because of different work schedules. Except in emergencies, requests for half-day leave should be made at least one day prior to the intended leave to facilitate contingency planning.

MPS Operating Procedure

JURY DUTY

Employees required by a court of law to serve as a juror shall be excused from duty with pay and without charge to other leave. Employees must notify their immediate supervisor or principal as soon as they learn that they have received a notice of jury duty. The employee may retain compensation received for jury duty.

MPS Policy 5.10.9

SUBPOENAED AS A WITNESS

An employee who is subpoenaed to be a witness in a work-related matter is excused with pay and without charge to leave. An employee who appears in court as a plaintiff, defendant, or witness in a non-work-related matter must use vacation leave, personal leave, or leave without pay.

MPS Policy 5.10.9

PROFESSIONAL LEAVE

The Superintendent is authorized to grant professional leave with pay to Board employees to engage in educational activities, which, in the judgment of the Superintendent, serve the needs and interests of the school system. The number of days approved for such leave will be at the discretion of the Superintendent. Use the approved MPS form 108-2003 to request this absence and submit it to Human Resources.

MPS Policy 5.10.7

MATERNITY/PATERNITY LEAVE

Sick leave, personal leave, or vacation leave may be used for maternity reasons. A statement from a physician indicating when an employee should discontinue work and when they may resume work must support absences for maternity. Leave without pay may be granted under the Family and Medical Leave Act (FMLA).

MPS Policy 5.11.3 (b2)

VACATION LEAVE

Employees begin earning vacation leave on the effective date they are assigned to a position which confers eligibility or vacation leave. An employee who resigns, is terminated, or dies while employed shall be paid for accrued vacation leave in accordance with applicable procedure. An employee may have more than the maximum accumulation (20 days) during the accrual year; however, any excess of twenty on June 30th shall be forfeited.

MPS Operating Procedure

MPS Policy 5.10.6

BENEFITS/WITHHOLDINGS

FLEXIBLE SPENDING ACCOUNTS (FSA'S)

The State of Alabama through PEEHIP offers eligible employees the opportunity to participate in a Flexible Spending Account (FSA). FSA's have been referred to in the past as a cafeteria plan. This plan allows eligible employees to shelter some of their income from taxes. Persons who participate in these plans can save a considerable amount of money because they will not pay *Social Security/Medicare taxes, Federal, and State income taxes* on the amounts sheltered. Enrollment for participation in this plan must be done each year during Open Enrollment.

CHRISTMAS CLUB

One bank or credit union is awarded the Christmas club account based on the most favorable annual interest rate. Questions concerning the Christmas club should be referred to the Payroll Office.

MPS Operating Procedure

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The employee assistance program is provided as a tool to assist in work/life solutions to empower you and your family members to meet life challenges. Full-time employees are provided three preapproved confidential counseling sessions per year. For more information, please contact your immediate supervisor or Human Resources

FEDERAL AND STATE INCOME TAXES

Deductions are mandatory for both taxes. The amount of deduction is based on your current tax table and the information you provide on the W-4 and A-4 tax forms. These forms may be changed before the 20th of any month. To change a form or obtain other information about taxes or other deductions, call the Payroll Office. It is an employee's obligation to see that these forms are current.

Alabama Code 16-22-6

HEALTH INSURANCE

Full-time employees are eligible to participate in the Public Education Employees Health Insurance Program (PEEHIP). Eligible employees will receive their PID# and a New Member Packet from PEEHIP in the mail after completing new hire paperwork in Human Resources. ***You must register for your insurance online in the PEEHIP Member Online Services portal within 30 days of the date full-time employment begins.*** An employee must be in pay status at least one-half of the working days of each month to earn their state insurance allocation (paid by MPS). An employee accrues one additional month of allocation for each three (3) months worked. Employees must work a full 9 months (Sept.-May) to be eligible to receive allocation during the months of June, July, and August.

Insurance is offered by PEEHIP:

Basic Hospital/Medical – administered by Blue Cross Blue Shield of Alabama

Health Maintenance Organization (HMO) – administered by Viva Health

Optional Plans – (Dental, Vision, Cancer, and Indemnity) administered by Southland National

LIFE INSURANCE

All full-time active employees are provided with a free term life insurance policy from Minnesota Life for \$10,000. Additional amounts of coverage are available by payroll deduction at the expense of the employee.

VOLUNTARY INSURANCE RELATED PRODUCTS

MPS offers several voluntary insurance related products through payroll deduction. Policies are offered through companies such as Aflac, Allstate, Colorado Bankers Life, 5 Star Life, New York Life and National Teachers Association. Questions concerning insurance should be directed to the Employee Benefits Manager in the Finance Office.

RETIREMENT

All full-time employees are eligible, and required, to participate in the State Retirement Program. For employees hired prior to January 1, 2013, seven and a half percent of the employee's salary is deducted each month for retirement and all contributions belong to the employee.

Ten years of creditable service are required for an employee to become "vested" or eligible for benefits. Persons terminating their employment with less than 10 years of service must withdraw their retirement funds.

Tier 1 Employees

A person hired prior to January 1, 2013 may retire after 25 years of service or at the age of 60 (if vested) and may use accumulated sick leave in determining the amount of creditable service. Retirement benefits will be calculated on the annual salary of the highest three of the last 10 years of service.

Tier 2 Employees

Employees hired January 1, 2013, or later, will pay six percent to the retirement system and their retirement benefits will be calculated at a lower percentage than current employees. Benefits will be calculated on the annual salary of the highest three of the last 5 years of service.

The retirement age requirement for employees hired January 1, 2013, or later will be 62 (if vested) or 30 years of service. An employee may not use accumulated sick leave in determining the amount of creditable service.

Alabama Code 16-25a-5; 16-25a-9

SOCIAL SECURITY {F.I.C.A.}

Coverage under the Social Security Act is mandatory for all employees. The Social Security deduction is made from your gross pay each pay period up to the maximum provided by law. Questions regarding benefits or other information concerning your Social Security coverage should be directed to the District Office of Social Security.

TAX SHELTERED ANNUITIES

Tax-Sheltered Annuity deductions are available to all full-time employees. An enrollment form from the chosen company (list of payroll-deducted companies available upon request) must be submitted to the Finance Office before the 15th day of each month for a deduction from the end of the month payroll. The Board of Education neither endorses nor recommends any companies or the policies sold. The deduction is both federally and state tax sheltered. For information on tax-sheltered annuities, contact the Employee Benefits Representative in the Office of Human Resources.

Alabama Code 16-22-6

WORK PLACE GUIDELINES/RULES

Employee and student safety are important to the Board of Education. The Board and the Superintendent make reasonable efforts to comply with all applicable federal and state safety requirements. The Superintendent, principals, and facility administrators are authorized to take reasonable and lawful measures to protect against personal injury, trespass, vandalism, theft, and like threats to personal safety, property damage, and financial loss to or on Board property or at school functions and activities. Employees also have a responsibility to comply with federal and state safety requirements and any specific requirements imposed by their supervisor. If you do not know or understand the safety requirements for your department or school, you should ask your immediate supervisor. Disciplinary action may be taken when employees violate safety rules and requirements.

***MPS Operating Procedure
MPS Policy 4.1***

COMMUNICABLE DISEASES

The Board recognizes a safe and healthy working environment is essential to maintain a productive workforce. Reasonable efforts are made to comply with applicable federal and state laws governing safety and health. Employees with an infectious or communicable disease that is spread by casual contact may be excluded from work. Incidents invoking possible danger or threat to other workers are handled on case-by-case bases. Employees are responsible for immediately notifying their supervisors when they are diagnosed or learn they have any infection or disease that may be spread by casual contact.

MPS Operating Procedure

ILLEGAL DRUGS AND ALCOHOL

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace. As a condition of employment, each employee must abide by this policy. An employee must notify the Superintendent's Office within 5 days of any conviction involving a controlled substance in the workplace.

MPS Policies 4.2.3; 4.2.7

EQUIPMENT/INVENTORY

All equipment purchased with Board funds regardless of the source of the funds (local, state, federal, etc.) and items donated becomes the property of Montgomery Public Schools. Terms of grants also must be adhered to when transferring equipment. Employees, in the event of a transfer to a new work site, must have written permission from both the current and new supervisors to transfer any equipment. Proper inventory documentation for transfer of equipment must be completed.

MPS Policy 3.7

"No public official or public employee shall use or cause to be used equipment, facilities, time, materials, human labor, or other public property under his or her discretion or control for the private benefit or business benefit of the public official, public employee..."

Alabama Ethics Law Section 36-25-5(c)

ELECTRONIC COMMUNICATION DEVICES

Electronic communication devices may be used for instructional purposes and should not be used to engage in inappropriate conduct with students or to violate FERPA laws.

MPS Policy 5.1.1

TECHNOLOGY USAGE

The Montgomery Board of Education permits and encourages the use of computers in support of educational and financial research and other programs consistent with the mission and policies established by the Board. All employees must comply with the provisions of board policy and any regulations and procedures developed by the Superintendent. Employees must also comply with any procedures and computer usage guidelines established by individual schools and departments, including the signing of acceptable use procedures.

MPS Policy 4.12

SEXUAL HARASSMENT

The Board strictly prohibits the sexual harassment of any employee in the workplace. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other such verbal or physical conduct of a sexual nature. Any employee who believes that he or she is being sexually harassed should promptly report the matter to your immediate supervisor. If your immediate supervisor is the harasser, you should report the matter to the Superintendent or the Office of Human Resources.

MPS Policy 5.15

GRIEVANCE PROCEDURES

Grievance is an allegation or dispute concerning the interpretation, application, or alleged violation of the personnel policies of the school district. A grievance should first be presented to the employee's immediate supervisor or the official possessing administrative authority to direct the activities of the grievant. If the grievance is not resolved at that level, the aggrieved should present the grievance to the next superseding authority. Not every concern or complaint comprises a grievance. Employees may submit complaints in writing. Each protest is resolved on a case-by-case basis.

MPS Policy 4.9

MPS Operating Procedure

SOCIAL MEDIA

Free speech protects individuals who want to participate in social media, but the laws and courts have ruled that school districts can discipline employees if their speech, including personal online postings, disrupts school operations.

The district recognizes the use of online social media networks as a communication tool. However, public social media networks may not be used for classroom instruction without prior consent of the supervisor. It is inappropriate to post during instructional time or designated work hours to your personal social media page. Posting students photos, names, grades and any other violation of FERPA is prohibited and subject to disciplinary action. Additionally, posting negative information

about the school, colleagues, parents, etc., is discouraged. The district may use publicly available social media for fulfilling its responsibility for effectively communicating in a timely manner with the public, through designated employees at the direction of the Superintendent or designee.

MPS encourages district employees with a personal online presence to be mindful of the information they post. Please remember that all MPS policies and procedures, as well as relevant local, state, and federal laws (copyright, fair use, Family Education Right to Privacy Act, personnel statutes, criminal statutes, etc.) apply to social media communications.

MPS Operation Procedure

MPS Policy 5.1.1 (e)

ADMISSION FEES AT SCHOOL SPONSORED EVENTS

Schools are not permitted to sponsor or produce an event during the school day for which students will be charged an admission fee unless provision is made to also allow attendance for those who are unable to pay.

Students may not attend cultural or other events held off Montgomery Public Schools property during the school day that require attendance fees unless provision is made to also allow for those students who are unable to pay.

MPS Policy 6.3

COMMERCIAL SOLICITATION

No school organization, pupil, or teacher is permitted to sell items of any kind unless approved by the principal. In each case where the sale is approved, the school organization or institution itself shall make the full profit, no division being made with out-of-school individual groups. Teachers shall not accept payment of any kind from any source for recommending the purchase of such items.

MPS Policies 3.16.1; 3.16.2; 3.17; 3.18

Employees may not use their offices or positions for personal gain to themselves or their family members and must adhere to applicable provisions of the Alabama Ethics Law. Before engaging in any activity, transaction, or relationship that might give rise to a conflict of interest, employees must seek review from their manager and/or the Human Resources Department.

Alabama Ethic Law Section 36-25-5(a)

MPS Policy 5.6

GAMBLING

Employees are not authorized to engage in or allow any form of gambling on Montgomery Public School property or at any school-sponsored event.

MPS Policy 4.5.2

GIFTS

Employees may not accept gifts valuing more than \$25.00 per occasion and \$50.00 for a calendar year from a single provider.

Alabama Ethics Law Section 36-25-1
MPS Policy 5.7

SUPERIOR TO SUBORDINATE RELATIONSHIPS

Close relatives, partners, those in a dating relationship, or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Employees in a supervisory role should assign evaluation, investigation, and decision making duties to another supervisor in cases where there can be relational biases. The Office of Human Resources should be contacted for guidance and, if the administrator is unsure.

MPS Operating Procedure
MPS Policies 3.10.4 & 5.2.5

POLITICAL ACTIVITIES

Employees may not circulate literature, solicit funds, hold or attend meetings, or engage in other activities on behalf of political candidates during the workday.

MPS Policy 4.14

TOBACCO PRODUCTS

No smoking or use of any tobacco product is permitted in school buildings, on school buses, or on school grounds.

Administrative Code 290-3-1.02
MPS Policy 4.2.4

WEAPONS

Personnel, other than authorized law enforcement personnel, are prohibited from bringing or possessing any deadly weapon or dangerous instrument on school property. In addition, personnel who violate this policy shall be subject to disciplinary actions.

Administrative Code 290-3-1.02
MPS Policies 4.2.1 & 4.2.2